



**WELCOME TO
NEWTON LONGVILLE C OF E
PRIMARY SCHOOL**

CONTENTS

General Information.....Pg 3

Supporting Your Child.....Pg 7

Appendices:

- 1: Travelling to School
- 2: Accident/Pupil Illness Procedure
- 3: Medicines in School
- 4: Emergency Closure Plan

GENERAL INFORMATION

1. SCHOOL TIMES

The School times are as follows: -

Morning Session

Classes FS, 1 & 2 : 8.55am – 12.00pm

Classes 3 - 6 : 8.55am - 12.15pm

Afternoon Session

Classes FS, 1 & 2 : 1.00pm – 3.15pm

Classes 3 - 6 : 1.10pm – 3.15pm

2. ARRIVING AT SCHOOL

After the first day pupils should wait on the playground until the whistle goes for the start of School at 8.55am. Children are asked to stand still and quietly on the first whistle. The whistle is then blown again and children are asked by the teacher on duty to go to the Foundation Stage gate. Both parents and pupils should reach the playground by using the side path leading from the side gate.

3. COLLECTION AT THE END OF THE DAY

At the end of the day could you please wait in the large playground. Your son/daughter will be brought out to you by the class teacher.

If your son/daughter is to be collected by someone else after School please make sure that the Teacher knows the full name of that person.

If you are delayed, pupils will be kept safe in School by the main entrance, until picked up. However, do try to be on time when collecting your son/daughter, if you are going to be late please let us know.

4. TRAVELLING TO AND FROM SCHOOL

We have adopted an informal one-way system which we ask you follow to ease congestion. Please see appendix 1.

5. LUNCHTIME

We are fortunate in being able to offer the children hot school dinners. Parents, together with their child are able to choose in advance from a menu. Children do not have to have a school dinner every day – the packed lunch option is still available. Both children having a school dinner or bringing their packed lunch eat in the dining room. The children will eat their lunch during which time they will be looked after by lunchtime supervisors and occasionally Teachers. The lunchtime supervisors will help the children where necessary and ensure that lunch is eaten in a well-mannered way, following our 'lunchtime promise'.

After eating their lunch the pupils go onto the playground, again where they are looked after by the lunchtime supervisors.

If children bring a packed lunch the lunchbox should be clearly labelled and contain unbreakable drink containers. Glass bottles are not permitted nor are fizzy drinks. Please ensure that all items of food are individually wrapped as lunchboxes occasionally spring open. If an item of food requires a spoon please supply the spoon. Any food uneaten at lunchtime is returned to you, so that you can monitor this. The school has been awarded Healthy Schools status. The children learn from the beginning of the Foundation Stage about making healthy choices. We would ask that you consider healthy options, when packing your child's lunch, in support of this.

If you choose for your child to have a school dinner the menus/order form are sent home well in advance. Parents choose with their child what they are going to have and then send the order form and payment into school. A copy of the menu stays with you at home so that you can remind your child what they are having on each particular day.

6. BREAKTIME SNACKS

It is the policy of the School that only a piece of fruit should be eaten at break times. At morning break all children in Foundation Stage, Years 1 and 2 are offered a piece of fruit or vegetable. This is as part of the 5 a-day scheme run by the NHS and supports the Schools Healthy Eating programme.

The school participates in the 'cool milk' scheme. If you have joined the scheme your child will receive their milk at break time. Information about Cool Milk is included within your pack. Please note children under 5 are entitled to FREE milk.

7. CLOTHING

The School uniform is outlined in the School Prospectus (Page 21).

Sweatshirts and Polo shirts with the School Logo embroidered on may be purchased from our uniform suppliers via a link on the school website, as well as other additional items.

For reasons of safety we strongly disapprove of any pupil wearing jewellery at any time in School, this includes earrings, rings, necklaces and bracelets. In recent years several accidents caused by pupils wearing jewellery have been reported throughout the County. The only possible exceptions are sleepers or studs worn on the ears. However, there is no actual need for even these to be worn in School.

We would ask for the co-operation of all parents/guardians in this matter.

8. PHYSICAL EDUCATION

Each pupil will need a navy blue pair of shorts and a white top for PE. These are available from school in a school kit bag. All P.E. kit should remain in school and be taken home at half-term and holiday times.

Children rarely know their own clothes. It saves a lot of Teacher and parent time (and energy) ***if every item of clothing and footwear is marked with the pupil's name.***

FOOTWEAR

The pupils will work in bare feet for all educational gymnastic lessons throughout the School unless they have verrucas. This follows County guidelines and has been shown to lead to higher levels in the quality and safety of pupils' work.

Pupils will also need outdoor footwear and KS2 children may have a tracksuit for the colder weather.

SHORTS/TOPS

It is expected that pupils will wear a plain white T-shirt or T-shirt with the school logo on, which is reserved for PE/Games only. Similarly, pupils should wear navy blue coloured shorts. These must allow for shirts to be tucked in. These items may be purchased from our uniform suppliers via a link on the school website.

JEWELLERY

Any jewellery that is worn by a pupil must be removed for PE/Games lessons. The pupils must remove such items themselves, and are totally responsible for the safety of such items, this includes watches. The Teachers will not be responsible for keeping items safe. In very exceptional circumstances when studs or sleepers cannot be removed, for example because ears have recently been pierced, then they must be covered over with medical tape.

Long hair must be tied back for the safety of the child and others near them.

The School believes that PE/Games lessons form an important part of the curriculum. As such we believe that pupils should be safely and suitably dressed and encouraged to have the right attitude. Casual attitudes towards dress can lead to casual attitudes in the lesson with subsequent lowering of achievement and increasing the possibility of accidents.

9. BOOK BAGS

Each KS1 pupil will need a school book bag. This must be returned to school each day. All pupils will be placed on the School's reading scheme. These books, with guidelines of how to help your child's reading development, will come home regularly. Children will also use their book bags to carry letters home.

All pupils will have access to the School library and may borrow books. Your class teacher will inform you of 'library day' at the beginning of term.

As children move up through the school the book bag may be replaced by a school backpack.

10. ILLNESS

If your child is unwell please contact the School via a telephone message or e-mail, **and a written note on their return**

The School's accident and pupil illness procedure is included at the back of this booklet. Please read this so that you are clear about the School's policy (Appendix 2)

Please keep the School informed about changes in emergency telephone numbers.

11. MEDICINES

There are set procedures that the school is required to follow in line with Health and safety Regulations. Please see Appendix 3.

12. EMERGENCY CLOSURE PLAN

This is enclosed at the end of this booklet (Appendix 4).

13. FRIENDS OF THE SCHOOL

The School has a Friends of School organisation. This organises a number of social and fund raising events during the course of the year. Money raised is used to provide additional equipment for the use of all children. Please support the various organised events and consider serving on the Committee....new members are desperately needed and ***always*** welcomed.

SUPPORTING YOUR CHILD

'BUDDIES'

Current Year 5 pupils, Year 6 in September, act as special friends for all the Foundation children. These older 'buddies' help the younger children to settle into the routines of school; making them feel comfortable, secure and special. Throughout the Foundation Year many opportunities for buddies to play and learn together are encouraged, ranging from sharing playground games, to visits to the church and theatre. Any child joining into another class will be buddied with someone from their own class to help them with the school routines.

'HOUSES'

All children in school are part of a 'house' system. Throughout the year children are invited to compete in a range of 'inter-house' competitions to earn points for their House; in hopes of winning the Peck Cup at the end of the year. The competitions range from talent shows, quizzes, public speaking and a vast range of sporting events. Children are also invited to enter competitions where you can be involved at home, for example designing Easter eggs, writing stories and poems and a variety of art and craft ideas.

We have three 'Houses'; Red Explorers, Blue Conquerors and Green Pioneers. If children have siblings in school they will be placed in the same House – to avoid any rivalry at home!

CREDITS

Within school, children can also earn points for their house through 'credits'

Every child in school receives praise for effort, achievement and behaviour. This can be rewarded by receipt of a credit mark which is recorded by the teacher. When a child has achieved 5 credits an Ace card is issued which is brought home to you. The card is then signed and returned to school, allowing a House point to be recorded, celebrating your child's success and contributing to the relevant House total.

RULES

In all classes the children are actively involved in negotiating and agreeing relevant class rules/promises. This allows them to develop a sense of belonging and responsibility. These rules range from simple safety dos and don'ts to more specific expectations and boundaries. These are used to frame all activities and interaction, encouraging respect and cooperation.

Appendix 1 **Travelling to School/Car Parking**

The Governing Body of Newton Longville School set up a "Car Parking Working Group" some years ago to discuss the problems associated with car parking created outside School. The group included individuals from members of Staff, the Parish Council, local residents and Parent Governors, as well as close contact with the Police.

We now have a Travel Plan which aims to reduce the amount of traffic and encourage more pupils to walk or cycle at least part of the way. We have been given permission for parents to park in Longueville Hall car park and the Free Church car park. We now have a cycle shelter where bikes and scooters can be locked safely during the day.

Comments and complaints from local residents and parents were discussed at length and the following recommendations made:

- An informal one-way system to be followed. **Cars should enter School Drive from Brookfield Road and exit via Westbrook End**, in order that cars travel in one direction thus relieving congestion. This system may involve a change in your normal route to School, but a few extra seconds spent on driving with care could save a child's life and greatly reduce some of the problems and stress involved.
- Cars to be parked on the left hand side of the road in the correct direction to move off after dropping off/collecting children. This avoids turning round in the very limited space available. Please park your car with consideration and above all safely. Take care not to block driveways or rights of way, including the main School car park entrance.
- Cars to be parked on the road **NOT** the pavement.
- Keep yellow zigzag lines clear at all times as this is where pedestrians should have a clear view of the road (in both directions) for safe crossing.
- The School car parks are for staff **ONLY** and must not be used by parents unless they have permission to do so. Parents parked without permission are not insured on school premises.

Appendix 2

Accident/Pupil Illness Procedure

When an accident requiring medical attention occurs, or a child becomes ill, a first aider is advised and applies first aid. The aim is to make the pupil as safe and as comfortable as possible.

If the situation is urgent an ambulance is called: following this attempts are made to inform the parents.

In the majority of non-urgent situations if the School feels that a pupil may need further treatment, or close supervision, then attempts will be made to contact parents, or the nominated person on file.

Once a parent is contacted the exact circumstances will be explained by the School and advice given. It is then the responsibility of the parent to make a decision concerning the future treatment of the pupil. As we have very limited medical facilities it is expected that in the majority of cases that the pupil will be removed from the School. If it proves impossible to reach the parent, then the child will be made as comfortable as possible and supervised as closely as is practical until the end of the afternoon session. At this time the person collecting the child will be made aware of his/her condition.

If your son/daughter is ill during the night please keep them off School the next day to ensure they are completely recovered.

Medicines

Under Health & Safety regulations for schools, we are not permitted to administer any medication unless it has been prescribed by a doctor as 4 doses a day.

If a child needs to take any medicine during the day, it is kept in the Medical Room and administered by the parent, or a person delegated by the Headteacher. Parents should ensure that instructions for giving medicines are clearly written down on the '**Permission Slip for Medicine to be given to Pupils**', an orange form available from the School Office. Failure to complete this form will mean that we are unable to administer any medicines to your child. Teachers are not allowed to give medicine.

Inhalers

Inhalers for the treatment of asthma should be marked clearly with the pupil's name and, as treatment varies from pupil to pupil, with details of when and how often the inhaler should be used. It is the responsibility of parents to ensure that the inhaler is functional. If your child does suffer from Asthma and uses an inhaler please complete the enclosed form.

In Key Stage 2 pupils are responsible for looking after their own inhalers or can choose to store them in the medical room. In Key Stage 1 and the Foundation Stage inhalers are kept in the medical room and staff monitor their usage.

Appendix 3

Medicines in School **In line with Health and Safety Regulations.**

Prescribed Medicines:

4 doses a day, e.g. antibiotics.

These may continue to be brought in where they **MUST** be handed in at the office together with a form (available at the office). Mrs. Pearce will then administer the dose at lunchtime.

3 times a day, e.g. antibiotics

These can **NOT** be brought to school. The dosage should be administered before school, after school and at bedtime.

On-going – As needed, e.g. eczema cream, Epi pen.

These must be discussed with Mrs. Pearce (a Healthcare Plan and medicine form must be completed) and a decision for the appropriate use and place where they are kept decided with her.

Asthma Pumps (inhalers)

These have to be readily available in the classroom. However, Mrs Pearce **MUST** know (and have the completed form) who in school has pumps/inhalers and where they are kept. Children should not bring these to school without her being informed.

Non-prescription Drugs, e.g. Calpol, cough linctus

These are **NOT** allowed in school. If your child is too unwell to cope through the day then they should be at home.

In the case of older children, please note that they are **NOT** permitted to bring **ANY** medications in their bag or lunchbox. We have had a couple of instances where we have found a sachet of Calpol on the floor of the cloakroom. I am sure you appreciate the potential danger in a primary school.

If you feel that there is anything you wish to discuss with regard to medication please do not hesitate to ask, we would wish to help whenever possible.

Appendix 4

Emergency Closure Plan

The safety of pupils is one of the School's overriding concerns. In extreme circumstances it may become necessary to close the School at short notice, as it would be unsafe for pupils or staff to remain there. The decision to close the School will be taken by the Headteacher or the Deputy Headteacher or the Chair of Governors and the Area Office.

There are three main types of emergency that could occur:

- (a) Those due to weather conditions prevailing before School starts, eg: overnight snow.
- (b) Those due to emergency conditions occurring overnight but unknown to parents, e.g. power failure, burst boilers, etc.
- (c) Those due to emergency conditions arising during the day.

The first two circumstances may prevent the School from even starting but parents would probably assume that the School is open. Of course all parents should be aware of the possibility of School closure in adverse weather conditions, especially the difficulty of staff even reaching the School. If the School is closed from the beginning of the day then a text message will be sent to each child's first emergency contact's mobile number and a notice will be placed on the Bucks County Council website (there is a link from the school website) and the local radio, Horizon, Fox FM and Bedford Radio will be informed. Parents are advised to prepare their own emergency plan for the supervision of their children if the School is closed.

If a pupil has left home and there is no responsible adult at their house they should report to School even if they learn that the School is closed on their journey to School. These pupils and any others arriving at School will be held until a place of safety is found. Attempts would then be made to make their parents aware of the situation.

If an emergency condition occurs during the day every effort will be made by the School to keep the children safe until the normal end of the session. If this is not possible then the emergency text messaging service would be used to inform as many parents as possible. If adverse weather occurs during the School day, especially high falls of snow, parents should be aware of the possibility of the School closing.

In all emergency situations no child would be allowed to leave the premises until the School was convinced that they were moving to a safe environment. Every effort would then be made to inform the parents where their children were. In the event of a School closure, parents should assume that the School is closed until they hear that it has re-opened. A message with this information be sent by text message and also displayed on the school website.