

Inspiring each other to achieve success



Congerstone Primary School

Parent Handbook for **2025-26**



School Handbook

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 greet their children in the classroom with their *Morning Minds Activities*. Children must not be dropped off and left unsupervised at the gate before 8.45am.
- 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 in KS1 must be dismissed from the line by a member of staff.
- Whilst we appreciate everyone can occasionally run late. All children should be collected by **3.25pm** to allow staff to get back to class and sort their marking and planning for the next day.
- 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 checked against the taxi register before a member of staff takes them 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 hear your child read as outlined at each key stage and sign off their reading record.
- Looking at and supporting your child to ensure they have accessed the homework sheet via SeeSaw and posted/uploaded items relating to their homework once a week This may include written work, spellings, drawings, maths calculations, screen shots of work etc. (Completing activities on My Maths and Bug Club may also be included)
- 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 contact 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

- The NHS have produced guidance for parents [NHS.- Is my child too ill for school](#)
- If your child needs medical attention, he/she should usually be kept at home until they are well, ensuring your child has 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 requires medicine more, than twice a day e.g. antibiotics, 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 all staff are acting voluntarily in administering medicines; 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.
- School are increasingly being asked to administer and supervise the administration of un-prescribed medicines e.g. Calpol, anti-histamine. Once a day hayfever tablets should be given at home before children come to school. 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.
- Unprescribed medication will not be kept in school long term, unless there is a recognised medical condition that requires us to store medicine.
- Please remember school is very busy and we ask you to minimise use of un-prescribed medicines in school where possible.

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%. 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. Our Attendance Policy is currently being updated to fall inline with 2024 [DFE Guidance](#) and will be available to parents in due course.

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 **£2.75** per day. Payment for school lunches should be made via Arbor. Payments can be made weekly, monthly, termly or for the whole school year and this money will be held in your child's account.

Healthy schools

All children in KS1 are entitled to a piece of fresh fruit each day from the School Fruit Scheme. We have an 'Healthy schools' status, so we strongly encourage children to:

1. Bring their own water clear 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 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. Lollipops should not be brought into school as a birthday treat, as they can be a choking hazard and will be returned home.

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. **When pride in appearance and good behaviour are evident, it reflects a positive attitude towards learning.**

Daily uniform

- Navy blue sweatshirt, jumper or cardigan (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, crocs 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 is an important compulsory part of the National Curriculum. If there is a medical reason your child cannot take part in PE lessons, we do require parental notification via email to the school office or a letter to the class teacher of how this will affect PE lessons.

Uniform for PE

- Children are to come to school dressed in their PE kit on their designated PE days.
- Royal blue cycling or football style 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 cardigan/*school PE hoodie and suitable *navy tracksuit bottoms can be worn over the top of shorts/t shirts.
- (**are available for ordering from school office, however plain navy versions are also acceptable*)

Jewellery

- Watches may be worn at parents own risk. Smartwatches/fitbits are permitted as long as not causing a distraction. Watches with a camera function are not permitted.
- 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 you must 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 conditioner 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
- 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

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.



Congerstone Primary School

achieve throughout school. The children are split into 4 house teams: Green Dragons, Red Phoenix, Yellow Griffins and Blue Unicorns. The winning house is revealed during our Monday assemblies. 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.

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 each new day is 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
- 2nd 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.
- Ensuring their child does not bring a phone to school events e.g film nights and discos/end of year parties.

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, texts 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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