



# STAPLES ROAD PRIMARY SCHOOL

## PARENTS' GUIDE



INVESTOR IN PEOPLE

## STAPLES ROAD PRIMARY SCHOOL

We are pleased to welcome you and your family to  
Staples Road Primary School

### **The Beginning of the School Day**

The children should arrive at school by 8.45 am (no later please).

The bell will be rung in the playground at 8.50am and the parents should then leave so that the playground gates can be locked. The children are collected by their teachers and they walk into School in a quiet and orderly manner. The doors to the School are closed when the last class enters the building. If you arrive after 8.55am please bring your child to the main entrance.

The first few days at school are very important and set the trend for the continuing weeks. It is important that good habits are developed straight away!

### **The School Day**

Morning session            8.50am - 12.15pm

Afternoon session        1.30am - 3.15pm

### **End of the School Day**

The gate will be opened at 3.10pm to allow access to the playground. Each class will then be brought out by their respective teachers. Parents are requested to meet their children at the class star and to encourage their children to collect their own clothing items, bookbags and lunch boxes.

It is essential to be prompt when collecting your child and to acknowledge your presence with the class teacher, in the interests of safety.

However, should there be a change in your arrangements, please ensure that you notify the office/class teacher as to whom will be collecting your child.

If you arrive early, please make sure that non-school children do not play near the classrooms before the end of the day (particularly around the demountable classroom), as this causes great distraction to the children and staff who are still trying to work.



### **Lost Property**

Please name all items of clothing. We gather many items of lost property each term. The lost property boxes can be found in the cloakroom area in the Infants and by the middle entrance in the Junior playground. The School cannot accept any liability for property lost on the premises.

### **Jewellery and Earrings**

The wearing of jewellery and earrings can be extremely dangerous, especially during physical activities and at playtime. Only stud earrings may be worn to School. Watches may be worn but the School cannot take responsibility for loss or damage.

### **Toilet Management**

Children will be sharing toilet facilities and it is essential that, in the interest of hygiene and personal management, they are aware of the procedures and are capable of using the amenities independently and correctly. There are trough urinals in the boys' toilets and it will be most helpful to your son if you reassure them about their use as they may be unfamiliar with these.

### **Medication**

In accordance with the Authority's advice, we are unable to give children any medication on the premises, other than asthma inhalers, Epi-pens and Piriton for anaphylaxis, unless prior permission has been given by the Office. In the rare eventuality that a child will need to complete a course of antibiotics, parents are requested to take the medicine to the School Office and complete an authorisation slip for the School to administer it.

Inhalers are kept in the classroom whilst Epi-pens and Piriton are kept in the Office. They must be clearly named and be accompanied by written instructions as to their use. Parents are responsible for checking that the medication is in date.

### **School Nurse**

The School Nurse attends school on a regular basis most Thursday mornings. She is available, with prior notice, to discuss any medical matters pertaining to your child and is always ready to offer advice or discuss matters of concern.

### **Head Lice**

Head lice is a problem in all schools. For more information, leaflets are available from the School Office. If your child has live lice, please do not send him/her back to school until you have treated the problem.

### **Attendance/Absences**

If your child is absent due to illness or a medical appointment please inform the School on the morning of the absence and send in a letter when they return to School. For any contagious illness please inform the School as soon as possible.

In accordance with Government regulations, it is important that all children attend school for the complete academic year. To comply with these regulations, ALL absences must be clarified in writing.

Holidays are to be taken during the given school holiday dates. On the rare occasions when additional days are required please contact the School Office.

Please see the additional sheet 'Holidays during Term Time' for more information.

## **Contacts for Accidents/Illness at School**

It is important that the School is equipped with the current home address, place of work and telephone numbers. Please inform the School immediately if there is a change in these details. If your child becomes unwell or has an accident at School, we shall try to contact the parents first and, failing this, the next named contact.

## **Reading Arrangements**

Reading is given high priority in the School and children are encouraged to take home their bookbags daily. Parents are requested to share the excitement of their child's involvement with books by completing the reading diary each day. Introducing your child to a wider range of books from libraries etc will help them to extend their interest in reading.

The elementary stages of reading can be very delicate and it is essential that a positive attitude of approach is adopted, with school and home working in harmony to encourage the child's every attempt to achieve the goal of becoming a fluent reader.

## **Homework**

Your child will be bringing activities to be completed with you. Each daily activity will last about ten minutes. Please ensure that this is a positive and enjoyable shared activity for yourself and your child. Please read the Homework Policy for more information.

## **FAQ's**

If you wish to discuss anything with your child's class teacher you may send a note via the Reading Diary or speak to them at the end of the School Day.

Parents are encouraged to volunteer as helpers in the class - if you are interested please contact your teacher once your child has settled in to School.

Unfortunately, we cannot allow children to hand out sweets in the playground when it is their birthday as other children in School may have allergies to the sweets.

## ATTACHMENTS:

HOLIDAYS DURING TERM TIME

HOMEWORK POLICY

BEHAVIOUR POLICY

SPECIAL EDUCATIONAL NEEDS

SEX EDUCATION

STAPLES ROAD PARENTS' ASSOCIATION

PRIVACY NOTICE - DATA PROTECTION ACT 1998

## HOLIDAYS DURING TERM TIME

Could I please draw all parents' attention to the School Policy regarding requests for leave of absence during term time. We greatly value the positive relationship between parents and the School and we do not want the issue of holidays to create a conflict in this relationship.

Parents do not have a statutory right to leave of absence in an academic year. The School may consider approving a request for pupils provided the following conditions are met:

- § The child's attendance maintains 94% and above throughout the school year.
- § The child's attendance history for previous years has attained 94%.
- § The period of absence does not include any internal or external examinations.
- § There are exceptional reasons as to why a holiday cannot be taken in normal holiday time.

Cheaper prices cannot be considered to be a valid reason. We have to prioritise education before finance. The cost of educating a child for a week far outweighs the savings made by taking time out of school for a cheaper holiday.

In accordance with Government guidelines, the Local Authority reserves the right to fine parents who take their children out of school for holidays during term time without approval.

When it is suspected that a child has been taken on holiday and medical reasons are given for the absence, we reserve the right to request a doctor's certificate verifying the illness.

We appreciate that there will, from time to time, be exceptional family circumstances that require a child to be taken out of school. Parents are asked to write a letter explaining the situation and attach it to a completed leave of absence form (available from the School Office). Please be assured that every consideration will obviously be given under such circumstances.

Please do not put the School in the position of having to decline approval for a leave of absence and having to refer the absence to the Local Authority, who has the power to impose a fine of up to £100 per parent, per child.

We value greatly the success of our students and any absence can be to the detriment of a child's learning; it is therefore imperative that avoidable absences like holidays are discouraged.

# HOMWORK POLICY

## AIMS

- 1 To be an effective part of the wider partnership between parents and the school by involving parents actively in their children's learning.
- 2 To consolidate & reinforce skills and understanding, particularly in literacy and numeracy.
- 3 To extend school learning.
- 4 To create and maintain school and parents' commitment to homework.

## What is Homework?

At Key Stage 1 these activities may involve simple games, learning spellings & number facts, sharing books and to practise key skills in a supportive environment. The focus will be on literacy and numeracy.

The activities will be quite brief and it is the involvement of parents and carers in enjoyable, shared activities which is valuable in promoting children's learning. It is vital that the tasks are supported by parents in a relaxed and positive manner, ensuring that children are at ease and not at a time when they are hungry or tired or when family life is hectic.

## Time Allocation for Homework

The recommended time for Years 1 and 2 is one hour per week for reading, spellings, other literacy work and number work. Reception children take home reading activities on a daily basis and some other elementary tasks, as and when it is appropriate.

## Home School Reading

This involves regular reading and looking at books with parents and carers. Reading at home should be a positive, daily activity, which lasts about 10 minutes. There are hosts of other home reading activities, which parents can enjoy with their children, eg, looking at signs, advertisements, everyday language in the environment.

## RECEPTION CLASS

Reception children will take home activities to practise and consolidate skills learnt in the classroom:

- letter formation
- number formation
- number recognition & counting games, eg ludo, snap
- key words
- early spellings



## YEARS 1 & 2

### Spellings

Spellings homework will be set once per week using words from the High Frequency Word List (National Literacy Strategies), letter strings or a list of frequently mis-spelt words. Spelling games, such as look/cover/write/check will be used.

### Mathematics

Mathematics homework will comprise number games or short tasks.

### Special Educational Needs

Children with special educational needs may require individual homework activities that are linked to their Individual Education Plans.

### Role of Parents and Carers in Supporting Pupils

Parents will receive clear guidance regarding the homework process. Parents will be encouraged to:

- Ø provide a relaxed environment for the homework activities
- Ø make it clear to their children that they value the homework and support the school in explaining how it can aid learning
- Ø encourage children and praise them.

## BEHAVIOUR POLICY

We all have memories of our own time at school, when we were praised for our good behaviour or when we observed bad behaviour. We probably also have memories of bullying, unfair treatment and teasing. Behaviour is a part of school life that is very important – it can affect how children feel about school, about friendships, about their work.

Generally, we find that the positive approach is best and that is why your children bring home certificates and stickers. Praising good attitude and behaviour is rewarding and can build up self-esteem and confidence. We always encourage children to tell a grown up if another child is behaving badly to them. For some children, this can be very difficult. We are often grateful to parents for bringing such matters to our attention, so that we can support children and deal with anti-social behaviour.

In our School, we try to promote positive behaviour by endeavouring to:

- encourage pupils to be responsible for their own behaviour
- provide an environment, in which everyone is valued
- encourage good social behaviour
- develop positive relationships with parents & carers
- preserve & build up children's and staff's self-esteem
- be a "listening school"
- deal firmly with bullying & racial harassment and to support victims.

If you would like to know more about our Behaviour Policy, please ask for a copy from the School Office.

## SPECIAL EDUCATIONAL NEEDS

All children are special. All children have needs. It is the School's aim to ensure that every child has equal access to the curriculum and school life and, for some children, that may mean that the school has to provide support.

Sometimes, we need to give children specific support in their learning. It may be to help with reading or spelling; sometimes, a child may need help with an aspect of behaviour, or a physical disability may result in the school having to provide assistance for physical needs. In Essex, we use the Essex Stages of Assessment to ascertain a particular area of concern and to monitor progress. We follow the Code of Practice for Special Educational Needs, which is a national document.

Our Inclusion Manager and Special Needs Learning Support Assistants work with all the teachers and staff to ensure that children's special needs are met.

It is our School commitment, that parents are fully involved and fully aware of their child's needs, as displayed at School. If your child is placed on Essex Stages, you will be invited to termly review meetings. The parents' views and expertise are very important to the School.

If you would like a copy of our Policy, or would like to look at the Code of Practice, please contact the School Office or see Mrs Judd our Inclusion Co-ordinator.

# SEX EDUCATION

All schools are required to have a policy on Sex & Relationships Education. I would like to explain exactly what that means for the children in our School and to try to allay any fears you may understandably have about young children being given Sex Education.

In the Infants We do not teach sex education as a separate subject, neither do we teach children about the sexual act of reproduction. Instead, we visit general themes within other subjects, such as personal, social & health education and science.

In Personal, Social & Health Education, children will be gaining confidence by talking, listening and thinking about their feelings and relationships with others. They will also learn that we need to look after ourselves and care for ourselves. We might invite the school nurse to talk to a class about "Keeping Clean" or "Why we have to look after babies carefully".

In Science education, children will learn that:

- ✓ Animals, including humans, move, feed, grow, use their senses and have babies
- ✓ The main external parts of their bodies have names
- ✓ That babies grow into adults
- ✓ We are all alike in some ways, but we are also special individuals who should be treated with respect and sensitivity.

If you have any concerns about this subject, please do not hesitate to make an appointment to see the Headteacher. If you would like a copy of our Sex & Relationships Policy please contact the School Office. There is also a booklet from the DfE, which gives guidance for schools.

Parents are entitled to request that their children are withdrawn from Sex Education, in the same way that parents can request children are withdrawn from RE. If you are considering making such a request, please contact the Headteacher.

# STAPLES ROAD SCHOOLS' PARENTS ASSOCIATION

Dear Parents,

Now that your child is about to join Staples Road Primary School we would like to introduce you to Staples Road Schools Parents' Association.

The PA work closely with the Headteacher and staff at the School to organise exciting events that the children and their family and friends can enjoy. We believe these events contribute greatly to the community of our children's School, some which have been part of the School calendar for over 50 years!!!

Of course, the benefit of running these events is that we raise over £15,000 each year for the School which provide many of the 'added extras' our children look forward to at Staples Road.

Each year we arrange a pantomime for the Infant children, provide a Selection Box at the Christmas parties and purchase crackers for their Christmas Dinner. We subsidise and sponsor educational visits for the children whilst also buying equipment such as Digital Cameras and Electronic Whiteboards for each classroom. We also finance larger projects such as the sound and lighting system in the Main Hall, playground equipment and computers for the children.

Members of the PA are all parents and carers of children at the School and we work together to liaise with the School and organise events. Our main fundraising events are the Treasure Hunt in the Spring, the Summer Fun Day and Christmas Fayre. We also run the After-School clubs, children's Bingo, Movie and Disco nights, as well as events for parents such as Quiz nights.

It's an obvious statement, but the events can't happen if we don't have your support! Our PA meets about every 6 weeks during term time, either for a coffee morning or in the evening. Please consider coming along to one of our meetings, it's a great way to meet other parents and find out what's happening at School and to become part of the school community. If you don't feel you can attend a meeting, perhaps you would consider offering to help with some of the other preparation for events such as photocopying, baking, shopping for supplies, administration of tickets, coordinating helpers etc.

Details of forthcoming activities are displayed on the PA noticeboards at the entrances to the School and on ParentMail. If you would like to know more please contact a member of the committee or leave your name at the School Office.

We look forward to working together!

## Privacy Notice - Data Protection Act 1998

We Staples Road Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning
- monitor and report on your progress
- provide appropriate pastoral care
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information (for pupils of statutory school age) and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.*** We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact the School Office

If you require more information about how the LA and/or DfE store and use this data please go to the following website:

- <http://www.essex.gov.uk/> and follow the links to Education and Schools / Schools / Delivering education in Essex / Privacy policies for pupil data.

If you are unable to access this website, paper copies of this information can be obtained from the School Office.