

SEPTEMBER WELCOME PACK

Welcome to the start of the new academic year!

We hope that you all had a lovely summer break and are feeling rested and refreshed.

Each year, on our return to school after the summer break, we provide a 'Back to School' pack to act as an 'Aide memoir' for parents and children. This helps to remind everyone as to the expectations and routines that help to ensure the smooth running of school. If as you read the pack, there is anything that you would like further clarification of, please feel welcome to ask and we will do our best to help.

The School Day

Our school doors open at 8.45 a.m. allowing all children to enter school in readiness for the start of the school day which starts promptly at 8.55 a.m.

Please note that prior to 8.45 a.m. there are no staff members available to supervise children on the school grounds who are unaccompanied by an adult.

Assembly	10.15 - 10.30 a.m.
Morning Playtime:	10.30 - 10.50 a.m.
Lunch time:	12.00 - 1.00 p.m. (infants) 12.00 - 12.50 p.m. (juniors)
Afternoon playtime:	2.30 - 2.40 p.m.



The school day ends at 3.15 p.m.

On arriving at school the following morning routines are encouraged:

Pines Class Parents are welcome to bring their child into school and liaise with the adults who work in the class. However, we ask that all adults have left the classroom by the time the bell rings at **08.55am**. Additional bodies in the classroom at the start of the school day can be distracting for children and prevents the class as a whole from having the settled and purposeful start to the day that they need.

We make a polite request that **buggies are not** brought into **learning** areas of school particularly at the beginning and end of the school day as there simply isn't sufficient space to accommodate them easily and without creating a hazard. Parents are welcome to bring buggies into our hall during sharing assemblies and performances but should endeavour to leave them under the shelters in the playground for the short time it takes to ensure that children have entered school safely at the beginning of the day.



Y2 children should be encouraged to come into school **independently** at the beginning of the day. During the school day they are expected to organise their book bags, homework, reading books and clothing by themselves and the beginning of the school day should support this expectation. Parents are welcome into the classroom to pass on urgent messages or information but we ask that all adults have left the classroom by the time the bell rings at **08.55am**.

Y3 children and upwards. From Y3 onwards children should be **totally independent** in their morning routine. As a result the expectation is that parents should only be coming into school in the mornings if they have important information that needs to be shared with the class teacher.



Emergency Contact Details

At the start of a new academic year we are conscious that some of the addresses and emergency contact details that we hold for parents and carers may have changed. **Please complete the enclosed form and return it to Mrs Mitchell in the office as soon as possible.** Also remember to let us know if any details change during the school year.

Security

We wish our children to be as safe and secure as possible. For this reason, **all visitors arriving at school are asked to report to the school office** and are required to sign themselves in. **Please note that children are not permitted to open the external doors to school.**



Uniform

Please ensure that all items of clothing and footwear are clearly marked with children's names or initials. Any lost property will be stored for a term in the Lost Property Boxes located in school.

At Stockton-on-the-Forest we like children to look smart and encourage them to adhere to our school 'dress code'.

This consists of:

- A white polo shirt or shirt.
- Dark trousers or skirts (preferably grey or black).
- Suitable and appropriate footwear, usually black or dark in colour.
- Children in Reception, Y1 and Y2 are asked to wear red sweatshirts.
- Children in Y3, Y4, Y5 and Y6 are asked to wear blue sweatshirts.

Sweatshirts/cardigans and polo shirts/PE t shirts containing the school logo are available to order from Mrs Mitchell in the school office.

During the summer months, girls are able to wear school summer dresses and boys are able to wear grey or black shorts. We actively discourage the wearing of 'sports' wear and trainers for everyday school wear.



PE Kit

Children require the following for PE and should have this in school at all times:

- Plain t-shirts or polo shirts, preferably white.
- Shorts, preferably grey, black or navy. Not baggy or long.
- **Plimsolls are essential for indoor PE to ensure that children's feet are protected and help to protect others from verruca infections.**
- Sensible and appropriate trainers (for outdoor PE)
- Jogging bottoms and track suit tops for outdoor PE sessions held at colder times of the year.

For reasons of safety, we ask that children with long hair tie it back for any physical activity. It is advised that children with long hair have a 'bobble' or 'band' as part of their PE kit.

As PE kit is left in school, we advise that children have a PE bag. These can be obtained from the school office.

PE kit should remain in school all week as children will not just need them for PE, but for any session that involves physical activity, or as an emergency change of clothing.

Jewellery

As school **cannot** take responsibility for items of value brought onto the premises, and due to health and safety requirements, the wearing of jewellery to school is strongly discouraged. For those children who have their ears pierced it is advised that stud earrings or sleepers are worn. For health and safety reasons these should be removed for PE. If your child is unable to remove their earrings for PE we advise sending medical tape to school so that earrings may be concealed during PE.

Watches are permitted on the understanding that they must be removed for PE and physical activity.

Bringing things to school

Mobile phones and electronic games and equipment should not be brought into school and children are strongly discouraged from bringing anything into school that is of sentimental or monetary value. However, we acknowledge that from time to time, children will wish to bring items into school to show or share with their class.

On these occasions children should hand the object over to the class teacher or school office for safe keeping at the start of the school day.

Please note that school cannot accept responsibility for the loss or damage to any toys or equipment brought into school. We strongly advise that children bring nothing of emotional or financial value into school.

Children bringing items of sentimental or monetary value onto the premises do so at their own risk.



Homework

Our homework policy is that homework in KS1 (Y1 and Y2) consists of children reading their reading books and learning their spellings. Teachers may also give some homework in maths, science or other subjects.

In KS2, homework is given weekly. Homework will usually consist of some English and Maths work, spellings and reading. Teachers may also give some homework in science or other subjects.



Whilst the completion of homework is not compulsory, parents are encouraged to support their children with their homework requirements. As children enter into the UKS2 classroom, homework is seen not just as the opportunity to consolidate learning but also as a means for children to undertake a greater measure of responsibility for their learning in preparation for the demands of secondary school. Should you have any questions surrounding the issue of homework, please feel free to contact your child's class teacher who will be pleased to help. A copy of our Homework policy accompanies this pack.

Reading

Reading is an important part of learning for all children and as such we encourage children to read regularly at home. As a guide, all children in KS1 and LKS2 should be reading to a grown up for a short amount of time each day (around 10mins). This should include time to discuss and answer questions on the text being read.



As children enter UKS2, they develop into 'free readers'. We aim for most children to have completed the school reading scheme by the end of Y5. However, it is important for even our 'free readers' to have discussions surrounding the text that they are reading as this enables children to develop important comprehension skills.

Break Time Snack

The school takes part in the School's Fruit and Vegetable Scheme which allows every child in Foundation stage and KS1 access to free fruit provided at school.

As we are a healthy school we encourage KS2 children to bring a cereal bar to have as a snack during morning break. This should be placed in the baskets in classrooms.



Healthy Packed Lunches

As we have pupils who have allergies, please do not send in anything containing nuts. Stockton on the Forest is a Healthy School and as such we ask children not to bring sugary sweets and fizzy drinks into school, either as part of their packed lunch or for their break time snack. Children are welcome to bring fruit and cereal based

snacks, yoghurts, and fresh fruit juices as alternatives. Children are strongly discouraged from bringing full size chocolate bars such as mars bars, twix etc, as part of their packed lunch as these do not form the basis of a healthy and nutritious meal. However, the **occasional** and **small** amount of chocolate, such as **one** fun size snacks, small cake or chocolate biscuit **are** acceptable as a treat

Cool Milk Scheme

Children have the option to receive free milk each day up to their 5th birthday from the Cool Milk Scheme. Parents who wish their child to continue to receive milk in school will need to register for the milk scheme themselves and make payments directly to 'Cool Milk'. Registration can be completed on-line at www.coolmilk.com. If you have any questions about the scheme, please speak to Mrs Mitchell who will be pleased to help.



School Meals

Since September 2015 all children in Reception, Y1 and Y2 have been entitled to a free school meal. The cost of a school meal for Year 3 and above is **£2.30** per meal. Payment for school meals can be paid daily, weekly, half termly or termly either in cash or by cheque,

We operate a 3 week menu choice system which is on display in classrooms. Children should select their meal choices from this daily.

Home School Agreement.

You will find two copies of our Home-School agreement in this pack. Please note that this is a **statutory document**. We ask that you read this with your child and discuss the contents. Once the agreement has been read and discussed, both copies should be signed. One copy should be returned to school with your child, and the other retained for your information.

Internet Agreement.

You will find a copy of our school Internet Agreement in this pack. This agreement is aimed at promoting web safety for all our children. Please read the agreement with your child and discuss the contents. Once read and discussed, one copy should be signed and returned to school with your child.



Behaviour Policy

A copy of our school Behaviour policy is available on the school website.

Equality and Diversity Policy

A copy of our Equality and Diversity policy is available on the school website. We formally request that you take time to read this.



Safeguarding

At Stockton on the Forest Primary School children's safety and well-being is of paramount importance. Below is a brief summary of school policy and procedures that help to ensure that children are kept safe and well.

All staff appointed are screened during the recruitment and selection process.

Any person who will be working with children in an unsupervised context will be CRB or DBS checked. This means that they are checked for any previous convictions that may mean that they are unsuitable to work with children.

All staff undergo a period of induction where they are made aware of the school policies that need to be adhered to in order to ensure the safety and well-being of our children.

All staff adhere to the Code of Conduct for adults in school, which outlines specifically certain practices that are prohibited, such as having mobile phones in classrooms, or communicating with pupils via social network sites.

All staff undertake Basic Awareness Safeguarding Training as part of their induction process. This training is renewed and updated regularly.

Staff are trained in first aid once every three years.

One member of staff attends three day first aid training every three years.

Two members of staff attend early years first aid training every three years.

Staff are trained in appropriate methods of physical restraint, in the event of it being required.

Prior to any trip or excursion, visits are planned in line with *CYC* checklists and educational visits policy.

All trips and excursions are risk assessed prior to the visit taking place. Dynamic risk assessment is conducted throughout the duration of the visit.

The school follows the recommendations for pupil to adult ratios on all school trips to ensure that children are safe and well looked after.

The School Policy for Incidents is taken on the majority of school trips to ensure that appropriate systems are adhered to in the event of an emergency.

Any unusual or risky activities undertaken during school time are risk assessed, and dynamic risk assessments conducted throughout the duration of the activity.

In addition to the above, the school has a comprehensive range of policies which all relate to the safeguarding of children in our care. These are available upon request.

As part of our safeguarding procedures in school, members of staff are advised to decline any friendship requests from pupils or parents that may arise through social networking sites. This is to enable our staff to ensure that they maintain an appropriate and professional working relationship with all of our families. In addition to this we ask that parents do not make friend requests to members of staff through social network sites. This is to safeguard the private life of our teaching team, secure confidentiality and to protect the work/life balance of our staff. We thank you in anticipation of your co-operation in this matter.

Attendance

It is vitally important that children attend primary school regularly. At this stage in their education they are learning new key skills each week. There are times during primary education when children will only visit a specific area of learning for one week during the whole academic year. Should they miss the initial learning of a key skill, they are often disadvantaged in their learning for a number of years later. It is only through consistent and regular attendance that children can maximise the full educational value offered to them by the broad and rich learning experiences planned into a primary school curriculum. As we start a new school year, we would like to request that parents avoid, wherever possible the booking of holidays during term time so that children obtain the most benefit from their education.

However, we do recognise that there are times when missing a session of school is unavoidable due to essential off-site appointments that cannot be arranged for out of school hours. On these occasions, a request for the authorisation of absence should be made by obtaining a Leave of Absence form from the school office. This should be completed and returned to school prior to the absence.

Absences for which permission has not been requested will be recorded as unauthorised.

School is required to set absence targets and attendance levels are monitored. Attendance levels of 97% or more are considered good. Attendance levels of 92% or less are a cause for concern and will be followed up by the headteacher. Good attendance (97% or higher) is recognised through attendance certificates at the end of each term.

Family Holidays

There may be times when a Head teacher may authorise a request for leave of absence in term time. These occasions are called 'exceptional circumstances'. Examples of what constitute exceptional circumstance are outlined on our request for absence form. Very few requests for leave of absence in term time fulfil the 'exceptional circumstance' criteria and therefore most requests for leave of absence have to be declined and marked as unauthorised. However, it should be noted that children talk a lot to the adults in school and usually share the excitement of holiday bookings, plans, packing and experiences. For this reason it is a



far better practice to notify school of the intent of a holiday than to attempt to give inaccurate reasons for a child's absence. Giving false reasons for an absence puts children in very difficult situations, spoils their holiday experience and confuses them as to the importance of honesty.

Government guidance indicates that parents do not have an automatic right for their children to have authorised absence to go on holiday. In certain circumstances parents can be issued with a Fixed Penalty Notice where they take a holiday in term time which is not authorised by the head teacher.

A Fixed Penalty Notice can require a parent to pay a sum of either £60 or £120. Each parent can be issued with a notice for each child so two parents with two children can potentially be issued with four notices. If you wish to talk about this matter further, please contact the school to make an appointment.



Absence Through Illness

When children are ill we ask that parents telephone school on the morning of the first day of illness between 8.30 and 9.15 a.m. to speak to a member of staff or leave a message on the answer machine. Where this is not possible, a written message sent with another child or sibling is acceptable. When children return to school we require a written note or email for our records as this is a legal requirement. Please note that incidents of diarrhoea or vomiting require children to be absent from school for 48 hours after the latest bout.

As we have a duty of care to our children we are required to ensure that they are safe. As such when children are absent from school without notification we have to satisfy ourselves that they have not been involved in truancy, an accident or incident that has resulted in non-attendance at school.

Where no notification of absence through illness has been received by 9.15am, the school office will follow up the absence by contacting the parent/carer. This is to ascertain that children are safe and with a responsible adult. The process will be:

- 1) Phone call to parent and message to contact school left.
- 2) If there is no response we will phone all other contact numbers that have been provided to the school.
- 3) If we are still not in receipt of a response and other enquiries have been exhausted, the police may be called.

Punctuality

Please note that children should be at school promptly for the start of the school day at **8.55am**. Children arriving at school after this time cause disruption to other children, the adults working in school and the kitchen staff. It can also cause your own child to experience levels of anxiety, as they enter a room of already settled children, with the result of leaving them less able to concentrate on their learning, something which we all wish to avoid.

Bikes, scooters etc.

Pupils who ride their bikes or scooters to school should store them in the rack outside. Once children enter the school grounds they are asked to dismount and walk their transport to the appropriate place for storage. This is to ensure the safety of everyone and to reduce the risk of accidents. No bikes, unicycles, scooters or roller blades should be used in the school grounds without prior permission.



Children Leaving School

We recommend that young children (Reception to Y3) are always met from the school door by a parent or carer.

Parents of some of our older children (Y4 - Y6) are happy for their child to walk home on their own or walk to the school gate to be met by an adult. **In this instance, we ask that the parents or carers of these children write to their child's class teacher and inform them that this has been agreed with their child. This will help us to ensure the safety of our children.**

Car Parking



We politely remind parents that they should not drive down the school drive unless they have a disabled parking badge or have made a prior arrangement with the school, or have accessed a yellow card from the school office.

We ask that all parents park safely and considerately when bringing children to, or picking children up from school by:

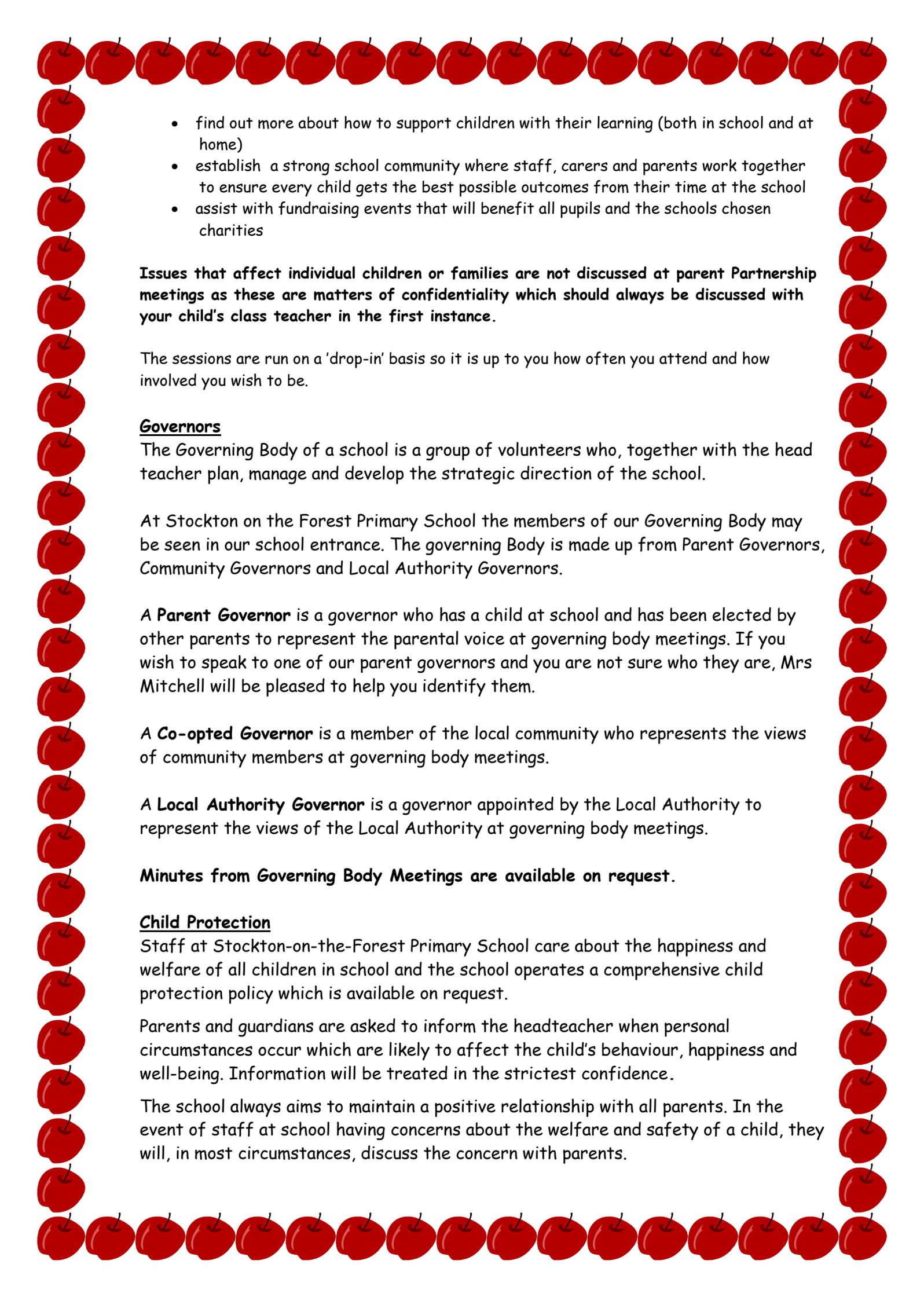
- Parking on the main road outside school, avoiding the Zig-Zag lines and the tactile (bumpy) paving.
- Not parking on the verges and pavements in the Hollies.
- Not parking for long periods of time, going beyond the bin storage area or blocking residents' access in Huntsman's Court.
- Ensuring that they park in the marked bays only, allowing delivery access to the Fox Inn pub.
- Being polite and courteous to our neighbours.

This helps to keep our children safe and respects the properties of our neighbours. We thank you in anticipation of your co-operation in this matter.

Parent's Partnership

As a parent of a child who attends our school you are automatically a member of our Parent Partnership. Each term there is a Parent Partnership meeting which provide parents with the opportunity to:

- find out more and ask questions about 'whole school' life
- reflect on what happens in school, share opinions, consider school plans and contribute a parental perspective

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- find out more about how to support children with their learning (both in school and at home)
 - establish a strong school community where staff, carers and parents work together to ensure every child gets the best possible outcomes from their time at the school
 - assist with fundraising events that will benefit all pupils and the schools chosen charities

Issues that affect individual children or families are not discussed at parent Partnership meetings as these are matters of confidentiality which should always be discussed with your child's class teacher in the first instance.

The sessions are run on a 'drop-in' basis so it is up to you how often you attend and how involved you wish to be.

Governors

The Governing Body of a school is a group of volunteers who, together with the head teacher plan, manage and develop the strategic direction of the school.

At Stockton on the Forest Primary School the members of our Governing Body may be seen in our school entrance. The governing Body is made up from Parent Governors, Community Governors and Local Authority Governors.

A **Parent Governor** is a governor who has a child at school and has been elected by other parents to represent the parental voice at governing body meetings. If you wish to speak to one of our parent governors and you are not sure who they are, Mrs Mitchell will be pleased to help you identify them.

A **Co-opted Governor** is a member of the local community who represents the views of community members at governing body meetings.

A **Local Authority Governor** is a governor appointed by the Local Authority to represent the views of the Local Authority at governing body meetings.

Minutes from Governing Body Meetings are available on request.

Child Protection

Staff at Stockton-on-the-Forest Primary School care about the happiness and welfare of all children in school and the school operates a comprehensive child protection policy which is available on request.

Parents and guardians are asked to inform the headteacher when personal circumstances occur which are likely to affect the child's behaviour, happiness and well-being. Information will be treated in the strictest confidence.

The school always aims to maintain a positive relationship with all parents. In the event of staff at school having concerns about the welfare and safety of a child, they will, in most circumstances, discuss the concern with parents.

However, there may be exceptional circumstances when, if a member of staff suspects that a child is being deliberately harmed by someone outside of school, concerns will be discussed with other agencies such as social care and/or the Police without parental knowledge. This procedure is part of the City of York's Safeguarding Children procedures and is in the best interests of the child. The school's Child Protection Policy is available on request.

What do I do if I have any concerns or issues?

We hope that your child has a happy and fulfilling academic year. However, if any issue should arise that causes you or your child concern, it should in the first instance be raised with your child's class teacher as this is the professional most familiar with your child's academic and emotional well-being during their time in school. Should the matter continue raised with the headteacher.



If you have any questions, please do not hesitate to contact us with your query and we will be pleased to assist.