

Clinton Primary School

Parents' Handbook

An A-Z of School Routine



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Welcome to Clinton Primary School

The partnership between school and home is of paramount importance to children's development. Where there are strong relationships between staff and parents, and where parents are involved in their children's education, children do much better in all areas.

Good communication between us is extremely important to ensure children are given every opportunity to reach their potential, and this booklet seeks to provide you with important information you will need to equip and prepare your children for life at Clinton.

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Assemblies

Assemblies are a fantastic way for us to create a positive ethos. In line with the legal framework, assemblies are broadly based on Christian values. The collective worship policy is on our website.

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.

If you wish your child to be withdrawn from our assemblies on religious grounds, please contact the Headteacher.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. RE lessons do provide a great way to teach tolerance and respect for others. They also provide children the opportunity to explore other cultures.

Attendance/ Absence/ Start and Finish Times

Regular attendance and punctuality are crucial for children's education and are to be encouraged as strongly as possible. Our target for attendance is 97.7% and if children's attendance dips below 95% it is possible we will approach you to discuss this – unless we know of a particular illness that has caused the dip. 'Persistent absence' is considered to be anything less than 90%.

The timing of the school day is as follows:

Foundation Stage/ Key Stage 1

Morning: 8.55 am to 12.00 noon (doors open at 8.45)
Afternoon: 1.05 pm to 3.10 pm

Key Stage 2

Morning: 8.50 am to 12.05 pm (doors open at 8.40)
Afternoon: 1.00 pm to 3.15 pm

Doors open 10 minutes before registration and children begin work (on phonics or spelling, for example) as soon as they enter class, so please ensure they are not late. A child who is 10 minutes late every day misses almost an hour at school each week.

School cannot take responsibility for any child who arrives before 8.45 (if in Years R, 1 and 2) or before 8.40 (if in Years 3-6). Children should not be on the premises unsupervised before these times.

Children who arrive after the register has been completed will receive a late mark. If a child arrives after 9am, they need to be signed in at the school office. Children also need to be signed in or out any time they arrive after registration or need to leave other than at the end of the day (needing to attend a medical appointment, for example). It's essential we have a record of who is here – and it could be crucial if we had to evacuate the building in an emergency.

If your child is ill please notify the office, either by phone or e-mail, on the first day of absence - phone 852334 or e-mail admin2308@welearn365.com. If the absence lasts for more than a day please notify us each morning.

Please see the separate section on 'Holidays' for information on leave of absence during term-time.

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.

Before-School Club

We know that mornings can be hectic, particularly if you are a working parent. We operate a before-school club each morning, which is staffed by two Teaching Assistants each day. The club operates on a drop-in basis so there is no need to book a place; simply bring your child(ren) any time from 8.00 am onwards and pay £3.50 per child. The club is based in the ICT Suite – please enter via the path alongside the school drive and enter via the Year 6 classroom door.

Activities at the club are varied and stimulating within a relaxed environment, where children are given choices of what they would like to do. They are then escorted to their classrooms ready to start the day. We don't provide breakfast but children may bring a fruit-based snack to eat.

Behaviour

We expect children to behave in an acceptable manner in school, in accordance with our Behaviour Policy (copy towards the end of this handbook).

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.

Books

Children have the opportunity to borrow books from school. Children in reception follow 'Letters and Sounds' and learn using 'Jolly Phonics'. We use the Oxford Reading Tree scheme in the main but this is supplemented with a whole variety of other books, which may be phonics based.

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 parents of Reception children to purchase a book bag from the school uniform supplier. Your child will use this not only to protect books, but also to bring letters and other communications home from school. The book bag will fit neatly into your child's drawer, which is why we ask your child to use this rather than a backpack in Years R, 1 and 2. It's really important that you help your child check his or her book bag at home each evening, to discover what they've brought home! (and also get them into good routines and to emphasise the importance of home-school communication).

Child Protection

Safeguarding is of critical importance to us at Clinton.

Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children. Parents/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 Services 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 Services 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.

The Headteacher is the designated child protection officer and will listen to any concerns. All school staff are trained and receive updates regularly.

Communication

Parents are encouraged to keep close contact with school. The school newsletter is sent out every Thursday (by email unless you've requested a paper version) to keep everyone up to date with what is happening in and around school. These letters and other information can also be found 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 half term, you will receive a letter from the teacher of your child's class, which outlines the curriculum and exciting events coming up. These are on the website too under 'Class Newsletters'.

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.

Please note that we have a 'parent postbox' which you'll see in front of you when you walk up the path to the main door. This is a secure, locked box (so can be used for cash payments) which the office staff empty at around 9.15 and then again after school – please use it rather than have to queue at the office.

We sometimes ask for your views via email 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 important role in the life of the school, taking and 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 can be seen on the website or alternatively, you can obtain a list from the school office.

Parents have the opportunity to join the governing body when vacancies occur and there will be parent elections where there are several people interested. We would encourage you to put yourself forward as the work is both important and interesting.

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 in their original packaging (clearly named, please) and a signed consent form completed. If children attend before-school club, medicines should be handed to the staff on duty. 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 at some point!), 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 checks.
- If dental or medical appointments have to be taken during the school day, please notify the school (please make out of school where possible).

- Children with pierced ears must wear stud-type ear-rings only. Other than wearing watches when children are able to tell the time, no other jewellery is permitted.
- Please see also the 'Hometime', 'Medical Needs and Medication' and 'Parking' paragraphs.

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.

Holidays

Time off school can only be granted under exceptional circumstances such as: bereavement or other very challenging family circumstances; family weddings etc.

This is the procedure to apply for children to take leave from school.

1. Collect a form from the office, on which you can give details of the 'exceptional circumstances' which are the basis of your request.
2. Hand it back in, with any further details you wish to give. Make an appointment if you wish to discuss it further with the Headteacher.
3. Where leave is granted by letter from the school, there will be no further action needed.
4. Where leave is not granted and is taken nonetheless and where it is considered to be harmful to their education* the matter may be referred to the 'Attendance and Compliance in Education' (ACE) service. You will be informed if this is to be the case. ACE may decide to administer a fine.

*This will be evaluated based on various factors such as: a child's level of absence in the recent months and years; the length of leave applied for; the regularity of a breach of the rules explained above.

Details of these rules can be obtained from the school office and guidance from the ACE appears at the end of this handbook (Appendix 1). If children are pulled out of school for term-time holidays, they take the message that it's sometimes acceptable to break rules. This will haunt you when they are teenagers! We also find that, no matter how skilful the teacher, taking holiday in term time has a knock-on effect on many days' learning before the holiday and many days after – because of the nature of learning being sequential and then requiring consolidation to really stick. We would therefore urge you to consider very carefully the inevitable impact on your child's education before arranging holidays in term-time.

Home School Agreement

All primary schools have Home School Agreements and this is a document we ask parents and children to sign. There are slightly different agreements for Reception/ KS1 and for KS2. In each case they set out what parents and children can expect from us at school and an expression of what part parents and children can play in order that children are safe, are fulfilling their potential and allowing their peers to fulfil their potential.

'Hometime'

Parents sometimes like to catch up and chat at home-time and we like to enable this to happen for a short while after school. If you choose to do so, though, please ensure the children follow these rules:

- Children should stay within your supervision (sight). We don't want them to have an accident and we don't want mixed messages – they need to follow the same rules as during the school day.
- Children **aren't allowed** on the KS2 playground or apparatus after school.
- If they haven't been allowed on the field during the day, the same applies after school.
- They shouldn't use school playground toys after school or bring their own.
- Younger children who are collecting bikes or scooters from the bike shed need to be carefully supervised – we've had occasions when vehicles have been moving on the drive and children have run across without looking.

Please help us to keep your children safe and help us keep the 'playground use' messages consistent.

Homework

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

There is a marked difference in progress between those children who are getting regular help at home, with reading in particular, and those who aren't. We hope you will find time for children to read with you at least 4 times a week.

You will receive a leaflet at the beginning of the year giving details of the type of homework set and the days when it's set and due to be handed in.

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.

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.

Following the advice given by the Health Protection Agency, **we ask that children who have had stomach upsets remain off school for 48 hours after the last episode of diarrhoea or vomiting.** 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. The full list can be viewed at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf

Disease	Incubation period	period of exclusion
Chicken pox	14 - 21 days	until all vesicles have crusted over
Diarrhoea or vomiting	None	48 hours after the last episode of diarrhoea or vomiting
German measles	14 - 21 days	4 days from onset of rash
Impetigo	4 - 10 days	until lesions are healed, or 48 hours after beginning antibiotics
Measles	10 - 15 days	4 days from onset of rash
Mumps	12 - 15 days	5 days from onset of swelling
Slapped cheek disease		No exclusion period, but please inform school if you suspect your child might be affected.

The HPA advice is that children with rashes should be considered infectious and assessed by their doctor.

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

Most information you will need is available on the school website. 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.

How we spend our Pupil Premium funding for disadvantaged pupils and how we are making the most of Sports funding are explained in documents in the 'Information for Parents' section of the school website.

Lunchtime Arrangements - Meals

All children are asked at the start of each day whether they have brought a packed lunch or whether they wish to have a school lunch. Please help us and your child by making sure that they are very clear each day about whether they have a packed lunch or need to order a meal. There is no need for parents to order meals 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. We expect most children to be able to use a knife and fork, although staff will help them when necessary. Children are not allowed to share their lunches with others (we need to be mindful of allergies). If your child

has a packed lunch, they will bring home any uneaten food so that you're aware of what they are actually having.

Younger children can often take quite a long time to eat their lunch. While they're encouraged to eat more quickly, they are always allowed to take as long as they need. Older children often like to eat lunch as fast as possible in order to get on with the rest of their lunch break! Children have to ask permission before leaving the hall.

School Lunches Hot meals are available every day. There is always a choice of two main courses and children choose their option at the start of the school day. Vegetarians are catered for but you need to notify the office.

The current cost of school meals is £2.16 (correct at time of printing) for children in Years 3 – 6), payable via the ParentPay system. **All children in Reception, Year 1 and Year 2 are entitled to free meals under the Universal Infant Free School Meals scheme.**

Packed Lunches If your child brings a packed lunch, please ensure that your child's lunchbox has an ice pack to keep the food cool and is clearly named – we often have two or three versions of the same lunchbox within a class.

If you receive any of the following, your child is entitled to free school meals whatever stage they are at in school, together with other benefits:

- *Income Support*
- *Income-Based Job Seeker's Allowance (JSA)*
- *Income-Related Employment and Support Allowance (ESA)*
- *Guarantee Element of State Pension Credit*
- *Both Income-Based and Contribution-Based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both but the Income-based amount is greater, but not if the contribution-based amount is greater*
- *Families who are awarded Child Tax Credit and have an annual income, as assessed by HMRC, not in excess of £16,190 are also eligible to claim free school meals providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').*

Please visit www.warwickshire.gov.uk/freeschoolmeals or speak to a member of the admin staff for further details

Please note that if you receive any of the benefits listed above and you register your child for free school meals, the school receives additional income to specifically support them in their learning. This applies even if you choose for your child to bring a packed lunch, and includes things like free access to after-school clubs. **PLEASE REGISTER FOR FREE SCHOOL MEALS EVEN THOUGH YOUR CHILD WILL BE ENTITLED TO THEM IN YEARS R, 1 AND 2 WITHOUT REGISTERING. IT WILL SECURE MORE SUPPORT AND RESOURCES FOR THEM IN SCHOOL.**

Lunchtime Arrangements – General

Children are cared for at lunchtime by our team of Midday Supervisors, led by our Senior Midday Supervisor, Mrs Shelagh Boneham.

All children in Reception and Year 1 come in to lunch together at 12.00. In the early weeks of the Autumn term, the Reception teachers accompany the children into the dining

hall to help them settle into this new routine. The Reception children have their own tables so that they sit together as a class. The older children, from Year 2 upwards, come into lunch on a rota basis after 12.00.

Children in Years R, 1 and 2 share the same playground and are provided with activities to develop skills in turn-taking and sharing. They use a range of play equipment. When conditions are suitably dry, they are able to play on the field.

Children in Years 3 – 6 (Key Stage 2) have separate playgrounds with designated areas for skipping, football etc. They have access to the adventure play equipment on a rota basis and all KS2 children have access to the 'Scrapstore Playpod', which contains all sorts of items which encourage imaginative play. Children in Y5 and Y6 are allowed to use computers at lunchtime at allocated times.

Behaviour at lunchtimes Children are expected to behave well throughout the school day and children understand our rules, rewards and sanction. However, unstructured times can be difficult for a small number of children. The school's Behaviour Policy (available on our website) sets out procedures for lunchtimes.

Medical Needs and Medication

We are very keen that children who have medical needs can have as full an education as other children in school. We need to know from any parents or carers if there are medicines or routines that are important to ensure your children are safe, well and happy. Our medical needs policy is on the school website under 'policies'. If children need medication during the school day, the office staff will administer this. The medication (in its original container and clearly marked with your child's name) must be handed to the office by the parent or carer and a parental consent form filled in. If your child is attending Before-School Club, please hand the medication to one of the staff running the club.

Money in School / ParentPay

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 (and remember our secure 'parent postbox' – see 'Communication' above). We use ParentPay so that parents can make online payments for items including lunches and music lessons. New Reception parents will be issued with log-in details at the beginning of the Autumn term – please do set up your account if you don't have one already and keep your log-in details safely for reference. It's likely you won't need to make any payments for some time, but you will need your account at some point!

Music Lessons

All children have whole-class music lessons as part of the normal curriculum. Parents of older children also have the opportunity to pay for instrumental lessons given by a range of peripatetic teachers (either County Music Service staff or independent practitioners). These are normally available from Year 3 upwards. Children in Years 1 and 2 are offered violin lessons using the Suzuki method, which involves the parent attending lessons and working with the child at home. Not all parents are able to have this level of involvement, so children are also offered 'conventional' violin lessons from Year 3 onwards. We normally write to parents in May each year to tell them about the options available.

Parents

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

Parents are particularly welcome to come in on a regular basis to listen to children reading and to accompany older children to swimming lessons. We also love to have parents help with Golden Learning for children in Years 3 – 6. If you are interested in helping in school either on a regular basis, or occasionally, please see the class teacher or the Headteacher. You will be required to obtain a Disclosure and Barring Service (DBS) check via the school office. The application process is very simple and there is no cost to the individual.

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 other family events. They really add to the community feel at Clinton and are always open to more volunteers.

CHIME (Clinton Helping Improve Musical Education) is a charity established to promote and support the teaching of music in school. All children benefit from the proceeds which fund recorder club for children from year 3 onwards as well as orchestra rehearsals and performances every Friday morning. Year 3 children also benefit from 'Upbeat' which we provide through the County Music Service which enables them to try out orchestral instruments and starts them on their musical journey. Our orchestra is amazing as a result and inspires many children to play an instrument.

We regularly invite parents to share their views and also to come for information evenings to share ways in which you can support your children at home.

Parking (and safety around the school drive)

Our children's safety is hugely important. You can help protect them by parking safely. We no longer qualify for a crossing patrol person as the volume of traffic doesn't justify this.

The main danger to our children comes from car parking and manoeuvring at the end of the school day. Children need to be able to see in order to cross the road safely – it's essential that you don't block their view of oncoming traffic when you park or drop off your children. We ask you to:

- walk to school if possible;
- park away from the zig-zags (including the area opposite them) and away from the T-junctions (you are supposed to park 50ft from a turning anyway);
- drop off older children away from the area immediately outside school;
- park with consideration for our neighbours – the roads are narrow and it's easy to block people's access to their properties, so please be aware of this.

If your child needs to access the cycle shed to leave a bike or scooter there, please teach them to treat the school drive as a road – they need to cross it carefully – and to use the path alongside the drive, not walk / scoot / cycle on the drive itself.

Personal data

There is a 'Privacy Notice' at the end of this handbook which outlines how we use the personal data we hold on your child,

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 (order via www.coolmilk.com).

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 Year Groups and Key Stages

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.

Sun Protection

Children will play outside at lunchtime (the brightest part of the day), and then could quite possibly take part in PE outside – and even a club after school outside. When the weather is sunny, or could become sunny during the day, it is really important they come with hats and wearing suncream – it's possible to buy suncream that lasts all day, which is perfect.

Please remember too that the strength of the sun is the same in mid-April as it is in mid-August – don't be deceived because it's still springtime!

If it is especially bright, we'll recommend they seek shade and we have purchased some school hats they can wear if they don't have their own with them.

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 the items below. (Items marked * are available from our uniform supplier, NSC – please see note below about arrangements and advice about how and what to order)

Trousers	grey or black
Shorts	grey
Skirt/ Pinafore dress	grey
Summer dress	blue gingham
Blouse	white
Polo shirt	white (with Clinton logo)*
<i>Please note that plain white polo shirts are also acceptable and widely available</i>	
Sweatshirt/ Cardigan	royal blue (with Clinton logo)*
Socks	white or grey
Shoes	black/ brown- low heels
Sandals (summer only)	low heels – no open toes
<i>(Please note that boots are not permitted as part of indoor footwear)</i>	
Fleece (outdoor wear only)	royal blue (Clinton)*
<i>Two versions – regular fleece and reversible – but not an essential part of the uniform</i>	

PE and Games Kit

T shirt	white (round neck – with Clinton logo)*
Shorts	royal blue*
Tracksuit (KS2 only)	plain navy/ black
Pumps/ trainers	outdoor use only – it's normally bare feet for indoor lessons
<i>Foundation Stage/ Key Stage 1 children will need pumps for outdoor wear, preferably with Velcro straps.</i>	

Younger children normally keep PE kit in school and bring it home only at the end of each half-term for washing. Their kit usually stays quite clean!

The following Clinton items are available from our uniform supplier, NSC. Order forms are available from the school office; we recommend you contact NSC by

phone to place an order and pay by card. Alternatively you can leave the order form and payment with the office. The supplier normally visits each week; you can place orders at any point in the year but please be aware that orders placed towards the end of the summer term might not arrive until September.

Sweatshirts/ cardigans with school logo

Polo shirts with school logo – *plain white polo shirts may also be worn*

T shirts for PE (round neck) with school logo

PE shorts

Book bags – *we ask all children in YR, Y1 and Y2 to have these, please*

PE bags – all children normally have these

Backpacks (please only order for children in Y3 and above – there is limited space to store these in KS1 classrooms)

Please ensure ALL items of clothing are clearly named, including trainers and pumps. We regularly remove 10 or more unnamed sweatshirts from our lost property box (that's around £100 of parental spending) - we cannot return them to their owners if we don't know who they are.

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.** Parents are often keen for us to do more trips but the cost is often prohibitive.

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

Children in Year 4 have the opportunity of a one-night camp.

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

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

Appendix 1

Reminder for Parents – Leave Of Absence during Term Time

As you will all be aware, current attendance regulations stipulate a Head teacher may not grant a leave of absence during term-time unless there are exceptional circumstances.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

It is for the Head Teacher to decide what he/she views as 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. If the leave is granted, the head teacher is able to determine the number of school days a child can be absent for.

The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

Where a Fixed Penalty Notice is issued and not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Parents are asked to respect the new regulations under which the school must work and if there is a need to take a child out of school during term-time, an application or request must be made in advance and make clear how the circumstances are exceptional.

Appendix 2

Privacy Notices: Information about pupils in schools, alternative provision, and children in early years settings

Privacy Notice - Data Protection Act 1998

We (**Clinton Primary School**) are a 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 and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Support you in your transition to a post 16 provider of education or training and,
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs, free school meal eligibility and any relevant medical information. *If you are enrolling for post 14 qualifications we*

¹ Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children: Those in Alternative Provision and Early Years Settings.

will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

(Please note that at this point we have omitted a number of paragraphs which refer to academies, secondary phase and post-16 education. The full text is available on the school website (www.clintonprimary.co.uk) if you wish to read it.)

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to or as envisaged by this privacy notice

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). This sharing of information also applies to agencies that are prescribed in law, such as, Ofsted, the Education Funding Agency (EFA), the Department of Health (DoH) and Skills Funding Agency that require access to data for the Learner Records Service. All these agencies are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

How the Local Authority (LA) and Department for Education (DfE) use your information

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.warwickshire.gov.uk/schoolprivacynotices>

and

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites a copy of the information can be sent to you. Please contact the LA or DfE as follows:

- Business and Commissioning Intelligence Service
Warwickshire Local Authority
Strategic Commissioning
People Group
Saltisford Office Park
Ansell Way, Warwick, CV34 4UL

Website: <http://www.warwickshire.gov.uk/schoolprivacynotices>
Email: businessintelligence@warwickshire.gov.uk

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288