

Andover Church of England Primary School



Parent Handbook



As Headteacher of Andover Church of England Primary School, I am delighted to introduce you to our school.

We see Andover as a community and the relationship between home and school as an important partnership within this community. I look forward to meeting you and your child and welcoming you to ACE.

If you have any questions please don't hesitate to contact us.

Miss Sara Allen, Headteacher

Key Information

The School Day

The school day starts at **8:40am** prompt.

The school day ends at:

3:05pm for Year R, 1 and 2 children

3:10pm for Year 3, 4, 5 & Year 6 children

Arrivals and departures

Parents should take their child to their classroom door at 8:40am and wait for an adult to welcome them in. Parents should wait with their children until they are welcomed into the classroom and are responsible for supervising their child until they go into school. All pupils are expected to be in school at this time. Morning registration is at 8.40am and the register closes at 9.00am. After this time children must be signed in at the school office. Parents of children accumulating more than 10 late sessions may be liable to a penalty notice and fine.

At the end of the school day children are released one at a time to their adults. We ask all parents to identify their adults collecting

their child from school. This could include both family and friends. If you are going to be late collecting or someone else will be collecting your child, please telephone the school office. We will not release a child to anyone who is not on their child's collection list.

Wrap-around clubs

Breakfast club is run by school staff and runs from 7.45am-8:40am. Staff then take children to their individual classrooms ready to start school at 8:40am. Breakfast club is £3.00 per day which includes breakfast. Advance booking is required and can be made online via Google Forms. The link for this is sent out at the end of each half-term.

We are expanding our after school care facilities and hope to offer this in September 2023.

Starting School

Preparing for September

Your child's first day at school is a big milestone in your family's life and can be both emotional and stressful. We hope that this leaflet supports you in preparing for September.

Before September try to refer to school as a positive and exciting prospect, references to being brave and 'grown up' can imply there is an ordeal ahead!

We are often asked what the children should be doing before they start school. You, as parents, are their first teachers and it is a constant source of wonder to us how much your child has learned before coming to school.

When your child turned three years old they started the first of five stages of education. By the time they are sixteen they will have passed through Key Stages 1 to 4. From age three to the end of their reception year in school is called the Foundation Stage. Therefore, the vast majority of our intake will simply be continuing with their Foundation Stage education in a school setting.

Our children come from many different providers, including registered childminders and independent nursery schools. This diverse range of providers have different approaches to following the Foundation Stage curriculum, consequently, when they start school each child's needs are individually assessed to enable us to plan an appropriate curriculum which consolidates and extends their learning. These assessments will then be discussed when you meet your child's teacher at termly parents evenings.

There are some aspects of your child's developing independence you could focus on at home which will help their transition to school.

It will be helpful if your child is able to:

- Put on and take off their own coat
- Dress and undress independently
- Do up and undo buttons and zips
- Fasten their own shoes. Velcro or buckle fastenings are preferable unless your child is proficient with laces
- Open and close their lunchbox and flask
- Go to the toilet independently, including wiping their own bottom
- Recognise their own written name

Fostering independence is a priority during their first year at school and the more you can familiarise your child with their own belongings before school the happier and more confident your child will be in settling into school routines. For example, show your child where their name label is located in their sweatshirt.

The first day

Below is a checklist of the essentials for your child's first day. Don't worry about anything else, if it's not on the list it doesn't matter yet!

- ⇒ **Book bag**
- ⇒ **Water Bottle**
- ⇒ **PE Kit**
- ⇒ **Everything NAMED!!**

Saying goodbye

The initial goodbye in the morning can be difficult for both parents and child. It is best to establish routines and ground rules right from day one. Children who sometimes find separation difficult will benefit from the security of routines.

Some children can appear very distraught when parents say goodbye. Parents are then left with a mental picture of their unhappy child for the rest of the day. As many of you know these tears rarely last beyond the classroom door!

Please rest assured that we would never let a child continue to be distressed and would phone you if this were the case. We have plenty of strategies to settle upset children which your class teacher can discuss with you if necessary.

If you feel your child may find separation difficult it is better to arrive at school as the door opens rather than arriving early. Waiting simply gives an anxious child longer to build up to goodbye. A quick farewell also helps both your own child and the other children in their class.

If you need to speak to the class teacher or Learning Support Assistant please wait until the majority of children have left. The school site is very busy at the end of the day and children sometimes lose sight of their parents. Children are told to find their way back to their classroom if they get lost, to the safety of a familiar adult. Please reiterate this with your child.

School Routines

School meals

A hot school meal is available free of charge to all infant age children (Year R, Year 1 and Year 2). There will always be a vegetarian option available each day and, with medical evidence, special dietary requirements can be catered for. Please let us know if you wish to discuss this. A packed lunch option is also available. The children are given a choice of menu, a copy of which will be sent home to you. It is also displayed on the HC3S website: <https://www.hants.gov.uk/educationandlearning/hc3s/education-catering/menu-primary>. All school meals must be pre-ordered online SCOPAY. Registration details and instructions for this will be sent out separately.

Eligibility for free school meals depends on the circumstances of the parents, this includes parents of children in Year R, Year 1 and Year 2 who would otherwise be entitled to the universal free school meals. To check your eligibility and apply online, please visit the Hampshire County Council's online checker facility at: <https://www.hants.gov.uk/educationandlearning/freeschoolmeals/juniorsecondary>

Children are also able to bring a packed lunch. **We are strictly a NO NUTS school and ask that you do not put any peanut products, including peanut butter or Nutella, in lunchboxes to protect children with severe nut allergies.**

All children have their lunch boxes checked before leaving the hall but some manage to evade this routine. If your child is leaving a lot of their lunch uneaten please let us know and we can encourage accordingly. Please be realistic about how much your child will eat and do not overfill lunch boxes, some children have 5 or more items to plough through. Canned or fizzy drinks and sweets are not appropriate for school. It is helpful if children practise opening boxes before starting school.

Eating is a potentially sensitive issue with some children. If you know your child to be an especially slow or fussy eater please let us know so that we can support them accordingly.

School fruit and vegetable scheme

All children are offered a snack of raw fruit or vegetable to enjoy each day at school.

Drinks in school

Children under 5 are entitled to free milk and it is also available to buy for children over 5 from Cool Milk. Please register online at www.coolmilk.com if you would like your child to have milk. Children are encouraged to drink water throughout

the day. Please could you ensure your child has a named water bottle in school every day filled with fresh water. Please keep an eye that the name has not washed off! Feel free to use stickers to personalise the bottle which also helps your child to identify which one belongs to them.

Communicating with parents

We are proud to work in partnership with parents to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve their very best. If you are concerned about any aspect of your child's schooling the first step is to speak to the class teacher. If it is a confidential or complex matter please talk with the teacher to arrange a phone call or meeting away from the classroom door.

The Home/School Agreement

Good communication between school and home is essential. Our Home/School Agreement provides the outline of what parents can expect of the school and what the school expects from parents in the way of support to ensure that children achieve their full potential.

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport. Please note children are unable to be taken unless permission is given.

Charging Policy

During the school day all activities that are a necessary part of the National Curriculum or Religious Education will be provided free of charge. Voluntary contributions will be sought for extra-curricula activities during the school day which entail additional costs, for example, visitors to school and visits outside of school. No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities. Our full policy on Charges for School Activities can be found on our website under Policies.

School Routines

Home-school communication

To ensure effective communication between parents and the school, every child is issued with a home/school diary where you can communicate with your child's teacher, record your child's reading at home and view homework that has been set. This is an invaluable method of communicating between home and school. In Year R these communication books are checked daily, however, from Year 1 we encourage children to alert staff to a message in their diary to support their developing independence.

Correspondence

We will keep you updated with our latest news and the events your child will be participating in by sending correspondence to you via email and text.

News

Our website is a great resource for keeping updated with events and news at school. We will keep you updated via email with our fortnightly newsletter containing all our latest information. We will also send information and reminders to parents regularly via email. Class news and the children's learning will be shared on Google Classroom.

At home

Children are learning all the time and their parents are partners in education with the school. We do provide homework on our online platform of Google Classroom, in line with the needs of the children, their age and ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

Internet safety

We teach our children how to keep themselves safe when using the internet. We encourage them to remember to make good choices when using computers and other devices and advise parents to closely supervise.

Parents evenings and reports

Parents evenings take place every term in November, March and July. You will also receive a mid year report in March and an end of year report in July.

Contacting parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and contact information of a relative or friend who we can contact if we cannot get through to you.

Absence

Research clearly demonstrates the link between regular attendance and educational progress and attainment. We are committed to encouraging and supporting parents in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly. If attendance drops below 95% it will be closely monitored. You must notify the school on your child's first day of absence by leaving a message on the answerphone or speaking to the school office.

Holidays in term time

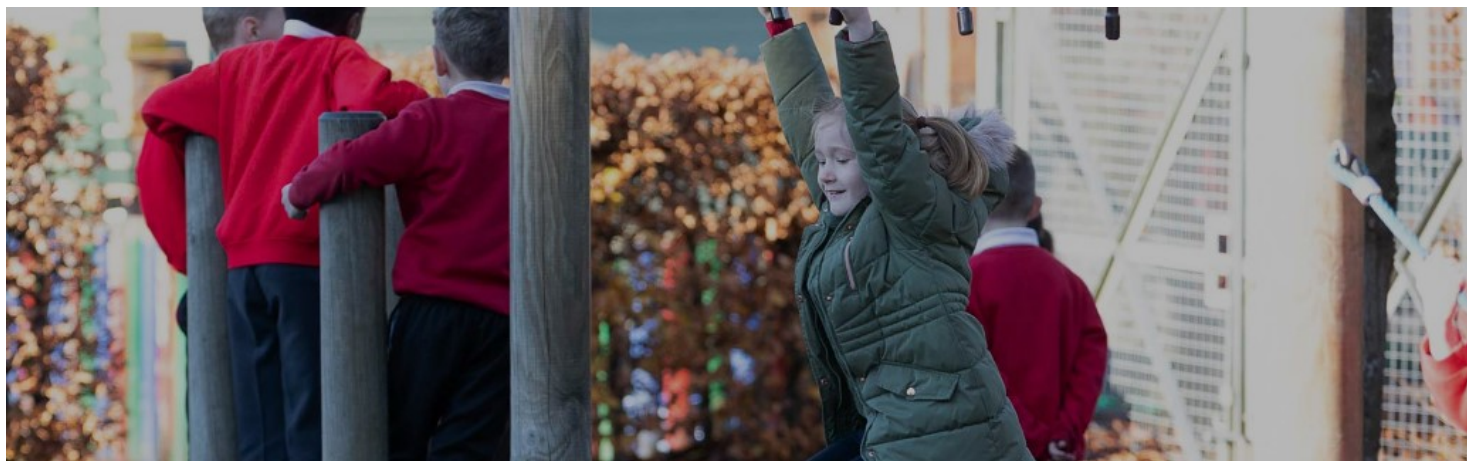
Term time holidays are strongly discouraged and will not be authorised but you must still complete an absence request form which you can request from the school office. Requested absence from school can only be authorised under exceptional circumstances. Unauthorised absence of 5 days (10 sessions) or more will invoke a penalty notice to both parents. In the case of more than one child the penalty notice will be issued per child to both parents.

Illness

If your child has been physically sick they should remain at home for 48 hours from the last time they were sick. This timeframe also applies if they have had diarrhoea.

Medication in school

In school we can only administer medication that has been prescribed to the child by a doctor. It must be in the original packaging and have the prescription label on it. We will only administer medicine that is needed 4 times a day or more, medicine that is required less frequently can be administered outside of school hours, eg a 3 times per day dose could be administered at breakfast, after school and at bedtime. Please complete a consent form, available from the school office, if your child requires medication.



Clubs and Activities

We run a wide range of after school clubs for children in the Spring and Summer Terms. Clubs have included:

- Singing
- Construction
- Maths
- Games and Puzzles
- Sewing
- Dance
- Keep Fit
- Country Dancing
- Recorder
- Lego
- Arts and Crafts

Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For sufficient staff to reach school and provide an adequate educational service.
- For children to journey to and return from school safely and without undue delay.

In the event of an emergency closure we will contact parents by text message from our automated contact system, publish the closure on our website and also on the Hampshire County Council website.

St Mary's Church

As a church school, we are fortunate to have close links with our local church, St Mary's. Each week, the Vicar, Sam Waako, leads worship in school and we go to the church for a service at Christmas, Easter and the end of the year.

Volunteering

We welcome volunteers in school, either for particular sessions, such as school trips or for more general, regular volunteering, including listening to children read or weekly library book changing with children. All volunteers must complete our volunteer application pack so that a DBS check can be carried out. Please speak to the school office if you would like more information about volunteering.

Family Support Worker

We all face challenges from time to time and asking for help is no bad thing. Our Family Support Worker, Paula, offers impartial support, advice and guidance to parents/carers on any number of issues, including parenting concerns, school transition, school attendance & punctuality, behaviour management or simply a listening ear through challenging times. Support is flexible to suit the needs of your family:

- 1:1 sessions, in school or at home
- Suggest practical strategies to improve learning, behaviour and relationships
- Referring and signposting to local services
- Paula's Pop-in—weekly drop in for parents
- Advocacy—speaking on your behalf
- Catch up by text, email or phone
- Access to parenting courses

School Uniform

All children are required to wear school uniform as it is practical, looks smart and creates a strong sense of Andover identity. The school colours are red sweatshirts, white polo shirts and grey trousers/skirts/pinafores.

All year - Sensible black shoes (NO trainers)
Sweatshirts or cardigans - red with logo
Socks or tights - grey or white
Polo shirts - white

Winter - Trousers - grey
Skirts, pinafore's - grey
Sensible black flat shoes
Suitable outdoor coat

Summer - Shorts - grey
Checked dresses - red
Flat shoes or sandals (socks must be worn with sandals)

- All clothing and shoes should be clearly marked and the child taught to recognise his/her name.
- Please ensure all items of clothing and shoes are of a sensible and practical nature. For health and safety reasons, comfortable, sensible footwear is important. High fashion shoes and shoes with more than a basic heel are unsuitable.

PE Kit

Red PE T Shirt
Black shorts
Trainers
Tracksuit bottoms or leggings to wear in colder weather

To encourage independence PE bags and PE kits should be very clearly named. It would also help your child find his or her own bag more easily if you added a badge, patch or emblem, which makes their bag more distinct from the other 29! Please practise changing with your child before they start school.

- PE clothing should give unrestricted movement without being loose – shorts and T-shirt. No footwear will be worn in the hall for PE, unless for medical reasons. Plimsolls or trainers are worn for outside activities along with tracksuit bottoms or leggings.
- Children will need to keep PE kit in a **named** PE drawstring bag and this will be sent home to be washed half termly. Please note that we do not have enough space for backpacks or large sports bags in our cloakrooms.

- All jewellery/watches must be removed for PE – if earrings cannot be removed they must be secured with either surgical or masking tape which you must provide and teach your child to use.
- Changing at school can be a frustrating experience for a child so the most successful garments and shoes are those a child can manage confidently and independently (ie please keep buttons and laces to a minimum).
- **ALL clothes need to be clearly named**

Book bag

Your child needs to bring their book bag to school every day. It will contain library books, reading books and their home/school diary. Letters to parents may also be sent home in the book bag. **Please do not put drinks in book bags.**

Hair and jewellery

Earrings are permitted but should be small studs only, and these must be removed for P.E. days or covered with tape. Hair longer than shoulder length should be tied back. Hair ribbons/bands should be plain and discreet and in school colours. Please ensure your child's hairstyle is suitable for an active school day. Extreme hairstyles are inappropriate for school.

Uniform Sales

Uniform is available to purchase online via Stitch-a-Logo. They sell logo embroidered sweatshirts, cardigans, book bags and PE kits. Polo shirts, trousers, skirts and dresses can be purchased competitively from high street or supermarket shops. For a full list of items and prices, and to place an order, please visit the Stitch-a-Logo website: www.stich-a-logo.co.uk. Book bags and PE t-shirts are the only items that we stock in school and can be purchased via SCOPAY.

Term Dates 2023-2024

Autumn Term 2023

Start of term 1 September 2023
Half term 23 October - 27 October 2023
End of term 15 December 2023

Spring Term 2024

Start of term 2 January 2024
Half term 12 February - 16 February 2024
End of term 28 March 2024

Summer Term 2024

Start of term 15 April 2024
Half term 27 May - 31 May 2024
End of term 23 July 2024

Inset Day Closures

1st September 2023
6th November 2023
Further dates to be confirmed



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Tel: 01264 352322

Headteacher – Miss Sara Allen

Deputy Headteacher – Mrs Fiona Tickle

SENDCo - Mrs Fiona Tickle

School Business Manager – Mrs Dawn Arlow

Senior Admin Assistant – Mrs Angela Wilcox

Admin Assistant - Mrs Kaye Chapman

The School Office is open from:

8.30am—4.00pm

