

# PARENTS HANDBOOK



*'small enough for everyone to count'*

## GENERAL INFORMATION



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# 1 AIMS OF THE SCHOOL

## **School Motto**

'Small enough for everyone to count'

## **Vision**

Mead Road Infant School creates confident, independent learners within a happy, inspiring, challenging environment, where children can reach their full potential.

## **Mission Statement**

We will achieve our vision through:

- A dedicated team committed to providing excellence
- Challenging and valuing all children
- Outstanding teaching with good subject knowledge
- Instilling confidence in our pupils
- Creating an atmosphere of respect for all
- Creating a diverse range of opportunities and experiences
- Providing a modern approach to teaching
- Establishing and encouraging communication with all our stakeholders

## 2 PEOPLE AT MEAD ROAD

Miss Helen Charman	Head of School
Mrs Christy Billetop	Class Teacher
Mrs Rachel Tucker	Class Teacher
Mrs Nicole Viljoen	Class Teacher
Mrs Kim Isaacs	Teaching Assistant
Mrs Kelly Waddington	Teaching Assistant
Mrs Lisa Whiting	Teaching Assistant
Mrs Louise Caswall	Teaching Assistant
Mrs Jill Ward	Teaching Assistant with named child
Mrs Rebecca Atkinson	Teaching Assistant with named child
Mrs Emma Russell	Senior Midday Supervisor
Mrs Catherine Tandy	Midday Supervisor
Miss Tanya Piper	Midday Supervisor
Mrs Mary Ellis	Midday Supervisor
Mrs Rebecca Bullock	Midday Supervisor
Mrs Geneve Ramsay	Admin/Finance Officer
Mrs Rebecca Bullock	Admin Assistant
Mr Nigel Goldsmith	Caretaker
Mrs Claire Singleton	Chair of Governors

## 3 SCHOOL ORGANISATION 2016 - 2017

Mead Road is organised into three classes.

	<b><u>Class</u></b>	<b><u>Teacher</u></b>	<b><u>Year Group</u></b>	<b><u>Age</u></b>
	Robins	Mrs Billetop	Reception	4-5
	Owls	Mrs Tucker	Year One	5-6
	Toucans	Mrs Viljoen	Year Two	6-7

## 4 THE SCHOOL DAY

Breakfast Club	7.45am - 8.55am
Morning Session	8.55am -12.00noon
Afternoon session	1.00pm - 3.00pm

### Bringing your child to school

Please wait in the playground, unless it is raining, in which case they should be taken straight to the classroom.

Children should not be left at school on their own before 8.55am. We understand that there are occasions when children need to be left at school early in the morning. If this is the case you can utilise our Breakfast Club.

When the bell rings at 8.55am please encourage your child to line up. We also ask you to say "goodbye" to your children in the playground. Once the children go into school, our school day has begun. We aim to set a calm, business-like, tone preparing each class for the day's learning. We ask that you do not attempt to engage teachers in a conversation for any reason at this point in the school day. For any urgent messages please approach our office staff, speak to the teacher after school or make an appointment to see the teacher at a more convenient time

### Punctuality

It is very important for your child to arrive at school on time. Good habits of punctuality formed now will help your children throughout their lives. We are required to record a late mark in the register if any child arrives late. We are also required to notify the Educational Welfare Officer of children who are consistently 'late arrivers' at school.

### Collecting your child from school

The Robins/Reception children are released from their outdoor area. Please wait on the playground near the gazebo. The Owls are released from their classroom lobby and Toucans will be brought onto the playground to their designated area where you can collect them.

We appreciate that sometimes you can get delayed when collecting your child. We will always take care of your child until you are able to collect them. If you can contact us and let us know that you have been delayed we can reassure your child.

For their safety, children should arrive and depart from school through the front or back gate NOT via the staff car park. Children are absolutely forbidden to use the staff car park as it is a highly dangerous area. Small children running out suddenly, from behind a hedge or fence, could so easily be badly injured or even killed.

We do encourage parents to walk to school both to reduce congestion in the surrounding area and to promote healthy lifestyles.

**We ask parents to use the entrance from the alley way if at all possible. If you do need to use Mead Road, we would ask you to use the road with due care and consideration to the residents. Please make sure that you NEVER block driveways and entrances to houses and the school.**

### After School Hours

We ask that that you do not linger on the playground or on the school site. We are very fortunate to have beautiful grounds and space to play, but this is not the appropriate time for children to use them. Please exit the premises as quickly as possible.

We are confident that we can rely on your co-operation and goodwill to keep Mead Road Infant School a happy, safe place in which our children can learn.

## 5 BREAKFAST CLUB



### Breakfast Club

Breakfast club operates from 7.45am-8.55am Monday – Friday and is available during term time only. If you would like your child to attend Breakfast Club please complete a form available from the School Office. To receive breakfast your child must be here by 8.30am at the latest.

Children are offered breakfast with a hot option daily and have stories, board games, puzzles and activities to keep them occupied. Breakfast Club is held in the Hall, when attending Breakfast Club please take your child straight to the Hall.

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## 6 PUPIL INFORMATION

### Contact telephone numbers

It is essential that we have up-to-date information regarding your child's address and contact numbers. If we think your child is ill or if your child is involved in an accident we will contact you by telephone. Please keep us informed of any change of address and home, work and mobile telephone numbers. It is important to give us the name of a friend or relative who lives nearby who could be contacted in the event of an emergency if we were unable to reach you.

### Medical Information

It is vitally important that we know if your child suffers from any medical problems or develops any during their time at Mead Road. Please keep us informed about any allergies from which your child suffers.

### Other Information

Please also inform us if anything unusual or different happens in the home environment which may cause your child to be upset at school; the illness or death of a family member, friend or pet, or separation or divorce. We can then help to reassure your child at school.

### Allergies

It is vital that we are made aware if your child suffers from any allergies. As many children suffer from nut allergies we ask parents not to send nuts or nut related food into school. We know that many parents like to share birthday celebrations with the class but we would ask that you do not send in sweets or cakes – a donation of a book to the class library bus is an alternative idea.

## 7 MEDICATION

The Health Protection Agency has sent all schools an updated Code of Practice, concerning the Administration of Medication to Pupils in Schools. Below, we have set out some details of the advice regarding this matter. If you have any queries, please do contact the Head of School or Admin Officer.

Schools are advised that it is inappropriate for them to administer medicines unless the Doctor specifically requests medication during school hours. As a result, we will not be able to accept medicines purchased over the counter, such as cough linctus or throat sweets.

GP prescribed medicines brought to the school can only be accepted if they are clearly labelled with the:

- (a) Name of Child
- (b) Dosage and correct storage temperature
- (c) Name of Pharmacist (to whom reference may be made if there is any doubt about the dosage).

Medication should also be accompanied by written instructions and you will be asked to sign a consent form from the School Office permitting us to administer the prescribed medicine

We have also been asked to inform parents that ...”the Headteacher, or members of Staff, or the Authority, can accept no responsibility with regard to any accident or injury sustained by the pupil as a result of a member of Staff carrying out the written instructions of a parent in regard to the administration of the prescribed medication”. (Code of Practice No. 46)

Please advise us if your child is allergic to plasters or if you would prefer plasters not to be used.

## 8 ATTENDANCE AND ABSENCE

We expect your child to attend school punctually and regularly and would be grateful if you could observe the following points.

- Should your child have to be absent for any reason, please would you email or telephone the school as early as possible to let us know the reason for absence. [admin@meadroad.bromley.sch.uk](mailto:admin@meadroad.bromley.sch.uk) or 0208 467 1730.
- We do realise that occasionally, because of unforeseen circumstances, a child may be late in to school. If you do arrive after 8.55am would you please ensure that you inform the office in person that your child is present in school.
- Should you need to collect your child for a dental or doctor's appointment at any time during the day, please let the school know in advance. When you come to collect your child please go to the Office. Where possible please arrange routine appointments outside of school hours.
- Please keep your child at home if you suspect an infectious illness and be sure to keep them at home for at least forty-eight hours after sickness or diarrhoea has ceased. If your child has head lice please do not send your child to school until he or she has been treated.

At Mead Road Infant School we believe that regular attendance is essential to ensure children reach their potential. Work at this school is highly structured and children missing lessons will find gaps appearing in their knowledge and skills.

The Department for Education (DfE) has issued new and stricter coding for absences to which schools must abide.

“Regular attendance is crucial to raising and maintaining high attainment. If pupils do not come to school, they cannot learn what is taught in a lesson, practise what has been taught or improve on their performance. There is a clear correlation. Pupils who attend regularly achieve more highly.”

(OFSTED Framework Section 4.3)

It is the duty of parents/carers to ensure that their children attend school regularly (Education Act 1996 Section 7) with consideration of legal action against parents and carers who fail in this regard. It is the responsibility of schools to actively encourage pupil attendance and put in place robust processes to tackle unjustified absence. The Education Welfare Service will provide support and guidance to pupils, parents/carers and schools in facilitating optimum pupil attendance.

### **AUTHORISED & UNAUTHORISED ABSENCE**

If an explanation is not received as to why your child is not in school the absence will be recorded as unauthorised and will remain on a pupil's attendance record permanently which continues throughout their time in primary, secondary and further education.

For all other absences, parents are required to put their request in writing to the Head of School for approval not less than 2 weeks before the proposed absence. Absence from school will not be authorised unless prior approval has been given by the Head of School. Occasions where a child is still absent from school, after the period of authorised leave has elapsed will be marked as unauthorised. In all circumstances the school will decide if the absence is authorised or unauthorised.

Absences are held on children's records, reported at the end of the year to parents and the accumulated totals collated by the DfE.

**Please note that the planning and taking of holidays in term time will NOT be authorised.**

## **POOR ATTENDANCE**

At school, we can see clear links between poor attendance and poor performance. Poor attendance will be monitored and a letter written to parents when attendance at school is less than 95%. Parents may also be contacted and invited to meet with the Head of School if the pattern of absence causes concern, e.g. regular broken weeks of at least one day's absence. Registers are regularly checked by the Head of School who will identify and investigate persistent absence. If no improvement in attendance follows these measures, parents may be liable for a penalty fine.

Parents have a legal obligation to ensure their children's regular and punctual attendance at school; failure to comply with this legislation may result in court action.

National Curriculum Assessments take place in May for pupils in Year 2. Parents should be advised **NOT** to take their children out of school at this time.

If a student is to be withdrawn for the purpose of a visit to their country of family origin a home/school contract, stating the date of return, must be agreed and signed by the parent/carer and Head of School. The school and the parent/carer should retain a copy of the contract. When a school and parent/carer meet to agree the extended absence contract they should discuss ways in which the student can be helped to derive maximum education benefit from the visit.

## **9 VALUABLES**

Children should not wear jewellery to school. If a child has pierced ears simple studs may be worn but these must be removed for PE or covered with tape.

Items of value should not be brought into school in case of loss or damage. The school cannot be held responsible for personal property. All due care will be taken of everyday items such as clothing etc. to ensure that they are kept as safe as possible whilst on the premises.

# 10 UNIFORM

At Mead Road School we strongly encourage all children to take pride in wearing their school uniform as it encourages a sense of identity and belonging. We believe that it also helps foster pride in personal appearance and pride in the school. We ask for your co-operation over uniform, especially concerning footwear and jewellery, as this can be a real health and safety issue. The school colours are maroon, grey and white.

## Girls

Grey skirt, tunic or trousers  
White blouse or polo shirt  
Mead Road sweatshirt or cardigan  
Pink and white stripe or check summer dress

## Boys

Grey trousers or shorts  
White traditional shirt or polo shirt  
Mead Road sweatshirt

Mead Road fleece and raincoat are available but optional

## Footwear

Shoes should be black, grey, navy or maroon. We ask that both boys and girls wear sensible velcro, buckle, slip-on or lace-up shoes. Children need to be able to do up their own shoes, if possible. Trainers, jelly shoes, high heeled or platform shoes, slingback or open-toed shoes are not suitable for wearing to school. Socks and tights should be white, grey or black. We ask that children keep a pair of Wellington Boots in school.

## PE Kit

All children will need:

- Shorts - navy or white
- Mead Road T-shirt
- Plimsolls
- Socks
- Tracksuit bottoms - dark colour

## **ALL ITEMS OF CLOTHING MUST BE CLEARLY NAMED**

- Hair accessories should be of a simple and functional design and in school colours. Long hair must be tied back during PE lessons.
- Children should not wear make-up or nail varnish to school.

All Mead Road school uniform is available from the National Schoolwear Centre, 51, High Street, Bromley. (020 8460 0032) or through [www.tesco.com/ues](http://www.tesco.com/ues)

Second-hand school uniform is available from the School Office all proceeds go to the PTA.

Your child may take part in Forest School or Outdoor Schooling when this occurs we will ask you to provide water proof clothing and old clothes for this purpose.

# 11 UNIVERSAL FREE SCHOOL MEALS MILK AND FRUIT



At Mead Road, lunches are prepared and cooked on the premises free for all children under the Government Scheme Universal Free School Meals. Lunches are served buffet style and include a variety of hot savoury food, hot and cold desserts and either water or milk to drink. The menus are designed to suit most needs with an emphasis on healthy eating. Many of the items served are high in fibre, low in fat and salt and free from artificial flavouring, colourings and additives. All food served is nut-free. Menus are available on request. You must let us know if your child suffers from food allergies.

Pupil premium additional funding for the school is available to some families on low incomes - please contact the school office for information if you think you qualify. All applications are handled confidentially.

We do not encourage packed lunches from home unless your child has severe food allergies.



## School Milk

School milk is provided free for the under 5's. Milk is drunk during the afternoon in the Reception/Robins Class.



## National Schools Fruit Scheme

We participate in the National Schools Fruit Scheme which is part of a Government initiative to provide infant children with a piece of free fruit every day in order to improve their diet and their health. Children will be offered a piece of fruit such as an apple, banana, pear or satsuma each day during the mid morning break.

## 12 PARENT/SCHOOL PARTNERSHIP

For a child to get the most out of their time at Mead Road we believe it is important that we forge a strong partnership between the parents and the school. We believe it is vital that you support and are part of your child's learning. We encourage parents to take an active part in their child's learning. We operate an 'Open Door' policy - we are always available to discuss any aspect of your child's progress or any concerns you may have.

### Parent Consultation Afternoon/Evenings

Parent Consultation Afternoon/Evenings are during the Autumn, Spring and Summer terms. These provide a valuable opportunity for parents to discuss their child's progress in a formal setting. Parents are always able to talk to their child's teacher or the Head of School on a more informal basis to discuss concerns and progress. Written reports are sent to all parents towards the end of the Summer term. An Open Afternoon is also held towards the end of the Summer term. This provides an excellent opportunity for pupils and parents to look around the whole school and to celebrate the achievements of the school as a whole.

Children benefit from encouragement and support. We do ask you to support such meetings.

### Home School Agreement

Schools are required to adopt a home-school agreement. The agreement is drawn up by the governing body in consultation with the Head of School and staff and you and your child will be asked to enter into the agreement when she/he starts at Mead Road.

### Voluntary School Fund

The voluntary school fund is used to supply extra amenities throughout the year for all the children, for example by subsidising educational visits, buying ingredients for cookery lessons, increasing our music collection etc. We suggest the sum of £10, per family, per year.

### Parent Teacher Association (PTA)

Mead Road PTA is very active and organises social and fundraising activities during the year, including the very popular Christmas and Summer Fairs. Other events have included Art Projects, Ladies 'Pamper' evenings, Coffee Mornings and Cake Sales. All parents are part of the PTA and are encouraged to become involved.

We try to have as few rules and regulations as possible at Mead Road but obviously there are some rules in place to ensure the safety of all our children.

# The Golden Rules...

### **Show respect to yourself, to other people and to property**

- ✓ Be kind, helpful and gentle to everyone
- ✓ Always do your best
- ✓ Use your ears to listen
- ✓ Use your lips to say good things
- ✓ Keep your hands and feet to yourself
- ✓ Walk quietly around the school building

Our ultimate aim is for each child to become an independent, responsible, caring person with a strong sense of self-respect and self-discipline. We feel that this is best achieved by creating a school environment in which the social skills of politeness, honesty, courtesy, tolerance, care and kindness flourish.

The class teacher is the first person to whom a child should normally take any problems which need to be sorted out. The teacher will deal fairly but firmly with any behaviour which is considered to be disruptive or generally not appropriate to school. We will always let you know if your child's behaviour is giving cause for concern and seek to work with you in helping your child adjust to the demands of school.

Our behaviour policy is based on rewarding good behaviour rather than punishing bad. Children receive merit certificates and stickers for being helpful, polite and kind as well as for working hard. When sanctions are necessary we try to make the children understand that it is the bad behaviour we don't like, we still like and value them as people. For example, fighting of any sort is not allowed and children who continue to play aggressive games will have to miss their playtime in order that other children do not get hurt. We believe that by developing self-control, awareness of others and a sense of responsibility, children will be helped to understand why good standards of behaviour are necessary in any community. Our behaviour policy is available on the school website [www.meadroad.bromley.sch.uk](http://www.meadroad.bromley.sch.uk) for parents to read.

## 1 4 ACCESS TO DOCUMENTS AND INFORMATION

All statutory documents can be found on our website [www.meadroad.bromley.sch.uk](http://www.meadroad.bromley.sch.uk)

Governing Body minutes of meetings are available to view in a file outside the school office.

## 1 5 COMPLAINTS ABOUT THE SCHOOL CURRICULUM AND RELATED MATTERS

We hope that formal complaints will not be necessary. Please talk to a member of staff if you have any queries, questions or concerns as soon as the matter arises. If you are still not satisfied, please make an appointment to meet with the Head of School.

If your complaint cannot be resolved by the Head of School you may wish to write to the Chair of Governors Mrs Claire Singleton, Mead Road Infant School, Mead Road, Chislehurst BR7 6AD.