

# Elmstead Primary School

## Information and Guidance

Headteacher: Mr C Middleditch

School Administrator: Mrs C. Hardwick

School Secretaries: Mrs J Shorter and Mrs J Vaughan

Telephone Number: 01206 822889  
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## **Elmstead Grant Maintained Primary School**

This book sets out the things that you will need to know when your child starts at Elmstead Primary School.

Please read it very carefully as your co-operation is of great assistance to us. The items are set out in alphabetical order for easy reference.

### **Absence from School**

Please inform us of any absence either by telephone or by sending a note to the Class Teacher. We are following the guidelines for first day contact, so if you do not contact us, we will contact you. All registers are checked by the Educational Welfare Officer.

### **After School Activities**

There are a number of After School Activities which the children can participate in, most of them are for the junior pupils. You are informed at the beginning of every term of the clubs the staff are running, the days and the times. Once children begin a club, they are expected to attend every week as it is seen as a commitment. If it is an outside activity, children will be sent home if it is wet.

### **Art and Craft Activities**

In order to prevent damage to clothing when art and craft activities involve the use of glue or paint, children are asked from year 1 upwards to bring in art shirt into school. These can be adapted from men's shirts with shortened sleeves and elastic at the wrists. If glue is spilt on clothing it should be washed first in cold water.

### **Attendance**

School times are as follows:

Morning	8.50 a.m. - 12 noon
Afternoon	1.00 p.m. - 3.15 p.m.

The children should not arrive at school before 8.40 a.m. and they can then go straight into their class areas.

### **Contact Slip**

This form gives details and the phone number of where we can contact you during school time in case of an emergency. **Please advise us immediately of any changes that occur.**

## **Cycling**

Accommodation for cycles at school is very limited and it is necessary to restrict the number of children using the cycle rack. If parents of Year 6 children are happy for their children to cycle to school a note giving their permission should be sent to the Headteacher.

## **Discipline**

As we state in our prospectus we have few discipline problems, but should there be a problem we will contact you and if you are concerned in any way please get in touch with us. A copy of the Discipline Policy is sent to every new parent.

## **Educational Welfare Officer**

The Educational Welfare Officer visits the school regularly to check on the attendance, discuss free school meals or any other social concerns. She is always pleased to assist parents, if you would like to contact her please ask the Headteacher or ring Area Office. Colchester 763611.

## **First Aid**

If your child is taken ill or has an accident we will try to get in touch with you through the information you have provided on your contact slip. If we are unable to contact you we will take whatever course of action we think is necessary i.e. your child may be taken to a Doctor or Hospital.

If you have any objections on religious grounds please inform the Headteacher in writing.

## **E.P.S.A (Elmstead Primary School Association)**

We have an active School Association which works hard both to foster good relations between home and school and to raise funds to buy additional equipment for use by the children. You will automatically become a member. We do hope that you will support it.

## **Governors Meetings**

These are normally held once in term time in school. The agenda and the minutes of these meetings are available for parents to see in school. The Annual Parents Meeting is held in July of each year and you are warmly invited to attend to meet the Governors and to discuss with them anything of interest concerning the school. The Headteacher has regular meetings with the Parent Governors.

## **Holiday Dates**

If you take a holiday during term time, and we do ask that this is avoided if at all possible, an application form for leave of absence has to be completed - this is available from the school office.

The Education (Pupil Registration) Regulations 1995 state:

‘On application made by a parent with whom the pupil normally resides, a pupil may be granted leave of absence from the school to enable him to go away on holiday ..... save in exceptional circumstances a pupil shall not be granted more than ten days leave of absence in any school year.

Please note – we cannot authorise any absences, for whatever reason during the first half of the Summer Term.

## **Homework**

Elmstead Primary School has recently introduced a formal Homework Policy. We believe that it is in the children’s academic interests that homework is done and we ask that you support this policy. Reading books can always be taken home, book bags can be purchased from the school office so that the books can be transported safely.

## **Jewellery**

Children should not wear jewellery except watches and suitable small sleepers or studs. On the days when the children are doing PE or Games, ear-rings must be removed for health and safety reasons. For the first six weeks after they have had their ears pierced they may be covered with tape so that they can take part in PE and games, after this time if they are not removed they will not be able to take part. If you are wanting to have your child’s ears pierced, an ideal time would be right at the beginning of the School Summer holidays, then hopefully, they will be able to take them out for PE or Games when they return to school in the Autumn term.

## **Letters**

A Newsletter from the Headteacher is sent home regularly. We do try to keep you fully informed of everything that is happening in school, it is another small way in which we try to ensure that you feel involved in the education of your child. Do please read them!

## **Lunch Break**

The children are supervised for the whole of the lunch hour by a Senior Midday Assistant and six Midday Assistants. They actively encourage good eating habits and table manners. When the children are playing outside co-operation and consideration for others is emphasised. Should a situation become difficult for a child to handle, they know to seek the help of a Midday Assistant. During the winter months if they want to play on the games field they are encouraged to change into track suits and trainers, to avoid spoiling their school clothing.

## **Medicines**

The school has a Medicine Policy, which sets out very clearly responsibilities that we are prepared to take in the administrations of medicines. There is a form which we ask you to sign if you would like us to administer medicines at any time during your child's time at primary school.

## **Meeting and bringing children into school**

You are very welcome to come into the playground to wait for your child at the end of a school day. Equally in the morning we are happy that you bring them into school. Please leave promptly when the bell rings.

## **Money**

For obvious reasons we do not encourage the children to bring money into school. Money for payment of school dinners however should be in an old envelope and clearly labelled both with the amount and the child's name, we will accept cheques and these should be made payable to Elmstead Primary School.

Money for educational visits etc. should be brought to school in the same way, and if you are paying by cheque it has to be made payable to Elmstead Primary School.

## **Music Tuition**

Peripatetic music teachers visit school to give individual instrumental music tuition. Request forms and the fees are sent to parents each term. If you are interested in your child learning an instrument please ask the School Office for details. Children may also learn the recorder, this is taught in an after school club.

## **Parents Meetings**

The prospectus gives full information on the official meetings that teachers have with parents. However please do come and see us if you are concerned in any way - if possible we would like an appointment to be made. You are welcome to come into school any Tuesday after school to look at your child's work.

## **P.E. Kit**

All children are required to have P.E. clothing which is kept at school in a P.E. bag.

## **Property**

Please ensure that all clothing is named - this does help us to help you and the children. There is a lost property box in the school office.

## **Road Safety**

Every effort is made in school to train all the children to cross the roads safely. Please help us by driving slowly and carefully on all roads approaching the school and by taking particular care when reversing and parking. Please park considerately and always follow the School Crossing Code, which we teach the children when they come into school, they will tell you what they have to do!

## **School Clothing**

Children wear school uniform and a list is available to you. We request that children should not wear shoes with a raised heel or trainers. We do not allow the wearing of make-up or nail varnish. Please ensure all clothing is labelled with your child's name.

## **School Health Services**

The nurse and dentist carry out routine dental inspections and vision and hearing tests.

Parents are informed of their children's Medicals which are carried out by the School Doctor and they are invited to attend.

## **School Meals**

These are cooked in our own kitchen and menus are sent at the beginning of every term so that you can see what the children are eating.

If your income is below a certain level, your child is entitled to free school meals. Details can be obtained from the School Office.

Many children bring a packed lunch to school, we ask that their drink is in a non-breakable flask or beaker and no fizzy drinks, cans or glass bottles please.

If your child is a vegetarian please let the School Office know so that suitable arrangements can be made with the cook.

## **Secondary Education**

The majority of our children go to the Colne School in Brightlingsea. We liaise with them to ensure that the transition for the Year 6 children is as smooth as possible. The Head of Year 7 regularly visits the school to meet the children they then spend a day at the end of the summer term at the Colne meeting other children in their peer group and seeing the school. Opportunities are also given to the parents to meet the teachers and see the school for themselves. If you would like any further details please ask the Headteacher.

## **Selection Procedure**

Parents of Year 6 pupils may enter their child for the Selection Procedure if they wish. This takes place in the Spring Term.

### **Snacks**

The children can bring a snack to have at 10.25 a.m. each morning, no crisps or sweets are allowed. The children in the Reception Class have a different arrangement.

## **Sports Activities**

Matches are played against other schools, if your child is in the team and it is an away match your consent will be sought.

We have an Infant and Junior Sports Day towards the end of the Summer Term.

## **Swimming**

All the junior children are given the opportunity to learn to swim. We attend the Colchester Leisure Centre where we use both the small and the large pool and the children are taught to swim by qualified instructresses. We leave school at 2.30 p.m. and return to school by about 4.00 p.m. Full details of dates and the cost are sent every term.

## **Wet Days**

If it is a wet playtime or lunch time the children stay in their classrooms where they have a selection of activities to keep them busy. They are not allowed to run about and are carefully supervised.

We hope that this handbook has helped to answer any queries or anxieties that you may have - if however you have a concern do come and share it with us.

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