

THE SMALL
SCHOOLS



MULTI ACADEMY TRUST

PARENT HANDBOOK



The Howard Primary School

Updated December 2019

Contents

- [Welcome](#)
- [Our People](#)
- [The Environment](#)
- [Ethos & Values](#)
- [Safeguarding, Security & Safety](#)
- [Fire Drills](#)
- [Lockdown](#)
- [Communication](#)
- [Websites](#)
- [Parent Surveys](#)
- [Schudio](#)
- [Class Dojo](#)
- [Email](#)
- [School Life](#)
- [Uniform](#)
- [Food](#)
- [Assembly/Worship](#)
- [Library](#)
- [Promoting Responsibility](#)
- [Promoting Active Children](#)
- [Care Club](#)
- [Specialist Provision](#)
- [Physical Education](#)
- [Swimming](#)
- [Music in the Curriculum](#)
- [Peripatetic Music](#)
- [Performing Arts Group](#)
- [School Trips](#)
- [Promoting Positive Behaviour](#)
- [Outstanding achievement certificates](#)
- [Golden time](#)
- [Star of the week](#)
- [Consequences for poor behaviour](#)

- [School Calendar](#)
- [Term Dates](#)
- [Parents' Evening](#)
- [SATs & Multiplication Tables check](#)

- [School Day](#)
- [Registration](#)
- [Daily Timetables](#)
- [Break times](#)
- [Dropping Off and End of Day Collection](#)

- [First Aid](#)
- [Procedure for a minor illness or injury in school](#)
- [Procedure for a major illness or injury in school](#)
- [Taking Medicines in school](#)
- [Head Lice](#)
- [Minimum exclusion times for illnesses](#)

- [Absence & Lateness](#)
- [Absence](#)
- [Holidays during Term Time](#)
- [Medical appointment absences](#)
- [Other planned absences](#)
- [Lateness](#)

- [School Fees & ParentPay](#)
- [Payment for Trips](#)
- [Nursery Fees](#)
- [Care Club Fees](#)
- [Payments for School Dinners](#)
- [Voluntary Contributions](#)

- [Social Media](#)

- [Policies](#)

- [Parent Teacher Associations](#)

- [Volunteering at a Trust School](#)

Welcome from the CEO

Thank you for choosing a Small Schools Multi Academy Trust for your child. We hope your child will be very happy during their time with us.

The Trust allows the schools within it to provide real support to each other and share best practice whilst maintaining their own unique identities. Encouraging collaboration and a commitment to developing shared systems, moderation and school to school support, the Trust ensures a culture of continuing professional development and better outcomes for children.

We believe that small schools can deliver the highest quality learning for pupils in an environment that values the friendliness and familiarity that small numbers allow. In such environments, progress and attainment can be maximised. We want every child within our schools to enjoy and achieve through learning. Our goal is that every school in the Trust is judged as excellent by the children, parents and carers, and the local communities, as well as outstanding by Ofsted and SIAMS. We recognise that excellent schools don't believe in excellence, only in continual improvement and change.

We understand that a child starting a new school for the first time can be daunting for both children and parents, and that you will have a lot of questions. We hope that this pack, along with our prospectus, gives you the answers you need, but if there's anything you want to clarify further, or a question that isn't answered, please don't hesitate to ask one of our team.

Best wishes

Mr P J Lovern
Chief Executive Officer

Welcome from the Headteacher

I would like to reiterate the words of Mr Lovern and welcome you to our MAT family. We are a small, caring and happy school in the beautiful village of Elford.

I am proud to be the Head of The Howard. I am thankful for having such hardworking, passionate and thoughtful children, staff, parents and local community. Together, we collectively strive to make The Howard the best it can be.

We believe that primary education is more than just academic achievement. We aim to develop a *love of learning* for all our children and build firm foundations to enable them to be successful and confident.

We look forward to you joining us and know that you will quickly become part of our school family. Please do not hesitate to contact us if you require any further information, guidance or clarification.

Miss R Mills
Headteacher- The Howard

Our People

Anyone you entrust to care for your child must see themselves as an extension of the care and support provided at home. Our schools are staffed by qualified and enthusiastic staff, who ensure the children in our care receive the best possible education. We have an open door policy, and are happy to discuss any concerns or questions you may have, as well as sharing your child's success stories with you. Staff can be contacted via the school office.

The Environment

We aim to provide a caring, nurturing and safe environment. We work hard to ensure the environment is clean, safe and stimulating. The schools are fortunate in having excellent outdoor space, where children are encouraged to explore and play under supervision.

Ethos & Values

“Believe and Achieve”

Our schools aim to foster a Christian, caring ethos in which children thrive by celebrating achievement and making sure they feel valued and secure. All children are taught to respect others and they are provided with exciting learning opportunities. Standards and the expectations of behaviour are high.

We aim to foster and nurture the children's spiritual and moral growth, and they are encouraged to adopt a friendly, caring and considerate attitudes to one another, and a respectful, polite manner to adults, while at the same time developing a sense of self-reliance, self-respect, and a sensitivity to other people around them and in the wider community.

We think that each person is special and we provide equal opportunities for every individual member of our school family to develop to their full potential within guidelines of acceptable behaviour and a set of values, which will fit each child for life, and the society in which they live. We strive to serve our young people by setting the highest standards of teaching, learning and community life.

The aim of the staff and directors is to create a happy and stimulating learning environment in which children are helped to develop their natural curiosity and academic ability, as well as to learn physical, intellectual, social and aesthetic skills.

We operate an 'open door' policy and you should always feel welcome to approach staff with any concerns or questions you may have.

Christian Values

Although not all schools within the Trust are Church of England schools, we all share a commitment to Christian values, and these are promoted throughout our schools through themes each term. Typical themes include *'Compassion, Justice and Friendship'*.

Safeguarding, Security & Safety

We take Safeguarding very seriously, and all staff are trained as part of their induction. We hold refresher training regularly. There is a Safeguarding Lead, and Safeguarding Deputy Lead in every school. Our Safeguarding Team is displayed around the school and there is also a safeguarding leaflet in the entrance by the office.

The safety and security of your child is also taken seriously. We have Internet Safety policies in place, and regularly undertake Health & Safety inspections. The environment is made as safe as possible to safeguard all children.

Fire Drills

Fire drills are held every half term. Staff and pupils are not informed in order to simulate a real situation. The drill is timed and recorded, and any issues are discussed with the Health & Safety Officer, Headteacher and other relevant staff.

Lockdown

All our schools have a Lockdown Policy in place. Children are reminded of these procedures every term. We will inform parents prior to this, in case your children come home with any questions. A drill is carried out once a year, and all staff are trained annually on how to deal with situations which may arise.

Communication

We have an open door policy. If you have any concerns or questions, staff are available before or after school. If you require a longer appointment, then please make arrangements via the school office.

In order for you to be fully informed about what's happening in your school, we have a number of communication channels.

Websites

For any information you may require, the website should be your first port of call.

Our websites are updated frequently and contains the latest news, class blogs, class information (including homework and spellings), a calendar of school events, the term's lunch menus, star of the week, assessment information, our policies, vacancies, Minutes of Directors' meetings and a whole host of other useful information.

All letters are uploaded to the website and are located under the parents' section.

If you download the 'Schudio' App, and subscribe to our school, you will also receive push notifications when a letter is emailed out. You will also receive push notifications whenever there are important events, information or reminders.



The Small Schools Multi Academy Trust:

www.tssmat.staffs.sch.uk

Richard Crosse:
St Mary's:
The Howard:

www.richardcrosse.staffs.sch.uk
www.st-marys-colton.staffs.sch.uk
www.howard.staffs.sch.uk

Parent Surveys

Each year we send out Parent Surveys to gather your views on the school and how it is serving your child or children. We are interested in your viewpoint and would encourage you to complete and return these surveys. We carefully review your surveys and endeavour to make changes where possible. We inform you of the outcome and outline what we are doing or going to do in response.

Class Dojo

Class Dojo is linked to our behaviour strategy (more details are in this pack). When your child starts at school, you will be given a code to log in to the App. Your child will have an avatar which they can alter. Both positive and negative behaviours are recorded for you to view each day for a period of two weeks.



Email

All staff can be emailed through the office email address howardoffice@tssmat.staffs.sch.uk

Staff will aim to reply within 24 working hours of receipt. You will receive an out of office notification if the office will be unavailable for any length of time e.g. during summer holidays.

School Life

Uniform

Uniform is required at all schools within the Trust. Details of required uniform and suppliers can be found on the school websites. Please ensure your child has the correct uniform, and that it is all clearly labelled with their name.

Lost property boxes are held in the school office – lost property will be kept for one term before being recycled.

Food

We believe that mealtimes should be social, happy times where new skills are developed and new foods can be tested. Our schools produce fresh meals every day using fresh produce. Menus change termly and run on a three week rotation. Our catering staff produce special menus for certain events, such as Chinese New Year.

Healthy eating is encouraged and promoted throughout Trust schools, and is embedded within the curriculum. Universal Free School Meals are offered to all children in Key Stage 1, as per Government policy.

EYFS children are provided with a healthy snack of fruit or vegetables in the morning and in the afternoon. KS1 children will have a healthy snack in the morning.

The Trust is pleased to partner with Phunky Foods (www.phunkyfoods.co.uk) to embed a healthy lifestyle within the curriculum. Each school has designated Food Ambassadors. These Ambassadors are both adults and children from upper Key Stage 2, who have been trained to assist with the Phunky Foods Programme.

Please note that we are a nut free school.

Assembly/Worship

Assembly/Worship is held every afternoon. Every week, each school holds a special Achievement Assembly/Worship, where children are recognised for their achievements both in and out of school. We encourage parents/carers to attend these Achievement celebrations and to send in any certificates etc. that your child has gained outside of school. Birthdays are also celebrated at this time.

Richard Crosse – Thursday at 2.45pm

St Mary's – Friday at 3pm

The Howard – Wednesday at 3pm

We ask that parents arrive at 10 minutes early for Achievement Assembly/Worship.

All three schools have strong links with the local Church and the villages that they are based in. The Howard with St Peter's; St Mary's with St Mary's; and Richard Crosse with All Saints. The children attend services to celebrate important times and festivals in the Christian Calendar. These include Harvest, Christmas, Mothering Sunday, and Easter. We also hold a Leavers' Service at the end of the academic year. Everyone in the school family, including friends, relatives and the local community are invited to join us at these events. The details are on the calendar and events page of the School Website.

If you do not wish your child to take part in Worship, or in church services, then please let us know.

Library

All children can borrow a book from the Library, using the processes set out by the School Librarians. We encourage children to make use of their school libraries and sample a wide-range of reading material in order to encourage their love of reading.

Promoting Responsibility

The Trust is keen to promote responsibility in children, and values the power of pupil voice. The pupils in KS2 are active role-models and are part of a pupil voice group. These groups are School Council, Eco Committee, Play Leaders and Phunky Food Ambassadors.

These councils meet regularly to discuss matters affecting the school or children. There are representatives from each year group in KS2.

Promoting Active Children

The Trust encourages active children, and as such time is given to outdoor activities. You will be asked to ensure your child has the appropriate sun hat, sunscreen, winter hats, scarves, gloves & wellington boots at the appropriate times. We ask that you apply sunscreen before your child arrives at school. Children are expected to apply their own sunscreen while in school, and staff will remind children to do this before they go outside.

Care Club

Care Club is available Monday to Friday in term time, at the following times:

- Richard Crosse – 7.30am – 8.30am, 3.30pm – 6pm,
- St Marys – 8am – 8.30am, 3.30pm – 5pm,
- The Howard – 7.30am – 8.30am, 3.30pm – 6pm

Bookings are made in advance using the Booking Form and then adding the fees to ParentPay. Charges should be paid a month in advance. As part of the Care Club terms and conditions, we require that parents keep their ParentPay account in credit at all times. Charges are reviewed annually.

Specialist Provision

Within the Trust, we are proud to offer specialist provision in Music, PE and Modern Foreign Languages

Physical Education

Our PE provision includes football and netball teams, and cross country running.

Swimming

Children participate in swimming classes from Year 3 upwards. Please see the Uniform List for correct attire. Incorrect attire will result in your child not being able to take part in the lesson.

Children are not permitted to wear goggles without a signed form. Children will be transported to The Friary Leisure Centre for swimming lessons, in the MAT minibus. Written permission for your child to travel on the minibus is required.

Music in the Curriculum

Across the Trust, we offer weekly high-quality music provision with a specialist Music teacher. The lead music teacher organises additional events such as junk percussion workshops and African drumming. The yearly music calendar includes participating in the Young Voices concert and working with Manchester Camerata (a professional orchestra).

Young Voices (www.youngvoices.co.uk) has been going for over 20 years, and brings together schools in one concert. Usually held at the Resorts World Arena, Birmingham, between 5000 – 8000 children perform on stage with a live band and well-known musicians. The Trust offers this opportunity to all pupils at least once during their time in Key Stage 2.

Peripatetic Music

Children have the opportunity to partake in peripatetic music lessons from Year 2 onwards. We offer keyboard, piano, and guitar. However, if you are interested in private lessons for another instrument not currently offered then please come and speak to us.

Peripatetic music lessons last for 20 minutes during the school day. Children learning instruments are encouraged to take part in the biannual guitar concerts and choir concerts, to which parents are invited.

We will send out emails in the Spring Term, asking parents to inform us if they would like their child to have peripatetic music lessons, or if they wish to continue with their lessons in the following school year. Fees are charged for these lessons, as it is delivered by specialist peripatetic teachers. Charges will depend upon the number of children taking part. You will be informed of the approximate cost as soon as we have determined how many children are interested in following responses to the Spring Term letter.

Letters detailing costs will be sent out in the Summer Term for the following academic year. We will ask you to return your consent slip with the proviso that if anyone drops out at this stage, the cost may increase. Once you have returned your consent slip, you will be held responsible for the year's fees, regardless of whether your child has lessons for the full year.

Performing Arts Group

The Academy Performing Arts Group is made up of children from Richard Crosse, St Mary's and The Howard. The group has won a number of awards, including the opportunity to sing at Lichfield Cathedral with Aled Jones.

Children are invited to join the Academy Performing Arts Group from Year 2 to Year 6. A letter will be sent home in the Summer Term asking current Year 1 parents if their child wishes to join the group in Year 2. Children in other years are welcome to join the Performing Arts Group at any point, and should do this by speaking to the school office staff.

The weekly Performing Arts Group is held at Richard Crosse. Minibuses will be provided to transport the children to and from St Mary's or The Howard.

The group regularly takes part in additional activities, including Christmas and Summer Concerts, to which parents are invited. The choir also participates in external events such as a Christmas Carol Concert at Lichfield Cathedral, and various events at Lichfield Garrick.

School Trips

In order to enhance learning and the curriculum, school trips are held regularly throughout the year. At the end of SATs week, Year 6 are treated to a day out to the National Adventure farm, courtesy of the PTFA.

We also believe that residential trips are important for children in order to develop important skills like building relationships, confidence, and resilience.

Biennial Residential Trips include:

Trip	Year Group	Approx date	Approx cost	Approx Last Payment
Kingswood (1 week)	Y5 & 6	September	£200	July
School Sleepover (1 night)	Y1 & 2	February	£5	January
Chasewater or Whitemoor Lakes (1 night)	Y3 & 4	March	£65	February
Borth (2 nights)	Y6	July	£115	June

Children who receive Free School Meals are entitled to free educational trips. This is not the case for children in receipt of Pupil Premium.

If you feel you are unable to pay the part or full cost of a trip, please make an appointment to discuss this with the Headteacher.

If a deposit is not paid in time, and you have not notified the school of an issue, your child will not be able to attend the trip.

Promoting Positive Behaviour

The Small Schools Multi Academy Trust promotes good behaviour in all of its schools. All schools follow the basic principles.

We praise, reward and reinforce good behaviour in a variety of ways:

- Positive affirmation from staff - pupils may be sent to another member of staff to re-enforce the praise and may receive a sticker. The Headteacher and the CEO actively encourage staff members to send children to them for good behaviour, improved attitudes to learning, and outstanding achievement.

- Use of the traffic light system
- A colour coded chart is displayed in every classroom
- Use of Dojo points
- Use of Golden Time
- Star of the Week
- Outstanding Achievement certificates

All of our behaviour systems are focused on rewarding and recognising good behaviour and effort.

Outstanding Achievement Certificate

Outstanding Achievement Certificates are awarded for amazing achievements. These are not just for academic achievements but also linked to our school values, where a child has demonstrated 'Respect, Friendship or Love'. These certificates are presented during Achievement Assembly/Worship.

Class Dojo <https://www.classdojo.com/en-gb/>

Once your child has started school, you will be provided with an individual code to log in to Class Dojo. You then need to download the app to your phone or you can access it on a PC.

Each child has their own unique emoji character, which they can modify.



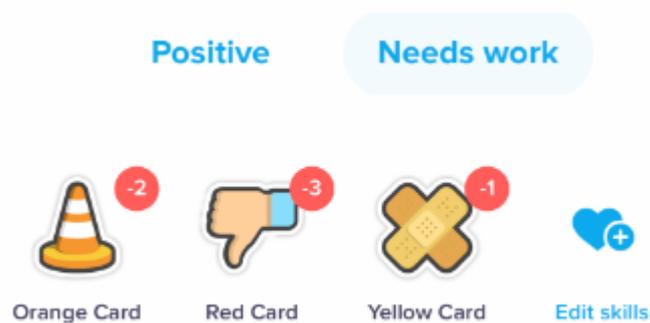
Both positive and negative behaviours are recorded our online Dojo points system.

The children earn points based on the following overarching principles:



Through your app, you can see how many Dojo points your child has earned in a day, and what it was awarded for.

In line with our behaviour system, children will lose points for negative behaviours which result in a yellow, orange or red card. A note will be added so that you are fully informed of the reasons for the 'needs work' Dojo.



Dojo points are collected throughout the school year. Certificates are awarded at Achievement Assembly/Worship once the below number of points are reached:

50 Dojo Points	Bronze certificate
100 Dojo Points	Silver certificate
150 Dojo Points	Gold certificate
200 Dojo Points	Gold pin badge

Golden Time

Golden time is awarded to children who have demonstrated good behaviour all week. It is approximately 20 minutes at the end of a Friday afternoon, where children can choose an activity that they would like to do as a treat.

Star of the Week

Each week, one child from each class is nominated by their teacher to receive 'Star of the Week'. This award is presented in Achievement Assembly/Worship, and celebrates good behaviour, attitudes and achievement. Teachers will explain to the school what the child has done to receive Star of the Week award. We encourage family members to attend Achievement Assembly/Worship. You will be notified in advance if your child will be Star of the Week.

Consequences for Poor Behaviour

Children lose Dojo points and/or Golden time for poor behaviour. If a child receives a red traffic light, they are sent to the Headteacher. If a child's behaviour continues to be a cause for concern, parents will be invited into school to discuss this further.

School Calendar

All school events and important dates are in the school calendar on the school website.

Term Dates

Term dates are available on the Schudio App or on the website. You can also request a copy from the School Office. Please note that our term dates are not fully aligned with Staffordshire County Council.

Parents' Evenings

Parents' evenings are held in November and February. Informal parents' evenings are held in between these dates. The informal evenings are for parents with a particular issue regarding their child.

Formal Parents' Evenings

You will be sent a text message with a link to the 'Parents' Evening Booking System' in the weeks prior to the date. You can select and book your appointment through this link. If you are having trouble with booking using the system then please notify the school office, who will be happy to help.

Informal Parents' Evenings

You need only attend this evening if you feel there is a particular concern or issue with your child. You will receive a letter through email and appointments should be booked through the school office. Please note, there will be fewer appointments available for this event.

Due to our open door policy, if you have any concerns or issues, you do not have to wait until the informal parents' evening. Please do not hesitate to make an appointment to speak with your child's teacher.

SATs and Multiplication Tables Check

In May and June, children in Year 2 and 6 sit the National End of Key Stage Tests (SATs) in maths, reading, writing, spelling and grammar. You will be informed of your child's results in the annual school report, which is sent home in July. An overview of the school's results against national will be included in the school report and can be found on the website.

Further information for parents can be found:

<https://www.gov.uk/government/publications/key-stage-1-and-2-national-curriculum-tests-information-for-parents>

The specific dates of these tests will be in the school calendar on the school website.

Under the current National Curriculum, children are supposed to know their times tables up to 12x12 by the end of Year 4. Therefore, from June 2020, Year 4 will take part in the online Multiplication Tables check. Children will be tested using an on-screen check, where they will have to answer multiplication questions against the clock on a computer. The test will last no longer than 5 minutes and is similar to other tests already used by primary schools. Children's answers will be marked instantly. This will be the first time that the Department for Education (DfE) has used computerised tests in primary schools.

More details are found on our website.

School Day

The School Day starts at 8.30am and ends at 3.30pm. Assembly/Worship is held every day, usually at 3pm.

The school day is timed differently for children in different stages.

Foundation Stage One (Nursery)

- Morning session: 8.30am to 11.30am
- Afternoon Session: 12.25pm to 3.30pm (3.25pm at Richard Crosse)

Foundation Stage Two (Reception)

- Morning session: 8.30am to 12 noon
- Lunchtime: 12 noon to 1.15pm
- Afternoon Session: 1.15pm to 3.30pm (3.25pm at Richard Crosse)

(Breaks are given but times are flexible according to the children's activities.)

Key Stage One and Two

Registration:	8.30am to 9.10am
Lesson 1:	8.45am to 9.45am
Playtime:	9.45am to 10am
Lesson 2:	10am to 11am
Playtime:	11am to 11.15pm
Lesson 3:	11.15am to 12.15pm
Lunchtime:	12.15pm to 1.15pm
Registration:	1.15pm
Lesson 4:	1.20pm to 2.10pm
Playtime:	2.10pm to 2.20pm
Lesson 5:	2.20pm to 3.05pm
Assembly/Worship:	3pm
End of the school day:	3pm

Registration

The school day starts at 8.40am with registration. School gates will be open from 8.30am for your child, and there will be a member of staff present to welcome children into the school. Children arriving after 8.45am will be marked late.

Registration ends at 9.10am. If your child is unable to attend school, we ask that you let the school office know by 9am on the day of absence and for each day of absence. Schools within the Trust will not authorise absences for holidays within term time.

A second registration is then taken again after lunch at 1.15pm

Daily Timetables

All classrooms show a daily visual timetable for children, typically with three lessons in the morning, and two in the afternoon.

Break times

At playtimes and lunch times, Play leaders (older children) are encouraged to support the younger children in their play, devising and organising games or activities. This also includes the use of the library, where children in Class 3 act as Librarians.

Dropping off and Collection times

In order to safeguard our children, we ask that parents do not come through the red doors when dropping off or collecting children. At drop off, it is easier for staff to get children settled in to the first lesson of the day if there is a set routine and parents are not in the classroom. For Nursery and

Reception, we do make an exception at the start of the first term, but the aim is to enable your child to come into school independently as soon as possible.

In order to reduce congestion, each school has different entrances and exits for different year groups.

Staff will be outside the school to welcome children to school every morning, and can direct you to the right entrance where necessary. A member of staff will escort children out of school at the end of the day.

Children, who are late, must use the main school office entrance.

At all schools, the main school entrance is used for Care Club.

Richard Crosse

For Nursery and Reception, entrance and exit is through the door to the right of the main school gate, which leads directly into a cloakroom.

For Key Stage 1 (Year 1 & 2), entrance is into the KS2 playground, to the left of the school. Exit is from the main school gate.

For Key Stage 2 (Year 3, 4, 5 & 6), entrance is through the gate by the school office door, and exit is through the KS2 playground to the left of the school.

St Mary's

For Nursery and Key Stage 1 (Reception, Year 1 & 2) entrance and exit is through the Class 1 cloakroom door, this is the door on the left, to the left of the gate.

For KS2 (Year 3, 4, 5 & 6), entrance and exit is through the front porch of the school, to the left of the gate.

The Howard

For Class 1, the entrance and exit is through the EYFS playground gate which is situated to the right of the main school door.

For Class 2 & Class 3, entrance is through the main school door. They will exit through the external classroom door of Class 2, which is to the left of the main school door.

First aid

All Trust Schools and Care Clubs have appropriately trained designated First Aiders on site, at all times. The majority of Trust staff hold a paediatric first aid qualification.

For school trips and visits, staff take a first aid kit and at least one member of staff will hold a current paediatric first aid certificate.

Procedure for a minor injury or illness at school

If a child becomes ill or suffers a minor injury, the designated first aider will decide upon the appropriate action.

- If a child becomes ill, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parents will be asked to collect the child as soon as possible.

Procedure for a major injury or serious illness at school

In the event of a child becoming seriously ill or suffering a major injury, the designated first aider will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's **Medical Form** with them and will consent to any necessary treatment (as approved by the parents on the **Medical Form**).
- We will contact the child's parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file.

Taking Medicines in School

The school is only allowed to administer prescribed medicine to your child, when it is required to be taken four times a day. Medicine that needs to be taken three times a day should be given at breakfast, immediately after school and again at bedtime. If your child has been prescribed medication four times a day then please bring it into the school in its original packaging. There should be a label which clearly identifies clearly your child's name and the frequency of the medication. You will be asked to complete a medication form which outlines timings, dosage, and other relevant information. The school will ensure that an appropriate person administers and manages the medication.

School are not able to administer any other medication (including Calpol) although you are welcome to come to the school office to administer the medication during break or lunchtimes.

Inhalers should be sent in to school in its original packaging. The inhaler itself needs to be clearly labelled with the child's name. It should also be in date. The school will check inhalers termly, and send home any out of date medication.

Head Lice

If a case of head lice is found, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	5 days from first appearance of rash
Cold Sores	None. Avoid contact with sores
Conjunctivitis	24 hours or until the discharge from the eyes has stopped
Diphtheria*	Until certified well by doctor
Diarrhoea and Vomiting	48 hours after symptoms cleared
Glandular Fever	Until fully recovered
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	Until certified well by doctor
Hand, Foot and Mouth disease	While rash and ulcers are present
Hepatitis A*	Until certified well
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until the skin has healed
Influenza	Until recovered
Measles*	5 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	Until treatment has been given
Pertussis* (Whooping cough)	21 days from the onset or 5 days from commencing antibiotic treatment
Poliomyelitis	Until certified well by doctor

Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella* (German Measles)	5 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever*	5 days from the start of the treatment
Shingles	Once rash has stopped weeping
Slapped Cheek, Fifth Disease	None
Streptococcal infection of the throat	3 days from the start of the treatment
Threadworm	None
Tonsillitis	None
Tuberculosis*	Until certified well by doctor
Typhoid*, Paratyphoid*	Until certified well by doctor
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease.

If in doubt, contact local health services for further information.
For more detail, please see our Illness & Accident Policy.

Absence & Lateness

Absence

Schools are required to take registers twice a day. We mark absence as either authorised or unauthorised. Only school can authorise the absence. Therefore, we require details about the cause of each absence.

Authorised absences are mornings or afternoons away from school for reasons such as illness or another unavoidable cause.

If your child is unable to attend school due to illness, we ask that you inform the **school office by telephone** by no later than **9:10am**. This process needs to be followed for each day of illness. Please do not use any other method of communication.

Unauthorised absences are those which the school does not consider reasonable and for which no school permission has been/will be granted. This includes, but is not limited to:

1. Parents keeping children off school unnecessarily.
2. Truancy during the school day.
3. Absences which have never been properly explained.
4. Children who arrive at school too late to get a mark.
5. Parents taking children out of school for unauthorised holidays.

The school will monitor attendance each half term, and where necessary, will discuss any issues with parents.

Holidays during term time

If you wish to take your children out of school for a holiday or trip during term time, please complete the *Request for Leave form*, and return it to the school office at least 4 weeks prior to the first date of the proposed leave. Statutory guidelines state, "*Headteacher's may not grant leave of absence during term time unless there are exceptional circumstances*". The Trust will not grant leave of absence during term time outside of these guidelines. Please note that the cost of a holiday is not an exceptional circumstance.

If the school believes you have taken your children out of school for a holiday or trip without completing a request for leave form, or where a request for leave form has been completed and denied, the school will ask the Local Authority to issue a penalty notice.

Medical appointment absences

We would ask that, wherever possible, doctor and dental appointments are made outside of the school day. If this is not possible, you should provide evidence of the appointment to the school. If you take your child out of school for an appointment, you must sign your child out at the school office and sign back in when they return to school.

Other Planned Absences

Should a request be made for other planned absences such as participation in sporting or other educational representative activities e.g. dance or music exam, then the school will need written notification of the exam date. This can be in the form of a confirmation letter. The child will need to be signed in and out of school.

Lateness

Morning registration closes at 09.10am. Students arriving after this time will be marked as an unauthorised absence, unless there is an acceptable reason verified by a parent / carer.

If children arrive later than **8.45am**, they will be marked as "Late" in the register.

Persistent lateness will be monitored. Should a student be late on three occasions within a half term, then this will trigger a letter home. If persistent lateness continues, the Headteacher will become involved and actions will be taken to overcome any barriers in order to improve punctuality.

Continued unauthorised lateness, could result in records being sent to the Local Authority which could result in Statutory Action being taken.

School Fees & ParentPay

ParentPay is used for all school related payments including school dinners and trips etc. ParentPay is not just a system for showing outstanding balances, it will also show items you may wish to buy at some point during your child's school life.

ParentPay is not used for sponsorship payments, charity events, or payments for events run by the PTA.

When your child/children start school, you will be provided with login details. You will only need one account per family. Even if you have a child at a different school, you will still only need one ParentPay account.

Once you have your account details, you can log in online at www.parentpay.com and then 'Login' using the button at the top right.

ParentPay has been designed to work on tablets and phones as well as desktop computers, so there's no need to use up memory downloading extra apps. The vast majority of Android, iOS and Windows Phone devices will be able to run ParentPay.

Payment for Trips

Trip balances are due at least a week before the trip. Extra-curricular trips will be added to your ParentPay account once a Google consent form has been received. If you return a consent form, then you are committing to pay the full balance of the trip. It is imperative that you make the full payment for the trip, otherwise the trip may be cancelled.

For curriculum-based trips, the cost will be added to all relevant ParentPay accounts. The school is committed to providing additional learning opportunities for your child, which extend and enhance their understanding of the curriculum. It is necessary to ask for a voluntary contribution per pupil because the school does not receive any extra funding for such enrichments. There is no obligation to contribute and no pupil will be omitted from a trip. However, if the school does not receive sufficient parental contributions, then visit will not be viable and will need to be cancelled. If you feel you are unable to pay the full cost or part of the cost, please speak to the office or the finance department.

Residential visits are charged in full and the voluntary contribution policy does not apply.

Nursery Fees

Monthly ParentPay fees are payable in advance. You will receive a text notification when the fee has been added.

Nursery sessions must be booked in advance for each half term in order to allow us to plan appropriate staffing.

The Trust accepts childcare vouchers and Government tax free childcare scheme for Nursery fees.

Care Club Fees

- All children attending care club must be registered beforehand and have received notification in writing confirming a place.
- Once a place has been accepted by a parent, fees are to be paid in full even if your child does not attend i.e. sickness/holidays as this place cannot be offered to another child in the event of non-attendance.
- In order to retain a place at Before or After School Club, fees must be paid four weeks in advance. Booking forms will not be accepted without payment.
- Ad hoc sessions can be booked if places are available with at least 24 hours' notice given.
- Sessions are not transferable unless cancelled by the school.
- No refunds will be made for non-attendance unless this is as a result of school cancelling.
- All outstanding fees must be paid in full before further care can be taken.
- Four weeks' notice must be given if you no longer require your place in Day Care, Before or After School.

Payment for School Dinners

School dinner fees are uploaded daily, and are payable weekly in advance. For Nursery children, Nursery fees and school dinner fees are uploaded separately, and you will receive notifications for both.

Children in Reception and Key Stage 1 are entitled to Universal Infant Free School Meals.

If you have questions about ParentPay, please contact the finance team on finance@tssmat.staffs.sch.uk or 01543 472 245.

Voluntary Contributions to Resources

School funding is decreasing year on year. Therefore, we ask parents to make a £10 voluntary contribution per term. This contribution will be used to purchase additional resources to further enhance the curriculum. A form will be sent home every September. If you wish to contribute, it will be added to your ParentPay account.

If you have questions about ParentPay, please contact the finance team

on finance@tssmat.staffs.sch.uk or 01543 472 245.

Policies

All School and Trust policies can be viewed at www.tssmat.staffs.sch.uk/policies or you can request paper copies or copies in alternative formats from your school office.

Social Media

In the interests of promoting a caring and positive attitude, in line with the ethos of the Trust, we ask that parents and carers respect the school's community, and avoid negativity about other families, children, or staff in their activity on social media. We also request that at school events, parents do not post photos of other children, without relevant parental permission.

If you have an issue with the school or Trust we ask that you speak to us before posting on social media.

Parent Teacher Associations

All of our schools have active parent teacher associations, either called PTAs, or Friends. All parents are actively encouraged to participate in the PTA. This may involve attending meetings, giving an hour or two to support an event or donating prizes. PTAs desperately need support. We would encourage all parents to try and get involved where possible.

PTAs have a Chair, Secretary and Treasurer, who organise the regular meetings, and a calendar of school events throughout the year in order to raise funds for the school. In consultation with the school and parents, the money raised is spent on equipment, resources and experiences for the children.

Information on PTA activities can be found on the school websites. To get involved with your PTA, please contact your school secretary or look for the details on the website.

Volunteering at a Trust School

We welcome volunteers into all schools to support teaching and learning. Typical activities for volunteers include: 1-1 reading with children, supporting spellings, or accompanying on school trips.

If you are interested in being a volunteer at one of our schools, we would love to hear from you. Any time is gratefully received.

A volunteer pack is available from the school office. Once you have completed and returned this, we will undertake our safeguarding checks. This will involve contacting referees, and asking to see three identity documents. Once this is complete, you will be contacted to arrange your first visit.

The following documents are available on the school website

- [Term dates](#)
- [Uniform list](#)
- [Request for Leave form](#)
- [Voluntary Contribution form](#)