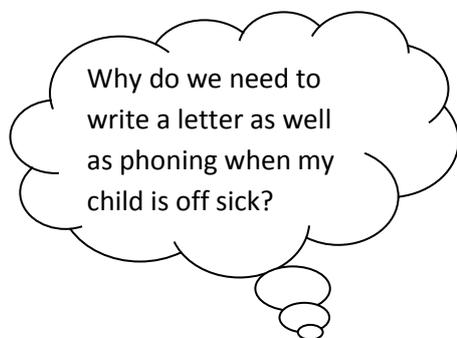


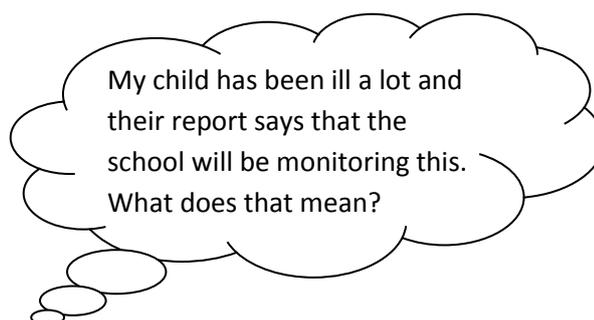
## Sedley's C of E Primary School – Parents' Handbook

*In response to numerous requests, the staff team have put together these frequently asked questions. We hope that you will find this booklet useful. If you have any other suggestions about what could be included, please let us know for when it is next updated.*

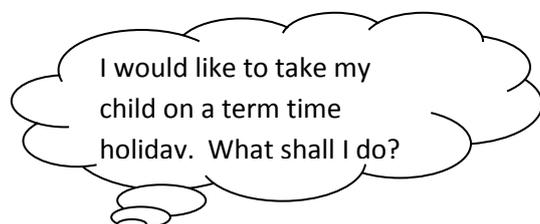
### 1. Attendance



Please phone into the school by 10am so the phone message is passed to the Class Teacher. Absences can only be authorised if a written reason is given and this can be married up with the Registers at the end of each week.

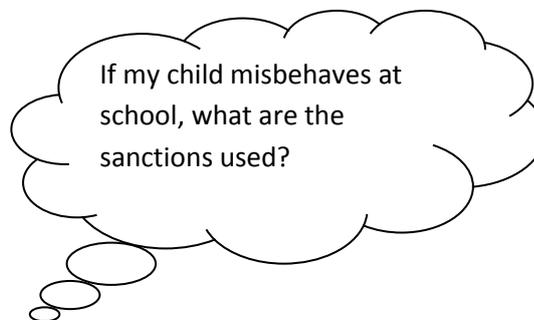


The school has to report its annual attendance, and the Government's target is that all children should attend school at least 95% which is 361/380 sessions in any one academic year. If your child's attendance falls below this we will monitor it and discuss it with the school's Education Social Worker.



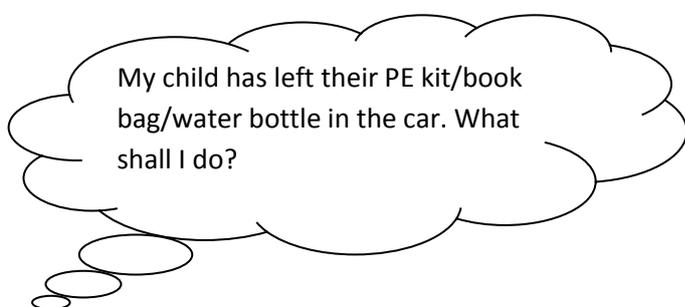
**Department of Education** - Amendments to the 2006 Education regulations remove reference to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteacher's may not grant any leave of absence during term time unless there are exceptional circumstances. All requests for holiday absence need to be made in writing no less than six weeks before to the Governors. Headteacher's should determine the number of school days a child can be away from school if leave is granted.

## 2. Behaviour



In the first instance the matter will be dealt with by the class teacher, teaching assistant or midday meals supervisor which may result in loss of privilege such as playtime, or apologising in writing for aggression or rudeness, or writing lines. If the matter is more serious, it will be referred to the Senior Teacher (Mrs Briggs) and ultimately to the Headteacher. Parents are involved if the behaviour warrants it, or is ongoing. A copy of the school's behaviour policy is available on request.

## 3. Bringing forgotten items to school



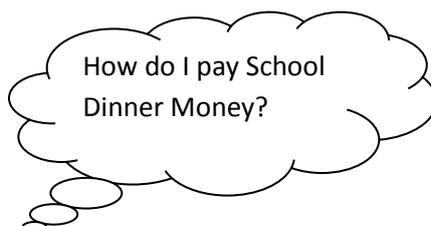
Please make sure it is named and put it into the Late Box outside the School Office. Please do not bring it into the Office. The box will be checked daily at 10.30am.

## 4. Church Parade



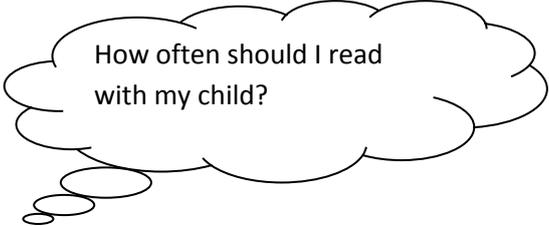
St Nicholas Church the first Sunday in each month at 10.30am. A text will be sent to parents as a reminder.

## 5. Dinner Money



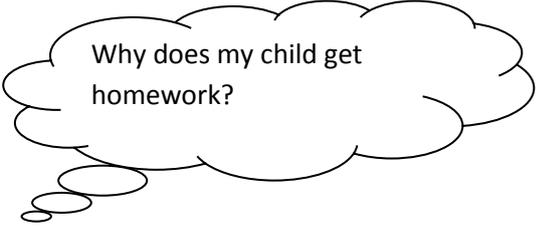
Payments should be made on line to Principal Catering Company. Please do not hand money into the school office. The kitchen phone number is **07392 125483**.

## 6. Home learning including homework



How often should I read with my child?

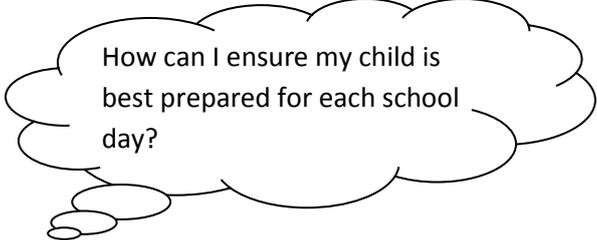
In our experience, children make greatest progress when they are heard to read on a daily basis. At the top end of Key Stage 2, ask the child to read a chapter (either aloud or to themselves) and then explain to you what has happened in the story. Children will be rewarded for regular reading at home and remember to sign the reading record book.



Why does my child get homework?

The school sets regular homework, the frequency is determined by age and stage please see class newsletter. It is to consolidate work being undertaken in class, or research something that is to be taught next. It is important that all children complete their homework and that it is supervised by parents. A quick note on the bottom of homework to alert the teacher to any difficulties the child may have had is very useful. Please remind your child to name their work.

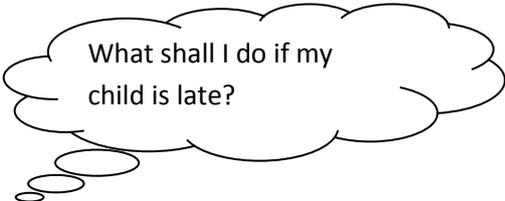
## 7. Preparing your child for school



How can I ensure my child is best prepared for each school day?

In the first instance, make sure they have had a good night's sleep, are clean and tidy, wearing the correct uniform and have had breakfast. Also, please ensure they have their glasses if necessary, and all they need for the day including Book Bag, homework, reading record/contact book, PE kit (which should only be taken home at the end of term) and clear 500ml water bottle. At the end of the day, check their book bag for letters.

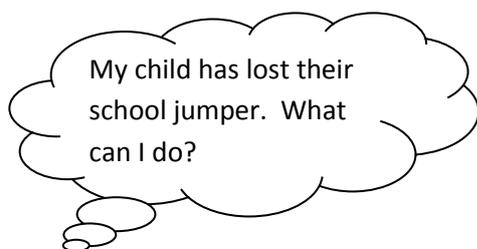
## 8. Lateness



What shall I do if my child is late?

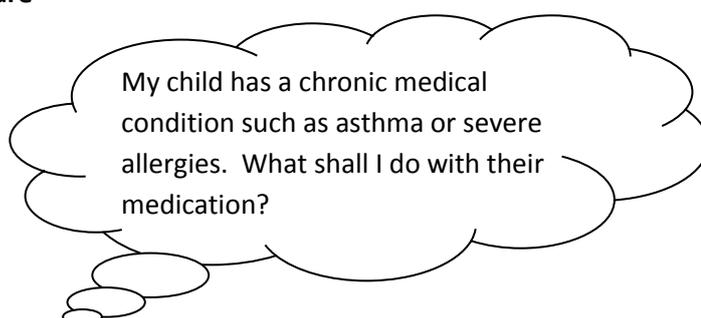
The school bell is rung at 8.50am for KS1 and KS2 children go into school. If you arrive between 8.55-9.05am you will be asked by a member of staff to sign the Late Book entering whether your child is school dinners or packed lunch as they would have missed the register. If you arrive after 9.05am please bring your child to the school office. If you are late collecting your child after school, please come to the school office to collect your child and sign to after school Late Book.

## 9. Lost Property

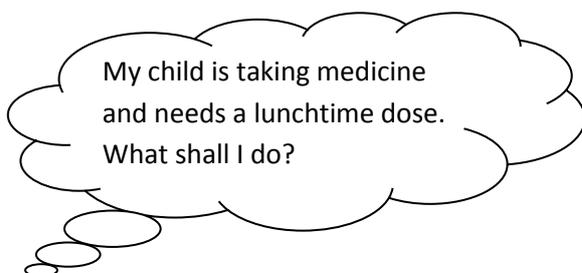


Lost property is a direct result of children's clothing not being labelled. If named clothing is left after school, we place it into the child's classroom if it is un-named it will be placed in the large green Late Box (outside school office) for you to look through. If at the end of term we have unclaimed un-named items, then these will be disposed of in the recycle bin.

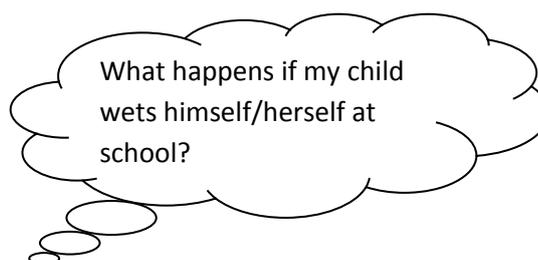
## 10. Medical and Personal Care



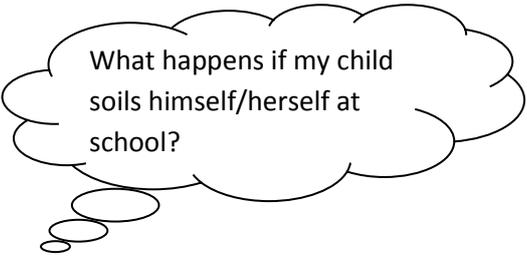
A Care Plan needs to be completed with the medication, dosage and any other advice. Medications should be collected at the end of each term and checked to ensure they are still in date and returned at the start of the next term. Medications held at school are taken to swimming, off-site PE and school trips.



Staff **do not** administer any medication apart from an epipen and asthma pumps so you will need to ensure that someone comes to school to administer it, or re-arrange the dosage times around the school day. Children must not bring in medication/remedies of any kind into school to safeguard other children.

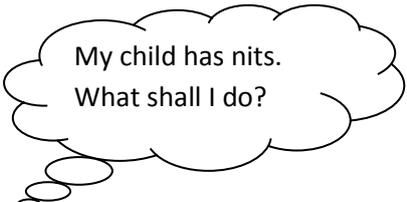


Providing there is spare underwear in their PE bag, your child will be assisted to change into dry clothes; otherwise the first emergency contact will be called.



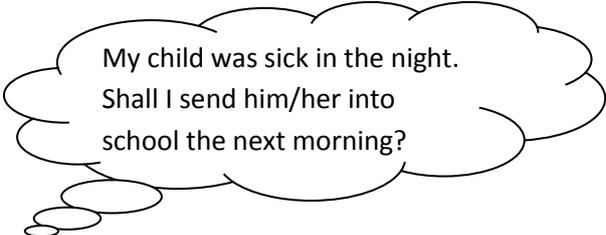
What happens if my child soils himself/herself at school?

We have no showering facility for dealing with this so you, or someone on your data collection sheet, will be contacted to collect or assist them in changing.



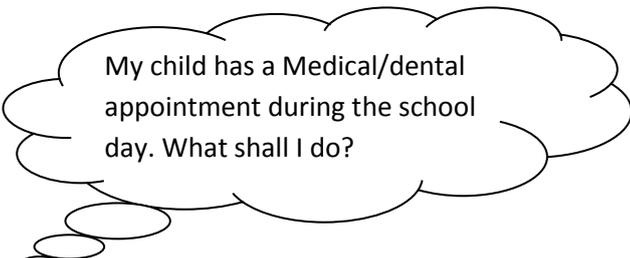
My child has nits.  
What shall I do?

Treat the symptoms by wet combing or by a specialist treatment, repeating to ensure full removal of eggs and lice. Please let your child's class teacher know so that a message can be sent to the rest of the parents of that class to check their children.



My child was sick in the night.  
Shall I send him/her into school the next morning?

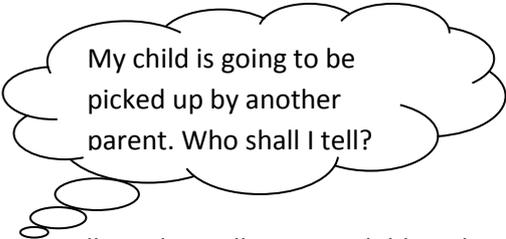
If your child has been sick, or has had diarrhoea, please leave at least 24 hours from the last episode of sickness or diarrhoea before sending them back to school.



My child has a Medical/dental appointment during the school day. What shall I do?

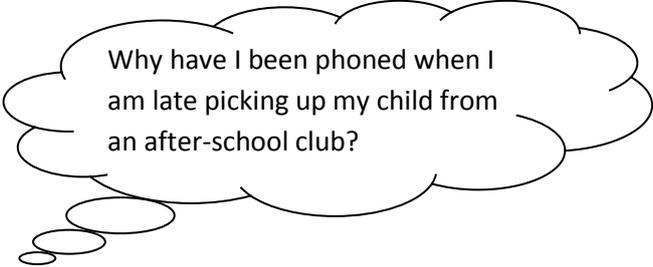
Send in a copy of the medical appointment using the school post box at least the day before, indicating what time you'll be collecting your child if they will return to school and whether or not they require school dinner. **Please note that children can't be collected or returned to school between 12 and 1pm as the office is closed for lunch.**

## 11. Parent Responsibility



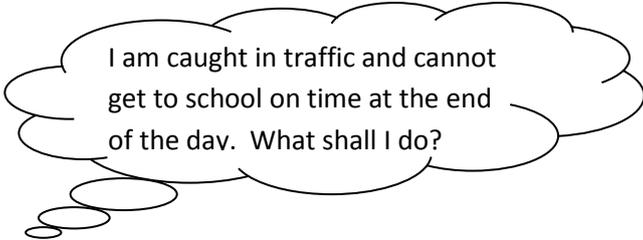
My child is going to be picked up by another parent. Who shall I tell?

Tell the child, and make sure authorised persons allowed to collect your child are listed inside your child's reading record.



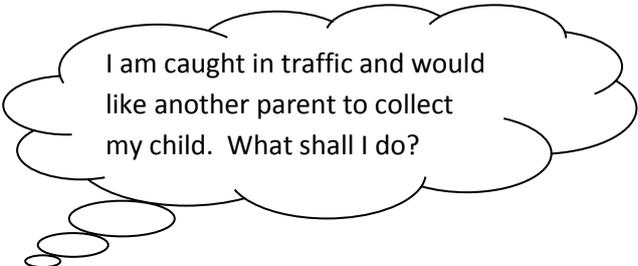
Why have I been phoned when I am late picking up my child from an after-school club?

Teachers undertake after-school clubs for no remuneration, and so persistent parent lateness is unacceptable. If this happens you will be asked to sign the Late Book, and if you are late frequently, your child will not be able to attend the club.



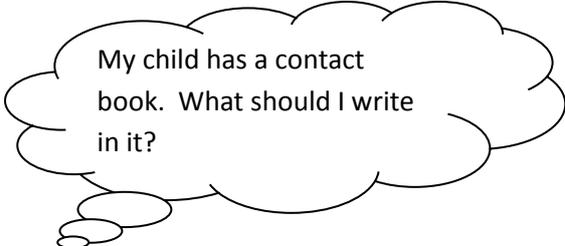
I am caught in traffic and cannot get to school on time at the end of the day. What shall I do?

If possible phone the school. Your child's teacher will remain in the playground until the other children have gone, and will then take your child to the School Office to be collected from there. You will be asked to sign the Late Book.



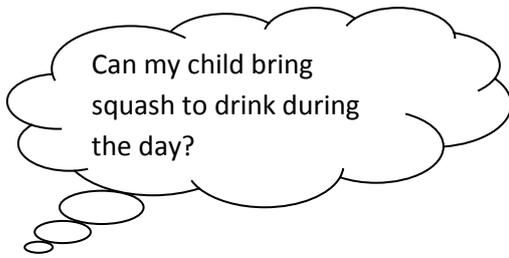
I am caught in traffic and would like another parent to collect my child. What shall I do?

Make sure authorised persons allowed to collect your child are listed inside your child's reading record. Staff can then check the book to see if you have given your consent for another person to collect your child.

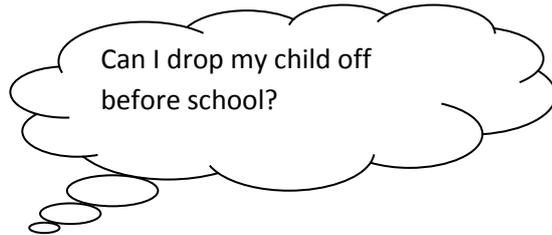


My child has a contact book. What should I write in it?

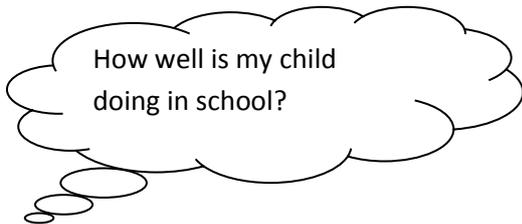
Contact Books are for Squirrels (YR) and Acorns (Y1/Y2) classes only. If you have a message for the teacher, jot it down. These books are checked daily and the teacher or TA will respond. Do not write about school absences, this should be a letter sent via school post box. In KS2 the reading record can be used for short notes, however, it is the child's responsibility to show it to the teacher. You do not have to write in it every day; only if there is something that the staff need to know.



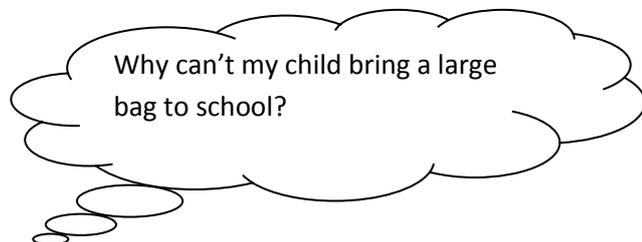
No, only water is permitted in a named, clear 500ml water bottle. Bottles can be refilled from the Water fountain. There is an option for you to purchase Milk for your child through the online Cool Milk scheme.



The black playground gates open at 8.45am. There will be a member of staff on the gate from that time to ensure no child who has entered the playground leaves it. No child should be left unaccompanied at the gate before this time.



The best way to find this out is to read daily with your child, monitor their homework, discuss school with them and attend Parents Consultative meetings held twice a year. We send out interim reports half way through the year which indicates the National Curriculum levels achieved and the effort that your child is making and full reports sent out in July.



We are very restricted by space, especially on days when there is swimming. Children can only bring in their Book Bag, Drawstring PE Bag and a drawstring blue bag for swimming. Please ensure all swimming bags are taken home on Wednesday afternoon.

## 12 Parent Support



We hold a coffee weekly Coffee Morning every Monday at St Nicholas Church from 9am – 10.30am. A programme of relevant topics will be drawn up, with invited speakers as appropriate. So come along and enjoy a coffee/Tea and a chat.

## 13. School Clubs



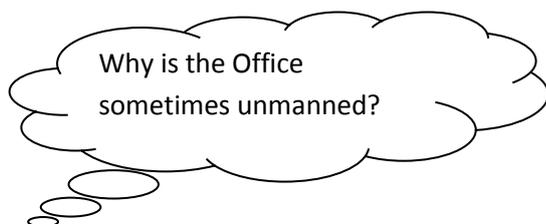
After School clubs letter is sent out at the start of the academic year. All dates, times and club availability are listed. School clubs do not take place in the first week of term. Some outdoor clubs may need to be cancelled at short notice due to inclement weather, if so, you will receive a text.

Choir – weekly (KS2) Y3-Y6

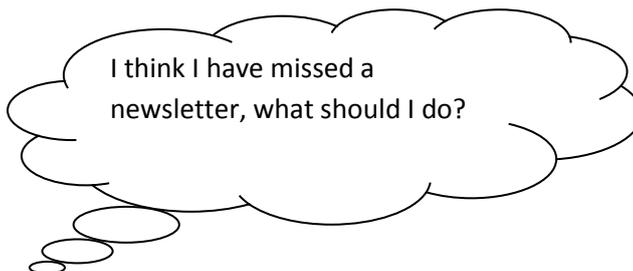
Multi-skills – weekly (KS1) Y1 & Y2

Teachers clubs run fortnightly and consist of Board Games, FitKids, Sewing, Knitting, Leading Lights and are subject to change.

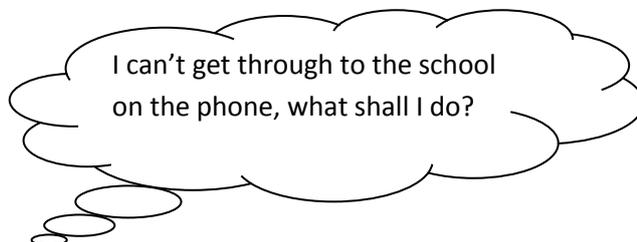
## 14. School Office



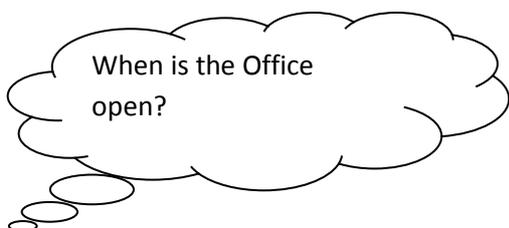
We cannot afford to employ someone to only be a Receptionist. The school office has one full time School Administrator and a part time Admin Assistant (2 days per week). Unfortunately, due to a variety of duties carried out in the school office it is sometimes unmanned.



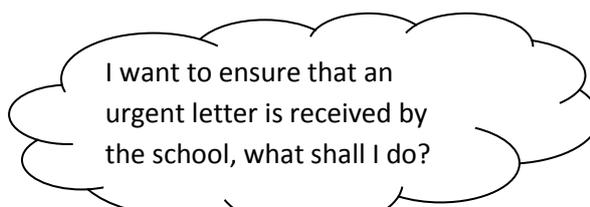
All newsletters and significant dates (although not necessarily class ones or trips) are put on the school website [www.sedleys.kent.sch.uk](http://www.sedleys.kent.sch.uk). A copy letter can be obtained for 20p from the school office.



Please leave a message and it will be picked up. There is only one phone line in/out of school and only one person usually available to answer.



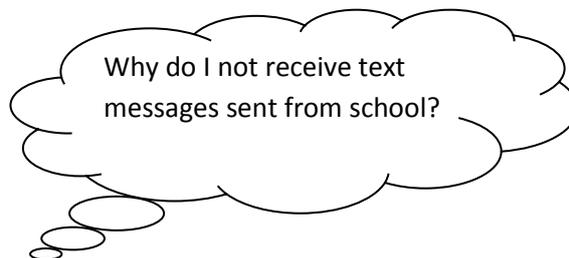
Monday – Friday 8.45am - 12.00 and 1.00pm - 3.45pm term time only. The Office and phone are unmanned between 12 noon and 1pm due to whole school lunchtime.



If it is for the Headteacher or school office, put it in the white parent post box as this is emptied daily. If it is for the Class teacher, ask your child to hand it to the teacher personally.

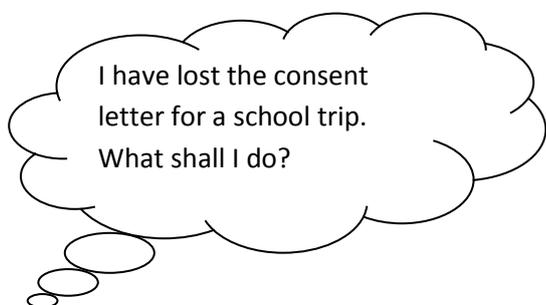


Dates of Parents Consultatives are posted on the newsletter and a text is sent to you so you can log onto the online system. Estranged parents are encouraged to attend jointly or share information; otherwise the teacher's workload is being doubled. Additional appointments can only be made in exceptional circumstances and this should be discussed with the class teacher.

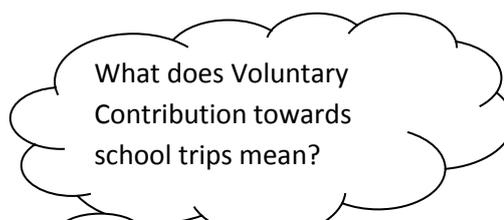


This may be that your child's other parent is listed as main contact, and the text system can only send one message per family. Alternatively, you may have changed your mobile number and not told us!

## 15. School Trips



You can print a generic from the website and complete the necessary details before putting it in the postbox with payment, or pay 20p for a replacement from the school office.

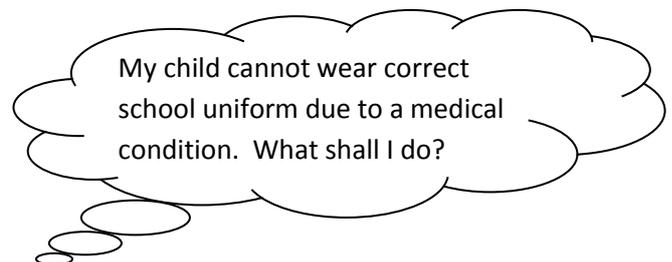


We have to ask for voluntary contributions, but, in reality, if parents are not prepared to pay for school trips they cannot go ahead because the School Budget does not have the capacity to fund these extras. Parents can speak, in confidence, to the Headteacher in case of financial hardship.

## 16. School Uniform

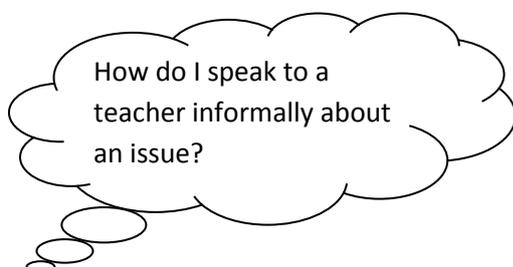


Visit [www.yourschooluniform.com](http://www.yourschooluniform.com) and follow the 6 easy steps. Your order can be given to your child at school or sent to your home address. School book bags are available at the school office.



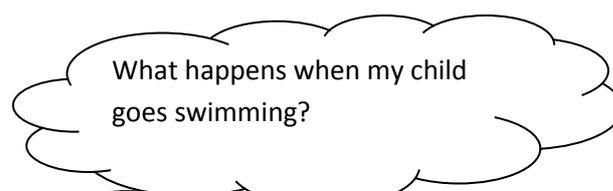
All children are expected to wear the correct uniform unless there is a doctor's letter on file to the contrary

## 17. Speaking to Teachers

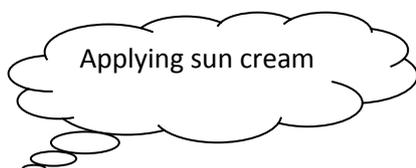


Teachers are unable to speak before school as this will delay registration and settling the class. All teachers bring their class out into the playground at the end of the school day so they can be spoken to then. Alternatively, they may arrange to meet you at a mutually convenient time if necessary.

## 18. Swimming

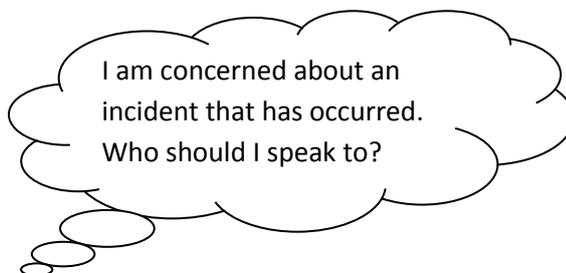


Children in Year 2, Year 3 and Year 4 attend swimming. If your child has not reached the required standard of swimming they will continue into Year 5 and Year 6. The Initial letter regarding the swimming routine will be sent at the end of Year 1 for your consent and payment made on a termly basis through SchoolMoney (online banking). Children should be taken to Cygnets Leisure Centre in Northfleet and handed to a teacher in the foyer by 8.45am. Please do not leave them unattended. After the lesson the children will be taken back to school by coach. Swimming does not take place within the first week of term; this is to allow for payment to be made through SchoolMoney. The payment is for the term and the amount will be posted either on a newsletter or by text. If your child does not attend swimming due to sickness, please bring them into the school office at 10am when the others return from swimming.



If your child is able to apply sun cream themselves, then please send in a small tube labelled with your child's name and class. Alternatively, apply sun cream to your child before they attend school.

## **19. Concern/Complaint**



Contact should be made with the class teacher in the first instance. Please converse in an appropriate manner with staff. If a staff member feels that you are being aggressive or abusive they have been advised to walk away and refuse to continue the conversation, and you may be asked to leave the premises. If the concern/complaint is about a member of staff, please make an appointment to see Headteacher.