

Parent Handbook 2023-2024



J. A. 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 2023-2024, 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 Miss S Chappell	Early Years Manager Little Explorers Lead Nursery Teaching Assistant Little Explorers Teaching Assistant
Reception	Mrs B Eastman Mrs A Coleman	Class Teacher Teaching Assistant
Year 1	Mrs A Nightingale Mrs J Harnett	Class Teacher Teaching Assistant
Year 2	Miss G Forster Mr P Preece	Class Teacher Teaching Assistant
Year 3	Mrs S. Bewick Mrs J. Preece Mrs L. Pringle	Class Teacher/Assistant Headteacher Class Teacher/SENCO Cover Supervisor/Teaching Assistant
Year 4	Miss E Wheeler Mrs D Young	Class Teacher HLTA
Year 5	Miss A. Wittland Mrs T Lang	Class Teacher Teaching Assistant
Year 6	Mrs J Fitzsimmons Mrs H McLeod	Class Teacher Cover Supervisor Teaching Assistant
Parent Support	Miss T. Laidler	Inclusion Mentor
Lunchtime	Mrs J. Harnett Mrs H. Ward Mrs S. Chappell Vacancy	Senior Supervisor Supervisor Supervisor (To be covered initially by TAs)
Kitchen	Mrs J. Turnbull Miss M. Mattocks	Kitchen Manager Kitchen Assistant
Cleaning	Mr D Thompson Miss M. Mattocks MS S Barnfather	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 the relevant section on the form.

Parents are asked that their child arrives at school, ready to start lessons by 8.55 am, and is collected at the end of the day on time. The school operates a soft drop-off which means that the doors open from 8:30 am to admit pupils for those parents who need to get to work. 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 staffroom for safety. Inhalers for asthma sufferers will 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. The doors open from 8:30 am so that children can come into school as soon as they arrive. Children should enter via the following doors:

Little Explorers – EYFS Entrance
Nursery – EYFS Entrance
Reception Class – Classroom door
Year 1 – Classroom door
Year 2 – Main entrance
Year 3 - Main entrance
Year 4 – Main entrance
Year 5 – Main entrance
Year 6 – Main entrance

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. Nursery, Reception and Year 1 will be dismissed from the classroom doors, Year 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.

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. Sessions run for Monday-Thursday only. 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** are able to access Breakfast Club 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.

**Children in the EYFS may wear jogging pants or leggings to support toileting issues and for ease when learning to dress themselves following PE. This also applies to pupils with specific Special Educational Needs (SEN)*

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 2023 to £2.50 per day (£12.50 per week).

Payments should be made via the Teachers 2 Parents app.

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.

Parents who are in receipt of means tested FSM are still currently issued with holiday time supermarket vouchers and their children receive free milk. 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.

Parents can pass on any messages or ask any questions at the school office and this message will be passed on to staff. Any messages regarding appointments requiring late arrival or early collection, should be passed to the office staff and not the teacher. Due to the soft drop-off, teachers are not available at the beginning of the school day unless there is a pre-arranged appointment and cover is in place.

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.

Pupils in Years 5 and 6 who walk to and from school alone, may bring a mobile phone which is held securely by the class teacher during the day. **Only children whose parents have signed a permission form will be permitted to walk alone. These forms are sent out during the first week of term.**

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 2024/25 are also available but do not yet contain Training Day closures.