

Clinton Primary School

Parents' Handbook

An A-Z of School Routine



Headteacher: Mr Sam Pater

Clinton Primary School
Caesar Road
Kenilworth
CV8 1DL
Tel: 01926 852334

Welcome to Clinton Primary School

We want parents and school to work in partnership to provide children with the best possible opportunities.

This booklet is designed to ensure parents understand school procedures and routine.

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All parents/ carers are asked to sign the Home School Agreement at the beginning of their child's schooling in Reception and at the start of Key Stage 2, in year 3.

Assemblies

Assemblies are broadly Christian in their content.

Parents and friends are invited to our Friday assemblies at 9.00. The themes for each week vary and there are celebration assemblies, record of achievement assemblies, class assemblies and visiting speakers. Our school orchestra plays each Friday. One assembly per term will be a 'What's New at Clinton' assembly and will involve different members of the school community, sharing exciting news.

If you wish your child to be withdrawn from our assemblies on religious grounds, please contact the headteacher. You also have the right to withdraw your children from RE lessons and, again, should contact the headteacher if you require further information.

Attendance/ Absence

Regular attendance and punctuality are good habits which should be encouraged.

In Foundation Stage and Key Stage 1 children should arrive between 8.45 and 8.55am.

In Key Stage 2 children should arrive between 8.40 and 8.50am.

Children begin work as soon as they enter class so please ensure they are not late.

School cannot take responsibility for any child who arrives earlier than 10 minutes before the doors open.

If your child is ill please notify the office, either by phone or e-mail, on the first day of absence - Tel. 852334 or e-mail admin2308@we-learn.com.

Leave of absence for holidays cannot be authorised unless there are exceptional circumstances. Details of these can be obtained from the school office. Children take the message that it's sometimes OK to break rules if they are pulled out of school for term time holidays.

Behaviour

We expect children to behave in an acceptable manner in school, in accordance with our behaviour policy.

Children are aware of the rules we have in school as they are discussed in class and in assemblies. Children also have a clear understanding of sanctions if they do not follow the rules.

A copy of our Behaviour Policy and Anti- Bullying Policy is in our reception area and also available on our website at www.clintonprimary.co.uk.

Books

Children have the opportunity to borrow books from school.

Taking time to share and enjoy these books with your child is an important part of developing their interest in pictures and stories and encouraging a love of books. This is the first stage of learning to read. Please don't hurry them through their books as there is so much they can take from each (more than just learning to read new words)

Books are expensive. We therefore have to ask parents for a contribution towards any lost or damaged book - £2 towards a paperback and £4 towards a hardback.

We ask children to protect their books with a school book bag or a plastic wallet. Book bags are available at the school office.

Child Protection

Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children. Parent/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible, seek their consent to a referral to Social Care where this becomes necessary. **This will only be done where such discussion will not place the child at increased risk of significant harm.** Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.'

Communication

Parents are encouraged to keep close contact with school. Newsletters are sent out every Thursday to keep everyone up to date with what is happening in and around school. Information can also be obtained on the school's website.

Parents are kept fully informed about the work of the school and the progress of their child. We believe it to be important that you feel confident in our approaches to your child's learning, and we hope that you will take every opportunity to find out about the curriculum we offer. The first opportunity for you to find out more is during the parents' information evening which takes place early in September.

At the start of each term, you will receive a letter from the teacher of your class, which outlines the curriculum and exciting events coming up.

There is an opportunity every term to make an appointment for a formal meeting with the class teacher to discuss your child's progress. However, we hope you will not feel this is your only opportunity for contact.

The school has an 'open door' policy and parents are welcome to come in at any time if there is an issue or concern they wish to discuss with the class teacher or Headteacher.

We sometimes ask for your views via e-mail or during 'consultation' evenings and we feel that it is really important to the school community that you can take part.

Governors

Governors play an increasingly important role in the life of the school, taking more and more decisions on your behalf. Governors are keen to communicate with parents, so please contact the parent governor representatives if there are matters you would like to discuss.

A full list of governors is set out in the school prospectus or alternatively, you can obtain a list from the school office.

Parents have the opportunity to elect parent governors every four years, or as a vacancy occurs.

Health and Safety

The safety of the children is paramount. Please take special notice of the following comments to ensure a safe environment for all;

- Medicines should not be brought into school unless absolutely necessary. All medicines must be handed into the school office, and a signed consent form completed. Children will not be given medicines to take home; they must be collected from the office by an adult.
- Inhalers must be accessible to children at all times and are therefore best left with the class teacher.
- If your child catches headlice (most do!), please notify the school. If your class teacher notices first, they will tell you! It is good practice to check at least once a week. If your child does become infected, you will need to treat the whole family.

- All children must take part in PE and swimming (KS2 only) unless there is a medical reason for non-participation. You must inform the class teacher directly or by note if s/he is unable to do PE.
- During the Reception year, children have a health check by the school nurse. Children are also given sight and hearing checks.
- If dental or medical appointments have to be taken during the school day, please notify the school.
- Wearing jewellery is strongly discouraged. Children with pierced ears must wear stud-type ear-rings only. No responsibility can be taken for accidents caused by any kind of jewellery.

Happily, the vast majority of children do not have serious accidents in school. Nevertheless, accidents can happen whether at home or at school. We do our very best to look after the children in our care.

Child protection is also of paramount importance to us and staff are trained regularly. The headteacher is the designated child protection officer and will listen to any concerns.

Homework

Our homework policy is designed to ensure school and home work together in partnership for the benefit of the children.

You will receive a leaflet giving details of the type of homework set and when, at the beginning of the year.

Parents are asked to spend some time every day either sharing books with them or hearing them read. Children will also be given other work to do each week, including Maths and spellings.

Reception children will be given work on phonics and reading as well as number work.

Parents are asked to support their child in researching a topic they are covering.

Illnesses

If a child becomes unwell during the course of the school day we will telephone you. If, however, after keeping a close eye on them, we feel they are well enough to continue with their lessons, we will allow them to do so.

As a general rule, we ask that children who have had diarrhoea and/ or vomiting remain off school for 24 hours after the symptoms have abated. For most other illnesses, children may return to school once they feel well enough unless indicated in the exclusion table.

The following list of the most common communicable diseases and skin infections will give you an idea of how long affected children should be kept away from school:

| Disease | Incubation period | period of exclusion |
|----------------|--------------------------|-----------------------------------------------------|
| Chicken Pox | 14 - 21 days | 5 days from onset of rash |
| Diarrhoea | None | Until bowel movements have been normal for 24 hours |
| German Measles | 14 - 21 days | 5 days from onset of rash |
| Impetigo | 4 - 10 days | Until lesions are healed |
| Measles | 10 - 15 days | 5 days from onset of rash |
| Mumps | 12 - 15 days | 9 days from onset of swelling |

Emergency Contacts

It is essential we have the name and number of a person we can contact if your child is taken ill or has an accident. Please make sure you inform us of any changes.

Information available

There is a great deal of information available from the school office upon request. The most useful documentation is on the school website although there are other policies that you can have copies of if you wish. Governors' meeting minutes are also available on request (no personal information is included in these). These minutes reflect how decisions are made, what we are spending money on, discussions about policies and reflection on school performance. The School Development Plan is also available for those interested in current priorities and upcoming developments.

Lunchtime Arrangements

(Please see separate leaflet on lunchtime arrangements)

School Lunches

Hot meals are available everyday. Vegetarians are catered for but you need to notify the office.

The current cost of hot meals is £1.70 (correct at time of printing) and is payable half-termly in advance.

Children are carefully supervised at lunchtime and encouraged to try to eat all their food. If we feel they are eating insufficient, we will notify you.

Packed Lunches

Children may bring packed lunches. Please ensure that your child's lunchbox has an ice pack to keep the food cool and is clearly labelled.

Children are encouraged to eat as much as possible. Children will bring home with them any uneaten food so that you can monitor their appetite.

If you are in receipt of Income Support, Income- Based Jobs Seekers Allowance or Child Tax Credits (annual taxable income of less than £15575) your child is entitled to free school meals. Please speak to a member of the Admin Staff for further details.

Please note that by registering for free school meals, the school receives additional income, even if you choose for your child to bring a packed lunch.

Money in school

Please ensure that all money and cheques are sent into school in a sealed envelope clearly marked with the child's name and what it is for.

Parents

We are committed to working with parents and encourage them to come and help in school.

Parents are particularly welcome during our activity days for helping with cooking, art etc. If you are interested in helping in school either on a regular basis, or occasionally, please see the classteacher or the headteacher.

The Parent Teacher Association works hard to support the school in a range of projects. Throughout the year they provide a variety of activities to raise funds including children's discos, fairs and cake sales. They really add to the community feel at Clinton and are always open to more volunteers.

CHIME (Clinton Helping Improve Musical Education) is a charitable trust established to promote and support the teaching of music in school. In the recent past, they have purchased a set of steel pans and contributed towards the provision of a new stage.

There is a parents' forum that meets regularly to develop the school community which you are welcome to attend.

Parking

As with all schools, parking in the vicinity of the school is a problem.

We are concerned for the safety of all children and ask parents:

- to walk to school if possible
- to park away from the T junction outside school
- to consider the access of local residents when parking.

Playtimes

The children have a 15 minute break in the morning, and the younger children may have a break in the afternoon.

Foundation Stage and Key Stage 1 children are given a piece of fruit each morning and also have the opportunity of having milk.

Children in Key Stage 2 bring fruit to school for their morning break.

Children are encouraged to drink water throughout the day. Key Stage 2 children can bring a water bottle into class each day.

Rewards

It is important to encourage children in good behaviour patterns and we work hard to provide them with a positive and caring environment. We have a system which recognises good attitudes, work and behaviour through:

- Merit awards
- Class awards
- Incentive stickers
- Record of Achievement certificates
- Recognition in whole school assemblies

School Sessions

Foundation Stage/ Key Stage 1

Morning: 8.55am to 12.00 noon
Afternoon: 1.05pm - to 3.10pm

Key Stage 2

Morning: 8.50am to 12.05pm

Afternoon: 1.00pm to 3.15pm

Doors open 10 minutes before registration so that your child can be settled in time for work as soon as the school times start.

Children who arrive after the register has been completed will receive a late mark. If a child arrives after 9am, please register their attendance at the school office.

It is imperative children arrive in good time for registration as work such as phonics and spelling are often carried out whilst the teacher is taking the register.

If there is an occasion when you are unavoidably delayed at the end of school, please telephone the school and we will ensure your child stays safe with us.

School Year Groups

Children start school in the September of the school year during which they have their fifth birthday.

Reception children are taught the **Foundation Stage** curriculum.

Years 1 and 2 are **Key Stage 1** of the National Curriculum.

Years 3, 4, 5 and 6 are **Key Stage 2** of the National Curriculum.

Treats!

Traditionally children sometimes have brought sweets for their friends when it is their birthday. The School Council have been trying to discourage children from bringing sweets, but to bring an alternative. One popular option is a 'Birthday Break' which is an extra 5 minute playtime where they choose a game for their class to play. We have also been trying to discourage children from bringing crisps in their lunchboxes.

Uniform

We encourage children to take care in their appearance and to wear our school uniform.

We believe school dress helps children develop pride in themselves and their school.

We recommend:

| | |
|-----------------------|---------------|
| Trousers | grey or black |
| Shorts | grey |
| Skirt/ Pinafore dress | grey |
| Summer dress | blue gingham |
| Blouse | white |
| Polo shirt | white |

| | |
|-----------------------|--------------------------|
| Sweatshirt/ Cardigan | royal blue (Clinton) |
| Socks | white or grey |
| Shoes | black/ brown- low heels |
| Sandals (Summer only) | low heels – no open toes |

(Please note that boots are not permitted as part of indoor footwear)

Fleece (outdoor wear only) Royal Blue (Clinton)

PE and Games Kit

| | |
|----------------------|-------------------|
| T shirt | white |
| Shorts | black/ navy |
| Tracksuit (KS2 only) | plain navy/ black |
| Pumps/ trainers | outdoor use only |

Indoor lessons are normally taken barefoot.
Foundation Stage/ Key Stage 1 children will need pumps for outdoor wear, preferably Velcro strapped

Available from our uniform supplier via the school office:

- Sweatshirts/ cardigans
- Polo shirts
- T shirts
- PE shorts
- Book bags
- PE bags
- Backpacks

Please ensure ALL items of clothing are clearly named, including trainers and pumps.

Visits

We are committed to enhancing children's learning by providing them with a variety of educational visits throughout their schooling at Clinton. We are grateful that the PTA raise money so that they can subsidise trips for all children to keep the overall cost down.

Children have the opportunity to undertake an educational visit each year. In addition, classes may be taught by a visiting provider.

In year 5 children have the opportunity of a 3 day residential outdoor pursuits course at Red Ridge in Wales.

In year 6 we organise a 4 day residential visit to Normandy.