



Portesham C of E VA Primary School

Parent's Information Booklet

Portesham Primary School
Winters Close
Portesham
Weymouth
Dorset
DT3 4HP

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1. ABSENCES

We give high priority to attendance and would wish to convey a clear message to parents and pupils that regular attendance is vital and that unauthorised and unnecessary absence is detrimental to a child's education.

Sickness Absence - If your child is absent from school because of illness, please let us know by phone, 01305 871283, as soon as possible, preferably by 9.00 a.m. on their first day of absence. Where a child is absent because of vomiting and /or diarrhoea, s/he cannot return to school until 48 hours after the last episode of vomiting/diarrhoea.

Medical Appointments - If your child has a medical appointment, such as doctor, optician, dentist, please let us know, preferably the day before the appointment.

Holidays in Term Time - If you do need to take your child out of school you need to obtain an "Application for Leave of Absence" form from the school office and return for authorisation at least 2 weeks before the date when you want the leave of absence to start. It is the school's policy not to authorise holiday absence in term time (exceptional circumstances will be considered).

Other Absences - Permission may be requested for "special reasons", e.g. family wedding, exams, bereavement, religious observance. Requests for such absences must be in writing. Please complete and send in an 'Application for Leave of Absence' form. These absences do not count as holiday but will only be given sparingly and appropriately.

Remember: Your child's education is very important - please do not ask for unnecessary leave of absence.

2. ASSEMBLIES

Assemblies are held daily in the school hall. Every half term, weather permitting, an assembly is held in St Peters Church, Portesham to which families may attend. At the end of each term parents and family members are invited to a whole school assembly to celebrate the children's learning and achievements.

3. ASSESSMENT AND REPORTING PROCEDURES

In addition to ongoing assessment, children are also more formally assessed following a particular learning module. While assessment and testing is important so that we can ensure children are realising their full potential, we do realise that every child is different and learns and achieves in different ways. We adopt a low-key approach to testing so that children feel relaxed. During the year, all parents will receive a written report on their child and the opportunity to discuss their child's progress with the class teacher.

If you have any concerns staff are always willing to discuss with you at a mutually convenient time by appointment, which should be made through the school office.

4. BUSES

Children living in the outlying villages of Portesham School may be entitled to free transport. Further details are available on the Dorset For You website.

A member of staff meets the children in the school car park each morning and escorts them into school. At the end of the day children are checked off against a register and when they are all accounted for they are accompanied to the bus.

The safety of the children is our paramount concern and so it is imperative that any changes to the usual routine are made known to the school office/class teacher so they can amend the registers accordingly. The bus/taxi will not leave until staff are confident that each child is accounted for. A lack of communication can lead to delays at the end of the school day which can affect all children.

Children who continually misbehave and/or are a danger to the safety of others will not be allowed to travel by bus for an agreed period of time.

5. CAR PARKING

We emphasise most strongly the need for care and consideration with regard to parking at the beginning and end of each school day. There is a designated area for the school bus and car park markings clearly indicate areas where parking is not permitted. We ask that parents respect our car park rules for the safety of our children, parents and wider community.

6. WRAPAROUND CARE & CLUBS

Clubs are advertised on a half termly basis via a booking form which is sent home with your child/ren. Some clubs are free of charge whilst others attract a small fee.

We offer wrap around care for all pupils of Portesham School. Sessions must be booked in Advance, either by 'block booking' on the half termly form, or on a casual basis.

Breakfast club:	7.30am - 8.35am
Play club:	3pm - 5pm

7. DAILY ROUTINE

School hours for pupils are as follows:

8.45am	Morning session begins
10.45am- 11.00am	Morning break
12.00pm - 1.00pm	Lunchtime
1.00pm	Afternoon session begins
3.00pm	School day ends

Parents/carers are asked to ensure punctual drop off and collection to and from school. In the event of late arrival parents will be asked to sign in their child/ren at the School Office. Unaccompanied children will be signed in by staff in the School Office.

End of the School Day - The school day ends at 3.00pm. All children travelling home via school transport will be registered and escorted to the bus/taxi by a member of staff. For safety reasons, only when the bus/taxis have left the school site will the children being collected be dismissed.

If your child is to be collected by someone different, please ensure your child is aware and inform the school about the arrangement. We understand that occasionally parents are unexpectedly delayed at the end of the school day. If you are delayed please contact the school as soon as possible so a message can be given to your child's teacher. If, in such a situation, you arrange for someone else to collect your child you should let the school know so that your child can be informed. The school gate is unlocked at the end of the school day and parents should wait in the playground to collect their child.

8. GOVERNORS

Governors are a vital part of the school, working together for the benefit of the children and the effective running of the school. Governor's responsibilities include approving the school budget, appointing staff, monitoring academic standards and overseeing the wider development of the school.

Chair of Governors
Vice Chairperson

Mrs Alison Demir
Mr Martin Pearson

All correspondence for the Chair of Governors should be sent to the Clerk to the Governors, C/O the School Office.

We have a large number of policies which may be of interest to parents. Policies can be viewed on the school website or by contacting the Clerk to the Governors.

9. HEALTH MATTERS

Accidents and Sickness whilst at School - If a child has a serious accident while at school every effort will be made to inform parents immediately and, if necessary, arrangements will be made to take the child to hospital. Minor cuts and bruises will be dealt with in school. The school has several members of staff who are trained in first-aid. For any accident, regardless of severity, that has resulted in a head injury, an accident report form will be sent home. If a child is sick during the school day, parents/carers will be notified and asked to collect the child immediately.

Headlice - Headlice are an unfortunate fact of school life. Cleanliness is no barrier and lice can spread quickly if appropriate action is not taken. Please check your child's hair regularly for the presence of lice and if found treat appropriately. It is important that the whole family is treated. If you suspect your child has headlice please inform the school so that we can alert other families.

Medicals - All children have height, weight, vision and hearing tests in their first year. Parents are invited to attend consultations if they wish. If you have any concerns or questions regarding your child's health you may contact the School Health Team direct at The Bridges Medical Practice, Commercial Road, Weymouth, telephone 01305 752332.

Medical Information - If a pupil has a serious or recurring medical problem please inform the school. For example parents of children with asthma are asked to supply school with full information concerning the extent of the asthma and to ensure that a usable inhaler is always available for use in school hours. Inhalers will be kept in the school office so that they can be used as and when needed. School needs to be informed if your child suffers from allergic reactions of any sort.

Medicine - Staff are able to administer prescribed medicines provided a disclaimer form is signed giving us permission to do so, with precise instructions concerning dosage, times etc. Medicines and tablets are kept in the school office for secure safe-keeping. It is the responsibility of parents/carers to collect medicines at the end of the school day.

10. HOME-SCHOOL LINKS

Letters - Regular letters, newsletters, calendar of events and other notes are sent home with the children. If you have more than one child at the school, many general pieces of information will be sent home with the older sibling only. Copies of letters are stored in the reception area and can also be found on the notice board located outside the school office.

Please take a look at the school website for the latest information from the school.

Communication Books/Home School Diaries - Each child is provided with a book which travels daily between school and home. This is for the brief exchange of day to day information between the class teacher and the parent. For Key Stage 1 children this takes the form of a Communication Book and is checked daily by the Class Teacher or a Teaching Assistant. Children in Key Stage 2 are provided with a Home School Diary and it is the expectation for children to show any entries in the diary to their Class Teacher.

Helping in School - There are many areas of life in school which would be almost impossible without the help of parents and family members. Help can be given on a regular or occasional basis covering such things as hearing reading and helping out with cooking and art and craft activities. In order to become a helper please contact your child's class teacher in the first instance.

11. LOST PROPERTY

To ensure that "lost" items can be returned to children, please label all articles of clothing.

12. MEALS AND BREAK TIME SNACKS

Hot School Meals - School meals are freshly prepared, cooked and served on the premises by our cook. There are a variety of choices each day, all of which comply with government nutritional standards, and we source ingredients locally wherever possible. If your child has special dietary requirements or is allergic to any ingredients, we are happy to discuss this and make the necessary changes to any meals provided.

A School Meals Booklet is sent out each half term, which contains all the menus and order forms, plus any other information regarding forthcoming events.

All children in KS1 (Yr R, 1 & 2) receive a FREE hot school meal daily.

Please ensure that you complete the 'Sign Up' form as well as your meal order form.

If your child is due to go on a trip or visit a packed lunch will be provided.

Children in KS2 (Yr 3, 4, 5 & 6) are charged for hot meals. You can either order and pay for all of your meals for the half term in one go which qualifies for a 10% discount, or you can order fortnightly. Order forms must be accompanied by the correct payment, and handed in to the school office **by the specified date** to ensure that your child's meals are cooked. We accept cash and cheques or you can pay online using Squid.

Community Lunches are held once a term, where members of the community, or family, can come and have a meal served by children in the school. 'Shared Lunches' are also very popular, giving you a chance to have lunch with your child and meet up with other parents, and no washing up! If you have any questions at all regarding our school meals service, please don't hesitate to speak to our cook, who will be happy to talk to you.

Free School Meals - If you believe that your child/ren are entitled to free school meals, please see further information on the Dorsetforyou website. Generally a child can receive free school meals if their parent/carer is receiving qualifying benefits. For those children receiving free school meals, please complete the usual order form, clearly marking the form 'FSM'. If your child is due to go on a trip or visit a packed lunch will be provided.

Parents are strongly encouraged to apply for Free School Meals even if their child receives a meal in KS1, as eligibility enables school to access further funding to support your child.

Lunchboxes - Children can bring a packed lunch to school. We encourage parents to ensure that their children eat a healthy and well-balanced meal. Please do not send in fizzy drinks, chocolate bars or sweets.

Breaktime Snacks - Children in Key Stage 1 will be provided with a free piece of fruit or vegetable each school day, normally before the morning break, as part of a government programme. Children in Key Stage 2 may bring in fruit, vegetables or a cereal bar for their mid morning break.

Milk - School milk is free for children under the age of five however parents must first register with 'Cool Milk' by completing an online registration form, www.coolmilk.com or by telephoning them, 0800 142 2972. If your child is not entitled to free milk just register on line or by telephoning Cool Milk direct.

13. UNIFORM AND APPEARANCE

Uniform bearing the school logo can be purchased direct from Dorset Schoolwear, 53 Great George Street, Weymouth, Dorset DT4 8NN, tel 01305 780700. Uniform may be purchased from the shop or online.

Uniform



Boys:

Black/grey trousers
White polo/shirt
Green jumper
Black shoes



Girls:

Black/grey skirt/dress/trousers
White polo/shirt
Green cardigan/jumper
Black shoes

The school will provide financial assistance towards uniform where an award has been granted by the Local Authority for free school meals. Please contact the school office for further information.

PE, Games and Swimming - black/navy shorts, white short sleeve t-shirt, plimsolls (KS2 also require trainers). In the winter, when outside, a tracksuit or long sleeved top may be worn. Games and PE kit should be kept in a drawstring bag.

Jewellery - For Health and Safety reasons school policy dictates that earrings must not be worn during PE lessons. Small studs/sleepers may be worn at all other times. If you are considering pierced ears for your child please ensure that this is done during the summer holidays, so that the earrings can be removed at home when your child takes part in PE.

Sun Hats - In accordance with the school's Sun Know How policy parents are asked to ensure that their child/ren have a sun hat in school particularly during the Summer Term.

Outdoor Clothing - It is important that children are provided with a sensible coat or jacket to provide adequate warmth and protection in cold or wet weather.

14. VALUABLES AND TOYS

We ask that children do not bring money, jewellery and toys into school. If watches or earrings are worn they remain the responsibility of the child. Some classes hold "morning talk" sessions when children can bring in items of interest from home but these should be given to the teacher when arriving at school for safe keeping and taken home the same day.

15. VISITS AND EXCURSIONS

We like to provide opportunities to extend children's learning outside the classroom and provide first hand experiences beyond the scope of our own resources. This may involve taking the children out on an educational visit or invite visitors to school, such as theatre groups and charitable organisations. For such activities, parents will often be asked to make a "voluntary contribution", which we receive most gratefully. There is no obligation to contribute towards such activities although they will not be able to take place if sufficient contributions are not received.

All the children in Key Stage 2 are invited to attend a residential which takes place annually. Previous trips have included visits to Carey Camp, Hooke Court and Outdoor Adventure (Bude).

16. WHO'S WHO?

Headteacher(SENCo)

Mrs Vicky Prior

Class Teachers

Mr Chris Brown
Mrs Shelly Robinson
Mrs Michelle Brignell
Miss Sammy Whisker
Mrs Simone Emerson
Ms R Pearce

Teaching Assistants

Miss Lucie Fry
Miss Amanda Covil-Crawford
Miss Margi White
Emma Nicholson (1:1)
Deborah McCarthy (1:)

Teaching Assistant/Playclub Leader

Miss Heidi Crawford

Busy Bees - Childcare Supervisor
Childcare Assistant

Mrs Debbie Burke
Miss Sarah Olive

Office Staff

Mrs Jane Whitehead

Cook
Assistant Cook
Cleaner /Midday Supervisor

Mrs Maria Barnes
Miss Stacey Waring
Miss Rosie Morris