



Edinburgh Primary School



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Acting Headteacher: Piers Maitland

INFORMATION FOR PARENTS/CARERS

September 2018

TIMES OF THE SCHOOL DAY

- School starts at 8.55am and finishes at 3.15pm.
- A hand bell rings at 8.50am in the playground as a signal for children to be taken into class. Children are late if they arrive at the school gate at 8.55am when the electronic bell rings.
- Entrance to the school is via gates in Queens Road and Kirk Road both of which lead into the playground.
- The gates are locked at 8.55am and do not open again until 3.00pm. If you need to collect your child during the day please come to the main school office. The outside gate in Queens Road is locked during the school day. Please press the buzzer to gain access.
- For children's safety and school security if you need to visit the school office at the beginning or end of the day (e.g. query about dinner money) please do not go through the school building but go out of the playground and through the main school entrance in Queens Road.

LUNCHTIME

- Children may have school dinners or packed lunches. All of the children in Reception, Year 1 and 2 and many of Year 3 - 6 children are entitled to free school meals and we have copies of free school meal application forms in the school office.
- All schools receive a proportion of their funding according to how many children are in receipt of free school meals (pupil premium). This funding helps to pay for support teachers and teaching assistants and also helps subsidise clubs and trips. In order to maintain our funding it is vital that you complete free school meals forms if your family income fulfils certain criteria – even if your child is in R/Y1/Y2 and will receive free school meals automatically.
- The cost of school dinners is £2.20 per day or £11.00 per week. Dinner money should be paid using ParentPay – please contact the office with any queries.
- School meals are cooked on the premises and fulfil all the healthy schools criteria.
- Packed lunches should be balanced and based on healthy choices.
- Children who are home dinners must be collected and brought back to school by an adult (R/KS1 11.45am – 12.55pm, KS2 12.30pm – 1.25pm)

SCHOOL UNIFORM

- Our school uniform is based on burgundy and grey.
- School sweatshirts, fleeces, caps etc. can be purchased from Victoria 2 in Hoe Street or from Tesco Online

All children are expected to wear school uniform.

grey skirt/pinafore/trousers (not tracksuit or jogging bottoms)
checked summer dress in red or burgundy
shalwar kameez in burgundy
Hijab/Headscarf in plain burgundy, black, white, grey
White shirt or white polo shirt
School sweatshirt (with school logo)*
school cardigan (with logo)*
Plain black shoes or plain black trainers

*School sweatshirts, cardigans, book bags etc. are available from Victoria 2 – Hoe Street or Tesco online. Plain burgundy (not red) sweatshirts, jumpers and cardigans are also acceptable.

P.E. KIT: Plain white, round necked T- shirt
Black shorts / leggings/tracksuit bottoms
Black plimsolls / trainers
P.E. bag

NB: PLEASE MAKE SURE ALL CHILDREN'S CLOTHES ESPECIALLY PE KIT, COATS AND SWEATSHIRTS/CARDIGANS ARE LABELLED WITH THEIR NAME.

SAFEGUARDING CHILDREN

- Safeguarding is about protecting our children from harm.
- Our Safeguarding (Child Protection) Officers are:
Bal Jheeta – Acting Deputy Headteacher
Piers Maitland – Acting Headteacher

Other staff have had advanced child protection training. (Mrs Spencer, Mrs Iftikhar, Mrs Jeffs, Mrs Hanna, Ms Barratt, Mrs House, Mrs Finn, Mrs Kercani, Ms Erol, Mr Pearson & Mr Ormsby).

- Safeguarding Officers have undertaken appropriate training for the role as recommended by the Local Authority. The safety and wellbeing of your child is of utmost importance to our school. We recognise that all staff and governors have an active part to play in protecting our pupils from harm and that the child's welfare must be our paramount concern. All staff are trained in basic safeguarding procedures as part of their induction.

CURRICULUM

- The curriculum for children in Reception is based on the Early Years Foundation Stage Curriculum which is play and activity based.
- The curriculum for children in KS1 and KS2 is based on the National Curriculum. Where possible links are made between subjects to make learning meaningful for children.
- We use 'Letters and Sounds' to guide our phonics teaching.
- At least once each term parents/carers will receive a curriculum newsletter for their child's year group outlining the curriculum to be covered.
- Sex and Relationships Education forms part of our Personal, Social and Health Education programme and we follow Waltham Forest guidance. Opportunities are provided for parents to discuss the content of this programme before it is delivered to their children. Parents have the right to withdraw their child from all or any part of sex education other than that required as part of the National Curriculum Science order. If you wish to withdraw your child please talk to your child's class teacher in the first instance.

BEFORE SCHOOL

- Children in R/KS1 must not be left unaccompanied in the playground. Parents/carers must wait with them until the teacher takes them into the classroom from 8.50am
- Children in KS2 can be left in the playground before school but please note that the playground is not supervised until 8.45
- If children are in the playground before school frequently or a significant amount of time we will contact parents to ensure that children are safe.

COLLECTION OF CHILDREN FROM SCHOOL

- Children in reception classes must be collected by an adult.
- Children in KS1/Lower KS2 must be collected by an adult or competent person over the age of 14.
- If a different adult collects the child please inform the class teacher in the morning and/or the office staff. If your arrangements need to change during the day please let us know as soon as possible (please do not leave until 3.15 to phone as the office is busy at that time)
- Children in UKS2 should be collected by an adult or a competent person over the age of 14 but may go home unaccompanied or with a person younger than 14 provided the school has written permission from the parent/carer.
- KS2 children cannot collect younger brothers and sisters as they are not over the age of 14.
- It is important that parents keep school informed about who is collecting children and any changes.
- Parents/carers should identify who can collect their child and this info will be kept by the school office. If an adult who is not on the list comes to collect the child there may be a delay before the child is released whilst we check they have permission to do so.

CONTACTING STAFF

- All staff at Edinburgh are happy to talk to parents but please be aware that if staff are with children they may not be able to talk to you straight away as the children's needs comes first.
- Reception classes open their doors at 8.45 am to give parents a few minutes to talk to the teacher if necessary. Other teachers will be able to talk to parents only very briefly at the beginning of the day when they open their doors to let the children in or collect their classes from the playground.
- If parents need to talk to their child's teacher and it is more than a short message it is better to make an appointment that is convenient to both teacher and parent.
- In addition to the child's class teacher there are also year group leaders and phase leaders who may be able to help with general queries or concerns (please see staffing list).
- Members of the senior leadership team are also available – we try to be on one of the gates or in the playground at the beginning or end of the day. The senior leadership team are Mr Maitland – Acting Headteacher, Mrs Jheeta – Acting Deputy Headteacher, Mrs Spencer – Acting Deputy Headteacher, along with the phase leaders and Mrs House the school business manager.
- If your query or concern is about administration or finance issue it is often best to ask for clarification at the office. (E.g. Parent Pay queries).
- If your query or concern relates to a child's special educational needs, Mrs Jheeta our Inclusion Manager can be contacted via the school office.
- If it is about a child protection issue Mrs Jheeta, the safeguarding lead, can also be contacted via the school office.
- If it is about a behaviour issue Mr Maitland, the behaviour lead, can also be contacted via the school office.
- Please note staff at Edinburgh are **not** able to sign/certify passport applications.

BIRTHDAY SWEETS

- If parents and children would like to share sweets on their birthday we are happy to give out a small treat at the end of the day. Please make sure sweets are nut free and are halal (generally this means that the sweets should not contain gelatine) so that all the children can be included.
- We cannot give out cakes or any other 'birthday treat'
- For children in Reception and Year 1 & 2 the teacher will give the sweet with the request to 'show it to your grown up' so parents/ carers can decide if they can eat it straight away. For children in Year 3 or older please make sure your child knows if they have your permission to eat it straight away or to wait until later.

NUT FREE SCHOOL

- We have a number of children with nut allergies and some with a very severe nut allergy where the reaction can be life threatening if there is contact with nuts or nut products.
- Therefore we are a completely nut free school. This means that nuts and nut products must not be on the premises. This includes children's packed lunches and any food that staff bring in to school.

FRUIT AND WATER

- All children are offered free fruit each day. They may also bring their own fruit from home for a break time snack. No other snacks are allowed. We welcome contributions to our 'fruit bank' which is in the school playground before school Monday –Wednesday.
- All children should have a bottle filled with water with their name on it that can be used throughout the day.

HOMEWORK

- The most important homework is reading. At the early stages of learning to read parents/carers should read with their children for at least 10 minutes each day.
- As children become more independent readers, parents/carers should still spend time reading with their child/hearing their child read, but should also encourage them to read independently for a sustained period of time (20/30 minutes).
- When children are fluent readers it is still important that parents/carers talk to their children about the books they are reading and about their likes, dislikes and opinions.
- As children get older they will also be given other homework related to the curriculum they are studying – this may be learning spellings, multiplication tables, researching a topic at home or may be written homework.
- Some homework, particularly for older children may be a project to be completed over a number of weeks.
- Each term's curriculum newsletter will provide information about homework.

ATTENDANCE

- Full attendance is very important in ensuring your child is able to do well at school.
- In line with LA policy the school does not authorise absence during term time other than for the child's illness etc. We do not authorise for holidays, going to collect someone from the airport, visiting relatives etc. even if it is for a family celebration etc. (see attendance policy). If children are taken out of school without authorisation a fixed term fine of £60 per child per parent may be imposed.
- If your child is ill and cannot attend school please telephone the school office to let us know as soon as possible (preferably before 9am). The school office is open from 8.00am. A note to the teacher on your child's return to school is also helpful.

- We expect that children's attendance will be above 96% and you may be contacted and there may be a meeting in school if we have concerns about your child's attendance.
- When children's attendance falls below 90% they are designated by the government as being a 'persistent absentee' and we are required to track their absence. This may involve meetings in school.

MEDICINES

- School staff can only administer medication if it is for a chronic condition and is part of a care plan.
- If your child is prescribed antibiotics or other medication please ensure the doctor knows and prescribes medicine that can be administered at home outside of the school day.

PLAYGROUND EQUIPMENT

- Children in Reception play in the Reception playground and have access to Reception play equipment.
- Children in KS1 and KS2 have access to playground equipment (e.g. balls, hoops, skipping ropes) at lunchtime/ playtime.
- The only 'toy' children may use to play with at playtime is a skipping rope which must be labelled with the child's name and class. Children should not bring tennis balls, footballs, basketballs or any other equipment to play with at playtime/lunchtime.

HELPING IN SCHOOL

- We welcome parents/carers who would like to help in school. However if you require a placement for a course we cannot guarantee we will be able to provide a place.
- This help can be regular or occasional (e.g. reading with children, supporting learning in class, making costumes for plays etc., supporting ICT work, art projects etc.)
- If the support is regular it will not generally be with your child's own class.
- Any parent/carer who would like to volunteer their help should make an appointment at the school office to meet with the Acting Headteacher, Mr Maitland.
- All parents/carers who volunteer their help in school or accompany a school trip must attend a safeguarding induction meeting and complete some basic paperwork and some who are regular helpers will need a DBS (previously CRB) check. These meetings take place as a regular occurrence during the second week of every half term and information about attending the meeting, including how to book your space, is publicised in the newsletter.

SPECIAL EDUCATIONAL NEEDS

- If you are concerned that your child may have special educational needs please make an appointment to see Mrs Jheeta, our Deputy Headteacher and Inclusion Manager, via the school office.

BREAKFAST CLUB/AFTER SCHOOL CLUB

- The school operates a breakfast club (from 7.50am). Current costs are £2.50 per day and should be paid by ParentPay. Please contact the school office to register your child.
- The YMCA runs an after school club on school premises from 3.15 to 6.00pm. Please contact the YMCA on 07958 513 458 after 3pm for further details. The school does not collect payment for YMCA fees.

EXTRA-CURRICULAR CLUBS

- The school organises various lunchtime and after school clubs (e.g. drama, film, dance, sports, cooking, ICT).
- After school clubs generally charge £3 per session. Payments should be made by ParentPay.
- All clubs are well advertised and are available for all children in Years 1 – 6.

BULLYING

- We have a strong anti-bullying policy. If your child feels bullied they should tell an adult so that it can be dealt with. Please see your child's class teacher initially if you have any concerns.

EDINBURGH PRIMARY PARENT TEACHER ASSOCIATION

- All parents/carers are members of the PTA who organise events throughout the year.
- If you would like to become involved please look out for PTA newsletters or contact edinburghpta@gmail.com.

SAFER SCHOOLS

- We welcome visitors to our school. We will act to ensure it remains a safe place for pupils, staff and all other members of our community. If a parent/carer has concerns we will always listen to them and seek to address them.
- However, abusive, threatening or violent behaviour will not be tolerated. If such behaviour occurs we will follow the procedures outlined in our policy – 'Keeping Schools Safe'.

CONCERNS & COMPLAINTS

We take parents' concerns seriously and we want to hear of concerns as soon as they occur. In general the person most able to deal with concerns will be the child's class teacher although this does depend on the nature of the concern.

Members of the senior leadership team are generally available before and after school and can be contacted via the school office. Should a concern become a complaint we will follow the procedures outlined in our complaints policy.

PROTECTING YOUR INFORMATION

We have a responsibility to protect your personal data and it is important to us that you know your data is in safe hands. Further information on how we use your data, an explanation of your consent options and all policies relating to data protection (including our Privacy Notice) can be found on our school website.



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Term dates

2018/2019

<p>Autumn Term 2018</p> <ul style="list-style-type: none">Monday 3 September to Friday 21 December 2018Half Term: Monday 22 October to Friday 26 October 2018Christmas holiday: Monday 24 December 2018 to Friday 4 January 2019	<p>Curriculum Days Monday 3rd September Tuesday 4th September</p>
<p>Spring Term 2019</p> <ul style="list-style-type: none">Monday 7 January 2019 to Friday 5 April 2019Half Term: Monday 18 February to Friday 22 February 2019Easter Holiday Monday 8 April 2019 to Monday 22 April 2019	<p>Curriculum Day Monday 7th January</p>
<p>Summer Term 2019</p> <ul style="list-style-type: none">Tuesday 23 April 2019 to Tuesday 23 July 2019Half Term: Tuesday 28 May 2019 to Friday 31 May 2019	<p>Curriculum Days Monday 22nd July Tuesday 23rd July</p>