

# The Stoke Poges School



*Building on high expectations*

## Parent Handbook

Taking you step-by-step through starting school





## Liz Astley, Headteacher, says...

### Welcome to The Stoke Poges School

We are delighted that you have chosen our school and will be joining us soon. We have an excellent team who are dedicated to providing the best possible education for your child.

### Answering your questions

In this handbook you will find lots of useful information (page 3) and the answers to some frequently asked questions (pages 4-5). On page 6 are details of some important policies you need to know about. If you have any questions that are not answered here, please contact the school office on 01753 643319 and we will be happy to help.

### We also need some information from you

We will send you a URL link to our school admissions form. Please fill this in online and submit to the school.

I look forward to working in partnership with you and getting to know you and your child.

# Key Information

## What are our school times?

### Foundation (FS) and Key Stage 1

Morning session: 8.50am – 12.00pm

Lunch break: 12.00pm – 1.00pm

Afternoon session: 1.00pm – 3.15pm

### Key Stage 2

Morning session: 8.50am – 12.15pm

Lunch break: 12.15pm – 1.15pm

Afternoon session: 1.15pm – 3.15pm

## Arrivals and departures

Children should not arrive before 8.40am (unless they are attending a club) as there will be no member of staff on duty in the playground until this time. Doors open at 8.45am to enable children to enter ready for an 8.50am start. Please ensure that your child arrives on time. Children who arrive after 8.50am need to enter through the school office and must be signed in by an adult.

We ask that children do not use the play equipment in the playground before or after school.

### Collection

If a parent or carer is going to be late collecting their child we ask that they ring the school to let us know and then collect from the school office. The child must be signed out by an adult. Please do not use the staff car park to park or drop off children. Please note that no dogs are allowed on the premises, with the exception of assistance dogs.

### Parking

Please be considerate of your child and other people's well-being when parking, dropping off or collecting from school. Parking on the pavement and the zigzag lines outside the school entrance can cause an obstruction and may put your child's safety at risk.

## Wraparound Clubs

The school does not run a breakfast club or afterschool club. However, there is a club in the village which parents may wish to contact. The company is called Stoke Poges After School Care and their website is [www.stokepogesvillage.com](http://www.stokepogesvillage.com).

## Uniform

Uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part

of the school community. We ask that all clothing has your child's name on it to ensure that any items that are mislaid can be returned.

The Stoke Poges School's uniform consists of:

### Foundation Stage and Key Stage 1 (Year 1 and 2)

- Purple Stoke Poges sweatshirt or cardigan with school logo
- White polo shirt with school logo
- Grey trousers or shorts, skirt or pinafore dress
- Purple checked dresses may be worn during the summer months with white socks
- Grey socks or grey tights
- Sensible black school shoes must be worn, not trainers
- Book bag with school logo
- PE bag with school logo

### Key Stage 2 (Year 3-6)

- Purple Stoke Poges sweatshirt or cardigan with school logo
- White shirt
- School tie
- Grey trousers or shorts, skirt or pinafore dress
- Purple checked dresses may be worn during the summer months with white socks
- Grey socks or grey tights
- Sensible black school shoes must be worn, not trainers
- Rucksack with school logo
- PE bag with school logo

### PE Kit

- Purple PE polo shirt with school logo
- Black shorts
- Dark coloured tracksuits are a sensible option during colder weather
- Plimsolls for FS and Key Stage 1
- Trainers for Key Stage 2

### Swimming

Children in Year 5 will have the opportunity for swimming lessons and will require a plain, black swimming costume and a purple school swimming hat with logo in order to participate.

### Where to buy

Uniform with the school logo on can be ordered from our supplier online at [www.differentclassschoolwear.co.uk](http://www.differentclassschoolwear.co.uk), or from their shop located in Bourne End.

A recommended stationery list for Key Stage 2 pupils is available on our

website.

## Food in school

Our school meals are provided by Dolce. They are a family based business who ensure that each school lunch has a fresh, home-made taste and great nutrition. Within the 'Food and Drink' section of our school website, you will find links to the Dolce website, plus a direct link to purchase meals and a full menu.

### Cost of lunches

All children in Foundation and Year 1 and 2 qualify for Universal Infant Free School Meals. From Year 3 upwards families are currently charged £2.40 per day when they purchase a meal; an account with SchoolGrid is required. Information on how to order and pay for your meals can be found on the school website. If a child is absent and will not be in during the day, please ensure you cancel their meal before 9.30am.

### Free school meals

From Year 3 upwards, some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please ask at the office for details on how to apply. All applications are treated confidentially.

### Packed lunches

Children can bring in a packed lunch or go home at lunchtime. Packed lunches should be healthy and nutritionally balanced and in an unbreakable container that is clearly labelled with your child's name and class. Snacks and lunches should not include chocolate, sweets or fizzy drinks. Please be aware we are a nut-free school.

### Fruit and drinks

All children in Foundation and Key Stage 1 are offered a free piece of fruit or vegetable snack at morning break. Key Stage 2 have the option of bringing in a healthy snack.

Children in Foundation who are under five years of age are also offered milk. After the children have reached five, it is also possible to purchase milk directly through Cool Milk ([www.coolmilk.com](http://www.coolmilk.com)). All children who qualify for free school meals will be entitled to milk free of charge. We encourage water as the only other drink and children need to keep a named bottle of water in their classroom throughout the day.

# Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

## What should I do if my child is absent?

We aim for total attendance to exceed 96% and hope parents will do their best to ensure that their children come to school every day and arrive on time. We ask that parents report any absence and the reason for it by 9am on the first day, using the school App or by telephone and on any subsequent days of absence. If a child does not arrive for morning registration and the parent/carer has not informed the school by 9am, we will send an App notification or phone to establish the reason for absence.

Please provide a letter or email confirming the reason for your child's absence on the first day they return to school.

## What happens if I want to take a holiday?

Children are not allowed to take holidays during term time unless there are exceptional circumstances. School holiday dates will be sent to you regularly and are always available from the school office. We ask you to keep to these dates when booking holidays.

Planned absence must be requested in writing using an absence request form.

## What jewellery can my child wear?

Children are allowed to wear a watch and, if they have their ears pierced, small plain studs. These must be removed for PE. No other jewellery should be worn in school.

Hair longer than shoulder length should be tied back. Hair ribbons/bands should be plain, discreet and in school colours.

## What clubs and activities are available?

There are a wide variety of lunchtime and afterschool clubs that children can enjoy. Some are run by staff and some by external providers who may charge. These include:

- Choir
- Orchestra
- Ukulele
- Rugby

- Drama
- Judo
- Mad Science
- Rock Project
- Football
- Netball
- Cricket
- French
- Gardening

## Do you have a charging policy?

We recognise that a wide range of additional activities, including day visits and residential experiences, can make a valuable contribution towards pupils' personal and social education. If any parent does not wish or is unable to contribute to the cost of an activity their child will not be discriminated against. However, if we receive insufficient contributions it may not be possible for the visit or event to take place.

## What do I do if I have a concern?

If you or your child ever experience problems with our school, then please contact the Class Teacher as soon as possible or speak to the Headteacher. Most concerns will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, the Headteacher will be able to provide parents with a copy of the school's formal complaints procedure.

## Special Educational Needs

We are committed to a broad and balanced curriculum for all our pupils. Our Special Needs Coordinator ensures that the school provides the best support possible for children identified as having special needs. We discuss any support plans with parents and provide regular feedback on progress. External agencies may need to be consulted on some occasions.

## How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

## Most Able Children

Children who are identified as being able or talented by their Class Teacher are monitored closely and provided with stimulating and enriching lessons in order for them to develop to their maximum potential.

## Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access for our essential services, closure may be unavoidable. During severe weather, we will advise you via email. Details will also be available on the local radio, the school website and the school closures section of the Buckinghamshire County Council website.

## Health and Welfare

### Health

It is essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated. We will notify you by email, via Medical Tracker, if your child has had a minor head bump, or has taken their medication.

### Medicines in school

In line with our policy, we are only able to administer prescribed medicines in school. Parents/carers MUST complete a consent form available from the school office. It is the responsibility of the child to come to the office at agreed times for medication. An adult must sign in and out daily medicine.

### Inhalers

Children who use their inhaler frequently in school have access to them at all times. It is the responsibility of the child and parent to ensure that the inhaler is replaced when necessary. Parents will be notified, via Medical Tracker, when medication is about to expire.

### Illness, accidents and first aid

Parents are contacted when children are very unwell or have been involved in a significant accident, especially if they have bumped their head. Teaching and support staff have received first aid training in line with policy guidelines.

Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhoea.

### Medical appointments

Please try to book any routine medical/dental appointments outside of school hours. For hospital appointments, please provide the school office with a copy of the appointment letter.

# Working with Parents

## How can parents get involved?

We encourage all parents and carers to be actively involved in their child's school experience. It makes a big difference! Hearing your child read, practising times tables and supporting with homework really helps their progress.

The children often invite family members to share in class assemblies, concerts, sports day and other special occasions.

### Keeping you informed...

Parents can find regular updates and information on the school website and Twitter feed. We also send out a weekly information update via email and a regular news bulletin to keep you up to date with all of our news and activities.

Information about your child's progress is shared through regular parent teacher meetings and written reports.

### Volunteers

We have a number of parent volunteers who come into school to support children with their reading and other activities. If you have time to spare, or any skills that you think could be useful and would like to be part of school life, please let the school office know.

## The Stoke Poges School Parent and Teacher Association (PTA)

Getting involved with the PTA is an excellent way to make new friends. They are an enthusiastic group of parents dedicated to having fun whilst helping the school to raise vital funds. This money is used to fund projects that the school would not otherwise be able to afford and gives the children greater opportunities. Events organised by the PTA include a disco, Christmas Fayre and a firework display.

New members are always welcome. Please ask at the school office for details on how to become a member of this group.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties.



# Policies

## Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

### Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

### High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can contact the school office or visit the school website: [www.stokepoges.school](http://www.stokepoges.school) and click on 'Key Information' and then select 'School Policies' to read our policies.

### Key policies

Some of our key policies are:

- Attendance
- E-Safety
- Safeguarding
- Behaviour
- Complaints
- Data Protection
- Charging and Remissions
- SEND



# Home-School Agreement

## Aims

At The Stoke Poges School we believe that the purpose of education is to develop each child's potential to the full and to provide motivation to continue that success throughout life. It is by working together that we will be able to promote a positive atmosphere within which our children can flourish. We ask you to read and sign the following agreement reflecting this partnership.

## As a school we will:

- care for your child's safety and happiness
- motivate and encourage your child to do their best at all times
- encourage mutual respect between staff and children
- inform you of your child's progress at Parents Afternoons/Evenings and by a report at the end of the year
- provide a balanced, stimulating, and well-taught curriculum to meet the individual needs of your child
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- let you know of any concerns about your child
- keep you informed of school activities
- be open and welcoming at all times and offer opportunities for you to become involved in school life
- provide interesting and exciting extra curricular activities
- celebrate your child's achievements

## Together we will:

- look after our school environment and respect property
- respect and be kind to each other
- appreciate the diversity of our school community

Signed:

## As parents/carers we will:

- make sure our child attends school regularly, on time and is properly equipped
- be respectful to other adults and children
- read all information provided by the school
- fully adhere to the school uniform requirements and support the school's policy on uniform
- label all school clothing with our child's name, including P.E. kit
- inform the school immediately if our child is absent from school and follow up with a note
- make sure the school is aware of any concerns or problems that might affect our child's work or behaviour
- encourage our child to follow the School's values and support the school's policies and guidelines for behaviour
- take an interest in our child's learning by attending parents evenings and other school events
- ensure the safety of all children by showing due care and consideration for the school's road safety policy
- agree not to park in Rogers Lane between Bells Hill and Duffield Lane and not to drop off/pick up my child next to the no parking cones and yellow zigzag lines
- support our child with homework, other home learning opportunities and daily reading practice
- carefully consider the comments we place on social media that relate to the school community

Signed:

## As a pupil I will:

- talk quietly and listen to others
- be smart and wear my uniform with pride
- do all my work at school and home to the best of my ability
- bring all the equipment I need everyday
- tell a member of staff if I have any worries or concerns
- always try my best at everything I do
- demonstrate a positive attitude towards school and learning
- In Upper Key Stage 2 carry out duties and responsibilities in a mature and sensible manner

Signed:

# Application for Pupil Premium & Free School Meals

We are asking parents and guardians whose children go to school in Buckinghamshire to complete this form. This is so we can confirm whether the school is entitled to claim the Pupil Premium that is generated by families who are entitled to Free School Meals.

The Pupil Premium is additional funding given to publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

In the 2021 to 2022 financial year, schools will receive the following funding for each child registered as eligible for free school meals at any point in the last 6 years:

- £1,320 for primary-aged pupils

## Who is entitled to FSM?

A pupil whose parent/guardian receives one or more of the following benefits is entitled to a free school meal:

- Universal credit with an annual net earned income of less than £7,400
- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Employment and Support Allowance (Income Related) (ESA (IR))
- Child Tax Credit **but not Working Tax Credit** and having an annual household income of less than £16,190.
- Working tax credit run-on (paid for 4 weeks after you stop qualifying)
- Guarantee Credit element of State Pension Credit
- Support under Part 6 of the Immigration and Asylum Act 1999

Children who receive IS or IBJSA in their own right are also entitled to free school meals

**THIS APPLICATION MUST BE COMPLETED BY THE PERSON IN RECEIPT OF THE BENEFITS**

**PLEASE WRITE CLEARLY IN BLOCK CAPITALS AND BLACK INK**

## Parent / Guardian Details

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Family Name:
First Names:	
Home Address:	
Postcode:	Telephone No:
Date of Birth     /     /	Male <input type="checkbox"/> Female <input type="checkbox"/>

National Insurance Number:
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<b>Or</b> NASS Reference Number:
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(The NASS reference is taken from the Home Office letter e.g. 06/06/01234/001 and should be entered as 060601234)

Name of Claimant:
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Relationship to the child/children Mother  Father  Carer

## Name of pupils

	Surname	First Name
Pupil 1		
Pupil 2		
Pupil 3		

## Declaration

The information I have given on this form is complete and accurate. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of Claimant:	
Please print name:	Date:     /     /

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. It will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals. You only need to complete this form once and it will last for the duration of your child's time at their current school.



# 2021/22 Academic Year Term Dates

## Autumn Term 2021

**Starts:** Friday 3rd September 2021

**Half Term:** Monday 25th October to Friday 29th October 2021

**Ends:** Friday 17th December 2021

## Spring Term 2022

**Starts:** Wednesday 5th January 2022

**Half Term:** Monday 21st February to Friday 25th February 2022

**Ends:** Thursday 7th April 2022

## Summer Term 2022

**Starts:** Monday 25th April 2022

**Bank Holiday:** Monday 2nd May 2022

**Half Term:** Monday 30th May to Friday 3rd June 2022

**Inset Day:** Monday 6th June 2022

**Ends:** Thursday 21st July 2022





## Our School Ethos and Vision

The phrase: 'Building on High Expectations' is displayed around the school. It encapsulates our belief that we are a school community that never rests on its laurels.

### Ethos

- Pride – in ourselves, our school, our community and our combined achievements
- Respect – in all our thoughts and actions towards people and property
- Care – and concern towards others, our work, our environment and our community
- Unity – of purpose, direction and partnership through teamwork and support
- Success – every member of our school community is given the opportunity and encouragement to blossom and succeed

### Purpose

Our children will be confident, happy and successful.

Tolerance, courtesy, understanding and compassion are hard-wired into our ethos. While our focus is on achievement during their time with us, we will never lose sight of the fact that those in our care are beginning their journey and that we are preparing the successful adults of tomorrow for whatever path they choose. Our pupils will be encouraged to understand their place in the wider community and the world and to learn important skills such as teamwork.

We will continue to be immersed in the local and wider community to create socially conscious, caring individuals whose contribution impacts on the wider world.



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