

Introduction

Welcome to Moat Primary Academy. This handbook is for all families to understand our school policies and procedures to ensure that our children are happy, safe and secure at school.

School Organisation.

| Executive Headteacher: Mrs K Hoodless. Head of School: Miss A Walker | |
|---|--|
| Pre-School | Miss K Whitmore. |
| | Mrs R Millin |
| | Miss R Rose |
| Class teachers | Miss G Wallace |
| | Mrs C James |
| | Mrs C Tyers |
| | Mr G Nash |
| | Mr J O'Connell |
| | Mrs K Spendlove (Assistant Head of School) |
| Teaching Assistances | Mrs S Northover |
| | Mrs S McKeraghan |
| | Mrs L Calderwood |
| | Mrs V Grieg |
| | Mrs M Blythe |
| | Mrs R Hunt |
| Mrs H Popoolah | |
| Mrs S McKenzie | |
| Mrs L Yearsley | |
| Support Staff | |
| School Office Administrator | Mrs A Sharkey |
| SENco | Mrs J Crompton |
| Family Support worker/ Attendance | Mrs C Ainsbury |
| Learning Support worker | Mr L Dyer |

School Uniform

We expect parents to dress their child (ren) in uniform:

| BOYS | |
|---|---|
| Winter | White shirt or Polo shirt |
| | Blue v-neck jumper or sweatshirt |
| | Grey or black trousers |
| Summer | White or pale blue polo shirt |
| | Grey or black trousers or shorts |
| GIRLS | |
| Winter | White shirt or Polo shirt |
| | Blue v-neck jumper, sweatshirt or cardigan |
| | Grey or black pinafore, skirt or trousers (does not include leggings) |
| Summer | Blue/white check or striped dress |
| | Grey or black shorts or skirt |
| ALL | |
| Sensible black shoes that enclose the toes. No open toe sandals | |

Children may wear a watch and simple ear studs if they have pierced ears. No other jewellery should be worn. If there is a particular reason for your child to wear a special item of jewellery please talk to the Head of School.

Make-up including nail varnish is not allowed.

Hairstyles must be smart and long hair should be tied back. Please remember that some styles of cut such as Mohican, shaved or patterned styles are not appropriate for school.

Key items of uniform bearing the school badge are available to buy from Monkhouse Uniform Shop.

It is essential that all items of clothing and possessions are named, although this may not prevent loss from occurring, it may enable articles to be returned quickly.

P.E. Kit

| P.E. Kit | |
|---|---|
| BOYS | GIRLS |
| House coloured T- shirt (provided) | House coloured T- shirt (provided) |
| Black or navy shorts | Black or navy shorts |
| A navy or black jogging suit for winter outdoor games | A navy or black jogging suit for winter outdoor games |
| Plimsolls or Trainers | Plimsolls or Trainers |
| Football boots (KS2)* | Football Boots (KS2)* |

*Not essential

Attendance

The School Day: 8.55am – 3.20pm (3.15pm for Reception and Y1)

(Children may come into class from 8.45am onwards ready for registration at 8.55am)

Breaktime: 10.40 – 10.55

Lunch Break: 12.30 – 1.20pm

If your child is unwell and unable to attend school please telephone the school office.

Attendance is monitored by the school's Family Support worker on a daily basis and she will make phone calls and home visits where absence has not been notified. Holidays in school time disrupt your child's education and should be avoided. If as parents/carers you decide to take children out of school anyway, please note that you may well find yourself fined by the Local Authority

Breakfast & After School Club

We have a breakfast club every morning from 8.00 – 8.45am.

It is £2.20 per day or £11.00 per week. This is payable daily/weekly directly to the club or via parent pay.

After School Club runs at our partner school Robinswood. A member of Moat staff takes the children directly after school to the club. Children are then collected from Robinswood by parents.

It runs from 3.20 – 6.00pm.

It is £6.00 until 5.00pm or £9.00 until 6.00pm daily. This is payable daily/weekly directly to the club or via parent pay. Days can be booked directly with Robinswood or through the office at Moat.

Homework

We believe homework consolidates and reinforces academic and organisational skills and helps raise the level of achievement of individual pupils, provides opportunities for parents and children to work together and helps to foster an effective partnership between home and school. All children have some form of homework during the school week.

School Meals, Milk and Snacks

School Meals are cooked daily in our own kitchens by Caterlink. The cost of a meal is £2.34 a day or £11.70 a week. Payment can be made online. Please speak to the school office.

Please see the school office for any help in setting up your account.

Children can also bring a packed lunch. We ask that drinks are in a well-sealed container (not glass) and that parents don't include fizzy drinks, chocolate bars or sweets in packed lunches, but consider including more healthy items such as fruit, vegetable sticks, wraps, brown bread, pasta salad etc.

If you believe that you may be entitled to Free School Meals please contact the Transport and Benefits Team at Shire Hall using the online portal or call on 01452 425390. Universal Free School Meals are offered to children in Reception, Year 1 and Year 2. Your child should tell the teacher each morning that they would like a school dinner in these classes.

School Milk is available for all children under the Cool Milk Scheme. Children under the age of 5 as well as those receiving Free School meals are entitled to free milk. Other children may purchase milk by ordering from Cool Milk – forms are available from the school office.

Snacks – all children in Reception to Year 2 are provided with a piece of fruit or vegetables each day at no charge, as part of Government funding. Children in Year 3 – 6 are encouraged to bring a healthy snack to school each day. This should be fruit or vegetables from Monday to Thursday and a healthy snack of choice on 'Freedom Friday'.

Sending Money into School

In an effort to become a cashless school, we would appreciate if payment for dinners and trips could be made via Parent Pay. Please see the school office for assistance. Payment for swimming, trips etc. can still be paid in cash at the office in clearly labelled envelopes with children's name and class.

Road Safety

We are aware that road accidents are a major cause of death and injury to children. As pedestrians, as cyclists and as car passenger's children are vulnerable and the governors are determined to do all in their power to ensure that risks are minimised.

- The school has two pedestrian entrances and children and parents can use either to enter or leave the school grounds.
- **Pedestrians should never enter the school through the car park gates.**

Parents should make every effort to avoid using a car but where it is essential they must take great care to park sensibly well away from the front of the school to avoid causing congestion or blocking in our near neighbours and to make it possible for the children to walk into school without having to negotiate parked cars.

Parking directly outside school is particularly dangerous and puts children in direct danger.

Behaviour

The mission statement for our school reads:

'Be the BEST you can be'

We have four key values to support this: Believe; Engage; Succeed; and Try.

We strongly believe that in order for children to be the BEST they can be, they need to be taught the importance of choosing responsible behaviour, which will enable them to conduct themselves appropriately in a range of situations.

Our SCHOOL CODE is for all children and adults in our school and it is essential it is followed at all times;

- Be kind
- Be honest
- Be responsible
- Show respect
- Try our BEST

Be The Best You Can Be....

Children will be rewarded if they display appropriate behaviours, and consequences will be followed if they choose not to follow the school Code. Our policy is based on POSITIVE reinforcement and the teaching of good behaviour.

We are a Restorative school and it is the responsibility of staff and pupils to uphold and maintain our school code. For occasions when this is proving not to be the case, we use restorative approaches as outlined in our behaviour policy to help pupils understand the impact of their actions and how to put it right. We believe that by using this Restorative Approach we are giving pupils the skills to independently make better and more informed choices in the future.

Upon joining the school, each child will be allocated a house: Maple, Oak, Ash or Teak. They will be able to earn BEST house points, which go towards their house total (with the winning house each half term having a treat of their choice). The children can then also spend their individual house points in the BEST shop at the end of each term.

We realise that we can only fully understand the behaviour of children by discussion with parents. We will therefore talk to parents about any behaviour that causes concern. Staff ask that parents share any concerns that they may have about their child with them.

Health Matters

Illness

All parents or carers should inform the school as soon as possible if any conditions are diagnosed by a health professional that we may need to know about. If children are unwell in school and are unable to concentrate on their learning we will ring you to collect them but that is only as a last resort.

Children suffering from bouts of sickness or diarrhoea should not return to school until they are completely well (i.e. 48 hours since the last episode) but this does not apply to one off incidents. If in doubt please contact the school for advice.

First Aid

Our designated First Aiders have to have a current first aid certificate and those who support EYFS pupils have attended a recent 12 hour paediatric first aid course.

Procedure for a minor injury or illness

A first aider will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

If a child becomes ill during the day, the parent or carer may be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.

If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the school day and the parent or carer will be notified when the child is collected.

If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the day. If necessary, the child's parent will be asked to collect the child as soon as possible.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider will decide, together with the Head or another member of the SLT whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child.

We will contact the child's parents or carers with all urgency, and if they are unavailable we will call the other emergency contacts that we have on file for the child.

Communicable diseases and conditions

If a case of head lice is found, the child's parents or carers will be discreetly informed when they collect the child. Other parents with children in the same class will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the school's premises, we will inform parents and carers as soon as possible.

Administering medication

We will consider requests to administer medicines to pupils who:

- *Have a chronic illness or long term complaint i.e. asthma or diabetes*
- *Are recovering from a short term illness and are well enough to return to school but are receiving a course of prescribed medicine which can not be given in the hours around school.*

All medicines must be:

1. Brought to school by the parent, not the child.
2. In the original package labelled with the pharmacy instructions including the child's name and directions on the correct dosage.
3. Medicines must be stored in the School Office and not left in the charge of the child.

Asthma inhalers need to be readily available to the child in case of an attack so they are kept readily available by class teachers.

The School Board

The school has a School Board which is made up of parents and staff as well as representatives of the community and Local Authority. The School Board meets at least once a term and Board members regularly visit the school to monitor and review its targets and development. If you would like to discuss anything with a Board member please contact the school office for details on how to contact them.

School Visits

To assist children to get the most of their experiences and learning from the curriculum the school arranges trips outside of school. These help the children enormously and are an integral part of school life. A small charge to cover expenses may be requested but all such charges are voluntary. A copy of the full school's charging policy is available in the school office.

For all visits a rigorous regime of Risk Assessment is followed involving careful planning, preparation and monitoring to make sure that children's safety is always the first priority.

For any visit involving the use of transport we will still always ask for your specific written permission each time unless we are using our own school minibus or staff car/s for a very local trip in school hours which we will ask you to allow at the start of the year.

We feel that asking you for permission every time is too time consuming and bureaucratic so we ask you to sign a form at the start of the school year or when your child starts school to show that you agree with this. We will, however always make sure that you know about any trip in advance.

Charging Policy

Legal Background

The law clearly states that educational activities undertaken during normal school hours are to be free of any compulsory charge to parents. The law also recognises that charges may be made to parents in certain circumstances provided that the school identifies the activities charged for and explains how these charges may be reduced or waived for certain pupils.

The School's Objectives

The school wishes to provide the best possible educational opportunities for all pupils within the funds provided by the local authority. However, in order to continue to maintain the quality and breadth of education certain activities will require financial support from parents. The school's concern is to keep these financial contributions to a reasonable level, to achieve value for money, and to ensure that, as far as possible, all pupils are able to take part irrespective of their circumstances. We will ensure that charges to parents are never set at a level that means that those who pay subsidise those that do not.

The current policy agreed by the School Board is available to view on the school website.

Partnership with Parents

Our parents are very important and your child will benefit from close co-operation and communication between you and the school. Some parents kindly volunteer to help in school or join us on school trips and this is always appreciated.

Use of mobile phones

Moat School fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents.

Children's use of mobile phones

Whilst we understand that some children have mobile phones, they are not allowed to use them during the school day.

The school does not accept any responsibility for loss or damage to mobile phones brought to school by the children.

Any phones that are brought in to school must be handed to the school office where they will be kept securely until the end of the school day.

Visitors' use of mobile phones

Parents and all other visitors must not use their mobile phone – or any other device to take photographs within school. We will occasionally give permission for parents to take photographs of their own children if they are involved in an activity or at play but they must not include other children. Parents and visitors must never publish pictures of children, other than their own on social media.

Use of Photographs

This school produces printed publications and a website which may include examples of pupil's work and/or photographs of pupils. No child's work will ever be used without his/her permission and we take the issue of child safety very seriously which includes the use of photographs of pupils.

Including photos of pupils in school publications and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school. However, schools have a duty of care towards pupils, we ask that parents' consent to the school publishing their children's work and to the taking and using of photographs and images of their children subject to strict confidentiality of personal information.

Text Messaging/Email Service.

As a means of communication with parents we use a school to parent text & Email service. This is used for general reminders and communication about your child's positive rewards at school. Please ensure that the number you put as your first contact is the person we would be able to contact during the day. Please ensure we have an up to date Email address for you to receive Newsletters and information from school.

E- Learning Code of Conduct

Use of the internet is a key tool to support learning but we all need to use it safely and carefully.

We teach all our children the rules for sensible Internet use and take part in an E safety day every year.

Parent Authorisation Sheet

Child's Name: Class:

Please tick each box where you give your permission.

| | |
|--------------------------|---|
| <input type="checkbox"/> | <p><u>School Minibus</u> As part of the general curriculum work, children may be transported by school minibus for trips and activities.</p> <p>I give my authorisation for my child to travel in the school minibus.</p> |
| <input type="checkbox"/> | <p><u>Transport for Trips and Activities</u> Where possible we use the school minibus for trips. However, it does not have the capacity to take all of the children in each class. Therefore to avoid any transport costs, we may occasionally need to use staff members' cars to take some of the children when they are unable to fit on the minibus. Any car used for the purpose of a school trip is covered by the school's insurance policy. Booster/child seats will be used where necessary.</p> |
| <input type="checkbox"/> | <p><u>Photos</u> We sometimes take photos of the children during activities, trips, sports events, etc. These can be used on the school website, in school literature and in the school newsletter. I give my authorisation for my child's photo to be used for school purposes.</p> |
| <input type="checkbox"/> | <p>I give my permission for photos to be used in local newspapers/other external publications where names may be given.</p> |
| <input type="checkbox"/> | <p><u>Off-site Project Work</u> As part of project work, sometimes children will need to go off-site within walking distance of the school to carry out research. During these projects they are accompanied at all times.</p> <p>I give my authorisation for my child to go off-site for project work.</p> |

Parent/carer's signature:

Date: