



Clover Hill VA Infant and Nursery School

Federated with St Michael's Junior School

"Learning together, making a difference"

**Home School Agreement
Parental Arrangements
General Information
Consents**

Dear Parent/Guardian,

This booklet covers documents relating to our Home School Agreement, emergency closure, visits and activities which take place off-site during the school day and use of images.

Please would you read this booklet and complete the General Consent Form of this document, and return them to the school as soon as possible.

If you would like further information relating to the documents, please contact the school.

Thank you for your co-operation.

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SCHOOL STAFF will undertake to: -

- Provide a safe, supportive and caring environment to ensure learning.
- Ensure high standards of work and behaviour through building good relationships and developing sense of responsibility in pupils.
- Provide a broad and balanced curriculum relevant to all pupils.
- Ensure, together with parents and pupils, we all have a clear understanding of what is required by the School and how best to help children achieve their full potential.
- Provide relevant homework.
- Equip children with the skills necessary for their future lives.
- Share relevant information appropriate to a multi-agency approach.
- Provide appropriate pastoral support and intervention.

PARENTS/CARERS will undertake to: -

- Ensure that their child attends school regularly, appropriately dressed.
- Make the school aware of any concerns or problems and address or telephone changes.
- Support school policies and guidelines, especially for hair and dress code, behaviour and anti-bullying.
- Ensure homework is completed and that reading, spelling and maths is supported at home.
- Attend Parents' Evenings and other discussions relevant to their child's progress.

PUPILS will undertake to:

- Attend school regularly and be on time.
- Wear appropriate school clothing, school shoes.
- Bring relevant equipment when required.
- Show respect for all members of the School community and behave well.
- Complete all class work and homework as well as you can in the set time.
- Present well for school with appropriate hair, uniform and shoes.

EMERGENCY CLOSURE

If the school has to be closed because of bad weather conditions, Local Radio and the NCC website at www.norfolk.gov.uk will be notified early on that morning.

Lists of school closures can be heard from about 7.00 am onwards. You will also be sent a text from the school. It is obviously impossible to forecast local conditions with much accuracy, and the weather can change dramatically within a very short space of time, so please bear this in mind when notified of any possible closures.

Also, if conditions deteriorate rapidly during the day, children may be sent home early, so that both they and the staff will be more likely to return home safely. A text from school will be sent.

If this happens we need to know that the children will have somewhere to go, so would you please complete the form and return it to school as soon as possible. This procedure will also apply if emergencies arise with heating systems.

LOCAL VISITS

At certain times each year pupils have to leave our school premises on various visits that involve them in walking to local sites such as the Bowthorpe Church or the local area. It has become time consuming for both yourselves and the school to issue forms to pupils for parental permission each time they are to leave our premises. Therefore, we ask you to sign the School Annual General Consent Form which gives permission for your child to attend any local visits during the course of your child's time at Clover Hill VA Infant and Nursery School. You will be notified in advance of any such visits.

Local visits will be defined as any time the child has to leave the school premises to visit sites that can be reached on foot. It will also include coach transfers to other schools to attend swimming for instance.

CONSENT TO TAKE AND USE PHOTOGRAPHS OR OTHER IMAGES OF A CHILD

Over the course of the school year we photograph and film some of our children for various reasons. These images are used in a range of ways, e.g. for the children's personal records, for the school photograph album and to help publicise our school through leaflets and displays and share with parent's activities that have happened at school on the school's website. Occasionally we are asked for images to illustrate Local Education Authority or County Council publications or reports.

Images that we do take can be viewed upon request. They will only be used for a limited period in any display or leaflet and will then be destroyed. Images will not be used for anything that might cause distress or embarrassment to parent or child.

We would like to include your child, but we will only do so with your consent. Please indicate on the attached form.

Should a parent not give consent to images of their child being taken their views would be respected at school events such as the Christmas performances and school sports. At the Christmas performances video cameras are not allowed due to the nature of the licences we have to produce the plays. Photographs using digital or other cameras would only be allowed at the end of a performance and when any child whose parent has not given consent has been removed from the group. At sports afternoons parents would be able to photograph their own child posing for a photograph but not as part of an event as this may include children whose parents have not given consent. Video cameras would only be allowed to be used after a parent has signed a declaration of intention to film their child only for home use.

ARRIVING IN SCHOOL AND COLLECTING

Due to the young age of our children we ask that parents stay with them on the playground in the morning until the school doors are opened at 8.45am. Children remain the responsibility of their parents/carers until they are handed over in the classroom. We do not have a member of staff on playground duty before school.

START OF SCHOOL

The classroom doors open at 8.45am. Throughout Reception we ask parents to accompany their children into school to support the morning routines and help their child settle down to their work. In Year 1 and Year 2 the children are expected to be increasingly independent and early work is set for them.

All children must be in school by 8.55am for the start of lessons.

END OF SCHOOL

Parents are asked to pick their children up from their external classroom door at 3pm. If a parent is unable to pick their child themselves, they must phone the school office or speak to the class teacher to let them know who will be collecting their child. We will not release children to an adult unless the parent has given authorisation for us to do so.

In the event that a child is not picked up by 3.30pm and the school have not been able to make contact with parents, we will transport the pupil/s to our after school provision at St Michael's Junior school. Parents will be charged £8.50 for this club. The local police will also be contacted to ensure the safety of the child and their family.

SCHOOL UNIFORM

What a child wears to school reflects the way he/she values learning. It also portrays the school's ethos and shared positive values. We have a smart but simple uniform that we encourage all pupils to wear. This is a royal blue sweatshirt or cardigan with the school logo, a white polo shirt with the school logo and grey trousers or skirt. School uniform, including sweatshirts, fleeces, polo shirts, bags and PE kit are available for purchase online from www.screenprinting.co.uk. All items of uniform should be clearly named. The school does not hold responsibility for replacing lost or damaged uniform

Children are asked to wear low healed, sensible black or dark shoes – not trainers please. Temporary tattoos or transfers and nail varnish are not appropriate for school and children will be politely asked to remove them at home.

Hair colour is to be kept natural and hairstyles sensible and respectful. Children are asked not to **excessively** spike, gel or decorate hair.

Jewellery, other than watches, is not permitted and studs or sleepers only are to be worn in pierced ears.

A named rucksack or book bag is required for taking home letters, books and homework. Please make sure that your child has a suitable wet or cold weather jacket or coat and this comes to school for break times.

Please ensure that your child respects these uniform expectations.

PE & GAMES KIT

It is important for pupils to wear correct clothing for physical activities. For PE children require a white t-shirt with logo and navy shorts. For games activities outside, children need a warm tracksuit in winter and trainers. Children will have games lessons outside in winter unless the weather is very bad.

All clothing should be clearly labelled. This will help it to be returned if misplaced.

Jewellery must not be worn for sporting activities and long hair should be tied back. It is helpful if stud earrings are not worn at school on a PE day.

If ears have recently been pierced and studs cannot be removed, we ask that the studs are protected with a piece of plaster or adhesive strip.

Please make sure that your child has a PE kit in school every PE day as PE is a legal curriculum requirement.

STATIONERY EQUIPMENT

There is no need to bring extra equipment into school unless your child wishes to. We appreciate that some children like to have their own pencils and pencil cases. The school provides the equipment that is needed in class. Problems can arise if a child's own equipment goes missing and it is difficult for the class teacher and TAs to dedicate time trying to locate items. However, if your child wishes to bring their own equipment and is prepared to take responsibility for it, we are happy for them to do so. We expect that school equipment is looked after and respected.

The school does not hold any responsibility for replacing lost or damaged items which children bring into school.

HEALTHY EATING

We are committed to promoting and monitoring healthy food at break and lunch times. We teach children about healthy eating to raise education standards and to reduce health and social inequalities. Different teaching styles and learning opportunities are offered to pupils to develop their awareness and understanding of healthier eating and basic food safety practices, including regular opportunities to cook in the curriculum. Please support us by providing healthy food for school.

SCHOOL MEALS

We cook all our meals on site and all food meets the nutritional standards set by the government. The menus are sent home twice a year and are on our website. Meals are required to be booked via ParentPay by **8am** each day. You can book in advance. Some children prefer to bring a packed lunch. Please aim to provide your child with a well-balanced packed lunch.

Children at Clover Hill VA Infant and Nursery school all qualify for Universal Free School Meals.

If you think your child is eligible for free school meals, please collect a form from the school office as we can claim extra funding.

Water is available in the dinner hall at lunchtime and throughout the day in classrooms,

WATER AND MILK

Research shows that our brains need water to stay active and alert. All children are encouraged to drink water and each class has a filtered water machine. Please provide your child with a spill-proof plastic bottle that they can take home at night to rinse.

Parents who would like their children to have a drink of milk during the school day can register on www.coolmilk.com alternatively you can ask the school office for a leaflet and postal form. For children under 5 the milk is free.

TRANSPORT TO SCHOOL

All children are encouraged to walk or cycle into school. Bowthorpe was designed with many footpaths and cycle ways. We have a bike shed in the car park where children can lock up their bikes.

Like many schools, the traffic around the school causes problems. Please walk if possible.

In the interest of safety, parents are asked not to drive cars onto the school premises and to park considerately around the school.

MOBILE PHONES (including Apple watch)

We request that children do not bring mobile phones into school. However, if there is a valid reason for needing a mobile for the journey to and from school, the phone should be handed into the school office on arrival into school for safe keeping during the school day. While in school, if a phone call home is required, the school office will use the school's landlines to contact parents. The school cannot guarantee the safe keeping of phones not handed into the office.

Apple watches are not only expensive items to bring into school, but also perform the same functions as many phones. Due to safeguarding reasons i.e. photos can be taken, messages and emails can be sent, we cannot allow these in school. Devices not handed into the school office will require collecting by a parent.

COMMUNICATION WITH PARENTS

We aim to communicate well with parents and have a number of ways of ensuring that parents are kept informed of things happening in school. Each week the school emails home the weekly Bulletin Board which lets parents know what is happening the following week. The Bulletin Board is also available on our school website and in the classrooms. There are whole school newsletters and year group newsletters which are sent home on a regular basis. We use texting and emailing so make sure that the school office have your latest details. In addition to this, there will be letters home for specific events or where parental permission is required. Our website is a good place to refer to as all communications are added to this regularly too and you can keep updated via the school blog.

APPOINTMENTS WITH SCHOOL STAFF

Should you wish to talk to the class teacher, contact the school office who can make arrangements or they will ask the teacher to contact you after school.

Pastoral issues can be discussed with a member of our Pastoral Team. We have a member of the Pastoral Team attached to each year group and is a good point of contact for parents.

Miss Gooch, the school's Special Needs Co-ordinator, is very happy to meet with parents and can be contacted through the school office.

LIBRARY

We have a well-stocked library and each class has a timetable slot weekly in which to change their book. Children are able to borrow up to 3 library books at a time. We appreciate that some books take longer to read than others so if your child wishes to keep the book for more than 2 weeks, bring the book back to the library to be rescanned. This helps us to keep track of the books and minimise loss. We have a computerised system for taking out the books. We ask that all school library books are returned to school and Mrs Brown, our Librarian, sends reminders home when necessary. We are happy to have any books returned whenever you find them!

EXTRA CURRICULAR ACTIVITIES

We run a wide variety of extra-curricular activities at lunchtime and after school. The activities list comes out half termly and children sign up to the clubs. We need parent permission and information about how you will collect your child at the end of the club.

OUT OF SCHOOL PROVISION

The school runs a Breakfast Club from 7.45am and Angels' After School Club until 5.30pm. This provision is run by school teaching assistants. Ask at the school office for further information. Any child who has not been picked up from school by 3:45pm will be placed in After School Club and parents will be charged at the full afternoon rate. Unfortunately, if parents are not contactable after this time, 101 will be called.

ATTENDANCE

Good attendance enables children to fully access all school provision and to make good progress across the curriculum. It is also hard for a child with poor attendance to maintain good routines and friendships. The government changed the law on term time holidays so schools are unable to authorise holidays. Parents need to apply to Mrs McCarney, Head Teacher, for leave of absence from school. When a child's attendance falls below 90%, school will ask for medical evidence if sickness is given as a reason for absence. The child will also be monitored by the School's and the Local Authority's Attendance Teams. The school has a very strong Pastoral Team which can support good attendance so parents are referred to the team when their child's attendance causes concern.

The child will be marked late if they arrive after 9.00am and recorded as unauthorised absence if they arrive after 9.15am. Letters are sent out to parents offering school support if, when monitoring the registers, there appears to be an issue. If attendance does not improve the school is obliged to follow a legal route, which may result in a court appearance.

Parents must contact the school as soon as possible before 11.00am to inform of a child's absence from school.

In exceptional circumstances it may be that a member of the school's senior leadership team may make a home visit.

HOMEWORK

Parents are expected to read with their children on a daily basis. In Years 1 and 2 pupils are given homework activities to complete, including spellings to practise

READING

All children are taught to read on a daily basis through our Read Write Inc and language and literacy sessions. Some children benefit from additional phonics support on a 1:1 basis, so this is put in place for those who need it. Read Write Inc books are sent home and we strongly encourage reading at home and classes have a reward scheme in place for this.

SCHOOL TRIPS

We aim to give the children a rich and varied curriculum and some of the most memorable aspects of this will be the school trips, visitors and special events. We ask for parental contributions towards these to enable them to take place. Please appreciate that without parental contributions these trips, activities and events cannot take place.

All visits should be paid for in advance via ParentPay or PayPoint. Those children in receipt of Free School Meals at the time of any visit will automatically be provided a school packed lunch.

CELEBRATION OF SUCCESS

We have weekly Celebration Assemblies and try very hard to celebrate when a child has worked hard, demonstrated perseverance, thought differently about a problem or has made good progress. This is done throughout the year on a day to day basis in class (there are in class systems to promote positive actions and behaviours) and as a whole school. Children will come home with stickers, certificates and notes. Much is done throughout the year to ensure that all children are praised for what they achieve.

SUPPORT FOR CHILDREN

All Angels' Federation are pleased to inform you that we have adopted the 'Thrive' Programme within both our schools.

'Thrive' is a whole school approach and all members of staff follow the Thrive Programme. It helps to make learning more accessible, effective and fun. It is based on up to date research into brain development. This research has shown a clear link between healthy brain development and the ability to learn and cope with stress and challenges life brings. Matters concerning friendship issues, transition, changes in family life, bereavement, moving house and school exams are just some examples of the areas children have required support. It helps with children's social and emotional skills and directly supports their learning.

Thrive uses an online tool to screen all children in each class and activities are developed to help address issues such as sharing, developing positive relationships, be receptive to positive rules and boundaries, promote safety, feeling safe and develop a sense of community. The screening process helps us to adapt what we teach to best meet the needs of our pupils.

Some children will enjoy and benefit from small group work or individual sessions with a trained adult. Assessments for classes, groups and individuals are carried out throughout the school and this allows us to develop an action plan designed specifically in supporting your child. This will ensure the adults working with them understand their individual needs and are able to meet these most effectively.

By signing the home/school agreement this will allow this work to take place. If for any reason you do not want your child to receive this support, please contact a member of the Pastoral Team to discuss your concerns.

SUPPORT FOR PARENTS

Our Pastoral Team are very happy to support parents on a wide range of matters. Do not hesitate to contact the Pastoral Team if you think they might be able to help or you wish to have a chat about your child.

SCHOOL RULES

We find it unhelpful and unnecessary to have a long list of school rules. The three rules we have are: **Be Respectful. Be Safe. Be Ready.** We have found that all matters relate to these. For example, if a child hits another child, one was not keeping the other safe. If school property is damaged, respect for the environment hasn't been demonstrated. Children will have discussed these rules with their class and their teacher and are encouraged to think about how they can demonstrate respect and safe behaviours. You might like to try this at home?

BEHAVIOUR POLICY

We work hard to ensure positive behaviour and ask that you familiarise yourself with this policy so that you can support us at home.

FIRST AID

The school will administer appropriate first aid where required, including sun cream where needed.

MEDICATIONS

If your child has any medical needs or needs to take medication of any sort, please let the school office know. We have a permission form to sign which includes all the information school needs to know so that we can administer the medication properly. We also need to know if your child requires an inhaler for asthma and be regularly updated if circumstances change.

PARENT VOLUNTEERS

We welcome parents to work alongside the staff in school and such involvement is invaluable for all concerned. There is an open invitation for parents to let us know when they can come and how they can help. All volunteers working in school are required to have an enhanced Disclosure & Barring Service check (formerly Criminal Records Bureau or CRB) and this can be arranged through the school office.

POLICIES

Please see the school's website for all policies in more detail. The most relevant are:

- Behaviour and Relationship Policy (which includes the school's Bullying Policy)
- Safeguarding Policy
- Charging and Refunds Policy
- Complaints Policy
- Attendance Policy
- E-Safety Policy
- Contact Details

Clover Hill VA Infant and Nursery School

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