

Maynards Green Community Primary School



'Small enough to care, large enough to inspire'

Handbook for Parents and Carers School Year 2010/2011

Contents	Page
Welcome	
1. Staffing at Maynards Green	3
2. The School Day - break & lunch times, pick-up times	3
3. Attendance & Absences - registration, illness, holidays	5
4. School Dress	5
5. The Curriculum & after-school clubs	6
6. Homework	7
7. Behaviour	7
8. Keeping in touch	7
9. Charges	8
10. First Aid & Medication	8
11. Travelling to school	9
12. Valuable & lost property	9
13. The Governing Body	10
14 Complaints	10

Maynards Green Community Primary School
Horam, East Sussex TN21 0DD
Telephone: 01435 812622

e-mail: office@maynardsgreen.e-sussex.sch.uk
www.maynardsgreen.e-sussex.sch.uk

Dear Parents and Carers,

Welcome to the new school year!

This new Parent Handbook contains the school's administrative arrangements and outlines our organisation and curriculum. It is not intended to take the place of personal contact between home and school, but will hopefully answer any questions you might have that crop up during the school year.

We wish to work closely with parents to ensure that every child has a happy and successful time at Maynards Green. You can get involved in your child's education in many different ways throughout the year. You can:-

- find out what is going on in school. There will be regular newsletters each term to inform you of events and other letters on specific issues will be sent home as necessary. Copies of all letters are kept in Reception just in case yours doesn't arrive home and all the newsletters are posted on the school website along with other useful information.
- come to Parent Teacher Consultation meetings to look at your child's work and to discuss your child's progress with his/her class teacher.
- come to open afternoons and other class events that are open to parents
- come to Celebration Assembly on a Friday morning when your child is receiving an award
- become involved by helping with school activities such as reading, art, swimming, library, educational visits etc.

Parents are welcome in school and you may come and see your child's work or speak to members of staff at any time. However, before and after school teachers are often involved in classroom preparations, staff meetings, training courses etc, so if you want to be sure of seeing someone it is best to make an appointment. If we are in school and available we will gladly speak to you at any time. If you have any concerns, please come and talk to us.

Thank you for your continued support.

Verity Poole

1. Staff at Maynards Green

Head Teacher	Mrs Verity Poole
Deputy Head Teacher & Head of KS1	Mrs Marianne Naylor Clements
Head of KS2	Mr Phil Stoner

Class	Teacher	Teaching Assistant
Reception	Miss Anna Shettle	Mrs Karen Bingham Ms Julia Box
Yr 1	Mrs Sue Hawkins (Mon-Weds) Mrs Liz Miller (Thurs & Fri)	Mrs Polly Rowe Mrs Gill Delves
Yr 2	Mrs Marianne Naylor Clements	Mrs Natasha Wells
Yr 3	Miss Anna Tucker	Mrs Linda Pursglove
Yr 4	Mrs Jacqui Groves	Mrs Vickie Paddle Mrs Julie Avis
Yr 5	Mr Phil Stoner	Mrs Lesley Carvell
Yr 6	Miss Colette Lacey	Mrs Dawn Littlehailes
	Miss Tessa Schooling	SENCo
	Mrs Helen Stace	Bursar Secretary
	Mrs Diane Jones	Clerical Assistant
	Mr Malcolm Whibley	Caretaker
	Mrs Carole Smith	Midday Assistant
	Mrs Dawn Littlehailes	Midday Assistant
	Mrs Natasha Wells	Midday Assistant
	Miss Bridie Gully	Midday Assistant
	Mrs Julie Avis (1 day per week)	Midday Assistant
	Ms Julia Box (4 days per week)	Midday Assistant
	Mrs Isabelle Diss	School Cleaner
	Mrs Julie Roberts	Cook Supervisor

Throughout the year pupils benefit from various visiting music teachers and peripatetic teachers from different Childrens Services' Departments (eg. Learning Support Service, English as an Additional Language Service etc).

2. The School Day

Morning: 9:00am to 12:00 noon

Afternoon: 1:00pm to 3:20pm

Reception children attending part-time finish at 12:00 noon.

Break times

There is a 15 minute mid-morning break for all children and, for children in Key Stage 1, a 15 minute break in the afternoon. As part of the school's Healthy Eating Policy, children are encouraged to bring into school a piece of fruit/raw

vegetable which may be eaten at morning break-time. Alternatively, older children may purchase a piece of fruit from the school catering staff (40p per piece of fruit. Carrots & sultanas are 20p).



Children are also encouraged to bring into school each day a clearly named bottle of water (sports top only, please!) for drinking in their classrooms throughout the day.

Lunch times

Hot school meals are prepared and cooked on the premises by a catering contractor employed by East Sussex County Council. Special diets can be catered for. Menus are sent home at regular intervals and copies are always available from the school office. The cost of a school lunch is £1.95 and drinks are 30p for a fruit juice and 55p for a milkshake.

Payment for school lunches can be made in advance (cheques made payable to 'Chartwells') or on a daily basis (exact money please as the Kitchen carries very little cash). Please note that money for lunches **cannot be made in arrears**. Payments must be made in advance or on the day a child requires a lunch.

Parents who may consider that their children are entitled to free school meals can obtain further information and the necessary forms from the school office.

Parents may choose to send their children to school with a packed lunch. When doing so, they are asked to provide a balanced diet and avoid the inclusion of sweets, chocolates and fizzy drinks. Glass containers should also be avoided. Finally, as some children at the school are allergic to nuts and nut based products, parents are asked to kindly refrain from including such items in packed lunches.

Dropping-off and picking-up times



Children should arrive at school between 8:45 and 8:55am. We do request that parents arrange their own supervision of their children should they arrive on the school premises before 8.45am. There is a member of staff available for supervision on the school playground from 8.45am each day. In the event of a wet morning, children in Reception and Year 1 can wait in their classrooms until 9 o'clock. Likewise, children in Years 2 to 6 can wait in the School Hall.

Children should be collected from school promptly at 3.20pm each day. Please contact the school if you think you are going to arrive late to pick up your child or if somebody else will be picking up your child.

There is a member of staff available for supervision on the school playground each day from 3.20 to 3.30pm. Any child not collected by 3.30pm will

be taken to the school office to await collection. Please ensure the office always has up-to-date contact information.

Parents are asked not to use the school drive to the staff/visitors car park at the front of the school to drop-off or pick-up their children.

If your child is in upper Key Stage 2 and you would like him/her to walk/cycle to and from school unaccompanied, please contact the school office to complete a short form.

3. Attendance and absences

Registration is at 9.00am each day, by which time children should be in their classrooms. Children arriving after 9.00am but before the close of registers at 9.15am will be marked as being 'late'. On such occasions, parents are requested to report to the school office and sign in the 'late book'. Children arriving after 9.30 am will be registered as having taken an unauthorised absence.

Absence

If your child is too ill to attend school, please contact the school as early as possible and no later than 9.30am. In all cases of absence, we endeavour to contact parents if we have not heard from them by 10.00 am. A short note to the class teacher on a child's return enables the register to be completed. All unexplained absences are treated as unauthorised absences.

Absence can be agreed for other reasons eg. medical appointment, dentist, special exams but not for odd days out or special treats etc.

Holidays during term time

In exceptional circumstances, children may be granted leave of absence for a maximum of ten days in any school year in order to accompany their parents on holiday. However, it is expected that parents will arrange their holidays to match those of the school. Any requests for holiday leave of absence will be considered very carefully and particular attention will be paid to the reasons for the request. Previous attendance records will be taken into consideration.

'Request for Leave' forms are available from the school office.

4. Dress Code

Winter (can be worn throughout the year)

Green school sweatshirt or cardigan (with logo) - available from office

School white polo shirt (with logo) - available from office

Long grey trousers or grey skirt/pinafore

Grey tights, grey short socks or white knee length socks

Plain black shoes (no high heels or trainers). If children wear boots they need to bring school shoes to wear in the building.

Warm coat and/or school fleece - available from office

Hair accessories eg. scrunches, bands, ribbons, clips in school colours.

School Book Bag (all children are required to have one)



Optional Summer

Traditional school shorts - grey

Dark green gingham school dress

Grey/white short socks or white knee length socks

Plain black shoes or black/white sandals (no heels or 'backless' shoes)

PE & Swimming

Maynards Green light green T-shirt with logo - available from school office

Black shorts

White short socks

Plimsolls for KS1 and KS2

Trainers (for KS2 only)

Dark coloured tracksuit (for KS2 only)

Maynards Green PE Bag - available from school office

Dark coloured one piece swimsuit for girls

Dark coloured swimming trunks/shorts for boys

Swimming hat for all

PLEASE ENSURE ALL ITEMS ARE NAMED

In addition, we ask children to observe the following:-

- No jewellery except watches or plain stud earrings (one per ear)
- No painted nails

5. The Curriculum & After School activities

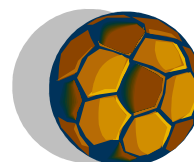
The teaching and learning at Maynards Green is based on the National Curriculum that consists of three core subjects (English, Maths and Science) and seven foundation subjects (Art, DT, History, Geography, Music, PE and ICT). In addition, Religious Education is taught as is Personal, Social and Health Education which includes Citizenship.



In our commitment to ensuring the curriculum is accessible to all children, teachers place great emphasis on differentiation and providing for different learning styles and abilities thereby enabling all children to access learning tasks at an appropriate level.

After school activities

Each term children are offered the opportunity to take part in a range of after-school activities. The range of activities is seasonal and we try to include activities for all age ranges. Some of the activities are provided free of charge by members of the teaching staff but most require payment. Details and booking forms are sent out each term and administration for these clubs is undertaken by Mrs Diane Jones in the school office.



We ask that:-

- parents collect their children promptly from the club venue or from the main Reception
- parents inform the school if they are going to be knowingly delayed at collecting time
- as registers are taken at each club, parents notify club organisers if children are going to be absent from a club session.

6. Homework

Your child will be expected to do a limited amount of homework each week which will include tasks such as reading, learning spellings and 'tables', completing a mini-project or doing simple research. Details are forwarded to parents at the beginning of each term.



7. Promoting acceptable behaviour



The school aims to provide an atmosphere in which all children can feel safe and happy. We emphasise self-discipline, consideration for others and the care of our school and local environment. Pupils are expected to behave in a courteous and orderly manner at all times and to adopt correct attitudes towards fellow pupils and staff. We encourage this by rewarding good behaviour and hard work and by having a clearly defined discipline policy.

Inappropriate behaviour is not tolerated and children who persistently disrupt lessons or misbehave will be referred to senior staff for close monitoring and individual attention. Parents will be involved when we feel it is appropriate.

Bullying at Maynards Green School is not acceptable and the school adopts a zero tolerance approach to such behaviour. The school's Anti-Bullying Policy identifies clear procedures for managing any incidents of bullying behaviour. Copies of the school's Behaviour and Anti-Bullying policies can be found in Main Reception.

8. Keeping in touch



We consider that good communication between school and home is essential. You are kept informed about school activities via regular letters, newsletters, notices about special events and the school's web site (Newsletters are published on the website). At the beginning of each term you will also receive details about the topics that your child will be studying. This will enable you to take a full and active role in your child's learning. In addition to the detailed report on your child's progress and achievements over the school year, you will have opportunities throughout the year to view and discuss your child's work with the class teacher.

Parents are contacted should there be any concern or problem that affects their child's work or behaviour and also if there are any special circumstances worthy of praise and celebration.

9. Charges

The school follows the guidelines laid down by East Sussex County Council. Charges may be made by the school to cover the cost of each of the following:

- Music tuition that is not provided as part of the National Curriculum
- Activities which take place outside school hours and which are not part of the National Curriculum
- Materials used in school for making items which the child then wishes to take home
- Badges and certificates gained by children for specific activities
- Accommodation costs for residential trips.

The School Governing Body recognises the valuable contribution that specialist swimming tuition, educational visits, visiting musicians and theatre groups can make to the education of children. To meet the costs involved, parents are notified of the activity and are invited to make an appropriate contribution. Payment is not obligatory, but parents should know that the planned activity might not take place if there is not sufficient financial support.



10. First Aid and Medication

First Aid

If your child is taken ill during the school day, or has a minor accident, he/she will be treated in the school in accordance with the First Aid Regulations set out by East Sussex Children's Services. In the event of a more serious accident or illness at school, you will be informed as soon as possible.



Medication



If it is essential for your child to be given medicine in school we are able to do so. Precise details on how medicines will be administered at Maynards Green CP School are as follows:-

- The secretary (who is a fully qualified First Aider) will administer medicines and keep a record that they have been given. We stress that children should not be in school if they are unwell and if at all possible, children should receive their medication at home.
- Prescribed and non-prescribed medication will be given if the appropriate form has been completed. If a child arrives at school with medication and no written instructions or authorisation, a telephone authorisation will be accepted for one day only. Antibiotics will only be administered if a child requires 4 doses or more each day. Eye and/or ear-drops will not be administered.
- Cough and throat lozenges are considered medications and are therefore subject to the same procedures. Lipsyl, Chap Sticks etc are not

considered to be medication.

- Medications should be brought to school in their original containers (plus relevant spoons etc) clearly stating the dosage. In the case of non-prescribed medication, if the dosage requested by parents exceeds the recommended dosage on the manufacturers label then the latter dose will be given. The medications will be stored securely in the office.
- Inhalers for asthmatics will be kept in the office but available for immediate use. This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other pupils in the school.
- Inhalers for asthmatics can remain in school throughout the school year although it is parents' responsibility to check expiry dates. All inhalers need to be taken home at the end of Term 6. Inhalers not taken home will be appropriately disposed of.
- Medication other than inhalers should be taken home at the end of Terms 2, 4 and 6. Medication not taken home will be appropriately disposed of.

It is recommended that a primary school pupil should never carry medicine to and from school and medicines should be handed to school office staff by the parent on arrival at school.

11. Travelling to school



Parents driving their children to and from school are asked to take great care when parking. Car parking space is restricted and, in the interests of safety, parents are asked not to park where they will cause an obstruction to other traffic or to pedestrians. Parents are particularly asked to keep neighbouring driveways and entrances clear and not to park on both sides of School Lane. It is both illegal and dangerous to park on the zig-zag yellow lines outside the school.

We encourage families to walk or cycle to school. A School Crossing Official (a 'lollipop person') is on duty at the beginning and end of the school day (although this post is currently vacant). Safe storage is available for bicycles and cycle helmets.

Where the use of a car is considered the only option, we encourage parents to consider car sharing arrangements wherever possible.

12. Valuables and Lost Property

Children are not encouraged to bring valuable items to school unless they are part of a project or are intended to be shown to the class. Teachers may look after valuable items if requested to do so, but neither the school nor the County Council will accept responsibility for personal possessions in school.

Children are expected to be responsible for their own property. However, things do go missing from time to time. It is important that all articles of clothing are clearly marked with the owner's name as this makes it very much easier for the lost item to be returned to its owner.

There is a 'Lost Property' basket in the main entrance and another in KS2 cloakroom. Unclaimed lost property will be recycled at the end of each term.

13 The Governing Body

Governor	Type of Governor	Term of office
Mr L Parkyn	LEA	2006 - 2010
Mr R Jones (Chair of Finance)	Community	2006 - 2010
Mrs B Archer	Parent	2008 - 2012
Mrs K McCarthy (Vice Chair)	Parent	2008 - 2012
Mrs C Robertson	Community	2006 - 2010
Mrs C Bustard (Chair)	Community	2008—2012
Mrs P Smith	Parent	2009—2013
Mrs H Marsden	Parent	2009—2013
Mrs M Naylor Clements	Staff	2009 - 2013
Mrs V Poole	Head Teacher	
Mrs H Stace	Clerk	

The *Governors* meet termly to discuss a variety of topics relating to the school. *Governors* serve on various committees e.g. Finance, Personnel and Buildings, Health and Safety etc. They have to keep up to date with all the changes in education and ensure that the school meets all its legal requirements.

Governors visit the School regularly and take an interest in the children, staff, the curriculum and the general life of the school.

14. Complaints

As required by Section 2 of the Education Reform Act, the LEA has a complaints procedure a copy of which is available from the School Office. In the first instance, all complaints should be addressed to the Head Teacher. Matters which cannot be resolved by the Head Teacher will be dealt with by the *Governing Body* and there is an appeals procedure for parents to follow should the issue remain unresolved.