

Charnwood Primary School

Information Booklet



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At Charnwood we offer an orderly, structured environment to ensure that pupils have access to a quality curriculum. Diversity in ethnic origin, gender, social circumstances, ability, disability or religious background are celebrated.

We will develop children's intellectual, social, cultural, spiritual, moral and emotional potential to the full in a happy, hardworking, caring community that is free from any form of discrimination.

Charnwood's Values

Equal Opportunities

In pursuit of justice and equality all the staff and the governors are committed to a policy of equal opportunity for all, regardless of race, religion, ethnic origin, marital status, age, sex or disability.

At Charnwood all pupils, parents and staff are treated equally, with respect and in a just and fair manner. The school promotes equality of opportunity and a sense of fairness is evident in the work of the school. Pupils and parents as well as staff are invited to take part in decision-making, from policy decision to the pupil School Council. Charnwood Primary School has ethnic, cultural and linguistic diversity which is recognised, valued and promoted as a positive feature of the school and its community.

Safeguarding

Charnwood Primary School fully recognises the contribution it can make to protect pupils and support pupils in school. The pupil's best interest and welfare is of paramount importance. Our aim is to safeguard and promote our pupil's welfare, safety and health by fostering an honest, open, caring and supportive climate and our staff members working with pupils maintain an attitude of 'it could happen here' where safeguarding is concerned. Our schools Designated Safeguarding Leads are the Head teacher, Deputy Head teacher and SEND Co-ordinator.

Behaviour Management

Charnwood Primary School is a safe environment where we can all teach and learn in a happy atmosphere. All who are involved with our school show respect and consideration for others. The school property and the property of those within school are looked after. Everyone in Charnwood Primary School takes responsibility for making our school a happy place in which to work. If pupils, staff and parents feel proud of Charnwood Primary School then we are well on the way to raising the self-esteem of all involved.

New to English Children/ English as Additional Language

Pupils who are at the very beginnings of acquiring the English language, are supported through an IAP (Individual Action Plan). These plans have specific and achievable targets to help them progress, and together with class work facilitate the achievement of set targets. In order to support their work in class and to ensure that these pupils can access the curriculum, they do get targeted adult support during the week. When possible there is bilingual support from our teaching assistants.

Special Educational Needs and Disability (SEND)

We aim to ensure high levels of achievement, effective learning, progress and development for all pupils regardless of any special educational need or disability. All pupils are valued and we work to promote the spiritual, moral, cultural, mental and physical development of pupils at the school and of society and prepares pupils at the school for the opportunities, responsibilities and experiences of later life.

Medicines Policy

The policy is available on the school website, if you have any queries do not hesitate to contact the school.

General Information

Physical Education

All our children have physical education lessons. The aim is to develop pupils' competence, skills and confidence through a range of physical activities. Pupils in Year 5/6 may use the facilities at the Highfields Youth and Community Centre.

Year 4 will have single sex swimming lessons at Spence Street Pool. Pupils are awarded for achievement in swimming and in other sports.

Homework

Homework is important in helping pupils to make good progress with their learning. Homework that pupils are given includes learning their multiplication tables, spelling, learning useful facts and researching information. This will be given on a weekly basis.

Creating a love of reading in pupils is potentially one of the most powerful ways of improving academic standards in school. We will be happy to talk to you about ways in which you can help your child to make progress in reading.

Parents Evenings

Two parent evenings are arranged during the year when parents are invited into school to discuss their child's progress with class teachers. We welcome your interest in your child's school work and parental involvement in school activities is actively encouraged.

Extra-Curricular Activities

We offer a wide variety of clubs which take place in the mornings and after school, including: ICT, cricket, science, football, homework, maths, arts and craft clubs. Parents are informed when pupils are involved in after school activities. Activities can vary according to staff availability.

We arrange visits, both locally and nationally, for various age groups to foster an interest in scientific, religious, historical and geographical topics.

Parents are required to make a voluntary contribution towards some trips and clubs. Payments can be made in cash or cheque. Cheques for school activities should be made payable to '**LCC Charnwood Primary School**'. All money and cheques given to the school should be placed in a sealed envelope with your child's name and class clearly stated. If we do not receive sufficient voluntary contributions to cover the cost we may have to cancel the event.

Cashless Payments to school

We will be introducing a cashless system soon, payments will all be made online.

Parental Engagement

The school works in partnership with parents and the community to strengthen and enhance learning both in school and for the wider community. Family learning sessions help bridge the gap between learning in the family and the school and helps inspire lifelong learning. For parents with very young children we arrange Stay and Play session. Sessions focus on activities to promote physical and emotional development.

Foundation Stage One

Children aged 3 by 31 August are eligible for a place in Foundation Stage One. In the Foundation Stage we aim to give your child an opportunity to experience and learn skills they will need to meet the early learning goals of the Early Years Foundation Stage (EYFS). Children are encouraged to talk, to enjoy books, to handle and use materials as well as being introduced to many pre-reading, mathematical, technological, creative and scientific experiences. We also aim to teach them social skills. Learning takes place in the classroom and in the outdoor environment. Each child is taught according to his or her developmental stage and their progress is monitored and recorded in every aspect of their development.

Parents will be advised about how to prepare for their child's first days in school. Where possible the teaching or other Foundation Stage staff will visit the families of children who will be starting in foundation stage one before the children start school in the autumn term.

An application form and the procedure can be collected from the office.

Being allocated a place in Foundation Stage One has **no effect** on whether the child will be allocated a place in the main school beginning with Foundation Stage Two. Parents of Foundation Stage One children must apply early for a place in Foundation Stage Two along with all other parents.

Foundation Stage Two

In the year following a child's fourth birthday the Local Authority may offer a full time place for the whole year from September. Full time children have the same times as the main school.

Foundation Stage Two (FS2) children may stay in school during lunchtime and have a school dinner or a packed lunch. New parents are encouraged to become involved with the activities in school.

Admissions to the Main School Including Foundation Stage Two

- The planned admission limit for the school is 60 per year group.
- The local education authority will administer all full time admissions including FS2 and deal directly with parents.
- For further details about admissions you may contact Leicester City Council school admissions team on 0116 454 1009 or visit the Leicester City Council website at: www.leicester.gov.uk/schools-and-learning

Families new to the school are welcome to look around the building and see the teachers and pupils working. Families will be offered the opportunity to attend a full induction meeting as part of the admission process. Please make an appointment with the head teacher if you have any concerns.

School Security

We have CCTV located around the school for security. The system is controlled by the head teacher.

All school staff wear ID badges.

All visitors must come through the Upper Charnwood Street entrance and report to the office. All visitors to the school, including parent helpers, are required to sign in and to wear a visitors badge during their visit. Pupils are regularly reminded that they must immediately report any stranger not wearing a badge to a member of staff. All visitors must be easily recognisable. Visitors/Parents/Carers may be required to provide proof of identity. The school reserves the right to refuse entry to any persons unwilling to abide by the school procedure.

Visitors are asked not to use their mobile phone whilst in school.

You can help us to maintain a safe environment for your children. We are always pleased to welcome parents into the school but would like to remind you that **you should always report to the school office on arrival**. If your child has to leave the school premises during the school day please note that he/she will **not be allowed to leave alone**.

A parent or other responsible adult must always meet him/her at the office. If you usually meet your child at lunchtime or at the end of the day and are unable to at any time, please ring the school and tell them who will be meeting your son/daughter.

The person who does come must be someone known to the child and 16 years of age or over.

Attendance at Charnwood

Children should be in school by 8.40am, the entrance doors open at 8.30am, which allows the children to make an early start. The school cannot take responsibility for children who arrive before this time. Staff will be on duty from 8.30am onwards. The gates will be locked at 8.40am.

Any child who arrives between 8.40am-9.00am will be registered as late. Any child arriving after 9.00am (when the registers close) will be coded as 'U' (which signifies an unauthorised absence).

Illness and Medical appointment

Sometimes children become unwell. If this happens to your child, do make sure that you inform school before 9am on each day of their absence and explain why your child will not be in school. On their return it is important that you provide school with appropriate medical evidence to support their absence. Without such evidence, your child's absence may be coded as 'O' (unauthorised absence). If you feel your child may be absent for more than one day, please inform the school office.

If we don't receive a message from you regarding your child's absence, the school will send you a text message. Parents need to respond to this text or contact the school via phone call. Failure to update the school regarding your child's absence will result in an unauthorised absence.

Try to avoid your child taking patchy single days off. If your child has a headache/stomach ache give them a medication i.e. painkillers and bring them into school. Generally, once a child is in school with their friends and doing their work, they forget all about feeling poorly. In the unlikely event of their continuing to be clearly unwell, the school will always inform you and ask you to collect your child. Patchy single days of absence can soon mount up, without you being aware – so it is best to avoid them altogether!

Pupil Leave of Absence

Government legislation prevents Head teachers from authorising term time absence, except in the most exceptional of circumstances. We know that, at Charnwood, we can count on parents to value their children's education and not request term time leave of absence. Any parent who does take their child out of school during term time will be liable for a Penalty Notice fine, which will be issued by the Local Authority of £120 per parent per child (discounted at £60 if paid within 21 days) or your case could be referred by the Local Authority directly to the Magistrates Court.

If your child's attendance percentage falls below 90% they will be classed as a Persistent Absentee (PA). These pupils will be closely monitored by the Education Welfare Officer (EWO) who is appointed by The Leicester Education Authority (LA).

Our School Day

Foundation Stage One

Morning session: 8.40am - 11.40am (15 hours)

Key Stage One (FS2 - Year 2)

Morning session 8.40am - 11.30am

Lunch 11.30am - 12.25pm

Afternoon session 12.25pm - 3.00pm

Key Stage Two (Year 3 - Year 6)

Morning session 8.40am - 12.25pm

Lunch 12.25pm - 1.20pm

Afternoon session 1.20pm - 3.00pm

We request that Key Stage One home dinner pupils do not return to school before 12.20pm and Key Stage Two children should not return before 1.15pm. Please ensure that they are not late.

Foundation Stage, KS1 and Year 3 pupils must be collected by a responsible person aged 16 or over. The school must have a record of the people who can collect your child. Pupils in Year 4, Year 5 and Year 6 may walk home alone with parental consent. The class teacher must be kept updated of any changes.

Uniform

Children are required to wear school uniform. We would like to thank parents for their support. It is important that pupils come to school appropriately dressed. It is essential that all pupils wear flat heeled, well-fitted shoes for their own safety, as they have to go up and down stairs frequently during the school day.

Pupils are not to wear jewellery/watches/sunglasses for school as these can cause injury to themselves and/or other pupils especially during playtimes.

They also have to be removed for safety reasons during P.E. lessons and the school cannot accept any responsibility for the safekeeping of these items. Please remove earrings before your child comes into school particularly if they have P.E. lessons.

Boys' Uniform

White shirt/polo shirt, plain **navy** trousers, plain navy jumper/sweatshirt/jabah.

Sensible plain **BLACK** shoes that have a closed back.

Pupils may wear a **navy** hat/headgear for religious purposes.

Girls' Uniform

White blouse/polo shirt with a **navy** trousers, plain navy jumper/sweatshirt/jabah.

Or plain **navy** pinafore dress with a **white** blouse/polo shirt and plain **navy** jumper/sweatshirt.

Pupils may wear a **navy** scarf/headgear for religious purposes - pins and brooches must not be used to fix head scarves.

Sensible plain **BLACK** shoes that have a closed back.

Gingham dresses or dresses with patterns are not part of the agreed uniform policy.

It is essential that all children wear black flat heeled, well-fitted shoes for their own safety, as they have to go up and down stairs frequently during the school day. Your child may bring a pair of trainers into school for playtimes and lunchtimes.

P.E Kit

Pupils must have plimsolls/ trainers, a change of clothing and a bag to keep them in for P.E. and games. All jewellery (earrings) and scarves must be removed for P.E. lessons.

Please make sure all items are clearly named.

PE bags and Book bags can be purchased at the school office.

School Lunches

We serve delicious, healthy, hot school lunches every day. The school lunch menu changes every week. The meat is halal. A copy of the menu can be obtained from the school website <http://charnwood.leicester.sch.uk/> or the school office. The meals are provided by City Catering.

Lunch time arrangements are to be agreed before the beginning of each half term. Lunch time arrangements cannot be changed during the half term. Any changes can only be made for the following half term.

Please pay in advance of your child having their school lunch. You may pay by cash or by cheque. If paying by cheque please make the cheque payable to "**Leicester City Council**". Please contact school office for the cost of school lunch.

If a child is registered for a **Free School Meal Voucher** with Leicester City Council, they are entitled to the following benefits:

- Free school meals, including a free packed lunch when the child goes on a trip & free milk.
- Entry onto the **Pupil Premium** register, which means
 - The school receives extra funding
 - The child will have all school trips paid for by the school
 - Your child will receive free milk.

The **Pupil Premium remains active for 6 years**, this means that the school will continue to receive the extra funding and your child will still have their school trips paid for by the school.

It is important that every child who is eligible to receive a Free School Meal Voucher should be registered, **even if you do not want your child to have a school lunch** so that the school can claim for the Pupil Premium funding.

This should not be confused with the Government initiative called Universal Infant Free School Meals, which is giving all Foundation 2 and Key Stage 1 children a free school lunch. The school still needs pupils in those years to register for the Free School Meal Vouchers in order to receive the benefits of the Pupil Premium.

Pupils should bring a bottle of water to school each day so that they can drink regularly. There is a lot of evidence that this helps to keep children healthy and improves learning. Please send in fresh water each day.

Fruit is provided for Foundation Stage and KS1. Pupils in KS2 may bring fruit for their break time.

Cool Milk Scheme

Our school provides a milk scheme that is available to all of our pupils and we would like to invite you to register your child so that your child can receive milk. School milk is free for under-5s (you must still register your child).

Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused. For more information on how milk can benefit children visit www.coolmilk.com/why-milk-is-great.

Policies and OFSTED Report

The school has a comprehensive set of policy statements, copies of which can be obtained from the school website.

The school's full OFSTED report is available on the school website:

www.charnwood.leicester.sch.uk

The information contained in this booklet was correct at the time of publication. It should not be assumed that there will be no change.

Please refer to our school website or contact the school office if you have any further queries.

This document will be updated as and when required by the school.