

PURITON PRIMARY SCHOOL

A-Z Parent Guide

Aspire...Believe...Achieve

Futura Learning Partnership

A - Z CONTENTS

- Attendance
- Behaviour
- Books
- Bullying
- Celebrating Success
- Collective Worship
- Computers and iPads
- Curriculum
- Emergency Closure
- Extra-curricular Activities
- Homework
- Home/School Communication
- Library
- Lunchtime
- Medical Facilities in School
- Pastoral Care
- Parent/Carer Information
- Parents' Evenings
- Personal Belongings
- Policies
- PTA (Parent Teacher Association)
- Reports
- School Uniform
- Security
- Trips and Visits
- Transport to and from school
- Wraparound Care

USEFUL CONTACTS

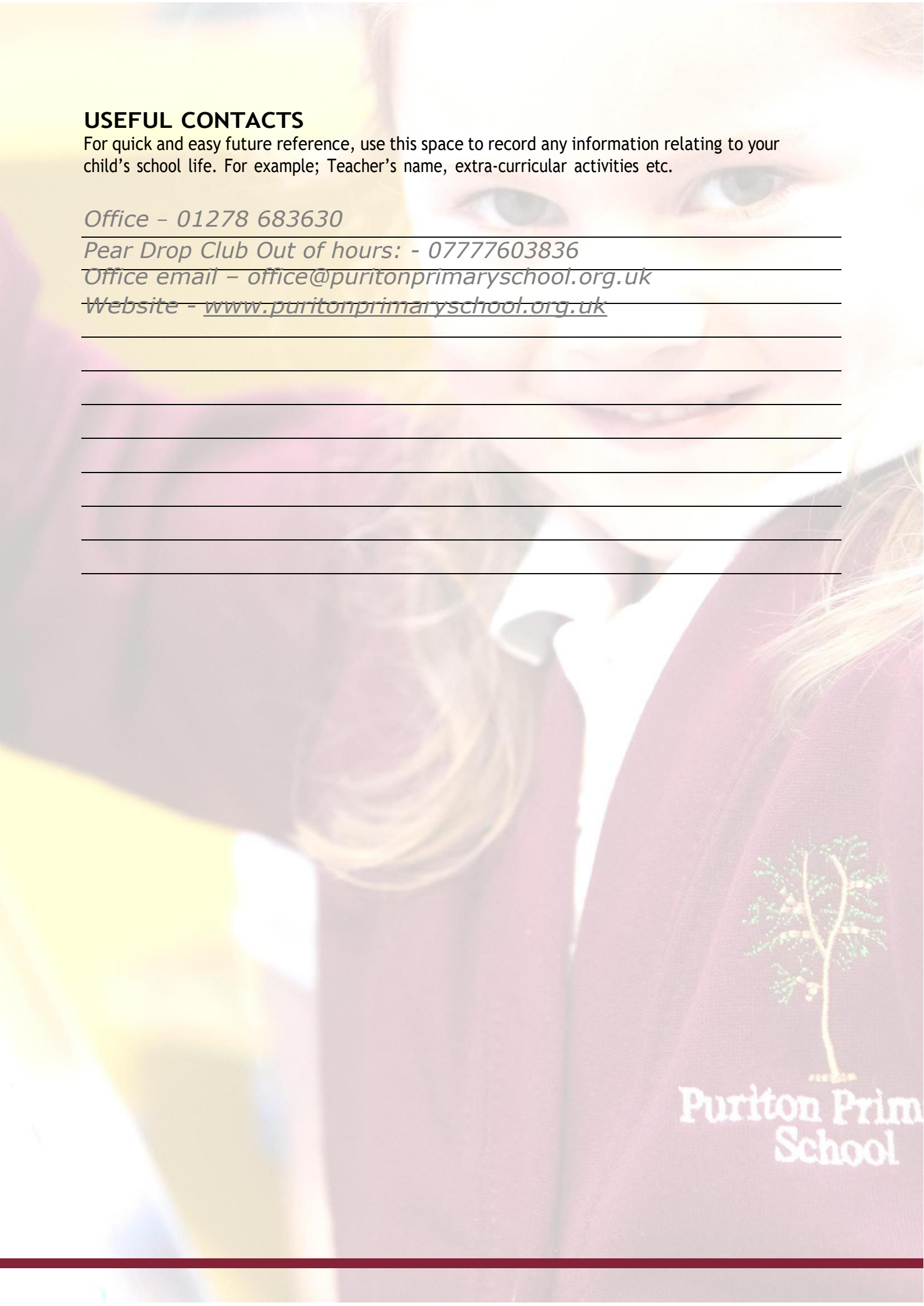
For quick and easy future reference, use this space to record any information relating to your child's school life. For example; Teacher's name, extra-curricular activities etc.

Office – 01278 683630

Pear Drop Club Out of hours: - 07777603836

Office email – office@puritonprimaryschool.org.uk

Website - www.puritonprimaryschool.org.uk



ATTENDANCE

ABSENCE FROM SCHOOL

Illness or other absence should be reported on the first and every following day of absence. You can report your child's absence by phone after 8.00am. Please telephone 01278 683630.

When reporting, please provide the following information:

- Your name, your child's name
- Your child's class
- Specific reason for absence
- Daytime contact number

In order to minimise others from catching the same ailment, if a child's illness includes either sickness and/or diarrhoea, they should not return to school until 48 hours after the last episode.

ARRIVAL

It is important that children arrive at school on time to ensure they are ready to make the most of all learning opportunities and to minimise disruption to the class routines.

Children may arrive at school from 8.30am The school cannot take responsibility for children arriving **before** 8.30am so please avoid this or ensure they are supervised.

Children and younger siblings are not allowed to use the playground equipment or climbing apparatus before or after school.

Parents wishing to speak briefly with a teacher are welcome to do so on the playground at 8:35am. We encourage parents to make appointments if they wish to discuss anything in greater detail.

All pupils should be on site by 8.45am when the bell sounds. We ask parents to leave the playground promptly, when the bell sounds. Morning registration is taken at 8.50am.

At 8.45am the school playground gate is shut and any pupils arriving after this time must be taken to the office, signed in and handed over to a member of staff.

In such circumstances, parents must accompany their child into the front office and not drop their child at the school gate.

Pupils missing registration in class are marked "Late"; those arriving after registers have closed at 9:15am are recorded as an unauthorised absence for AM session. If the reason for lateness is due to a medical appointment, an appointment card or other **must be provided.**

Attendance information letters are sent periodically throughout the school year to parents of any child with less than 95% attendance. In most cases, absences are due to occasional seasonal illnesses but it is important that parents are aware of the potential impact of low attendance on a child's academic achievement.

Children develop sensible attitudes towards school and later life by attending regularly and punctually and we would urge parents to help them achieve this.

HOLIDAYS

Research clearly shows there is a direct link between attendance and academic achievement. Therefore, it is now obligatory that families avoid taking holidays in term time. The school will respond to all holiday requests with an unauthorised absence, except in exceptional circumstances as deemed by the Headteacher.

Where possible, any requests for an exceptional leave of absence during term time should be made one month in advance of the leave.

Puriton Prim
School

HOMETIME

All children should be collected at 3.15pm outside their classroom.

Staff often have meetings after school and we kindly ask all parents to ensure their child is collected promptly at 3.15pm or immediately following any after-school club.

Unless parents have notified the school that their child may return home alone, children will only be handed over to the nominated parent/carer.

SCHOOL TERM & HOLIDAY DATES

Term dates can be found from either the Somerset Council website: www.somerset.gov.uk or the school website.

Dates of INSET days can be found on the school website.

TIMES OF SCHOOL SESSIONS

School Starts: 8.45am Register

Morning break: 10.30am - 10.45am

Lunch break: 12.15pm - 1.15pm

Afternoon break: 2.30pm - 2.45pm (Reception/KS1 only)

School Ends: 3.15pm

BEHAVIOUR

Behaviour at Puriton is good. Our children are well-mannered, courteous, and engage with learning opportunities. As a school we focus on celebrating children's success through praise and rewards. We have an inclusive and positive approach to behaviour management, recognising that children are individuals and that sometimes strategies need to be adapted to meet their needs. Further details can be found in the school's Behaviour Policy.

BOOKS

EXERCISE BOOKS

Exercise books are issued free to all pupils as needed.

HOME-SCHOOL DIARY

All children are given a Home- School Diary at the start of the academic year. These are used to record things such as reading at home, homework notes and spellings to learn. Parents are asked to initial the Home-School Diary to confirm reading to an adult undertaken at home each week.

READING BOOKS

Reading books are loaned to children on the understanding that they are returned in good condition. If a member of staff is not satisfied with the condition, or the book is lost, then a charge may be made for a replacement.

PENS AND PENCILS

All stationery required in school is provided by the school. Children should not bring pencil cases, pens, pencils to school unless requested specifically by a class teacher.

BULLYING

Parents and children often have concerns about a number of matters including friendship; bullying is one such area. Bullying is the willful, conscious desire to hurt, threaten or frighten someone repeatedly over a period of time. The school uses S.T.O.P. - Several Times On Purpose - to help children distinguish between friendship disagreements and bullying.

No one deserves to be bullied, and the school will work with children and parents to deal with any anti-social behaviour. At Puriton Primary School we take any form of bullying very seriously and act immediately on any incidents or concerns brought to our attention.

Advice for Parents/carers:

If you believe that your child is being bullied:

- Take an active interest in what your child is saying, listen to his/her concerns and note any signs of distress.

- Contact the school immediately to arrange a meeting with your child's teacher.
- Assure your child that there is nothing wrong with him/her.
- Advise your child to tell an adult in school about any incident straight away.

CELEBRATING SUCCESS

We are enormously proud of the achievements of our children here at Puriton Primary School. We are proud of work in the classroom, extra-curricular activities and the achievements they have made whilst pursuing their own interests and hobbies. We look to recognise and reward these achievements through a variety of ways. In so doing, we recognise that we are celebrating what has been achieved and we aim to encourage our pupils to achieve even greater success in the future.

Children may be given recognition through a number of ways including House points (Dojos) and certificates.

Each Friday, the Celebration Assembly provides an opportunity to share some of these celebrations. The names of children receiving a certificate are shown on the school website on a Thursday afternoon and their parents are welcome to attend the assembly the following morning to join the staff in celebration of their success. We kindly ask that parents do not notify their children beforehand.

COLLECTIVE WORSHIP

Children meet daily for whole school, key stage or class Assembly. This incorporates an act of collective worship, chiefly but not solely reflecting Christian tradition and values. Assemblies focus on community building, British Values, learning about other cultures and respecting differences, including faiths and religions. All assemblies include a time of reflection.

Parents have the right to withdraw their children from this daily assembly. Those wishing to do so should write to the Head teacher.

COMPUTERS AND IPADS

The use of the internet and email forms part of the National Curriculum, being a valuable source of information and communication. However, there are undesirable sources of information that are not appropriate for pupil use. The school network contains high level filtering to prevent contact with inappropriate third parties. To ensure that the internet and email is used safely and responsibly within the school, all pupils and their parents/carers will be issued with an Acceptable Use Policy when they start school and breaches of this agreement will result in sanctions, including removal of access to the network.

MOBILE PHONES

Children do not need to use a mobile phone during the school day. If there is a need for them to bring a phone to school for later use, they should be turned off and handed into the school office upon arrival, for safe keeping.

CURRICULUM

Throughout the year, all children will study a broad range of subjects including: English, mathematics, science, design technology, a foreign language (French), geography, religious education, history, music, art, drama, dance, information & communication technology, and physical education and PSHE (skills for life, personal, social and health education and citizenship)

SEX AND RELATIONSHIPS EDUCATION

Following consultation with parents and staff, Governors concluded that the Jigsaw materials, used by many other primary schools, provide the most appropriate scheme for introducing necessary but potentially sensitive issues. The resource includes Relationships, Sex and Health Education, fulfilling the DfE statutory requirements.

More information about specific content and a parents right to withdraw can be found within the Sex and Relationships policy.

EMERGENCY CLOSURE

In the unlikely event of a sudden closure, due to bad weather or other emergency situation, information will be broadcast on our school website, Class Dojo, the school's Facebook page and local media.

EXTRA-CURRICULAR ACTIVITIES CLUBS

Throughout the year, a range of sporting and other clubs/activities take place after school and at lunchtime. Some are run by an external sports company and are chargeable to parents; others are run by staff or parent. After-School clubs do have a charge of £1 per week. Further information can be obtained from the school office.

HOMEWORK

Working independently is one of the key skills we develop at Puriton Primary School. All pupils are encouraged to share books/read regularly at home and have home-school diaries for the use of both teachers and parents as a valuable means of communication.

As children move through the school the amount of homework set will gradually increase to prepare children well for the demands of secondary education. The focus of homework tasks is primarily on English and Maths activities but there will also be opportunity for studies related to other subject areas.

We ask that parents support us in this important facet of the children's education by providing both space and time for the children's completion of homework tasks.

Homework can take many forms including:

- Extended project work
- Extension activities that build on the lesson
- Reinforcement activities to make sure learning is embedded
- Revision and preparation for an assessment

HOME/SCHOOL COMMUNICATION

EMAIL

The majority of the school communication is completed via email. All letters and key information will be emailed so we advise that emails are checked regularly.

CLASS DOJO

Class Dojo is used as a daily link between school and home to share examples of children's learning, successes and rewards. Pictures, text and videos are easily shared between school and home and is an extremely effective way to share learning. Parents are strongly encouraged to sign up through the link shared by your child's class teacher.

SCHOOL NEWSLETTER

The monthly school newsletter is full of school news, announcements and successes. It is emailed home to parents, is available for download from the school website or a paper copy can be requested from the office.

SOCIAL MEDIA

The school's official Twitter account is: @PuritonPrimarySchool. Follow us for exciting news and updates. We can also be found on Facebook.

WEBSITE

The school's website is: www.puritonprimaryschool.org.uk The website allows communication between school, home and the community and is continually being developed and updated. Key dates, important documents and information are held on the website.

LIBRARY

We have a well-stocked school library which the children visit with their class each week. There is a large range of fiction and non-fiction books for the children to enjoy. Children from Year 2 upwards can borrow books from the library to share with their families.

LUNCHTIME

All pupils should remain on the school site at lunchtime. The school uses outside caterers to offer a range of meals - hot food (including vegetarian options) and sandwich meals. Reception and KS1 pupils receive a free school meal as part of a government initiative. Other parents have the option to buy into the service as required. Parents in receipt of certain benefits may be entitled to free school meals, irrespective of their child's age and should contact the office for further details.

If children choose to bring a packed lunch and a drink from home, these should be in suitable containers marked with their name. Fizzy drinks, chocolate and sweets are not allowed and we encourage parents to support their children in making healthy food choices.

FRUIT BREAK

Children may bring in fruit or vegetable snack for the mid-morning break. Reception and KS1 pupils also receive free fruit and vegetables as part of a government initiative.

WATER

All children are asked to bring a plastic bottle or flask filled with **water** only, which they are welcome to drink from throughout the day. (Fruit juice may be brought for the lunchtime meal only.)

MEDICAL FACILITIES IN SCHOOL

MEDICAL APPOINTMENTS DURING SCHOOL TIME

All medical appointments should be made outside of school hours. If you are unable to make an appointment outside the school day you should contact the school office to notify them of the appointment date and proposed time of collection. The office will require sight of an appointment card or letter. Before leaving school, your child should be signed out in the front office. When the child returns to school he/she should be signed in again with the office staff.

FIRST AID

If children become unwell, parents will be contacted and asked to collect them from school. We kindly ask that parents always ensure the school has an active contact number in case of emergencies.

We also ask that if your child has suffered from vomiting or diarrhoea that you please allow two clear days before sending him/her to school. This is the current NHS guidance.

The school does not employ a School Nurse but a number of staff are trained to deal with cases of accident or injury and, if necessary, parents will be contacted to arrange any follow up treatment that is required.

PARENTS' EVENINGS

The school strongly believes in supporting each pupil to help them achieve their full potential. Twice each year, parents are invited to meet with the teacher to discuss progress and any learning or wellbeing concerns.

Appointments are for 10 minutes in length with meetings held between 3.30pm and 6.00pm on two evenings. Specific instructions regarding dates and booking appointments will be shared through email and vis Class Dojo.

PASTORAL CARE

We are proud of the care we give to all children at Puriton Primary School. Staff get to know the children well as individuals, celebrating their distinctive personalities and strengths and supporting them to address and areas of difficulty. Our open door ethos towards working with parents, encourages mutual respect and support for children's well-being as well as academic progress.

The class teacher is always the first port of call whenever you have something that you wish to discuss. Parents may speak briefly with the teacher at 8:35am on the playground, or make an appointment if the matter needs to be discussed more fully.

HOUSES

Every pupil is placed in one of four Houses:

- Blackdown (red)
- Polden (blue)
- Mendip (green)
- Quantock (yellow)

Children are placed in the same house as any siblings in the school. This vertical House system promotes a spirit of competition throughout the year using a variety of activities. Points are awarded to the winners of House competitions and the House that has the most points at the end of each half term celebrates with its own Home Clothes (Mufti) Day. Each House has a House Captain chosen from Year 6.

PERSONAL BELONGINGS

From the start in Ash Class, children are encouraged to take care of their own property and take responsibility for putting book bags, tuck boxes, PE kit and coats in the designated places. Toys, pencil cases and other personal items should not be brought to school unless specifically requested by the class teacher. The school cannot accept responsibility for lost, stolen or damaged items.

Mobile devices, if required for after school use, must be switched off and handed into the school office at the start of the day for safe keeping; they should then be collected from the office at 3.15pm.

LOST PROPERTY

All property should be clearly named. If anynamed items are found, they are returned to the appropriate classroom. Unnamed lost property items can be collected from the entrance at the side of the hall at the end of the school day.

POLICIES

Further details of the school's policies can be found on the school website or a copy can be requested from the school office.

CHARGING POLICY

The 1988 Education Reform Act sets out rules about charging for school activities. The philosophy is to maintain the right to free school education and establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost. The Act, however, does not preclude the school inviting parents to make voluntary contributions towards visits out of school and, ultimately, the school is dependent on these contributions for visits to take place. When your child is involved in such an activity, you will receive a letter giving specific details for that particular occasion.

COLLECTIVE WORSHIP POLICY

We attempt to meet the requirements of the 1944 and 1988 Education Acts, as clarified by the document issued by the LA Standing Advisory Council for Religious Education on collective worship. These will be covered through the established pattern of whole school assemblies, some of which may involve discussion with representatives of local clergy. Parents have the right to withdraw their children from Religious Education lessons and/or assemblies. Should they wish to do so, they should speak with the Headteacher.

EQUAL OPPORTUNITIES POLICY

The Governors and Staff of this school join with the Local Authority in affirming intent to promote equality of opportunity for all pupils. We believe that no child should suffer discrimination because of cultural or ethnic background, gender, religion or disability. To this end, we provide learning opportunities which seek to promote a greater understanding of different customs and attitudes, as well as the evils of prejudice and discrimination.

We ensure that the books and films we use are non-discriminatory and we ask that parents support us at home by doing the same. We welcome the cultural diversity of British society today but we also recognise that the majority of our children come from a similar cultural background. It is for this reason that we lay particular stress on promoting a positive attitude to race and culture.

RACIAL ABUSE AND HARASSMENT POLICY

The LA's guidelines include these paragraphs, which may be of help to parents:

- Racial 'abuse' and 'harassment' refer to those situations in which hostile, derogatory, hurtful, insulting and generally negative remarks or 'jokes' are made in connection with a person's ethnic group, skin colour, religious beliefs, language/dialect, cultural background or nationality.
- Such behaviour may take the form of name-calling or mimicry. This is hurtful because a person's whole family and culture is, by implication, included in the denigration. Moreover, such remarks are often more serious than other forms of abuse or harassment in that they arise out of, and may reinforce, the racial prejudice.
- In some cases, the abuse or harassment can take the form of, or include, a physical attack upon the victim.
- A display of graffiti and other offensive material is also considered to constitute a form of racial harassment.

If you ever feel that your child has been the victim of racial abuse or harassment, please report the matter immediately to your child's teacher or the Headteacher.

PTA

Our school PTA is known as 'FOPPS' – Friends Of Puriton Primary School. They work together to raise additional funds which enhance the provision for the children at Puriton Primary School. They are always keen for new members to become involved and for new ideas to engage the community. Please see the school website or ask at the office for more information.

PUPIL LEADERSHIP

Children at Puriton are encouraged to take on leadership roles. There are a variety of roles available which give the children the opportunity to become involved with developments in school.

SCHOOL AMBASSADORS

Each year, the year 6 children are given the opportunity to apply for the role of School Ambassador. They prepare and film a presentation for the senior leadership team, who then make the final decision. Each week, they present the certificates and awards to children in Celebration Assembly. Their role also includes writing termly newsletters, showing around visitors and reporting to governors.

SCHOOL COUNCILLORS

Twice yearly, children in each class elect two class councilors. These councilors represent the class and whole school in a number of ways, including reporting on their class's learning in Celebration Assemblies, leading school fundraising campaigns and interviewing candidates applying for staff vacancies.

ECO WARRIORS

Eco warriors are also elected twice yearly for each class from 1-6. These children work with the Eco Warrior staff member to lead the school on environmental campaigns/projects within the school, local area and globally.

DIGITAL LEADERS

Two digital leaders are also voted for in each class from year 1-6. These children work with the Digital leader staff member to lead the school on e-safety campaigns and are involved in IT support across the school.

SPORTS CAPTAINS

Two pupils from Year 6 are elected as the school's Sports Captains. It's their responsibility to feedback to the rest of the school after any sports fixtures and to help with the organisation during any key sporting events such as the school sports day. They also help to take responsibility for the organisation of the play equipment and supporting the play leaders during play and lunch times.

REPORTS

Verbal feedback and regular marking of work, along with Parents' Evenings and other informal meetings, enable parents to have a clear picture of their child's progress, areas of strength and areas being developed. Parents are always welcome to contact the class teacher, if they would like to have a discussion about their child's learning.

Towards the end of the summer term, an individual written report, summarising each child's progress and attainment is provided to parents.

SCHOOL UNIFORM

Parents are asked to support the school colours of maroon and grey. There is a complete choice over the style and make of garments but sweatshirts, fleeces, cardigans, jogging bottoms, polo shirts, t-shirts and sun hats may be purchased online from:

https://www.swschoolwear.co.uk

All pupils are expected to wear the correct uniform at school and on all school trips, unless specifically advised otherwise.

Girls:

- grey/dark grey knee-length skirt/culottes or knee-length pinafore dress or grey/dark greytrousers (not jeans or tracksuits)
- white blouse or white or maroon polo shirt
- maroon sweatshirt/cardigan/jumper/fleece
- grey/black tights or white socks
- during the summer months, knee-length pink/maroon gingham striped dresses may beworn

Boys:

- grey/dark grey trousers or shorts
- white shirt or white or maroon polo shirt
- maroon sweatshirt/cardigan/jumper/fleece
- black/grey socks

Footwear:

- suitable, sensible footwear should be worn – plain black or dark grey shoes
- high heeled shoes, boots, trainers and jelly shoes are not suitable for school and are not part of our uniform code. Heels shouldbe no more than 3cms

P.E.

- a PE bag,
- a pair of black/white shorts,
- a plain white round-neck t-shirt
- plimsolls
- Jogging bottoms, a sweatshirt and trainers are needed for outdoor games activities by Key Stage 2 children

Please be sure to name all clothing. Any items of lost property will be placed in a box in the side room adjacent to the hall.

HAIR

Long hair must be tied back; unnatural hair colouring and/or extreme hair styles are not acceptable and we appreciate parents support in adhering to these expectations

JEWELLERY

For safety reasons jewellery should not be worn in school. For those with pierced ears, small studs (not rings) are permissible, a maximum of one in each ear, but must either be removed or taped over for P.E.

All items of clothing should be named.

SECURITY

A CCTV system has been installed to assist with the security of the school site. CCTV has proved to be an effective deterrent in helping reduce acts of vandalism and other forms of anti-social behaviour.

All visitors to the school site must report to Reception to sign in and collect a Visitors badge. All employed staff will wear an ID badge.

TRANSPORT TO/FROM SCHOOL

BICYCLES

Pupils may ride bicycles to school. Please ensure:

- The bicycle is roadworthy.
- A padlock is brought to school so that the bicycle can be left safely in the cycle rack, to aid security
- Helmets must be worn. However, this is the parents' responsibility to enforce and ensure their child looks after it during school hours.
- Parents must accept that the school cannot be held responsible for any theft or damage.
- Children are expected to ride safely and sensibly to and from school.

CAR

If you need to bring your child to school by car, please try to refrain from driving into the school premises or causing congestion in and around the neighbouring area.

PARKING

Parking space is limited and so parents are not permitted to park in the school car park unless they have received prior permission to do so. Car drivers are asked not to use the car park as a turning circle and always to park considerately and responsibly along adjacent roads.

ROAD SAFETY

The car park and the road outside the school are potential sources of danger. Whilst every precaution is taken to ensure the safety of children when arriving/leaving, anyone bringing or collecting children is asked to be especially vigilant and to walk along footpaths only.

We aim to be an environmentally friendly school and would ask parents and children to walk/cycle/car share if at all possible or park at the village hall and walk up to school through the alleyway.

TRIPS AND VISITS

Many visits are arranged to extend learning and develop thinking in relation to schoolwork. These typically include a Year 6 residential camp, Year 5 visit to the YMCA for activities and regular class visits to places of interest, linked to their class curriculum theme. On occasion, small groups or whole classes may also work alongside pupils from other schools in the neighbouring area.

WRAPAROUND CARE

We offer before and after school care for our pupils. Pear Drop Club runs from 7.30am until the start of the school day and then from the end of the school day until 5.30pm. Children enjoy eating breakfast in the morning and fruit, biscuits and a drink in the afternoon. They play games and complete a variety of different activities which are usually led by the children.

Please contact the school office for details on the cost and how to book places for your child.

Purton Prim
School