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*Second Steps to
Foxmoor
Parents' Handbook*

WELCOME TO FOXMOOR (Second Steps)

Welcome to Foxmoor School. We hope your stay with us will be happy and fruitful.

We promise to do our best to provide the best educational opportunities for you, both in and out of school.

In return, all we ask is that you and your parents give us your full support and co-operation so that you are able to make the best use of your time and these opportunities.

You can continue by reading this second handbook together, so that you know a little more about us, then your life at Foxmoor will start confidently and happily. Keep it safe because you will probably need to remind yourself of certain things from time to time.

N. Maycock 2018

FOXMOOR SCHOOL VISION

To be a school worthy of the twenty-first century, acknowledging that our current pupils will be shaping this century and the next - some will be part of the workforce of the twenty-second century!

FOXMOOR SCHOOL MISSION

To provide the best learning and working environment possible, where every member of the school community feels happy and safe, is given the opportunity to succeed and knows that their contribution is valued.

FOXMOOR SCHOOL AIMS

The main aim and focused purpose at Foxmoor School is to ensure that we are



In our pursuit of the above we are committed to provide:

- ❖ an enriched and enabling learning environment in which the individual intellectual, emotional, social and spiritual needs of each pupil are met;*
- ❖ a broad and balanced curriculum which not only includes the statutory requirements of the National Curriculum (access to which is every pupil's right) but also a wider curriculum and a range of extra-curricular activities where individual skills, interests and talents can be explored and developed;*
- ❖ equal opportunities for all members of our school community: we recognise that preparation for life in a multi-cultural, diverse society is relevant to all.*

We believe that differences of gender, race, ethnicity, culture, religion, ability or disability are not barriers to be surmounted, but challenges to be met with consideration and innovation, and differences that can be shared and celebrated with excitement and enthusiasm.

These dimensions will permeate every aspect of the school curriculum.

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A STATEMENT OF PARTNERSHIP

I hope that we shall work closely together so that your child will have a happy and successful time at Foxmoor School. Your child's education will be greatly enhanced if we are able to develop a partnership. An effective link between home and school will ensure that your child is able to take full advantage of all the school has to offer.

The Child's and Parents' Entitlement:

The school will ensure that a framework exists, within which, all can play their part and which contributes to the success of each individual. We will undertake to ensure that the school's organisation and structure will:

- ❖ offer an effective means of communication for exchanging information, queries and views on all school matters;
- ❖ provide programmes of study suitable for your child's age, ability and aptitude, in line with the National Curriculum requirements;
- ❖ provide advice and guidance about your child's programme of work;
- ❖ monitor your child's progress and attainment and explain and discuss the results with you;
- ❖ arrange regular meetings to discuss your child's progress;
- ❖ alert you to any difficulties as they arise;
- ❖ establish a code of behaviour to ensure a safe and caring environment.

The School's Entitlement:

You can play your part by supporting your child through their time at school. You will know best how to achieve this because you are closer to, and understand your child better than we ever will at school. However, our experience suggests that there are ways in which you can demonstrate your interest in a valuable and supportive way by showing:

- ❖ a sympathetic understanding of the needs and concerns of your child while a pupil at school;
- ❖ an interest in your child's work and, wherever possible, taking an active part in supporting this study;
- ❖ an interest in your child's homework and that it is completed and handed in on time;
- ❖ that regular attendance at school and punctuality is very important to you;
- ❖ a willingness to take part in a two-way communication with school, in order to keep up-to-date with your child's health, happiness, education or behaviour;
- ❖ support for the school rules, code of behaviour and dress;
- ❖ an interest in the wider community activities of the school.

If you accept a place at Foxmoor for your child, the Governors expect that you understand and support the sentiments of this statement.

Elisabeth Newman (Chair of Governors)

FOXMOOR SCHOOL BEHAVIOUR POLICY

The school's expectations of behaviour make it clear that the pupils will:

- a) show care and consideration for others and their feelings;
- b) be courteous towards others;
- c) show respect for property: their own, that of others and that of the school;
- d) display common sense and work and move safely;
- e) learn to listen to others;
- f) accept the authority of all staff and adults working with them.

(It is recognised that all staff play a most important role in modelling pupil behaviour)

Good behaviour is rewarded in one or more of the following ways:

- ✓ house points are awarded;
- ✓ merit stickers, stamps or tokens are given;
- ✓ the pupil is sent to the Headteacher for recognition;
- ✓ parents are notified;
- ✓ recognition is given in Assembly;
- ✓ privileges are awarded;
- ✓ the Chairman of Governors' Cup is awarded.

Unacceptable behaviour: there are various steps which are taken in ascending order of importance/severity.

1. The class teacher will rebuke the pupil.
2. The pupil will lose a playtime or privilege.
3. The Headteacher will rebuke the pupil.
4. The pupil will work in the Headteacher's office for a time.
5. The parents will be informed and asked for their help/support.
6. The school will request the services of the Education Psychologist and /or the Child Guidance Service.
7. The child will be suspended from the school.
8. The child will be permanently excluded.

At lunch time stage 1 is replaced by:

1. Rebuked by a Mid-day supervisor

Very rarely does the school need to go beyond stage 3 on this list.

ANTI-BULLYING POLICY

ALL incidents of bullying: verbal, inappropriate gestures, physical aggression and on-line (Cyber bullying), are reported to the Headteacher and formally recorded. These reports are monitored regularly by the Governors at the full Governing Body meetings.

Bullying takes many forms and is often instigated by discrimination due to difference, for example in: religious faith or no faith; sexuality; physical appearance; ability or disability; race or ethnicity. These forms of bullying are categorised as 'Hate' induced (*please see below*)

We make great efforts in our teaching across the curriculum, particularly in P.S.H.E. Citizenship and R.E. to address the above and teach tolerance and understanding. The children from Reception to Year 6 volunteer to lead assemblies to address these issues to enable others to understand what bullying is and to reinforce the school message that:

BULLYING, IN ANY FORM, WILL NOT BE TOLERATED AND IS TREATED VERY SERIOUSLY.

How do we deal with any such incident?

The school adopts a '*No Blame Approach*' to bullying which proceeds as follows:

All children know that:

1. bullying, physical, verbal or on-line, is forbidden and that telling an adult is very important;
2. no-one will be blamed or punished initially so there should be no fear of repercussions or reprisals for reporting incidents;
3. the victim is counselled and their agreement is necessary before any further action is taken;
4. the perpetrators will be counselled and be made to understand the effect of their actions on the victim;
5. the perpetrators will then be helped to decide how they can put the matter right and how they can make the victim feel happier and safe;
6. a contract is drawn up between the (Headteacher or class teacher) and the children, and a formal appointment is made for a week hence to check on progress;
7. all children are made to understand that a recurrence of the behaviour will incur punishment and referral to parents.
8. After continued or serious incidents, the School will take the necessary steps to instigate the exclusion of the perpetrator.

We expect that if the situation reaches Stage 7, the parents will back the school in their actions to ensure that the incidents stop because no-one wishes to implement stage 8.

Hate Incidents

The term 'Hate Crime' is used in law to describe a range of criminal behaviour where the perpetrator is motivated by hostility or prejudice and demonstrates hostility towards the victim's: disability, race, religion, sexual orientation or transgender identity. A hate crime can include verbal abuse, intimidation, threats, harassment, assault and bullying, as well as damage to property.

Foxmoor values diversity in all its forms, we are proud to be an inclusive school. 'Hate' comments or actions will not be tolerated - we regard this as a very serious form of bullying.

If such an incident occurs, the parents of both parties will be contacted immediately and reparation will be expected. Recurrence of any form of hate induced bullying will lead to exclusion or expulsion.

(A copy of the full school policies on Anti-bullying and accompanying help leaflets, can be found on the school website or from the office.)

The children, staff and governors have developed the following Policy.

RULES FOR PUPILS.

- ✓ We behave towards others, as we would like them to behave towards us.
- ✓ We listen to others, adults and children, as we expect them to listen to us and we do not interrupt each other.
- ✓ We work co-operatively and we share equipment sensibly.
- ✓ We will use the IT equipment and the internet safely.
- ✓ We use equipment properly and safely, and then put it back in its place.
- ✓ We take care of the environment of the school so that we can all enjoy being here.
- ✓ We come into school in a quiet and controlled way.
- ✓ We walk quietly around the school and we are aware of the need for safety.
- ✓ We move quietly and listen carefully in the hall.
- ✓ We only go onto the school playgrounds or into the buildings when the Staff on duty give us permission.
- ✓ We eat and drink sensibly, without making a mess.
- ✓ We will use the toilets properly and leave them as we expect to find them.
- ✓ We will hang up our coats and bags and all of our clothes will be named.
- ✓ We will pick up and put away anything we find on the floor.
- ✓ We must be able to play without anyone spoiling our games.
- ✓ We must play without hurting anyone because everyone must be safe.
- ✓ We must remember that words can hurt as much as fighting.
- ✓ We must stand still and listen when the whistle blows because it is a safety signal.
- ✓ We must all be punctual (on time).
- ✓ We must be ready on time for our lessons with all the right equipment.

RULES FOR PARENTS:

For the benefit of parents and the school, it is important that the school office is notified whenever a child is absent. Please telephone or email the school on the morning of the first day of absence and, when your child returns to school, follow this with a written note to the class teacher giving the reason for the absence. You do not need to phone every day.

Please ensure that your child is on time each morning, the gate is opened at 8.45am and all children must be present in their classroom ready for registration by 8.55am.

It is important that all money sent to school is enclosed in a sealed envelope, which is clearly marked with the child's name, class, amount and what it is to pay for.

Please ensure that the following are not brought into school:

- sharp implements;
- glass containers;
- flasks;
- fizzy drinks;
- sweets s including chocolate and chewing gum;
- solvents (e.g. any kind of spirit or glue);
- pens without airflow caps (to prevent choking);
- matches or anything similar;
- jewellery;
- mobile phones (unless with prior permission from the Headteacher);
- any other electronic devise that has access to the internet..

We recognise that parents and the school share concern and responsibility for the children. To encourage understanding between parents, school and children, teachers are always available to discuss parents' views and concerns, but it is important to make an appointment so that the meeting is at a mutually convenient time and can be focussed and confidential. Please remember that teachers are preparing for the day, and sometimes they are teaching in the morning before school actually starts for most pupils, so this is not a good time to ask for an appointment. There are always members of staff at the school gate in the morning to answer queries and to take urgent messages. The class teachers will contact parents whenever it is necessary.

The governors expect that any parent who accepts a place at Foxmoor School accepts and supports the school rules and codes of behaviour.

Elisabeth Newman (Chair of Governors)

THE SCHOOL DAY

We cannot accept responsibility for children on the premises before 8.45am.

8.45am	Children come into school
8.55am	Registration
9.00am	SESSION 1
10.00am	Snack Break
10.10am	SESSION 2
11.10am	Playtime
11.30am	SESSION 3
12.30pm	Lunch Break
1.30pm	SESSION 4
2.30pm (approx.)	SESSION 5 Afternoon playtime 10 minutes (Lower School)
3.10pm	End of school day (Lower School)
3.15pm	End of school day (Upper School)

PLEASE NOTE:

Your child must be in the classroom for registration: lateness, like absence without authorisation, is officially regarded and recorded as unauthorised i.e. TRUANCY.

Those children who go home for lunch must not return before 1.20pm. This is in the interest of security and safety, because we must know exactly how many, and who, is on the school premises at any time.

Extra-curricular Activities after School:

On a voluntary basis, the staff organise a variety of clubs and activities, before and after school and during their lunch break (46 clubs this year - please see the school website). The children are given a timetable of these activities at the beginning of each term and a form to bring home seeking parental permission to remain until 4.00pm or 4.15pm. The volunteers make this unpaid commitment and we expect the same commitment from the children who sign up to take part in these activities.

If a club is cancelled, for whatever reason, we will look after the children until you arrive to collect them. Of course they may leave earlier - but only with parental permission.

LUNCH TIME

The children are supervised by trained adults at all times: whilst they are inside and outside the buildings. Those pupils who have lunch-time clubs or activities e.g. Cross-Country Club, may eat at the end of the break.

Times: 12.30pm to 1.30pm.

12.25pm Lower school are supervised going to the toilet and washing their hands.

12.50pm Upper school-first finishers are taken out to play. (No children are allowed out earlier so there is no need to rush their lunch.)

1.00pm Upper School are expected to be finished and out at play. (No children remain in school unsupervised.)

1.10pm All younger, Lower School, pupils are expected to be out at play. (Early finishers read, or are read to, until there are sufficient children to take out to play with one supervisor. This time can vary between 12.50pm and 12.55pm)

Children are encouraged to use the lavatory once again before going outside to play.

1.25pm End of lunch break - children return to their classes

1.30pm Afternoon Registration.

No child is refused permission to go the lavatory at ANYTIME, however, in the interests of safety, hygiene and good manners, children are discouraged from getting up to leave the table while others are still eating. The children are given the opportunity of using the lavatory before sitting down and, unless they have a medical condition, they should manage for twenty minutes without needing to use it again.

Wet Lunchtimes

The children are supervised in their classrooms during these times where an assortment of wet-day activities is available to them.

- ✚ Any donation of board games, drawing books etc. is gratefully appreciated.
- ✚ When the ground is fit, all children have access to the field for play and picnics.
- ✚ When the grassed areas are wet, the children are restricted to play on the tarmac areas:
- ✚ Lower school plays on the upper playground and Upper school use on the lower playground.

LUNCH TIME (continued)

Where do the children eat?

All children eat their meals sitting at their place in the classroom, or outside if weather permits. In the interests of safety and good manners, they are not allowed to walk around whilst eating or drinking. Drinks are taken in the wet area where spillages can be easily mopped up and less distress is caused to others who might have been affected by it.

What goes in the children's lunchbox?

That is entirely your choice, providing the contents fall within the school rules. Please do not send food or drink you know your child doesn't like.

Fresh water is available for children to drink at ALL times of the day. NO child need go thirsty.

The children are not forced to eat everything - that is for you to monitor. Anything not eaten will come home in their lunch-box.

We would ask that you encourage your children to eat their sandwiches and savoury food first, this re-enforces the advice given to the children by the school, the dental services and the Health Education Policy laid down in the National Curriculum.

If children bring home food it will be for the following reasons:

- they do not like it;
- they chose not to eat it;
- they did not finish it in the allotted time:
(30 minutes for Juniors and 40 minutes for Infants.)

School lunch time rules.

The following **are not** acceptable:

- fizzy drinks;
- flasks;
- glass bottles or cans;
- there are children in school who are severely allergic to **nuts**; this means that there is a '**no-nut policy**' in the school, so please do not send your child into school with any products that contain nuts, for example peanut butter or Nutella sandwiches;
- **sweets are not allowed** in school in any time, this includes ALL sweets e.g. Polos, Rolos, Pastilles, Wine Gums, Chewing Gum, Chocolate, Mars, Picnic, Crunchy bars, Smarties, Milky Way etc. and all mini-size bars.
- However, chocolate biscuits or cakes are acceptable.

Food and drink containers.

Because so many children's containers have the same design, lunch is to be brought in a permanently named lunch-box and drinks must be in a permanently named, clear, leak-proof container.

- For safety reasons, NO glass bottles or cans are to be brought into school.

PASTORAL CARE

Parent Consultations.

We welcome parents at school. Teachers see parents formally twice a year at 'Parent Consultation Evenings', in the Autumn Term and in the Spring Term when parents can discuss the half-yearly reports, a full written report is sent home at the end of the academic year and you are invited to respond to this.

Of course, parents are welcome to see a teacher at other times, but we do request that parents contact the office to arrange an appointment for a mutually convenient time so that the meeting can be undisturbed and fruitful. There is always a member of staff at the school gate in the morning to answer queries or take messages before school.

There are many other contacts between school and home, for example we have an active and supportive 'Friends of Foxmoor Association', which you are encouraged to join. Some parents help with various school activities: in the classroom, in the library, at the swimming pool, after school and on outings and extended visits.

Every Friday a copy of the 'Foxmoor Flyer' is sent to parents via the youngest child in the family, this gives you the latest news, information concerning dates, academic and social events, contact information and details on everyday school life. Copies are also placed on the school website, please read this valuable information in order that you and your child do not miss things, and to avoid unnecessary phone calls to the office asking about subjects covered in the newsletter.

We attempt to foster a care for the community and this is actively expressed in our annual Charitable Appeals. The chosen causes vary from year to year and reflect the needs and organisations suggested by pupils, parents or staff - please join in.

Absence and Illness.

Parents are asked to inform the school if there is any significant medical history about which we should be aware.

If a child is absent for any reason, it is important that a phone call is made to the school on the first morning to alert us, or email absence@foxmoor.gloucs.sch.uk; this must be followed by a letter to the class teacher upon the child's return to school, explaining the absence. Failure to do this will result in the child being officially recorded as having an unauthorised absence - TRUANT. This can result in legal complications and parents are urged to remember that a pupil's attendance record is permanent and is passed on from school to school.

There are absence slips available at the office for you to complete. These are particularly convenient if you need record future medical appointments, but please try to arrange these after school or during a school break - it is difficult for your child to make up missed time.

When a child is away from school due to an infectious or contagious disease, it is important that the school is informed immediately. Under no circumstances should a child return to school until a doctor's consent has been given.

If a child becomes ill or has an accident at school, they will be treated sympathetically and, if necessary, parents will be contacted so that the child can be taken home. For this reason, we must have at least two telephone numbers on which a parent (or their representative) can be contacted during the day. A note must still accompany the child on their return to school.

The Area Health Authority conducts regular medical inspections at school; however, checking hair for head lice is now no longer carried out at school but is the sole responsibility of the parents, (please ask at school for the latest advice about treatment.)

PASTORAL CARE (continued)

Medication

No responsibility can be taken by the school for the administration of medicines. If your child needs medication please ask your doctor for a THREE-dose prescription (one in the morning, one after school and one at bedtime) or alternatively you, or your representative, may come into school and administer the medicine at lunchtime. The only exception to this is asthma inhalers, epi-pens or insulin for diabetic pupils in these circumstances the children will have a 'Health Care Plan' which is drawn up by a medical practitioner.

Food in School

All children in the Infant department are entitled to free school meals; all children in the Junior department must bring a packed lunch from home, or make arrangements to go home for their lunch, unless they too are entitled to free school meals.

Please ensure that your entitlement is registered even if you don't want to take up the option of the free meal for Infants or Juniors, as some of our academic funding is dependent on the number of children who are entitled to free meals and your child will be eligible for the Pupil Premium for the next 6 years even if your circumstances change!

Free School Meals

From September 2014, Gloucestershire schools and academies will be offering a free school meal to all pupils in Reception, Year 1 and Year 2. This will be in addition to the free school meal service currently offered to all pupils whose parents are in receipt of qualified benefits.

Entitlement to free school meals is given if the parent is in receipt of:

- Income Support.
- Income-based Jobseeker's Allowance.
- 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 (as assessed by HM Revenue and Customs) that does not exceed £16,190.
- Working Tax Credit 'run-on' - the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit).

How does it work?

You need to complete an application form and return it to:

The Transport and Benefits Team, Shire Hall, Westgate Street, Gloucester. GL1 2TP.

Forms are available from the school office, or can be downloaded from this website www.gloucestershire.gov.uk/freeschoolmeals.

Healthy Snacks

The children in the Lower School are given a piece of fruit each morning. Children in the Upper School may also bring fruit for morning break each day if they wish. There is no need for them to bring a break-time drink as there is fresh water in each classroom, which the children have access to at any time of the day.

Find our **Top Tips** for healthy snacks on the school website: www.foxmoorschool.co.uk or available from the office, or you could visit www.letsgetcookingathome website.

Homework

The School operates a homework policy. It is normal for children to be expected to learn spellings and tables at home on a regular basis, and certain aspects of work may be required to be extended, researched, practised or completed at home. ALL children are expected to read for an appropriate time each evening.

There is a help leaflet available for those who find homework difficult to organise. It is available on the school website and from the office.

Rewards

We operate a system of rewards in the form of House points and privileges for good or helpful behaviour and for effort or achievement in all fields: academic, practical and sporting. Competition between Houses is rigorous but friendly.

Discipline

Discipline is friendly, fair but firm. It is hoped that most children's natural respect for others will keep behaviour problems to a minimum. If any child is causing serious concern at school, then parents will be notified and asked to meet with the Headteacher so that the situation can be suitably addressed.

We do not have many rules in school. Those that we insist on generally arise out of consideration for others and are there for the benefit, safety and happiness of everyone. A copy of the School Rules is enclosed. The children, staff and Governors compiled these together.

Health and Safety

A fire drill is held at least once a term. Every child is made aware of the procedure in the event of fire and we regularly evacuate the premises in less than two minutes. All fire safety appliances are checked annually by registered Fire Protection Equipment Company.

Road and Rail Safety lessons are given on a regular basis as part of our normal curriculum.

Children in Year 5 are given the opportunity to earn their Bikeability Awards and there is an optional First Aid club for them to join.

Dropping off and Collecting Children

In the interest of safety, parents are requested not to bring vehicles inside the school grounds, nor park on the yellow zig-zag markings at the entrance to the school.

There is a gate specifically for pupils only, one for parents and visitors and a third for vehicles; each entrance to the school grounds and buildings is monitored by a CCTV camera so that we can watch the children and keep them safe. It is essential that parents, carers and others who transport or accompany the children for you, know and cooperate with these arrangements.

(Full details of these arrangements can be found on the school website.)

Cross-phase Liaison

Regular meetings take place throughout the year in order to maintain curriculum continuity and progression and to ensure the smoothest transition throughout all the phases of Primary Education. For the same reason we maintain regular contact with the local pre-school providers and the local secondary schools where our Year 6 pupils will go next:

Sending money into school

From time to time you will be asked to send money into school with your child for things such as: swimming, school trips and special visitors to school (e.g. Daylight Theatre, Living History, Authors, Artists, and Musicians etc.). Please ensure that any money is sent to school in a secure envelope marked clearly with the child's:

Name: Class: Amount: and Purpose of money.

Educational Visits and Visitors to School

Curriculum related trips and visitors are a regular feature of the timetable for all pupils.

In addition we take the Year 6 children on an extended, residential educational visit for a week in the September of their final year in school. This provides a unique opportunity for the development of skills learned over the previous six years as well as encouraging greater self-awareness, co-operation and teamwork. Details and an introductory talk for parents are given at least one term in advance.

Charges for School Activities

As part of the Education Reform Act 1988 the law states very clearly that education during normal school hours is to be free of any compulsory charge to parents, the school warmly endorses this principle and is committed to uphold these legal requirements.

A full description of the School Charges and Remissions Policy is available from the office and on the school website.

One immediate outcome of this legislation is that letters to parents giving details of proposed educational activities must be couched in the correct language in order to satisfy these requirements; despite this, we are fortunate to enjoy a high level of parental support. This support has been reflected in the fact that none of the educational visits undertaken since April 1989 have been placed in jeopardy.

Educational visits are a vital part of both the day-to-day curriculum and the hidden curriculum; indeed, their value is frequently underestimated. It is our earnest hope that your children will continue to benefit from your support.

Uniform and Equipment

We are proud of our uniform and expect all children to wear it. A full list is provided in the *'First Steps to Foxmoor'* handbook and on the school website. School uniform can be purchased from the National Schoolwear Centre shop located in Merrywalks Shopping Centre in Stroud.

All clothing, including shoes, gym shoes and watches, must be clearly and permanently marked with the child's name.

If items are not marked there is little we can do to help if items are lost.

It is advisable to provide an overall or an old shirt for art and craft lessons.

Children will need bags to carry their books and equipment but we would ask that these bags are kept to a sensible size. There is limited storage space and large bags take up too much room in the cloakroom. *Suitable bags are available from the National Schoolwear Centre above.*

Lateness, Absence and Truancy

Please note:

Unauthorised absence is considered as truancy whether it is instigated by the child or parent - this includes lateness (arrival after registration).

Some parents do not appreciate that lateness is automatically recorded as a missed session and therefore regular lateness can have a very significant effect on a pupil's attendance record. Also, crucially for the younger children, the children's first phonics lesson starts promptly at 9.00am and they need to be ready in their group teaching room (which may not be their classroom) by this time. Missing the first 5-10 minutes of the first lesson results in pupils missing the teaching part of the first lesson and so they find it very difficult to catch up or proceed to the next stage.

If you wish to take your child away on holiday during term time, please remember that the Headteacher cannot authorise this. We must emphasise that the 'legal two weeks entitlement;' is a **myth**. Although holidays are cheaper at this time, this should not be exploited for parental convenience to the detriment of your child's education: a missed day can set them back for weeks.

Similarly, every absence is recorded electronically and the reason for absence is also recorded, if there is no note on a child's return to school it is considered as unauthorised absence and will automatically be recorded as such. Please remember this attendance record goes with your child throughout his/her schooling, and a day missed at primary school probably has a greater impact than one missed at secondary school, where pupils have more opportunity to catch up independently.

Wishes and Worries

There is a 'Wishes and Worries' box in every classroom where children can post notes for their teacher - it is a very effective way of dealing with personal or class issues quickly and an opportunity to celebrate good news.

We also have a 'Wishes and Worries' box in the Entrance hall for parents and visitors to use to post their notes.

It is hoped that any matter of concern can be dealt with in a similar way for the parents or carers of our pupils, because it is unrealistic to believe that everything is worry free for everyone all of the time. If anyone is worried about the health, happiness, welfare or work of their child, the first thing we ask them to do is to talk to the class teacher, in this way it can be dealt with quickly and informally (give them a clue what it is about before you meet and their investigation can start straight away.) If the situation remains unresolved, then the Headteacher will certainly become involved and after that the Chair of Governors. Please rest assured that we all work towards making school a very happy and positive experience for each child and we will do our best to rectify any issue quickly.

In the very unlikely event that all of the above fail, then parents have recourse to the formal procedure for complaints which is posted on the school website and available from the office.

Validity of Publication

This Handbook is updated regularly and parents are reminded that, although the information is accurate at the time of printing, it cannot be assumed that changes in the information will not occur either before the start of, or during, the school year.

We hope this booklet has been of help to you, further information can be found on the school website: <http://www.foxmoorschool.co.uk> or from Mrs Montague at the school office, tel: 01453 757251.

Our school is a vibrant, happy place. You are very welcome to visit us while we are in session to feel and see for yourself. Simply telephone and arrange a mutually convenient time for your visit.

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