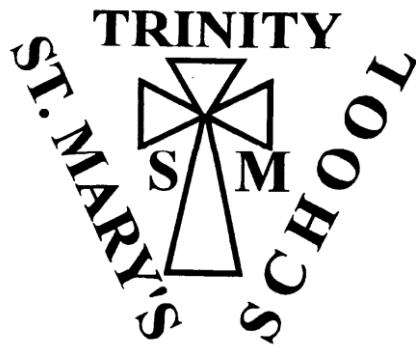
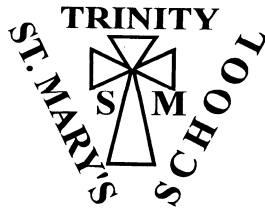


# TRINITY ST MARY'S PRIMARY SCHOOL



## PARENTS' HANDBOOK

AUTUMN 2009



## PARENTS' HANDBOOK

### Home/School Partnership

The success of your child at Trinity St. Mary's very much depends upon Home and School working together in a supportive partnership that has your child as the focus. At Trinity St Mary's we really do believe that Every Child Matters and we work hard .

To facilitate our partnership, we will make every effort to keep you informed about your child's progress and well-being through:

- teachers being available to see you via an appointment through the School Office;
- a twice yearly opportunity to meet your child's teacher and view your child's work at a Pupil, Parent and Teacher Consultation evening;
- summer term 'parent' assemblies;
- the 'Home/School' Diary in which you are invited to comment and also sign the Home/School agreement together with your child;
- an annual written report about your child's progress in July and an opportunity to discuss your child's report;
- a weekly school newsletter from me sent out on Fridays.

Apart from these more 'formal' opportunities, the staff and I are always available in the event of a more urgent matter at the beginning and end of the school day. Contact please via the School Office. Do please feel free to come and see me if you are concerned at any time, it is always best to discuss and work together to resolve any kind of worry you might have.

I hope the Parents Handbook together with key policies will explain some of our procedures and provide useful information for you.

Christina Gooday

# **TRINITY ST MARY'S PRIMARY SCHOOL**

## **INFORMATION FOR PARENTS**

### **SAFEGUARDING OUR CHILDREN**

The safeguarding and well-being of our children is of paramount importance. Please read our Child Protection Policy, the Essex County Council model, which is attached, to understand how we deal with any concerns that are raised.

### **SCHOOL HOURS**

Punctuality is very important and children can arrive at school any time after 8.45am. They come into school at 8.55 a.m.

Our 'Lunch Hour' is from 11.50 a.m. for Infants and 12 noon for Juniors until 1.00 p.m. Children going home for lunch should not reappear on the school premises before 12.55p.m.

Afternoon break for Infants only is between 2.30 and 2.45 p.m. and school ends at 3.20 p.m. Please collect your child promptly at the end of the school day. Children still in the playground at 3.30pm will go into school to wait in the library; parents will be contacted.

### **Clubs**

Our after school clubs finish at 4.15pm. Any child not collected promptly will be brought back into school to wait in the library; parents will be contacted.

### **ENTERING/LEAVING SCHOOL**

All children should enter and leave by the pedestrian gate into the playground at the back of the school. Apart from the first term when the Reception class are settling in, children should say good-bye to parents at the gate. Parents are requested to leave the entrance clear in order that children have easy access. In the interests of safety pupils must never leave/enter through the large car park gates. Children do not leave or enter via the main front door.

Please note staff are on playground duty from 8.45 a.m. and children should not arrive before this time.

Parents wishing to speak to a member of staff should come to the front entrance of the school please.

### **MID-DAY MEAL**

Children may

- a) have a school dinner
- b) go home to lunch returning to school between 12.55 p.m. and 1.00 p.m.
- c) bring a packed lunch

All lunch boxes should be clearly named with your child's name.

## **MONEY**

Any money sent to school should be in a marked envelope, e.g.  
John Bloggs.....Class.....Dinner Money.....Amount

## **SCHOOL FUND**

A suggested contribution to the School Fund of **£5** per **year** per family would be greatly appreciated, though this is purely voluntary. In the current economic climate it is difficult to buy all that the children need, and such contributions are of enormous help to the school.

## **MEDICATION**

Except in exceptional circumstances, staff are not allowed to administer medication. In the event of a child being well enough to come to school despite needing medication, his/her parent is invited to meet the child in the Reception area at 12 noon to administer whatever is required. If this is not possible parents can sign a written form giving our office staff permission to administer medicine to their child.

Asthma inhalers are kept in the office, marked with the child's name.

Children can use them as required.

When each child is at least 5 years old, the school nurse will invite pupils and parents for a school health assessment in school. The invitation will be accompanied by a questionnaire.

## **HOMEWORK**

Homework is an integral and important part of every child's learning and we our Homework Policy is attached, which sets out our expectations and responsibilities as well as those of our children and parents.

## **BEHAVIOUR, DISCIPLINE AND ANTI-BULLYING POLICY**

At Trinity St. Mary's we have a whole school Behaviour, Discipline and Anti-Bullying Policy. Your child deserves the most positive learning environment in which to grow and develop as a young person. As a caring Christian community, we have three non negotiable '**rights**' that apply to all members of our school. They are:

**the right to be safe**  
**the right to learn/teach**

**the right to respect/to be respected**

These rights, applicable to all, help set the framework for relationships within our school. Our Behaviour, Discipline and Anti-Bullying Policy is attached for your information. Please note that our Anti-Bullying Policy is based on the Essex County Council model.

## **How you as parents can help:**

1) Make your child aware of appropriate behaviour in all situations.

- 2) Encourage independence and self discipline.
- 3) Show an interest in all that your child does at school.
- 4) Foster good relationships with the school.
- 5) Support the school in the implementation of our Behaviour, Discipline and Anti-Bullying Policy.

## **UNIFORM**

We aim to make children proud of Trinity St. Mary's and as a school we value the wearing of school uniform as a means of identity and 'belonging'. We receive many compliments about how smart our children look and we believe it is important to maintain our high standards.

School uniform is to be worn at all times and parents are urged not to change the classic style in favour of individualistic styles.

All uniform is available at Patricias.

<u>Boys</u>	<u>Girls</u>
Grey shorts or trousers White shirt Plain grey or black socks Maroon V-necked jumper with school logo School tie	Grey skirts or summer dresses from Patricias White blouse White plain ankle socks Maroon V-necked cardigan with school logo School tie Plain hair band (grey maroon white or black) and plain hair grips; no hair braids Plain grey, maroon or black tights

Important notes on school uniform:

1. Please ensure that all items of clothing are clearly labelled.
2. No earrings and other jewellery. A simple plain watch is permitted
3. No mobile phones to be brought into school unless in agreed exceptional circumstances when they must be left in the School Office.
4. No hair cuts shorter than No. 4. Hair gel or dyed hair is not acceptable.

## **P.E. Kit**

**Your child's P.E. kit must be in school at all times.**

Navy shorts (no fashion logo). Navy polo with school badge from Patricias.  
 Black plimsolls (slip-on type) up to size 6.

Additionally, please would you provide your child with:-

- a) a P.E. bag which is easily recognised and clearly marked with your son/daughter's name on the outside. Also, a small school bag for books/pencil
- b) an overall for art/craft
- c) a handkerchief.
- d) ensure hair is tied back for safety reasons on P.E. days.

An optional navy jogsuit is available from Patricias and may be worn on occasions for outside PE/Games, if your child's teacher feels it is necessary.

### **Footwear**

Low heeled shoes not boots in black/brown/maroon/grey below the ankle. White sandals are acceptable occasionally during the Summer Term. Boys should wear grey or navy plain socks; they can wear black sandals in the Summer Term. Girls should wear plain white socks or tights in the winter which should be plain navy, grey, maroon or black.

### **Book Bags**

In order to look after your child's reading book, we strongly recommend that your child has a TSM book bag, available from Patricia's

### **Outdoor Wear**

Only indoor uniform is obligatory. However, to facilitate counting or checking children on outside school visits, and to maintain the high standard of smartness that exists inside the school, it would be greatly appreciated if parents would purchase raincoats/anoraks for their children that are available through FOTSMs. Please ask at the school office for further details.

### **SCHOOL RULES**

In the interests of safety, apart from watches, **no** jewellery is allowed. Watches are collected by teacher at the beginning of each P.E. lesson.

Articles of value (financial/sentimental) should not be brought into school since the school cannot accept responsibility for loss. All items of clothing and personal possessions should be clearly marked and coats/blazers should have hooks to enable them to be hung tidily in a cloak room. Un-named, apparently lost, articles will be placed in a lost property box and disposed of if unclaimed.

### **BICYCLES**

Bicycles brought into school must be pushed across the playground not ridden, and all cyclists should wear a protective helmet.

## **SCHOOL ATTENDANCE**

It is essential that your child's attendance at school is as high as possible. The attached leaflet shows the importance of school attendance and the impact that absence can have on children's learning time. This is an area that Ofsted focus on and each year the school has an attendance target that we are expected to achieve. We also have a 'Parent/Carer's Guide to School Attendance – please ask at the school office if you would like a copy.

### **What is your role?**

- **to support the school in achieving a high standard of attendance and punctuality**
- take responsibility for **attendance and punctuality**
- to make sure your child is properly attired
- to see that your child is ready and able to learn i.e. not tired
- to report reasons for absence

On occasions when your child is unwell and therefore unable to attend, parents are asked **to telephone the school on the first morning of absence**. If a child is absent at registration and no message (written or verbal) has been received, office staff will be alerted immediately. When the register closes a telephone call will be made to the parents or carer with whom the child lives by a member of our office staff.

### **Lateness**

All lateness is viewed as unacceptable and a note of explanation should be provided. Any child arriving after the register is closed will be entered as an unauthorised absence.

Where a pupil's attendance falls below 90% or if a pupil is persistently late the school will write to the parents/carers. Further follow up action will be taken if necessary.

### **Holiday Absence**

**Parents do not have a right to take holidays during term time.** We urge our parents not to take their children out of school for holidays. As said above pupil attendance is monitored closely and parents that take an unauthorised holiday may be penalised.

## **CHILDHOOD DISEASES...some guidance**

<b>DISEASES</b>	<b>INCUBATION</b>	<b>MINIMUM PERIOD OF ABSENCE</b>
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Chickenpox	11-21 days	Five days from onset of rash.
Diphtheria	2-5 days	Until bacteriological examination is clear.
Food Poisoning	2-24 hours	Until clinically fit.
Measles	14-21 days	Five days from onset of rash.
Mumps	15-21 days	Five days from onset of swollen glands
Severe sore throat	2-5 days	Until appropriate treatment has been given.
Whooping cough	7-10 days	Twenty-one days from onset of cough.
German measles(Rubella)	10-15 days	Five days from onset of rash.
Slap cheek (Parvovirus)		Until comfortable. Infection is transmitted before the child becomes unwell.
Impetigo		Until lesions are crusted or healed
Diarrhoea and sickness		If your child has been ill one day, please give 24 hours at home to recover. Rotavirus however requires that 48 hours pass from the last bout of diarrhoea and sickness
Swine Flu – latest advice from the Department for Schools, Children & Families	<b>Very</b> short – possibly just a few hours	Children with flu-like symptoms should stay away until they are free of those symptoms. They should visit the National Pandemic Flu Service or telephone 0800 1513 100 for further advice.

Please do not send your child back to school until they are fully fit. Note head lice and threadworm/ringworm infections often occur in school communities.

Head lice especially are found in the cleanest of hair and spreads quickly throughout the family. Please check your child's hair regularly and encourage hand washing. The School Nurse can often help with advice and guidance as well as being a regular visitor to undertake routine medical screening.

### **MEDICAL APPOINTMENTS**

Parents are asked to arrange such appointments outside of school hours whenever possible. Requests for a child to be allowed out of school should be sent prior to the appointment. S/he will be released from school in sufficient time to attend and where possible, should return to school after the appointment.

### **PARENT FORUM GROUP**

We have a Parent Forum Group at Trinity St Mary's which consists of parent representatives for each class in the school. The Parent Forum Group meets every five weeks with the Headteacher or another member of the Senior Leadership team and it is a great opportunity for parents to discuss and become involved with school improvement. Parents are always welcome to talk to Mrs Gooday if they wish to join the group.

### **FOTSMs (Friends of Trinity St Mary's)**

We are very lucky to have a strong parent, teacher association at Trinity St Mary's and FOTSMs carry out many fund-raising events during the school year. They meet once a month and raise approximately £9 000 each year which is used to support our children's learning i.e. laptops, notebooks, Maths and outdoor learning equipment. They are always keen to recruit new parents so please read their introductory letter and complete the form if you are interested in joining.

Thank you for your continued support. I hope you have found the handbook informative and useful - please do not hesitate to ask if there is something in it that isn't clear and/or is not mentioned.

Christina Gooday  
Headteacher