

Parent Handbook 2022-2023



Julie Hall

Stakeford Primary School

Introduction

The following information is for parents who are new to our school but also those who currently have children at Stakeford. The purpose is to alert you to any changes to our systems for the new academic year 2022-2023, as well as remind you of existing procedures and systems.

School Staff

School Office	Mrs J. Hall Mrs L. Barratt	Headteacher Admin Officer
Nursery/Early Years	Mrs T. Dixon Mrs K. Michelini Mrs S. Stoddart Mrs J. Harnett	Early Years Manager Little Explorers Lead Nursery Teaching Assistant Little Explorers Teaching Assistant
Reception	Miss G. Forster Mrs A Coleman	Class Teacher Teaching Assistant
Year 1	Miss B. Douglas Mr P. Preece	Class Teacher Teaching Assistant
Year 2	Mrs J. Fitzsimmons Mrs D. Young	Class Teacher HLTA
Year 3	Mrs S. Bewick Mrs J. Preece Mrs L. Pringle	Class Teacher/Assistant Headteacher Class Teacher/SENCO Cover Supervisor/Teaching Assistant
Year 4	Mrs C. Cronin Mrs T. Lang Mrs H. McLeod	Class Teacher Teaching Assistant Cover Supervisor/Teaching Assistant
Year 5	Miss A. Wittland	Class Teacher
Year 6	Mrs A. Nightingale	Class Teacher Teaching Assistant (agency)
Parent Support	Miss T. Laidler	Inclusion Mentor
Lunchtime	Mrs J. Harnett Mrs T. Lang Mr K. Appleby Mrs H. Ward Mrs S. Chappell	Senior Supervisor Supervisor Supervisor Supervisor Supervisor
Kitchen	Mrs J. Turnbull Miss M. Mattocks	Kitchen Manager Kitchen Assistant
Cleaning	Mr K. Appleby Miss M. Mattocks Mrs S. Chappell	Caretaker Cleaner Cleaner

*Staff in bold text are the Senior Leaders

The Chair of Governors is Mrs Jackie Rowell who can be contacted via the school office. A full list of governors, and their roles, is available on the school website.

Attendance

It is vital for all children to attend school regularly. National Research shows that higher rates of absence mean that an individual will achieve less well in both primary and secondary school.

Parents must inform us if their child will be absent before 9:15 am when the registers close. When you ring to report an absence, you will be asked why your child is absent. We will only authorise absence for illness. Any other circumstances need to be discussed with the headteacher who will then decide whether a non-illness related absence can be authorised under another code.

The school is not permitted to authorise leave of absence during term time for family holidays since new regulations were introduced from September 2013. Any parents removing their children from school during term time for a family holiday which is not approved, may be issued with a fine on behalf of the Local Authority. Fines are calculated as £60 per child, per adult. Parents can still apply to the Headteacher for leave of absence by completing the school's Leave of Absence form. The Headteacher may approve an absence, **but only if there are exceptional circumstances**, which should be explained in a separate letter when the form is submitted.

Parents are asked that their child arrives at school, ready to start lessons at 8.55 am, and is collected at the end of the day on time. Any pupils arriving after 9:00 am, will need to report to the office where the accompanying adult will be asked to sign the late register. This is monitored weekly. Registers close at 9:15 am. Arrivals after 9:30 are coded as an unauthorised absence.

If you need to collect your child during the school day, please ring and inform the school office. Where possible, to limit the negative impact for your child, appointments should be made out of school hours.

If there is a change to collection arrangements, please ring the school office and the Administration Officer will inform the child and class teacher. If you do not contact school, we will be unable to release your child until you have been contacted which can be distressing for your child and the adult collecting them.

Contact Details

All pupils should have three emergency contact numbers. It is important that parents supply the school with up-to-date information on how they can be contacted in case of illness or an emergency. Please inform the school of any changes to these numbers immediately. Where a mobile phone number is our only point of contact, we ask that parents leave these switched on. **In the case of an emergency, parents must answer their phone.**

Medication

In order to comply with Health and Safety regulations, we keep the administration of medicines in school to a minimum. If your child has to have medicine during school hours, it will be necessary for you to complete a form which can be collected from the school office or downloaded from the school's website. This is for medication prescribed by a doctor only. The medicine will be kept in the school office for safety. Your child will need to go to the office when they need their treatment. Inhalers for asthma sufferers will also be kept in the classroom. Where possible, we encourage children to be responsible for their own needs and request their inhaler when it is needed.

Children with ongoing medical needs will have a Healthcare plan, drawn up between school and parents.

The administration of over the counter medications may only happen with direct permission from the Headteacher and will be considered on a case by case basis.

Drop Off and Collection Procedures

The school day for children in Reception-Year 6 is 8:55am – 3:15 pm. In the Autumn and Spring terms, children in the Reception class should be dropped off and collected from the classroom door.

Teaching staff for KS1 and KS2 will be on the main playground at 8.50 am. The bell will be rung at 8.55am for children to line up and enter school a line at a time. **For Autumn 2022 we are asking that parents do not line up with their children and stand well back from the line.**

At the end of the day at 3:15 pm, children will exit the building with classroom staff and will be dismissed into the care of parents/carers. Years 1, 2 and 3 will be dismissed from the area in front of the school hall. Years 4, 5 and 6 will be dismissed from the area immediately outside the main entrance.

Wraparound Care

School provides both Breakfast and After School care, which are run by school staff.

Parents can book their child in for breakfast from 7:50 am. This will be charged at £3.50 per session. Children must be dropped off at the main entrance. Parents are asked to ring the bell and wait for a member of staff to arrive. Bookings and payments must be done using the online systems. Bookings are via the school website and must be completed by lunchtime a day in advance and on a Friday for the following Monday. Group size restrictions apply and we may not be able to admit children booked in late if legal ratios cannot be met. Payment should be made in advance. **In the first two weeks of term we will be working to streamline this process.**

After School provision will take place in the main school building. Children will be collected from their classrooms at the end of the day by staff and taken to the designated classroom. There is one session from 3:15 – 5:00pm at a cost of £4.00. Children should be collected from the main entrance no later than 5:00 pm. Late collections will incur an additional charge. Bookings and payment should be completed online as above.

Children in **Nursery** and **Reception** will be able to access Breakfast Club in September but access to after school club is not available to Nursery children due to staffing level requirements. More details about this provision are available on the school website.

Uniform

Parents can order school uniform with the school logo online direct from the provider ‘Tots to Teams’ by visiting www.totstoteams.com. Click on the ‘Schools’ link then scroll to find the link to our school page. Uniform can then be delivered direct to your home for a small delivery charge or to school for free. **There is, however, no requirement to wear uniform with a logo and more inexpensive options may be bought at leading retailers, provided they match the colours in the table below.**

Children will continue to wear their PE kit to school on Wednesdays. This will continue to be PE day, and children not changing for PE saves valuable learning time as well as minimising lost property. For this reason, we have added joggers for colder days and the normal school sweatshirt/jumper could be worn on top of the T-shirt.

Children can bring a small bag to school. We ask that it is small so that it fits onto your child’s peg with their coat/jacket. Large backpacks do not fit the cloakroom pegs and cause coats to fall on the floor where they can be damaged.

Skirt/pinafore	Grey /Charcoal
Trousers	Grey /Charcoal
Sweatshirt/cardigan	Navy (available with school logo)
Jumper	Navy
Polo shirt	White (available with school logo)
Blouse/shirt	White
Gingham summer dress	Blue/white

Footwear

Flat black shoes **Trainers may be worn** if they are black without logos or lights and have black laces.

Physical Education

T-shirt	White, round necked (without logos or pictures)
Shorts	Black or Navy (without logos)
Sweatpants	Black or Navy (cold weather)

All children with shoulder length, or longer, hair (girls and boys) must have it tied back. The school will not accept any 'extreme' hairstyles. The school considers the following hairstyles to be 'extreme': Mohicans, shapes/logos shaved into, or sprayed onto, the hair and coloured/bleached hair.

No child should be wearing make-up to school or nail varnish. Where children have used temporary tattoos which are visible when wearing their uniform or PE kit, these should be washed off before attending school.

Children can wear inexpensive watches, and small studs may be worn by children with pierced ears. Staff will not assist children in removing or putting in earrings but they must be removed or covered with medical tape before PE. We request that any new ear-piercing be arranged for the beginning of the summer holidays to enable ear-rings to be removed for PE by September. **No other jewellery should be worn in school.**

School will have a small bank of pre-owned school uniforms donated by parents which we will be able to make available to parents undergoing financial difficulties. This can be accessed via our new Inclusion Mentor, Miss Laidler.

Food and Drink

School Meals

The cost of a school meal for Years 3, 4, 5 and 6 has risen for September 2022 to £2.30 per day (£11.50 per week). Pupils in Reception, Year 1 and Year 2 are provided with a free meal each day as part of the Government's Infant Free School Meal initiative. Pupils in full time Nursery and afternoon Nursery are asked to bring a packed lunch.

Dinner money should be paid by 9:00am on a Monday morning using the online School Money payment system.

Families may be eligible for **Free School Meals** if they are in receipt of one of the following:

- Child Tax Credit with NO Working Tax Credit
- Income Support
- Income Based Jobseekers Allowance
- Income Based Employment and Support Allowance
- Guaranteed Element of State Pension Credit
- The Immigration and Asylum Act 1999.

Details on how to apply can be found online at www.northumberland.gov.uk/fsm

Packed Lunches

Those children not eating a school meal may bring a packed lunch. We ask that these do not include sweets, chocolate or fizzy drinks. The school's packed lunch policy is available on request from the school office.

All children have access to water throughout the school day and should bring their own water bottle. In addition, children have the opportunity to have a drink of milk mid-morning. You will receive a letter at the end of each term so you can decide if you want your child to have milk the following term. The cost of this is currently £15 for children not in receipt of Free School Meals or aged under 5. Children not having milk may bring a drink of water to have mid-morning. Please do not send your child with glass bottles.

Snacks

Children in Nursery, Reception, Year 1 and Year 2 are provided with a piece of fruit on a daily basis. Children in Years 3, 4, 5 and 6 can bring a piece of fresh fruit to enjoy at mid-morning break.

Safeguarding

The Role Of The Designated Safeguarding Lead (DSL)

All schools have staff fulfilling the DSL role. At Stakeford we have three DSLs:

Lead DSL Mrs Hall (Headteacher)

DSL 1 Mrs Bewick (Assistant DSL)

DSL 2 Mrs Dixon (Early Years Manager)

The designated safeguarding lead is **the person appointed to take lead responsibility for child protection issues in school**. The person fulfilling this role must be a senior member of the school's leadership team.

Their responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and to contributing to the assessment of children.

Supervision Before School

Children are under the supervision and care of their parents until they enter the building when their care transfers to school staff. Regardless of whose care children are in, as soon as they enter school premises, school rules apply. We ask that parents ensure that:

- Children do not ride bikes or scooters on the playground;
- Children do not play ball games.
- Children do not stand on or misuse school outdoor furniture.
- Children passing through the Nursery playground do not touch or move the equipment.

At the beginning of the school day the teachers come onto the playground five minutes early so that parents can pass on any messages or ask any questions, **although we would prefer a phone call to the school office** particularly where the message is of a sensitive nature or involves issues between children. Any messages regarding appointments requiring late arrival or early collection, should be passed to the office staff and not the teacher.

Once children join the line to enter school, we ask that parents support their independence by standing away from the line

Vehicles

The road outside the school is very congested at the beginning and end of the school day. If you do have to bring your child to school by car we ask you to park well away from the school entrance to ease the situation and ensure the safety of your children. Please do not park on the pavements outside school or on the yellow zig zag markings.

We will be running Walk to School Weeks throughout the year to encourage children to walk to school. Previous events have been very well supported and we hope they will eventually lead to a permanent reduction in traffic congestion around the school area.

Children may travel to school by bike or scooter, but they are left on the premises at your own risk. **We request that all children who bring their bikes wear a helmet for protection. Bicycles and scooters should not be ridden in the school yard for safety reasons.**

Mobile Phones

In school, staff and visitors are required to have their mobile phones switched off and locked away. The only places where they may be used are in the office or staffroom where there are no children.

We ask that parents and family members follow the same guidance and help us to continue safeguarding the children in our school. Staff in the office will not give anyone who is talking on their phone access to the school building.

Holiday dates

A full list of holiday dates and school closure days is available on the school website for the new academic year. The dates for 2023/24 are also available but do not yet contain Training Day closures.