



Parent Handbook

**Everything you need to know about our
amazing school**

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Welcome

A message from the Headteacher



We are a larger than average community school with a small school feel. We seek to provide a caring, supportive and nurturing environment where children feel happy and safe to learn and fulfil their potential. You will see from our very full newsletters that life at Buckingham Park is busy and full of opportunities for children to shine.

Our spacious school with its extensive grounds, is at the heart of our community and we work closely with families to help our children develop the essential skills for a happy and fulfilled life. As such, we have an expert inclusion team comprising of our Inclusion lead, Inclusion assistant, pupil counsellor and forest school Lead, as well as a School Led Tutor and highly trained LSAs throughout the school. We listen to children and their experiences to help shape our future

Most importantly, our school values Empathy, Perseverance, Independence, Collaboration and Creativity, and our Buckingham B's of 'Be kind, Be safe and Be your best', are at the heart of everything we do.

Buckingham Park pupils are happy and cared for and there is a strong culture of respect. Helping children to develop into happy, responsible citizens, who are able to make a positive contribution to our world, is at the heart of our work. We actively listen to the voices of parents and children, and we actively promote the spiritual, moral, social and cultural development of each individual. Another fundamental is the importance of ensuring that our children are physically, mentally and emotionally healthy, and to that end, we have a strong focus on wellbeing for the whole of the Buckingham Park community.

We recognise that it is imperative that we develop pupils' spoken language so that they can express, clarify and justify their ideas, articulate their learning, and ask questions as well as work confidently with their peers. As a result, our curriculum allows all of our pupils to achieve success and make progress, stretching the high prior attainers and supporting pupils who have barriers to learning.

We ensure that learning is structured and carefully sequenced, and links are made within and between subjects to enable a deeper understanding and embedding of what we want our children to know and be able to do. Building on prior knowledge, optimising cognitive load and working collaboratively are the key features of our approach to curriculum delivery, enabling our learners to achieve the highest possible standards.

We set high standards in all that we do, and strongly believe in the importance of the core skills of reading, writing and mathematics, as well as a broad and balanced curriculum. We give high priority to a wide range of subjects. Throughout children's time at Buckingham Park, we provide high quality learning opportunities to increase children's knowledge, skills, experience and understanding. We aim to create a climate for growth in which pupils can discover their strengths, talents and love for learning. Our expert members of staff deliver a broad and balanced curriculum centred on a rich diet of learning experiences. This is underpinned by our vision of Learning together, Learning for Life.

Mrs Kim Brown



About this Handbook

This handbook is designed to give all parents and carers clear guidance and information about matters relating to school life. It contains essential and useful information to answer questions about day-to-day organisation across the school.

We hope that, having read the booklet, you will know more about how the school runs, the people involved, and what we do to secure good learning in a positive, caring environment.

It does not contain detailed information about the school curriculum or what the children are taught in school. This information will come via your children's class teacher and through regular parent consultations, reports and on the school's website:

www.buckinghamparkschool.co.uk

Please take time to read through this booklet, which aims to answer these questions:

- **Who works in school and governs the school?**
- **How is the school organised?**
- **How does the school help our children to be healthy?**
- **How does the school help our children to stay safe?**
- **How does your child contribute to school life?**
- **What does my child need to wear?**
- **How can I get involved in school life?**

Our Values, Vision & Ethos



Our School Values



Empathy



Perseverance



Independence



Collaboration



Creativity

Our Vision & Ethos

We are proud to be a fully-inclusive school that strives to deliver outstanding outcomes for each and every child through our values of **empathy, perseverance, independence, collaboration and creativity**, and our Buckingham B's of 'Be kind, Be safe and Be your best'.

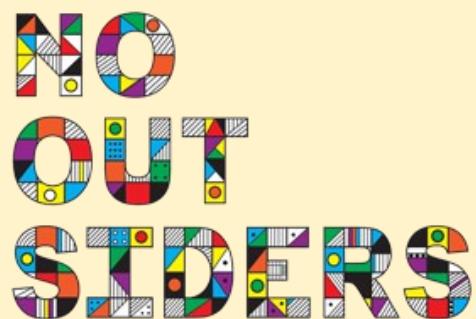
Our broad and balanced curriculum ensures children are equipped with the knowledge, skills and cultural capital to leave our school fully ready for the next chapter of their lives. At Buckingham Park Primary School, our motto is '**Learning Together, Learning for Life**', and believe learning is a lifelong process.

The curriculum is the progression model. We have a firm belief that knowledge is transferable, and thus have devised key concepts that underpin our curriculum. The key vocabulary and knowledge learned across our curriculum facilitates comprehension and promotes a love of reading. Our curriculum develops pupils' knowledge,

skills and abilities to apply what they know and can do with increasing fluency and independence. We have ensured that our curriculum has scope, coherence, sequencing and rigour. Overall, our curriculum gives the knowledge and cultural capital pupils need to succeed in life, underpinned by our school values empathy, perseverance, independence, collaboration and creativity (EPIC).

No Outsiders

At Buckingham Park Primary School, we believe in the importance of equality and everybody having the same opportunities. This is modelled by our staff and taught through lessons and other experiences both discretely and explicitly



EVERYONE IS WELCOME IN OUR SCHOOL.
No one is the same, but everyone is equal.

School Day

Timings of the School Day

Event	Time
Breakfast Club	7:45am - 8:45am
School Start	8:45am
Break	10:30am - 10:45am
Lunch - EYFS	11:30am - 12:30pm
Lunch - Year 1	11:45am - 12:45pm
Lunch - Year 2	12:00pm - 1:00pm
Lunch - KS2	12:15pm - 1:00pm
Home time	3:15pm
Little Ducklings (Internal provider)	3:15pm - 4:30pm
Childcare Club (External provider)	3:15pm - 6:00pm

Getting Ready for

'Big' School

To aid your child's preparation for life in school and preparation for independence, it would be helpful if they could do these things for themselves before they start school.



- Go to the toilet by him/herself
- Use a tissue/handkerchief
- Be able to use a knife and fork
- Do up own buttons and zips.
- Dress themselves
- Change shoes, Wellingtons, plimsolls
- Hang up coat and hat
- Recognise own name on clothing
- Know, and be able to say clearly their name and address
- Be able to respond to questions asked
- Sit quietly for a time
- Can sit on their bottom (cross-legged)
- Recognise and name primary colours
- Listen to a story for a sustained period of time
- Say, count and recognise numbers 1-10
- Write his/her own name
- Be familiar with a book
- Have some experience of the noise levels that larger groups of children can make

Best Start

Preparing your child for Reception Class is vital for a great start to their education at primary school. Here at Buckingham Park Primary School, we encourage a high level of independence, especially giving the children a chance to think independently.

It is therefore imperative that at home you too give your child the best start by providing opportunities for them to think and ask questions, play with a variety of toys and be given a chance to speak.

This can be done in a number of ways, nearly all of which are free.

- **Sing along to dance music, even play their own make-shift instruments such as banging a pan with a wooden spoon**
- **Play with balls, bats, hoops, climbing equipment, bikes, scooters push and pull toys**
- **Visit places of interest such as the seaside, parks, woods, church and other places of worship**
- **Experience playing with friends their own age and practising skills such as sharing, taking turns, negotiating rules for their play**
- **Having the chance to make new friends and be encouraged to speak and interact with another child unknown to them (obviously with a responsible adult nearby)**
- **Being given opportunities to experience art and crafts such as sticking, cutting with suitable age appropriate scissors, drawing, colouring, painting, etc**
- **Experiencing moulding with play dough (this is easily made with ingredients found in the kitchen cupboards) or simple cooking with an adult**
- **Fixing basic puzzles/jigsaws together**
- **Being outside for a bug hunt**
- **Taking a walk and exploring nature**



- **Making collections such as a leaf collection in Autumn**
- **Being able to follow one instruction at a time, e.g. please find your shoes. Then moving onto two instructions such as; find your shoes and put them on**
- **Being competent putting on their coat and shoes unaided**
- **Having the confidence to greet an adult they know**
- **Being able to decide between two options, for example, a banana or apple for snack?**

It is the children who join our school with a background of these experiences, who make the greatest progress with their learning and therefore, the best start in their school career.

Reading at Home

- **Encourage your child to read**

Reading helps your child's wellbeing, develops imagination and has huge educational benefits. Just a few minutes a day can have a big impact on children of all ages.

- **Read aloud regularly**

Try to read to your child every day. It's a special time to snuggle up and enjoy a story. Stories matter and children love re-reading them and poring over the pictures. Try adding funny voices to bring characters to life.

- **Read together**

Choose a favourite time to read together as a family and enjoy it.

- **Encourage reading choice**

Give children lots of opportunities to read different things in their own time - it doesn't just have to be books. There's fiction, non-fiction, poetry, comics, magazines, recipes and much more.

- **Create a comfortable environment**

Make a calm, comfortable place for your family to relax and read independently - or together.

- **Make use of your local library**

Visit your local library and become a member. Local libraries also offer brilliant online materials, including audio books and ebooks to borrow.

- **Engage your child in active reading**

Play games that involve making connections between pictures, objects and words, such as reading about an object and finding similar things in your home. You could organise treasure hunts related to what you're reading. Try creating your child's very own book by using photos from your day and adding captions.



• Bring reading to life

You could try cooking a recipe you've read together. Would you recommend it to a friend?

Alternatively, play a game where you pretend to be the characters in a book, or discuss an interesting article you've read.

• Talk about books

This is a great way to make connections, develop understanding and make reading even more enjoyable.



Teaching, Learning & our Curriculum

Teaching & Learning

Buckingham Park Primary School's curriculum is a knowledge-specified and well-structured curriculum.

Our knowledge rich curriculum aims to empower and inform children in preparation for the next steps in their educational journey. High-quality planning, that considers the needs and interests of all pupils, allows the curriculum to be successful and for children to achieve their potential.

Subject leaders have carefully selected precise knowledge goals for learners at each stage of their learning journey. We believe that the more precise we are about the knowledge goals, the more rigorous we can be about the process of ensuring that all pupils meet them.

Our Curriculum

At Buckingham Park Primary School, our fundamental principle has been to create a curriculum that is fun, engaging and memorable, whilst ensuring it is underpinned by the key concepts, knowledge and skills needed to equip our pupils for

the next stage of their education journey. We also strive to make our curriculum relatable and engaging by tailoring it to meet the needs of our children.

In developing a curriculum that is unique to our school, we have made the very best use of our beautiful surroundings and natural resources, not only in our immediate school grounds, but also in the town of Shoreham-by-Sea, the county of West Sussex and beyond.

We believe that we are able to offer our children an inclusive curriculum, one that carefully considers and celebrates the uniqueness and individual needs of each child, and is strengthened through the embodiment of our school values:



Parents

Communication

We recognise that the education we offer will be strengthened by strong home-school communication. We have an open door policy across the school. Should you have any concerns, we would ask that you share these with the school at the earliest convenience. The easiest, most appropriate first point of contact is probably your child's teacher. A member of SLT will always be on the school gate each morning to answer any questions you may have.

We offer a range of different routes for communication, both informal and formal as detailed below.

- Short notes in reading records, either written by teachers for parents to read or vice versa
- Short notes written by parents that the child hands to their teacher

- Formal appointment with the class teacher (outside Parents' Evening)
- Parents' Consultation appointments (2x yearly)
- Stay & Do sessions
- Subject Workshops
- Appointments with a year leader or member of SLT
- Emails can be sent to our office email - office@buckinghampark.co.uk

We ask that in the first instance that any issue is raised with the class teacher before escalating via the appropriate in-school channels.

Any quick questions or queries in the morning can be mentioned to the class teacher; however, should you require a longer discussion, we kindly request that you contact the school office to make the arrangements.

Attendance & Lateness

We open the school gates at 8.40am, when all children can enter their classrooms at 8:45am. Parents are warmly welcomed to escort their children into the playground. Any quick questions or queries in the morning can be mentioned to the class teacher; however, should you require a longer conversation, please contact the school office to make the relevant arrangements.

Lessons then begin promptly at 8.55am. The external school gates will close at 8.55am and any child arriving after this time will need to enter via the main office. They will not be marked late until 8.55am.



Absences

On the first day that your child is ill, you must contact the school office by 9am 01273 453515, or email office@buckinghampark.co.uk to report your child ill to the school office. The reason for absence will be noted on the school system. If a child is absent and a message has not been received, the school will ring to discuss the reasons for absence with you.

We are expected to share our attendance data with the Local Authority, who monitor and intervene accordingly. Unauthorised absences will be shared externally

The government have instructed schools to remind all families that, only in very exceptional circumstances should children be taken out of school for leave. No holidays in term time will be authorised. Full details are available in our attendance policy.

Requests for permission for leave should be addressed to Ms K Astle, Deputy Headteacher.

The Importance of Consistent Attendance

Being in school is important to your child's academic achievement, wellbeing, and wider development. There is evidence to suggest that regular school attendance is a key mechanism to support children and young people's educational, economic and social outcomes. Schools can facilitate positive peer relationships, which contributes to better mental health and wellbeing.

Attendance at school is crucial to prepare young people for successful transition to adulthood, and to support their longer term economic and social participation in society.

Research has found that pupils who performed better both at the end of primary and secondary school missed fewer days than those who didn't perform as well; e.g. data from 2019 shows that 84% of Key Stage 2 pupils who had 100% attendance achieved the expected standard, compared to 40% of pupils who were persistently absent across the key stage.

Absences due to an Appointment

The school understands that it may be necessary to take a child out of school for an appointment e.g. GP, paediatrician, dentist, orthodontist etc. during the school day. We would ask parents to try to minimise the number of appointments and to write informing the school of the appointment in advance.

This means that when a parent arrives to collect a child, all staff have prior warning that the appointment is taking place. For any medical absence to be authorised, written proof will be needed from the medical professionals. Thank you for your co-operation in this matter.

Absences due to Illness

The following guidelines should be followed to ensure infection or illness is not passed on to other children...

- **Vomiting or diarrhoea:** Keep off for at least 48 hours after the last episode.
- **Chickenpox:** Keep off until the last batch of spots have crusted.
- **Measles:** Keep off for 5 days from the onset of the rash.
- **Mumps:** Keep off for 5 days from the onset of swollen glands.
- **Impetigo:** Keep off until the lesions have crusted over.
- **Head Lice:** Inform the school and treat. No time off school warranted.
- **Thread Worm:** Inform the school and treat. No time off school warranted.
- **Scarlet Fever:** Inform the school and follow GP advice
- **Covid:** Follow the current Government guidelines or check with the office.

Collection

Collection after School

The school gates will be opened at 3.10pm. All children are collected by their parents or carers from the playground. School officially ends at 3.15pm. Parents of children in the Early Years will need to collect their child from the EYFS entrance.

Please inform the school office if you are unable to collect your child/ children on time. If a child is not collected at the end of the day, they will be taken to the school office. If a different adult is collecting your child, please advise the school office or your child's class teacher in advance. If the arrangements change on the day, please be sure to phone the office, rather than email.

School staff will not release your child to an adult who has not been authorised by you to collect them. Nominated adults will need a password to collect a child.

Collection after Clubs

We respectfully ask for prompt collection after clubs. For all clubs, please collect children from the designated collection point, which will be included in the relevant club letter.

If a child has not been collected five minutes after the finish time of the club, they will be taken to the school office where parents/carers will be contacted and a fee may be charged.



School Uniform

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At Buckingham Park Primary School, we are proud to be members of our school community and we want all our children to feel part of it and to represent our school. Wearing the school uniform helps them to do this.

Children are required to wear uniform which consists of:

- Jumper: royal blue sweatshirt/cardigan with the school logo
- Top: pale blue short sleeved polo shirt (without logo)
- Trousers/skirt/pinafore/shorts: black
- Summer dress: pale blue/white check
- Shoes: black shoes (no heels)
- Black, white or grey socks/tights (footless tights and leggings are not permitted)
- PE: children should wear a navy blue t-shirt and black shorts and black tracksuit bottoms and sweatshirt for outdoor/winter lessons, trainers or plimsolls.

Other essential items: Your child will also need a backpack (EYFS and Year 1 only), a hat in the summer and a water bottle. Children throughout the school will also need a pair of wellington boots as we go outside to play in wet weather.

All uniform can be purchased online on the school website and some items may be purchased via the link below:

myclothing.com/buckingham-park-primary-school/8302

Hair:

For safety and hygiene reasons, hair shoulder length or longer should be tied back from the face.

Extremes of fashion are not acceptable and hair should be of natural colour.

Jewellery & Make-up:

No jewellery should be worn at school, unless it is for religious reasons.

If children have pierced ears, only small studs should be worn; other types of earrings are not permitted for safety reasons.

Earrings should be removed for PE lessons; however, if this is not possible, children will be given tape to cover the earring.

Watches must not have games, activities or camera functions on them. Smart watches of any kind are not permitted.

Religious Requirements & Race Equality:

We welcome children to follow their religious beliefs. Sikhs are traditionally required to wear a bangle and boys cover their hair, which is left uncut, secured in a topknot or turban. Where safety is an issue, pupils will be asked to tape bangles to the skin or wear a sweatband. Muslim girls may wear the hijab, which should be black or blue.

Behaviour

The school has high standards of conduct and expects all children to behave in a sensible, responsible and safe manner at all times and to have regard for the feelings and wellbeing of others. It is important that parents and carers help children to understand that these rules extend into the playground and beyond school.

We have high expectations of pupils' conduct and behaviour, which is commonly understood by staff and children, and applied consistently and fairly. We aim to develop children into independent thinkers, resilient, motivated, confident learners, excellent communicators and happy, responsible young citizens of our school and wider community. Our school behaviour policy shares our vision of what positive behaviour looks like and is used to help promote the school's EPIC values.

Children are taught routines that promote positive learning behaviours, such as silent signals.

Bullying, racism and homophobic language are not tolerated and children are encouraged to report incidents appropriately and sensibly. All incidents are followed up and the school has a duty to record and report any proven incidents to the Governors and the Local Authority.

Raising the profile of good behaviour is important to us and we do this in a variety of ways; we regularly remind children of the Buckingham B's during restorative conversations, ensuring they are able to understand and reflect on their behaviour, so that they are better able to avoid making the same mistakes going forward.



Our School Rules

The Buckingham B's

Be kind

Be safe

Be your best

Health & Medicines

If your child has an on-going medical condition which requires intervention with medication, please ask for a meeting at the earliest opportunity with Mrs G Deacon in the office, who is the school's primary first aider. It may be necessary to complete a 'Care Plan' which will state exactly what medical needs your child has and how we deal with it during school hours.

If your child has a specific health need e.g. asthma, severe allergy, diabetes, etc. please ensure that details about the health need/s are filled in on the annual consent forms. Should your child have a health need that becomes evident/or is diagnosed during the school year, please inform the school office straight away.

When your child starts school, it is particularly helpful if you can inform the school of any relevant health needs, concerns, or special educational needs prior to the start date. Please arrange an appointment with the SENDCO to discuss any concerns you may have about

your child starting school, especially relating to any special needs, such as speech and language, toileting, etc. This enables us to make any necessary arrangements or adjustments that can help your child to make a smooth transition to fulltime school.

Prescription Medications

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so
- Where we have parents' written consent

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are: in-date, labelled with the child's full name, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage. The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date. All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. This is either in the school medical cupboard and, if necessary, also within the classroom. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away. During school trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines. Staff administering medicines will do so in accordance with the prescriber's instructions. School will keep a record of all medicines administered to individual children, stating what, how much was administered, when and by whom.

Emergency Procedures

Staff will follow the school's normal emergency procedures, e.g. calling 999. All pupils' health care plans will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

Government Health Screening

School medical inspections are currently carried out across the year in various year groups. The Health Authority will notify you of these in writing, via the school, and you have the right to withdraw your child.

Special Educational

Needs & Disabilities

Inclusion

Enabling all children to make the best progress they can academically, emotionally and socially is at the heart of inclusion at Buckingham Park. We actively seek to remove barriers to learning.

Listed below is a brief overview of the various additional programmes we deliver to support all learners, where appropriate. If you wish to discuss your child's support programmes please do not hesitate to get in touch with Miss Douglas, our school SENCo (Special Educational Needs Co-ordinator).

Special Educational Needs

Our school caters for children with a wide range of learning differences, such as dyslexia, autistic spectrum disorders, speech, language and communication needs, emotional and social needs and physical disabilities.

Our teachers and learning support assistants receive regular training to ensure that classroom teaching is inclusive for every child. Working in partnership with parents is a key element to SEN provision at Buckingham Park Primary. We involve parents in the setting of individual targets for children who have individual Learning Plans. We believe that children have the best opportunity to achieve their personal potential when parents, carers and school staff work together to support them.

Speech & Language

Individualised programmes developed by a Speech Therapist who regularly works in the school are delivered by our teaching assistants. These programmes are for children who have been referred, by the school or by a medical professional, to be assessed by the Speech and Language Therapy Service.

English as an Additional Language (EAL)

This is for children who have a first language other than English and may need further intervention with their English language understanding in order to aid their academic development.

We use guidelines given by specialist teachers from the Ethnic Minority and Traveller Achievement Team, which follow the National Curriculum programmes.

Educational Support

We use a range of interventions and specialised resources to support children in their learning across the whole school.

Emotional and Social Support

This intervention is accessible to all pupils who may be experiencing difficulty with some aspects of home/school life. These needs may be the result of difficult or upsetting changes within the family, such as bereavement or relationship worries. Ultimately, when a child's fears or anxieties are sensitively and appropriately managed, a happy, more confident child can engage, access the curriculum and learn more effectively.

School Meals

Children have the option of bringing a packed lunch to school or having a hot school meal. All meals are eaten in the school's main hall.

Hot Lunches

Meals, including a vegetarian option, are provided by Go! Catering and are prepared daily in our kitchen.

The standard price for these hot meal packages is currently £3.00 (subject to change) and for this your child will be given a hot main course item with sides and a dessert.

Please pop into the office to collect a current menu or [click here](#) to be taken to the Go! Catering website.



Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to a free school meal.

Older children (Year 3 to Year 6) are entitled to free school meals if their parents, carers or guardians receive any of the following:

- Income support
- Income based job seekers allowance
- Income related employment and support allowance
- Guaranteed pension credit
- Child Tax Credit, but not Working Tax Credit, and an annual income lower than the limit set by the Government
- Working Tax Credit Run On because you have ceased work or reduced your working hours to less than 16 per week

Special Diets

Religious diets will be catered for by the vegetarian meal option.

For children with food intolerances and allergies, Go! Catering take pride in providing those children who require a specialist meal with a lunch that looks just as good as the main option.



Packed Lunches

Alternatively, children may bring a packed lunch. This should be provided in a secure, named container.

A drink should also be provided in a non-breakable container. Packed lunches are eaten in the studio and the main hall. Sweets, chocolate and fizzy drinks are not permitted, but we

encourage lots of fruit, vegetables and water. Please do not include nuts or nut products, e.g. Nutella, peanut butter, in your child's packed lunch as some children have nut allergies.

We try to reduce the waste we create in school, so encourage the use reusable containers for food, rather than lots of packaging; however, we completely understand that this is not always possible.

It is a good idea to include an ice pack in the summer months to keep the food cool.

Milk & Fruit

Every child is entitled to FREE school milk until their fifth birthday.

We register all children under five for free milk when they start school. If your child is unable to drink dairy milk, please let us know.

When your child reaches their fifth birthday, they will no longer be entitled to free milk; however, you are able to register them to continue to receive milk that is subsidised.

Additionally, Children in Reception and Key Stage 1 receive a piece of fresh fruit, fresh vegetable or a packet of raisins each day. This is funded by

Offered to all

Families

- Weekly 'Friday Newsletters' emailed home, posted on our school website
- Termly year group newsletters explaining the curriculum
- Twice yearly Parents' Consultations - all parents are invited to make an appointment to see their child's teacher(s)
- Welcome presentation at the start of each year
- Half-termly curriculum leaflets for each year group
- Annual Report - these are sent out every July
- Follow us on Facebook



Parents , Teachers &

Friends Association (PTA)

We are fortunate at our school to have a PTA that is and has been an integral part of the school community. The PTA helps to raise funds to enhance our children's education experience and the school's facilities. As fantastic as the fundraising is, our PTA is about much more than simply raising money.

The PTA is an excellent way to bring parents and friends together socially in support of the school, working towards a common goal. All families are automatically members of the PTA when their child joins our school and everyone is encouraged to become involved.



Getting Involved in School Life

We have a range of whole school annual events to which parents are invited, including:

- **Class assemblies and performances**
- **Daffodil Breakfast (EYFS)**
- **Ice-cream Fridays in the warmer months**
- **Christmas nativities and school performances**
- **PTA Winter Trail**
- **Sports Days**
- **Curriculum enrichment opportunities - as these arise over the year.**
- **Additional PTA events across the school year**
- **'Stay & Do' sessions in class**
- **Curriculum workshops**
- **'Stay & Play' sessions**

Volunteering

Please speak to the office team or a member of SLT for further details.

We welcome parents, carers and friends to volunteer in school.

Volunteering in school covers three areas: hearing individual children read, helping generally in the class or library, and occasional help such as accompanying a school trip or volunteering at school events.

The expertise adults can bring in to school and help bring learning alive is invaluable. All volunteers must have relevant safeguarding training from a Designated Safeguarding Lead (DSL). This training takes place at the start of the school year.

In year training is provided as necessary. We are sometimes able to support short term work-based projects, such as Teaching Assistant training. However, this does not imply any future employment and depends on the timetable of the school.

in School

We are grateful to the people who currently volunteer in school and would like to encourage further involvement to give our children greater learning opportunities.

This could also benefit you by providing volunteering experience for your CV.



Additional

Information

Breakfast Clubs

At Breakfast Club, there is always a choice of cereals, a selection of fruit freshly prepared, and toast with a choice of spreads fruit juice, milk, and water. There are two days where we provide 'specials' with crumpets, pancakes, scrambled egg, croissants, etc. Children have a choice to play games both inside or outside, drawing and colouring or join in with an organised activity with a member of staff.

Breakfast Club is open daily between 7.45am - 8.45am. Payment should be made via ParentPay at least a week in advance.

Please contact the school office or see the website for a schedule of current charges.

Smartphone Free

We understand some children carry a mobile phone for safety if they are walking to/from school on their own. However, these must be 'brick' phones, as we do not accept smartphones in school.

After School Clubs

The school offers a selection of after school clubs across the year. Clubs are run on a term-by-term basis for children from Reception upwards.

[Little Ducklings](#) is available every day between 3:15pm - 4:30pm for children from Reception to Year 6, and is run internally by school staff.

Additionally, [The Childcare Club](#) is available every day between 3:15pm - 6:00pm for children from Reception to Year 6, and is run on-site by an external provider.

Birthdays

Children are allowed to wear home clothes when it is their birthday. If their birthday falls on a weekend or school holiday, they may wear home clothes on the nearest school day.

Financial Matters

We operate a cashless system for all monies coming into school, whereby monies for dinners, trips and activities, etc, are paid online via Parent Pay.

Any money that does have to come into the school (charity events) should always be sent in a clearly-labelled, sealed envelope, stating the child's name, class and what the payment is for. If the payment is for more than one child, please write each child's name clearly on the envelope.

Health & Safety

It is essential that the school has an emergency telephone number for both parents and where possible contact details for a friend or relative. To improve communications of a less urgent nature we are happy to contact you via text or email. We ask that you inform the school of any changes in these details.

Security

As part of our safeguarding of children we give security a high priority. We believe all children need to feel safe and secure in school to maximise their learning.

Child Protection & Safeguarding

We have Designated Safeguarding Leaders (DSL) in school, who are contactable via the school office should you have any concerns that you feel you should share.

All staff and governors are regularly trained in safeguarding procedures. The school has an extensive policy which is available from the office. We are legally required to report any suspected cases of abuse or neglect to the authorities. We follow the West Sussex Safeguarding procedures.

All staff who will be in contact with your child in school must have an enhanced Disclosure and Barring Service check (DBS) before working in school. This process checks that an adult is deemed safe to work with children. The school views this as a matter of the utmost importance. Volunteers who volunteer in our lessons and/or read to our pupils are also required to have a DBS check.

Please see the school office if you feel you would like to volunteer and require a DBS check.

All outside doors have safety locks which cannot be opened without a code. When opened, school gates are manned at the beginning of the day by members of staff. The main entrance to the school is monitored closely, and a door entry system is in operation. In addition, there are CCTV cameras around the school site.

All visitors are required to sign into the visitor's system and wear the appropriate lanyard. If you need to collect your child for an appointment, please go to the front entrance of the school and your child will be sent to the office.

Sun Protection

In sunny weather we ask that parents and carers put sun screen/cream on their children before school if they so wish. You may send 'named' sun cream in with your child if you consider them able to apply it themselves. We ask you to impress upon your child that it is for their use only; other children may have an allergy. Sun hats or caps should be worn for protection. Please name all items.

Educational Visits & Trips

Classes take part in trips throughout the school year. A decision to arrange a trip or residential is taken after careful consideration. All visits are thoroughly risk assessed and recommended adult to child ratios adhered to.

For residential trips, staff visit the venue and a risk assessment is carried out. Trips are arranged on the basis of voluntary contributions and may be cancelled if there is not sufficient financial support for the trip/visit.

Please see a member of SLT in the case of a request for financial assistance.

All enquiries will be treated in the strictest confidence.

We currently have residential trips in Year 6 to Lodge Hill in West Sussex or a PGL Windmill Hill in East Sussex. These can be paid in instalments over a 10 month period. These residential are not part of the 'curriculum' and therefore, can only be attended if paid for in full.

Swimming

Children swim at Lancing College's swimming pool during their time in KS2, usually in Year 4.

Children receive swimming lessons from qualified instructors.

The pool requests that children tie their hair back and wear appropriate swimwear - girls in a one-piece swim suit and boys in trunks above the knees. They also require goggles and a swimming cap.

Hair/Head Lice

Head lice can be a perennial problem in all schools. Please regularly check your child's hair for head lice.

If you do find head lice in your child's hair, please treat them in the usual way and inform the school office so that a general note can be passed on to parents in that class.

There is no need to keep your child off school during this time.

Images & Videos

We have a specific policy and associated permission form to allow us to use images or video of your child. This will be provided for you to complete when your child starts school and at the beginning of each year.

If you do not wish your child's image to be used, you must indicate this. Any photographs or video footage taken by the school will only be used for school purpose, including promotional material, website news, local press. We only ever publish first names with a photograph. We would request that you respect the privacy and views of other parents and do not post any images or videos online or social media platforms.

