

ST NICOLAS AND ST MARY C.E. PRIMARY SCHOOL



# Parent & Carer Handbook



2017 – 2018

Journey together ★ guided by God ★ to do the best we can

# ST NICOLAS AND ST MARY C.E. PRIMARY SCHOOL

## Parent & Carer Handbook

### CONTACT DETAILS

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Acting Headteacher: Mr A Lincoln

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Website

Website

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# Welcome

If you are a new parent or carer to our school – WELCOME! We hope that you and your child will enjoy being part of our school community.

As a school we want to work closely with parents on our journey together. We aim to be guided by God and do the best we can.

We hope that you find this booklet useful. It is designed to give you important information about our school and nursery. Please keep it in a safe place and refer to it when required. If you have any further questions about any aspect of school life, please feel free to get in contact.

If you have any comments about this booklet, please let the school or nursery know, so that we can improve future editions.

**Mr David Etherton**  
Executive Headteacher

**Mr Andrew Lincoln**  
Acting Headteacher

**Miss Hannah Wing**  
Inclusion Leader

**Dr Victoria Bishop**  
Acting Assistant Headteacher



# ST NICOLAS AND ST MARY C.E. PRIMARY SCHOOL

## Our Vision, Mission Statement and School Aims

### Our Vision

As we continue to “Journey together, guided by God, to do the best we can”, we endeavour to embrace Christian values in all that we do and demonstrate excellence in all areas. Working with families, we strive to ensure that each person is nurtured, happy and able to forge successful relationships. Our aim is to equip children with the skills and knowledge to reach their full potential, grow in independence and celebrate achievements. We aim to be a school that is sustainable, welcoming to all and continues to develop strong links within both our local community and globally.

### Our Mission Statement

**Journey together ★ guided by God ★ to do the best we can**

### Our School Aims

As a school we aim to:

#### Journey together

1. Work closely with the whole community including parents, local churches, other schools and professionals.
2. Value our partners, work as a team and care for others.
3. Encourage cooperation and collaborative working in the school and beyond.

#### Guided by God

4. Establish high quality collective worship and Religious Education.
5. Provide excellent opportunities for the pupils' spiritual, moral, social and cultural development, underpinned by Christian faith, and throughout school life.
6. Encourage and learn from good role models who show acceptance, respect and love for others.

#### To do the best we can

7. Enable everyone to fully develop their God given potential, within a challenging, supportive, creative and innovative learning environment.
8. Develop excellence in teaching and learning where all are highly motivated to maximise their skills.
9. Provide an enjoyable, broad and balanced curriculum where success is celebrated.

### Our Christian Values

Christian values are at the heart of everything we do. Our key values are:

- FRIENDSHIP
- HOPE
- RESPECT
- COMPASSION
- CREATIVITY

### Our School Badge



*Our Faith in God is central to all we do. The cross reminds us of Jesus' death and resurrection. The Bishop's mitre, shaped like a flame represents the coming of the Holy Spirit upon the Church on the day of Pentecost. The wavy lines represent our maritime connections. The fish are reminders of Jesus' calling of his disciples to be "fishers of men", and the early Christian fish symbol. The five letters of ΙΧΘΥΣ, the Greek word for fish, stand for "Jesus Christ, Son of God, Saviour". The red symbolises victory and the gold generosity.*

The English translation  
of our Latin motto

**NIHIL SINE DEO**

is

*Nothing without God*

# AN INTRODUCTION TO OUR STAFF

At St Nicolas and St Mary CE Primary School we have an excellent, friendly team of staff who are approachable and will be working hard to give your child the best opportunity to learn in a safe but stimulating environment. Staff information can be found in the foyer and on the website.

## Senior Team

Mr Etherton	<i>Executive Headteacher</i>
Mr Lincoln	<i>Acting Headteacher</i>
Dr Bishop	<i>Acting Assistant Headteacher</i>
Miss Wing	<i>Inclusion Leader</i>
Mrs Edmondson	<i>School Business Manager</i>

## Our Staff

We have a superb team of Teachers, Teaching Assistants, Midday Meal Supervisors, Breakfast and After School Club and Premises Staff. Many others work in school including our cooks, counsellors, SENDCo Assistant, IT technician and lollipop man.

## Home School Link Worker (HSLW)

We have two HSLW, Mrs Jo Nisbet and Mrs Karin Masters. Their aim is to work in partnership with parents/carers, staff and other agencies to support families to ensure that all children enjoy school and feel happy and secure. We know children thrive and reach their full potential when home and school are working in partnership to support their development. Our HSLW can help parents/carers and children who may need support on a range of issues, for example, anxiety about coming into school, medical problems, parental separation, bereavement, attendance and punctuality. The HSLW are available on the school gate each morning from 8.45 – 9am, and offer drop-in sessions and set appointments. Leaflets are available in the foyer.

## Supply Teachers and Higher Level Teaching Assistants (HLTAs)

Teachers have to be released from the classroom for training, meetings, monitoring, preparation, planning, assessment etc. We have a team of supply teachers who regularly work in the school and get to know our children very well. We also have a number of qualified HLTAs working under the direction of class teachers who can take the class for some lessons.

## Students

The school welcomes many students from local secondary schools, colleges and universities. They make a valuable contribution to children's learning as well as gaining work experience or professional qualifications. All students undergo checks and an induction process.

## Peripatetic Music Teachers

We currently have music teachers for violin, guitar, drums, piano, woodwind, vocals and harmonica.

# THE PTA

At St Nicolas & St Mary CE Primary School we are very proud of our friendly, dedicated and supportive Parent Teacher Association (PTA), led by Sacha Ladkin (Chair). We plan and organise a wide range of social events throughout the year for children and parents, from the ever-popular Christmas & May Fayres, to cake sales, kids' film nights and parties. Over the last few years we have provided items as varied as Astroturf for the Cherry Tree Playground, a new kitchen area, and 6 iPads per classroom!



**All parents & carers are members of the PTA**, from the moment their children step through the door. Why not come and help us raise funds to support our amazing school? Our regular meetings are advertised through the Weekly Parent & Carer Bulletin which is emailed every Friday and also on our Facebook page – join us at “St Nicolas & St Mary Primary School PTA”. We also have a page on the school website under “Parents & Carers”.

# VOLUNTEERS

## Volunteering

Adult volunteers are very welcome in school to assist with a variety of activities eg reading with children, making scenery and costumes for school plays, helping with dance, theme weeks, cooking and trips. It is sometimes helpful for teachers if a helper can commit to a set time and day, but it need not be for a whole year or term. Even an hour per week for a few weeks is helpful! Parents need not help in their own child's class, and indeed some children find it difficult to “share” a parent, and so it may be better for some parents to be in another class. If you can spare up to 30 minutes of your time after you have dropped off your child we would love your help reading with children in the school. Please contact your child's class teacher if you are interested in this – it does make a real difference to the children involved.

## Signing in

Please note that all visitors and volunteers must sign in at the school office and collect a *Visitor Sticker* or *Parent Helper* badge and read our “Visitor Guidelines”. This excludes special events such as assemblies and concerts where parents have been invited to come into school.



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## Checks

Parent helpers are not usually required to obtain a DBS check (Disclosure & Barring Service, formerly a CRB check), except where they will be regularly working with the same children. Any person who works directly with children is expected to declare all convictions and/or cautions; as well as court orders which may disqualify them from working with children or affect their suitability to do so. A DBS check from another organisation is not sufficient.

## Drivers

If you are volunteering to provide transport to/from an outing or activity, you need to complete an authorised driver form which you can collect from the office. The completed form should be returned to the office along with your driving licence, an up to date insurance form and MOT which will be copied. This must be done annually. You will also be supplied with a copy of our Volunteer Driving Policy.

**Seat Belt and Child Restraints** *Please see our policy on the website for more information.*

Correct child restraints must be used for all children who are under 1.35 metres in height. This applies to all private cars driven by volunteers, parents or staff. Parents may be asked to bring in a booster seat for their child, for any trips where cars are used, in order to comply with the law. Seat belts must always be used in coaches, buses, or minibuses.

## No Smoking or Alcohol

Smoking (including use of electronic cigarettes) is not permitted on the school premises or outside the school gate. When working with children, adults (staff and volunteers) must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

**Safeguarding – Mobile Phones** and other similar equipment should not be used in school, except in the staff room, offices and car park area. **Mobiles must be turned off** in all other parts of the school, except for emergencies (e.g. 999). Parents/Carers may only take pictures or film special events (e.g. assemblies, shows and sports days) for personal use. These videos and/or images **must not** be uploaded onto social media or other public platforms.

# PARENTAL PERMISSION

There are a number of forms and permission slips that we will ask you to complete. Please assist us by returning them promptly. If you have any questions about these forms or need help in filling them in – please ask.

## Pupil Information Form

This form gives us important information such as emergency contact details and medical information. Please complete all sections and let us know if any details change. This form will have to be completed again for nursery children if they are admitted to the reception class for which there is a separate admissions process. This form includes permission for:

- a. **Photographs and other images** – during the course of everyday activities, opportunities may arise for photographs (film and digital) and videos to be taken of your child by school staff and/or pupils. These may be stored and displayed in the school. The school may put photographs and videos of your child on the school website and/or in local media.
- b. **Internet** – all classrooms in the school have access to the internet, including internal email. The school internet service provider operates a filtering system which restricts access to inappropriate materials and, while the school ensures suitable safeguards are in place to protect them, pupils themselves must also play their part. We have a list of Rules for Responsible Internet Use (attached) which we ask pupils to agree to and abide by. The rules are on display in each class and are discussed with pupils. Anyone deliberately breaking the rules will have their access to the internet within school either denied or, at the very least, severely restricted.
- c. **Consent for school trips and other offsite activities** – the trips and activities covered by this consent include all visits which take place during term time, adventure activities and offsite sporting fixtures outside the school day. The school will send you information about each trip or activity before it takes place.
- d. **First aid or emergency medical treatment** – consent for any first aid or emergency medical treatment during the course of educational visits or activities.

**Regular Travelling Home Permission Arrangements** (*slips are available from the school office*)

- Some (older) Y5 and Y6 children walk home on their own and we request written confirmation from parents/carers that you have given your child permission to do this.
- If your child is picked up regularly by another person you can complete the “Permission to go home with” slip – this arrangement will be in place on an ongoing basis until further written notice is received from you.

## Different arrangements for collecting your child

You must always let us know if someone else is taking your child home. Please call the school office or complete one of the slips in the school foyer. We are unable to release your child to another person without your permission.

## Paracetamol for years 5 and 6

We are able to administer paracetamol to children 10 years and over suffering acute pain from things like migraine, period pain and toothache. This will be in tablet form rather than as a liquid. Pupils must not bring paracetamol (or other types of painkillers) to school for self-administration. Parental permission will be sought when your child is in year 5.

## School Health Programme

We are required to ask your permission for any routine health checks undertaken in school. We will seek further permission from you for any additional checks that may be required.



# THE SCHOOL OFFICE

The school office is open from 8am – 4.30pm, although it can be very busy between 8.45 – 9.15am. The office is an important hub of the school and is a particularly busy place. Staff have a constant stream of deliveries, visitors, phone calls, letters, money, first aid requirements, emails, lost property, request forms, children and parents. They also have the 99% of their other jobs to do. Staff are always willing and happy to help but please play your part in helping them to be efficient!

We would really appreciate it if parents could help us in the following ways:

- Read the newsletter and other letters. Check your email inbox and your child's bag for letters daily.
- Return permission slips and/or reply to letters promptly.
- Inform the school by 9.30 am if your child is absent.
- Send money to the school office in a sealed envelope with your child's name, amount and purpose via your child's book bag, hand it to a member of staff or put it in the "quick drop" box in the foyer. The school cannot be held responsible for missing monies if the above procedure is not followed.
- Check the website first for information about events, dates, clubs, letters sent home.



## Weekly Bulletin, Newsletters and Dates

- *Weekly bulletin*: this is usually produced every Friday (you will receive a text with a link) and contains a lot of important information, dates and news for parents and carers so please do read it carefully.
- *Newsletters*: generally issued at the end of each half-term. These give a round-up of what has been happening within the school during the last half-term as well as other general information.
- *Dates list*: a hard copy of the term dates and events are sent home at the beginning of every term.

All the above are available online at [www.stnicolasmary.w-sussex.sch.uk](http://www.stnicolasmary.w-sussex.sch.uk) If you do not have access to a computer, we have a touch screen in the foyer for parents/carers to access the internet.

## Email and letters

Messages can be emailed to the office: [office@stnm.org.uk](mailto:office@stnm.org.uk) This is an effective way to get an important message through quickly. All letters will be on the website. We will send home hard copies of letters requiring a written response or consent (you will need to print out a copy if this is misplaced). General information letters will be emailed to you or you will be sent a link.

## Texting

The school uses a texting service for messages to parents/carers eg. to inform about school closures or cancellation of clubs. Please make sure the school has your correct mobile phone number. On some days more than one message is sent so do scroll back to make sure you don't miss any important information. Texts will state who the message is for and will use key words followed by the main text, for example, "KS2 Sports Day" or "DD Assembly". The following abbreviations will be used:

All Children	ALL	R – Blue or Gray Whale	BW or GW
Early Years	EY (includes Nursery and Reception)	1 – Dusky or Spinner Dolphin	DD or SD
Key Stage 1	KS1 (includes Years 1 and 2)	2 – Penguin or Puffin	PEN or PUF
Key Stage 2	KS2 (includes Years 3 – 6)	3 – Sea Lion or Seal	SEA or SL
Little Fishes Nursery	LFN	4 – Sea Otter or Seahorse	SO or SH
Year 1, 2 etc	Y1, Y2 etc	5 – Terrapin or Turtle	TER or TUR
		6 – Oyster	Y6

## Emergency Contacts

Please ensure that the school office always has up to date emergency contact names and numbers. This is particularly important if you, or other emergency contacts, change mobile phones!

## School Website

[www.stnicolasmary.w-sussex.sch.uk](http://www.stnicolasmary.w-sussex.sch.uk)

The website contains lots of useful information for parents about the school in relation to term dates, calendar dates and teacher-led clubs, as well as information about the school's Christian and British values, staff and governors, performance reports, policies, class newsletters, information from parent workshops, school meals and latest news eg snow closure.

## Online Payments

The school has a system for paying online for nursery fees, breakfast and after school clubs, school trips etc. You will receive a letter with further details. As an eco-school we aim to reduce the amount of paper that the school distributes and we are increasingly using the website and email to communicate with parents.

## Access to the school office

Pedestrians should use the designated path to reach the office. There are many vehicle movements throughout the day with frequent deliveries and visitors. Please take particular care of vehicles reversing. Parents should not park in the staff car park. The school office can be accessed via the Cherry Tree Playground and the high level door release button on the left hand side.

## Seeing staff before or after school

Once your child has settled into school, parents should not come into classrooms at the start of the school day. This is a very busy time of day as teachers need to spend time with the children. Messages should be passed on via a note, the Home School Link Workers at the gate or the school office. Parents may speak briefly to a member of staff when children are collected or you can make a longer appointment through the school office. All parents who need to go into school must sign in at reception and wear a *Parent helper* badge or *Visitor* sticker – we have a huge number of people working in school and it is really important that everyone knows who is who and that security remains tight. Your help in this matter would be much appreciated.

# STARTING SCHOOL / NURSERY

## Induction for new Reception and Nursery Children

We aim to ensure that all children settle quickly and happily into reception and the nursery. Our induction programme provides several opportunities for you and your child to share information with our staff and get to know them:

- Parent Information Meeting (Reception only) – an opportunity for parents to meet staff and ask questions.
- Story time – children and parents listen to a story.
- Teddy Bear's picnic
- Making an 'All About Me' book – children and parents complete a booklet with information for the teacher (Reception only).
- Children will be given a transition book with simple pictures and information about Little Fishes or school, to help them feel at home when they arrive.

During the induction programme, parents can share information such as medical issues, special educational needs and disabilities or concerns.

## Settling in

Our staff have plenty of experience to help your child come happily to school. Some children find it difficult to settle into reception/nursery at the beginning of the day, particularly when they are new. This is perfectly normal so try not to worry about this. Initially parents/carers of nursery children are welcome to come in and help children hang up their coats and book bags. As children grow in confidence they will be encouraged to become more independent.

Children usually settle very quickly when their parent has left. We will let you know if your child does not settle and you can always ring up the office to check. Helpful tips to make it easier for you and your child:

- Be positive and encouraging, even over the smallest of achievements!
- Some children go into school/nursery more easily with a friend – talk to your child about who they would like to go into school/nursery with and arrive a couple of minutes early to try and link up with your child's chosen friend.
- Tell your child what you are going to be doing when he or she is at school/nursery ie at work, shopping or meeting someone and tell them that you (or someone else) *will* be back and *will* pick them up.
- When you say "goodbye", smile, be positive and don't prolong it.
- Sometimes it can be very hard for parents to "let go" when their children start nursery or school. Being consistent with children is essential – don't give in to unreasonable requests by very little people. Sometimes handing over your child to a member of staff demonstrates your trust in that person that they will care for and look after your child. Your child will pick up on these vibes and this will help them settle.
- The most common reason for a child not settling is when a parent is hesitant about leaving the child. The child is then not certain whether the parent is staying or going and this is unsettling.



Remember to ensure that your child has sufficient sleep and plenty of time to play quietly when starting school/nursery – children do get tired when new routines and challenges are introduced! Do ask your child how they got on at school/nursery but remember that they may want to simply switch off. Sometimes asking them one thing that they did or what made them happy today may be enough.

# TRANSFER – IMPORTANT INFORMATION

Parents/carers who would like their child to have a place in a reception class, either at St Nicolas and St Mary Primary School or another school, **MUST** apply for a place. Children in the nursery do not take precedence over children who do not attend the nursery. There is a separate admission policy for children applying for a reception place. Please ask at the school office for admissions advice. Wherever children go to school, we will endeavour to ensure that the transition is as smooth as possible.

# DEFERMENT

There is some flexibility when a child can start full and/or part-time at school. By law children must start school in the term following their 5<sup>th</sup> birthday. However, the school cannot hold a place open for a summer-born child whose parent defers to the following September. If you wish to defer entry, please contact the school.

Children normally start school full time from September regardless of their birth date – there may be some half days at the beginning of term. However, if your child was born between January and August and you would prefer them to start part time please contact the school.



# COMING TO SCHOOL AND HOME TIME

## Coming to School/Nursery

Parents/carers are responsible for ensuring their children get to school/nursery safely. The school gate is opened at 8.35am. You can come onto the Cherry Tree playground and wait with your child(ren) until a member of the Senior Leadership rings the bell at 8.45am. Parents/Carers are responsible for their child(ren) until 8.45 am – they must not be left unsupervised before this time. We encourage as many parents/carers as possible to walk to school/nursery. It is better for your child's health, reduces pollution and eases congestion. Please make use of the "lollipop" man at the top of Eastern Avenue and the crossing.

## On Time!

Please make sure your child arrives on time by 8.55am so as not to disrupt the registration process and the start of the school day. For every child who arrives late we have to check he/she is signed in by a parent/carer and mark them "late" both in the register and on our electronic records. All classes have Early Morning Work set up for them to take part in on arrival so childcare often benefit considerably if they arrive at 8.45 am.



## Parking

If you do need to use a car PLEASE, PLEASE DO NOT PARK ON THE YELLOW ZIG-ZAGS, DOUBLE YELLOW LINES or block the driveways of neighbours. We ask you to consider parking at Buckingham Park and walking down to the school. This will help reduce congestion around the school, directly improving safety for pupils as well as reducing parking issues for local residents. Please note that you should not park in the Tesco car park at drop-off/pick-up.

## Scooter & Cycle shed

Children are welcome to park their scooters and cycles in the cycle shed but must remember that:

- Scooters and cycles are left at owners' risk – the school cannot be held responsible for lost or damaged scooters or cycles.
- All scooters and cycles should be clearly named, preferably engraved.
- Parents are responsible for supervising children using scooters and cycles on the way to and from school.
- Scooters and cycles must not be ridden on the school premises.
- The gate on the front of the shelter is locked at 8.55 am and opened at the end of the school day. Children arriving late or leaving early (including nursery children) can leave their scooters/cycles in the rack outside the shelter.



## Cycling to and from school

Cycling is a healthy, eco-friendly way of travelling to school. Parents are responsible for ensuring their child travels to school safely, especially younger children who have not done a cycle safety course. The school's expectations are:

- All cyclists should wear helmets.
- All cycles should be roadworthy.
- The Highway Code should be adhered to.
- Children should be supervised.



## Bad weather

When the weather is bad, please also allow extra time if coming by car as there is always more congestion during wet weather.

## Home time

Parents/carers are welcome to wait on the Cherry Tree Playground from 3pm to collect children at the end of the school day. Children are not allowed to leave the care of their teacher until their parent/carer has arrived. Some older children may go home independently and may leave the premises on their own with parental permission. Reception children are amongst the first to come out so that you can see them easily. Children will only be handed over to adults for whom we have permission.

## Home time supervision

Parents are responsible for their own children at home time and must supervise them once their child has been handed over. Pre-school age children may use the play equipment whilst you wait for older siblings, providing they are closely supervised.

## Running late?

Occasionally parents are delayed when picking up their child. If this happens, and if possible, please ring the school so we can explain to your child why you are late, it helps stop them worrying. Your child will then wait on the chairs by the school office.

## Uncollected children policy – extracts (Full policy available on request)

If a child is not collected at "home time" our staff will follow the following procedures:

1. Staff check whether the child should be attending a club or not.
2. The child will be taken to the school office.
3. Children will initially be asked to wait on the chairs by the school office (depending on age etc) but may be looked after elsewhere in the school if appropriate.
4. All reasonable attempts are made to contact the parents or nominated carers via telephone or text.
5. The child does not leave the premises with anyone other than those known to the child/school. The office must be informed when an uncollected child leaves the premises.
6. If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we will apply the procedures for uncollected children.
  - a) Children's (Social) Services are contacted and given relevant information including parent/carer contact details and child's medical details.



- b) The child stays at the school with two members of staff until the child is safely collected either by the parents/carers or by a social worker.
  - c) Children's Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
  - d) Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
  - e) A full written report of the incident is recorded in the child's file.
7. Depending on circumstances, the school reserves the right to charge parents for the additional hours worked by staff. (Charges will be in line with late pick up charges for Starfish After School Club – details available upon request).

### Dogs

Dogs are not permitted on the school premises unless agreed in advance (e.g. as part of a project) – this includes the car park and footpath to the office. Please tie your dog up at the rings on the fence in the designated area (left of the gate) and, even if you are just dropping off by the gate, please stand with your dog by the designated area. Please also ensure you control your dog outside the school gates so children can come to and leave school without feeling scared – some children are not confident with dogs so they must be kept clear of the school gates.

## EXTRA SUPPORT AND THE PUPIL PREMIUM

### Pupil Premium

You will be entitled to free healthy school meals for your children, whatever year they are in, (saving you more than £350 a year) if you receive any of the following:

1. Income support or income-based Jobseekers Allowance or Income-related Employment and Support Allowance.
2. The guaranteed element of State Pension Credit.
3. Support from the NASS (National Asylum Support Service) under Part 6 of the Immigration & Asylum Act 1999.
4. Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190 or less.)
5. Universal Credit.



*Did you know ... just registering your child for Free School Meals means that the school gets extra money?* For each child who is registered for free school meals, the school gets extra funding of £1320. Even if you don't want your child to have the school meals, as long as you qualify and are registered the school will still receive the extra funding, and will continue to do so even if your child is no longer eligible. This could be worth more than £9,000 to the school over a seven year period. If you would like to apply for pupil premium, please ask for an application form from the office or download it from the school website.

Pupil premium is also used to support pupils with parents/carers in the regular armed forces. In 2017-18, funding of £300 per pupil will be allocated to pupils recorded as 'ever 6 service' children or in receipt of a child pension from the Ministry of Defence.

### Pupil Premium Plus

For children who are looked after, children who are adopted from care (after 30<sup>th</sup> December 2005), children who left care with Residency Orders (on or after 14<sup>th</sup> October 1991) and children who left care under a Special Guardianship Order (on or after December 30<sup>th</sup> 2005), the school gets extra funding of £1900 per year. To corroborate a child's status the school has to collect supporting evidence from parents/carers such as the Adoption (court) Order and other court orders and retain this confidential information for audit purposes.

### Early Years Pupil Premium

If you qualify for Early Years Pupil Premium the nursery will get additional funding of £300. Please speak to the school office for more information.

The Pupil Premium section on the website has details of how the money is spent and how we measure the impact of the funds.

## FINANCIAL CONTRIBUTIONS

There are occasions when the school asks parents/carers to make a financial contribution. This may include:

- School trips – usually 2 or 3 per year (between £10 – £15)
- Swimming lessons – years 3, 4 and 5 only (approximately £5 per session)
- Uniform (see website for suppliers)
- School meals – free for YR – Y2, £2.30 per meal for years 3 – 6 (subject to government funding review)
- Breakfast Club (£3.50 per session) and After school Club (£6.00 per session)
- Y6 residential trip in the summer term – approximately £220
- Visits from theatre companies to complement curriculum topics – up to £10 per visit
- School Photos: between £9 – £28
- Play tickets and DVD of performance: tickets £2.50, DVD £5
- PTA events eg film nights (approximately £3.50 per ticket), parties (up to £5 per ticket) and fayres
- Ad hoc events, for example, non-uniform/dress-up days for charity (usually £1 each time), cooking and other projects
- Clubs and other tuition eg Cricket, Art, French, Music lessons
- Additional items to support your child's needs eg sensory items, personal care items.

Please do get in touch if you wish to discuss any of the above in confidence (also refer to our charging policy).



# THE CURRICULUM



## EYFS Curriculum

Nursery and reception children in the Early Years Foundation Stage (EYFS) follow the EYFS curriculum. Please request a copy of our policy for more information about the EYFS curriculum and assessment. A notice board outside the nursery may inform parents/carers about the key learning or topic for the week.

## Key Stage 1 and Key Stage 2 Curriculum

Since September 2014 we have been following the new National Curriculum. We will give you additional information about the curriculum at the beginning of each term. Each teacher produces a termly newsletter which outlines some of the themes and activities for the term ahead. Other letters and leaflets are produced which should help keep you informed.

## Home learning

Homework is an important part of school life. This can include many activities such as reading, mental maths, games, collecting things or carrying out research. Class teachers will keep parents informed about the homework requirements for their classes.

## Helping your child

Extensive research carried out by the National Literacy Trust has found that for all children, reading activity at home has significant influence on their reading achievement; that reading comprehension is related not only to provision of books in the home, but also to conversations between adults and children about books and articles they have read and also that parents' and carers' attitudes and support towards their children's learning influence performance on literacy tests. Reading with your child is a good investment of your time and we would really encourage parents to read every day with their child. Do talk to your class teacher about how we can support you in helping your child with reading.

## Assemblies, Religious Education and Sex Education

Most of our curriculum is statutory. We have a duty to teach it – and your child has to participate in it. There are some exceptions where a parent has the right to withdraw his or her child. This is exceptionally rare at our school and we hope that parents will choose not to withdraw their child from any of the following areas:

1. The school provides the teaching of Religious Education (RE) to all children. Two thirds of the teaching is Christian with a third of the curriculum time given to other religions and beliefs, which is in keeping with the ethos of the school. Parents have the right to withdraw their children from RE classes.
2. We have Collective Worship (assembly) every day and this lies at the heart of life in the school. This can be either whole school, key stage or class worship. The Headteacher and Assistant Headteachers lead most assemblies. Other members of staff, children, clergy from churches in the area and visitors such as charity workers also lead collective worship. New reception children are introduced gradually to whole school assemblies, when they are sufficiently confident to attend. Parents have a right to withdraw their children from collective worship.
3. The Governing Body has the responsibility to agree the Sex and Relationships Education in the school. The school will inform parents in advance of the contents and organisation of this programme. Parents can withdraw their children from this but not from parts covered by the National Curriculum for Science. At the moment only children in years 5 and 6 are taught Sex and Relationships Education that is additional to the National Curriculum.

The school policies on RE, Collective Worship and Sex and Relationship Education are available on the website.



Nursery children will occasionally join the rest of the school for assemblies e.g. watch a class assembly, meet a visitor etc. Sometimes nursery and reception children will join together for their own simple assembly in a classroom. In line with our Christian ethos, the morning may include a prayer, bible story or song for the children to enjoy.



## Computing

Children in Little Fishes Nursery will have access to a range of IT equipment. This includes the use of computers, an Interactive Whiteboard and other equipment such as CD players, digital cameras and iPads. Nursery children will not have unsupervised access to the internet.

# THE CURRICULUM – Continued



## Learning Journals

Children are observed and assessed throughout their time in the Early Years Foundation Stage. The findings of such observations are used to plan further activities and are recorded in learning journals. Each child is assigned a key person when they start at Little Fishes Nursery. The key person will observe your child within the setting and plan the next steps for your child, taking their current interests into account. This plan will be shared with you at a parent meeting arranged by your key person.



The EYFS use 2Simple which allows us to interactively share observations with parents/carers via email and parents/carers can reply.

STAGE	AGE OF CHILDREN	CLASS
Early Years Foundation Stage (EYFS)	Age 3-4	Little Fishes Nursery Reception Class
	Age 4-5	
Key Stage One (KS1)	Age 5-7	Year 1
		Year 2
Key Stage Two (KS2)	Age 7-11	Years 3 – 6

## Parent Information

Find out how you can be more involved in your child's schooling, deal with difficult situations and much more: [www.bbc.co.uk/schools/parents](http://www.bbc.co.uk/schools/parents) or try Parentline 0808 800 2222.

## Additional information for parents & carers with children in the EYFS

In line with the Statutory Framework for the Early Years Foundation (2012), the school is required to provide the following information to parents with children in the Early Years Foundation Stage:

- How the EYFS is delivered including the range and type of activities and experiences provided for children, the daily routines and how parents and carers can share learning at home – Our EYFS policy outlines how the EYFS is delivered in the nursery and reception classes. Our induction and information meetings, class newsletters and school newsletters provide further details. More information about the EYFS can be found at [www.education.gov.uk](http://www.education.gov.uk) and searching for “EYFS”.
- How children with special educational needs and disabilities are supported – the school has an Assistant Headteacher for Inclusion, an Assistant SENDCO (Special Educational Needs & Disability Coordinator) and Nursery INCO (Inclusion Coordinator), who can be contacted via the school office to discuss how children with SEND can be supported in school. Further information can be found in the school prospectus and our SEND local offer and information.
- Food and Drinks provided for children – please see the “Drinks, Snacks, Breakfast and Lunch” section on our website.
- Details of the school's policies and procedures – all policies are available on request from the school office.
  - Uncollected children policy – see *Coming to School and Home Time*, page 8.
  - Missing child policy – see *Policies and Documents*, page 12.
- Staffing including key workers – each child in the EYFS will have a key worker and parents will be told their name.
- Emergency contact – The school's emergency contact details can be found on page 1.

# POLICIES AND OTHER DOCUMENTS

The school has many policies and other documents which are regularly reviewed and updated on a rolling programme. These policies are kept in school and are generally available for parents, some are on our website and some are by the Health & Safety board by the visitor toilet. The full list is available on request but the following may be of most interest to parents:

## POLICIES

Accessibility Plan	Governors' Allowances
Admissions to Little Fishes Nursery	Health and Safety
Admissions to the school (Reception to Year 6)	Homework
Asthma	Internet Use (Acceptable Use)
Attendance	Medicines in School
Behaviour including Anti-Bullying	Missing Child(ren)
Charging	Prospectus – Little Fishes Nursery
Child Protection / Safeguarding Children	Prospectus – School
Collective Worship	Pupil Premium
Complaints Procedure	Sex & Relationships Education
Confidential Reporting	RE
Drug and Substance Misuse	Racial Equality
Educational Visits	Register of Business and Pecuniary Interests
Emergency Action Plan	School Aims, Mission and Vision Statement
Equal Opportunities	School Uniform
Fair Processing Notice (information)	Seat belts and child restraints (in vehicles)
Fire	Security
First Aid	SEND – Local Offer and Information Report
Food	SMSC (Spiritual, Moral, Social and Cultural education)
Freedom of Information	Uncollected Children
Gifted and Talented	Worship

- **Complaints** – we are required to have a complaints policy although we usually find that most issues that may arise can be solved through open dialogue. The school's Complaint Policy is available on the website. Ofsted can be contacted via: <http://www.ofsted.gov.uk/contact-us>; [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or telephone 0300 123 1231.
- **Freedom of Information** – we will endeavour to give you the information you require.
- **Missing Child** – the school and nursery are required to have a procedure in the event of a child going missing:
  1. Quick search is made of immediate area where child was last seen (this could include a "fire drill" and register). If possible a description of the child and what they were wearing is shared.
  2. The police are informed.
  3. Parents are informed (and/or other emergency contacts) – this could include the use of our texting service.
  4. Other parents/carers contacted (may be witnesses or mistakenly thought they had been asked to take child home) – this could include the use of our texting service.
  5. Other relevant establishments eg other schools and playgroups are informed.
  6. Available staff are released to search nearby locations.
- **Special Education Needs and Disabilities (SEND)** – our Local Offer and SEND Information Report sets out how we identify and meet the needs of children who require special educational provision. A 'Guide to SEND for Parents and Carers' is also available from the website or school office.

We hope you find this Handbook useful. Please keep it in a safe place and refer to it when required. If you have any other questions – do ask!

# INFORMATION ON OUR WEBSITE

## Website

Please go to our website [www.stnicolasmary.w-sussex.sch.uk](http://www.stnicolasmary.w-sussex.sch.uk) and follow the pathway indicated to find out more information.

### The Governing Body

Our School ➡ Our staff and Governors

### An introduction to our staff

Our School ➡ Our staff and Governors

### Weekly Bulletin

Click on the red “Weekly Bulletin” button under *News and Events* on the home page

### Term Dates and Calendar of events

Click on the red “Dates” button under *News and Events* on the home page

West Sussex: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-term-dates/>

### The School and Nursery Day

Parents & Carers ➡ The School Day

### Drinks, Snacks, Breakfast and Lunch

Parents & Carers ➡ Food & drink at school

### Medical Information

Parents & Carers ➡ Medical Information

### Attendance and Absence

Parents & Carers ➡ Attendance and absence

### School Uniform and Suppliers

Parents & Carers ➡ Uniform

The uniform policy contains information about equipment, personal belongings, jewellery and make-up.

### Anti-bullying advice for parents and carers

Parents & Carers ➡ Policies

#### Is bullying a major problem in our school?

No – but we want to maintain a high profile to prevent it or stop it early should the need arise. No school can ever say that there is never any bullying – but we do want to be proactive and work with parents and the school council to ensure children feel safe and are happy at school.

### Internet use, cyber safety and cyberbullying

Parents & Carers ➡ Internet Safety

### Safeguarding and Welfare

Parents & Carers ➡ Safeguarding and welfare