



# Mears Ashby Church of England Primary School

PARENTS AND PUPILS HANDBOOK



Mears Ashby Church of England Primary School, Mears Ashby, Northamptonshire NN6 0DW

# Welcome to Mears Ashby Church of England Primary School

*'Educating our children to shape the future.'*

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## The School Day at a Glance

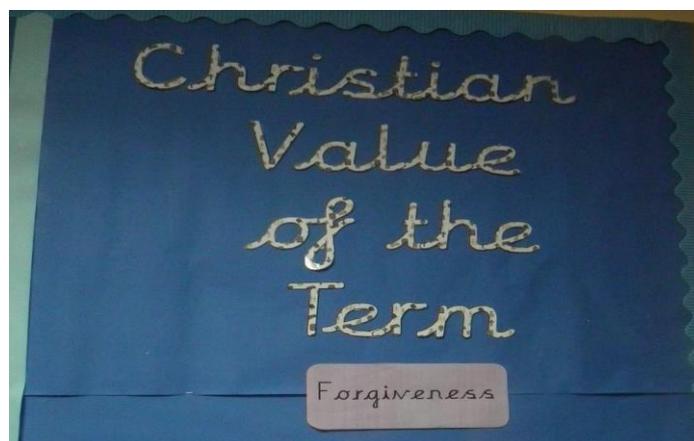
8:05am - 8:45am	Breakfast Club – Garden Room, booking required via School Money online
8: 45am - 9.00am	Staff Monitoring in the play area in advance of the school day
9:00am	Children line-up and enter the school
9:00am - 10:30am	Registration and lessons
10:30am - 10:45am	Worship/Assembly
10:45am - 11:00am	Morning break
11:00am – 12pm/12:15pm	Lessons
12:00 noon – 1:15pm	Lunch EYFS and KS1
12.15pm – 1.15pm	Lunch KS2
1:15 - 3:30pm	Afternoon lessons
3:30pm – 4:30pm	After School Club – sessions booked via SchoolMoney

We ask that the children do not arrive before 8.05am. If they arrive between 8.05am and 8.45am they should be pre-booked into Breakfast Club in the school's Hall where the Breakfast Club runs 5 days a week. This is completed using SchoolMoney. On arrival after 8.45am the children are asked to remain in the school playground. On wet mornings the children will be invited into school from 8.45am. A member of staff will be on the playground from 8.45am and will ask children to line up in their classes and will then be collected by their Class Teacher.

Parents should wait in the playground for the children to come out of school at the end of the day.

For the benefit of all neighbours please take care when parking and waiting for your children (See parking section for more details).

- . All children experience an act of Collective Worship each day.
- . Once per term there is a Celebration Assembly where Parents/Carers may be invited to share achievements with the pupils and staff to celebrate achievements of the past term.
- . We teach a Values Education to our pupils throughout our Acts Of Worship and school ethos.
- . The school organises a service in the church at the end of each term to which Parents and Carers are invited to.



## Site Rules

We are proud of our grounds and ask everyone to help us look after them by letting us know of any damage being caused.

Parents are reminded that **No Dogs** are allowed on the site.

The school is strictly a '**No smoking**' school and therefore we ask for your co-operation in adhering to the policy.



### Parking

Please respect our neighbours at all times when dropping off or collecting your child. Please do NOT use their driveways to park and /or turn your car around.

At the main entrance to school on the North Street do NOT park on the yellow lines or on the solid white lines that lead on to the junction at the top of the hill.

We positively co-operate with the local police in monitoring the situation.

The safety and security of your children are our main concern at all times.

## School Administration

The school office is situated in the main building. We ask that, for security reasons that all visitors report to the school office and all visitors should sign in.

All tradesmen are asked to report to the office and are also asked to sign in and out and will be provided with official 'Visitor' badges.

School Office Telephone No. (01604) 810063.

### Key Staff Contacts

Mrs Julie Grey            Executive Headteacher  
Email:  
head@mearsashby.northants-ecl.gov.uk

Mr Daniel Lugg            Executive Deputy Headteacher  
Email: bursar@mearsashby.northants-ecl.gov.uk

### Text Messages

We use a system called Teachers2Parents. Occasionally it is necessary to send a message to all parents i.e. 'snow closure'. It is essential that you keep us up to date with all contact details for your child.

### Fire Drill

A Fire Drill takes place each term. The Headteacher and the Governors monitor the effectiveness of all procedures carefully.

### Money

The school uses School Money which is a cashless system for Breakfast Club, Afterschool Club and school trips and activities. All Parents/Carers will be given a password once their child is enrolled.

From time to time it is necessary for your child to bring in money into school. Please ensure that it is in an envelope and it is clearly marked with your child's name and class.

Money will be collected early in the morning by the class teacher so that it is not lost or mislaid.

Please help by ensuring that your child does not bring any unnecessary money into school.

### Food in School

Children in Acorns and Elms are provided with a piece of fruit each day. Children in Sycamores and Oaks are also encouraged to bring in a piece of fruit to eat at break time.

Please advise the office if your child suffers from any kind of food allergy.

Hot lunchtime meals are available. These are free for Acorns and Elms pupils. Please contact the office for more details about our lunch providers.



### **Homework**

The children are encouraged to undertake homework in the form of 'Take Home Tasks linked to Creative Curriculum theme each term.

All the children will bring their reading book home each evening and we ask you to offer encouragement and time. Please remember to sign and date the reading records each time your child reads to you.

There are also spellings and tables to be learnt.

All pupils are encouraged to use Reading Eggs and Mathletics as often as possible. There are online interactive programs.

### **Home Time**

School finishes at 3.30pm. You should collect your child from the playground. It can become very congested around the school at the end of the day and we ask that you consider our neighbours if you come by car and need to find a parking space.

## **Appointments**

You are very welcome to call into school to discuss any matter with the class teacher. You should make an appointment for a mutually convenient time at the end of the school day.

All appointments should be made via the School Office.

## **Visiting School**

To ensure the safety and security of the children and staff, access to the school between 9am and 3.30pm is via the School Office.

Parents/Carers should drop off/collect their child from the playground using the side gate. Please note the gates are locked at 9am and not opened again until 3.15pm each day.

Please report the office and in sign in if you are attending a meeting or drop in and we ask you sign out your child if you are taking them out of school early under any circumstances.

## **Helpers in School**

We do welcome parent helpers through the school. We value your help in assisting in school in a variety of tasks. Please let us know if you can offer some of your time. You will need to complete a DBS (Disclosure and Barring Service, formerly CRB) check beforehand.

## **Records and Personal Information**

### **Change of Address or Telephone Number**

If you change your address or telephone number do please let us know as soon as possible. Don't forget mobile changes too.

If you change the emergency contact for your child please make sure we are informed immediately.

### **Records and Reports**

To ensure that child's progress is monitored carefully the school maintains an effective method of assessment, record keeping and reporting.

At the end of each school year you will receive a School Report written by the Class Teacher. During the Autumn and Spring Terms you will be invited to a formal Parents' Evening to discuss your child's progress. Parents/Carers are invited to a 'Parent Drop-In' session every half term. This is an opportunity for you to discuss your child's learning with him/her.

## **Holidays**

School holidays are planned well in advance and lists are available from the office. Please be aware that we cannot authorise any holidays in term time. The Head Teacher is able to authorise days off for *exceptional circumstances*, however, this is based on a case by case basis.

## Absence Through Sickness

- Contact the School Office on (01604) 810063 before 9am for every day they cannot attend and inform us of the reason.
- We are required to keep detailed records of all absences and their causes and appreciate parents help in this.
- When your child returns to school it is explained that he/she will take part in all normal activities. If this is not possible please send a letter explaining the situation.

If your child is ill it is better for them and for the welfare of the other children in the school, to keep them at home until they are well enough to return.

If your child becomes ill at school we shall attempt to contact you if we consider it important that your child goes home. Please help by ensuring that the emergency contact details we hold are up to date.

## Leaving School During the School Day

Children are never allowed to leave the School premises during the school day without prior arrangements having been made. These arrangements must be made in writing.

Parents of all children are asked to inform the school if their child is being collected by a person not known to the school. Children will not be dismissed at the end of the day if someone arrives to collect him/her without prior warning having been given to school in advance.

Our only consideration is the safety of your child.

When the children are dismissed at 3.30pm we ask that you leave the school site immediately. This will enable our afterschool club to use the school facilities safely.

## Medicines in School

Except in certain situations medicines must not be brought into school. If your child requires medicine then please complete an administration form from the School Office. Only prescription medicines will be allowed to be given in school.

If your child requires an inhaler in school please complete a special form available from the office. Arrangements for inhalers are made on an individual basis.

## Accidents at School

If your child suffers an accident at school, a First Aider will be on hand to deal with the problem. Please do not worry, most of the accidents are minor and the class teacher will endeavour to inform you of this at the end of the school day.

In the rare event that the accident is more serious then we seek to contact you. If we cannot contact you immediately then we shall take the appropriate action and contact you as soon as possible.

## Uniform and Dress Code

The School has a School Uniform and all Children in the School will be expected to dress in a manner, which complies with these colours. The School Colour is Royal Blue and the various options are as follows:

- 'Mears Ashby' Sweatshirt
- 'Mears Ashby' White Polo Shirt
- Charcoal / Grey Trousers
- Charcoal / Grey Skirt
- Charcoal / Grey Pinafore Dress
- Royal Blue Fleece
- Royal Blue 'Mears Ashby' cardigan

Grey or white socks and sensible, dark shoes are required, **not trainers.**

### P.E. and Games

All Children are expected to change for P.E., Games and Swimming. Therefore, they will be expected to have the proper kit available:

- For P.E. the Children will require dark blue shorts and a 'Mears Ashby' T-shirt. Plimsolls (Pumps) will be required for all indoor work
- Children in Years 2 – 6 also require trainers for outside work
- P.E. and Games Kit should be kept in a 'named' bag

In P.E. or Games long hair should always be plaited or tied back

### Summer Uniform Alternatives

- A Summer dress with a blue Gingham or Striped pattern.
- 'Mears Ashby' Polo Shirt with **smart shorts**, skirt or pinafore dress

### Winter Uniform Additions

- Black, Grey or dark blue tights
- Girls may wear smart, long trousers in the winter in line with the uniform indicated above.

### School Bags

We have school book bags available from the school office

Uniform can be purchased via the School Trends website:

<https://www.schooltrends.co.uk/uniform/MearsAshbyCEEndowedPrimarySchoolINN60DW>

Or via Tesco online: <https://www.tesco.com/direct/ues/>

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**All items of uniform must be clearly marked with your Child's name.**

## Jewellery in School

Children should not wear jewellery in school.

Watches can be worn but are the responsibility of the child.

Only ear studs can be worn.

Studs must be removed during any sports lesson.

Hair slides and accessories including braids should be chosen with care as these may be a health and safety hazard.

It is Northamptonshire Education Authority Policy that ear studs **MUST** be removed before a child can go swimming.

Please help us by bearing these issues in mind if you are considering having your child's ears pierced.

## Code of Behaviour

The School has a 'Partnership' with Parents and Children, which promotes the links between home and School. We work very hard to develop good behaviour and work very closely with Parents if this breaks down.

### Bullying

The School is constantly working with all Children to ensure that any bullying is dealt with immediately. All Children are encouraged to freely discuss this issue so that any incidents are brought to our attention.

A copy of the School's Behaviour Policy is available on the school website.



### Caring Community

We always seek to create a peaceful, caring learning environment'. This involves developing a community where everyone is valued and there is a minimum of competition and aggression.

Everyone in School has the responsibility for this and everyone at Mears Ashby is encouraged to respect others.

## Curriculum Areas

We invite Parents/Carers into school at the beginning of each term to discuss approaches to the Creative Curriculum and to look at the curriculum overview.

The learning journey will be published on the school's website following the meeting with the Parents/Carers.

Each curriculum area is organised by a member of staff.

A curriculum outline is issued to each child at the start of each half term. This gives an overview of what your child will be studying in the coming weeks. This will also be published on the school website.

### P.E. and Games

All children are expected to change for P.E., Games and Swimming. Therefore, they will be expected to have the proper kit available:

For P.E. the children will require dark blue shorts and a Mears Ashby T-shirt, plimsolls (pumps) will be required for all indoor work.

Children in Years 1-6 also require trainers for outside work.

P.E. and games kit should be kept in a 'named' bag.



**All items of uniform/P.E. kit must be clearly marked with your child's name.**

### Cookery

During the School year the Children may be doing a project which may involve cookery and we may ask for voluntary contributions. We hope you can help us.

### Educational Visits

Educational Visits are seen as an important part of the curriculum and are planned to enhance the work done in the classroom linked to the current themes. They are planned at intervals throughout the year. We will also ask for contributions allowing these important visits to be able to go ahead.

There is a residential visit for the pupils in Years 5 and 6 each year.

### Charities

Throughout the year the Children are encouraged to support a number of charities. This is intended to develop a caring attitude for those less fortunate.

### Clubs After School

Our Afterschool Club runs from 3.30pm to 4.30pm each week day. It is open to all pupils at the school. Please book your child's place online via School Money.

## Communication and Fundraising

### Newsletters

We believe that communication between School and home is vital and therefore the School publishes a regular newsletter at the end of each month to let you know what is going on in School.

In addition the Headteacher may need to contact Parents by letter at other times. Please ask your Child occasionally if there are any letters.

You are invited into school regularly during the year at Parent Drop-In to look at your child's progress alongside your child.

### School Council

This is made up with a child from each year group from Reception to Year 6. They meet regularly with a member of staff and are able to suggest ideas for their school development.

### Fundraising

The school organises regular fundraising events.

The money raised will be used to purchase extra items that are not covered by the school budget.



### Website

Please visit the website for the latest news, events, term dates and school information.  
[www.mearsashby.northants.sch.uk](http://www.mearsashby.northants.sch.uk)

## Secondary School Transfer at 11+

The Children leave our School at the age of 11, at the end of Year 6 and transfer to a local Secondary School. When your Child is in Year 6 you will be contacted during the Autumn Term and be invited to make your selection of Secondary School.

It is important that you visit the Secondary Schools so that you can happily make a decision. You will receive notification of the decision in Spring of the following year.