

Inspiring each other to achieve success



Congerstone Primary School

# Parent Handbook for 2022-23

**What makes our school a happy place?**

Welcome to our school

At our school, we.....

...aim to

We celebrate the unique qualities and ideas everybody brings to learning within our school.

Children become **imaginative, independent and purposeful learners**, motivated by a wide range of challenging opportunities, set within a stimulating school environment, which promote a healthy body and mind.

We inspire a **passion for learning**, built on resilience and curiosity, children develop **high aspirations**. Underpinned by challenge and unfamiliar context, they confidently take their place within an ever-changing world.

...value

The school is proud to be an inclusive environment where all are responsible for each other's success, rights and responsibilities are understood and respected.

The school will ensure that all children are supported to achieve a happy and healthy future.

We value our place within the wider community and take an active role in it. We are committed to the well-being of our school and the wider community.

...love to learn

We are building our learning power...

I learn from my mistakes

I become back when things get tough!

I love working in my class

Are YOU?

...feel safe

2022 Active Healthy Happy

Can you meet the challenge?  
To get 30 active minutes every day during the school day

BE ACTIVE DAILY  
BE HEALTHY  
BE STRONG  
BE SAFE  
BE HAPPY

Congerstone Primary School  
Our Rules

We are responsible for our actions  
We are respectful and inclusive to everyone in school  
We work together as a team  
We take care of our community and look after our surroundings  
We encourage everyone to be the best they can

We don't make excuses  
We don't hurt other people's feelings  
We don't make others feel  
We don't spend things  
We don't give up

...want to be

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## School Handbook

**We have reflected on procedures and policies from the last year and based on this and current guidance, there are some changes from last year; this handbook may be subject to review depending on the pandemic situation and we will advise of any changes as they happen.**

### School Times

School begins	8:55 am (drop off is between 8.45am and 8.55am)
Lunch	KS1 is 12.00- 1.15 pm: KS2 is 12.15 – 1.15
End of school	3:20 pm

### Site security and safety

- At **8.45am** the front school gate will be unlocked by the member of staff on duty at the gate. Children say goodbye to parents at the gate and walk to classrooms. Teachers will greet their children with *Morning Minds Activities* in the classroom.
- At **8.55am** the front gate will be closed and any child arriving after this point is marked as late.
- At **3.20pm** a member of staff will open the front gate and parents collect their children, leaving school via the passenger gate at the bottom corner of the playground.
- Children eligible for the School Bus will be checked against the bus register, a member of staff, usually the Headteacher, will escort the children to the bus. Children eligible for the School Taxi, will be escorted to the taxi.
- Children booked for Pitstop will be taken to the hall where the Pitstop register will be taken.

If your child is going home with someone else, e.g grandparents or playing with another class friend, it is very important we are aware of this before we release children at the end of the school day. This can be easily done through the school office via email/phone call. For the safety of your child we are unable to let your child go home with someone else unless we have been told in advance

If you would like to speak with your child's classteacher please arrange this through the office, so we can find an appropriate time to give you our full attention. It may be possible to speak to your child's classteacher at the end of the school day, but please be aware that the teacher's main responsibility, at this time of day, is to ensure all children reach their parents safely at the end of a busy day.

### Supporting your child at home

Homework is an important part of school; helping children to consolidate learning at home promotes positive attitudes towards homework and helpful habits for lifelong learning. Engagement with a child's learning at home is an important way of showing parental interest in the value of learning and helping to ensure your child reaches their full potential.

Your child's weekly homework sheet gives valuable information about what your child has learnt at school that week, as well as activities and advice for completing homework. All activities in **bold** should be completed, others are optional. We will monitor reading and homework and we ask that you support us by:

- Ensuring you complete reading with your child as outlined in each key stage and sign off their reading record.
- Look at and work with your child to ensure they have accessed the homework sheet via SeeSaw and post/upload items relating to their homework once a week (completing activities on My Maths and Bug Club may also include). This may include written work, spellings, drawings, maths calculations, screen shots of work etc.
- Remembering children's faces should not be used in posts and uploads. If we receive these they will be deleted.

If you are having any issues or require support. Please let the school office know and we will get back to you/talk to your child about homework as soon as we can.

As children get older, we would expect them to take more ownership of their homework e.g. completing independently, posting by themselves etc. We do hope you will talk to your child about the importance of completing homework

### **Absence and Medicines**

If your child needs medical attention, he/she should usually be kept at home until they are well, ensuring your child has had 48 hours free from sickness/upset stomachs and managed to eat something before returning to school. If your child is well enough to attend school but needs to take medicine that has been prescribed by a doctor, staff will administer the medicine (but only once a 'Medicine Consent' form has been completed and received by school). It must be understood that all staff are acting voluntarily in administering medicines and school cannot be held responsible if due to unforeseen circumstances your child does not receive their medication. Please ask for a form at the office. Occasionally we are asked to supervise the self-administration of un-prescribed medicines e.g. Calpol, anti-histamine. Children need to self-administer this themselves (we recommend sachets as these are measured out to the correct dosage). This needs to be given in to the office and should not be kept in children's bags. Parents are asked to complete a 'Medicine Consent' form.

Latest NHS guidance as of April 2022 (due to be reviewed Oct 22)

### **What to do if your child has symptoms.**

Your child should try to stay at home and avoid contact with other people if they have symptoms of Covid -19 and they either;

- Have a high temperature
- Do not feel well enough to go to school, college or childcare, or do their normal activities

They can go back to school, college or childcare when they feel better or do not have a high temperature

If your child has mild symptoms such as a runny nose, sore throat or mild cough, and they feel well enough, they can go to school, college or childcare

Encourage your child to cover their mouth and nose with a tissue when they cough or sneeze, and to wash their hands after using or throwing away tissues.

Most children who are unwell will recover in a few days with rest and plenty of fluids

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

### **Attendance**

Maximising children's attendance at school is key to ensuring children maximise their learning potential; It is widely recognised children whose attendance is above 95% generally achieve more, and often exceed, progress expected of them. Schools have a responsibility to monitor and follow up on children's attendance; we aspire for all children to reach our school target of 97%. In line with the latest government guidance, attendance will be monitored regularly. Where attendance falls below expected levels or where there is persistent lateness, parents will be notified, so we can work together to support and improve attendance.

**An attendance percentage of 95% means the equivalent of 9 full days has been missed from school; which is 18 maths/English lessons.**

### **School meal information**

School lunches for KS1 continue to be free for all under the Government *Universal Free School Meal* offer. For Years 3-6 school dinners cost £2.40 per day. We prefer payment for school lunches to be made via the online payment service [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk). Payments can be made weekly, monthly, termly or for the whole school year and this money will be held in your child's account. Payment by cash can still be made and should be sent in on Monday mornings (or the first day of attendance) in an envelope with your child's name, class and amount enclosed. Envelopes should be given by your child to their classteacher.

## Healthy schools

All children in KS1 are entitled to a piece of fresh fruit each day from the School Fruit Scheme.

We have an 'Enhanced Healthy schools' status, so we strongly encourage children to:

1. Bring their own water bottle which;
  - Should be taken home at night for washing and refilling with water only.
  - Should be different, and in addition, to their lunchtime drink.
  - Should be labelled and with a non-spill top.
2. Have a healthy snack such as a piece of dried or fresh fruit, vegetable or small piece of cheese at break times. We do not allow sweets, crisps, biscuits, yoghurt and fruit filled snack bars at breaktimes.

## Nuts\*

Our school operates a No Nut Policy and therefore we ask that nuts or products containing nuts in any form what so ever are **not** brought on to the premises.

The school acknowledges that due to complex food processes, it is impractical to entirely eliminate nut products from an environment where food is present.

Our current school dinner provider is Leicestershire County Council who operate a strict No Nut policy in all their food production kitchens.

## Birthday Treats

We understand celebrating a birthday at primary school is an important event and we are happy for children to bring in a small treat to share with classmates e.g Haribo or a small pencil. See also Nuts\* above

## Uniform

At Congerstone Primary School we believe that wearing school uniform and feeling a sense of pride when wearing it, is an important part of reaffirming the high expectations we have of children's behaviour and work. **Where there is pride in appearance and good behaviour, by implication there is a positive attitude to learning.**

### Daily uniform

- Navy blue sweatshirt, jumper or cardigan (preferably school style).
- White polo shirt
- Dark grey straight leg school trousers or skirt (no jeans, tracksuit bottoms or leggings).
- Dark grey school style shorts (no football or PE shorts). Dark grey skirt/pinafore.
- Securely fastening school shoes (no trainers and for safety reasons no heels.)
- In summer low heeled, securely fastening sandals may be worn.
- Girls may also wear a blue and white, school style, summer dress if preferred
- Grey, black, or white socks

### PE (*\*available for ordering from school office*)

**Children are to keep their PE kit in school** in a suitable PE bag – PE kits should only need washing at half term/end of term.

- \*Royal blue shorts (no tights/leggings/skins to be worn underneath shorts)
- \*Plain Royal blue round neck T shirt with school logo. (no skins under T shirts)
- Children work in bare feet for dance/gymnastics but will need trainers for indoor and outdoor games activities.
- \*School sweatshirt/\*school PE hoody and suitable \*navy tracksuit bottoms/leggings can be worn over the top of shorts/t shirts on colder days. Children will be asked to remove them and complete indoor PE lessons in shorts and t/shirt.

## Jewellery

- Watches may be worn at parents own risk.

- One pair of small stud earrings only may be worn. For safety reasons your child must be able to take these out themselves for PE activities (or provide surgical tape to cover them over). If not, they must be left at home.
- No other jewellery or nail varnish should be worn for school. Nails should be kept short to aid effective handwashing

### Hair

All children are expected to wear their hair sensibly, neatly and in a natural colour/style. Long hair should be tied back. Head lice are a problem in all schools and can affect any child, however clean their hair is. Parents should check their child's hair regularly.

### Headlice

Current advice is to avoid lotions and potions. Simply comb eggs out of the hair with lots of conditioners and a nit comb. This must be repeated 2/3 times per week for several weeks to be effective. Everyone in the household must also use conditioner and comb.

To reduce the risk:

- Tie back hair at school
- Check your child's hair regularly
- If your child gets head lice treat all the family
- Encourage children to keep their heads apart
- Inform school so we can let parents and carers know by the end of the day

Tea Tree oil is also said to reduce the chances of getting headlice

### Swimming goggles

Parents will be notified in January when their child's class is due to have swimming lessons. As we are currently only able to book swimming sessions Jan – July this will prioritise KS2 classes.

Although it is the recommendation of the LA that children should not wear goggles for school swimming lessons, it is acknowledged that some parents would wish their child to wear goggles. If your child needs to wear goggles, please ask for the appropriate form at the office. Staff do not adjust or help with goggles. No money, aerosols or talcum powder should be brought to swimming. All children need a swimming hat and should wear trunks, not beach shorts, swimming costumes not bikinis.

### Behaviour and Discipline Policy

Our Golden Rules are central to our school ethos, in addition to our Golden Rules we also have more specific rules which apply in Classrooms, on the playground and in the dining hall.

#### Rewards

We praise and reward children for good behaviour in a variety of ways:

*Informal Rewards* -These should be given as often as possible along with the reason why: they include

- simple asides of verbal praise, either in public or private
- brief comment in passing to parents

Congerstone Primary School Our Golden Rules	
We are responsible for our actions and our behaviour.	We don't make excuses.
We are respectful and supportive to everyone in school.	We don't hurt other peoples' feeling.
We work together as a team.	We don't leave others out.
We take care of our community and look after our environment.	We don't spoil things.
We encourage everyone to be the best they can.	We don't give up.



- examples of good work/effort being displayed around school
- sending a child with their work to another teacher as appropriate
- behaviour rewards handed out at lunchtime

More *formal rewards* include-

Whole School House Points – All children can receive house points from any member of staff for making any positive contribution to the hardworking, caring and co-operative ethos we strive to achieve throughout school. The children are split into 4 house teams: Green Dragons, Red Phoenix, Yellow Griffins and Blue Unicorns. This year the winning house will be revealed on the noticeboard next to the hall door.

In Keystage 1 and Foundation children follow a ‘Superstar, Sunshine, Cloud and Rain’ system- all children start each day on the Sunshine. They can be moved to the Superstar for exceptional behaviour/work, or moved to the Cloud to provide a warning and ‘thinking time’ to rectify the situation; children can then be moved back to the Sunshine or onto the Raincloud. Children who are put onto the Raincloud will lose some of their Golden time. Golden Time is a 20-minute weekly treat to be earned for good behaviour and hard work; it provides ‘time to refresh our brains and have fun with our classroom friends’.

In Keystage 2 children are rewarded with:

- Merits for hard work, outstanding behaviour or finished pieces of work, using initiative and being independent/responsible within class
- Merits are collected and certificates (bronze =25, silver=50, gold=75, supergold=100) are awarded at our Merit Assembly where they are able to show examples of their best work and to which parents/carers and relatives are invited.
- Golden Jars; each class has a Golden Jar and by working hard and following the class rules they are able to work together to collect 20 marbles. When 20 marbles are collected the class will receive a class treat (e.g 30 mins playing outside with the parachute)

Friday Celebration Assemblies will take place for KS1 and KS2 on alternate Fridays. If your child is nominated for Friday Assembly your child will bring you an invitation on a Wednesday afternoon. We ask that you enter/leave via the back of the hall.

A ‘Special Person Award’ may also be given out in assembly as an acknowledgement of a kind/special action or response.

### Sanctions

We expect children to follow our Golden Rules which are displayed around school, However, there will be times when pupils do not live up to expectations or break agreed rules. We believe children need to discover where the boundaries of acceptable behaviour lie, as this is a part of growing up.

- Minor breaches of discipline are generally dealt with by the class teacher in a caring, supportive and fair manner, with some flexibility regarding age of the child.
- We encourage children to reflect on why their behaviour is unacceptable, as well as the effects it may have had on others. We also encourage children to consider other courses of action they could have taken, in an attempt to help them make better choices next time
- We expect pupils to apologise for their inappropriate behaviour.
- It is important that the unacceptable behaviour is labelled and not the child themselves.
- We provide positive reinforcement for positive behaviour and start each new day with a fresh start
- Exclusions will be used if behaviour is deemed as a threat, or risk, to the individual pupil involved or others.

In Keystage 1 and Foundation a warning will be issued and then the child’s name will be moved onto the Cloud. Improvement in behaviour will result in them moving back onto the Sunshine. If

their behaviour continues to not follow our Golden Rules their name will be moved to the Raincloud. If staff feel there could still be an improvement in behaviour, the teacher will work with parents using a daily '2 stars and a wish' sheet.

In Keystage 2

- A verbal warning given
- 2<sup>nd</sup> verbal warning = A Strike being given
- Some behaviours will lead to an immediate strike (hurting other children, inappropriate language, lack of respect for people or property)
- If a child gets a second strike in a week they will need to go and see the headteacher who will discuss their behaviour with them and give them a Rule Reminder Card. We strongly encourage children to take responsibility for their actions and discuss their behaviour/Rule Reminder Card with their parents when they get home.
- 2 Strikes in one day will lead to losing 10 minutes from their next playtime.
- When the Rule Reminder Card has been completed for a week, the child will return to the headteacher to discuss their completed card. A copy of the Rule Reminder is then given to them to take home and discuss with parents.

In addition to the above;

- Child may lose privileges or choices.
- Child may have targets and rules set around expected behaviour.
- Child may be asked to work in another classroom.
- Parents may be contacted e.g if physical marks have been left on another child e.g pinching or biting.

### **Parental Code of Conduct**

**We expect parents and carers to show respect and consideration for others by:**

- Allowing plenty of time to arrive ready for the school day within drop off times 8.40-8.55am, thus avoiding disruption to their own child's learning and that of the entire class;
- Working with all staff for the benefit of all children. Any concerns you may have about your child must be made through the appropriate channels; making an appointment, via the school office, to speak to your child's class teacher, to discuss and clarify specific events, issues and queries in order to bring about a positive solution;
- Making an appointment to speak with the headteacher if parents feel their concerns have not been responded to;
- Supporting the respectful and caring ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community both on school premises and in its immediate area;
- Ensuring that feedback is kind, helpful and specific;
- Respecting our school environment, including keeping school tidy by not littering;
- Driving slowly into the drop off bay and parking carefully for the safety of our children, yourself and all road users;
- Correcting their own child's behaviour if it does not correspond to our school rules, especially around our school site or whilst representing school, where it could lead to conflict or unsafe behaviour;
- Avoiding the use of staff as threats to admonish children's behaviour.

**In order to support the welcoming, caring ethos of our school, we will not tolerate:**

- Disruptive behaviour, which interferes with teaching, learning or administration within school. This includes sports team matches and children not following school rules/expectations whilst with their parents.
- Use of loud and/or offensive language or displaying temper;

- Threatening, intimidating or aggressive behaviour towards another adult or child;
- Actions/comments causing mental & emotional abuse of staff or children;
- Approaching someone else's child to discuss or chastise them because of actions towards their own child;
- Abusive, threatening or damaging emails, text or social network messages relating to school;
- Shouting at members of the school staff, either in person or over the telephone
- Using tobacco, or being under the influence of alcohol or drugs on school premises;
- Dogs or other animals being brought onto school property
- Damaging or destroying school property.

*Parents and carers are allowed on to school premises by permission of the school; this may be withdrawn*

### **Respect and concern for others and their rights**

Staff and governors dedicate significant time, effort, training and monitoring to safeguarding our children, and quite rightly so. However, governors also carry a responsibility to promote the safeguarding and wellbeing of all staff. Staff have the right to attend a safe work environment, free from physical or verbal abuse. They have a right to be respected and treated with professional dignity. Where you may not agree with a decision made, feedback is welcome and encouraged. However, we ask that parents ensure the correct policy and protocol is followed.

In the event of unacceptable conduct, the following procedure will be followed:

1. Where a parent/carer/visitor behaves in an unacceptable way towards a member of the school community, the head teacher will send a letter to remind the individual of the expectations of visitors to school. The letter will include the opportunity to resolve the situation through discussion and mediation.
2. Any subsequent meetings with this parent/carer/visitor will involve two members of staff being present. The aim of all meetings is always to find a positive outcome and to avoid 'going over old ground' unnecessarily.
3. If it is appropriate, the parent/carer/visitor may be advised to follow the formal complaints procedures. Available on the school website, or ask the school office.
4. If parent/carer/visitor becomes problematic through repeated 'low level' incidents and continues to behave in an unacceptable way towards staff, a further letter will be issued informing them that future behaviour of this kind will result in a ban from school site.

Where all relevant procedures have been exhausted and aggression or intimidation continue, or where there is an extreme act of violence or intimidation, a parent/carer/visitor will be banned by the head teacher from the school's premises and the surrounding area for a defined period of time.

In imposing a ban, the following steps will be taken:

1. The parent/carer/visitor will be informed, in writing, that they are banned from the school premises, which is subject to review. It will outline the consequences if the ban is breached.
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the Local Authority or police will be included.
3. The chair of governors will be informed of the ban.
4. Where appropriate, arrangements for pupils arriving at and being collected from school will be clarified.

Where behaviour is unacceptable or where there are serious breaches of the Parental Code of Conduct, the governing body may, to safeguard our school community, prohibit an offending adult from entering school grounds. In implementing this policy, school will, as appropriate, seek advice from the Local Authority or Police to ensure fairness and consistency.

In conclusion, we are grateful that our parents/carers/visitors are incredibly supportive of the school and its staff and we acknowledge that incidents such as those outlined here are very rare. However, it is only right that we remove any ambiguity in relation to our expectations to ensure accountability and fairness for all. We therefore respectfully request that the content and spirit of this policy is understood and applied with rigour.

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