



Parents' Handbook

We would like to welcome you to Frenchay Church of England Primary School and hope that the following information will be of help. However please give us a call if there is something that you would like to know that we have not covered in this handbook.

01454 868181

Taken from Hebrews 10:24-25
'And let us consider how we may spur one another on toward love and good deeds'

Meet the Staff

Headteacher: Mrs Marks

Designated Safeguarding Leader

Mr Backett - **Deputy Head teacher**

Deputy Designated Safeguarding Leader

Mrs Langer

Mrs Morris SENco

Miss Padden (EYFS)

Miss Pickering

Mrs Price

Mrs Shepherd

Ms Williams (MAT leave)

Ms Witherow

Teaching Assistants:

Mrs Cavanagh

Miss Williamson

(Formerly Mrs Dene MAT leave)

Mrs Carr

Mrs Murdoch

Mrs Neil

SEN Teaching Assistants:

Mrs Stayt (nee Miss Harper)

Ms Clarke

Miss Davis

Ms Eastman

Ms Kemp

Mrs Leila Karamani

School Business Manager

Clerical Assistant

Caretaker

School Crossing Patrol

Mrs Lake

Miss Collins

Mr Hall

Mr Pitt

Lunchtime Supervisors

Mrs Wilson Miss Williamson (Mat Leave) Ms Eastman Ms Kemp Mrs Pinner

Ms Clarke Ms Simpkins (MAT leave) Mrs Leila Karamani

Governors:

Mr Lee Wakeman (Chair)

Mrs Shirley Allingham (Vice Chair) (Co-opted Governor)

Mr Dave Williams (Vice Chair)

Mrs Harried Bowden (Co-opted Governor)

Mr Rob Endley

Dr Angela Greenwood

Mrs Ruth Gribble

Mr Ed Hughes

Mr Trevor Jones

Rev'd Charles Sugden (Ex-Officio Foundation Governor)

Mrs Katherine Marks (Ex-Officio Foundation Governor)

Ms Bethan Witherow (Staff Governor)

Mr Michael Backett (Co-opted Governor)

Mr Matt Lewis (Clerk)

Introduction

1. School times and routines.
2. Lunchtime arrangements.
3. School uniform.
4. Daily things your child needs to bring to school.
5. Communication.
6. Celebrating achievement.
7. September reception children.
8. Curriculum organisation.
9. Enrichment.
10. Partnership with parents.
11. Helpful contacts.

Believe, Belong, Become

1. SCHOOL TIMES AND ROUTINES

School Day

8.45am to 8.50am Staggered drop off Collection 3.30pm

8.50am Register

10.45am to 11.00am break

12.00am – 1.15pm Lunchtime EYFS & KS1

12.30pm – 1.30pm Lunchtime KS2

2.45pm to 3.00pm Foundation and KS1 afternoon break

3.30pm School Day ends

EYFS

EYFS means 'Early Years Foundation Stage'. EYFS children are reception children.

KS1

KS1 means Key Stage 1. KS1 are children from year 1 to year 2

KS2

KS2 means Key Stage 2. KS2 are children from year 3 to year 6.

Playgrounds

The day begins with a staggered drop off which allows children to enter straight into the classrooms when the gates open at 8.45am. Register is taken at 8.50am when the school day begins. Children are collected by a familiar adult from their classrooms at home time.

Gates

The school gates are on automatic timers and open at 8.45 am in the morning closing at 9am and at 3.20 pm closing at 3.45 pm. If you are dropping something off during the day please use the intercom to contact the school office.

Parking

This does sometimes prove to be a problem. We would ask you to park considerately around the area. Please do not park in the lane adjacent to the school as this should provide clear and visible access at all times.

Arriving late

If you arrive late for school you must bring your child to the office to be signed in.

Sickness

If your child is ill please ring or email the school office before 9.00am on the first day of your child's illness. You do not have to ring every day but if you would like to keep us informed that would be useful. Guidelines to South Gloucestershire's infection control are on the school website.

Medical Details

If your child needs a health plan, please let us know so we can contact the school nurse to complete one.

Medical Appointments

Try to make medical appointments after school or in the holidays whenever possible. If this is not possible, please notify the school and make the appointment during the lunchtime break.

You will need to inform the school office in order for lunchtime arrangements to be made. When picking up your child from school early or dropping off during the day, you will need to sign them in or out at the reception.

Leave of Absence

Requests for Leave of Absence

The Education (Pupil Registration) (England) Regulations 2006 were amended in 2013 and the new regulations took effect from 1st September 2013. The amendments make clear that Head Teachers may NOT grant any leave of absence during term time unless there are exceptional circumstances.

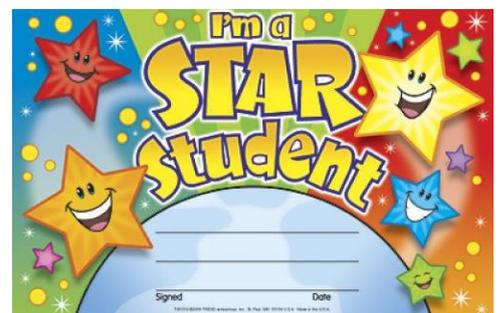
Requests for holidays or other leave from school will therefore not be authorised unless the circumstances are truly exceptional. Any requests should be put in writing by email addressed to the Head Teacher.

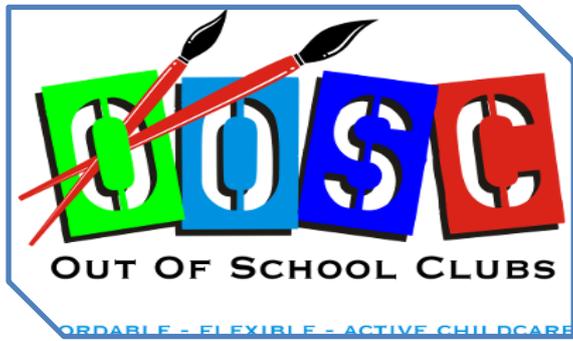
School Policy:

Please refer to the Attendance Policy and leaflet on the school website.

Celebration Assembly

Most Fridays at 9.00am we have a "celebration" worship whereby all parents are invited to come and share in the children's achievements. If your child is due to receive a certificate we will send you a text to inform you. Certificates that your child has received out of school may also be handed in to the school office to be given out in the worship.





Breakfast Club & Afterschool Care

Breakfast Club and our afterschool care is provided by an outside provider called OOSC details of which can be obtained from the school office or their website. www.oosc.co.uk.

Milk

Children up to the age of 5 are provided with a free carton of milk daily. After the age of 5 they are still able to have milk but parents have to arrange this directly with the dairy as payment will need to be made. 01934 522768 or schoolmilkservices@yahoo.co.uk

Fruit

KS1 receive a piece of fruit each day under South Gloucestershire's Fruit and Vegetable Scheme. KS2 are able to bring in a snack for mid morning however this should be a piece of fruit or cereal bar.

School Photos

Individual photos are taken by a professional photographer in October. Younger siblings are also invited. These are always returned in time for Christmas! Whole class photographs are taken in the summer term.

2. LUNCHTIME ARRANGEMENTS

All children in Reception, Year 1 and 2 as of 1st September 2014 are entitled to a free hot school meal. If they do not want/like school meals you are able to provide them with a packed lunch instead. Lunches are pre-ordered through our school meals provider Dolce and can be ordered at home prior to the week in school. The menu for the term can be found on our and Dolce's websites. A copy can also be obtained from the school office.

<http://www.frenchayprimary.co.uk/wp-content/uploads/2018/04/Menu.png>



KS2 children need to pay for their meals and this done directly on the Dolce website. We are unable to accept payment for lunches at school.

In order to access the online ordering and payment system, you will need to register with Dolce. Please complete the activation leaflet and return the completed form to the school office. Once your account has been activated Dolce will send you your LIVE KITCHEN account details and log in information via email.

Parents who have an annual income of less than £16,000 are eligible for free school meals. Children on free school meals can still choose to have packed lunches brought from home every day, or can choose to have a school meal only on days when they like the menu choices. Signing up for free school meals does not mean your child has to have school meals every day. To

download an application form to apply for free school meals and/or a leaflet on eligibility, go to www.southglos.gov.uk and search for Free School Meals. You can also follow the link on our school website or pick up one of these forms from school. You can return them to the school or to the county council.

For more information or to request a leaflet, you can contact the county council's team on:

Telephone: 01454 868008 Email: cis@southglos.gov.uk Fax: 01454 868420

Packed Lunches

At Frenchay School, we promote healthy eating. Children may bring a drink with their packed lunch either fruit juice or milk drinks. We ask for your support in not providing sweets, chocolate and fizzy drinks. (Please see our Whole School Food Policy on the school website – www.frenchayprimary.uk.org) We encourage your child to return all uneaten food in their lunch box so you can monitor what they have eaten.

Allergies

We have children who attend our school who have life threatening allergies. Please ensure that you refer to our Allergy Policy and follow the guidelines carefully and at all times. This can be found on our website.

<http://www.frenchayprimary.co.uk/policies/>

Playgrounds

As a school we are small and so space is a premium. We try to make the most of all opportunities available to us. As a result we have opened up all areas of the playground to be used at Lunchtimes except the Reception front garden. This is their dedicated learning space for free flow activities during the day.

Each area has a different range of resources which are rotated throughout the year. These include role play activities using the dolls and push chairs and a range of dressing up outfits. Loose parts such as planks and tyres are valuable imaginative resources when combined with balls, tarpaulin and guttering. One of the main playgrounds allows children to play football, basketball, tennis or netball depending on their mood! We use chalks and the sand pit with toys to help our children have fun and be creative. All these spaces are used by all years' groups rather than specific EYFS/ KS1 and KS 2 playgrounds. It helps us develop our caring ethos as everybody looks out for one another and support them in their play.

3. SCHOOL UNIFORM

All school uniform should be clearly labelled/marked with their name. Children should wear sensible clothing and black shoes. We encourage children to wear school uniform. The recommended form of school dress and colour is:-

White Polo shirt or shirt

Blue sweat shirt or cardigan

Grey skirt or trousers

Black shoes

Optional summer wear –

Blue/white gingham dress.

Grey Shorts

School bags are not needed in Reception Class as children are given a reading folder from the PTA. All Frenchay CofE Primary School branded uniform, including house colour PE tops, can be purchased directly from Monkhouse:

<https://www.monkhouse.com/c/4019/Frenchay>

Unit 1 Simmonds View
Stoke Gifford
BS34 8HR
0117 962 0011

Alternately uniform without the logo can be purchased from any high street shops or outlets.

Ear-rings/jewellery

On Health & Safety grounds, we do not allow jewellery in our school. The exception to this is ear-ring studs in pierced ears and small objects of religious significance. Ear-rings should be removed for PE or covered with tape to avoid injury.

PE kits

PE kits should always be in school at the beginning of each week. The PE kit is blue shorts, house coloured tee shirt and daps. In the winter months joggers may be provided for outside games. **Please label all items of clothing with your child's name. It is helpful to put their name on the hanging label (especially coats) as this helps children/adults to identify items of clothing quickly. Remember if you use a pen this will fade gradually so you will need to update regularly.**

Alternatively stickins are a great, hassle free option. <http://www.frenchayprimary.co.uk/wp-content/uploads/2018/12/Stikins-Flyer-September-2018.pdf>

Hair

For Health and Safety children with long hair must have it tied back. We do not allow any extreme haircuts.

Lost Property

Lost property can hopefully be found in the blue tub in the Key stage 1 shared area however it may take a few days to get there sometimes!

4. DAILY THINGS YOUR CHILD NEEDS TO BRING TO SCHOOL

- Book bag (for reading books, newsletters, home/school book, phoneme book (Reception) & letters).
- Water bottle (named and kept in classroom) – taken home each day for refilling.
- Lunchbox (if required).

5. COMMUNICATION

We like to keep you well informed and would also encourage you to do the same with us. Please feel free to speak to your class teacher or pop into the school office. It is important that you keep us informed of any changes to your personal details including email addresses and mobile number as we also like to send letters via email or text message reminders. Emails received via Parent to Teacher cannot be replied to through this system. If you wish to reply you will need to email the school office. office@frenchayprimary.org.uk

Head Teachers Newsletter

Regular newsletters are sent to parents detailing the forthcoming calendar, celebrating news and sharing important information. These are sent home via email every two weeks. A copy of all newsletters sent home in a school year are also on the website.

Class Newsletters

At the beginning of terms Autumn (1/2), Spring (3/4) and Summer (5/6), your son/daughters teacher will send out a class letter which details what they will be covering in maths, English, themed work and any other relevant information.

INSET days

INSET days are for staff training. We have 5 a year and they are usually at the end or the beginning of a term. You will be well informed of all the dates as they are published on the website/newsletters and texts.

Website

The school website is regularly updated with all the information you should need. <http://www.frenchayprimary.co.uk/>

6. CELEBRATING ACHIEVEMENT

Houses

When children begin school everyone joins one of four Houses. Each week the children can earn house points for good behaviour, good work and manners. The winning house has a treat at the end of each term. Sporting and other inter-house competitions are held during the year. This is a chance for children to work collaboratively through the school and to celebrate success and achievement.

Our house groups are:

Fry

Rowling

Brunel

Campbell

Birthdays

At Frenchay School we encourage healthy eating however we understand that the children like to celebrate their birthdays by bringing in something to share. This should be either a cake/cupcakes or a small wrapped bar of chocolate e.g. milky way etc. However, please be mindful of our pupils with life threatening allergies as these include children who are allergic to

eggs. As a school we provide these specific children with treats which are safe for them to eat instead of cake/ cupcakes. Please refer to our Allergy Policy. Please ensure if you do bring something in that there is enough for all the children in the class. Your child's teacher will let you know how many children there are.

7. SEPTEMBER RECEPTION CHILDREN

Morning Session

Children can be dropped to their classes in the morning between 8.45am and 8.50am. They do not line up on the playground but enter into the classroom as soon as they arrive. Their class teacher will be in the classroom ready to welcome them.

Afternoon Session

School finishes at 3.30p.m. At the end of the school day parents are asked to wait in the playground near their child's entrance doors, where the children will meet you as they leave. A responsible person MUST collect all KS1 children and we would request that wherever possible and appropriate, KS2 children are also met. **We do not allow children to leave until we know that a parent or carer has arrived.** If another adult is collecting your child please let us know so that we never give your child into the care of an unauthorised person. If, exceptionally, you are held up at the end of the school day – don't panic. We will keep your child until you arrive in the school office. But children often get very upset – even KS2 children– when their parents do not arrive on time. Those in upper key stage 2 are allowed to walk home with permission from parents. If you wish your child to do so please contact the office in writing.

Initial Parent/ Teacher Visits

Before your child starts school on a part-time basis in September, you will have an opportunity to have a visit into school to meet the teacher and see the classroom with your child. The Class Teacher and Teaching Assistant will meet you and your child to get to know you both better and discuss any issues or any individual needs that maybe a concern for you.

Induction Period

In September, all children start Frenchay on a part-time basis. This is to support your child with settling into the school routine and enabling them to get to know all the practitioners (Teachers, Teaching Assistants and Lunchtime Staff).

Our starting school process gives a greater opportunity for your child to feel secure and the practitioners to get to know your child well.

8. CURRICULUM ORGANISATION

Early Years Foundation Stage

When children begin school they continue their learning journey following the Foundation Stage curriculum which they started while they were in pre-schools and nurseries.

Skilful planning by our Early Years team enables children to experience a variety of activities that will develop a number of competencies, skills and concepts across several areas of learning.

During your child's first year in school there will be observation based assessments taking place. This ensures that each child leaves the EYFS Stage with their strengths acknowledged and celebrated together with their needs and next steps in their learning clearly identified. At the end of the Foundation Stage you will receive a report that shows your child's achievements.



KS1 & KS2

At Frenchay we offer children a broad and balanced curriculum relevant to their needs. Every opportunity and support is given to ensure each child develops at their own rate of progress and understanding. We offer a stimulating environment together with a variety of teaching styles to motivate and encourage effective learning.

Careful planning by staff provides equal opportunities across the school providing continuity and progression. At Frenchay we are committed to educating the "whole" child by providing opportunities for them to develop academically, socially, emotionally, morally, spiritually, culturally and physically. Each class teacher meticulously plans from the Foundation/National Curriculum meeting the needs of each child through a balance of whole class, group work and individual teaching.

Please look at the website under parent's page/curriculum for further information.
www.frenchayprimary.co.uk

Reading Books

KS1 parents are able to change your child's reading books at the end of the school day. Please ask the teacher for advice on the relevant books. A reading record is also available for your use. KS2 children are responsible for changing their own books with the guidance of the class teacher.

Home Learning

At Frenchay we value the contribution you make to your child's education. Your involvement in home learning is a great benefit to your child's education. Home learning is seen as an extension of what goes on in school. It is carefully planned by the class teachers to make sure that activities are appropriate for individual children. This is shared through the online platform Seesaw. You will be provided with a login when your child begins school. Home learning will not always be in a written form. We believe the most important aspect of home learning is reading to an adult at home. Class newsletters will give details of individual classes' routines.

Policies

Please refer to the school website for our policies.



9. ENRICHMENT

Music Lessons

Music lessons are provided by South Gloucestershire's Music Hub and are available from year 3 upwards. We are able to offer trumpet, guitar, violin, flute and clarinet lessons.

Clubs

There are a range of after school clubs on offer. These include sporting clubs such as multi sports, drama, robotics (KS2), Gardening and Street Dance. At the beginning of the term we send out a letter informing parents of the clubs that will be running. Occasionally they may need to be cancelled due to staff training or adverse weather conditions however we try to give as much notice as possible via a text. If you are unsure if a club is running please check the website or give us a call.

School Performances

To broaden and enrich the children's learning experience at Frenchay School we provide opportunities for children to perform to an audience. This takes the form of class workshops, EYFS/KS1 nativity, Harvest, Christmas and Easter Services and a summer production.

All school performances are open to all families to attend.

School Trips

Each class attend educational visits during the year to enrich their learning. Examples of places visited are 'We the Curious', the Bristol Hippodrome, 'Wild Place' and SS Great Britain. This also includes a residential for children in year 5 and 6 biennially.



10. PARTNERSHIP WITH PARENTS

Governors

The governors have an important role in the strategy direction of the school. Information on the role of a school governor is available on the South Gloucestershire Councils website. If you would be interested in becoming a governor please contact the school office regarding any vacancies.

Friends of Frenchay

Our 'Friends of Frenchay' are taking over this year from our PTA who's children move on to secondary school. They have been and will continue to be extremely active and would encourage any new members. If you would like to attend their meetings, contact the school office and we will put you in touch with someone. The 'Friends of Frenchay' are raising funds for outdoor play equipment and all the lovely extras that we are able to offer our children. In the past they have supported the pantomime, workshops and play equipment.

Parent Helpers

We would love your help..... If you are interested in helping in any way, please ask your son/daughters teacher. Parents can help by coming in and listening to children read or simply being able to help occasionally on school outings etc.

11. HELPFUL CONTACTS

School Nurse

The school nurse is available on 01454 862355. During the 'EYFS' year the school nurse will also organise hearing, sight and weight checks. If any further checks are needed as a result of these you will be informed.

WebsiteThe school website is regularly updated with all the information you should need.
www.frenchayprimary.co.uk

We hope you have found this booklet helpful. Remember if you have any queries that are not covered in this booklet please speak to the class teacher or call Miss Collins in the school office on 01454 868181 and she will endeavour to help.

