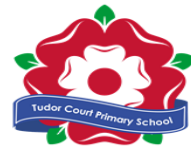


Tudor Court Primary School

INSPIRE CHALLENGE SUCCEED



WELCOME TO TUDOR COURT PRIMARY SCHOOL 2019/20

Tudor Court is a 'GOOD' school with many strengths, as our latest Ofsted Report confirms. The children in our school are happy and safe and make good progress in their learning. The school regularly performs above national expectations in attainment and pupil progress; with a high percentage of children who are working at greater depth. We have a good reputation in the community. We converted to become an 'Academy' on 1st July 2014.

The School's Aims and Ethos encourages everyone in school to be an active and responsible member of the community with both rights and responsibilities.

We are a fully inclusive school. We believe in the potential of every individual, from whatever circumstance, to achieve and enjoy their time at school. The school is holistic in its approach. Our principal aim is to have a happy, stimulating environment in which children can thrive. High expectations are held for all members of our school community. We have as our core values respect, responsibility, integrity, tolerance, pride and happiness. Parental involvement is welcomed in all aspects of our school.

We want our pupils to succeed in every area of their life at our school. We believe passionately in developing innovative ways to overcome barriers to learning ensuring our children have the full range of skills and values to continue their learning journey, on the way to a happy and successful life.

We believe in every child having many opportunities to be involved in clubs and sporting activities. To this end we offer an extensive range of extra-curricular provision. We believe in healthy competition. We enter teams in a variety of local tournaments in addition to inter house and class competitions. We are continually looking at ways to improve our extra-curricular provision.

The school is committed to safeguarding and promotes the welfare of children.

Teachers use different styles and techniques to teach in order to give children the opportunity to find the best way for them to reach their targets. Our curriculum is designed to demonstrate our children's creativity through deepening knowledge and enhancing skills that foster lifelong learning and achievement. Our aim is for our children to understand the purpose and value of their learning, seeking its relevance to their past, present and future and building clear links between different aspects. We aim to build resilience, encourage a positive mindset and for our children to become independent learners who value their education and always strive to improve.

Throughout our curriculum we offer all our children a memorable experience that excites, promotes and sustains children's interests. We ensure our children have the opportunity to experience the challenge and enjoyment of learning while developing new skills within a variety of interesting contexts which involves innovation, problem solving and communication. The innovative stage of each learning project provides a strong foundation and opportunities for children to work collaboratively and develop social skills.

Dialogue, reflection and making informed choices is an integral part of ensuring our core values are at the heart of establishing a safe community at Tudor Court. We think it is very important that our pupils develop a strong set of values and principles, and that they question and understand what it means to grow up in a British society. The curriculum is further enriched through a range of trips and visitors into school. Our school Twitter feed will keep you up to date with the exciting learning opportunities taking place in and out of school.

We believe that education is a partnership and we seek ways to work constructively with parents, governors and the community.

Our school buildings are of a very good standard and the facilities we have are purpose built for the age and number of children we have. The school has very spacious grounds for play and sports opportunities. Care is taken to ensure that the premises are well maintained and secure. The Nursery and Reception children have their own purpose built block and play areas.

We have a Nursery on site for our youngest children. We admit these children on a part time basis for the school year prior to them starting full time education. Admission to the Nursery **does not guarantee a Tudor Court school place** for the children.

The following pages will give you more information about our school, but if there is anything else you would like to know please contact the school and we will do our best to answer your queries.

Yours sincerely,

Phil Kyriacou

Head Teacher

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OVERVIEW

Head Teacher: Mr Philip Kyriacou
Chair of Governors: Mrs Kelly Stevens
Status & Character: Academy Primary School
Boys & Girls aged 4 - 11

Number of pupils on roll at December 2019: 855 (including Nursery)

Number intended to admit each academic year: **Reception** 120 (2020-2021 = 90)

Number intended to admit each academic year: **Nursery** 100 part time places

We have four classes in all year groups excluding our Nursery.

We plan for a maximum class size of 30 children each, with 120 in each year group Reception to Year 6.

*Please note the information given in this prospectus is correct at **December 2019**.*

OUR SENIOR LEADERSHIP TEAM

Head Teacher	Mr Philip Kyriacou
Deputy Head Teacher	Ms. Debra Nemhara (Teaching and Learning)
	Mrs Sarah Clifton (Inclusion)
Foundation Stage Lead	Miss Edie Mayell
English Lead	Mrs Elizabeth. Arnell
Maths Lead	Miss Jade Lauricourt
Assessment Lead	Mrs Helen Millwood
Special Needs Co-Ordinator	Miss Lisa Simmonds

KEEPING CHILDREN SAFE

We take all reasonable measures to ensure that the risks of harm to children's welfare are minimised. These include:

- vigorous pre-employment checks for all staff
- risk awareness / vetting of volunteers and visitors
- taking appropriate actions to address any concerns
- working to agreed policies and procedures in full partnership with other local agencies
- providing an environment that is safe and secure for all, including securing the site appropriately during school hours
- ensuring behaviour of both adults and children in our school is appropriate; this includes making everyone safe from anti-social behaviour such as bullying
- health and safety awareness in all areas

In all circumstances parents will be informed of any concerns that the school has and we will discuss possible options as to how we can work together for the good of the child.

We consult other agencies in relation to child protection concerns. The procedures we have to follow are a statutory duty. Parents are usually informed if the school makes a referral to Social Services. (see *KEY INFORMATION – POLICIES – CHILD PROTECTION*).

ADMISSION ARRANGEMENTS FOR PROSPECTIVE PARENTS

Admission to School: Thurrock Council Education Department oversees the admission applications for school spaces. You can contact them on 01375 652883 or submit an on-line application at www.thurrock.gov.uk/admissions Please contact Thurrock Council for details of our latest Admissions Policy and guidelines.

Once a school place has been offered by Thurrock Council, an appointment will be arranged for you to visit the school with your child prior to admission. Tours are arranged in the summer term for Reception parents who have been offered a school space for September. Annually each year we hold a Reception Open Evening for prospective parents.

Admission to Nursery - allocation of Nursery places are the responsibility of the School. A Registration Form is available from the school website (see *KEY INFORMATION - ADMISSIONS*). Places are allocated with priority to catchment children to attend for the school year prior to them starting full time education.

Admission Documentation: Parents are provided with an induction pack, which provides key documentation that must be completed and returned on the day of their child's admission, as well as providing a copy birth certificate or passport.

IT IS VITAL THAT THE SCHOOL IS KEPT INFORMED OF ALL CHANGES TO CONTACT TELEPHONE NUMBERS INCLUDING CHANGES TO MOBILE NUMBERS.

Copies of all relevant policies, latest OFSTED report, as well as other important information is available on our **website** www.tudorcourtprimary.com

Appeals: Appeals for Tudor Court Academy are arranged by Thurrock Council. If you are refused admission to school you should request information about the appeal process from Thurrock Council School Admissions Team as per the information above.

VISIONS AND VALUES

Our vision is to inspire and challenge our children through a unique journey that encourages creativity, curiosity and independence, developing a lasting enthusiasm for learning in a safe and stimulating environment.

Working together and as a community, to unlock the best in every individual, nurturing and empowering our children for their future.

Our vision is underpinned by our six **Core Values**; **Respect, Pride, Happiness, Tolerance, Integrity and Responsibility.**

In addition to our Core Values we also have 6 **Learning Powers**; **Resilience, Resourcefulness, Reflection, Creativity, Curiosity and Collaboration.**

EQUALITY ACT 2010

Discrimination of any kind is unacceptable at Tudor Court Primary School. It is expected that all staff and pupils will further this objective by personally contributing towards a happy and caring school and by showing respect for and appreciation of each other as individuals.

The primary objective of Tudor Court Primary School is to support, educate, prepare and develop our pupils according to their needs. An equal opportunities philosophy will be practiced by all. We acknowledge the complexity of British society and recognise that we would be failing pupils if we did not prepare them for their integral part in society.

The school is committed to emphasising the similarities and common elements and values of our multiple cultures rather than highlighting conflicting areas. The school buildings are planned to accommodate members of the school community who have a disability. All new buildings are planned to meet the disability requirements.

GENERAL INFORMATION

TERM AND DIARY DATES

Can be found on the School Website (see *PARENTS - TERM DATES*).

The school calendar of events "Diary Dates" is issued as soon as possible to give parents the opportunity to plan appropriately. These are also available on the website calendar. We try not to change dates unless there are exceptional circumstances – our latest newsletter will contain the most up to date information.

SCHOOL SESSION TIMES

Years Reception, 3 and 4	8.40 a.m. to 12.00 Noon	and	1.00 to 3.15 p.m.
Years 1, 2, 5 and 6	8.40 a.m. to 12.30 p.m.	and	1.30 to 3.15 p.m.

Classroom doors are open to the children from 8.40 a.m. Doors are closed promptly at 8.50 a.m. All children arriving late have to enter through the Office and are signed in by parents using our electronic system. Children will be marked as 'Late' in the registers.

NURSERY SESSION TIMES

30 Hour funded sessions: 8.50 a.m. to 3.00 p.m.
Morning sessions: 8.50 - 11.50 a.m.
Afternoon session: 12.00 - 3.00 p.m.

BEFORE AND AFTER SCHOOL PROVISION

The School supports a before and after School club that is able to care for children from 7.50 a.m. in the morning and up to 6.00 p.m. in the evening. This is run by Jules et Lis and details of this paid care are available from their website www.julesetlis.co.uk

ARRIVAL AND DEPARTURE FROM SCHOOL

We promote a healthy lifestyle for children and urge all pupils to walk to and from school. Our School Travel Plan shows in detail our Policy and Aims toward this. The surrounding area is very busy at the start and end of school times. Care should be taken by all. All drivers should be considerate of our community and neighbours through their driving and parking.

Children are not permitted to leave or return to school during their lunch break sessions – see MEALS below for timings.

ATTENDANCE

We cannot teach if children are not in school. Children must attend school regularly if they are to achieve their full potential. Please use our published term dates to plan your holidays. We urge you as parents to ensure that your child attends school every day, unless they are unwell.

Parents DO NOT have the legal right to take their child out of school for holidays during term time. Such absences will not be authorised and may lead to your child losing their place in school. If children do not attend regularly, or have long periods away from school, they can quickly fall behind their peers. If children are absent and we do not know the reason for absence we will contact you as soon as possible and ask why. The absence may not be authorised if it is for anything other than illness.

Please see our website – Attendance Policy for further information.

Please Note: Tudor Court may issue Fixed Penalty Notices for unauthorised absences. The school in consultation with Thurrock’s attendance officers will issue a penalty charge notice for non-attendance, unauthorised family holidays and or late arrival/collection of children or any other circumstance that the school deems acceptable.

We are required by law to differentiate in our register between authorised and unauthorised absences from school. All absences must be reported to school with the relevant reason – the type of illness must be stated.

Please leave a message on **01375 480662** before **8.40 a.m.** (Option 1) to report your child’s absence stating your child’s full name, class and the exact reason for absence. If we do not receive a message, we will contact you as we need to know why your child is not in school. This is to satisfy us that your child is safe.

EMERGENCY SCHOOL CLOSURE

In the **rare** case of an emergency closure, such as severe weather, this will be shown on our website www.tudorcourtprimary.com . The decision to close the school is a very serious one and is not taken without considerable discussion. We may choose to open the school later than normal, rather than close completely. We will also send an email communication if at all possible.

UNIFORM DRESS CODE

PLEASE ENSURE ALL CLOTHING IS MARKED WITH YOUR CHILD'S FULL NAME

Due to strong parental support, the Governing Body implements a school uniform policy. We believe that uniform is important in supporting a positive learning environment and helps the children realise that they are at school to learn.

From January 2020 our uniform provider will be Snappy School Wear and parents should order items via their website www.snappyschoolwear.com

Our uniform consists of a Royal Blue Fleece, pale Blue Polo Shirt for Reception children and white Polo Shirt for Years 1 to 6. Alternatively children in Year 1 onwards can wear a white school style shirt and school tie.

All other uniform is purchased directly by parents from a provider of their choice e.g. grey school style skirts/trousers/shorts; pale blue checked or striped summer dresses, shoes and plimsolls etc.

Footwear Suitable **black shoes** must be worn [*not boots*], appropriate sized heels (maximum 3 cms)
Canvass shoes are not suitable for every day wear.

Summer months: Suitable blue or black sandals can be worn, but should have closed toes.

P.E. Clothing Black plimsolls are worn for indoor lessons.
Trainers can be worn for outdoor P.E./Sports days etc.
Royal Blue Dri Fit top and Black Shorts.
Winter months: A Black tracksuit must be worn for outdoor P.E.

Jewellery Earrings are a potential risk when worn in school. Small studs are acceptable.
Earrings must be removed for all sports activities by the child, school staff cannot aid this.

If ears are newly pierced, studs can be worn for the first six weeks, but need to be taped over for sports activities. Staff cannot remove earrings or apply tape. Tape must be provided by parents for this purpose.

Hair Styles/ Accessories Extreme hair styles or colouring is not permitted.
Long hair for all children must be tied back using plain hairbands.

Make-up Make up or nail varnish is not permitted and not appropriate in a primary school setting.

GOVERNING BODY

Strong governance is a key part of a successful school. Governors are like a Board of Directors. The Governors make decisions about how the school is led; challenge the quality of teaching and the performance of the school whilst ensuring financial health, probity and value for money. The full Governing Body meets at least termly and individual committees meet more often. Parent Governors play an important part in the composition of the Governing Body.

Please see the School Website for the names of the representatives on the Governing Body (see ABOUT US - GOVERNORS).

FRIENDS OF TUDOR COURT ASSOCIATION (FTCA)

All parents are automatically members of the F.T.C.A. A selection of parents and staff form a committee to oversee events. If you would like to join the committee, you will be most welcome. The purpose of the F.T.C.A. is to support school by providing additional enrichment for the children through supporting events for them and their families and providing additional resources in school. Fund raising events are very popular in school, especially discos, the Christmas Bazaar and the Summer Fete.

CARING FOR YOUR CHILD

It is essential contact details are up to date, if a child has a medical emergency and we are unable to contact you this is very distressing for all concerned.

Medical Information

Please remember to inform us of your child's medical concerns and needs in writing.

In most circumstances prescribed medicines can be administered by the appropriate School staff. Parents MUST inform the School in writing by completing the **Administer Medicine Request Form**, available from the Office or our website (see PARENTS – KEY FORMS) - the precise administration requirements must be stated.

Children should not be given medication to self-administer. Only small doses of medicine can be kept in School for short periods of time and must be provided in its original packaging. Parents are responsible for providing medication and keeping it up to date. The administration of all other medication must be agreed by the Head Teacher in advance.

Children who have Asthma have their medication (pumps) in class. Children should be taught by parents on how to administer and be responsible for their asthma medication as is age appropriate.

ACCIDENTS IN SCHOOL

Every day children have minor bumps and injuries, most require minor first aid which will be given by school staff. More serious concerns are notified to parents either during the day or towards the end of the school day via text message to emergency contact 1 or by a medical note via class. In rare cases of serious injury or illness we call for an ambulance first and then contact parents. In the event of a child needing to go to hospital, a member of staff will accompany the child unless a parent is able to get to school very promptly.

SICKNESS

We encourage all children to attend School, but we are unable to care for ill children. If your child is too unwell to remain in school, we will contact you.

If your child is unwell, particularly if they have had sickness or diarrhoea they must not return to school until a clear 48 hours after the last bout of illness. This helps prevent the spread of infection.

We have contact with the children's health professionals who support the children in school in a range of ways.

PARENTAL INVOLVEMENT

Parents are encouraged to share their children's education by understanding and supporting their learning. There is a wide range of opportunities for this to take place and in September each year we hold our Meet The Teachers events. Parent consultations, drop in sessions, open evenings, concerts, sharing assemblies, sports days and school matches also take place. A Home-School Communication Book is used to increase communication between home and school. Homework is an important opportunity for children to practice and develop their learning.

Teachers provide opportunities for parents to develop their understanding of what their children are taught and how to help them. Children's targets are communicated to parents and children, as they move through school. This helps them to understand the children's next steps.

Parent consultations take place termly. We expect all parents to attend these and for older children to take part in this process. As this is a formal occasion, all pupils wear school uniform.

BEHAVIOUR

Tudor Court Primary School is a community in which behaviour is based on mutual respect and consideration for others. We expect good behaviour from children and this is modeled by all adults in school. Most children show very good behaviour, some children need to learn what is acceptable behaviour and what is not. Good behaviour is essential to good learning and the safety of everyone.

Children should feel safe and want to come to school as they enjoy their learning environment. Bullying will not be tolerated and we combat this by building children's self-esteem and empowering them to be able to talk to adults in school and at home if they experience any problems. We listen to children and act on information they give us.

Our three rules of Ready, Respect & Safe along with rewards and appropriate consequences encourage the promotion of positive behavior throughout the school. A copy of our Behaviour Policy is available to all parents on the website (see *KEY INFORMATION – POLICIES - BEHAVIOUR*).

TEACHING AND LEARNING

The School is organised into three Key Stages:

Foundation Stage	Nursery and Reception Classes (also referred to as Early Years)
Key Stage 1	Years 1 and 2 (also referred to as KS1)
Key Stage 2	Years 3, 4, 5 and 6 (also referred to as KS2)

Teaching and learning is organised around the age and ability of the child. Teachers plan carefully across year groups and within Key Stages to ensure children in all classes are given equal access to learning opportunities.

Throughout our curriculum we offer all our children a memorable experience that excites, promotes and sustains children's interests. We ensure our children have the opportunity to experience the challenge and enjoyment of learning while developing new skills within a variety of interesting contexts which involves innovation, problem solving and communication. The innovative stage of each learning project provides a strong foundation and opportunities for children to work collaboratively and develop social skills.

Dialogue, reflection and making informed choices is an integral part of ensuring our core values are at the heart of establishing a safe community at Tudor Court. We think it is very important that our pupils develop a strong set of values and principles, and that they question and understand what it means to grow up in a British society. The curriculum is further enriched through a range of trips and visitors into school. Our school Twitter feed will keep you up to date with the exciting learning opportunities taking place in and out of school.

A range of teaching styles allow children with different learning approaches and thinking skills the opportunity to work in various ways over a period of time. The curriculum is arranged for the youngest children to allow them every opportunity to learn through play and early experience.

Children are given the opportunity to work in many different ways. At times children are able to choose who they work with, whilst at other times they are set into groups by ability or to enhance their learning with different children. Homework is used to support learning throughout the school.

ASSESSMENT

Assessment is integral to high quality teaching and learning. It helps us to ensure that our teaching is appropriate and that learners are making expected progress. All staff are regularly trained in our approach to assessment. We have a senior leader who is responsible for assessment.

Assessment serves many purposes, but the main purpose of assessment in our school is to help teachers, parents and pupils plan their next steps in learning. We also use the outcomes of assessment to check and support our teaching standards and help us improve. Through working with other schools and using external tests and assessments, we will compare our performance with that of other schools.

Teachers use the outcomes of our assessments to summarise and analyse attainment and progress for their pupils and classes. Teachers use this data to plan the learning for every pupil to ensure they meet or exceed expectations. Teachers and leaders analyse the data across the school to ensure that pupils identified as vulnerable or at particular risk in this school are making appropriate progress and that all pupils are suitably stretched. The information from assessment is communicated to parents on a termly basis through the parent consultations and in the end of year report.

We celebrate all achievements across a broad and balanced curriculum, including sport, art and performance, behaviour, and social and emotional development.

As children move through the school more formal assessments take place including end of year assessments and National Assessments at the end of Key Stages. Children are involved in understanding their progress through high quality teacher feedback. At Tudor Court we rigorously monitor the progress of all children and take appropriate action as needed to support their learning journey.

PHYSICAL EDUCATION AND SPORTING AIMS

Physical Education is planned for children of all ages. We believe it is important that children have the opportunity to be physically active in school and this is encouraged through lessons, play and before/after school clubs.

We enter into the spirit of competitive sport through team and individual competition. Many of our children are successful in teams and as individuals in a range of sporting opportunities and competitions.

Annually, there is a Sports Day for all year group phases; this offers a competitive opportunity for the older children. There are non-competitive races for the younger children.

Relationship and Sex Education (RSE)

Our Relationships and Sex Education is taught through the 'Jigsaw' PSHE curriculum. This will be introduced sympathetically, according to the age and understanding of the child. Younger children learn about life cycles and this work is extended as children move through school. In Years 5 and 6, there is a set programme about puberty and sex education. Parents are invited to view the resources before they are shown to the pupils and have an opportunity to discuss any concerns they have with staff.

ADDITIONAL LEARNING SUPPORT

There is a specialist teacher who oversees our special educational needs provision, known as the SENCO – Special Educational Needs Coordinator

Teachers are responsible for providing opportunities for all pupils through quality teaching on a daily basis. Some children are identified as needing additional support. This can range from some short term interventions to help a child, through to a dedicated one to one adult support.

Children may have special needs such as; delayed learning, very advanced learning, behavioural difficulties, specific medical conditions or physical differences that may mean they need additional support.

Additional support is provided for children who are identified by the school or other agencies. Tudor Court also works with other schools and agencies to support pupils in a variety of ways.

(see *KEY INFORMATION – POLICIES - SEND*).

SPIRITUAL, MORAL, SOCIAL AND CULTURAL DEVELOPMENT – INCLUDING BRITISH VALUES

We make provision for the spiritual, moral, social and cultural development of our pupils. We do this by providing a broad and balanced curriculum, including off-site visits and visitors to school. We provide children with opportunities to reflect on their own and other people's lives, beliefs and the environment. We value pupils' own thoughts and opinions and encourage them to listen to each other's views and learn from each other. They are encouraged to reflect on their own values and beliefs. We promote the fundamental **British Values** as part of our Spiritual, Moral, Social and Cultural curriculum. We teach children to have respect and tolerance through our ethos and teaching and understand democracy.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Our school is a caring community and it is this ethos that we seek to promote through R.E. and assemblies. It is a requirement that a broadly Christian act of worship takes place. Parents do not normally remove their children from assemblies; however, they do have the right to do so. This should be communicated to the Head Teacher in writing and alternative arrangements will be made as appropriate.

Classes have an opportunity to host sharing assemblies during the year. During these assemblies, children share their work and achievements with parents and other family members.

SCHOOL COUNCIL

From Year 2 onward, children are elected annually from each class to our School Council. This gives children a formal voice in helping develop our school. This also teaches children about citizenship and election systems. The School Council representatives meet regularly with the Head Teacher and/or other members of the Senior Leadership Team.

PREFECTS

Annually Year 6 children are invited to submit a prefect application. The process involves an interview with members of the Senior Leadership Team. Prefects act as role models for all children and carry out a range of responsibilities throughout school.

CHARITY ORGANISATIONS

As part of the children's social education and preparation for citizenship, we encourage them to support a range of charities. We believe that by encouraging children to consider others, we are helping them to become caring and responsible citizens. Charities we support vary from year to year and the School Council are involved in this process.

EXTRA CURRICULAR ACTIVITIES

We provide a range of additional opportunities for children outside normal school hours. These include before school, during lunchtime and after school activities. Further information is provided to parents as applicable throughout the academic year.

Clubs run at different times of the day and vary from term to term. Some of these are run by school staff and some by outside providers, including Thurrock Music Services, karate, dance and fencing which are paid for directly by parents.

MEALS

Children choose daily to have a cooked school meal or bring a packed lunch from home. Lunchtime is an important time for children to socialise and show that they understand how to eat appropriately. Children are encouraged to eat all of their food and this is monitored by the lunchtime team. Uneaten food in lunch boxes is sent home so that parents can see what their child has left. **School meals** are cooked on the premises and provided by Thurrock Catering Services. The standard of cooked meals is healthy well balanced. Children have a choice of three different meals each day and our 'band' system ensures that children select, and are guaranteed, that choice on a daily basis.

Cooked Meals - Children in **Reception, Year 1 and Year 2** are able to have an onsite meal provided from the menu for free under the Universal Free School Meal Scheme (UFSM). We encourage all children to have a cooked meal as this is a social and learning opportunity.

Years 3 to 6 - The current price is £2.30 per meal (April 2019). Payment should be made through our online payment system – **SIMSPAY**. We ask that accounts remain in credit; the SIMSPAY system will send email reminders when accounts need 'topping up'. If parents have a debt of £10.00 or more, they will be asked to provide a packed lunch.

It is parent's responsibility to ensure that their child has access to a lunchtime meal and that all food meets dietary requirements.

Packed lunches – Parents must provide a healthy packed lunch - no sweets, crisps or fizzy drinks. Food should be provided in a suitable container **marked (externally) with the child's full name and class**.

Home for lunch – Very few children go home to lunch. Children are signed out (and back in) at the Office. If your child goes home for lunch they can only return 5 minutes before the start of their afternoon registration (see below)

PHASE	LUNCH BREAK	PM REGISTRATION
Years Reception, 3 and 4	12.00 to 1.00 p.m.	1.00 p.m.
Years 1, 2, 5 and 6	12.30 to 1.30 p.m.	1.30 p.m.

SNACKS AND DRINKS

We believe it is sensible for children to have a morning snack. Water is available in school. Children are encouraged to bring water bottles which they have access to in class throughout the day.

- Foundation Stage and KS1 (Infant) children are provided with a piece of fruit each day by school
- KS2 (Junior) children are encouraged to bring a piece of fruit or **healthy snack** to eat during their morning break

Milk is provided to Nursery and Reception children free of charge.

Milk is available at morning break for children in Years 1 to 6 if parents sign up and pay via www.cool.milk.com If a family are in receipt of certain benefits this may be provided free. Please contact the Office Manager for clarification.

FINANCE

We request that payments are made to us via our *secure online system SIMSPAY*, using a debit card. Credit cards are not acceptable. Payments can be made online for trips, meals, uniform etc. Parents are issued with account set up information and a unique reference number upon admission of their child in school.

Parents are asked for a voluntary contribution towards the cost of educational visits, external visitors into school, materials and ingredients. Without contributions these activities cannot take place.

The Government provide some funds to support children who are or have been in receipt of free school meals which is named the **Pupil Premium**; these funds can be used to support trips, clubs and additional education. Please contact the Business Manager for clarification.

VALUABLES

Children should not bring valuables into school as we cannot guarantee their safe keeping and we do not accept any responsibility for loss/damage to personal property on site.

Children who walk unaccompanied by an adult to or from school (in Years 5 and 6) may bring mobile phones to school. These must be turned off during the school day and handed into the office for safe keeping at the start of the morning session. Children collect their mobiles after being dismissed from class at the end of the day 3.15 p.m.

CONCERNS AND COMPLAINTS PROCEDURE

Our Complaints policy is available on the School Website (see *KEY INFORMATION - POLICIES*) or from the School Office upon written request.

We urge all children and parents to share their concerns with the school, so that we can find a solution to any issues that worry them. If the issue is around classroom routines or work, then the first point of contact is the class teacher or the Year Group Lead. If issues are not resolved or are of a more serious nature then a member of the Senior Leadership Team or the Head Teacher should be informed.

This prospectus is updated regularly in line with changes to policy and procedure.

December 2019