



Parent Handbook

**Taking you step-by-step
through starting school**





Becky Linford, Headteacher, says...

It's great news that your child is starting at our wonderful school. Thank you for selecting us!

We need some information from you

Could you please follow the steps in this Parent Handbook, and hand in your completed forms to the School Office.



Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any queries that are not answered here, please contact the School Office on 01903 812288 and we will be happy to help.

Policies and term dates

On pages 12-14 are details of some important policies you need to know about and page 15 has term dates.

Welcome

Welcome to Upper Beeding Primary School and we look forward to getting to know you and your child.

Step 1

STEP 1: PUPIL INFORMATION – ADMISSION TO SCHOOL

Upper Beeding Primary School

If you need help to fill in this form, please ask at the School Office. Please return this completed form to the School Office as soon as possible. Many thanks.

Details of Child

Please attach a photocopy of the child's birth certificate to this admission form.

Legal Surname:		
Surname to be known by at school (if different from above):		
(Please provide relevant documentation to support this change)		
First Name(s):		
Preferred First Name (ie child usually known as):		
Date of Birth: -- / -- / --		Sex: BOY ☐ GIRL ☐
Address:		
Post Code:	Telephone Number:	
Nationality:	First Language: (see notes page 6)	
Previous school /Pre school Provider:		
Address:		
Telephone Number:	Admission date:	Leaving date:
	-- / -- / --	-- / -- / --
Previous Home Address (if moved within last 12 months)		
	Post Code:	

Details of Parents / Carers

Full Name of Mother/Carer:	(Mrs, Miss, Ms)
Address (if different from child's):	
Full Name of Father/Carer:	
Address (if different from child's):	

If the child's parents are separated / divorced, who has legal custody of the child?

Mother ☐ Father ☐ Joint ☐ (please tick as appropriate)

If living separately, **please inform the school in writing** if both parents would like to receive email communication and text message updates. Please attached this information with the admission form.

Is the child in the care of the Local Authority? YES ☐ NO ☐

Please tear here

As part of the Disability Equality Duty, we are encouraged to collect information from parents regarding any disabilities they may have – please see page 6 for ‘Definition of Disability’. Please give details below of any disability and any reasonable adaptations that the school could adopt which would prove helpful to you, e.g. large print newsletters.

Details:

Contact Phone Numbers in Order of Priority

Name:

Relationship:(Mother, Father, Grandparent etc):

Telephone Number(s): Home:

Mobile:

Work:

Name:

Relationship:(Mother, Father, Grandparent etc):

Telephone Number(s): Home:

Mobile:

Work:

Name:

Relationship:(Mother, Father, Grandparent etc):

Telephone Number(s): Home:

Mobile:

Work:

Medical Information for Child

Name of Doctor:

Telephone Number:

Address of Practice:

Please answer the following questions relating to your child’s health and development.

1. Does your child have any known medical condition, eg , asthma?

YES ☐ NO ☐
2. Does this require attention in school, eg, medication?

YES ☐ NO ☐
3. Does your child have any known disability? (see definition on page 6)

YES ☐ NO ☐
4. Does this require attention in school, eg, medication?

YES ☐ NO ☐
5. Does your child wear glasses or have a visual problem?

YES ☐ NO ☐
6. Does your child have a hearing problem?

YES ☐ NO ☐
7. Has your child had any speech or language therapy?

YES ☐ NO ☐
8. Has your child had contact with any other services?
(eg, child development centre, occupational therapy, physiotherapy etc)

YES ☐ NO ☐
9. May we help your child to apply their sun cream as necessary?

YES ☐ NO ☐

If you answered yes to any of the above, please give further details below:

Please list any minor conditions which may affect your child (eg, hay fever, allergic to sticky plasters etc):

Travel Arrangements

Please find listed below methods of transport for getting to and from school. Please tick the method you will mostly be using.

- ☐ Walk
- ☐ Car/Van
- ☐ Car Share
- ☐ Cycle
- ☐ Taxi
- ☐ Public Transport ie Bus

Meal Type

Please indicate below meal type your child will usually have at school (please see page 11 for more information).

- UIFSM (Reception/Year 1/2)
- ☐ Packed Lunch
- ☐ Hot school Meal (Booked through Chartwells direct)
- ☐

Parental Consents

Are you agreeable to your child taking part in School Assembly?

YES ☐ NO ☐

Do you give permission for your child’s photograph to be used in the local newspapers, on school brochures, school leaflets etc?

YES ☐ NO ☐

From time to time your child will be involved in cooking activities, science tasting activities, etc. Do you give permission for them to eat the items involved, dependant on food allergies, religious beliefs etc?

YES ☐ NO ☐

Do you give permission for us to discuss your child with their pre-school, and with outside agencies such as educational specialists, school nurse, medical authorities etc?

YES ☐ NO ☐

During your child’s time with us, it is possible that local visits will be made within walking distance of the School. The children would be supervised by their class teacher and other adults. Do you give your consent to this?

YES ☐ NO ☐

Access to the Internet. Please read and complete the ‘Pupil Acceptable Use Policy’ page 8, 9 regarding VLE, internet and email before answering the following questions:

Does you child have access to the internet at home?

YES ☐ NO ☐

I give permission for my child to access computer services such as VLE and the internet, under supervision and within the remit of the National Curriculum:

YES ☐ NO ☐

My child’s work may be published on the School Website/VLE:

YES ☐ NO ☐

My child’s image may be published on the School Website/VLE:

YES ☐ NO ☐

Ethnic Monitoring Survey

The Secretary of State for Education requires the Local Education Authority to provide information on children’s ethnic origins, language and religion. You are requested to complete and return the form on page 7, but are under no obligation to provide the information.

First Language

A data requirement by the DfE is the recording of the Pupils’ First (or Home) Language. Collecting this information gives a clear message to children and parents that their identity is recognised and valued within the school community. It encourages a greater awareness of the importance of language in learning, as well as supporting equality and diversity policy and practice. 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”.

Definition of Disability

The definition of disability as per DWP (2006) Disability Discrimination Act states is “a disabled person (child or adult) is someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities”.

Privacy Notice

Please refer to our school website for details. <https://upper-beeding.eschools.co.uk/web>

Email Contact

As part of our continuing effort to save resources by reducing our paper usage within the school environment, newsletters and correspondence are sent out via email.

Email address for correspondence:

Text Message Updates

We send out text messages to parents as an additional form of communication. This is automatically sent to the 1st contact on this form.

Copies of newsletters, details of term dates etc, will also be available from the School Office and on our school website <https://upper-beeding.eschools.co.uk/web>
Please sign to confirm the information you have provided is correct.

Signed (Parent/Carer):

Please print name:

Date: / /



Please print pupils full name:

Please study the list below and tick one box only to indicate the ethnic background of the child named above:

White

☐ British

☐ Irish

☐ Traveller of Irish Heritage

☐ Gypsy / Roma

☐ Any other White background

Asian or Asian British

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian background

Black or Black British

☐ Caribbean

☐ African

☐ Any other Black background

Mixed

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other mixed background

Other

☐ Chinese

☐ Any other ethnic background

☐ I do not wish an ethnic background to be recorded

Home Language: (please specify):

RELIGIOUS AFFILIATION: (Please select from the options below)

☐ Anglican ☐ Baptist ☐ Christian ☐ Hindu ☐ Jewish ☐ Methodist ☐ Muslim ☐ Roman Catholic ☐ Sikh

☐ United Reform Church ☐ Other

Any Other Religion (please specify):

Is English an additional language): ☐ YES ☐ NO

If yes please give details of the language spoken:

☐ I do not wish to provide details

Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority (WSCC) and the Department for Education (DfE) to contribute to local and national statistics. The information will also be passed on to future schools, to save having to be asked for again.

Signed (Parent/Carer):

Please print name:

Date: / /

Please tear here

Children's Use of the Internet/VLE

As part of the school's IT programme, we offer pupils supervised access to the Internet. Before your child is allowed to use the Internet, we require parental permission.

Access to the Internet will allow pupils to explore a huge range of sources of information, and to exchange messages with other Internet users throughout the world. However, families should be warned that some material accessible through the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. Every effort has been taken by the school to ensure that pupils are only able to access suitable information sources by using a Local Authority approved server which operates a green filter. This filter should ensure that the school computers can only access sites which have been previously vetted and approved for school use. Whilst it is our aim for Internet use to further educational goals and objectives, it is always possible that pupils may find ways to bypass the filter, and access other materials. However, we believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

The school recognises that parents and carers have the ultimate responsibility for setting and conveying the standard that their children should follow. This is exercised on a daily basis through the control exerted over their child's access to information sources such as television, telephones, films, radio and other media. During school time, teachers will exercise equal vigilance in guiding pupils only towards appropriate materials. However, the school supports and respects each family's right to decide whether or not to give permission for their child to have access.

I would be grateful if you could read and complete the Pupil Acceptable Use Policy.
Thank you for your cooperation.



Step 3

Step 4

All pupils must follow the rules in this policy when using school computers, and the school VLE.

Pupils that do not follow these rules may find:

- They are not allowed to use the computers
- They can only use the computers if they are more closely watched.

Their teachers will show pupils how to use the computers.

Computer Rules

- 1 I will only use polite language when using the computers.
- 2 I must not write anything that might upset someone or give the school a bad name.
- 3 I know that my teacher will regularly check what I have done on the school computers.
- 4 I know that if my teacher thinks I may have been breaking the rules, they will check on how I have used the computers before.
- 5 I must not tell anyone my name, where I live, or my telephone number over the Internet.
- 6 I must not tell my username and passwords to anyone else but my parents.
- 7 I must never use other people's usernames and passwords or computers left logged in by them.
- 8 If I think someone has learned my password then I will tell my teacher.
- 9 I must log off after I have finished with my computer.
- 10 I know that messages and e-mails are not guaranteed to be private. I must not send unnamed messages and e-mails.
- 11 I must not use the computers in any way that stops other people using them.
- 12 I will report any websites that make me feel uncomfortable to my teacher or another adult.
- 13 I will tell my teacher or another adult straight away if I am sent any messages that make me feel uncomfortable.
- 14 I will not try to harm any equipment or the work of another person on a computer.
- 15 If I find something that I think I should not be able to see, I must tell my teacher or another adult straight away and not show it to other pupils.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

Using a computer with another person's username and password.

Creating or sending on the Internet any messages that might upset other people.

Looking at, or changing work that belongs to other people.

Waste time or resources on school computers.

Pupil User Agreement Form for the Pupil Acceptable Use Policy:

I agree to follow the school rules when using the school computers. I will use the network in a sensible way and follow all the rules explained by my teacher.

I agree to report anyone not using the computers sensibly to my teacher.

I also agree to tell my teacher or another member of staff if I see any websites that make me feel unhappy or uncomfortable.

If I do not follow the rules, I understand that this may mean I might not be able to use the computers.

Pupil Name:	Class:
I realise that any pupil under reasonable suspicion of not following these rules when using (or misusing) the computers may have their use stopped, more closely monitored or past use investigated.	
Signed (Parent/Carer):	
Please print name:	
Date: - - / - - / - -	

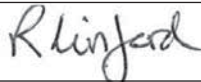
Please tear here

Please print pupils full name:

We encourage every individual to be the best they can be; to be ambitious in their learning, welcoming every opportunity and enjoying every challenge so that they can confidently embrace the future. We believe that this can only be achieved in partnership with parents/carers. This agreement is the foundation of that partnership.

The school will:

- Provide a rich, stimulating and secure learning environment in which there is opportunity for all children to achieve success and to develop to their full potential.
- Provide access to a creative, broad and balanced curriculum.
- Encourage the children to work hard, to do their best at all times.
- Encourage the children to behave well and respect each other and their environment so that they develop good citizenship.
- Work in partnership with parents and the wider community, seeking to provide a welcoming atmosphere and dealing effectively with any complaints.
- Inform parents about the aims of the curriculum, homework expectations and school activities through regular newsletters and notices about special events.
- Inform parent/carers about their child’s progress at parent/carer/teacher consultations, through the annual pupil report and through verbal feedback and discussions about any concerns as they arise.

Head Teacher Mrs R Linford: 

Parents/carers will:

- Ensure that their child arrives at school on time (8:45am) and is collected promptly at the end of the day (Reception and Key Stage 1 at 3:10pm, Key Stage 2 at 3:15pm).
- Ensure their child attends school every day, avoiding taking children out of school except in exceptional circumstances and as agreed with the school.
- Contact by 9:30am on the first day with an explanation for absence.
- Attend Parent/Carer/Teacher consultations to discuss their child’s progress.
- Ensure that their child is appropriately dressed each day in the correct school uniform and that the appropriate kit is available for physical activities.
- Ensure that their child has done the homework set by the class teacher and that they have signed the appropriate Reading Record / Homework Record.
- Work in partnership with the school to maintain good behaviour and support the school’s policies on behaviour.

Parent/Carer signature:

Date: – – / – – / – –

Children will try their best to:

- Work hard and always do their best.
- Be kind, caring and friendly towards each other.
- Be polite and well behaved.
- Bring things that they need each day and look after them.
- Respect and take good care of the school buildings and equipment.
- Follow the classroom and playground rules, which are agreed with them and displayed around the school .

Child’s signature:

Date: – – / – – / – –

A summary of our Good Behaviour Policy and the school Homework Policy can be found on our website and will be reviewed regularly as part of the cycle of policy review.

Step 5

Key information

What are our school times?

- Reception - Early Years
- School is open from 8:45am
 - Registration is 8:55am - 9:00am
 - School finishes at 3:10pm

KS1 - Years 1 & 2

- School is open from 8:45am
- Registration is 8:55am - 9:00am
- School finishes at 3:10pm

KS2 - Years 3 & 4 and Years 5 & 6

- School is open from 8:45am
- Registration is 8:55am - 9:00am
- School finishes at 3:15pm



Arrivals and departures

School gates are unlocked, and children are allowed on to the school site from 8:40am. The school buildings open at 8:45am. We are a Healthy school and actively encourage parents to walk, cycle or scoot their children to school . Parking in and around the school causes significant health and safety issues for all our families and local residents. We understand that there are parents who have to drive their children to school but we would ask you to park a suitable, safe distance from the school and walk the children in.

The school car park is not for parents at the start or end of the school day, unless there are exceptional circumstances discussed with the Headteacher. Parents are also asked not to bring dogs/pets into the school grounds for health and safety reasons.

Reception and Years 1 and 2: parents/carers of children are welcome to bring their children into the cloakroom and the classroom, especially if they want to pass on information to a member of staff. Children arriving after registration will need to go to the School Office and will be marked in as late on the school register. School finishes at 3:10p.m. Gates are unlocked at 3:05pm. Parents/carers of children in Years 1 and 2 meet their children at the outside door to the classroom. Reception children are brought to the outside gate. No child is allowed to leave until the class adults have seen a parent or carer; if a different adult than usual is collecting them, please let their teacher know.

Years 3-6: any child arriving after registration will need to go to the School Office and will be marked in as late on the school register. School finishes at 3:15p.m. Parents can pick children up from the playground or wait at the outside door of the classroom.

School security

The school is secure during the school day with an electronic entry system in place. The gates are opened at 8:40am to allow parents and children access onto the playground, and locked at 9:00am. Visitors and any child arriving late must report to the School Office to sign themselves or their child in. Visitors into school will be required to sign in and wear a school lanyard. If you need to collect your child before the end of the school day you should also go to the School Office to collect and sign them out.

Uniform

We encourage our pupils to wear their uniform with pride and expect all children to abide by our school uniform policy. School uniform details are as follows:

Girls

- Navy pinafore, skirt or trousers
- Gold polo shirt with school logo
- White, navy or grey socks or tights
- Navy V-neck pullover or cardigan with school logo
- Black or navy enclosed shoes
- Waterproof coat
- Summer Uniform: Summer dress, yellow or blue, stripes or checks

Boys

- Navy long or short trousers
- Gold polo shirt with school logo
- Grey or navy socks
- Navy V-neck pullover with school logo
- Black or navy enclosed shoes
- Waterproof coat

Note: In addition to the uniform you will need to purchase a navy book bag with school logo for homework

PE

- P. E. Kit – Boys and Girls from Years 1 – 6
- Sports top in House colours with school logo or plain white T-shirt
- Navy shorts
- Plimsoles Reception; plimsoles/trainers Year 1-2; trainers Year 3 - 6
- PE bag with school logo

Optional

- Navy leotard for apparatus work (girls)
- Navy tracksuit (for outside winter wear)

PLEASE LABEL ALL UNIFORM WITH YOUR CHILD’S NAME.

School uniforms can be obtained from:
First4Uniform, 32 North Road, Lancing, West Sussex, BN15 9AB
Tel: 01903 751181 Web: www.first4uniform.com Email: sales@first4uniform.com
Details of the school uniform prices and where to order can also be found on our website. We also have a second hand uniform shop in school run by Friends of Upper Beeding School (FUBS). Please ask at the School Office for details.

Food in school

Healthy school

We are a nut-free school, to safeguard our children with severe allergies. As part of the ‘Healthy School’s network, we encourage children to eat healthy food, and drink plenty of water. Every child is encouraged to have their own sports-style water bottle, which can be purchased from the School Office for £1. They can be filled from our chilled, filtered water fountains so that they have water available to drink at all times. These need to be taken home regularly to be washed.

School meals

Children in Reception, Year 1 and Year 2 (KS1) are now entitled to a free hot school meal at lunchtime (UIFSM-Universal Infant Free School Meals). If you do not wish to take up the free hot meal on particular days or the whole week, please let the School Office know so we can avoid food wastage. Chartwells, our hot school meals provider, are able to cater for special diets/ allergies. Please contact the School Office for more information.

Hot meals can also be ordered for children in Years 3, 4 , 5 and 6 (KS2). If you have a child in KS2 and would like to order them hot school meals, please order direct with Chartwells via www.mealselector.co.uk. They can also be contacted on 01243 836130 and 73041@compass-group.co.uk.

Packed lunches

If your child brings a packed lunch to school please make sure that all food and drink is in a suitable container, clearly marked with the child’s name. Please do not include food where the packaging is too difficult for the child to open or food that gets easily squashed or damaged. We encourage healthy eating and would not expect lunches to include sweets or fizzy drinks, and be a balanced meal.

Healthy snacks and drinks

We like drinks and snacks at break time to be an enjoyable part of children’s social development. All snacks are either fruit or vegetables and all drinks either milk or water. We hope that all children will participate in the milk scheme ‘Cool Milk’, details of which are in our admission pack or can be obtained from the School Office. Fruit and vegetables are provided free as part of the Government scheme for all children in Reception, Year 1 and Year 2 (KS1).

Frequently Asked Questions

Here are our answers, to the most frequently asked questions by parents new to the school. If you have any questions that are not answered here, please contact the School Office and we will be happy to help!

Absence

Absence from learning can have a dramatic impact on a child's progress and attainment at school. It is very important that every child attends school every day, unless they are unwell.

Illness

If your child is unwell, you are requested to telephone the school by 9:30am in the morning each day your child is absent from school.

Request for Absence

If your child needs to be absent from school for an exceptional reason, a 'Request for Absence during school Time' form must be completed and returned to the Headteacher for approval before the child is due to be absent. Family holidays during term time will not be authorised by the school.

Cycling and scooting

Pupils are allowed to cycle or scoot to school provide they are accompanied by an adult, wear a helmet and have obtained a cycle/scooter permit from the School Office. Once children in year 6 have successfully completed Bikeability and road safety training, they may cycle or scoot to school unaccompanied providing they have a cycle permit. Cycles and scooters are stored in the cycle racks at the front of the school during the day.

Hair styles, jewellery and make-up

Pupils are expected to have appropriate hair styles at all times – it should be tidy and of a suitable length, or controlled at all times to allow safe participation in classroom or P.E. activity. If hair is past shoulder-length, it should be tied back off the face. Hair should not be dyed bright colours and only a minimal amount of hair gel/hairspray to be used if necessary. A completely shaved head is deemed inappropriate for school.

No jewellery of any kind should be worn during P.E. and sport lessons (this includes earrings, ear studs, watches, rings, necklaces or bracelets). These regulations also apply to any after school activities. For classroom-based lessons, we permit ear studs and watches. Pupils are responsible for removing any jewellery prior to activities and storing them in a safe place (this is not the responsibility of the teaching staff). The school can accept no responsibility for lost items of jewellery or for children who suffer injury caused by wearing jewellery.

The only exceptions to the rules on jewellery are for religious, cultural or medical reasons, in which case plaster tape may be used. However, this does not apply to swimming lessons due to the risk of the plasters coming off in the water. For this reason parents are asked to have their child's ears pierced at the start of the school holiday to minimise disruption to lessons whilst the ear is healing.

Upper Beeding Primary School does not permit the wearing of make-up under any circumstances.

Clubs and activities

There are many lunchtime and after school clubs for children to enjoy including sports, music, information technology, art, language and storytelling clubs. Please refer to the school website for the current list of clubs. A timetable of clubs running each term is also available from the School Office.



Sport and PE

All children receive up to 2 hours of PE and Games a week, including:

- dance
- gymnastics
- team sports (like football, netball, cricket, rounders)
- athletics
- ...and outdoor adventure activities.

We also run many after school clubs and squads where pupils can further develop their skills in a particular sport. We have specialist coaches who support our delivery of the PE curriculum and take part in local competitions and participation sports festivals.

Houses

There are four houses at Upper Beeding Primary School.

- Roundhill
- Truleigh
- Chanctonbury
- Ditchling

Pupils are allocated a house when they start Year 1. Siblings are always in the same house. We encourage children to wear a PE shirt in the colour of their house.

House competitions

The children may take part in activities where they compete against the other houses, e.g. Sports Day. Children can also earn house points during the school day which all go towards them trying to achieve merit certificates and their house winning the "House Weekly Cup". Children are issued with a house point card to collect their house points on and every time they collect 20, they are presented with a certificate in assembly.

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 try to arrange transport – but it may involve children sharing lifts in other parents' cars. 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.

Assemblies and Religious Education

In keeping with statutory requirements, we provide a broadly based Christian collective worship opportunity for pupils. Our assemblies are led by a wide range of people: staff members, clergy, visitors and children at the school. Many of the main Christian festivals are celebrated. Upper Beeding Primary School follows the agreed West Sussex Syllabus for Religious Education. Parents wishing to withdraw their child from RE or Collective Worship on religious grounds should discuss this with the Headteacher.

Homework

The purpose of home learning is to support and enrich children's learning, develop independence and encourage personal organisation. We believe that parents have an important part to play in encouraging and supporting their child with their learning. The love of books and the enjoyment of reading is promoted throughout the school and children regularly bring home books to share with their parents. As children progress through the school, there is an expectation that they will undertake more rigorous activities including maths and related topic themes. Please see our Homework Policy on our website.



Frequently Asked Questions

Special Educational Needs

We believe every child is special and deserving of a personalised curriculum that addresses their specific needs. Within our school there are pupils who have specific needs that require additional support (as outlined in the SEND Code of Practice). In order for the school to successfully support these children we have adopted the following Aims and Principles:

- every child should have opportunity to achieve his/her potential
- all children with Special Educational Needs will be identified as soon as possible
- close co-operation with parents will enable home and school to work in partnership for the benefit of the child.

Pupils with a disability

As a school, we are committed to ensuring all pupils are valued equally. We seek to ensure that policies, procedures and practices take account of, and seek to remove, barriers which could deny children access to the educational opportunities available to other children. The integration of disabled pupils is assessed on an individual basis. We work with the child, parents, other identified agencies and the Local Authority to establish their needs and requirements. A plan is then agreed upon which ensures they are able to access the curriculum and participate in school life.

Access

The school has wheelchair access to all buildings, as well as the majority of classrooms. There are toilet facilities suitable for disabled children and adults.

Safeguarding and child protection

Our school has a duty to safeguard and promote the welfare of all children, and the Headteacher is required to report any obvious or suspected case of child abuse; which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare. This is intended to protect the child at risk and schools are encouraged to take the attitude that it is better to be safe than sorry. Any concerns relating to Safeguarding issues should be reported to the Headteacher or Special Educational Needs Coordinator (SENCo).

Charging policy

The school will ask parents for voluntary contributions towards the cost of outings or special events during the normal school day. The school will not exclude any child from an event if a voluntary contribution is not offered but reserves the right to cancel if insufficient support is received.

Contact and medical information

It is very important that the school has up-to-date contact and medical information for all pupils. Parents are asked to inform the school immediately if there are any changes to the information held about their child.

Medication

If a child requires medication during the school day, parents are requested to complete a Medication Consent Form. Only prescribed medicine can be administered and this must be supplied in a clearly labelled original container. With the exception of inhalers, no medication is to be kept in the possession of the children. In the event of a child requiring medicine that the school cannot give, parents/carers are asked to attend to administer the dose.



"Working with parents"

Friends of Upper Beeding Primary School (FUBS)

We are fortunate to have a highly motivated team of parents linked to the school who work hard to enrich the resources available to support our children. FUBS support the school both financially and in terms of time and goodwill. As a school we value their involvement and appreciate all the support they give us. A particular highlight of the work they do is the organisation of the Summer Fete and Christmas Fair. Other events are also run throughout the year. All parents of children at the school are automatically members. You are very welcome to join any meeting, the details of which are on newsletters and emailed out to parents.

Partnership with parents

Parents are very welcome at Upper Beeding Primary School. It is by genuinely working together that we can provide the best possible education for your child.

Workshops and annual school reports

We see education as a partnership for learning between home and school. We hold workshops and coffee mornings on curriculum issues; consultation meetings to enable you to celebrate your child's progress and identify how you can support their learning further; and provide a detailed annual report outlining your child's achievements across the whole curriculum. We also have at the end of the Summer term 'Welcome Meetings', giving you an opportunity to meet the new year group your child will be in and hear about the curriculum they will be covering and expectations as they move through the school.

Class teacher

We would encourage you to introduce yourself to your child's class teacher. If you have any concerns raise them with the class teacher or leave a message at the School Office so they can contact you.

Volunteers

We value your support in school and welcome parents and grandparents in to support in many ways. We have parents listening to children read, supporting group work, talking to children about their professions, etc. All volunteers must be DBS checked and this can be arranged through the School Office.

Special occasions

There are many occasions we love to share with the community throughout the year. You are invited to join us for special assemblies, sports events, performances and much more.

Communication

We like to keep you informed as much as possible. Regular newsletters throughout the term cover dates and general information and are emailed to you. You can also visit our website for further news on events.

Weekly letters and texting

Weekly information letters from your child's class teacher keep you up-to-date with the detail of the class activities and any homework they have been given. This can also be found on our VLE. All children and parents have their own logins. Please contact the School Office if you cannot access our VLE. (<https://upper-beeding.eschools.co.uk/login>) We also have a text messaging service to ensure we keep you informed.

Parent says:

"Our experience has been fantastic! Thank you!"

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: <https://upper-beeding.eschools.co.uk/web> and click on 'Our School' and then scroll down to 'Policies' to read some of our policies.

Key policies

Some of our key policies are:

- Teaching and Learning
- Charging
- Child Protection
- SEND
- Good Behaviour
- E-Safety
- Health & Safety
- Feedback
- Spiritual, Moral, Social and Cultural
- Homework

Also available in this section of our website is a helpful Homework Guide, and information on cyber bullying.



Step 1



Step 2



Autumn term 2016

Starts: Monday 5 September*

Half term: Monday 24 October to Friday 28 October

Ends: Friday 16 December

Christmas Break: Monday 19 December to Monday 2 January



Spring term 2017

Starts: Tuesday 3 January

Half term: Monday 20 February to Friday 24 February

Ends: Friday 7 April

Easter break 2017: Monday 10 April to Friday 21 April



Inset days

5th September, 6th September, 3rd January, 5th June, 7th July



Summer term 2017

Starts: Monday 24 April

Half term: Monday 29 May to Friday 2 June

Ends: Tuesday 25 July



* For children starting in reception classes the Autumn Term start date will differ from above. Parents will receive welcome packs, be invited to welcome meetings and details of their child's start date will be provided and explained.
Please note that details of Inset days will be made available on the school website and published in the schools newsletters.

Ofsted say:

"Pupils make excellent progress from their starting points, leading to outstanding achievement."

Parent says:

"A wonderful primary school that we would happily recommend to anyone. It has a family feel to it."

Ofsted say:

"Children benefit from excellent facilities, both indoors and outdoors."

Parent says:

"Upper Beeding Primary School is a fantastic school and I am pleased with my daughter's education and well-being at school."

UPPER BEEDING PRIMARY SCHOOL
School Road, Upper Beeding, West Sussex BN44 3HY

Headteacher: Mrs R Linford

