



St Mildred's

Primary Infant School



Parent Handbook

St Mildred's Primary Infant School

Growing together in the school and the community



Mrs Sue Collins, Executive Headteacher, says...

It's great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 15 is Key Information and pages 16-17 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01843 862035 and we will be happy to help!

Policies

On page 18 are details of some important policies you need to know about.

Welcome

Welcome to St Mildred's Primary Infant School, I look forward to getting to know you and your child.

Step 1

STEP 1: PUPIL ADMISSION FORM

St Mildred's Primary Infant School

Pupil's details

Pupil's legal surname _____

Pupil's preferred surname _____

Forenames _____

Date of Birth _____

Nationality _____ Country of Birth _____

Language(s) spoken at home _____

Parents/guardians/carers: (Delete as appropriate)

Mr and Mrs/Mr/Mrs/Miss/Ms/Other (please state) _____

Relationship to the pupil _____

Address _____

Postcode _____

Home telephone number _____

Mobile (Mum) _____

Work number (Mum) _____

Mobile (Dad) _____

Work number (Dad) _____

Email address _____

Emergency Contacts (after parents)

First contact name Mr/Mrs/Miss/Ms/other _____

Relationship _____ Telephone (home) _____

Mobile _____

Ask for _____ Location _____

Second contact name Mr/Mrs/Miss/Ms/other _____

Relationship _____ Telephone (home) _____

Mobile _____

Ask for _____ Location _____

Please tear here

Details of parent (if separated)

Name _____

Address _____

_____ Post code _____

Please tick if a second report is required to be sent to this address ☐

If separated and your child divides their time between both parents please explain the set up

Schooling details

Name of previous school/Nursery _____

County/Education Authority _____

Name(s) of sibling(s) who are attending, or have attended St Mildred’s

Child in public care/fostered Yes ☐ No ☐

Child adopted Yes ☐ No ☐

Religion

☐ Hindu ☐ Jewish ☐ Christian ☐ Sikh ☐ Muslim ☐ No religion

Other (please give details) _____

Travel Mode

W=Walk ☐ B=Bus ☐ C=Car ☐ CS=Car Share ☐ CY=Cycle ☐ Tr=Train ☐ Tx=Taxi ☐

Please tick 1 travel mode only – the most frequently used

Medical Information

Doctor’s name _____

Surgery _____ Telephone _____

Step 1

Step 1

Medical/Health Details

Does your child have difficulty with:

Moving about the school Yes ☐ No ☐

Use of hands and fingers (e.g. to hold a pen or pencil) Yes ☐ No ☐

Lifting, carrying or moving objects (e.g. carrying a lunch box) Yes ☐ No ☐

Washing, going to the toilet, controlling the need to go to the toilet, dressing etc. Yes ☐ No ☐

Expressing themselves or understanding what others are saying Yes ☐ No ☐

Understanding simple instructions Yes ☐ No ☐

Hearing or eyesight Yes ☐ No ☐

Making friends, relating to adults, behaving appropriately in school/nursery Yes ☐ No ☐

A medical need which has lasted or is expected to last more than 12 months
and takes regular medication (*please give details*) Yes ☐ No ☐

Complex health needs requiring daily assistance in order to maintain
optimum health such as physiotherapy at school (*please give details*) Yes ☐ No ☐

Any food allergies _____

Any other information we may need to know about your child’s health or medical needs

St Mildred’s Primary Infant School wishes to ensure that there is good communication between the school and all families. Please give details below if you require support in any of the following:-

- Information sent from school in alternative formats e.g. Braille, large print
- Specific access requirements to the school buildings or to enable you to take part in consultation meetings e.g. British Sign Language, loop system, explaining things over the phone.
- Translation of school correspondence into home language

Please tear here

STEP 2: Medical Consent for School Trips

St Mildred’s Primary Infant School

Dear Parents/Carers

Please complete and sign the following consent form enabling your child to go on school visits during their time at St Mildred’s and return to school. Some visits involve walking in the locality and they take place weather permitting. You will be notified of outings further afield which require coaches.

Yours sincerely

Mrs S Collins
Executive Headteacher

Medical Consent for School Trips

Should the necessity arise, I agree to the person in charge of any school party giving consent on my behalf for an anaesthetic to be administered, or for any other urgent medical treatment to be given, for the duration of my child’s attendance at St Mildred’s School.

Signed _____

Parent/Guardian of _____

Date []/[]/[]

STEP 3: Media Consent

St Mildred’s Primary Infant School

Pupils in the Media and School Literature

We are always pleased to highlight all that is good about our school and the excellent achievements of our pupils and staff.

Photographs and text featuring our school community are becoming a regular feature in our local newspapers and sometimes on radio too. New guidelines about child protection mean that we now seek clarification from you if you **DO NOT WANT** your child to be included when photographers and reporters visit the school. In most photographs the children are featured in groups; and where they are featured as individuals it is school policy to only give out their name, age or year group. We will never allow addresses to be used when accompanying photographs/articles/broadcasts. This information **WILL** be supplied when requested by the media **UNLESS** parents/carers object to this information being used. We will apply the same set of in-house rules to photographs appearing in publications such as the school prospectus, and on our proposed web site as well. Please complete the form below if you **DO NOT WANT** your child to appear in any school publicity material. The forms will be held on a central database and will be updated every year for new intake pupils in Year R. It will be assumed that if you do not respond, you have no objection to your child appearing in any school publicity material.

Yours sincerely

Mrs S Collins
Executive Headteacher

Please return via your child’s class teacher if you DO NOT WANT your child to appear in any school publicity material.

Child’s Name: _____ Class: _____

I DO NOT WISH MY SON/DAUGHTER TO BE INCLUDED IN ANY SCHOOL PUBLICITY MATERIAL.

Signed: _____

Date: []/[]/[]

Step 2

Step 4

Step 3

STEP 4: Pre-School Questionnaire

St Mildred’s Primary Infant School

To enable us to gain a rounded picture of your child before he/she enters school, please would you answer as fully as possible, the questions set out below. The replies you give us will enable us to settle your child into school more quickly and make sure they have the best possible start to their school life.

CHILD’S NAME _____

DATE OF BIRTH _____

Position in the family

Please give names and ages of children in the family, oldest first and then in descending order:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

General Information

What is the main language spoken at home? _____

What other languages, if any, does your child speak? _____

Is he/she regularly in the care of another adult? (relation/
childminder/nursery/playgroup/other) _____

Has your child any relations attending this school and, if so, who? _____

Does your child attend a nursery or playgroup? Yes [] No []

If so, which one did they attend _____

How many sessions? _____

Did they settle into nursery well? Yes [] No []

Please provide details below if they didn’t _____

Has your child been involved with any SEN agencies Yes [] No [] e.g. speech and language services

Please provide details below if you answered yes to the above question: _____

Please tear here

Please tell us a little about your child (e.g. interests, clubs, hobbies, social skills):

Have you any concerns about your child starting school? Yes No

Please provide details below if you answered yes to the above:

The following skills are important for your child’s first term at school. Is your child able to:

Dress and undress themselves Yes No

Put on their coat? Yes No

Put on and fasten their shoes? Yes No

Use a knife and fork? Yes No

Use the toilet by themselves in a practical and hygienic way? Yes No

Express their needs in appropriate ways? Yes No

Ask to go to the toilet? Yes No

Tidy up after themselves and put things away? Yes No

Does your child have at least 10 hours of uninterrupted sleep at night? Yes No

Which hand does your child write with/hold a pencil in? Right left both

Health/Physical Problems (include speech therapy)

Is your child on any medication? Yes No

If you answered yes to this question, please state what medication they are on and why (e.g. asthma, diabetes, epilepsy, heart trouble, eczema)

Does your child wear a hearing aid? Yes No

Does your child wear glasses? Yes No

Does your child have any specific dietary requirements? Yes No

Is there anything about your child’s current or previous health which we might need to know? (e.g. problems with hearing or eyesight, staying clean and dry, regular ear, nose or throat problems like glue ear, chest problems, sleeping problems, allergies etc).

Has your child ever been in hospital and if so, for what reasons? Yes No

Step 4

Step 4

Child's Medical/Social/Emotional History

Was your child premature? Yes No If so, how many weeks

Please note below any information about their birth history, birth weight, early childhood that the class teacher may need to know

Have there been any recent changes which may affect how she/he settles into school? (e.g. a new baby in the family, a death, someone in hospital, moving house, involvement with other agencies such as child guidance, speech therapist etc.)

We thank you for taking the time to complete this questionnaire

Parent/Carer signature



Please tear here

Our School Online safety Ruies

- ✓ *I will only use the Internet when an adult is with us.*
- ✓ *I will only click on buttons and links when I know what they can do.*
- ✓ *I can send emails, with my teacher, to people I know or that my teacher has approved.*
- ✓ *Emails and messages I write will be polite and friendly.*
- ✓ *I understand that I must not give out my personal details or passwords.*
- ✓ *If I see something I am unhappy with I will tell an adult straight away.*
- ✓ *I understand that if I break these rules I may be stopped from using the internet or computers.*

Please Return to St Mildred's Infant School

- I have read and talked about these rules with my parents/carers
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online or on our school website www.st-mildreds.kent.sch.uk

Signed	(child)
Signed	Parent of
Class	

Step 5

Step 6

- I have read and discussed the Pupils Acceptable Use Policy with my child
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the Internet, both in and out of school.
- I am aware that any Internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the schools systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the Internet and the school is not liable for any damages arising from use of the Internet facilities
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the schools behaviour policy.
- I together with my child, will support the school's approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I know that I can speak to the school online safety Coordinator (Mrs E Hill), my child's teacher or the Head Teacher if I have any concerns about online safety
- I can visit the school website (www.st-mildreds.kent.sch.uk) for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home
- I can visit www.thinkuknow.co.uk/parents, www.nspcc.org.uk/online-safety, www.internetmatters.org, www.saferinternet.org.uk and www.childnet.com for more information about keeping my child(ren) safe online
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home

I have read the Parent Acceptable Use Policy.

Child's Name: _____ Class: _____

Parents Name: _____

Signed: _____

Date: []/[]/[]

Please tear here

Notes for Parents

All schools are required by the Department of Education and Skills to collect information on pupils’ ethnic background. Parents/Guardians of all pupils are being asked to tick one box on this form.

Our ethnic background describes how we think of ourselves. This may be based on many things, including for example our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

It is recommended that young people over the age of 11 years old have the opportunity to decide their own ethnic identity. Parents/Guardians are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below carefully and tick one box only to indicate the ethnic background of the pupil or child named. Should you not wish an ethnic category to be recorded please tick the box at the end of the questionnaire. Please also tick whether a parent/guardian or pupil filled in the form.

Pupil’s Full Name: _____

This form has been completed by: ☐ Parent/Guardian or ☐ Pupil

White

- ☐ English
- ☐ Gypsy/Roma
- ☐ Other White British
- ☐ Turkish
- ☐ Albanian
- ☐ White Western European
- ☐ Greek
- ☐ Greek Cypriot
- ☐ Welsh
- ☐ Portuguese
- ☐ Traveller of Irish Heritage
- ☐ White Eastern European
- ☐ Croation
- ☐ Scottish
- ☐ Kosovan
- ☐ Irish
- ☐ Turkish Cypriot
- ☐ Bosnian-Herzegovinian
- ☐ White Other

Asian or Asian British

- ☐ Indian
- ☐ Bangladeshi
- ☐ Nepali
- ☐ Other Asian
- ☐ Pakistani
- ☐ African Asian
- ☐ Sri Lankan Tamil

Mixed/Dual Background

- ☐ White and black Caribbean
- ☐ White and black African
- ☐ White and Pakistani
- ☐ White and Indian
- ☐ White and any other Asian background
- ☐ Asian and any other ethnic group
- ☐ Black and any other ethnic group
- ☐ Chinese and any other ethnic group
- ☐ White and any other ethnic group
- ☐ Other mixed background

Black or Black British

- ☐ Caribbean
- ☐ Any other black background
- ☐ African

Chinese

- ☐ Chinese

Any Other Ethnic Group

- ☐ Afghan
- ☐ Arab other
- ☐ Egyptian
- ☐ Filipino
- ☐ Iranian
- ☐ Iraqi
- ☐ Japanese
- ☐ I do not wish an ethnic background category to be recorded.
- ☐ Kurdish
- ☐ Latin/South/Central American
- ☐ Lebanese
- ☐ Malay
- ☐ Thai
- ☐ Vietnamese
- ☐ Any other ethnic group

PLEASE RETURN THIS FORM TO THE SCHOOL WITHIN 4 WEEKS

Step 7

Step 7

Definition of First Language

A pupil’s first language is defined as any language other than English that a child was exposed to during early development and continues to be exposed to in the home or community. If a child was exposed to more than one language (which may include English) during early development, a language other than English should be recorded, irrespective of the child’s proficiency in English.

In the case of an older pupil who is no longer exposed to the first language at home, and who now uses another language, the school should consult with the pupil or parent to determine which language should be recorded.

Please tick one box from the list of languages below to indicate the first language of the pupil named below

Forename	Surname	Class/Form
Language	Code	P
Afrikaans	AFK	
Albanian/Shqip	ALB	
Arabic (Any Other)	ARAA	
Arabic (Algeria)	ARAG	
Arabic (Iraq)	ARAI	
Arabic (Morocco)	ARAM	
Arabic (Sudan)	ARAS	
Arabic (Yemen)	ARAY	
Armenian	ARM	
Bengali (Any Other)	BNGA	
Bengali (Sylheti)	BNGS	
British Sign Language	BSL	
Bulgarian	BUL	
Caribbean Creole English	CCE	
Caribbean Creole French	CCF	
Chinese (Any Other)	CHIA	
Chinese (Cantonese)	CHIC	
Chinese (Hokkien/Fujianese)	CHIH	
Chinese (Hakka)	CHIK	
Chinese (Mandarin/Putonghua)	CHIM	
Welsh/Cymraeg	CYM	
Czech	CZE	
Danish	DAN	
Dutch/Flemish	DUT	
English	ENG*	
Estonian	EST	
Finnish	FIN	
French	FRN	
Gaelic/Irish	GAE	
Gaelic (Scotland)	GAL	
German	GER	
Greek (Any Other)	GRE*	
Greek (Cyprus)	GREC	
Gujarati	GUJ	
Hungarian	HGR	
Hindi	HIN	
Igala	IGA	
Igbo	IGB	
Itsekiri	ISK	
Icelandic	ISL	
Italian (Any Other)	ITAA	
Italian (Napoletan)	ITAN	
Italian (Sicilian)	ITAS	
Japanese	JPN	
Kashmiri	KAS	
Korean	KOR	
Language	Code	P
Kurdish	KUR	
Luganda	LGA	
Lithuanian	LIT	
Latvian	LTV	
Malayalam	MLM	
Mauritian/Seychelles Creole	MSC	
Ndebele (South Africa)	NDBS	
Ndebele (Zimbabwe)	NDBZ	
Nepali	NEP	
Pashto/Pakhto	PAT	
Panjabi (Any Other)	PNJA	
Panjabi (Gurmukhi)	PNJG	
Panjabi (Mirpuri)	PNJM	
Panjabi (Pothwari)	PNJP	
Polish	POL	
Portuguese (Any Other)	PORA	
Portuguese (Brazil)	PORB	
Refused	REF	
Romany/English Romanes	RME	
Russian	RUS	
Bosnian	SCBB	
Croatian	SCBC	
Serbian	SCBS	
Scots	SCO	
Shona	SHO	
Sign Language (Other)	SIO	
Slovak	SLO	
Slovenian	SLV	
Somali	SOM	
Spanish	SPA	
Sardinian	SRD	
Swedish	SWE	
Tamil	TAM	
Filipino	TGLF	
Tagalog	TGLG	
Thai	THA	
Traveller Irish/ Shelta	TRI	
Turkish	TUR	
Ukrainian	UKR	
Urdu	URD	
Vietnamese	VIE	
West-African Creole Portugese	WCP	
West-African Pidgin English	WPE	
Yoruba	YOR	
Not Known but believed to be English	ENB	
Not Known but believed to be other than English	OTB	

If the pupil’s first language is not in the above list

please write it in this box:

Please tear here

Growing together in the school and the community

We recognise that the education of your children is a venture shared between you, the parents, and us the staff of the school.

We each have our part to play. We welcome your support, value your involvement and are pleased to see you in school.

Together we will-

Be Aspirational, Brave, Independent, Happy and Successful!!!

For Pupils

To help me do well at school, I will do my best to:

- Always do my best at lessons
- Work hard at my English and Maths targets
- Talk at home about what I learn at school
- Do all my home activities
- Not to miss school and always try to be on time
- Wear my school uniform
- Behave well and keep the school values
- Be polite and helpful to other pupils and grown ups
- Always try to enjoy school and help other children do the same
- If I am unhappy or need help, I will talk to my teacher

Signed _____
(pupil)

For Parents/Carers

To help my child at school, I will do my best to:

- Give my child every help with his/her schooling
- See that my child attends school and is collected promptly at the end of the school day
- To send my child on time, alert and ready to learn
- Will not take holidays during term time and understand if I were to do that these will be marked as unauthorised (unless in extreme circumstances) penalty notices will be issued
- Let the school know if there is anything happening at home that may affect my child in school
- Work with the school to ensure my child behaves well
- To make sure that my child wears his/her school uniform
- Attend parents' Consultations and discussions about my child's progress at school
- Attend open days and workshops
- Support my child with his/her home activities
- Reply to any school correspondence

If you have concerns, please speak to the class teacher

Signed _____
(Parent/carer)

For school

The school will do its best to:

- Look after your child's safety
- Deliver a balanced and carefully planned creative curriuclum which meets with the needs of your child and the National Curriculum
- Contact you as soon as possible if we have worries about your child's work or behaviour
- Contact you if we are concerned about your child's progress
- Welcome you into the life of the school and keep you informed on the work that is planned for your child
- Provide a range of activities designed to enrich your child's experience
- Do all we can to ensure your child learns to work well with others and to value the contributions made by every member of the school community

Signed S Collins
(Executive Headteacher)

To help make the St Mildred's Primary Infant School a happy place we always try to-

- Smile everyday
- Be brave-don't worry about having a go
- Listen to each other and give time to each other
- Care for the environment we share
- Try our best in everything we do
- Be caring, considerate and respectful
- Follow the School Values

Finally, we would like to share our vision of:

- Thinking Creatively
- Happiness and Well Being
- Making Choices
- Caring for All
- Feeling Safe, Being Safe
- Believe in Yourself

Growing together in the school and the community



What are our school times?

- Start of the day: 8.50am.
- End of Day: 3.00pm.
- Lunch time is staggered, so the children eat and play at different times.

Arrivals and departures

Our gates open at 8.50am and close at 9.00am. Children arriving in school after 9.00am should enter via the main entrance and report to the School Office where they will be recorded in the late book. Parents should accompany their children into the Office to give a reason for lateness. Persistent lateness may result in penalty notices being applied.

Parents are asked to park safely on roads around the school, paying attention to zigzag lines and double yellow lines. We ask parents to respect the needs of the local residents and not park where they may cause an obstruction. Parents may not use the staff car park. Gates open again at 2.45pm.

Wraparound Clubs

Breakfast club

Breakfast Club runs term time only from 7.45 am - 8.50 am. Breakfast includes a selection from cereal, fruit, yoghurts, toast, muffins, and crumpets.

After School Club

After School Club runs from 3.00-6.00pm (Friday 5pm finish)

Uniform

It is our school policy that all children wear school uniform when attending school, or when participating in a school-organised event outside normal school hours. Our school uniform includes:

Girls

- Grey pinafore, skirt or trousers.
- Gold polo shirts with logo.
- Navy sweatshirt/cardigan with logo.
- Gold/white gingham dress.
- Grey tights or socks for winter, white socks for summer.
- Winter Coat with or without logo.
- Hair accessories should be blue or gold and of a sensible size. Long hair should be tied back.

Boys

- Grey trousers.
- Gold polo shirt with logo.
- Navy sweatshirt/jumper with logo.
- Grey/black socks.

For outdoors:

- School fleece/waterproofs.
- Winter coat with or without logo.
- Shoes – sensible dark school shoes, no trainers.

For PE

- Navy or black shorts.
- Plain white T- Shirt.
- Plimsolls.
- No watches or jewellery (NB this includes pierced earrings).
- Water Bottles and Book Bags with the school logo can be purchased from the school.

For Art and Craft

- An old shirt.

Where to buy

The Schoolwear Centre, 56 Addington Street, Margate, C19 1QS; Tel. 01843 293555 is our official school uniform supplier. They will stock our complete uniform including all items with our school logo. You will be able to try on the garments in the shop. They also offer an online service but will charge for delivery. Please look on their website <http://schoolwearcentre.net> for their terms and conditions. You can choose to purchase your non-logo items from any retailer if you would prefer.

Lost property

Every year items find their way into our lost property. When they are properly labelled with a laundry marker or name tag we can return them to the owner. Please help us to help the children to look after their own property by ensuring that all PE kit and uniform is clearly marked with each child's name and class.

Food in school

School Meals

School meals are provided by Principals Catering, a company who use local produce to deliver healthy nutritious meals. Details and menus are available on their website: <http://principals-catering.com/>.

Free school meals

All children in Foundation and Years 1 and 2 (Key Stage 1) can have free schools meals. Did you know that just registering your child for Free School Meals means that the school gets extra money? Register now to make sure we don't miss out. The Government is giving money to schools to help children from lower income families do their very best. This funding is called a 'Pupil Premium'. Please check if you qualify – it is not just if you are unemployed. Ask the Family Liaison Officer for more information.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class. Children should not bring in any fizzy drinks for lunchtime.

Fruit and drinks

Children throughout the school have a free piece of fruit each day which they eat at snack or break time.

Water and milk

We provide all children with fresh water. All of our under-fives are entitled to free milk which is organised by the school. Milk is also available to all children who are entitled to Free School Meals and is available for the other pupils to buy through Cool Milk (www.coolmilk.com).

Please note that we are a nut free school.



Frequently Asked Questions

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

Attendance and absence

We are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

If your child is taken ill, please ring the school before 8.50am and leave a message on the school answerphone.

Holidays

We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. Holiday requests during term time are not usually granted apart from very exceptional circumstances.

Request for absence

A request for leave of absence must be submitted in writing, using the appropriate application form, to the Headteacher. Where leave of absence is not agreed and you take your child out of school or your child is away longer than was agreed or you have not applied in advance, the school will record the absence as unauthorised. Headteachers cannot give retrospective approval. If you take term-time leave of absence for a holiday that has not been authorised, your child's school may ask the Local Authority to issue you with a Penalty Notice.

Medical appointment

Medical and Dental appointments should be made outside school hours wherever possible. For medical appointments within school time, we require a copy of the appointment card or letter, to enable us to authorise the absence.

Jewellery and other valuables

On health and safety grounds we do not allow children to wear jewellery in our school. The exception to this rule being earring studs in pierced ears. We ask the children to remove these during PE and games to prevent them from causing injury. Where cultural, religious or other strong parental reasons exist, the earrings should be 'stud style'.

Sport

Pupils enjoy a wide variety of sporting activities, games and clubs. We use sports premium funding to enhance curricular and extracurricular opportunities. Every child in school has the opportunity to take part in our inter house challenge. The sports involved are varied and include jumping, throwing, striking and balancing events and points for each event are awarded. The School enters a Thanet Infant Agility Competition and a Gym Competition each year.

Music

Music is an important part of our curriculum. Within KS1 we sing songs; play tuned & untuned instruments musically; listen & understand live and recorded music and make and combine sounds musically. We teach an appreciation of a wide range of live & recorded music. There is a school choir

Clubs

Our clubs vary from year to year and take place either during lunchtime or after school; they include:

- Ballet.
- Multi Skills Sports.
- Choir.
- Maths.
- Tennis.
- Gardening
- Street Dance.
- Recorder.
- Football.
- Gym.
- Dance

Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will arrange transport. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for their child to get home from school.

High standards

We encourage 'mutual respect' within our school community and believe that we should 'treat others as we would like to be treated'. Everyone at St Mildred's is expected to be considerate, respectful and polite at all times. Children are taught how to resolve difficulties and differences independently during Circle Time and Personal, Social and Health Education (PSHE) sessions. Anti social behaviour is discouraged through the promotion of mutual respect, which may be addressed through PSHE.

School values and rewards

Our school values encourage positive and considerate behaviours. Our reward systems celebrate and reinforce good behaviour and they include:

- All pupils start with a Green Card or on the Sunshine each day.
- Verbal praise (use of name, specific praise).
- Tangible rewards (stickers, certificates etc).
- 'Celebration' assemblies.
- Jedi of the week for pupils showing most effort.
- Golden Tickets for celebrating good learning.
- Golden Time (linked to the Good to be Green Chart).

Special Educational Needs

St Mildred's Primary Infant School is an inclusive school that provides for children with a range of Special Education Needs. The school works closely with the families of children with additional needs to ensure appropriate provision is in place. This is reviewed regularly.

We monitor the progress of pupils six times a year to review their academic progress. We also use a range of assessments with all pupils at various points including the Year 1 phonics screening check. Where progress is not sufficient, even if special educational need has not been identified, we put in place provision to enable the pupil to make improved progress.

Access

The school building has disabled parking and is accessible by ramp through several entrances. We also have a care suite including a toilet adapted for disabled users.

Frequently Asked Questions

Gifted and Talented

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented, are monitored and provided with stimulating and enriching lessons appropriate to their needs.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather we will notify parents via the Kent Closures website. To determine whether St Mildred's is open or closed please visit www.kentclosures.co.uk. Search for the school in the search box. We also recommend parents sign up for SMS/Email alerts on the Kent Closures website. This service will send an SMS or email alert to let parents know if St Mildred's is closed. Parents can also listen to KMFM, BBC Radio Kent or Heart FM to hear if the school has closed.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and Welfare

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing /vision tests and health interviews. The nurses' team is also available for any advice or issues you may want to discuss.

Medicines

If a pupil has a medical need they will have a Healthcare Plan which is compiled in consultation with parents/carers. Where appropriate this will be supported by an external healthcare professional. The plan is discussed with all staff who are involved with the pupil. As required, the appropriate staff will receive regular epi-pen, asthma, diabetes training delivered by the school nursing team. Where necessary and in agreement with parents/carers medicines can be administered in school but only prescribed medicines with parental consent and in the original packaging with the prescription label.

Asthma Pumps

Please ensure that if your child has asthma, we have the prescribed medication in school. Children with this condition must have access to inhalers / spacers etc. quickly in the event of an attack. Accordingly, the class teacher stores these medicines in the classroom. Inhalers need to be clearly labelled with the dispensing pharmacist's label. Spacers also need to be labelled. It is the parents' responsibility to ensure inhalers are checked regularly and are in date. Inhalers will be sent home at the end of every half term and should be returned following the holiday.

Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the sickness.

Ill at school

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Please make sure that contact numbers are kept up to date.

Working with parents

Parental involvement

Parents are always welcome at St Mildred's School and the views of parents help shape our decision making. We recognise that parents and carers have the most influence over a child's life and so we place great emphasis on developing positive partnerships with our parents. Children make maximum progress when home and school work closely together. Reading and homelearning is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment.

Partnership with Parents

Many parents and other volunteers come into school to share their skills. Even a few hours a week is very much appreciated. Perhaps you may like to join us by:

- Signing up as a regular classroom helper.
- Helping with out of school activities and clubs.

Mildred's Parent, Teacher & Friends Association (PTFA)

The PTFA are a group of parents, teachers and friends of the school who volunteer to help raise funds which are then spent in school for the benefit of the children. The hard work and dedication of this group enables the PTFA to subsidise trips, educational visitors to the school and to donate towards the purchase of resources. The association meet once a term and would welcome new members.

If you are interested then feel free to contact the office on 01843 862035, or email office@st-mildreds.kent.sch.uk.

Assessment

From the time your child starts school they will be assessed. This is through observations, conversations, how they complete tasks and respond to questions and information from you. This assessment of learning is on-going and is used to build a picture of your child which is then used to inform the teacher's planning and the child's next steps. Children in years 1 and 2 are given targets in reading, writing and mathematics five times throughout the year. These are shared with parents/ carers. Parents have formal consultations twice a year and are issued a written report.

Parent evenings

We hold parents evenings twice a year. We also have Curriculum Information evenings and Parent Curriculum workshops. You are welcome to arrange to see the teacher at other times if you have particular questions.

Communication

We engage in regular communication with parents starting with home visits on your child's entry to Reception Year and also providing Reception welcome packs. Parents are invited to a number of school events including Friday sharing assembly; Parent book share times; coffee mornings and PTFA events. Other opportunities arise throughout the year to come in and see the classrooms or some of the work done at the end of a topic.

News

Our 'Parents' section on line is full of useful information for parents. You can find copies of our letters to parents and our twice termly newsletters. We also post 'Latest News' updates here and the school calendar of events.

The Home School Agreement

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

Why do we need policies?

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

Parents need policies

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

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can visit the school website: <http://www.st-mildreds.kent.sch.uk/> and click on 'About Us' and 'Key Information'; then scroll down to 'School Policies' to read some of our policies.

Key policies

Some of our key policies are:

- Charging.
- Accessibility.
- E-Safety.
- Safeguarding
- Special Education Needs and Disability.
- Behaviour.
- Single Equality Plan.
- Parent Code of Conduct.



Step 1



Step 2



Step 3



Our Vision



Growing together in the school and the community



St Mildred's
Primary Infant School

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