



# TEYNHAM

PAROCHIAL CHURCH OF ENGLAND

PRIMARY SCHOOL

## Handbook for parents



**Learn** • **Enjoy** • **Grow**



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## HANDBOOK FOR PARENTS

### Parental Involvement

We believe that good communications between home and school are essential for the successful education of your child. The support and help we receive from parents and wider family in school is invaluable. They help us with practicalities, accompany classes on trips, hear readers and join in with other school activities, if you are able to help us in any way please let us know. We ask all parents and children to sign a home/school agreement and an acceptable use policy. In terms 2, 4 and 6 a written report is sent home. Parents evenings are held in terms 1, 3 and 6. It is always possible to arrange a specific appointment with the class teacher to discuss any aspect of your child's needs. All classes have a webpage where information regarding their curriculum and other activities related to their learning can be found. Newsletters are sent out regularly and copies of all letters are posted on the website [www.teynham.school.kent.co.uk](http://www.teynham.school.kent.co.uk).

### Admissions and Initial Visit

If you wish to apply for a school place, please complete the In Year Casual Admission Form (IYCAF) from Kent LA, the link is on the school website. We have open mornings for Reception and encourage all parents and children to visit the school prior to starting. For Reception children there is a transition policy with the opportunity to meet with the class teacher before children start in September. There is further information on the school web-site.

### School Hours

Breakfast Club	7.45– 8.40
Adult Supervision	8.40 – 8.50
Children go to Classrooms	8.50 –10.20
Morning Break	10.20- 10.35
Children in Classrooms	10.35 – 12.00 midday
Lunch Break	12.00 – 1.00
Children in Classrooms Yr R/KS1	1.00 – 3.15 with a 15 minute break
Children in classrooms KS2	1.00 – 3.20
After School Club	3.15 – 5.15

The school accepts no responsibility for the children outside the times stated. Children who arrive late or who are late being collected should report to the office. Please refer to the school web page for information on all school clubs. Further information on the school's attendance policy is also available on the website.

### Inset Days

Each year there are 5 inset (teacher training) days. These are set by the school and fall outside the holidays advised by KCC. Inset dates vary from year to year. Parents are advised as soon as possible in advance of inset days. Inset days are shown under term dates on the school website, once they have been agreed.

### Absence

There is a strong link between attendance and pupil achievement. The government requires that all absences be accounted for. It is the parents' responsibility to contact the school by 9.00am on the first day their child is absent. This is a safeguarding issue so that all parties know children are safe. Our preferred mode of contact regarding absence is by telephone to our office 01795 521217. In instances where absences are notified by phone, the parent must provide a written explanation for the absence upon the child's return to school, for the school's records. A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment, we would expect to see the medical appointment notification so that we can take a copy for our records. Pupils are expected to arrive by 8.50 a.m. ready to be in their classroom. Children are expected to attend school, unless there are good medical reasons for absence. There are 13 weeks of the year when schools are closed for holidays so we do not authorise holiday absence during term time except for very exceptional circumstances, which must be discussed with the head teacher beforehand. Please refer to the Attendance policy on the school website.

### Medicines

Essential medication will only be given at school if we have written permission from the parent or guardian. Please clearly label any medication with your child's name. Parents must ensure any medication is kept in date. The instructions must be clearly shown, Medication such as inhalers, will be kept in a locked cupboard in the first aid room or in the classroom, these will be taken out on school trips. When your child has had diarrhoea or has been vomiting, they need to have had 48 hours problem free before returning to school, in order to ensure they are completely well. There are several school staff members trained in First Aid who will tend to minor injuries. If your child becomes unwell or has a significant injury at school, we will contact you to discuss options.

## Contact Details

It is essential we have a current phone number. You will be asked to provide alternative numbers for people we can contact, if we are unable to reach the child's parents/carer, these too should be kept up to date. If we cannot make contact in an emergency, we will act in your place as "responsible parents". Other parental communication may be via letter home or text. If you have a problem with the receipt of information, please contact the school office to resolve the issue. The school holds certain data on its pupils, as does the Department for Education. Parental access to data is in accord with the Freedom of Information Act.

## School Uniform

### Girls

white shirt or polo shirt  
grey or black trousers or skirt  
school sweatshirt/cardigan/fleece  
with logo  
dark coloured socks or tights  
black sensible shoes (no open toe  
sandals or boots)  
in summer a red and white checked  
dress of suitable style



### Boys

white shirt or polo shirt  
grey or black trousers  
school sweatshirt /fleece with logo  
dark coloured socks  
black sensible shoes (no trainers  
unless completely black)  
in summer grey or black shorts

## P.E Kit



white tee shirt with school logo  
red shorts  
plimsolls  
**ALL** must be clearly marked  
with child's name and kept in a  
named drawstring bag.  
children may need trainers and  
football boots.

Some school uniform can be purchased from school – we ask it is all clearly marked with child's name along with any other property for identification if belongings are mislaid. There is a lost property box if the name is illegible or no name label.

## Headlice

Parents are asked to be vigilant. Please notify the school if you find that your child has headlice. This information will be treated confidentially. A note will be sent home to all parents and carers to alert them of the need for extra care.

## Jewellery

Watches and stud earrings are permitted at school but no other jewellery. Those with pierced ears may wear simple stud earrings which must be removed for P.E. and swimming. If a child is unable to remove and replace their own stud earrings for P.E., they should avoid wearing earrings on P.E. days. Watches are permitted but should be removed for P.E.

## Mobile Phones

We take our duty of care to all children very seriously and as part of our safeguarding, we remain vigilant about the use of all mobile devices in the school. Children are not allowed to bring a mobile phone to school unless there is a very good reason and is agreed by the Headteacher. If, due to exceptional circumstances, permission is granted for your child to have a mobile phone, it must be submitted to the office as soon as the child arrives in the school grounds. It must not be taken through to the school playground. At the end of the day, the phone may be collected from the office after the class has been dismissed. Anyone breaching school guidance

on the use of mobile phones will no longer be allowed to have one at school, even where permission had previously been granted.

### Food and Drink

At morning break the children in key stage 1 are provided with a snack of fruit/vegetables from the Government's school fruit and vegetable scheme. We are a "Nut free" school. The school funds a daily carton of milk for all children who would like it. We promote a healthy packed lunch policy using the eat well plate. The children may bring a packed lunch or have a hot school meal, currently provided by Principles. The menus are available on the school web-site. All children in Year R, 1 and 2 are entitled to universal infant free school meals. Children in Years 3, 4, 5, and 6 need to pay for a hot meal, unless eligible for pupil premium, see website for current prices. All money coming into school must be in a named envelope with the amount and what the money is for written on the envelope. Children are encouraged to drink water regularly so that they do not become dehydrated and are provided with their own named bottle. The Year 6 run a healthy tuck shop twice a week during a morning break. All prices are available on the school website.

Pupil Premium is an allocation of additional funding provided to schools to support specific groups of children who are vulnerable to possible underachievement. These include children who are entitled to free school meals; those looked after by the local authority and the children of armed service personnel. Please see the letter in your welcome pack for more information.

### School Behaviour

The school has high expectations with regard to behaviour of all children. We promote good choices of behaviour, recognising and rewarding in a variety of ways. We believe in a fair but firm discipline, please refer to the school behaviour policy.

### Home Learning

Home learning is very much a partnership between home and school. Children bring books home in order that their parents may share in the joy of helping their child to enjoy stories and information. Older children will be asked to bring work home to complete over a period of a few days or to engage in research. Spelling and times tables are areas where we welcome parental support with home learning. The key words are partnership and good communication.

## Worship and Faith

An extract from Our Aims Policy:

***To provide a positive, safe, secure and inclusive learning community.***

***To challenge and raise expectations.***

***To celebrate and reward successes to develop a sense of pride in everyone.***

***To develop a confident sense of spiritual awareness and moral responsibility set in a framework of Christian forgiveness.***

***To lead by example.***

Daily acts of worship are held; these may take the form of whole school gatherings. Worship is predominately of a Christian nature as we are a Church of England School, though material from other faiths and cultures may be included. Each year we have whole school Harvest, Christmas, Easter and Leavers' Assemblies, which all parents are invited to attend. In addition, all classes lead an assembly once per year which the parents of the children in that class are invited to. We ensure that pupil's spiritual, moral, social and cultural needs and our British values are at the heart of our school's work.

## Safeguarding, Child Protection and On-line Safety

Every school in Kent is required to follow a set procedure in cases of suspected child abuse. The Headteacher takes advice regarding concerns from the Education Safeguarding Team who recommend a course of action to be taken. Acceptable use policies are signed by all parents and children regarding online safety. All staff are trained in child protection and the school has a designated safeguarding lead and deputies.

## Forest School



The school has trained leaders who run a Forest School programme on the school site. All children from Year R to Year 6 will take part once a year for a 6-week programme. Forest School takes place in all weathers (except gales) and promotes all sorts of aspects of child development. This includes working together as a team, problem solving and various outdoor skills such as fire lighting.

### Swimming

Every child will have the opportunity to go swimming in an allocated year group. There is a voluntary donation for swimming.

### Trips and Activities

A wide range of trips and activities are provided by the school. Whilst the school does it's best to subsidise trips and activities at times there are costs. If parents have difficulty meeting the cost please see the Head Teacher

### After School Activities

We offer a wide range of out-of-hours activities for pupils. Staff run a range of clubs throughout the year. Full information about these is given at the beginning of the term and on the school web page.

### Pastoral Care

If a problem arises at home which may affect the daily routine of your child, parents are encouraged to discuss the matter with the class teacher or relevant member of staff. Similarly, a teacher may wish to discuss a problem in school with the parents. Our Families Liaison Officer offers support and confidential advice to parents and children when there are difficulties. Teachers are usually available at the end of the day for a quick word. If a longer conversation is required, please make an appointment via the school office.

### School Closure

In the event of having to close the school because of severe weather or heating failure, parents are advised to listen to either Radio Kent or Heart Radio for an announcement. Should it be necessary to close the school during the course of the day then all parents will be informed by text/telephone. Both radio stations will be informed. The school website will have closure information on the home page.

### Dogs and Animals

Parents are requested not to bring dogs onto the school grounds; this is a health and safety directive from Kent County Council.

### Complaints

We hope you will be happy with our school. If concerned, please speak to us. Problems connected with individual children are usually best sorted out with the class teacher. Problems of a serious nature should be addressed to the Headteacher. Our aim is to act as quickly as possible once a difficulty arises. The full complaints policy is on the school website.