



Stoke Park Primary School

Parent Handbook

2021 –22



**CATHEDRAL
SCHOOLS
TRUST**

Headteachers welcome

Hello and welcome to the new school year at Stoke Park Primary. We hope that you and your child have settled well into their new classes and are enjoying being back in the routine of school. A very special welcome to our new families in Nursery and Reception, we look forward to working closely with you during your child's journey through our school.

Working with parents is really important to us and we hope that this new handbook will help you to find the information that you need about our school. There is more information on our website and you can always ask any member of staff if you have a specific question.

We're looking forward to an exciting year ahead - we have made positive changes to the site and are launching a new curriculum this year. We really hope to be able to welcome you in to share the events and performances that make our school so special - so lots to look forward to!

With best wishes,
Mrs Lambert



Who is who

SLT

Mrs Alison Lambert—Headteacher
Mrs Sara Penellum - Assistant Headteacher
Mrs Amy Higgitt—Assistant Headteacher
Miss Kelly Simmonds—Assistant Headteacher

EYFS Team

Mrs Williams—Nursery Teacher
Mrs Daly—Nursery Teaching Assistant
Mrs Wells—Reception Teacher
Mrs Duddridge—Reception Teacher
Miss Winkworth—Reception teaching Assistant
Miss Duffy—1:1 Teaching Assistant

Key Stage 1 Team

Miss Setherton—Year 1 Teacher
Mrs Dicks—Year 1 Teaching Assistant
Mrs Cerullo - Year 2 Teacher
Mrs Facciponti—Year 2 Teaching Assistant

Key Stage 2 Team

Mrs Hudd—Year 3 Teacher (M - W)
Mrs Wells—Year 3 Teacher (T- F) Maternity cover
Miss Hughes—Year 3 Teaching Assistant
Mrs Coelho—Year 4 Teacher
Mr Yakuub—Year 4 Teaching Assistant
Mrs Butt—1:1 Teaching Assistant
Mrs Bendon—1:1 Teaching Assistant
Mr Bell—1:1 Teaching Assistant
Mr Macleod - Year 5 Teacher
Mrs Sluzalec - 1:1 Teaching Assistant
Mrs Jawaid— 1:1 Teaching Assistant
Mr Bliss—Year 6 Teacher
Mr Small—Year 6 Teaching Assistant
Mrs Hay—1:1 Teaching Assistant
Mrs Miller—Class Teacher (on mat leave)

Enrichment Team

Miss Cook—Drama Teacher
Mrs Dennison—Gym Teacher
Miss Donlan—Gym Teacher (currently on mat leave)
Mrs Sage—Spanish Teacher (currently on mat leave)
Mrs O'Neill—Spanish Teacher, HLTA and SENDCO assistant
Miss Carly Winkworth—Forest School Teacher

Pastoral Team

Miss Robinson - Pastoral Learning Mentor
Mrs Dennison - Family Support Worker (currently on Mat leave)
Mrs Irvine—Play Therapist

Office Team

Mrs Jelf—School Business Manager
Mrs Connolly - Office Manager
Mrs Annear—Finance Administrator
Mrs Knight—Caretaker



Attendance

Attendance and punctuality are crucial in enabling all children to fulfil their potential. Attending school is directly linked to better academic outcomes and progress which in turn lead to further learning opportunities and better job prospects in later life. As well as this, going to school helps children to develop their friendships, social skills, learning behaviours and general life skills.

By law, children have to attend school every day unless they are unwell. We ask that Parents /Carers inform the school office of the reasons for absence by telephone, email, letter or in person on the morning that their child is absent. If we do not receive a message about absence, you will be contacted by the school.

We encourage parents to book appointments at the end of the day or after 1:30pm to reduce disruption to their child's learning.

Punctuality

Every effort must be made to ensure your child arrives at school on time. When children arrive late they are missing key elements of the learning and often struggle to 'catch up' if they have missed the start of a lesson.

Attendance and punctuality is monitored regularly by the school and you will be informed if we have concerns about your child's attendance.

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for absence so we can offer support to improve attendance and punctuality.

Requests for absence

The government directive states that Headteachers cannot authorise absence for holidays during term time . The Headteacher will only consider requests for absence in exceptional circumstances and each case will be treated individually.

Safeguarding

Stoke Park Primary School is committed to safeguarding and promoting the welfare of children. All our staff are familiar with and adhere to our Child Protection Policy and receive regular safeguarding and child protection training. Staff are vigilant for signs that children's welfare may be at risk and are expected to report any concerns to our safeguarding team.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.



If you have any concerns about a child, please report it to a member of our safeguarding team or call First Response on: 01179036444.



Designated safeguarding Lead: Amy Higgitt (Assistant Headteacher)

Deputy Designated Safeguarding Lead: Alison Lambert (Headteacher)

Uniform

We expect all children to wear school uniform. We believe that wearing school uniform encourages a sense of belonging and a pride in our school community.

On PE days, children can come into school wearing their PE kit. Please see below for details of what children should wear on their PE days.

Our school uniform consists of:

- A white shirt or polo shirt
- Grey or black trousers, skirts or pinafore dresses
- A green jumper or cardigan (no hoodies)
- Black closed toe school shoes. Trainers should only be worn on PE days.

School jumpers and cardigans can be purchased via School Gateway.

Our school PE kit consists of:

- Plain black shorts/joggers/leggings
- Plain white t-shirt or green school PE t-shirt
- Children should wear their normal school jumper over the top.
- Trainers

We ask that all parents clearly name their child's school uniform.

Please inform us if there is any reason why your child is unable to wear their uniform to school each day.





After school club and Breakfast club

The school has a breakfast club that starts at 8am and is open to all children from Reception—Year 6 on a pre bookable basis. Sessions can be booked via School Gateway and must be booked in advance of the term ahead. Children will be provided with a healthy breakfast.

Homework

At Stoke Park we recognise the importance of good reading skills. Children who practice reading at home regularly become better readers and this supports their learning in all other subjects. We encourage all members of our school community to read at least 5 times a week. Parents are asked to write in their child's reading record each time they have listened to their child read. This is monitored regularly by the class teacher.

Nursery: A weekly shared 'library' book is taken home to share and enjoy

Access to Numbots so that children who are keen can have a go.

Reception: Shared/Individual reading as appropriate at least five times a week

Tricky words and/or phonemes to learn at home

Access to Numbots so that children can have a go at practising Number bonds

Key Stage 1: Shared/Individual reading as appropriate at least five times a week

Five spellings to learn each week for a weekly spelling test

Access to Numbots and Times Tables Rockstars so that children can have a go at practising the key Number facts/skills

After school club runs daily until 5.30pm and is pre bookable via School Gateway and must be booked in advance of the term ahead. Children will be provided with a healthy snack.

After school activities

After School activities vary each term . These will be sent out via a letter to all parents and will need to be booked in advance of the term ahead.

Enrichment

At Stoke Park we offer a rich and balanced curriculum which includes various enrichment lessons, such as drama, gymnastics, forest school, Spanish (KS1) and dance.



Special Educational Needs and Disabilities

We believe in helping every child to reach his or her full potential. We recognise that every child is unique and that each individual will require different levels of support.

To meet children's additional learning needs, we have a SENDCO (Special Educational Needs and/or disabilities Co-ordinator) who co-ordinates this provision through a highly skilled team of teachers and teaching assistants.

In discussion with the parents and the child, the SENDCO and class teacher may put in place additional support that is targeted to meet the needs of children who may have special educational needs and/or disabilities.

Targeted interventions are usually delivered by staff within your child's phase, in this way the adult is best placed to track progress and review what support should be provided.

If you think your child may have special educational needs, please speak to your child's class teacher or our SENDCO, Mrs Penellum, who works Monday—Wednesday.



Behaviour

All staff have high expectations for how children should behave. We respect and value every member of our school community and believe that by developing positive relationships and a motivational learning environment, we will enable all of our school community to thrive. Our behaviour policy can be found on our school website.

We have several reward systems in place to support positive behaviour

- House points
- Act of kindness award
- Learning Behaviour awards
- Afternoon tea with the Headteacher
- Postcards home

Parents are expected to:

- support their child in adhering to the school rules
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the class teacher promptly
- Attend meetings regarding their child's behaviour and co-operate in supporting the actions of the school
- Promote the aims of the school's behaviour policy

Lunches

Children can have a school meal or bring their own packed lunch. School meals are available to children at a cost of £2.15 per day or at no cost to those in receipt of Free School Meals entitlement or Universal Free school meals in Reception, Year 1 and Year 2. School meals must be paid for when ordered via School Gateway.

If children are bringing their own packed lunch, we ask that it is nutritionally balanced. Our packed lunch policy states that:

Packed lunches should include;

- At least one portion of fruit and one portion of vegetables
- Meat, fish or other source of non-dairy protein. This is usually a sandwich filling.
- A starchy food e.g. bread, pasta or rice, crackers, rice cakes, oat cakes, pitta bread, tortilla wraps.
- Dairy food e.g. milk, cheese, yoghurt or fromage frais.
- Drink – Water, milk (no milkshakes) or a small fruit juice only. No squash or fizzy drinks please.

Confectionary items (chocolate, chocolate biscuits, cakes, crisps) should be limited and only given occasionally. There should be no more than one confectionary item in a lunch box on that day. Healthier alternatives would be malt loaf, fruit loaf, sugar free cake or plain biscuits.

We are a nut free school so please do not send in any nut products to school. Our Nut Policy can be found on our school website.

Snacks

Children in EYFS and KS1 receive a free piece of fruit or veg each day for their mid-morning snack. KS2 can bring in one snack from home to eat at morning break time. This should be a piece of fruit or veg. Snacks should be provided as a separate item to their packed lunch box. Please do not send in unhealthy snacks such as crisps or chocolate.

Drinks

All children are invited to bring in a water bottle to school and will have the option to fill it up with cold, filtered water. Children can add fresh fruit to their water for flavour (i.e – lemon). Squash and fizzy drinks should not be brought into school.

Free School Meal Entitlement

You can apply for free school meals and Pupil Premium if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit

Structure of the day

Soft start for EYFS and Year 1—8.30am. Parents are able to come into the classroom with their children to share a learning activity.

Years 2 - 6 children can come on to the school site at 8.40am. Children should be in their classrooms by 8.45am to start the school day.

Playtime takes place at 10.30am - 10.45am for all pupils in Years 2-6.

Lunchtime:

Nursery - 11.30 - 12.15p.m

Reception - 11.30-12.30p.m

KS1 - 12.15 - 1.15p.m

KS2 - 12.30 - 1.15p.m

End of the day:

Nursery - 3.00pm

Reception - 3.10pm

KS1/KS2 - 3.15 pm

Children in Y5/6 may walk home alone if they have written permission.



Pastoral Support

All our staff are highly trained and exceptionally dedicated to ensuring that all our pupils are cared for and their emotional wellbeing protected whilst at school. We understand that for some children, school can be challenging or experiences out of their control may impact their learning whilst at school.

We have a dedicated team who will work to support pupils and their families should any children be struggling with attendance, behaviour or their mental health and wellbeing. The team consists of:

Amy Higgitt—Assistant Headteacher and wellbeing lead

Monika Robinson—Pastoral Learning Mentor

Jade Dennison—Family Support Worker (currently on maternity leave)

If you have any concerns about your child's wellbeing or behaviour, please raise this with their class teacher or speak to a member of the pastoral team. You can also email us on our dedicated pastoral email account: spp-pastoral@cathedralschoolstrust.org

Website and Social Media

Our school website is currently being updated. We will inform you once this has been completed. You can still access our current website at: <https://stokeparkprimary.org/>

We are also on Facebook and Twitter:

Twitter: @stokepark16

Facebook: Stoke Park Schools

Please follow us for regular updates.

A message from the PTA

Welcome to the PTA! All parents, guardians and teachers are automatically members of Friends of Stoke Park Primary – no application necessary!

We hope you will join in us helping to raise funds for various enrichment projects and items for our school – including the new library, gardening club, a trampette, gymnastics to name a few. We take great pride and enjoyment from running school discos, fairs and pop up shops and we know the children who attend do as well.

Help and support from the wonderful parents at the school (whether this includes chaperones at discos, running a stall at a fair or donating items) is very important for us so please visit our Facebook group www.facebook.com/groups/friendsofstokeparkprimary) and see what else we do and how YOU can get involved.

We hope to see you soon.

Cat Foley (chairperson) and Lisa Clark (treasurer)

How to support your child at home

To ensure children are able to achieve their very best whilst at school, it is essential that they come to school having had a good nights sleep. If you are concerned about how much sleep your child is getting, please speak to a member of the pastoral team.

Learning to read is one of the most essential skills we learn and it impacts on all subject areas. This is an area where parental support can make a huge difference to your child's progress and confidence. Children who read at home regularly make better progress in reading. We encourage all parents to listen to their child read at least 5 times a week and record it in their reading record.

You can also support your child at home by asking them about their learning and completing homework tasks that are sent home. Showing an interest in your child's learning and valuing the work they do will encourage children to be enthusiastic about their learning.



Medication in School

All medication must be handed to the school office. It should be in its original packaging and if prescribed by a GP, have a named label. An administration of medicine form must be completed and if it is ongoing medicine a health care plan form should be completed.

Lost Property

All children's clothing should be clearly labelled with their names.

If an item of clothing has been found without a name label it is added to the lost property box which will then be put out on the playground at the end of each term for parents to search through

Mobile Phones

Children who walk home are allowed to bring in a mobile phone. The mobile should be switched off as soon as they arrive on site



and given to their teacher who will keep it in a locked cupboard for the duration of the day. Phones will be returned to pupils at the end of the school day.

Under no other circumstances should phones be brought in to school, unless agreed by the head teacher.

Reasonable adjustments

School information can be requested in different formats e.g. larger font size. If you need any special assistance for meetings on site, please inform a member of staff prior to the meeting.

Website information can be translated with google translate which is at the top of each page on the school website.

Office Information

The office is open 8.15am—3.30pm. To avoid long queues outside of school, please can any non urgent questions, requests or passing on of information be either telephoned or emailed through to the school.

Payments for school lunches is through School Gateway.

What your child should have each day

Each day your child should have the following:

- A clearly labelled water bottle
- A healthy snack
- Their reading book and reading record

During the summer months:

- A sun hat
- Sun cream

During winter months:

- A warm waterproof coat
- Clearly labelled gloves

Please do not send children to school with any toys or other items from home unless agreed with their class teacher. We cannot accept responsibility for any lost items.

Parent Conduct

We are very fortunate to have a supportive and friendly parent body. Educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents/carers will understand the importance of a good working relationship to equip children with the necessary skills for adulthood.

We expect parents, carers and visitors to:

- Respect the caring ethos and values of our school
- Understand that both teachers and parents need to work together for the benefit of their children.

- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Approach the school to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.

The school will not tolerate any adults on site being rude, aggressive (verbally or aggressively) or using inappropriate language towards any other adult or child and will take action if this occurs.

Complaints

Please see our complaints policy on the school website.

Term Dates for 2021—22

	Term 1 2020
Thursday 9th September 2021	Term 1 begins for pupils
Friday 22nd October 2021	End of Term 1
	Term 2 2020
Monday 1st November 2021	INSET – School closed for pupils
Tuesday 2nd November 2021	Term 2 begins for pupils
Friday 17th December 2021	End of Term 2
	Term 3 2021
Tuesday 4th January 2022	INSET – School closed for pupils
Wednesday 5th January 2022	Term 3 begins for pupils
Friday 18th February 2022	End of Term 3
	Term 4 2021
Monday 28th February 2022	INSET – School closed for pupils
Tuesday 1st March 2022	Term 4 begins for pupils
Wednesday 30th March 2022	INSET – School closed for pupils
Friday 8th April 2022	End of Term 4 for pupils
	Term 5 2021
Monday 25th April 2022	Term 5 begins
Monday 2nd May 2022	School closed (Bank Holiday)
Friday 27th May 2022	End of Term 5
	Term 6 2021
Monday 6th June 2022	Term 6 begins
Thursday 21st July 2022	End of Term 6