

# Parent handbook



Northbourne C of E Primary School

2021 - 22

# Northbourne CE Primary School

First and foremost, welcome to Northbourne. We hope you and your child are made to feel welcome and soon settle in to our close-knit and supportive school community. This handbook is intended to provide an introduction to our school, and a useful summary of some of our key policies.

You can contact us with any queries or questions by phone on 01235 817744, email ([office.3852@northbourne.oxon.sch.uk](mailto:office.3852@northbourne.oxon.sch.uk)) or in person at our school office. We always upload communication sent home onto our website ([www.northbourne-school.org.uk](http://www.northbourne-school.org.uk)), so please keep your eye on this as well.

## Arriving at School

On arrival at school parents and children should use the small pedestrian gate and not the vehicle entrance for health and safety reasons. Where this gate is locked, please do not enter the school site. The gate will be opened when the site is safe to access. To ensure staff and children can arrive at school safely, parents are asked not to bring their cars into the staff car park at the start or end of the school day.

Children who ride their bike or scooter to school should use the small front gate and walk with these along the path over to the bicycle shed. The school does not accept any responsibility for bicycles left on the premises and parents are advised to ensure that all bicycles and scooters are locked in the racks provided.

Children typically enter the school building through the doors onto the playgrounds and not the door to the office. Parents are welcome to use the intercom at the main office door to speak to a member of office staff or when attending an appointment.

Foundation Stage children walk around the side of the school building and through the wooden gate into the playground. Parents are requested to ensure the gate is kept closed at all times for safety reasons.

We have a one-way flow of parents and carers around the building to ease congestion at drop-off and pick-up times; the exit is through the black gate at the end of the Foundation Stage outdoor area. We then ask you to make your way through the car park gate and onto Cockcroft Road.

## Length of the school day

The main school gate is opened at 8:45am. All children then make their way directly to their classrooms. Parents and children have until 8:55am to make their way to their classrooms, during which time teachers are available to answer any questions or talk through any issues. We consider this to be an important start to the day, and one which helps parents and staff get to quickly build effective relationships. If you need a longer discussion than this brief period allows, teachers are always happy to make appointments to speak at a mutually convenient time.

Please make sure that children arrive promptly for registration. Late arrival is embarrassing for children, and disruptive for the class teacher and other pupils in the class. If your child arrives at school after the registers have closed (9am), please make sure to bring them into school through the main office so we can amend our records and make sure the attendance we record for your child is accurate.

Please note that two incidents of late arrival in any one week are followed up by a letter from Mr. Shaughnessy. Ongoing issues will result in a meeting being scheduled to help reinforce the importance of punctual arrival at school.

For children in YR upwards, the school day finishes at 3pm; the pedestrian gate is opened for parents and family members at 2:55pm. Children attending the afternoon Nursery session can be collected between 3 and 3:15pm.

## **Break time**

There is a morning break for pupils from Y1 upwards. Children in Nursery and Reception have ongoing access to the outdoor area during play, and they have a snack table which they can help themselves to throughout their learning.

Fruit is provided free to children in Reception and Key Stage One. We run a morning fruit bar during break-time, when children from Y1 upwards can buy fruit or vegetables for 20p per item. To minimise the amount of money in school, we sell prepaid snack cards (£3 each) from the office (paid for using Parentmail), which children get stamped when they take a snack.

Sweets, chocolate and biscuits are not allowed.

All children are encouraged to bring a water bottle daily. These are kept in the classroom and can be refilled as necessary from the water fountains around school. Children have access to water throughout their breaktime and lunchtime.

Every child under the age of five is entitled to FREE school milk; to register for this, please visit [www.coolmilk.com](http://www.coolmilk.com).

## **Lunch time arrangements**

Children can either have a school meal that is cooked by our catering team on the premises or bring a meal from home. Meals are free for children in Reception and Key Stage One, and cost £2.20 per day for children in Key Stage Two (years 3 to 6). Meals include a hot meal, vegetarian option, jacket potato with choice of filling or school packed lunch, including a roll with a choice of filling. Dessert is also included.

Menus are sent home through ParentMail showing the meal options for the next fortnight of school. We ask that the ParentMail form, which is sent at the same time as the menu, is completed and submitted by Monday of each week if your child would like a jacket potato or school sandwich as an alternative to the main meal (you do not need to complete this if they are having only main meals). All meals must be paid for in advance. Payment should be made through ParentMail (the easiest way to go about this is to download the ParentMail app; more details will be available through the school office).

A menu is displayed on the kitchen window, near the office, on class noticeboards and on the Northbourne website for parents to view with their children. Children are encouraged to try new dishes but not forced to eat something they dislike, and are encouraged to ask for more food if they are not full. If a pupil is consistently not eating an adequate amount of their meal, class teachers will be informed and will let parents know.

Free school meals are available to Key Stage Two children whose parents are in receipt of Family Income Support. One of our admin team in the office will be pleased to give you full details.

Children may bring a packed lunch in a container with their name on it. Children may bring juice or a smoothie; however, water is provided for all children in the hall during mealtimes. The school operates a healthy eating policy which means chocolate and sweets are not to be brought into school. However, your child may bring a chocolate biscuit providing that there is some biscuit/wafer content. Any items not eaten are left in children's lunchboxes to ensure parents can monitor the amount of food pupils are eating whilst in school.

The Headteacher, lunchtime supervisors and teaching assistants are on duty in the hall and the playground during lunchtime to make sure children are safe and well looked after at lunchtime.

## **Parent help in school**

Many parents come into school on a regular basis to help in class. Children love to see their parents being involved and we are grateful for the support. Anyone who is interested in helping in school is asked to speak with the class teacher.

Classes regularly make educational visits and local trips, and parental help is much appreciated both by the teachers and the children during these. Requests for help are made through class newsletters or notices displayed outside classrooms.

## **School/home communication**

The school has a weekly newsletter, the Northbourne News. This is sent home electronically, via an online system called ParentMail, every Friday; information about registering with ParentMail is included in your starter pack. It contains all kinds of information about what is happening in school as well as useful dates. If you don't receive a copy then please speak to one of our admin team in the office.

Class teachers and Mr. Shaughnessy are always happy to talk with parents to discuss any concerns and answer any questions. Mr. Shaughnessy will always try to make time to see parents straight away, and is available to chat at the school gate most mornings, but please check at the office for a suitable time if you would like a longer appointment.

## **Extra-curricular Activities and Educational Visits**

Northbourne offers a rotating range of activities after school such as Basketball, Netball, Football, Tag Rugby, ICT, Gardening and Cooking. Full details, including days of the week and times, will appear in the Northbourne News on a termly basis. Please look out for this and fill in the ParentMail form to secure your child's place. The vast majority of clubs run by school staff are free.

The school teams also take part in a number of competitive sports games against other schools and in district tournaments; we strive to ensure as many children as possible have the opportunity to take part in these events during their time in school. If your child is involved, we send details of any competitions home with as much notice as possible, and always strive to arrange any transport to and from the event. Often, parents will be welcome to help or spectate at these competitions.

We try to offer peripatetic musical instrument tuition for children where there is enough demand in school, and where we can find high quality tutors. At the moment, we have groups and individuals learning piano, clarinet and guitar. If your child would like to start lessons for these instruments (some of which are limited to different aged children), please ask at the school office.

Cycle training courses are organized for pupils in Year 5 and 6 through the national Bikeability scheme. Details are sent home to parents when their children start their time in Y5 and Y6 and we aim to ensure all pupils who are interested have the opportunity to take part.

Each year, pupils in all classes are involved in a range of visits and trips. These include local visits – such as to the library or park – and those further afield, such as to Cotswold Wildlife Park, Marwell Zoo, the Mary Rose in Portsmouth or Bournemouth. Pupils in Y4 are offered the opportunity to take part in a two-night residential visit to Youlbury, and pupils in Y6 take part in a week-long activity week in Brecon. Details of all trips, including an indication of expected cost, are sent home at the start of the year to help parents budget accordingly. More details and specific costs and timings are then sent home with as much notice as possible, along with details of who to speak to if payment causes a problem. More details are included in our Charging and Remissions Policy, which is available on our website or from the school office.

## **Wrap-around care**

As well as our extra-curricular after-school clubs, we offer a Breakfast Club (called Morning Fun Club, priced £4.50 and run by teaching assistants) and an after-school club (run by Get Active Sports). More information about these are included with your starter information, and Mr. Shaughnessy or members of our office staff are always happy to provide more details or organise for you to visit either club.

## Uniform

Our school colours are emerald green, white and dark grey/black.

- Emerald green sweatshirt or cardigan with school logo (available from the School Office)
- White collared polo shirt
- Dark grey/black trousers or tailored shorts (not football shorts), or dark grey/black skirt or pinafore
- Green and white summer dress
- Plain white, grey or black socks, or plain white, grey or black socks or tights
- Black sensible shoes or trainers (with no coloured flashes or laces)

The following items are not to be worn to school: denims, boots, leggings, Bermuda shorts, cut offs, track suits or sportswear, combat trousers, football shirts.

### The following items are sold in the office:

- School sweatshirts - **£8.50** for sizes 24" and 26", **£9.00** for 28", 30" and 32", **£9.50** for 34", 36" and 38"
- School cardigans - **£9.50**
- Swimming caps – **70p**
- Book Bags - **£3.75**
- PE t-shirt - **£5 and £5.50**
- PE bags - **£3.50**
- Sun hats - **£3.50**

School uniform is available to purchase via ParentMail; please look out for this in the Shop section. Once we have received your order, we will be in touch to arrange a suitable day and time for this to be collected. If you cannot purchase through ParentMail, please call or email the school office (address above) to make alternative arrangements for purchasing uniforms.

### PE Uniform

Children take part in a taught session of PE each week. At the start of each term, teachers let parents know which days PE will be taught on in their child's class; in September, it is likely we will ask for children to arrive at school dressed in their PE clothes on this day (rather than bringing these to change into), but we will confirm this at the start of next term.

Our PE uniform is:

- Green PE t-shirt with school logo (available from the office for **£5 and £5.50**)
- Black or grey shorts OR black or grey jogging bottoms (especially for outdoor PE in the winter)
- A hooded jumper or zipped top (of any colour) (especially for outdoor PE in the winter)
- Trainers
- Please note, children **do not** need plimsolls. These do not adequately support children's ankles and are not sufficiently waterproof for outdoors PE, and are not used during indoor lessons (when children are typically barefoot)

We run a regular second hand uniform sale; details are sent out in a newsletter around the time these are arranged. If you have any unwanted, good quality uniform, donations to this sale are very much appreciated.

### Jewellery

- Wristwatches may be worn to school but on the understanding that they are the child's responsibility.
- One pair of stud earrings may be worn but children must be able to remove them for swimming and PE without adult help. Teachers and Teaching Assistants are not allowed to remove or replace earrings. If a child cannot do this themselves then earrings should be left at home on these days.
- No other jewellery should be worn to school for health and safety reasons.

Nail varnish, make up, tattoos and body piercing are not permitted in school.

## **Lost Property**

We ask that all clothes and shoes are named to avoid losses. However, there is a Lost Property Box situated in the Kingfisher Room, next to Swan class. This should be checked regularly by children and parents as items are sent to a charity shop at the end of term. Named items are returned to their rightful owner.

## **Parents and Teachers Association (PTA)**

The PTA are a hard-working, friendly group of parents and value the contributions of as many people from within the school community as possible. All parents are automatically members of the association. If you are interested in joining the committee, or would like to know more, please pass your details to the office and someone will contact you. We hope you will want to get involved.

The committee is elected each year at the Annual General Meeting (AGM) and consists of parents and school staff. Events are organized throughout the year and the money raised is of tremendous value and benefits all within the school.

## **Medical Matters**

The school does not administer medicines to pupils except in exceptional circumstances. Please speak to the Headteacher if this affects your child. More details are available in our Supporting Children with Medical Conditions Policy.

Parents of children with asthma are asked to read the school Asthma Policy available from the office, and on the school website. Children with inhalers should bring them to school every day and should have them available at all times.

## **Emergency Telephone Numbers**

From time-to-time it is necessary to contact parents during the school day especially if a child is ill or for some other reason. Home telephone numbers and emergency contact numbers are given when children start school and it is very important that the information is correct at all times. Should your circumstances change it is vital that the new information is passed onto the office as soon as possible.

We understand that, sometimes, arrangements for children getting home at the end of the day might change at short notice. Office staff are always happy to help get messages to children about these arrangements, but we appreciate your help in minimising any last minute changes, as these can be stressful and upsetting for children.

## **Absences**

Schools, by law, must keep an accurate record of all absences and late arrivals. It is important for the school to know if your child is going to be absent or late and the reason why. A telephone call or letter first thing in the morning is all that is needed. We have an answer machine for recording all messages concerning pupil absence. To ensure all pupils are safe, our office staff do follow up any unreported absence with a phone call. To avoid us bothering you unnecessarily, please let us know about any absence as soon as possible.

Attendance has an obvious impact on attainment at school. Research shows that almost half of children who miss 15 days of school a year do not reach the expected levels at the end of primary school.

Attendance also impacts on children's friendships and social skills, as they miss out on spending time with their friends.

Whilst 90% attendance may sound good, this actually means that over a year a child will have missed half a day a week...or 4 weeks of the school year....or a whole year of their school career if this level of attendance is the same across the whole of their time at school.

Of course, odd illnesses are to be expected. At school, we do what we can to prevent the spread of these by teaching even the youngest children about the importance of hygiene and keeping their hands clean. We do not expect that children are dragged into school when they are ill! However, there are ways you can help. We appreciate it is not always possible, but, by trying to arrange any routine, non emergency medical or dental appointments after school or in the holidays, your child's attendance will improve. You can also help by keeping the Headteacher or your child's class teacher informed about any issues, to help us tackle these as soon as they arise.

Headteachers cannot authorise any holiday leave in term time. The law is clear that family holidays should be taken during school holidays to avoid impacting on school attendance. Term dates are sent home regularly and as far in advance as possible; please make a note of these and help us by avoiding booking any holiday in term time.

## **Policies and procedures**

Northbourne meets all statutory requirements in terms of the information made available to the parents and public through our website. Policies which are available at [www.northbourne-school.org.uk](http://www.northbourne-school.org.uk) include:

- Safeguarding Pupils Policy
- Complaints Procedures
- Administering Medicines Policy
- Equality Policy and Plan
- Non-collection of a Child Policy

## **Safeguarding Pupils**

Northbourne CE (A) Primary School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We undertake rigorous checks on all staff and volunteers who work in our school and maintain a central record documenting these. Staff involved in recruitment and selection of employees are trained in safer recruitment, and all of our staff and volunteers undertake in-house Child Protection training.

Mr. Shaughnessy is our Designated Safeguarding Lead and should be spoken to using the contact arrangements outlined above if you have any concerns about the welfare of a child who attends Northbourne. Deputy Safeguarding Leads are Mrs. Caroline Johnston (Deputy Headteacher), Miss Lyn Hill (English Subject Lead), Mrs. Jenny Alleway (Key Stage One Lead), Mr. Rob Woods (SENCo), Miss Charlotte Rawcliffe (Maths Subject Leader) and Mrs. Rachael Stewart (School Business Manager). Mrs. Kate Woods is our designated governor with responsibility for safeguarding. Further contact details are displayed on posters around school, should you need additional information.