



Elmsett CEVCP School

A Guide for Parents

The aim of this Guide is to help you and your child settle into our school with confidence and ease.

We hope that most of what you will need to know in the early days is contained within, but if there is anything further you would like to know, please feel free to ask us.

If we as individuals don't know the answer, we're sure to be able to point you in the right direction.

Contact Us:

Head Teacher: Mrs Elaine Burdiss

Administrator: Mrs Sarah Laflin

Address: Elmsett C. of E. V.C. Primary School
The Street
Elmsett
Suffolk
IP7 6PA

Telephone: 01473 658303

email: elmsettparents@gmail.com

Website: www.elmsettschool.co.uk

School Structure

The current school structure is as follows:-

	Hedgehogs	Otters	Badgers	Owls
Year Groups	Reception	Yr 1 & Yr 2	Years 3 & 4	Years 5 & 6
Key Stage	Foundation	1	2	2
Teachers	Miss Bloomfield	Mrs Irwin Mrs Burdiss	Mrs Chisholm Mrs Horn	Mr Bridge Mrs Burdiss
Teaching Assistants	Miss Brown Mrs Hooper	Mrs Kempson Mrs Hooper	Mrs Shered Mrs Hooper	Mrs Robinson Mrs Hooper

Getting to School

Driving - If you drive your children to school, you must park in the Village Hall Car Park and **not outside the front of the school by the recycling area**. This is a designated 'No Parking' area except for disabled drivers. The Methodist Church have kindly offered their car park to use at school drop off and collection times.

Cycling - Children are allowed to cycle to school on their own only when they have passed their *Bikeability* Test and their parents feel they have good road sense. The School runs *Bikeability* every year for Year 5 children. Children who do cycle to school are encouraged to wear cycling helmets.

The Start of the School Day

Parents are asked **not to bring dogs into the playground** for health & safety reasons. When the bell sounds children must line up according to the class they are in. Parents are asked not to join the line as this causes congestion.

Please note: Once the children have all entered the school in the morning, the pupil entrance will be locked for security reasons and any child arriving late must be brought into school via the office. Parents must hand children over at this point for staff to take them through to their class rooms.

The School Day

KS1 Pupils (Yrs – R, 1 & 2)	School Starts:	8.55 am
	Morning Break:	10.40 am – 11.00 am
	Lunch:	12.05 pm – 1.15 pm
	Afternoon Break:	2.15 pm – 2.35 pm
	Home:	3.15 pm

(Reception Children who are not yet five attend school part-time in the mornings only)

KS2 Pupils (Yrs – 3, 4, 5 & 6)	School Starts:	8.55 am
	Morning Break:	10.40 am – 11.00 am
	Lunch:	12.10 pm – 1.15 pm
	Home:	3.30 pm

Office Hours: 8.45 am – 3.30 pm

Absence – Through Illness

Parents/carers **must notify the school office as soon as possible, and by 9.00 am at the latest** on the first day of a pupil's absence through illness either in person, by letter or by telephone. From that time, the school will assume that the child is away from school until they physically return. In the case of older pupils who may come to school on their own, a telephone call from the parent to confirm their arrival will be required.

When a child is ill, it is the responsibility of the parents/carers to ensure that the child receives proper care. The administering of medicines to children is also the responsibility of the parents, except in the case of chronic conditions such as asthma or other allergies, etc. Should the child need medication to be administered in the middle of the day when the child is well enough to be at

school, parents will be expected either to keep the child at home or to arrange to administer the medicine themselves, or nominate a representative if they believe a course of treatment to be necessary. Should a child become ill whilst at school, we will endeavour to contact the parents/carers as soon as is practical to enable them to collect the child.

There are certain common diseases/illnesses which many children contract at some point in their childhood and we would ask you to adhere to the exclusion periods contained in the extract DfES Guidelines below in order to prevent widespread illness among the rest of the children at school and the staff.

Vomiting and/or Diarrhoea - children under 5 should not come to school until they are well and free from symptoms for **72 hours**. Children over 5 should be kept off for **48 hours**.

Chickenpox/German Measles – These diseases can severely affect pregnant non-immune women in the first 20 weeks of gestation or in the last weeks of gestation. Sufferers should be kept off for at least 5 days after spots first appear or until they become dry.

Headlice/Ringworm/Threadworm – These are very common in schools and nothing to be ashamed of. We would ask you to let us know in the office if anyone in your family suspects they have headlice, ringworm or threadworm so that we may warn other parents to be on the lookout. We will not disclose how we came about the information.

Common Cold, Sore Throat, etc – We would ask all parents not to send their children to school if they are suffering from anything more than a mild case. Children who do attend school with severe symptoms do not learn well and merely spread the infection rapidly to others.

The School Office holds detailed Guidance Notes on Communicable Diseases for anyone unsure of how long a child should stay away from school when they are suffering from such an illness.

Absence – Other Than Illness

Medical Appointments - We would ask parents to try to ensure that medical appointments are made outside school times wherever possible, but failing that please try to make the appointments at either the beginning or the end of the school day. Please let the school office know in plenty of time when the appointment has been made for.

Holidays/Other - Parents do not have the right to take their children out of school. If you wish to take your child out of school for any reason other than a medical appointment you must write a letter to the Headteacher **before** you book the activity. The school cannot authorise holiday absence.

The Head Teacher will consider every application individually, but leave of absence will not be granted where it coincides with SATS or GCSE exams.

What to Wear & What Not to Wear

School Uniform

The Elmsett School uniform consists of:

- Navy or grey school trousers/skirt/dress
- Light blue polo shirt
- Navy sweatshirt/ cardigan/jumper

- Light blue gingham dress may be worn in summer
- Socks must be white, black, grey or navy – no bright colours!
- Black closed toe school shoes are to be worn – **no sandals, boots or trainers.**
- **ALL CLOTHING MUST BE NAMED.** Any item that is lost and does not have a name on it will be placed in Lost Property. Anything not claimed by the end of each term will be recycled.
- Hair must be tied back with school coloured hairbands and clipped away from the face (regardless of length).
- Nail varnish is not to be worn.
- Jewelry is **not to be worn** as it is not always safe to do so, particularly during PE, and we cannot be responsible for any losses. Earrings in particular cause a problem and Suffolk County Council have instructed schools that children who come to school wearing earrings or studs with back projections are not permitted to take part in physical activities. Therefore, please do not send your child to school wearing earrings (or any other jewellery) on PE days unless they can remove and store them safely during the session themselves. If for some reason your child cannot have their earrings removed, please tape your child's ears on PE days. We therefore advise that ear piercing takes place at the beginning of the summer holidays so that earrings can be removed as needed during school time.

Approved Supplier

- The approved supplier of uniform for our school is www.pmgsschoolwear.co.uk. Should you wish to buy uniform from this supplier, you can either visit their shop in Westgate Street, Ipswich where they have a stock of uniform, or order it online, by phone or instore and it will be delivered directly to your door. Please visit the shop or see website for details. School book-bags can be purchased from the office for £6.
- An **apron for art** must be provided (an old adult shirt would be suitable) as must a bag for holding books.
- A named pair of wellie boots in a bag.

PE Kit

- White tee-shirt/polo shirt
- Navy shorts
- Dry socks to change into
- Outdoor trainers (and/or football boots for older children) - to be kept in a separate bag
- Navy tracksuit or suitable top and bottom for outside in the winter (no hoods).
- Children in KS2 (Yrs 3-6) will require shin pads for field games (this is a legal requirement), together with long dark socks in the winter and long white socks in the summer
- Swimming costume (no bikini's), swimming hat, goggles (if required) and a towel (Years 3/4/5/6 only)

Kit must be brought into school on a Monday and left there throughout the week before being taken home on a Friday. This is very important as PE days for pupils are subject to change throughout the week.

What to Eat & What Not to Eat

School Lunches

Mealtimes take place in Elmsett Village Hall, with school dinners being brought in from the kitchen at Bildeston Primary School. A nourishing, well-balanced two course meal is served and is of a type which appeals to children. A vegetarian option is available as well as Jacket Potato (this does need to be specified at the time of ordering).

Children in Reception and KS1 are entitled to Universal Free School Meals. Please let the office know if your child will be taking up the free meals. If they require any option 2 or Jacket Potato choices from the menu, please let the office know by 9am on the Monday morning for meals that week (as they are pre-ordered from Bildeston Primary School), or you can let the office know in advance as the meals are on a 3 week rolling menu.

For KS2 children, dinner money is collected on **Mondays only** and may be paid weekly, termly or half termly at the start of each period. The current cost of meals is £2.10 per child per day.

It is very important that parents bring the money to the school office by **9am Monday morning in an envelope stating clearly the name of the child/ren, the days that the meals are required and whether any of them should be Option 2 or a Jacket Potato.** (Older children may be given the envelopes to hand in at registration). Payment can be made by tendering the **correct cash** or by cheque made payable to Suffolk County Council. Please note: Due to the fact that meals are not made on site, we cannot order them on any day other than a Monday morning.

Free meals are available to children with parents who claim Income Support or other specific circumstances. Please ask at the School Office for details. (All applications will be dealt with in the strictest confidence).

If your child does not wish to have a school meal they may bring in a packed lunch (in a named container please). Please do not include sweets, fizzy drinks or glass bottles. Filtered water is freely available to all children and water bottles with wide necks may be refilled.

Milk

Milk is free for all children under the age of five at snack-time and additionally is available to all children who have a school dinner. If you would like your child to have milk at break-times, please contact the office.

Break-time Snacks

Children in Reception and Key Stage 1 (years 1 and 2) are eligible to receive a free piece of fruit or vegetable through the Government Fruit and Veg Scheme (an explanatory letter is enclosed in this pack). Excess fruit and veg is offered to the older children and if your child wishes to bring in their own healthy snack they may do so (no sugary snacks please). They may also bring in their own water bottle, which they can refill with cooled filtered drinking water provided by the PTA. Water bottles should be wide necked to avoid spillages when refilling.

Data Collection

All new parents are asked to complete a data collection form and return it to the office as soon as possible. It is important that emergency contact numbers have been filled in and a note of any allergies or medical conditions that your child suffers from are listed together with information on what the school needs to do to deal with these matters. Doctor's contact information and child's NHS number should also be provided in the event that we cannot contact you in an emergency.

Data collection sheets are re-issued to parents each year to enable them to check that we hold the correct information. However, if your contact details or those of your nominated contacts change during the year or you become aware of medical information that we do not have – particularly allergies - please inform the school immediately in writing of such changes.

Communication

We have a variety of channels that we believe allow parents and the school to pass information to each other effectively.

General Information/Letters from the Head

Many of our parents have signed up to receive letters from the school via e-mail. This helps to cut down on time, money and waste, which as an ECO school, is very important to us. You will find details of the scheme enclosed in your pack - we hope you will join the many other parents who help us to be that bit greener! Of course, sometimes there will be a communication from school that cannot be transmitted via e-mail – please ensure you check your child's school book bag on a daily basis.

You may also use the e-mail address elmsettparents@gmail.com to communicate with us, although we would ask you **not** to use this method when reporting that your child will not be at school for the day as the mail is often not read until later in the day (after 9.15 am which is the time by which you need to report absence). Those who do not wish to sign up to the e-mail scheme will find letters from school in their child's bookbag. Again, it is important that you check your child's book bag on a daily basis.

Reports, Tests and Parents Evenings

Parents' Evenings, which are run on an appointment system so that staff and parents can discuss the progress of individual pupils, take place in the autumn and spring terms. Children are regularly assessed in various skills and areas of the National Curriculum. Mathematics assessment tests, observations and work produced are some of the means used for assessment. Reading tests are carried out at ages 6+, 8+ and 10+. SATS tests are carried out in Year 2 and Year 6. A comprehensive school report is produced for each child and sent to parents at the end of the summer term.

Consultation

We welcome parents in school and teachers are available *by appointment* for consultation immediately before or after school. Please come in or telephone the office first to check the teacher's availability and to make an appointment. If you have any worries or problems concerning your child, please do talk to us so that we can sort them out together. We would be pleased to advise or assist you in any way that can help prepare your child for school.

Play Dates

If your KS1 child is going to be picked up from school by someone other than yourself or one of your designated contacts, you will need to fill in a PlayDate slip, which you will find enclosed in this pack and hand it to the class teacher or the office.

Family Assemblies

Family Assemblies generally take place on the last Thursday or Friday of half term in the Village Hall. All parents and extended members of families are welcome to attend. Christmas, Easter and

Leavers Services are held at the end of the respective terms, generally in St Peter's Church and as well as the usual activities, certificates, shields and cups are presented at these ceremonies. Again, all are welcome and help from attendees to walk the children to and from the Church is much appreciated.

Library

The school provides a stock of books for home reading, which the children are allowed to borrow on a termly basis. Notices are posted around the school to remind pupils/parents when books have to be returned. A School reference library is being built up in addition to class fiction libraries.

School Reading Books

We use a mixture of approaches to teaching reading. Children start with the reading scheme "Oxford Reading Tree", then progress to use a variety of schemes and books to reinforce early reading skills and confidence. Throughout their school careers and especially in their first years, we work closely with parents and children. Reading to and with children at home is one way of achieving this. Reading record books are sent home with children to aid communication between teachers and parents. We would ask parents to listen to their children read on a regular basis and then make an entry in the record book. These books are also used in lower KS2 to record notes about homework/projects.

School Teams

On starting school, children will be allocated at random to one of four teams – Red, Blue, Yellow or Green. Team points are awarded throughout the school day to children who have made an effort or displayed pleasing behaviour. They are also awarded at Sports Day (usually held in July – families welcome). At the end of each school year, team points are added up and the winning team is awarded a special shield.

PTA (Parent/Teacher Association)

We have a thriving PTA that organises many fund-raising activities throughout the year. They add to the richness of the school experience, providing an opportunity for the discussion of education matters, social events for the school family, as well as providing funds to supplement capitation.

The current chairperson is Mrs Victoria Gregory. If you would like more details of how you can help, please contact one or other of them or ask in the School Office.

Clubs and Extra Curricular Activities

Clubs - Details of all other after-school clubs currently on offer are sent out to parents on a termly basis. There is usually a small charge to cover the cost of these clubs.

Pupil Internet Usage

Although we do need your official agreement to your child using the internet at school we would like you to go through with your child the guidelines laid out in the enclosed document and sign the attached form to say that you have done that and that you are happy with the guidelines.

Home-School Partnership Agreement

The Home-School Partnership Agreement is a statement explaining: the school's aims and values; the school's responsibilities towards its pupils who are of compulsory school age; the responsibilities of the pupil's parents; and what the school expects of its pupils

The school is obliged to request all registered parents of pupils of compulsory school age to sign the parental declaration to indicate that they understand and accept the contents of the agreement. You will find our School's agreement enclosed in your pack and we would ask that you read through it and then sign it and return it to the school office.

Bad Weather/Emergency Closure

In the event of bad weather or any other emergency that would affect the safety of the children, the Head Teacher will liaise closely with the Chair of Governors and staff and would aim to announce any closure of the school as early as possible. A network flowchart is issued each year to include new parents. As the school is not permitted to give out parents phone numbers, you are kindly asked to approach the person you have been allocated to phone in the event of an emergency closure and ask for their phone number yourself. Details of school closures (and re-openings) can be obtained by listening to BBC Radio Suffolk.

Parent Helpers

The School encourages parents to come in and help children with reading, the day-to-day running of clubs, library and also within the classrooms if they feel they have the time. We currently have many parents who help the school in this way and we are very grateful to them. If you are able to commit some time each week to the school, please do come in and discuss this with us. Under recent Government rules, all parent helpers will need to clear a CRB check before being allowed to help out. They will also be asked to sign in and out via the Visitors Book in the office so as to ensure fire regulations are upheld.

Security

Once the children have all entered the school in the morning, the pupil entrances will be locked for security reasons and any child arriving late must be brought into school via the office. Parents must sign their child into the late book and hand children over at this point for staff to take them through to their classrooms.

You should also be aware that the side door and the rear pupil entrance will be locked immediately after all pupils have departed the building at 3.30 pm. No child/parent will be permitted to re-enter the school after this time unless they come to the office. Should you have an appointment to see a teacher after school, please go to the office in the first instance.

Safeguarding

The Senior Designated Person for Safeguarding is Kristina Irwin. The alternate is Elaine Burdiss. The Safeguarding Governor is Alicia Holmes. Please see the Safeguarding Policy on the school website. Serious Accidents or Incidents

In all cases of emergency, the Headteacher or office staff will contact parents immediately. In exceptional circumstances, staff will take children to hospital or a doctor if the situation requires immediate medical attention. Please ensure your contact details are up to date, especially your mobile number.

Safety

Parents of all children must ensure that the class teacher or office is informed of all daily arrangements.

All children are handed directly to the parent or carer at the end of each day. Any change to collection arrangements should be notified to the class teacher or the office.

Fire Drills

The school follows all guidance with regard to health and safety and fire drills are held termly. There is a plan of what to do in an emergency displayed in each class and in all public areas. Please take the time to read these notices when you visit the school.
