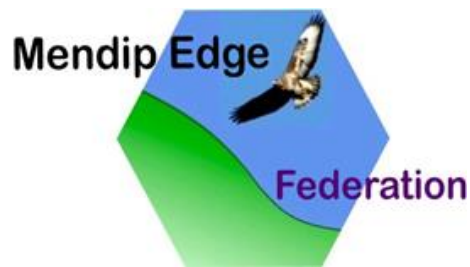




Shipham Church of England First School



**Handbook for Parents
2017-18**

PARENTS' HANDBOOK 2017-18

INTRODUCTION

This Handbook gives parents information about day-to-day procedures at Shipham C of E First School. We ask you to read it carefully and to keep it for future reference.

Schools are busy places and good communication is very important. We will try to give you as much information as possible and we would appreciate your co-operation in reading and responding to any information you are sent in newsletters. Please check children's bags regularly to see if there are any messages from the school.

Reminders, urgent messages and updates are also left on the whiteboard outside school and emailed. If you do not come to school yourself daily, please could you make arrangements with other parents to ensure that you receive any messages.

Newsletters and other mailings are also posted on our website:
<http://www.shiphamfirst.co.uk/>

In January 2014, the governors of Fairlands Middle School, Cheddar First School, Draycott & Rodney Stoke C of E VA First School and Shipham C of E First School decided that the learning experience and achievement of children at our schools could be improved through closer collaboration. The Mendip Edge Federation was created, which is led by a single Governing Body, which meets twice termly.

The four schools retain their identities and strengths. In addition the Federation brings opportunities for:

- broader learning and social experiences
- sharing of good practice across schools
- a strengthening of the already successful transition experience for pupils moving from our first schools to our middle school
- further development of the standard of teaching and learning across all schools
- each school to operate more efficiently through the sharing of resources and expertise
- joint staff training

THE START OF THE DAY

We encourage families to walk to school if at all possible. Cycling is also permitted (with parental supervision). There is a shelter with some bike stands behind the shed in the playground.

Parking outside the school is very limited. If you are driving please keep your speed down and take great care around the school. Please do not park inside the school grounds or on the yellow zig-zag marking.

All children crossing the road must be accompanied by an adult.

All children must go straight to the playground. Please remember that the area in front of school is a car park and there may be moving cars and other vehicles.

Children should be closely supervised until they are within the playground area. They should not enter the school building until brought in by teachers.

Children must be in the playground by 8.50 am. Children who arrive at school after the doors are shut are recorded as late.

The playground is supervised from 8.40 am, and no children should be left unsupervised before that time. On wet mornings please bring children to the side door (Rosewood Class to their classroom door) but not before 8.40 am.

We welcome parents talking over any concerns with teachers but we would appreciate it if this can – except in emergencies – be done after school rather than before. Staff are very busy preparing for the day and may not be able to give full attention to your concern at this time.

The Office is available from the main school door. Office hours are displayed inside the lobby. When the Office is closed there is a postbox outside for correspondence for the school.

MID-MORNING BREAK

Children are encouraged to eat a healthy snack. The school participates in the Fruit for Schools scheme which provides fruit for Reception, Y1 and Y2 children. There are often extras which we distribute to other children. If children bring their own snack it should be fruit. Please do not send children with biscuits (even 'healthy' ones), crisps, sweets etc

Children are eligible for free milk until the age of 5. Milk is available for over 5's for a small charge. Forms to order milk can be obtained from the school office, but all administration and invoicing is through Cool Milk at School Ltd.

LUNCH TIME (12.15 – 1.15)

Hot lunches are available for all Reception, Y1 and Y2 children free of charge. Y3 and Y4 children are very welcome to have a hot lunch at a cost of £2.50 per day. Lunches must be pre-ordered from a three-week rolling menu. Hot lunches can be ordered using a paper copy of the menu sent to parents.

KS1 parents who want their children to have a free lunch must fill in a form enclosed with this pack.

We do hope that lots of children will choose to have hot lunches as we know that a well-balanced healthy lunch helps children to work and concentrate during the afternoon. Some may still choose to bring a packed lunch. This must be packed in a suitable, named container and we expect packed lunches to be healthy and nutritious with sugar, salt and additives kept to a minimum. So please do cut down on chocolate, crisps and highly coloured and processed foods. Drinks should not be fizzy or in a glass bottle. Parents are expected to provide any cutlery that is necessary for the meal eg spoons for yoghurts.

Children are expected to eat quietly and show good manners to each other and to the dinner staff.

END OF THE SCHOOL DAY (3.15 pm)

Please can parents make every effort to collect their children promptly at 3.15 pm.

To ensure the safety of the children we would ask that the following routines are followed:

- Please would parents go first to the 'collection point' of their youngest child and then collect other children from the appropriate door.
- Rosewood children should be collected from their classroom door
- Blackrock children should be collected at the Hall door.
- Children must return to their teacher if there is no-one to collect them. They must not leave the school building.
- If parents are delayed the school should be informed.
- If a child is to be collected by someone who does not usually collect them, please inform the school beforehand.
- We expect all children to be collected by an adult. If you wish your child to make their own way home, please discuss this with their class teacher.
- **To ensure the safety of the children we will not allow any child to leave the school with an adult other than a parent unless we have prior parental permission.**

Once parents have collected their children at 3.15 they are then responsible for them, their safety and their behaviour, including in the school grounds. We expect children to continue to follow school rules in the school grounds.

SCHOOL GROUNDS

The school grounds are a wonderful asset to the school and to the village. The Governors are happy to allow access to children, parents and other local residents out of school hours up to 7.30 pm.

We want to keep the area safe and well-maintained, so during school time there are certain restrictions on children's activities outside for their own safety and to protect the school buildings and grounds. After 3.15 pm and during weekends and holidays, children's behaviour is the responsibility of their parents and we expect the same rules to be followed at these times. We advise that young children are accompanied at all times by an adult.

Children who cause damage will be banned from using the grounds out of school hours.

Our rules are as follows:

- Treat the plants, trees and willow structures etc with care: no climbing trees, pulling off branches, picking flowers.
- Treat the fabric of the school with care: no climbing on walls and gates; use bicycles, balls and skateboards thoughtfully; keep out of the Rosewood play area and Rough Area; keep off planted areas
- Keep safe: know your limitations on the adventure playground; keep within view of adults.
- Children using bicycles, skateboards or scooters must wear helmets.
- Leave the chickens alone
- No dogs are allowed on our school field

SCHOOL UNIFORM

Uniform is worn at Shipham C of E First School. The school colours are grey, white and royal blue. Items with the school logo can be purchased from the school office. A second-hand 'swap shop' is organised by FOSS (Friends of Shipham Schools).

White polo shirt

Grey skirt/pinafore/trousers/shorts

Royal blue sweatshirt or cardigan with logo

Grey or white socks/tights

Sensible and safe shoes or sandals (These should not be trainers, boots or open-toed sandals) and should be black or a restrained colour)

Parents should ensure that children have appropriate outdoor clothing in school eg waterproof and/or warm coat; sunhat

Outdoor Learning

All children will spend time outdoors and should have a set of 'rough' clothes and wellies in school **at all times**.

P.E. Kit – this should be in school every day

For hygiene and safety reasons it is important that children change for PE and Games. They will not be allowed to take part if they do not have the correct kit. All children should have a PE bag (preferably drawstring) with their name on.

White tee-shirt with school logo

Blue shorts

Black daps (Please check these termly as we find children have often outgrown them)

Trainers

Children may wear tracksuit trousers in cold weather.

Please put your child's name on ALL articles of clothing. Named property which is found is returned to the owner. **We do not take any responsibility for unmarked lost property.** We suggest that woven name labels are used – names written on in ink disappear quickly. There is a lost property box in the cloakroom between Mendip and Blackrock Classes. Any item left in the box for more than two weeks may be disposed of.

Jewellery

Children should not wear any form of jewellery to school. Children with pierced ears should only wear studs, which must be removed by the child for PE, games or swimming lessons. Watches are the responsibility of the owner.

Hair

For safety reasons and to help concentration, long hair should be tied back securely with a tie of a restrained colour and style. This is for boys and girls.

CHILDREN NEED TO BRING TO SCHOOL EACH DAY

- **A reading bag**
- **Their reading book and reading record book**
- **A named water bottle (available from school), with water (not juice or squash)**
- **Spelling, tables books as appropriate**
- **Coat/waterproof/sunhat as appropriate**

CHILDREN SHOULD NOT BRING

- **Pencils, erasers etc**
- **Toys from home**
- **Valuable possessions**
- **Medication such as cough 'sweets' or suncream (see below)**

The school cannot be responsible for damage to or loss of items brought in from home.

We discourage children from bringing backpacks to school as there is no suitable storage for them.

COMMUNICATION WITH THE SCHOOL

Children will often bring newsletters and other information home. The newsletters contain dates, information and reminders and are essential reading. Newsletters will be given to the youngest child in a family to take home. Please check bags regularly. A whiteboard outside the school also gives parents information and is used by both staff and FOSS. Newsletters, dates and other information are also available on the school's website. Information is sometimes sent by email, so please ensure that the school has an up-to-date email address.

REPLY SLIPS ETC. These can be posted in the box outside or sent in school bags. We expect older children to show greater independence and responsibility by putting slips etc in the tray in the classroom. Replies can also be sent by email. Any money sent into school must be in a clearly marked envelope.

Parents are always welcome to talk to members of staff but schools are very busy places (particularly before the session starts) and it would be appreciated if these conversations could take place after school. Class teachers will usually be available in their classrooms between 3.15 pm and 3.45 pm each day. If it is at all possible it would be much appreciated if parents could make an appointment with some indication about their concern. Teachers can then make sure that they are available and prepared. Appointments can be made to see the Headteacher by arrangement with Mrs Macleod.

ATTENDANCE

REQUESTING HOLIDAY LEAVE IN TERM TIME.

Parents are strongly advised not to take their children out of school: we do know that children's progress can be seriously affected by taking time out of school. In line with other schools in the Cheddar Valley, holidays in termtime will **not** be approved.

- A request form must be submitted at least two weeks in advance explaining why the holiday must be taken during termtime and cannot be taken during the school holidays.
- Every request is considered on an individual basis and permission will only be granted in very exceptional circumstances.
- A copy of the request form is available from the office.
- Parents who take their children out of school during termtime without authorisation may receive a penalty notice.

ABSENCES

If your child cannot attend school because of illness, please contact the school by telephone on the first day. Parents may be asked to provide a medical certificate. If your child has a medical/dental appointment during school time, let the school know beforehand by letter.

YOUR CHILD'S HEALTH

If your child has an illness or physical condition such as deafness, poor sight, asthma, epilepsy etc. please let us know. If long-term care and/or medication may be needed discuss this with your child's class teacher and complete the appropriate consent and information forms. We also need to know about any allergies your child has. Please also let us know if your child is upset for any reason or if there are family circumstances which may affect them. If your child develops any problem, please let the school know.

HEADLICE

Parents are encouraged to check children's heads for headlice regularly. An infestation should be treated immediately and the school informed. Children need not be kept away from school once treatment has been administered.

SUN CREAM

Parents should apply sun cream before school when appropriate.

MEDICATION

It is not the school's legal responsibility to undertake the administering of medicines on behalf of the parent. It is the opinion of the school medical service that if short-term medication such as antibiotics, cough linctus etc. are necessary during the school day it implies that the child is not sufficiently recovered and should not be at school. If necessary parents must make their own arrangements to administer medicines.

DIARRHOEA AND VOMITING

The medical service also states that a child who has suffered from diarrhoea or vomiting should be kept away from school for 48 hours after the last incident, even if they appear to have fully recovered.

INFECTIOUS DISEASES

Parents must inform the school if their child is diagnosed with an infectious disease.

FIRST AID

If a child has a minor accident at school they will be treated following the guidance in the school's policy. Records are kept and parents are informed through a note in the child's school bag.

ILLNESS OR ACCIDENT IN SCHOOL

If a child is taken ill at school we do our best for them and when necessary we send for parents so that children can be taken home as soon as possible.

Please ensure that we have up-to-date daytime telephone numbers and an alternative contact person. It is parents' responsibility to keep the school informed of any changes.

SUPPORT WITH LEARNING AT HOME

At this stage of your child's education the most important support will be about reading – listening to your child read, reading to them, sharing a book with them, talking about their book and encouraging a general enjoyment of books and reading. All children have a Reading Record book and we value your comments.

Children will also be expected to learn spellings at home. This involves working with your child to find ways to help them learn the words as well as 'testing' them. There may also be word games and other activities to extend vocabulary and broaden understanding of how language and spelling works. As the children move through the school they will also need to learn and practise their multiplication tables.

We will give parents information each term about the topics being studied and choices of homework to be completed. Support with background 'research' is always valuable. We also appreciate loans of relevant objects and books and offers of expertise or experience. It is evident that the support of parents is of vital importance to a child's learning and we hope to work in partnership with all parents.

PUPIL PREMIUM

The Government gives schools a substantial grant to support children who are eligible for Pupil Premium. Children who are eligible for Free School Meals, are adopted from care or whose parents are in the Services would qualify for this grant. We would urge parents to register if they are eligible as there are many ways in which this grant can help their children. More details are provided in a letter enclosed with this handbook, and on the school website.

WHAT TO DO IF YOU HAVE ANY CONCERNS

If you have any concerns please do talk to us at an early stage. Contact your child's class teacher first – it may be better to make an appointment. This can then be followed up, if appropriate, with a meeting with the Headteacher. A copy of the school's procedure and guidance on parents' complaints can be obtained from the office.

BEHAVIOUR AND DISCIPLINE

In the September mailing all parents are given **a summary of the school's Behaviour and Discipline Policy**. We ask you to read this. **All parents and children sign and return a Home-School Agreement.**

In order that the school can be a safe and effective learning environment, it is essential that children behave appropriately, and we expect parental support in achieving this. In particular, as a school, we insist that children

- are courteous to each other and to adults, speaking and behaving politely at all times
- allow others to learn without distraction
- respect school property, both during and after school hours

Each week children who have behaved well and worked hard are rewarded with Golden Time. This is a period of free time enjoyed by all children unless they have lost minutes because they have not met the school's expectations for behaviour. Children who lose Golden Time will bring home a note to inform parents and explain the reason.

OUT OF SCHOOL ACTIVITIES

During the year a range of out of school activities will be available. A small charge may be made for these. Further details are sent out during the year.

PARENTAL HELP IN SCHOOL

We value help from parents in a range of different roles. Please see a teacher if you are able to give your time and skills in any way. We ask parent volunteers to sign our Code of Practice and go through the Disclosure and Barring service clearance procedure. **A volunteering sheet is enclosed.**

We would also be very pleased if any parent could help run any after-school activities. If you have a particular skill or interest, please do let us know.

EDUCATIONAL VISITS

As a school we believe that children learn from and are motivated through experience and their learning is enormously enriched and extended by visits and visitors. The main cost of visits is usually the coach and we are very grateful to FOSS for their help in funding this. Visits are also subsidised from school funds but we do ask parents to contribute to the cost of these visits, recognising what a valuable contribution these make to their children's education.

If any parents have a problem finding the money for a visit, please speak to Mrs Macleod or the child's class teacher. This will be completely confidential.

SCHOOL POLICIES

Parents are entitled to look at any of the school's policies. Please contact the School Office.

DATA PROTECTION – FREEDOM OF INFORMATION

Statutory information is appended to this Handbook.

SAFEGUARDING CHILDREN

As a school we have a responsibility for the safety of your children. The school's policies and procedures can be viewed by parents who wish. The Headteacher is the school's Designated Safeguarding Lead with Mrs Joyce as Deputy and a Mendip Edge Federation Governor with responsibility in this area.

Safeguarding is everyone's responsibility. If you are worried about any child please make an appointment to see either Mr Jory the Designated Safeguarding Lead or Mrs Joyce the Designated Deputy Safeguarding Lead. Alternatively you can ring the NSPCC on 0808 800 5000 or Somerset Direct on 0300 123 2224.

USE OF THE INTERNET AND E-MAIL

The children's use of internet sites is well-supervised within school and the school system is filtered. We ask **parents of children new to the school** to read the **enclosed policy** and **return the consent form**. This consent is valid for the duration of a child's education at Shipham. If the policy is substantially updated it will be sent out again to all parents.

PHOTOGRAPHS AND PUBLICITY MATERIAL

Please will parents of children new to the school read the enclosed policy for the taking, displaying and publication of pupil images and return the consent form. For security we never use the names of children with the photographs and we will only use appropriate photographs. This consent is valid for the duration of your child's education at our school, unless you let us know

VIDEOS/VIDEOPHONES

Under the terms of the Data Protection Act 1998, parents, friends and family members can take images of their children and friends participating in school activities for family and personal use. Parents are allowed to film school events unless there is a specific request not to do so. This will be mainly because filming is not considered appropriate or would disturb the audience or performers.

PROCEDURES FOR EMERGENCY SCHOOL CLOSURES

We hope it will never be necessary to close the school during term time. As a staff, we are committed to keeping the school open and making every effort to be here ourselves in all circumstances.

Nevertheless, the unexpected can happen, so information about the procedures we have in place are set out below.

If the school needs to be closed during the day

If parents are aware that there may be a problem (for instance, deteriorating weather conditions during the day), look on the school website or ring the school answerphone to hear any message.

The school will contact as many parents as possible using the contact numbers we have. Please complete and return the form below so that we know who has your permission to collect your child in emergency situations, if you are unavailable. A member of staff will remain in the school until every child has been collected.

If the school is closed before the start of the school day

You will be contacted through a telephone 'pyramid'. If you suspect there may be a problem, ring the answerphone.

A message will be posted on the school website.

**School answerphone to hear messages about closures or re-opening
01934 842862**

Please do not use the general school telephone number as that will delay us in informing other parents.

