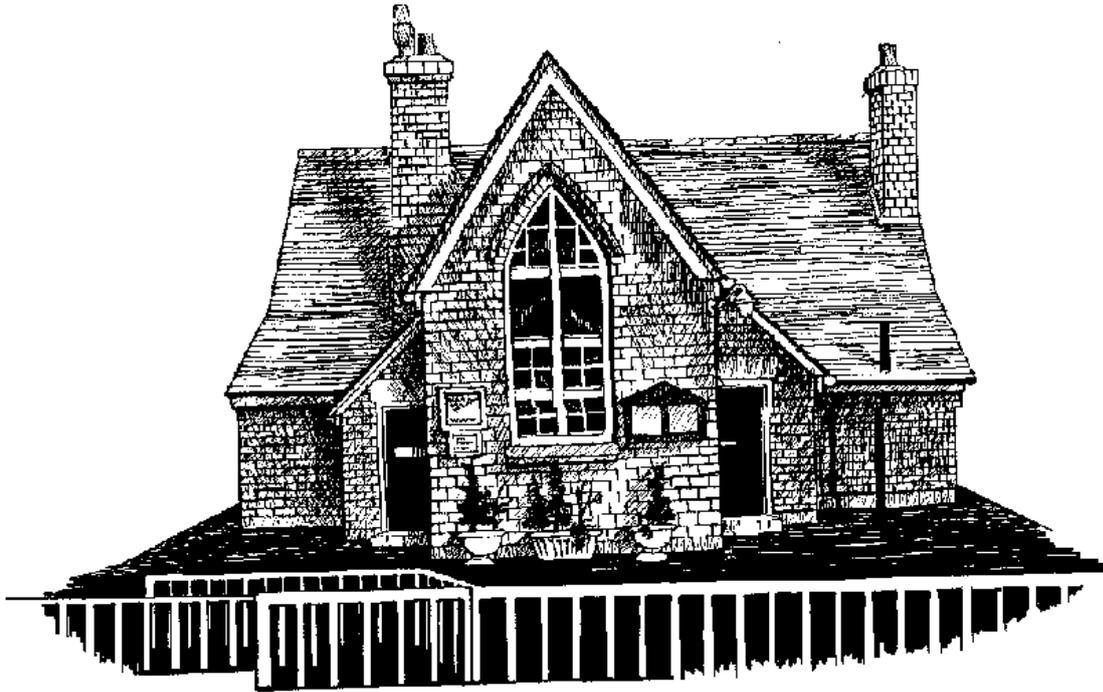




All Saints' and St Richard's Church of England Primary School



Parents' and Carers' Booklet

Information for new parents/carers

Revised July 2015



The School Day

8:45am – 3:20pm

Please ensure that your child arrives in time for the start of school.

Contents:

Morning Routine
Home Time
Routine
Playtimes
Lunchtimes

Morning Routine

Children should arrive at school between 8:30am and 8:45am. At 8:30am the Headteacher or caretaker will open the gate on the front playground (Sparrowhawks' entrance) and side gate to the main playground (Buzzards' and Treetops' entrance) and then stand on the front playground to welcome children and parents/carers as they arrive.

The children go straight to class in the morning where the class teacher will be waiting to greet the children. During this time the children can chat to their friends, read, complete class challenges or settling tasks.

Children in Treetops (Reception, Year 1 and Year 2) and Buzzards (Year 5 and Year 6) enter via their playground door. Sparrowhawks (Year 3 and Year 4) enter via the door to their outside patio.

This is also a good time for parents to have a quick word with the class teacher or pass on a message. If you need to talk about something in more detail, or want to discuss something confidential this is not the best time, but you can ask the class teacher for an appointment.



School begins at 8:45am and at this point all parents need to leave the building so that the teacher can take the register and begin teaching. If you are remaining in school e.g. to help in class you will need to go to the School Office to get a visitor badge and sign in. A bell is rung each morning to signal the start of learning time and for all parents and carers to leave the building.

Please do not bring buggies, pushchairs and prams into the school at the beginning of the school day as the corridor area can get very crowded as children move to their classrooms.

For reasons of health and safety, dogs must not be brought onto the school premises, tied to the school railings or allowed to roam the school grounds.

Home Time Routine

School ends at 3:20 pm and parents/carers are asked to meet their children promptly as they can easily become distressed if the person collecting them is late. At the end of the day all parents/carers should meet their children on the front playground.

You are asked to make sure that your child knows who is meeting him/her. It is the responsibility of the parent/carer to make sure that their child arrives home safely. Children will only be allowed to go home if the class teacher is satisfied that there is someone responsible and known to the child to meet them.

If, for any reason, there is a change in the normal arrangements for your child e.g. you have arranged for someone else to meet your child, or you have been unavoidably delayed, we ask that you inform us so that we are aware of the new arrangements. We cannot act on verbal messages from children.

Any child who has not been collected at the end of the school day is brought back into the school building to wait by the office until whoever is collecting him/her arrives.

Playtimes

Morning break is from 10:15am to 10:30am. Children in Treetops (Reception Year 1 and Year 2) also have a 10 minute afternoon playtime. We have two playgrounds; one is for Barn Owls (Reception) as it forms part of their outside area and is used to support the curriculum and areas of learning throughout the school day. The rest of the school play on the large playground with the support of members of the Pupil Leadership Team at lunchtime. In the summer months all children make use of our extensive playing field.



If it is very wet children do not play outside. However, the general principle is that a child who is well enough to come to school is well enough to go out to play. If you feel that an exception might be made for your child, please see the Headteacher who will discuss the matter with you.

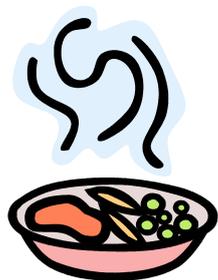
We do not allow children to bring sweets into school. A fruit or vegetable snack is provided free of charge for all children, which is generally eaten during the quiet snack time in the classroom, after morning play.

Children have the opportunity to have school milk, please see Mrs. McGarvey (school secretary) for details of ordering and cost. Milk is provided free of charge to under 5s. All classrooms have drinking water and cups. Children are encouraged to take regular drinks throughout the day and should have a **named** water bottle in school every day, whatever the weather. Children may only have water to drink during lessons.

Lunchtimes

Children in Treetops start their lunchtime at 12:15pm with a 15 minute play time, children in Sparrowhawks and Buzzards have a longer morning school session and do not start their lunchtime until 12:30pm. All pupils eat together in the dining hall at 12:30pm. Afternoon school starts at 1:30pm.

All children who attend the school full time stay on the premises at lunchtime. Children may have a cooked school dinner or may choose to bring a packed lunch from home.



All our school meals are freshly prepared and cooked on site to meet the demands of the pupils. On a daily basis the children are able to decide if they would like a cooked meal or a packed lunch and payment is brought in daily in a named purse. Each day there is a choice on the menu of a main meal, a vegetarian option, a jacket potato, pasta pot or a fresh baguette (summer only). Milk and water are served with the children's meal and fresh fruit is available. Children are encouraged to eat their meals, but they are not forced to eat anything they dislike. Provision can be made for children with special diets, please let us know details in writing.

All children in reception, Year 1 and Year 2 are entitled to a free school meal every day from September 2014. However parents in receipt of Income Support should still claim Free School Meals as this brings in additional funding for the school. Please talk to Mrs McGarvey or Mrs Harvey if you wish to discuss this further. Information and application forms can be obtained from the School Office. These forms, when completed, are **entirely confidential** and will be sent to the area education office by the school secretary.

We encourage parents to ensure that the packed lunches they provide are nutritionally balanced, including carbohydrate, protein and portions of fruits/vegetables. Packed lunches should not contain foods high in sugar or fat. A single small 'treat' item is sufficient such as a chocolate covered biscuit. Do not forget to include a drink in your child's packed lunch. No glass bottles or fizzy drinks are allowed.



Medical, Health and Safety

Contents:

Emergency Contacts
Absences
Accident and Illness
Head Lice
Glasses
Medical Conditions
Medicines at School

Please ensure that we know how you can be contacted in the event of your child being taken ill.

Emergency Contacts

We keep a file of information which enables us to contact parents, carers or a responsible adult during the day if necessary. It is essential that this is kept up to date. It is very important that we have a telephone number on which you can be reliably contacted. Please inform the office in writing of any changes to your emergency contact numbers.

Absences

If your child is absent at any time, please telephone the office daily to let us know that your child will not be in school. A note should be sent to the teacher on his/her return giving the reason for absence. In the event of us not receiving a telephone call we will attempt to contact you to ensure that you are aware of the absence.

Routine dental and medical appointments **MUST** be made **outside** of the school day. Routine appointments made during the school day will not be authorised. If your child has a hospital or orthodontic appointment that cannot be arranged outside of the school day then please collect an authorisation form from the School Office.

Accident and Illness

If a child sustains an injury, or is taken ill, the following procedure takes place:



- If the injury is minor, the appropriate first-aid is administered and the child returns to class.
- If it is thought that the accident is more serious, parents/carers are contacted so they can arrange for the child to see a doctor. If the parents or carers cannot be reached the Headteacher assumes responsibility for the child. This would normally mean the child being taken to the Accident and Emergency Unit at the Eastbourne District General Hospital, or to a local doctor if available.
- If a child receives any injury to the head, a letter will be sent home with him/her alerting the parents/carers to the possibility of delayed reactions.
- If a child is taken ill at school, parents/carers are contacted with a view to the child being taken home.



A child with sickness, diarrhoea or a heavy cold must be kept at home until all such symptoms have cleared for **24 hours**. This is in the interest of your own child and helps to minimise the spread of infection to others. Similarly, a child who is unwell and receiving treatment from the doctor should be kept at home until the treatment is complete.

It is in the interests of the school community that we ask parents to inform either the Headteacher or the secretary if their child has an infectious disease e.g. German Measles, Chicken Pox, Mumps, Measles, head lice, ringworm etc. We treat the information in the strictest confidence.

Head Lice

Head lice can be a problem in schools. We are not allowed to inspect children's hair and screening is no longer carried out by the school nurse. If a case of head lice is discovered in a class, all parents/carers are informed by text message or letter which also contains advice on the best treatment for head lice. The only way to keep the school lice-free is for all parents/carers to check their child's hair regularly.

Glasses

If your child needs to wear glasses, please inform your child's teacher about when they need to be worn.

Medical Conditions



If your child suffers from asthma, diabetes, epilepsy or any other serious condition, the Headteacher must be informed of this before your child starts school. She must similarly be informed of any changes to treatment or medication. Please also inform the school, in writing, of any allergies your child may suffer, e.g. plasters, nuts, wasp/bee stings etc.

If a child has a serious medical condition which requires them to have specialist medical intervention then we can liaise with the school nurse to develop an individual care plan.

Medicines at School

If your child is fit to attend school and needs prescribed medication to be administered during the school day you will need to complete and sign a consent form to enable a member of staff to administer the medicine. Without a signed consent form it would be necessary for the child's parent/carer to come into school to administer the medication.



If your child requires an inhaler, please send a clearly labelled spare inhaler into school. All inhalers are kept in the staffroom. Should your child need to use his/her inhaler he/she should inform a member of staff who will then immediately arrange for the child to have access to their asthma inhaler. The member of staff will supervise the administration of the inhaler. You will be sent a text message to inform you that your child has needed to use their inhaler.

We make special arrangements for children with severe allergies who require the immediate use of an epi-pen.



School Uniform

Please make sure that all items of school uniform are clearly named.

Contents:

School Colours
Health and
Safety
Weather

Considerations
Boys' Uniform
Girls' Uniform
PE Kit
Purchasing
School
Uniform
Lost Property
Valuables

School Colours

All children are expected to wear correct, smart school uniform. The school colours are bottle green, white and grey. Children in Barn Owls (reception) wear a gold polo shirt rather than a formal shirt and tie. Children also need to have a bottle green school book bag and bottle green drawstring PE bag.

Health and Safety

For safety reasons children should wear strong, sensible shoes. Fashion shoes, flimsy open-toed sandals, shoes with heels and heavy boots are not suitable. Trainers may not be worn, except for PE lessons.

Jewellery, other than one pair of small stud earrings and a watch, if your child is able to tell the time, is not allowed in school for health and safety reasons. Earrings and watches **must** be removed for all PE lessons. Long hair must be tied up for school, this is essential for all P.E. lessons and playtimes.

Weather Considerations

Parents should be aware that children are expected to be able to go out to play in all weathers at all times of the year. Therefore, when the weather is colder please ensure that your child comes to school wearing a suitable coat, scarf, hat and gloves. Coats should have an integral hood for when it is raining. During periods of snow wellington boots should be worn to school.



Children must wear sunhats in the summer months. A legionnaire-type hat that shades both the face and neck is the most suitable. School sunhats are available from our uniform supplier. Children should also have sun cream applied before attending school.

Boys' Uniform

Winter (Terms 1 to 4)

White long or short sleeved shirt and school tie
Bottle green v-necked sweatshirt with embroidered school logo
Grey trousers
Black shoes, grey socks

Summer (Terms 5 and 6) - Optional

White short sleeved, open necked shirt
Bottle green v-necked sweatshirt with embroidered school logo
Grey shorts
Black shoes, grey socks

Girls' Uniform

Winter (Terms 1 to 4)

White blouse and school tie
Bottle green v-necked sweatshirt/cardigan (embroidered logo)
Grey skirt, culottes, pinafore dress or trousers
Black shoes, white or grey socks or grey tights

Summer (Terms 5 and 6) - Optional

Green gingham dress
Bottle green v-necked sweatshirt or cardigan(embroidered logo)
Black shoes, white socks



PE Kit

We like our children to look as smart when they do PE as they do in other activities. A uniform PE kit helps us to do this. PE kit is worn for reasons of safety and hygiene. All pupils need to change for PE.

PE kit (boys and girls)

White round neck t-shirt with school logo
Black shorts
Black plimsolls
Black trainers (can only be worn outside)
Black jogging bottoms (also needed for outdoor learning)



All children should have their PE kit in a simple bottle green drawstring bag; large games bags are not needed or suitable due to the limited storage space in the cloakroom area. When left on the floor, or placed on the shelf above the coats, they constitute a safety risk.

Purchasing School Uniform



The items listed below can be purchased from our approved uniform supplier Leonard Hudson. All other items are available from many high street stores.

- sweatshirts
- school ties
- gold polo shirts (reception children only)
- book bags
- PE bags
- sunhats
- fleeces/coats
- black jogging bottoms
- School PE t-shirt

Uniform orders are managed by members of the governing body. Parents and carers can complete a uniform order form whenever they need to order new uniform and hand this in at the School Office. Payment must be included with your order.

A copy of the uniform order form is enclosed with this induction pack.

Lost Property

All items of school uniform must be clearly named, preferably with a sewn/iron in label or permanent marker. Names written in biro on labels tend to fade in the wash and cannot easily be read.

We do not have facilities to store large amounts of lost property. Any named item will be returned to its owner. Unnamed items will be placed in the lost property basket kept in the school foyer. Any unclaimed items at the end of each term will be disposed of. The secretary holds any items of value which are handed in e.g. keys, glasses etc.

Valuables

Valuables should not normally be brought into school. We do our best to safe guard property but any items brought into school are at the owner's risk. This includes watches.

Mobile phones and electronic devices should not be brought into school.



Contents:

Teachers
Mrs Harvey
Parents'
 Consultation
 Evenings
Open
Afternoons
Reports
Monthly
 Newsletter
School Website

Communication

Please let us know if you have any concerns or queries about any aspect of school life.

Communication with Teachers

We believe that good communication between home and school is essential for the successful education of your child. Our teachers are always willing to discuss any aspect of your child's education with you. Urgent and minor points can be raised with the class teacher when you drop your child to class at the start of the day, or you can make an appointment to discuss points which require confidentiality or a longer amount of time.

Alternatively, teachers usually escort their classes out to the front playground at the end of the day; this is a good time to catch your child's teacher for a quick chat or to make an appointment to see them at a later date. You may also contact the School Office to make a formal appointment to see your child's class teacher.

Concerns should initially be addressed with the class teacher. If at this point you are still concerned then you may request an appointment with the Headteacher.

Communications with the Headteacher



The Headteacher is very happy to discuss any matter related to your child's school life. She is usually in the front playground at the beginning and end of the school day to see parents. Parents may also make an appointment to see her via the School Office. **For questions concerning your child's learning we would ask that you speak with the class teacher initially who will be able to help you.** At all times when making appointments to see staff members, it is very useful if you could provide as much information as possible to enable facts to be gathered ahead of the meeting if necessary.

Parents' Consultation Evenings

Twice a year we hold consultation evenings when you are invited to come and discuss your child's progress with his/her teacher. The first, which usually takes place in late October, is used to discuss how your child has settled into school or his/her new class and to air any concerns you or your child may have. The second, in March, is to discuss your child's progress.



Class Sharing Worship

Three times a year, usually in terms 2, 4 and 6 each class holds a Sharing Worship which starts at 8:55 am. Parents and carers first have the opportunity to watch their child's class share learning from their latest topic in front of the whole school. Parents and carers are then invited to view their children's work and talk informally to the class teacher back in the classroom. The children are asked to prepare two pieces of work to show you. One that they are very proud of which shows how they are making progress and one that shows an area of their learning that they need to develop.

Reports

The school is required by law to report annually on your child's progress in all the National Curriculum subjects, as well as Religious Education. The report, which is produced in the summer term, indicates your child's progress and achievements. Included with the report are details of your child's attendance and teacher for the following academic year.

Weekly Newsletters

News, information, holiday dates and appeals for help are circulated through our weekly newsletters. We give the newsletters to children to take home every Friday afternoon. The newsletter is printed in colour so that it is clearly identifiable. Some children are better at getting them home than others! We strongly advise you check your child's book bag every Friday and at regular intervals during the week.

We are beginning to e-mail the newsletter home as well so please make sure that we have an up to date e-mail we can use for this purpose.

The newsletter is also posted on the school website so if the newsletter doesn't make it home then you can catch up with the latest news from the website.



Parental Involvement

We welcome the participation of parents, carers, grandparents and volunteers in the life of the school.

Contents:

Volunteer
Helpers
The Friends
Governing Body

Volunteer Helpers

It is our wish to be a school at the heart of the community and as such we welcome the participation of the community in the education of our children.

We always enjoy having parents/carers, grandparents and volunteers working alongside us in school on either a regular or occasional basis.

The kinds of activities parents/carers can help with include helping on trips, with reading, cooking, sewing, model-making, art, displays and computing. Some parents/carers help in the library, make costumes for school productions, look after our school garden etc. The list is endless.

There are so many ways in which you can join in and contribute to the school. If you would like to help in any way please do not hesitate to contact us and let us know of your interests. An information booklet for parents wishing to help in school is available from the School Office. A Disclosure and Barring Service (DBS) check is needed and parents have to sign to say they have read and understood the information about helping in school and the need for confidentiality. We hope all parents/carers will be able to support in their own way.

The Friends of All Saints' and St Richard's CEP School (PTA)

The PTA has the function of providing a social forum for children, parents/carers and friends of the school while raising money for the items that improve educational facilities at the school, but could not be bought from the tight budget supplied by the Local Authority. The PTA has supported a variety of projects in the school from ICT equipment, to playground markings, to new dictionaries, to reward schemes. Please get involved however you can.



Although there is a committee, it is very informal and the committee welcomes help from any willing parents/carers. All parents/carers at the school are automatically members of the PTA. The organisation also has loyal support over many years from neighbours and other people connected with the school.

Many new parents join the school and find the closeness of the PTA a little daunting at first. Please do not be put off, some close friendships have been forged over the years through involvement in the PTA, and the committee will always give a warm welcome to new faces.



At each fundraising event there are plenty of jobs to be done in preparation, most requiring a willing person to give up only a small amount of time. Even if you are unable to help in the preparation stages, simply by supporting the various fund-raising functions throughout the year you are already helping the children at school.

The Governing Body

Parents/carers are represented on the Governing Body. From time to time vacancies arise; these are advertised through newsletters to parents/carers. If you are interested in becoming a Parent Governor please contact the clerk to the Governors, via the School Office, for more information.