



## South Cave CE (VC) Primary School

Church Street, South Cave, Brough, East Riding of Yorkshire. HU15 2EP

Tel: 01430 422526

Email: [office@scps.eriding.net](mailto:office@scps.eriding.net)

Website: [www.southcaveprimary.co.uk](http://www.southcaveprimary.co.uk)

Headteacher: Mrs. J. Newby

## Important information for your child starting school.



### School Times EYFS

Morning Session 8.55 am— 12.00 am

Afternoon Session 1.00 pm— 3.30 pm

(Morning Break 10.45 – 11.00 am / Afternoon break 2.45—3.00 pm)

**Late Pick-up's & Appointments:** If you are going to be late picking up your child for any reason please contact the school office a.s.a.p so we can get a message to your child's teacher. If your child has an appointment they will be brought to the office for collection. Upon collection you will be required to sign your child out.

If someone other than the person on your child's pick-up list is picking up on a particular day you must inform the school office or your child's class teacher.

**Personal Property:** It is important that you encourage your child to be responsible and bring all the necessary items to school that they require for the day e.g. water bottle, book bag, PE kit, coat, etc. We will do our best to get forgotten items dropped into the school office to your child however we would rather this is kept to a minimum as forgotten items can be very disrupting for the class teacher so it is best practice to ensure all items are brought to school as and when required. We would also ask you to put your child's name on all personal property.

**Lost Property:** There is a lost property bin in your child's cloakroom.

**Messages:** Please call the office in good time if we are to get a message to your child before the end of the school day.

# Promoting Good School Attendance

We aim to provide a school environment which enables and encourages all our pupils to gain the maximum benefit from the education provided. There is a clear link between attendance and educational attainment: for children to flourish it is vital that they attend school on time, and every day unless the reason for absence is unavoidable.

It is vital therefore that you ensure your child attends regularly and this guidance sets out how together we can achieve this.

## **Why Regular Attendance is so important:**

There is a clear link between attendance and attainment. Any absence affects your child's education, and regular absence can seriously affect their learning, disrupts teaching routines and the learning of others in the same class.

As a parent/carer you have a legal responsibility to ensure your child attends school regularly. Permitting absence from school without good cause is an offence in law and may result in prosecution.

## **Promoting Regular Attendance:**

Creating a regular pattern of attendance is everybody's responsibility, parents, pupils and members of school staff.

Understanding types of absence:

The register is a legal document and every absence from school has to be recorded and classified by the school (not by the parent) as either authorised or unauthorised. This is why the cause of any absence is always required.

Authorised absences are sessions away from school for a good reason such as illness, medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Unauthorised absences include:

- Parents/carers keeping children off school unnecessarily
- Truancy
- Absences which have not been properly explained
- Children who arrive at school after the register has closed (30 minutes after the start of school)
- Shopping trips, looking after other children or birthdays
- Day trips and holidays in term time

Whilst any child may be off school because they are ill, sometimes there are other issues that affect their attendance. If your child is reluctant to attend, it is never good to cover up their absence or give in to pressure to excuse them from attending. This can make things worse as it gives the impression that attendance does not matter. Any problems maintaining regular attendance are best sorted out at an early

stage between the school, parents and pupil. Swift contact between home and school is more likely to result in a successful outcome for your child.

### **Persistent Absenteeism:**

A persistent absentee is a pupil that misses 10% or more schooling across the school year for whatever reason. Absence at this level is seriously detrimental to a child's educational prospects.

At this school we monitor all absence thoroughly and if your child is at risk of becoming a persistent absentee you will be informed of this immediately. Persistent absentee pupils and their parents will be invited to an action plan meeting where support and strategies to improve attendance will be offered.

**Persistent absentee cases may be referred to the Education Welfare Service.**

### **Absence Procedures:**

If your child is absent you must:

- Contact us as soon as possible on the first day of absence.
- Send a note in on the first day your child returns with an explanation of the absence.

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you.
- If absence persists, we will invite you in to discuss the situation.
- Refer the matter to the Education Welfare Service if attendance falls below 90% and shows no improvement.

### **Telephone numbers:**

There are times when we need to contact parents, including absence, so we need to have your contact numbers at all times. **Please make sure we have all up to date numbers in case of emergency.**

### **The Education Welfare Service:**

We ask that you contact the school at an early stage if you are experiencing difficulties with your child attending school. Working together nearly always results in a successful outcome; if difficulties cannot be resolved in this way, the school may refer to the Education Welfare Service, who can offer further support and guidance.

### **Punctuality:**

Poor punctuality is not acceptable. If your child misses the start of the day they will miss work and will not receive information and news for the day. Pupils arriving late disrupt the lessons and can be a cause of embarrassment for the child.

### **How we manage lateness:**

The school day starts at 8.55 a.m. and we expect your child to be in class at that time. Your child will receive a late mark if they arrive at school between 9.00 a.m. and 9.25 a.m.

At 9.25 the register will close. If your child arrives after this time they will receive a mark which shows that they are in school, but in accordance with regulations it will be recorded as an unauthorised absence. This means that if lateness persists you may face the possibility of receiving a penalty notice.

## **Absence from School for Exceptional Circumstances Policy:**

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Head teachers to authorise absence in exceptional circumstances. Please note this is not an entitlement. The Head teacher will only authorise absence in line with the East Riding Behaviour and Attendance Partnership 'Absence from School for Exceptional Circumstances Policy'.

There is no longer a provision in law for Head teachers to authorise an absence for the purpose of a term time holiday.

If your request is approved, you are required to ensure your child catches up on any missed school work. This is your responsibility and the school is not obliged to provide work for your child to complete.

Any unauthorised leave of absence will be recorded as unauthorised by the school on your child's records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

All staff are committed to working with parents and pupils to raise attendance levels and ensure the best outcomes for pupils attending our school. We appreciate your support in this endeavour.



## Term Dates

*Autumn Term 2018 to Summer Term 2019*

### **Autumn Term 2018**

Tuesday 4 September  
Friday 26 October  
Monday 5 November  
Friday 21 December

Autumn Term starts  
Closed for Half Term  
School re-opens  
Autumn Term ends

### **Spring Term 2019**

Tuesday 8 January  
Friday 15 February  
Monday 25 February  
Thursday 4 April

Spring Term starts  
Closed for Half Term  
School Re-opens  
Spring Term ends

### **Summer Term 2019**

Tuesday 23 April  
Monday 6 May  
Friday 24 May  
Monday 3 June  
Friday 19 July

Summer Term starts  
Closed for May Day  
Closed for Half Term  
School Re-opens  
Summer Term ends

### **Staff Training Days**

*Monday 3 September 2018*  
*Monday 7 January 2019*  
*Friday 5 April 2019*  
*Monday 22 April 2019*  
*Monday 22 July 2019*



# 'Creating special memories'

## **Mission Statement**

We believe that South Cave Church of England Primary School is a special place, at the heart of the community, where we feel proud of our school, ourselves and the people within it

## **Our Vision**

Within a safe and inclusive environment we value and celebrate individuality. Through the promotion of our Christian Values we encourage mutual respect in partnership with parents, staff and the wider community. Our school provides a broad, relevant and challenging curriculum to motivate and promote a love of learning and create special memories

## **We aim for everyone to be:**

Successful

Curious

Optimistic

Ambitious

Unique

Valued

Tolerant

Enthusiastic

Happy

# Behaviour in School

We are focusing on 'expected' behaviours in relation to our 5 values and have introduced the following poster inviting all children to 'shine' in our school:

## OUR SCHOOL VALUES

Tru**S**t

Th**h**ankfulness

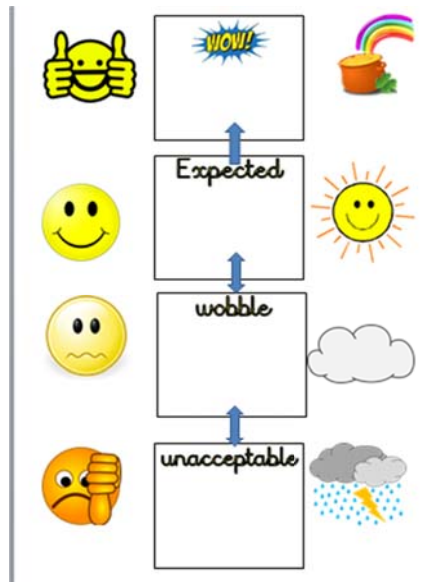
Compass**i**on

En**n**durance

Resp**e**ct



Those children who display 'low level' misbehaviours will be moved from the 'expected' section of a new classroom chart to a 'wobble' section and then if they display a 2<sup>nd</sup> low level misbehaviour they will move to an 'unacceptable' section. They will have the opportunity throughout the school day to show their teacher that they can improve their behaviour by following our values and, if their peers and teacher agree that they have made an effort to improve, they can be moved back up the chart. If a child does something that is particularly positive and above what we would expect, in relation to our school values, they will be moved up to the 'WOW' section and will be given a certificate and a privilege of sitting on a special bench during collective worship.



If a child has been moved down to the unacceptable section of the chart and by the end of the school day has not managed to improve their behaviour and remains in this section, they will receive a 10 minute detention at the end of the day and will remain in their classroom to undertake work decided by their teacher. Parents will be informed by the class teacher that their child will be 10 minutes late out of class. If their parent is not collecting them that night, parents will be informed by telephone.

If a child displays a 'high level misbehaviour' which is totally unacceptable, they will be immediately sent to the Headteacher or senior leader to discuss their behaviour and will receive a 15 minute detention in the Headteacher's office at the end of the school day. Parents will be advised by the child's teacher that they can be collected from the school office at 3.45pm.

Any child receiving a detention will also lose the privilege of representing the school in any upcoming sporting fixture or other school event. If 3 detentions are received within a term, parents will be invited into school to work with the school to produce an Individual Behaviour Plan and discussions will take place about the appropriateness of allowing them to take part in any planned visit, as persistent unwillingness to follow expected behaviours could potentially impact on the safety of themselves and others.

This will be one system that will operate throughout the school day so that all children realise that the behaviours we expect are the same at any time of day and with any member of staff.





## Administering Medicines

The policy for the issuing of medicines in school is set out below. This policy conforms to the Local Authority recommendation and has your child's welfare in mind.

### Recommendations:

- Only medicines issued by a doctor will be given in school.
- A form filled in by you must also accompany the medicine.
- The medicine must be delivered to the office.
- The medicine must be in a container clearly labelled with the child's name and class.

The issuing of medicine is a voluntary act for the School and the decision to do so is at the Head Teacher's discretion.

We will continue to work with parents over the administration of medication, but we need to conform to the Authority's policy.

## School Communication



South Cave School uses various methods to communicate with parents and carers.

**It is vitally important that you keep the school office updated with any changes to telephone numbers, email addresses etc. in order that we can provide you with the very best service.**

- **ParentMail** – the online communication system we use sends text messages to inform parents and carers of emergency school closures, cancelled clubs etc. and e-mail messages with the majority of school letters and Friends of South Cave School information. We will use mobile numbers and email addresses that we currently have on the school database system. You will receive an email message from ParentMail inviting you to register.
- **Monthly Newsletter** – Mrs Newby our Headteacher writes a monthly newsletter about news and events which have occurred and are scheduled to take place in school. This newsletter is very informative and gives parents an overview what their child(ren) are experiencing during the term.
- **Weekly Mail** – on Friday the office (via Parentmail) sends a weekly email with any relevant letters attached as pdf files. This will also include any reminders or dates for the week ahead.

We would advise all parents/carers to check their child's bag every evening for any school information, as there may be occasions when we send out paper copies with consent slips which must be returned to school.

# Online Payments



We are using a system known as SIMS Agora which is very easy-to-use and will offer you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that payments are secure and use the highest level of card security and that funds will reach the school safely. A student registration reference is generated by the school's administrator and this will be emailed to you through Parentmail.

## Getting started with SIMS Agora online payments

1. Please have your child's unique registration reference for SIMS Agora to hand. If you have more than one child each will have their own registration reference and can be added to your account subsequently.
2. To access SIMS Agora you will need a Microsoft Account. You can use an existing account if you already have one, or create a new one online – they are free, very easy to setup and you can use any email address and password – to get a Microsoft Account please go to <https://signup.live.com>
3. Please login to SIMS Agora website <https://www.simsagora.co.uk>
4. Follow the simple online instructions to register your account.
5. You will receive a confirmation email – once you have activated your account by clicking the link in the email you will be able to make payments for school items straight away.

Please note this unique registration reference is specific to the addressee and should not be used by anyone else. Please contact your school if your registration reference has expired.

More information about SIMS Agora is available at <https://www.simsagora.co.uk/Home/For-Parents>

## **School Staff / Contacts**

**Mrs S Asquith                      Senior Admin Officer**

**Mrs A Rothwell                    Admin Officer**

**Mrs J Pool                            Receptionist**

**Mrs J Newby                        Safeguarding Officer**

**Mrs A Worthington    Deputy Safeguarding Officer / SEN Co-ordinator**

If you have any questions or queries please contact the school office on 01430 422526 we are always happy to help.

If you have any confidential matters that you wish to discuss please contact your child's class teacher or Mrs S Asquith. All information is dealt with in the strictest confidence. You can also email the school office on [office@scps.eriding.net](mailto:office@scps.eriding.net).

Other information is available from our school website [www.southcaveprimary.co.uk](http://www.southcaveprimary.co.uk) which is updated regularly.

# School Uniform

Uniform can be purchased from

## Schoolwear

64 High Street, Holme on Spalding Moor

Tel: Email: [schoolwearshop@hotmail.com](mailto:schoolwearshop@hotmail.com)

Or by telephone or via their website

[www.schoolwearshop.co.uk](http://www.schoolwearshop.co.uk)

## Girls Uniform

White Shirt with school tie **OR** White Polo Shirt

Maroon Cardigan or Sweatshirt

Grey Skirt/Tunic/Pinafore

Grey Tights or White Socks

Black Shoes

Red Gingham Dress (for Summer)

Indoor shoes - recommend Black Pumps which can also be used for PE

Pair of wellies for outdoor provision

## PE Kit

White T-Shirt (preferably with school logo)

Maroon Shorts

Black Pumps or Trainers



## Boys Uniform

White Shirt with School Tie **OR** White Polo Shirt

Maroon Sweatshirt

Grey Short trousers

Grey Socks

Black Shoes

Indoor shoes - recommend Black Pumps which can also be used for PE

Pair of wellies for outdoor provision

## Additional Items available

Book Bag

Gym Bag

**Please make sure all items of clothing and shoes are labelled**

## Water Bottles



South Cave School encourages children to drink plenty of water. All children in the school have a water bottle, which is kept in the classroom for use at all times of the school day. It is taken home on a daily basis (for hygiene reasons) and returned the next day full of water, if a refill is required they can do this at school.

The cost of the water bottle is £1.50 and can be purchased from the school office.

## Emergency School Procedure

In the event of an emergency school closure (ie bad weather etc) this policy and practice will be followed by the school.

Announcements will be made via BBC Radio Humberside and Viking Radio. Texts and emails will be sent out via the Parentmail system to those parents who are registered with the scheme (if you wish to register you may collect a form from the school office). A notice will be placed on our website. Our school switchboard is also available but during busy times it may be difficult to get through, therefore we will employ all the above methods to help cut down on all but essential calls to the office.

If you have recently changed any contact details please inform the office as soon as possible. Parents/carers are asked to collect their children from their classrooms:

Class 1 and 2 The playground entrance to sign and collect.

All parents MUST sign for their children at the above collecting point before collecting them.

If you wish another party to collect your child you MUST telephone the school office to give permission and the class teacher to be informed.

**NO CHILD WILL BE ALLOWED TO LEAVE UNLESS WE HAVE A SIGNATURE AND ANY APPROPRIATE PERMISSION.**

Skids WILL INFORM PARENTS DIRECTLY OF ANY CLOSURES.

Children will be looked after by staff until collected.

# Child Protection Procedure

We are obliged to inform parents that in the event of a member of staff suspecting that a child may have been deliberately harmed or neglected by his or her parents or carers, the Headteacher has a duty to inform the local Social Services Team Manager. If the Team Manager shares the school's concern, he or she will contact the Police to agree the best way of carrying out an investigation.

The decision about when and how the child's parents or carers are informed of any investigation is made by Social Services and the Police, not by the school.

These procedures, which take account of guidance issued by Central Government, are described in detail in the East Riding Child Protection Committee's Guidance and Procedures, a copy of which you are welcome to look at in school.

We feel sure you will realise that these safeguards are necessary to ensure the welfare of all children, and that referrals have to be made in all cases where harm to a child is suspected.

## USEFUL ADDRESSES

### Chair of Governors:

South Cave CE Primary School

Mrs A Thornham  
Tel: 01430 422526

### Director of Education

Education Department  
County Hall  
Beverley  
HU17 0BA

Tel: 01482 393939