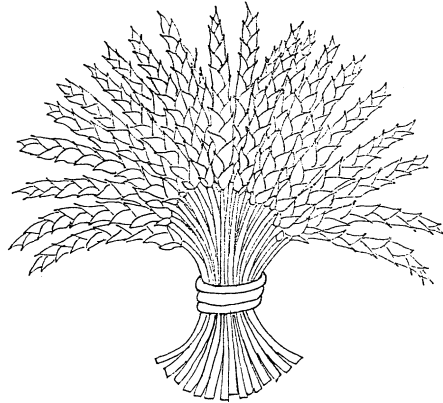


PARSONAGE FARM PRIMARY SCHOOL

Parents/Carers Information Booklet



PARSONAGE FARM PRIMARY SCHOOL

Parsonage Farm is a local authority maintained school, which caters for children from 4 to 11 years old.

The school is staffed by a highly committed and hardworking team which are led by Mr R. Abrahall, the Headteacher. A dedicated and supportive Governing Body, under the chair of Mrs S Smart serves the School. All work together for the benefit of every child.

We are very proud of our school and the achievements of our children; we are always striving to ensure they are happy and reach their full potential.

The School address is: Farm Road
 Rainham
 Essex
 RM13 9JU

Telephone Number: 01708 555186
E-Mail Address: office@pfps.havering.sch.uk
Website: www.pfps.havering.sch.uk

**PARSONAGE FARM PRIMARY SCHOOL
NEW PARENTS/CARERS INFORMATION BOOKLET**

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ADMISSIONS POLICY

Children are admitted to the school in accordance with London Borough of Havering's Admission Policy, which is available at

https://www.havering.gov.uk/info/20008/school_admissions/482/school_admissions_arrangements_and_statistics

All children start in the Autumn Term, of the academic year in which they are five.

Visits to the school are arranged for parents/carers and children during the Summer Term before they start school. These visits enable the children to become familiar with their environment and hopefully meet other children who will be in their class.

If parents/carers wish to speak to the school regarding any matter prior to admission, this can be arranged by asking for an individual appointment with the Headteacher/Deputy Headteacher.

THE SCHOOL DAY

The main times of the school day are as follows:

| | (Years R -2) | (Years 3 -4) | (Years 5-6) |
|-------------|--------------|--------------|-------------|
| Arrival | 08.45-09.00 | 08.45-09.00 | 08.45-09.00 |
| Lunch Break | 11.55-12.40 | 12.20-13.05 | 12.45-13.30 |
| End of Day | 15.15 | 15.15 | 15.15 |

MORNINGS

Children should not arrive on site before 8.40am, unless requested to do so by the school. No child should be left unattended at any time, with the exception of Year 5 and 6.

A senior member of staff will be at the main entrance gate from 8.45am to receive the children into school, who then walk straight into their classes. (The gate closes at 9.00am.)

Please have messages for teachers in writing as far as possible, but there are also staff on the gate who you can talk to each morning.

If you are late and the gate is locked, please take your child to the Main Office where a member of staff will sign your child in. Please note that as we use a web based system for registering children's choice of school dinner, and this is done in the classroom at registration time, if your child is late they will be unable to select their preferred choice.

END OF THE DAY

Parents/Carers may wait in the playground to meet their children at the end of the day once the entrance gates have been opened. An adult must collect children in Years R-4. If you wish your child in Year 5/6 to walk home alone, the relevant google form must be completed. This is to ensure that the school has a record of your agreement. This right to walk home alone is conditional and school has the right to remove this agreement if a child's behaviour in or out of school is not in line with the school's expected behaviour.

Please do not take another child home without letting the school know that an arrangement has been made with the parent.

Teachers will not release children to an adult unless they are listed on the contact list. Please inform the school, preferably in writing, if there is a change in arrangements for your child being collected. Children are not allowed to go home with other primary school-aged children.

If you are going to be late collecting your child, please let the school office know as early as possible. Your child will stay with office staff until you arrive.

DINNER TIME ARRANGEMENTS

Children may:

1. Have a school dinner:

Key Stage 1 (Reception, Year 1 and Year 2):

Due to the Government's Universal School Meals initiative, all children in Key Stage 1 are entitled to a hot free school meal. (Drinking water is provided)

Key Stage 2 (Year 3, Year 4, Year 5 and Year 6)

Due to the London Mayor's Free Meals initiative, all children in Key Stage 2 are entitled to a hot free school meal. (Drinking water is provided)

Havering Catering are the school's lunchtime provider – their website which includes latest menu and contact details can be found at:

<https://haveringcatering.co.uk/>

2. Bring a packed lunch

Lunchboxes should be clearly named and should be age appropriate.

Experience has shown that the following is suitable for most children:

Sandwich, roll or crisp bread

Fruit, yoghurt or chopped vegetables, e.g. carrot

Biscuit, (no chocolate biscuits) cereal bar or a small cake

Please do not send sweets, chocolate bars, nuts or any hot/warm food.

If sending your child to school with grapes or tomatoes please ensure these are cut in half to reduce the choking risk.

Drinks:

Water is always available if a child does not have a drink in their lunchbox. On no account should hot drinks, drinks in glass bottles, fizzy drinks or cans, be included.

All children on the premises at lunchtime spend some time outside and some time in the dining hall. In adverse weather conditions children are supervised in the classrooms.

UNIFORM

The school uniform required at Parsonage Farm Primary School is as follows:

Plain dark grey trousers/shorts/skirt/pinafore dress
Green check dress (Summer Term optional)
White shirt/blouse or white short-sleeved polo shirt (with optional logo)
Green sweatshirt or cardigan (with optional logo)
Green Jacket (optional)
Plain grey, white or black socks
Plain grey tights
Black shoes or black trainers, with dark laces (below the ankle)
Small bag (no age-inappropriate images/logos)

PE KIT

Green PE shorts
White PE t-shirt (with optional logo)
Black Plimsolls
Soft drawstring bag to keep PE kit in
Grey, black or dark blue jogging bottoms for use outdoors in winter months
Black Trainers with dark laces for outdoors use
(These can be their normal school trainers)

Please visit <https://myclothing.com/parsonage-farm-primary-school/14453.school> (there is a direct link on the school website).

Please ensure that all items are named and that footwear is appropriate for school. We do not allow **boots (anything which covers the ankle), heels or open-toed** sandals for Health and Safety reasons.

ACCIDENTS AND EMERGENCIES

Please make sure that you keep the office informed if any of your contact details change; this is obviously important in case of an emergency. If a child has an accident in school it will be recorded and parents/carers informed if one of the school First Aiders believe it to be necessary. If further medical attention is needed, an ambulance may be called. Minor bumps and cuts, which may occur in the playground, are dealt with calmly and sensitively by one of the school First Aiders. If the bump is to the head, then the child will be given a sticker to wear during the day, to ensure all staff are aware, and a letter will also be sent home to inform the parent.

ATTENDANCE

Regular attendance at school is vital for children to make good progress with their education. Please notify the school by telephone, on the day of absence, otherwise the absence has to be recorded as unauthorised. If we are unable to make contact the Inclusion Officer, along with the Headteacher or Deputy Headteacher may visit the home address. Our Inclusion Officer regularly monitors attendance below 95%. If your child's attendance becomes a concern, a letter will be sent home. The Education Welfare Service will be involved if a child's attendance falls below 90%.

BEHAVIOUR

At Parsonage Farm Primary School we believe that good behaviour is essential for effective Teaching and Learning to take place. We expect all children to follow the schools rules, which are shared with them. Good behaviour is recognised and celebrated through a school system of positive rewards.

All members of staff, who have a clear understanding of the school's Behaviour and Discipline Policy, deal with inappropriate behaviour calmly and quickly. If a child's behaviour continues to cause concern, their parents/carers will be contacted and asked to come into school to discuss how the situation can be improved and taken forward. If a parent believes their child is unhappy in school for any particular reason, it is important in the first instance to speak to the child's class teacher. If the situation does not improve then arrangements should be made to speak initially to the Year Group Leader, followed by the Assistant Headteacher. If you feel an issue has still not been resolved, then please follow our clear complaints policy which can be found on our website.

BREAKFAST CLUB AND AFTER SCHOOL CLUBS

A breakfast club runs from 7.45-8.45 every morning, led by members of our own staff. There is a £3.00 charge for each session; this includes a drink and a choice of toast or cereal. Please contact the Before School Club leader via email, clubs@pfps.havering.sch.uk

As a school we are very fortunate to be able to offer a wide range of extra-curricular activities to years R-6, which are run by our own staff. There is a £2.50 charge for each session, which is paid termly, in advance, to cover costs. At the end of each term, details of the following terms clubs are given out, these are paid online via our online payment system.

CHILD PROTECTION

Staff in all maintained schools have a responsibility to promote the welfare of the children in their care. The Local Authority also requires that staff safeguard the welfare of children by referring any serious concerns they might have about any child /children to the Designated Safeguarding Lead Miss Angus, Deputy Headteacher.

To enable staff to monitor the welfare of your child, you are asked to keep the school informed of any unusual or serious injuries, which your child has suffered, and of any circumstances at home which might cause a change in your child's behaviour at school. Staff may, on occasion, wish to speak with you to discuss and clarify the cause of a particular injury, to seek a reason for a sudden change in your child's behaviour, or raise other concerns they may have.

In those circumstances where we have serious concerns about the welfare of a child, we have a duty to make a referral to the Haverling Safeguarding Team. If this happens please remember that we have a responsibility to promote and safeguard the welfare of the children in our care.

DATA PROTECTION

The school is required to hold a range of records and information on all children in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the school is doing. As a school we follow the latest Data Protection guidance and ensure that the data held about individual children is only used for the specific purposes allowed by the law.

If you have any queries regarding the data and to whom it may be passed, please contact the School Business Manager. If you wish to access the personal data for your child please inform the Headteacher in writing and this will be classed as a subject access request. A copy of our latest Privacy notice can be found on our website.

EQUALITY OBJECTIVES

At Parsonage Farm the following equality objectives have been agreed:

- Strive to achieve equality of opportunity for all, adults and pupils, regardless of age, gender, ethnicity etc.
- Educate all about discrimination and prejudice and promote a harmonious environment.
- Strive for all pupils regardless of ethnicity, age, gender to achieve the highest possible standards in their learning and make good progress.
- Ensure that the appointment of staff is in line with equal opportunities legislation.
- Strive to ensure that the composition of the schools governing body reflects that of the wider community.

FOUNDATION STAGE

Every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important and it provides the foundation for children to make the most of their abilities and talents as they grow up. The Early Years Foundation Stage covers the learning, development and care for children from birth to five. At Parsonage Farm Primary School we call the last year of the stage the Reception Year.

The period is a distinct stage with its own learning goals, which will prepare children for work on the National Curriculum at Key Stage 1(KS1), which they start in Year 1.

The Foundation Stage Curriculum consists of the following:

3 Prime Areas

Communication and Language

Listening in a range of situations, understanding instructions and speaking in front of others.

Physical Development

Co-ordination in large and small movements, handling equipment, keeping healthy and participating in physical exercise.

Personal, social and emotional development

Developing confidence and independence while learning to concentrate and to enjoy sharing as part of a group.

4 Specific Areas

Literacy

Communicating with one another and developing skills in writing and reading.

Mathematics

Using ideas about number, quantity, measurement, shape and space.

Understanding the World

Investigating and beginning to understand the things, places and people around them.

Expressive Arts and Design

Finding ways to communicate by using colour, shape, sound, texture, movement and stories.

During the Foundation Stage these areas of learning will be introduced in ways that are suitable for young children, often through planned and structured play activities.

GENERAL INFORMATION

JEWELLERY

The only jewellery that is allowed to be worn in school is:

- small plain stud earrings which do not protrude below the earlobe
- basic watches (no fit bits/Apple watches)

The school accepts no responsibility for their loss or damage and they must be removed for PE. Please do not have your child's ears pierced during term time.

HAIR

Please note the following points:

- We encourage long hair to be tied back
- Children are not allowed to wear hair beads and hair jewellery with the exception of simple clips and bands
- If a child's hair touches their shoulder it must be tied back for PE
- No dyed/bleached hair or haircuts deemed unsuitable by the Headteacher

BAGS

Due to limited storage space in the classrooms, children's bags must be of the soft drawstring type, the school rucksack type, or small and soft. The small rucksack available on the uniform suppliers website is adequate. Please note that bags showing images or logos which are not age related are not allowed.

MOBILE PHONES

Children in Years R-4 are not allowed to bring mobile phones. If Y5/6 parents/carers wish their child to bring a phone to school please ensure it is named and they hand it in to the class teacher. The school accepts no responsibility for loss or damage. Inappropriate use of mobile phones may result in the child not being allowed to bring their phone to school.

NAIL VARNISH / MAKE UP

Nail varnish and make up are not allowed to be worn in school. (If a child comes to school with either of these on, they will be removed by the school office.)

MESSY ACTIVITIES

Children are encouraged to wear aprons for painting and other "messy" activities. The school provides these for children in Years R-2 but Years 3-6 children are asked to bring in an old adult sized shirt.

WELLINGTON BOOTS

Children in Reception will be using the outside area in all weathers. Please provide them with a cheap pair of wellington boots to keep in school.

ACCIDENTS

If your child has an accident and needs a change of clothing, would you please wash and iron the clothes loaned and return them to the school for future use.

HEALTH & SAFETY

In the interest of the children, dogs, whatever their size, are not permitted on the premises with the exception of our school dog and assistance dogs.

The whole of the school site has been designated as a non-smoking area. This includes e-cigarettes.

For the safety of our children and visitors the school has no vehicle access except for authorised users. We have a bicycle and scooter storage facility at the front of the school. Bikes and scooters are left at the owners risk, please note due to fire risk we are not allowed to have electric bikes or scooters left on site. We ask that parents/carers ensure their children do not ride on scooters or bikes on the school premises.

HOME/SCHOOL COMMUNICATION

We send information home using a service called ParentMail. Parent Mail enables schools to send their letters and messages direct to parents/carers by email. This system is also used to sign up for open evening appointments.

In order to use ParentMail, parents/carers will receive communication direct from Parentmail which will give you all the information you need to register your details. Please be assured the ParentMail service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

Important – School messages will be sent from the email messages@parentmail.co.uk. It is important that this address is added to your email address books (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters. Please do not respond to this email address as they are not directed to the School Office.

We also subscribe to an app called Marvellous Me. This can be downloaded onto mobile phones and enables staff to message parents/carers directly with any celebrations or short notifications. Once your child has started at our school, sign-up letters will be sent home.

HOMEWORK/HOME LEARNING

At Parsonage Farm, we expect the children to work to their best of their ability when in school and we also recognise that many children have a number of activities outside of the school day.

We encourage children to read their book at home to an adult.

We subscribe to various online resources and encourage the children to use these to support their learning. Each child has an individual logon for the resources which can be used on tablets as well as computers.

LEAVE OF ABSENCE REQUEST

You may apply to the school for a Leave of Absence. Agreement to each request is at the discretion of the Headteacher and will only be given in very exceptional circumstances. Holidays will not be authorised. Any leave of absence taken will be referred to the Local Authority who may issue a Penalty Notice. Please note the following which is from Havering's policy:

Fixed penalty fines will be issued per parent per child.

1st Offence £80 fine – will be issued and would need to be paid within 21 days. If payment not received within 21 days, the fine will increase to £160 and must be paid within 7 days. Failure to pay the fine of £160 will result in prosecution in the magistrates' court.

2nd Offence within 3 years £160 fine – will be issued and would need to be paid within 21 days. Failure to pay the fine of £160 within 21 days will result in prosecution in the magistrates' court.

3rd Offence within 3 years - Where a family is identified to be fined on a 3rd occasion within a 3-year period, these cases will be referred straight to the magistrates' court for prosecution.

If you need to request a Leave of Absence, please visit the school website, www.pfps.havering.sch.uk, where you can complete an online Leave of Absence Form.

MEDICATION

If your child requires medication on a regular and daily basis for a long term condition or illness, please inform the Inclusion Officer who will arrange for a Health Care Plan to be drawn up with the School Nurse.

School staff are unable to administer occasional / prescribed medications (e.g. Calpol) on the parents/carers behalf. If required during school time, parents/carers are welcome to come into school to administer the medication, having made prior arrangements with the school.

During warm weather, we do ask that you apply a high factor suncream lotion to your child before they come to school, if you feel they require it. Please also send in a hat as we do encourage children to wear them, particularly during the lunchtime period.

MILK / FRUIT/WATER

The Local Authority milk system 'Cool Milk' provides milk for all pupils. Milk is free for all under-fives and children entitled to Pupil Premium; it is subsidised for pupils aged five and over.

Each child, who is registered with 'Cool Milk' will receive a carton of semi-skimmed milk every day, which is delivered fresh and chilled to the classroom. If you wish your child to receive milk, please go to www.coolmilk.com or telephone: 0800 3213248. Please do not register your child until 30th July 2024.

Children who do not have milk have water; other drinks are not offered. We ask that children bring a full water bottle (with a 'sports' style lid) to school each day.

We encourage all children, if they wish, to bring in a piece of fresh or dried fruit to eat at morning break. In Years R-2 the Government provides this free.

OPEN EVENINGS

Open Evenings will take place each term. The Summer evening is for adults only but you are encouraged to bring your child with you to the Autumn and Spring open evening.

At the Open Evenings you will have the opportunity to see your child's work and have an individual appointment with the child's class teacher.

A mid-year report is handed to parents/carers at the Spring Open Evening, written Reports are sent out towards the end of the Summer Term.

Please do not hesitate to speak to your child's class teacher if you have any concerns about your child's progress or behaviour during the year.

PAYMENT SYSTEM

We request that all parents/carers sign up to use our online payment system, Tucasi Scopay (<https://www.scopay.com/login.html>)

This is used to pay for all school trips and after school/before school clubs. You will receive further details once your child has started at the school.

PUNCTUALITY

Punctuality is very important. Registration is at 9.00am, it is disruptive to the class as a whole if somebody arrives late every morning and certainly unhelpful for the child concerned. Children arriving late should be accompanied to the main reception where they will be given a late mark.

PUPIL PREMIUM

The government believes that Pupil Premium, which is additional to main school funding, is the best way to address the current underlying inequalities between children from deprived backgrounds and their peers by ensuring that funding to tackle disadvantages reaches the pupils who need it most. You may be eligible for Pupil Premium if you are in receipt of the following:

- Income Support
- Income - based Jobseekers Allowance
- Income - related employment and support allowance (ESA IR)
- Support under part IV of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit - (not with working tax credit).

Please ring 01708 433929 and they will be able to advise you over the phone.

If you are eligible, please do sign up as it allows you access to free food vouchers in the event of any future lockdowns and allows us to access additional funding to support the children.

ROAD SAFETY

If it is essential to bring a car to school please park **well away** from the school entrance. Parking on the yellow zig zags is illegal in Farm Road and Allen Road and is liable to a fine. When opening car doors on to the pavement, take great care, as there have been accidents in the past. Please remember at all times that children need to be able to see up the road to cross safely. Children receive regular road safety lessons in school, but need constant reminding and good examples to reinforce these.

Please note that Havering have a Safer Streets Scheme in place on Farm Road making it illegal to drive down Farm Road at certain times before and after school, so please check road signs carefully.

SCHOOL VISITS/VISITORS

An exciting range of educational school visits and visitors are planned across the year groups which are intended to enhance the children's learning and reinforce the themes and topics being studied. Sometimes these will be local and free. At other times parents/carers will be asked for a contribution. Visits can only continue if parents/carers voluntarily undertake to pay for them. Please see the Headteacher if this presents real difficulties.

TEACHER ASSESSMENTS

Teachers regularly make their own assessment of a child's progress throughout their school life. This enables teachers to assess children's progress on a continuous basis and set individual targets and challenges for their pupils. Statutory assessments are currently completed at the end of Reception, Year 1, Year 4 and Year 6. Children's individual results will be sent out to parents/carers with their written report in July.

FINALLY

Should you require any further information, please do not hesitate to contact the school office.