



Parents' Handbook

2019-2020

**“Enabling every child to fulfil his/her
potential in a nurturing Christian
environment”**

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“Live Love Learn”

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Staff

Headteacher	Lorna Pleavin
Senior Teacher	Lucy Jones
Admin Officer	Jo Wright
Teachers	Claire Jones (YR) Alex Coker (Y1 & 2) Tom Penny (Y3 & 4) Lucy Jones (Y5 & 6) Donna Harris (Y5 & 6 PPA cover)
Andrea Coleman (Specialist Dyslexia Teacher)	
SENDCO	Vickie Barnard
HLTAs & TAs	Carrie Hughes (Stay & Play) Vicki Tomlinson (Y1 & 2) Jonathan Heritage (Y3 & 4) Caroline Thompson (Y5 & 6) Dawn Davies (Y5 & 6) Jo Clarke (Sports)
After School Care	Kirsty Kirk-Roe, Sue Armitage, Carrie Hughes
Midday Assistants	Sue Armitage, Carrie Hughes, Caroline Thompson
Cook	Kier Mitchell
Caretaker	Pete Allman

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Introduction

Welcome to Utkinton St. Paul’s CE Primary School. This handbook aims to give you some useful information about the school, introducing the people involved with the school, the routines and our expectations. Further detailed information can be found on our school website www.utkintonce.cheshire.sch.uk, which is constantly updated. The aim of this handbook is to provide a quick, easily accessible guide to parents and carers. We hope you find it useful.

Absence

If your child is away from school due to illness, medical appointment, etc. you should contact school as soon as possible on the morning, stating the name of the caller, the name of the child, the reason for the absence and his/her probable return date (if known). A member of staff will contact parents after 9.30am if no reason for absence has been

communicated. If your child has suffered from sickness or diarrhoea, please allow a minimum of 48 hours following his/her last bout before returning to school to minimise the risk of passing the illness to another class member. Attendance is monitored termly by the Headteacher who will identify children whose attendance is below the Government target of 95%. She will then arrange meetings with the parents to help support their child's attendance.

After School Care: 'The Den'

Our after school care is run in school each night from 3.30-6.00pm and each session costs £8.00. Kirsty Kirk-Roe, Carrie Hughes and Sue Armitage are our Den leaders. All children are welcome to attend the Den, including siblings from other primary schools on either a regular basis or adhoc. You can book your child(ren) in either by contacting the school office via telephone or e-mail. Payment can be paid on-line via School Money. The school reserve the right to withdraw after school care where there is an outstanding balance of £80 per child and no payment agreement has been put in place.

If there has been no contact from parents of children who have not been collected by 3.45pm the children will be placed in after school care and their parents charged the £8.00 session rate.

Behaviour

Our behaviour management is based upon children learning to take responsibility for their behaviour and self- regulate, preparing them for life in the outside world.

We have 3 Whole School Rules: Ready, Respectful, Safe (RRS). At the beginning of each year, each class talks about what this looks like in their classroom and creates a class display that can be referred to throughout the year. Children who follow the rules are rewarded on our online reward system 'Class Dojo'. Parents are sent details of how to log into this at the beginning of each school year. If you are struggling to access it, please let your child(ren)'s Class Teacher know.

We also award Star of the Week, which is awarded to one child per class in Friday's Celebration Assembly and is linked to the weekly focus in Worship.

The consequences for children who are not following the rules are:

	Steps	Actions
1	Reminder	A reminder of the 3 simple rules (ready, respectful, safe) delivered privately wherever possible. Repeat reminders if reasonable adjustments are necessary. Take the initiative to keep things at this stage.
2	Caution	A clear, verbal caution delivered privately, wherever possible, making the pupil aware of his/her behaviour and clearly outlining the consequences if they continue. Use the phrase 'think carefully about your next steps'.
3	Last Chance	<p>Speak to the pupil privately and give him/her a final opportunity to engage. Offer a positive choice to do so and remind them of previous examples of his/her good behaviour.</p> <p>2 minutes of child's time is owed when the child reaches this step. This is not part of some future negotiation on behaviour. It cannot be removed, reduced or substituted.</p>
4	Time out	Time out may be a short time outside the room, on a thinking spot in the classroom or at the side of the playground. It is a few minutes for the child to calm down, breathe, look at the situation from a different perspective and compose him/herself.
5	Repair	This might be a quick chat or a more formal meeting, as appropriate.

Each day is treated as new; therefore each child begins with a 'clean slate'.

Breaktime Snack

Children can buy snack each morning break: a slice of toast (25p), half a bagel (30p) and cuplets (30p) are available each day. On Friday breaktimes half a bacon sandwich (65p) is also sold. The payment must be paid up front (the children hand the money to the school cook as they collect their snack) or weekly in a clearly-named envelope.

Children are expected to eat a healthy snack at break e.g. fruit, vegetables, cheese, cereal bars, bread sticks, crackers. Crisps, chocolate, sweets and biscuits are discouraged at break. Sweets and fizzy drinks are not appropriate and should not be brought into school unless requested e.g. class parties.

Clubs

A letter is sent out at the beginning of each term, describing the clubs available and giving dates and times. Parents/carers complete a permission form which gives permission for their child to attend and take responsibility for their child's journey home. Club leaders can limit the numbers as appropriate.

Concerns

If you have any concerns or worries, please speak to the member of staff concerned in the first instance. If you are still concerned/worried then please speak to either the Class Teacher, the Senior Teacher (Lucy Jones) or the Headteacher. For further advice see our Complaints Policy in the policies section of our school website.

Communication

We try to provide a wide range of different ways of communicating with parents/carers.

Wherever possible we will send short messages/reminders home, using our texting service to which parents/carers can reply. Please note that

this is a web-based service and does not go to a phone, so messages are not always picked up immediately. All communication regarding school should take place either on the school premises, through teacher2parents, or the admin@/head@ emails unless otherwise agreed with the Headteacher.

To ensure that letters arrive home and to be more environmentally friendly, we now have a school e-mail service. Unless the letter requires a slip to be returned or a family has indicated that they wish to be sent paper copies, all letters are sent out via this service, so please check your emails regularly. Once the letter has been handed out, spare paper copies can be made available from the School Office and a copy is also uploaded onto the website. If parents/carers require a second copy of letters, reports or further Parents' Evening meetings for parents who live separately, please let the School Office know.

Our school website www.utkintonce.cheshire.sch.uk is constantly updated with events, letters and information about what your child is learning. Please check it regularly.

We also have two Facebook pages: Utkinton St Paul's Primary School; and Friends of Utkinton (our dedicated fundraising Parent-Teacher Association) and Twitter (@utkintonprimary) account. Please visit both accounts as we regularly share things that are happening in school. It would be useful if you could like us/follow us to spread the word.

Curriculum

We are in the process of reviewing our curriculum, whilst continuing to teach using our current, bespoke, thematic curriculum that was designed to meet the needs of our children following the introduction of the new National Curriculum. We anticipate launching our new curriculum in the Summer/Autumn of 2020 and will be holding a Parent Information Evening to share it with you.

Dinners

School dinners are £2.30 per day and run on a three-week rolling menu. The menu is sent out at the start of the academic year and is also available to view on our website under 'Parents, School Dinners and Snacks'. Paper copies are also available from the School Office. School dinner menu options are shared with the children each morning and children can select their preferred school dinner or inform the class teacher if they have brought sandwiches. Children can opt in and out of school dinners each day. Payment is online through School Money. We recommend that payment for school meals is paid in advance. If the amount owed accrues over £25 per child, we will send a message home asking the child(ren) bring their own packed lunch until the arrears are cleared or a payment plan is set up.

Children in Years R-2 are automatically entitled to free school meals.

Children who choose to bring their own packed lunch should bring it in a clearly named box or bag and place it on the box (in the classroom) each morning. We request that parents provide a healthy and balanced diet, avoiding fizzy drinks and sweets.

Pupils whose parents, guardians or carers receive one of the following may be eligible (for families) to claim for free school meals:

- Income Support (IS)
- Income Based Jobseekers' Allowance (IBJSA)
- Income-Related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999;
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190.
- Universal Credit (provided you have an annual net earned income of no more than £7, 400).

If you are unsure, please speak to Miss. Pleavin or contact the Free School Meals Helpline – 0300 123 7021 and a family’s entitlement will be confirmed over the phone. If the claim is successful, it will be processed the same day. A letter of entitlement will be issued to the family by the Free School Meals Team. Claims cannot be backdated. Claims are renewed automatically, as they are periodically reviewed. Even if a child is in Reception-Year 2, and therefore qualifies for free school meals, it is important that the parents complete a form (this is available from the School Office) claiming them as this will enable school to claim their Pupil Premium (see below).

The school also receives a ‘Pupil Premium’ (of £1320) for children who receive free school meals, or have received free school meals in the last 6 years, which can be used by the school to support the child’s learning, so, if you think you might be eligible, even if your child does not wish to take the meals, please apply, as you will be helping their child and the school.

Drop off/Collection

A member of staff is on duty in the playground from 8.30am; children who arrive before this time must be supervised by their parents. The school doors open at 8.50am. The children are encouraged to enter the building independently to hang up their belongings. If there are any issues at home that could affect your child in school, please speak to the member of staff on duty or the school Office. At the end of the school day, parents congregate around the Pupil Entrance. Children remain in the Children’s Entrance until an adult arrives to collect them. If a different person from usual is collecting your child(ren) please inform the School Office/Class Teacher in advance. To safeguard our pupils we are unable to release your child to another person without your permission.

Early Starters

A Before School Club runs from 8.00am each day (supervision is provided by school staff). The cost is £2.50 a day paid on School Money. Children

can opt in and out of this club on a daily basis. They do not need to give notice. The school reserve the right to withdraw before school care where there is an outstanding balance of £25 per child and no payment agreement has been put in place.

First Aid

The school has a number of fully qualified and paediatric first aiders (list in school office and by all First Aid Boxes). All significant injuries are recorded, including all children who bump their heads. Children who bump their heads are always seen by a first aider and you will receive a text from school as well as a letter. For significant head bumps, or other injuries, we will contact parents to inform them and where appropriate we will ask a parent to attend school to assess a child.

Friends of Utkinton

Formally known as the PTA, they are parents, grandparents, carers, aunts, uncles, etc who, through either past or present pupils, have a vested interest in fundraising for the benefit of the children at Utkinton; St. Paul's Primary School. There are no rules with the Friends of Utkinton, there is no one 'in charge' although there is usually a main person who will take responsibility for co-ordinating events. The aim of the group is to run fun activities for families to enjoy, whilst raising much needed money to support the school. They have their own Facebook page 'Friends of Utkinton', which anyone who is interested in supporting the school can request to join. They are always looking for extra support, so if you are interested in volunteering please speak to Jo Wright (Admin), Lucy Griffiths (mum of Hattie, Ted and Oscar) or Lorna Pleavin (Headteacher).

Governors (Interim Executive Board)

The Interim Executive Board function is to provide Interim expertise and high quality governance to support improvement at the school and promote high standards of educational achievement. The members are:

Chair: Andy Kent chair@utkintonce.cheshire.sch.uk
Vice –Chair: Mark Whitehill
Other Members: Andy Canham Hilary Berry (Safeguarding) Cheryl Bullen (SEND) Ian McGrady Nayland Southorn

You can find out more about each Governor and his/her background on our Website Governor section.

Holidays

From 1st September 2013, a new law does not give any entitlement to parents to take their child on holiday during term time. Any applications for leave of absence must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave. A leave of absence form, available from the School Office, must be completed in advance of the holiday. Parents can be fined by the school for taking their child on holiday during term time without consent from the school (£60 per parent per child).

Holiday Dates 2019/2020

Term	Beginning	End
Autumn 1	Tuesday, 3 rd September 2019	Friday, 25 th October 2019

Autumn 2	Monday, 4 th November 2019	Friday, 20 th December 2019
Spring 1	Monday, 6 th January 2020	Friday, 14 th February 2020
Spring 2	Monday, 24 th February 2020	Friday, 3 rd April 2020
Summer 1	Monday, 20 th April 2020	Friday, 22 nd May 2020
Summer 2	Monday, 8 th June 2020	Friday, 24 th June 2020

Inset Days:

Monday, 2nd September 2019

Friday 27th September 2019

Friday, 29th November 2019

Friday, 3rd July 2020

Monday, 27th July 2020

Homework

All children have a reading folder and are expected to read regularly at home. We expect children to three times a week at home and this to be recorded in their Reading Diary or Reading Record Book. Reading homework may be a mixture of books being read to them, sharing books (taking it in turns to read) or reading themselves. We expect children who are on the reading scheme to be heard read at least twice a week (the other session may be being read to or sharing a book). Children who are independent free readers (green and blue free readers) are expected to read to themselves and record it in their Reading Record.

Children in Years 1-6 will be set a phonics/spelling or handwriting task each week. This may be for a spelling test in Years 3-6.

Children in Year 2-6 will be asked to learn/practise their times tables. This may be for a tables test in Years 3-6. Year 1s will begin to learn their tables from the Spring Term.

Years 5 and 6 children are set Science Homework by Donna Harris. Children in Year 6 may be given other work in preparation for SATS/high school. Homework will not usually be given to children who are absent during term time.

We want homework to be purposeful but not to impact valuable family time. If you have any concerns or issues relating to homework, please speak to your child's class teacher.

Head Lice

We suggest that children tie hair longer than shoulder length back and that parents check their child's hair regularly to prevent the spread of lice. Please inform the class teacher of any outbreaks so that a text/letter can be sent to the parents of the appropriate class.

Jewellery

Children may wear stud earrings (nothing that hangs over the ear lobes) and a watch. Children wearing other jewellery items will be asked to remove them and place them in an envelope in a safe place till the end of the day. Please can children come to school without any jewellery on swimming days.

Lost Property

Please ensure all children's clothes are clearly labelled with their names. Lost property is stored in a labelled box by the Children's Entrance.

Medicines

Any child needing prescribed medicine (including inhalers) must complete a 'Prescribed Medication Form'. The form is available from the School Office, kept in the First Aid record and must be reviewed annually. Medication should be in the original pack with the prescription label attached. We are not allowed to accept medications that are not in their full packaging. Unfortunately we are no longer allowed to administer non-prescribed medicine e.g. Calpol apart from on residential.

Mobile Phones/Electronic Equipment

We ask that children do not bring mobile phones or other expensive electronic equipment into school unless specifically given permission to do so (e.g. games day). As we are not insured for such items, we would be unable to replace lost or damaged equipment.

Money

Wherever possible, we request that payments to school are paid on School Money, you will be sent an email to set up an account once your child starts school. All loose monies e.g. for breaktime snack should be brought into school in a named purse/wallet or envelope.

Parking

To ensure the safety of our children before and after school and to lessen congestion we request that:

- no cars park opposite the junction of Quarry Bank and Tirley Lane;
- all cars park on the pavement side of Quarry Bank (going up the hill) when dropping off/collecting their children so that children do not need to cross the road;
- cars avoid turning around in the junction of Quarry Bank and Tirley Lane;

P.E.

Children have at least one lesson of P.E. weekly. Whilst teachers try to keep P.E. on a regular day, due to visitors and weather, it is sometimes necessary to change the day. We therefore suggest that children bring their P.E. kit in on Mondays and take it home on Fridays. Children who forget their kit on 2 consecutive occasions will have a text sent home by the class teacher.

P.E. uniform is either the Utkinton Sports Kit (available to order from the school office with a 3/4 week delivery time) or:

Summer/Indoor	Winter/Outdoor
Light blue T-shirt (either plain or one with the school logo available to order on the School Uniform Order Form).	Dark blue/black jumper (children tend to wear their uniform one)
Dark blue/royal blue polyester shorts.	Dark blue/black tracksuit bottoms.
Black pumps	

There is no obligation to purchase the tracksuit and any children without purchased track suits will be able to borrow one if selected for competition. Purchase of a track suit does not guarantee selection for competition.

Please can all children ensure they have a pair of sports trainers to use in P.E. sessions as pumps are not safe outside and also ensure they have a water bottle in school each day. For Health and Safety reasons, children without the correct footwear may not be allowed to do P.E.

Jewellery must not be worn during P.E. (excluding stud earrings) and no jewellery at all is to be worn on swimming days..

Photographs

We take photographs of the children at our school for many different reasons:

- as evidence/records of their work/activities;
- to put on our school's website;
- in the school prospectus or in other printed publications;
- video or webcam recordings for school-to-school conferences, monitoring or other educational use;
- media.

Before we take a photograph, we need written consent in order to comply with the Data Protection Act 2018 (GDPR). A letter is sent out at

the beginning of each year giving you the opportunity to give consent or withdraw consent for any of the above uses. However, we do urge parents/carers to think carefully about their choice, and if they have any concerns, to talk to Jo Wright or the Class Teacher as children can find it difficult to understand why they are not on the website or do not have photos in the newspaper.

Punctuality

Punctuality is an important life skill which we try and encourage from an early age. The morning register is opened at 8.55am and closed at 9.20am. If the reason for any child's absence is unknown it will be recorded as an unauthorised absence. Children who arrive after the gates have been locked at 9.00am must enter via the Main Entrance and report to the Office. Punctuality is monitored termly by the Headteacher who will identify and meet with families where there is cause for concern.

Reading

Please make sure that your child brings his/her reading book and Reading Diary/Record Book each day to school and takes it home each evening. Reading Diaries are for children on the reading scheme and Reading Records are for children on green and blue free readers. We would like to encourage you to listen to your child read as often as possible and fill in his/her reading record. Independent readers (those on green and blue free readers) can also fill in their own records, commenting on the books they are reading. We would also ask that children only take one/two reading books home at a time and return the books, before choosing another.

Safeguarding

Our Safeguarding Lead is Lorna Pleavin and her Deputy is Lucy Jones. Our Safeguarding Governor is Hilary Berry. If you have any questions about safety in regard to your own children or have any concerns about another child in the school, please pass these on to either Lorna Pleavin or Lucy Jones so that they can help. Outside of school hours, if you have

any concerns, you can contact the Integrated Access and Referral Team (i-ART) on 0300 1237047 or i-ART@cheshirewestandchester.gcsx.gov.uk or using their online form. Out of Office hours contact the emergency duty team on 01244 977277.

School Day

8.30-9.00- Member of Staff outside on duty (children can be left).

8.50- Bell rung; children line up ready to go into school.

8.55-9.20- Registration, daily visual timetable and morning activity.

9.20-10.20- English

10.20-10.35- Break

10.40-10.55- Worship

11.00-12.00- Maths

12.00-1.00- Lunch

1.00-3.30- Afternoon/Creative Curriculum (Infants have a 15 minute afternoon break as and when needed).

3.30- End of the School Day

Security

To ensure our children's safety, we request that all parents/visitors wishing to enter the school during the school day, at times other than the beginning or end of the school day, report to the main entrance. Where appropriate, they will be asked to sign the Visitors' Book and wear a Visitors' Badge. They should return badges to the main Office at the end of their visit.

Special Educational Needs and Disabilities

If you are concerned about your child's progress and feel that he/she may have some special educational needs, please speak to the class teacher in the first instance. If you still have concerns then we will organise a meeting with the SENDCO (Vickie Barnard) where we will decide a way forward. This may be extra support in school or seeking the help of outside agencies such as Community Paediatricians, Speech and Language Therapists or Educational Psychologists. We will work closely with you and support you through the process to ensure your child's needs are fully met and that he/she can achieve his/her full potential. For more information, look at the Policies, Procedures and Statutory Information, SEND section of our website.

Sex and Relationships Education

Wherever possible, Sex and Relationships Education will not be delivered in isolation. It will be firmly rooted within our Personal Social and Emotional Development Curriculum and will be delivered by the Class Teacher and in mixed-sex groups unless another member of staff/professional/same-sex groups are deemed more appropriate, e.g. in Years 5/6. Knowledge and understanding (e.g. the physical aspects of reproduction) only forms part of our SRE curriculum, the focus being on attitudes and values, personal and social skills and keeping safe. Sex and Relationship Education will be taught in the context of a stable, loving relationship, based on mutual respect and care.

Whilst the school has a SRE Scheme of Work (Infants: the differences between boys and girls; the differences between family, friends and acquaintances; the development of babies (animals and humans); Years 3 & 4: Puberty- emotional and physical changes, Years 5 & 6: Puberty- emotional and physical changes and sexual intercourse, lessons are tailored to physical and emotional maturity of each individual child.

If parents/carers wish to withdraw their child from Sex and Relationships Education, they should speak to the Headteacher or Senior Teacher as

we feel that it is very important for children's safety that they receive this information.

Uniform

The winter school uniform is black shoes/trainers, grey or black skirt/trousers, a light blue polo shirt, and a dark blue sweatshirt or cardigan. Branded school uniform can be ordered on line at www.myschoolstyle.com . Children may choose to wear the summer uniform of grey shorts or a blue checked dress. We encourage children to tie long hair back to prevent the spread of head lice. Children are not allowed to wear jewellery except stud earrings and a watch. (See 'Jewellery' entry for more information).

Visits

At the start of each school year, parents will be asked to sign a consent form for their child to be taken off site to visit the church, swimming pool or other local places that are visited regularly at unspecified times during the school year. All other outings need specific consent forms to be completed by the parent/guardian. The School Office will keep these until after the trip has taken place. No child is allowed on any educational trip unless the parent or guardian's permission has been obtained. For those visits for which an entrance fee/transportation cost is payable, the parents will be asked to contribute a voluntary donation sufficient to cover the complete costs of that trip. Whilst, by law, no child may be excluded because of non-payment, trips may not take place unless the majority of the costs have been recovered by way of voluntary payments.

Water

We ask that each child bring a bottle (labelled with his/her name) at the beginning of the school year which he/she can fill at the sink. It is the responsibility of the child to ensure that their bottle is taken home, cleaned and returned to school regularly. Routines for when the children can use their water bottles are set up by the Class Teachers at the beginning of each school year.

The Parent Handbook will be updated and handed out yearly. If there is any information you would like included in future Parent Handbooks, please let me know.

Lorna Pleavin