

PURLEY CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

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PARENTS' HANDBOOK



Welcome to Purley Primary School!

This handbook has been written for parents. We hope that it provides you with all the information you need to help you settle in as a parent or carer at Purley Primary School. Please let us know if you have other questions, and we'll aim to update the handbook each year.

As you probably know, Purley Primary School is a small, popular school with mixed aged classes. The school is particularly keen to involve you in your child's learning, by letting parents know what is happening in class, and supporting you to be able to help your child.

Teachers work hard to make learning interesting and relevant for the children. The school also aims to develop a really caring atmosphere, with older children being encouraged to help younger ones. All children are encouraged to take on some responsibility, appropriate for their age.

All sorts of people have children at Purley Primary School. Whether you're outgoing or shy, new to the area or been around for years, we hope you enjoy your time as a parent here. Welcome!

NB 'Parent' has been used here; but really we mean 'parent or carer'.

School organisation

There are three 'key stages' in the school.

Foundation Stage

Children follow a curriculum called Early Years Foundation Stage (EYFS) which is play-based and involves a balance between 'child-initiated' (chosen by the child) and 'adult-initiated' (led by an adult) activities. Each teacher is supported by one or two other adults who are in the classrooms at all times, working with the children.

Key Stage 1

This includes Years 1 and 2, which are the first classes to follow the National Curriculum. All classes have one Teaching Assistant as well as their class teacher. There are also other adults working in the class at different times.

Key Stage 2

This is Years 3, 4, 5 and 6. Classes usually have one Learning Support Assistant as well as their class teacher. There are also other adults working in the class at different times. In September 2014, we will not yet have a year 5 and 6.

School day

Mornings

The gates to the playground open at 8.40am.

The doors are opened at 8.50am. All children need to be in their classes by 9am every day. In the Autumn Term, the Foundation children may enter the school using the Foundation Stage entrance at the front of the school for the first term.

Afternoons

School finishes at 3.00pm. Parents wait in the playground – and the teachers bring their classes out. The gates will be locked at around 3.50pm. Foundation Stage children should be collected from the Foundation Stage entrance at the front of the school.

Most after-school clubs finish between 3.30pm and 4.00pm – you need to check for each club.

What if my child won't be in because s/he is ill?

You should ring the school before 9.30am to explain that your child won't be in due to illness. If you don't ring, the school will ring you to check. If absence is persistent you may be asked to provide medical evidence or appointment cards. Please try to make doctor's or dentist's appointments outside school hours. You will need to provide evidence (e.g. appointment cards) for appointments in school time.

What if we're late in the morning?

Children who arrive after 9.00am are late, and must come into school through the Main Entrance into Reception. They must sign in at the office and get their register marked. Parents must provide a reason for lateness. Continued lateness may lead to the Education Welfare Officer contacting you to discuss the reasons for this. Children who arrive after 9:30 am are considered absent, and recorded in the register with the reason for this accordingly.

What if I'm late to collect my child?

If you're unavoidably late, the children will be taken inside the school building and will wait for you. You should ring the school to let them know you're on your way. Please try not to be late!

What if someone else is picking up my child?

You should tell the class teacher/member of staff at the door in the morning if someone other than a parent is collecting your child by filling in an orange 'collection slip'. Otherwise ring the school during the day to inform them.

What if we need some time off school?

Attendance is measured by the local authority and schools are under pressure to keep their attendance up. This is why no schools are keen on children being away except if they're ill. Having said that, if you need to take time out of school for exceptional circumstances you need to fill out a form and get permission before making any arrangements. The school does not authorise holidays during term time. If you need to go away for an extended visit overseas you have to apply to the Headteacher and agree a definite return date.

School building



There are 2 different entrances to the school. The main front entrance is via Purley Village and there is a back entrance via Lister Close. These are open only between 8.45 and 9.05am and 2.55 pm and 4.30pm. In between those times there is a buzzer. Please use either of these entrances to drop off your children in the morning and collect them in the afternoon.

During the new build, entry will be through the front gate only.

How can I find out what my child is learning?

Meet the teacher

At the beginning of each school year there is a 'meet the teacher' meeting for each class, where you can find out about that year group's planned learning and the aims and expectations of that particular year. This is a good chance to get to know the teacher and ask any initial questions.

Topics

Most of the learning at Purley Primary School is planned around a topic which changes termly (example topics include Rainforest, Circus). These topics may change from year to year in response to the needs of the class, external events (World Cup; Olympics...). More detailed information is included in the class newsletters.

Visits and outings

These are a really big part of the children's curriculum. There is usually at least one event per term, designed to extend children's learning. Parent helpers are usually needed to come too – your child's teacher may send a letter home prior to a trip asking for volunteers. Sometimes families are asked for a financial contribution towards trips. No child will be excluded through non-contribution, however, should we not receive enough support, the visit will be cancelled.

Website

The address is www.purleyprimaryschool.co.uk

There are sections for Parents, Curriculum, Governors, Extended School, etc. If you're looking for the school policy on something, or you need to see the latest newsletters, or you'd like to know some useful websites to support your child's learning, have a look at the website. There is also a calendar where you can view dates. The website is run by the school so if you have any questions, just ask.

Parents' meetings

These are held three times a year, one each term. A list goes on the school door and you sign up for a meeting time. If you can't get in to sign up, send a note to let the teacher know the times you are available and they will allocate a slot to you. These are 10 minutes long and enable you to find out how your child is doing. Parents usually have the chance to look at their child's books while they're waiting.

Extra meetings

If you can't make a parents' evening, or if you would like more time to talk to your child's teacher, you can ask for an extra appointment. Teachers are very accommodating about these so don't be afraid to ask. Meetings will usually be after school.

Homework

Children from all years are encouraged to take a book home to read, or for parents to read to them. Children in EYFS and KS1 are expected to read daily and may be given additional short tasks. In KS2 children are expected to read daily and are given topic tasks to complete.

Learning workshops

These are opportunities for you to come in to school and find out how your children are being taught in a particular subject. If there are classes or workshops you would like to see, please let the school know.

Reading records

These are notebooks, provided by the school, to write down the different books your child has been reading. You fill it in for younger children, while older ones are expected to keep their own up to date. They are useful for the teacher to see the range of books being read. Sometimes teachers will note down their comments.

Music

A violin teacher from the Berkshire Maestros provides small group tuition in violin. Lessons cost around £8.60 for 30 minutes. If you would like your children to take part, pick up a leaflet at the school office. Berkshire Maestros will hire your child an instrument for a modest sum. Find out what they offer by calling 0118 901 2370 or visiting their website: <http://www.berkshiremaestros.org.uk>

Physical Education (PE)

Children need to keep a PE kit in school of shorts and a t-shirt, plus plimsolls/trainers. Children may walk to the school field for PE lessons when the weather permits. Across the year children learn a range of sports including dance, gymnastics, games and athletics. Children are taught about the links with health during PE lessons. Swimming is taught in Year 2 when the children have weekly swimming lessons at the Oratory Preparatory School. Children will need to bring a swimming costume and a towel. Boys must have close-fitting trunks; no baggy shorts allowed!

Sports Day is a hugely popular event held in the summer term.

What happens if my child is struggling?

If you, or your child's teacher, feel that your child is finding it difficult to learn or behave appropriately, good communication is the key to moving forward. It's always worth telling the teacher if there are any changes or issues at home that may be affecting your child's behaviour at school – moving house, illness in the family, etc. Staff will always speak to you first if they feel there is an issue. It may be that with a bit of extra support and communication between home and school, problems can be sorted out.

How does the school communicate with parents?

Friday Bulletin

The Headteacher sends out a bulletin each week. This is sent via email on Fridays. Paper copies are sent to parents without access to email and are also available from the office. A copy is kept in the school entrance.

Teachers2Parents

This is a brilliant system which sends parents texts school news and notices. For example, if a club has to be cancelled you will be told by text. Newsletters and other updates are sent out regularly. Make sure the office has your up-to-date contact details.

Noticeboard

There is a notice board in the main playground with current school dinner menus and other notices about local activities.

There is a staff noticeboard, with photos of all staff members, their names and role in the lobby between the office and the headteacher's office. This also includes governors.

A suggestions box is in the school office for any bright ideas or comments you have.

On occasion, questionnaires for parents and children are carried out to gather opinions on different aspects of the school. Please make the effort to complete this, particularly if you have ideas to put forward. The responses are often used when reviewing school policy.

What are the school reward systems?

The school is very keen on recognising and rewarding children's effort and achievement with their learning and behaviour. Each class teacher may use their own systems, but the school-wide systems include:

Good to be Green



Purley Primary School is committed to creating a safe and secure environment in which children can learn. We want our children to take responsibility for their actions and to show care and concern for themselves, appreciate the needs of others, the school, its contents and the community around them.

In each classroom there is a visual display to remind children about good behaviour. Each child has their own named pouch which displays one of three coloured cards: Green, Yellow or Red. Whilst all the rules are kept, the card stays Green for that session. In Hedgehog Class, the display will be in the form of traffic lights.

A green frog will be awarded to the class with the best Good to be Green percentage for the week.

Every term the children who have stayed green (no yellow nor red cards) will have their achievement celebrated in assembly and a letter will be sent home to parents.

Star of the week

One per class per week: this is for academic effort that week.

Friendship Star

One per class per week: this is for act of kindness and friendship.

Visit to the Treasure Chest

Children are given a treasure card on which a stamp or sticker is placed in acknowledgement of trying their best in any area, for random acts of kindness and to collect their Good to be Green stickers. When 30 rewards are collected, children will visit the Headteacher's treasure box to choose a little gift/ treasure.

Celebration Assembly

This takes place every Friday. Some children's work is shown and stars of the week and friendship stars are awarded. This is also an occasion to celebrate any other achievements by the children outside school – football trophy, ballet certificates etc.

Attendance Awards

Each term, those children with a 100% attendance are given a special certificate to recognise this achievement.

What happens at break times?

All classes have time to play during their lunch time. In addition, they have extra break times. The playgrounds are always supervised by at least 2 adults during break times.

Foundation Stage

All children have a 15 minutes break at 10.45.

Children in Foundation have access to their own separate playground during the whole school day.

What happens at lunchtime?

When is lunchtime?

Lunchtimes are between 12.00 noon and 1.00pm.

Where do the children eat?

Lunches are served in the hall. Some children may eat their sandwiches in the classroom.

What do they eat?

Children can bring a healthy packed lunch (an advice sheet on packed lunches is available from the school office) or can have a hot meal. The menu for the term is displayed in the main playground's notice board. When a new menu is provided by our caterers ISS, a copy is sent home. There is always a vegetarian option.

What if my child doesn't eat anything?

Eating is monitored by the lunch staff and Headteacher. Children are encouraged to eat a balanced lunch and to try a range of foods. If there are concerns about what your child is eating you will be contacted to discuss ways forward.

What if my child is a slow eater?

Children can eat at their own pace and are always given time to finish their food.

Who looks after the children at lunchtime?

Lunchtime assistants (some of whom also work in classes) supervise the children in the hall, and, after they have eaten, in the playground. Mr Gibbens runs a lunchtime club which the children attend on a rota.

How much do school meals cost and how do I pay?

If your child is in Reception, Year 1 and Year 2 in September, they are entitled to a free school meal every day (of course, children can still bring a packed lunch if this is preferred). For children in other year groups, the standard price for a school meal will apply, unless you qualify for free school meals under the low income families' criteria. Current price is £2.15.

The children can choose their meal in the morning in their classroom with the help of an adult. For further details on ISS, please visit their website:

<http://www.feedinghungryminds.co.uk/primary-schools>

Do you think that your child may be eligible for Free School Meals?

Do you think that your child may be eligible for Free School Meals? Even though all 4-7 year olds have been receiving free school meals from last September, if you are in receipt of certain benefits, you may qualify. This would enable the school to receive additional funding to support your child's learning and can also go towards school uniform and school trips. Checking availability is very straight forward, you

can simply go to the West Berkshire dedicated web page www.westberks.gov.uk/freeschoolmeals or call them 01635 42400. If you need support with this, please contact the school office.

Snacks

All children can have fruit, provided by the school, as a snack at morning break times. Children in Year 3 and above bring their own fruit.

Drinks

All children are asked to bring in a named water bottle to keep in the classroom. Bottles are for sale in the school office. The children are free to go and have a drink from their bottle when they need one.

Foundation children will automatically be registered with Coolmilk to receive a daily carton of milk (Children under the age of 5 will be eligible for free milk). After their turn 5, they can still carry on with their milk but there will be a charge.

What is the school uniform?

The school uniform is changing from September 2014 to reflect our new status as a Primary School. Please see attached uniform flyer for details of where to purchase the new uniform.



Purple sweatshirt with a round neck and school logo
or
Purple cardigan with a school logo

White polo shirts for the Infants
White shirts/blouses for the Juniors (Year 3 upwards)
(It will not be a requirement to have polo shirts, shirts or blouses with a logo on.)

Grey trousers or shorts for boys
Grey skirts, trousers, shorts or pinafores for girls
Purple gingham summer dresses

Grey tights or white socks for girls. Grey socks for boys

For PE: white t-shirt, black shorts and black jogging bottoms.

Health and wellbeing

What if my child needs medicine?

Medicines should only be taken into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day.' Medicine prescribed with a frequency of 'three times a day' can be given prior to school, after school and before bed.

Medicines that have been prescribed by a doctor, dentist, nurse or pharmacist prescriber need to have been kept in the container as originally dispensed. No changes to prescribed dosages on parental instructions to be made.

The parent must complete the appropriate paperwork, available from the school office, before a medicine can be administered.

Children with on-going medical needs (e.g needing inhalers or epipen) will be encouraged to take personal responsibility wherever possible. This will be dependent on the level of understanding of the child concerned, the nature of their medical needs and after consultation with parents. A written health care plan will be drawn up.

Hot weather

Parents are asked to provide children with sunhats on hot summer days. If it's likely to be sunny it's best to apply sunscreen before they get to school. You may leave sunscreen at school for your child, but teachers are not allowed to apply sunscreen to children, so make sure your child knows how to do this themselves.

Illness and accidents

The school will ring you straight away if your child becomes ill during the day – make sure the office has your up-to-date contact details. There are trained first aiders on the staff.

Child protection and safeguarding

If you are at all worried that a child (whether at Purley or not) is being abused or neglected you should share your concerns with Mrs Fakes, who is the designated child protection lead for the school. She will ensure the correct procedures are followed. (In emergencies, contact the police)

Wraparound care

This is the childcare that is available at the beginning of the school day.

Breakfast club

The club is open from 8am – 8.50am, Monday – Friday (term time only). All breakfast club members must arrive between 8.00 – 8.30am; this is when breakfast is being served. The cost is £3.50 per session and all sessions must be booked in advance.

The Breakfast Club offers:

A healthy breakfast for the children. For example: a choice of cereals such as muesli, cornflakes, weetabix, fresh fruit, toast or bagels, with milk, juice or water to drink

- A choice of activities after breakfast such as drawing, painting, model making, reading, construction toys and arts and crafts activities.
- Support with reading.

At the end of breakfast club, the children will be taken to their classroom.

After school clubs

In some of the school terms we run after school clubs for the KS1 and KS2 children. These have included arts and craft, recorder, computer club, cricket and cheerleading. A letter is usually sent at the beginning of the term confirming which clubs are running.

The choice and duration of our after-school activities depends on the goodwill of both the teachers and parents. Some clubs are free if they are run by class teachers;

others will be chargeable if they are run by other professional teachers. If you would like to run a club, please do speak to the Headteacher.

Just for parents

Parents' association

This is the Friends of Purley School (FOPS). It is a registered charity. It has two main roles: to fundraise for extra resources for the school e.g. books, swimming lessons, gardening club equipment and to organise extra activities for the children and their families. FOPS have organised a Spring Fling, a wine tasting evening, pantomime tickets, discos etc. Their AGM is taking place in September and all parents are invited to come along to hear what the committee has been busy organising throughout the year. A new committee is also elected at the AGM. It's a great way to get to know other parents and to get involved in the thriving school community.

Library

Children may borrow one book at a time from the school library. Books should be returned within 1 week. Any lost or badly damaged books must be paid for. Reminder notices are sent if your child's book is overdue. The library book swap sessions are managed by our parents who come in for a couple of hours once a week. If you have some spare time, we would love to hear from you.

How is the school led and managed?

Purley Primary School is a small primary school with two year groups in each class. It is a church school, which means it is run by the local authority (West Berkshire Council) with the input of the church.

Senior leadership team

This includes the Headteacher (Mrs Fakes), the Senior Teacher (Mrs Lyn-Jones).

Governing body

This is the body which has legal responsibility for the school, but (less scarily) has the job of supporting the school with its long term planning, developing policies and keeping its work under review. Its main job is to make sure that high standards are maintained, to be a 'critical friend' to the school's leadership, and to be responsive to the needs of parents and the wider community. It is not there to manage the day to day life of the school.

The governing body has 12 members. These are parent governors, community governors, LA governors and staff governors. Most of the work of the governing body is done by its committees:

- Finance and Staffing committee
- Curriculum and Pupil Welfare committee
- Premises and Health & Safety committee.

School council

This is the children's forum in the school. Representatives from each class are elected by their classmates. They need to write and present a persuasive manifesto about why they think they would make a good school councillor before polling day! The school council meets on a regular basis and contributes ideas on the running of the school, and defining its policies.

What should I do if I'm not happy with something about school?

Class teachers

If there is a problem to do with your child, their class or their learning, the first person to speak to is your child's class teacher.

Headteacher

Mrs Fakes would much prefer parents to talk to her about any problems or complaints than to brood on them alone! She is usually in the playground or near the entrance at the beginning and end of each day if you need a quick word. If you would like to make an appointment to speak to her for longer, ask Mrs Ham in the office. If you have any concerns however, that cannot be resolved through discussions, the Complaints Policy is available on our school website.

Term Dates 2015-2016

Term Dates 2015 – 2016	
Term 1	Thursday 3rd September 2015 to Thursday 22nd October 2015
Autumn Break	23/10/15 – 02/11/15
Term 2	Tuesday 3rd November 2015 to Friday 18 th December 2015
Christmas Holiday	21/12/15 – 04/01/16
Term 3	Tuesday 5th January 2016 to Friday 12 th February 2016
Spring Break	15/02/16 – 19/02/16
Term 4	Monday 22nd February 2016 to Thursday 24th March 2016
Easter Holiday	25/03/16 – 11/04/16
Term 5	Tuesday 12th April 2016 – Friday 27th May 2016
Summer Break	30/05/16 – 03/06/16
Term 6	Monday 6th June 2016 to Wednesday 20 th July 2016

We hope you that enjoyed reading this handbook and found it informative. Please let us know if you have any suggestions or have any questions.

