



# Parent Handbook

# Corringham

**Church of England Primary School**

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



**CORRINGHAM**

**Let's learn together**





## Mrs Esther Watt Jones, Headteacher, says:

### Welcome

Welcome to Corringham Church of England Primary School and I look forward to getting to know you and your child.

### 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 11 is Key Information and pages 12 - 13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01427 838270 and we will be happy to help!

### Policies and term dates

On page 15 are details of some important policies you need to know about and term dates.

*It is lovely to hear that your child is starting at our fabulous school. Thank you for selecting us!*

## Step 1

### STEP 1: PUPIL ADMISSION FORM

Corringham Church of England Primary School

Pupil Name		D.O.B
Address (including postcode)		
Email address:		
Priority Mobile Number for our Text messaging service:		
Contact Telephone Numbers - in order of preference please	Name of Contact	Relationship to child
1st		
2nd		
3rd		
4th		
Mother/Guardian – place of work		Telephone Number
Father/Guardian - place of work		Telephone Number
Doctors Name		Telephone Number
Any known medical conditions (eg. Asthma) - please complete the Regular Medication Form, if needed.		
Any known allergies - food/medical - typical reactions and actions needed..		
I consent to my child taking part in food tasting activities.		Signed:
I consent to my child taking part in face painting activities.		Signed:
I consent to my child being taken on short visits around the village e.g. to the church/village hall.		Signed:
I give permission for my child to watch PG films		Signed:
Is there anybody who should not have access to your child or his/her records?		

Please tear here



School Meals

Are you entitled to claim free school meals for your child? YES NO

If you would like to claim for free school meals, an application will have to be submitted. Please contact the School Office or visit the Free School Meal website: <https://lcc.cloud.servelec-synergy.com/parentportal/>

Services Children in Education

Are you a Services Family? YES NO

Traveler Children in Education

Are you a Traveler Family? YES NO

Special Needs

Does your child have any Special Educational Needs YES NO. If yes, please state which Special Education Need/s your child has:

Ethnicity	Home Language Spoken	First Language Spoken	Religion

Is English an additional language?	Mothers Country of birth	Fathers Country of birth
YES NO		

If English is an additional language what level do you consider your child to be at

Fluent Average Poor No English Spoken (please tick as appropriate)



Name of Child:

Class:

If your child suffers from an asthma attack or another condition at school, what should he/she do?

Emergency telephone numbers:

Name of contact:	Tel no:
Name of contact:	Tel no:
Name of contact:	Tel no:

What type of medication does your child take for their condition/s?

Can he/she administer it for him/herself?

If a medication is to be used at school it must be clearly labelled with your child's name. Unless specific alternative arrangements are made, this medication will be kept in the safekeeping of the First Aider or class teacher. Please inform us of any further information you feel is relevant. Do also let us know of any changes of details which might affect your child's safety or well being.

We

Being the parents of:

Agree to indemnify the Local Authority and its employees against any claim arising as a result of the School agreeing to accept for safekeeping, or to administer drugs or other medication supplied by us to Corringham CE Primary School to our son/daughter.

Signed:

Date:





Agreement on behalf of (child's name)

SCHOOL - The school will:

- 1.. maintain high expectations and standards in all aspects of its work;
- 2.. encourage and model responsible behaviour and respect for others;
- 3.. provide a happy and supportive environment to encourage individuality and independence;
- 4.. encourage each child to take care of his/her belongings and the property of others;
- 5.. keep you informed of your child's progress at regular meetings and through annual reporting to parents and ensure all teachers are available, by mutual agreement, to discuss any concerns you might have about your child's progress or general welfare;
- 6.. provide home learning tasks or projects routinely, supporting your child's learning needs and developing curiosity, creativity and enjoyment;
- 7.. actively welcome parents/carers into the life of the school and communicate providing information about the school and events;
- 8.. actively promote e-safety awareness;
- 9.. adopt a policy for the Safeguarding and Promoting Children's Welfare in line with all statutory requirements to reflect best practice.

PARENTS/CARERS - I undertake to:

- 1.. ensure my child arrives at school on time every day;
- 2.. ensure my child attends regularly and that absences are properly notified;
- 3.. share concerns or problems which may affect my child's work or behaviour and to work in partnership with the school, endeavouring to communicate directly with the school;
- 4.. support my child's learning by establishing clear homework routines and wherever possible promote opportunities for home learning;
- 5.. promote enjoyment of reading as a positive role model including reading to and with my child
- 6.. acknowledge the benefits of curriculum enrichment activities by supporting my child's participation in for example school productions and educational visits including residential trips;
- 7.. attend parents' evenings and other meetings in relation to my child; and wherever possible, special occasions and workshops to support my child and the school;
- 8.. use social media responsibly including not posting comments which may impact negatively on the school's reputation;

- 9.. work with the school to combat bullying including monitoring my child's use of social media and work with the school to eliminate the potential of cyber-bullying;
- 10.. support the school in the implementation of its behaviour policy
- 11.. support the school in upholding the Safeguarding and Promoting Children's Welfare policy and follow advice in line with the policy including beginning and end of day procedures

CHILDREN - I agree to:

- 1.. respect and maintain the school's golden rules;
- 2.. always try to do my best in my lessons and homework;
- 3.. always try to enjoy school and help other children do the same;
- 4.. engage fully in learning how to keep safe including how to use IT responsibly, including social media;
- 5.. always try to keep safe by following school rules and procedures.

BY WORKING TOGETHER WE WILL:

- 1.. nurture the child through spiritual, moral, social and cultural experiences which help to prepare him/her for the opportunities and responsibilities of later life:
- 2.. support learning through promoting positive attitudes and helping the child to achieve his/her best;
- 3.. celebrate achievement;
- 4.. develop positive relationships and help build good self-esteem, confidence, independence and responsibility;
- 5.. celebrate difference and diversity; and promote equality
- 6.. ensure safe and responsible use of IT;
- 7.. actively safeguard all children.

AGREEMENT ON BEHALF OF:

School:

Parents/Carers:

Pupil:

To be completed by parents/carers who do not wish to sign our Home-School-Child Agreement I have received a copy of the Home-School-Child Agreement but do not wish to sign it

Parent's/Guardian's signature :

Step 3

Step 4

During your child's time at our school, we may take photographs of the children at our school. These images may be used in our school prospectus, in other printed publications that we produce, on our school website, or on project display boards in school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Occasionally our school may be visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Pupils will often appear in these images, which may appear in local or national newspapers or on televised new programmes.

Please see our school website for the full policy or ask at the school office should you need clarification.

In order that we can protect your child's interests, and to comply with the Data Protection Act, we require that you answer the following questions and sign below.

- 1. May we use your child's photograph in the School prospectus and other printed publications that we produce for promotional purposes, or on project display boards, etc?  
YES NO
- 2. May we use your child's image on our school Website/ Facebook Page (Names will NOT be published alongside photographs)  
YES NO
- 3. May we record your child's image on video?  
YES NO
- 4. May we allow your child to appear in the media as part of school's involvement in an event? For example, used in publicity for an establishment we visit such as Uncle Henrys or the Cathedral.  
YES NO

I have read and understand the conditions of use.

Parent's or Guardian's signature:

Name (block capitals please):

Date:

Name of child:

Please note, photographs on our webpage or Facebook WILL NOT include your child's name unless we have agreed with you directly.



Please tear here



CONDITIONS OF USE

- 1. This form is valid for the period of time your child attends this school.
- 2. The school will not re-use any photographs or recordings after your child leaves this school without further consent being sought, unless previously used.
- 3. The school will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image, on video, on our website, the school Facebook page, in the school prospectus or in any of our other printed publications.
- 4. The school will not include personal e-mail or postal addresses or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- 5. If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption.
- 6. If we use the full name of a pupil in text, we will not use a photograph of that child to accompany the article.
- 7. We may include pictures of pupils and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels, such as 'a science lesson'.
- 8. We will only use images of pupils who are suitably dressed.
- 9. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Notes on Use of Images by the Media

- If you give permission for a child's image to be used by the media then you should be aware that:
- \* The media will want to use any printed or broadcast media pictures that they take alongside the relevant story;
  - \* It is likely that they will wish to publish the child's name, age and the school name in the caption for the picture (possible exceptions to this are large group or team photographs);
  - \* It is possible that the newspaper will re-publish the story on their website, or distribute it more widely to other newspapers or media organisations.

If the media requests pupils names, **only first names** will be shared unless individual consent has been gained from the parent.



Step 4

Step 5

Pupil name:

	Is your child attending a club until 4.15pm (Year 1-6 only)	Who will collect your child?
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

In the event of an emergency, please give us a password which can be used if an alternative person is sent to collect your child.

Password:

We will contact you directly to check collection arrangements if the person is not known to us.

Please give us your preferred first contact number should we need to contact you at the end of the day.

Contact number:

We appreciate there may be occasions when you are delayed, due to traffic for example, however please make every effort to be on time. If your circumstances change or you think you will be late in collecting, please call the school office 01427 838270 who will update the 'end of day' collection board in at the pupil entrance. This also reduces the stress caused to your child if we are able to inform them you are on your way.





This agreement sets out to clarify the responsibilities of the school in providing a before/after school club and make clear the responsibilities of parents/carers in order to ensure the smooth running of the provision.

The Club agrees to:

- Adhere to school policies at all times in relation to child protection, safeguarding, administration of medicines, first aid, supervision and complaints.
- Make available any or all of the above policies on request within 5 working days.
- Provide a healthy breakfast/meal appropriate supervision and play activities.
- Notify you of any changes to the charges and give 4 weeks notice before implementing these changes.
- Maintain a transparent charging structure that encourages regular use of the facility
- Notify you by text message as early as is practicable of any cancellation of the breakfast club and refunds will be given in such instances.
- Where school is closed, due to snow, for example, the Club will not run.

Signed: Headteacher

We as Parents/Carers agree to:

- The Club policy which states that places are allocated on a first come first served basis.
- Complete a booking form and pay for my child's place in advance, during the first week of term.
- Where 'ad-hoc' bookings are made, ensure that payment is made before or on the day of your child's attendance at Club.
- Payments being made by cash or cheque at the school office accompanied by the booking form.
- Support the School in its adherence to policies, namely our Administration of Medicines and Behaviour Policies.
- The Club's policy of only issuing refunds where the club is cancelled by the School.
- Report all absences from School to the School office as in normal practice. Non-attendance at the Club is not justification of this action not being taken.
- Stick to the booking for your child's place by not arriving earlier than the opening time unless by prior arrangement.
- Accompany my child into the Club to sign the 'Signing In/Out' sheet.
- The understanding that all consents already given to school extend to Club (eg photograph consent).
- First aid being carried out by a trained first aider as per the school's policy if required.

Signed: Parent/Carer

Registration Form
Child's First name:
Child's Surname:
Child's DOB:
Are you requiring: before [ ] after [ ] or both club? [ ]
Name of Parents:
Telephone Numbers:
Mobile:
Work:
Home:
Name, Telephone Number and Relationship to Child of person(s) regularly dropping off/collecting your child if different from above

Name and Telephone Number of Person to Contact in an Emergency (Outside school hours only)
Parent contact details:
Other responsible adult details:

Details of any Special Dietary Requirements or Allergies:

Details of any Significant Health Issues (including a special educational need and/or physical disabilities statement):

I would like my child to attend Breakfast/After School Club and confirm that I agree to the terms relating to bookings, fees and the organisation of the provision stated in the Parent/Carer Agreement.

Signed: Parent/Carer

Once we have received this document, you will receive a termly booking sheet from the school for you to select the days you wish to access the club.

Step 6

Key information

What are our school times?

- Pupils are able to come into School between 8:50 - 9am
- School starts at 9.00am and ends at 3.15pm.
  - Lunch break: 12.20pm – 1.20pm (KS2)  
12.15pm – 1.20pm (KS1)

Breakfast Club

Our Breakfast Club runs from 7.45am – 9.00am. A full session includes breakfast and costs £4.00 per child, or from 8.10am – 9.00am without breakfast costs £2.00.

In September, we are pleased to be able to offer a new after-school club. This should run from 3.15-5.30 daily. Please ask at the office for further information.

Arrivals and departures

Please note there is no parking available on the school premises. We are in the process of applying for a National School Travel Award and encourage parents and children to 'Park and Stride' from the Village Hall, either on foot or by bicycle or scooter.

We endorse the Living Streets initiative, and children are rewarded with a badge if they take part. If you must drive to school, please try to 'drop and go' and respect the parking rights of local residents.



Uniform

School uniform is strongly encouraged. The school colour is navy blue with grey bottoms. All items are readily available from local suppliers. If required, sweatshirts/t-shirts etc with the school logo are available from school. (Order forms are available on our website, or by asking at the school office.)

Boys:

- Grey trousers or shorts.
- White or navy polo shirt or shirt.
- Navy jumper.

Girls:

- Grey skirt, pinafore or shorts.
- Blue gingham summer dress.
- Navy jumper or cardigan.
- White polo shirt or blouse.

PE. and games

Boys and girls:

- Black or navy shorts.
- White or pale blue t-shirt or polo shirt.
- Black or navy jogging bottoms.
- Plimsolls or trainers.

Swimming:

- Swimming trunks or costumes.
- Swim hat.
- Towel.

Other recommended items:

- We recommend the navy reversible raincoat, or the navy fleece with the school logo.
- Bookbag.
- Drawstring PE./swimbag.
- Water bottle (school will provide the first one free of charge.)

Labelling of clothing

Please ensure that all clothing and possessions are clearly marked with your child's name. The school will not accept responsibility for lost or damaged belongings.



Food in school

Hot meals are available for all children at a cost of £2.30 per day. They are very popular with our children. Menus are sent home termly. You will see that every day there is a wide selection of meals. Each day there are five different options...from a traditional roast dinner to a jacket potato. Children are not obliged to have every meal within the fortnightly order period. Some choose to have hot dinners every other day or just on a particular day.

Children may go home for lunch if you let us know. Please ensure that your child does not return until 5 minutes before the start of afternoon school, since the supervision levels are calculated on the numbers of children staying in school.

Packed lunches

Children who bring a packed lunch eat in the classroom or on the field in the summer. Please ensure that your child brings their food in a secure, unbreakable container clearly marked with their name. If you wish to send a drink then it should be in an unbreakable container and not a fizzy drink. We include items on our newsletters about healthy eating and we discourage sweets and chocolate bars. Please note: foods containing nuts of any kind are not permitted as we are a strictly nut-free school.

Free School Meals

All children in Early Years and Key Stage 1 are entitled to a free school meal each day. Older children may also be eligible for free school meals if the family is in receipt of certain benefits; please ask for details in complete confidence at the school office.

Even if your child is in Early Years or Keystage, please also apply for free school meals.

We strongly advise all parents to apply for free school meals as it contributes towards the Pupil Premium funding for our school, benefitting all pupils. Your child will receive meals in exactly the same way as other pupils and will not be identified as receiving a free meal.

Snacks and drinks

All children in Key Stage 1 receive free piece of fruit. Key Stage 2 children are encouraged to bring their own fruit or other healthy snack, and may wish to purchase milk under the Cool Milk scheme.



# 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!

## Absence

At Corringham, we have a ‘first day response’ policy. If your child is absent from school it is very important that you let us know the reason for absence as soon as possible.

### Security

As a security measure we ask parents to telephone the school as soon as possible on the first day of absence. Please inform the school of your child’s absence before 9.10am - telephone 01427 838270. If no message is received by closure of registration, a member of the office staff will telephone to ascertain why your child has not arrived at school. Regular and punctual attendance is an important part of a child’s educational development and our high attendance figures are a result of strong parental support.

### Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

### Holidays in term time

Family holidays, reunions, special birthdays and other family events are not considered exceptional and so we will not be able to grant leave of absence for such events.

Requests for holidays in term time will not be authorised unless there are very exceptional circumstances.

### Other absences

Other absences or lateness will be classified as Unauthorised Absences and they will have to be published as part of the school’s annual statistical record and in your child’s annual report.

## Medication in school

School staff will only administer medicines after parents have filled in a request slip, available at the office. Medication such as antibiotics will only be administered when the dosage states four times per day or more. It is also permissible for parents to visit school

at lunchtimes for this purpose. Pupils with asthma will have immediate access to their own inhalers.

## Mobile phones

Mobile phones are not permitted in school.

## Jewellery, toys and other personal items

Unless requested by a teacher for something special, children should never bring toys or other items from home, since they become broken or lost so easily and this causes upset. No jewellery should be worn at school except for a watch. If ears are pierced only plain studs are acceptable. Children will not be allowed to wear earrings or other jewellery for P.E. and the children will be responsible for taking them out. The school will not be responsible for any jewellery that is lost or damaged.

## Helping to support children’s learning at home

At Corringham CE Primary School we value the support that parents are giving the school by helping with homework. Whilst we realise that the pressures of time and family commitments sometimes make this difficult, we cannot stress how important your involvement in your child’s education is.

### Key Stage 1

In Key Stage 1, children are allocated about 30 minutes homework per week. This may be in the form of reading, spelling, literacy or numeracy, in discreet subjects or as part of a topic research activity.

### Key Stage 2

In Key Stage 2, children may be given tasks such as reading and spelling and multiplication tables. They are also set a selection of topic/theme-based activities which can be completed over a full term. This allows children to select tasks they may have an interest in. Progress is assessed each week, with children who do not complete their homework losing some of their own time to complete the work. The school monitors children who do not actively support the homework policy. Some homework set may be challenging but should be completed by children and parents together. Homework may also be used as a way of assessing prior knowledge before the beginning of a topic or reinforcing learning.

### Reading

All children are allocated with reading books, which should be shared with parents for a

minimum of 3 times a week. These books are chosen by the child from a range to suit their ability. As well as this reading, your child takes part in shared reading daily and guided reading weekly, in addition to the literacy lesson.

## Internet safety

We offer a wide range of ICT opportunities to our pupils and believe in teaching the skills needed to access the technology on offer in the modern world. Children use our laptops and iPads across the whole curriculum and each classroom has access to an interactive whiteboard and Apple TV.

### Use it wisely

E-safety is very important. We have assemblies and regular class discussions about the importance of using technology wisely and safely. All teaching staff have received training in identifying and supporting e-safety concerns in the school and this is regularly updated. Our e-safety governor is Mrs V Elwess and she too has accessed E-safety training. Each term we send parents a copy of DITTO, an E-safety magazine to help keep you up to date with issues.

Internet access is age-appropriately filtered. Children and parents are asked to read and adhere to our Acceptable Use Policy.

## Issues concerning children’s welfare

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 do not try to deal with it immediately before or after school, but ask to see the teacher at a suitable time.

## Parent evenings and reports

Reports are produced once a year and parents will have the opportunity to discuss this in school at twice-yearly Parent Evenings.

## Clubs, activities, trips and visits

We offer a range of lunchtime and after-school clubs. These change regularly but currently include:

- Construction.
- Science.
- Cookery.
- ICT.
- Board games.
- Variety of sports.

# Frequently Asked Questions

## Enrichment programme

We hold as many trips and visits as possible, and arrange visitors into school. Parents may be asked to make a small contribution to the cost of these, but we make every effort to keep these costs as low as possible. Recently we have arranged:

- Day at the Lincolnshire Show.
- Science trip to Halifax.
- A visit from a Paralympian.
- A day at RAF Scampton
- A visit from an author
- A fun day on the beach

## Residentials

Years 5 and 6 have the opportunity to go on a residential trip to Duke’s Barn Outdoor Activity Centre. Details will be provided well in advance.

## Special Educational Needs

All pupils in our school study the National Curriculum. It is estimated that approximately 20% of pupils may experience learning difficulties at some point during their education.

### Flexible approach

We believe there are considerable benefits for all pupils in catering for special educational needs in the mainstream class. Some pupils may, however, at times require more specialised teaching, which can better be provided within a small group situation away from the main classroom.

Our Special Educational Needs Co-ordinator (SENCO) is Mrs A Jones. All staff share responsibility for pupils with special educational needs in their classes, including those with a significantly greater learning difficulty than the majority of their peers and more able pupils. Pupils are taught in mixed ability classes.

### Support

Class teachers provide the support required, largely by the provision of differentiated material. Teaching assistants provide support for children in the classroom and also in small group tuition, under the guidance of the class teacher. Special provision is given to those pupils with an EHC. Our school has experience and expertise in teaching pupils with learning difficulties, supported by a wide variety of materials and equipment.

## Charging policy

All education during school hours is free. We do not charge for any activity undertaken

as part of the National Curriculum with the exception of individual or group music tuition.

### Voluntary contributions

- When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.
- Some activities organised by the school require voluntary contributions from parents. These activities are known as ‘optional extras’ and may include visits to museums, sporting activities which require transport expenses, outdoor adventure activities, visits to the theatre, residential trips, musical events, etc.
- Residential visits. If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging. Parents of children entitled to Pupil Premium as it is presently constituted may approach the school to request a discounted fee.
- Music tuition. All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of certain benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.
- Swimming. We are proud that we are able to offer lessons for all children. These take place in school time and are part of the National Curriculum. We make a small charge to cover part of the cost for this activity. The PTFA pay for the lifeguards and instructors, the school pay for the cost of

the swims and we ask parents to contribute £2.00 as at September 2015 for the cost of the coach. We inform parents when these lessons are to take place.

- After school activities. There will usually be no charge for these activities. A small charge will be made to cover the cost of those activities which require additional resources such as cookery.

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

In the event of emergency closure, parents will be contacted via text, and the information will be published on our Facebook page and on local radio <https://www.lincsfm.co.uk/> It is important that we have your up to date contact details.

### Stay in touch

The school appreciates that during bad weather children may arrive later than normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

### Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.



# Parental involvement

## PTFA

Corringham C of E Primary School has a PTFA that is run by parent volunteers. We hold fundraising events and activities through the year to raise money that goes directly back to the children. We help subsidise the cost of school trips, extra swimming lessons the children's Christmas party and provide help with funding for anything that may benefit the children. Some examples of the events and activities we run are school discos, Christmas and summer fayres, film nights and class tea towel designing, and we are open to any suggestions for more ideas!

You are automatically a member of the PTFA by having a child at the school and we always need help with events and ideas.

## Volunteering in school

We are always delighted to welcome parent volunteers into school to help with reading, art and craft activities, supervision on trips and with gardening. If you would like to become a volunteer please ask at the school office.



## Governors

There are nine governors at Corringham and they are elected on a four-year cycle. If you would like to contact us then please do so through our Clerk, Mrs C Hammerton at the school address. School Governors are local people who have a particular interest in education and who are willing to give some time to school matters. They are usually local Council representatives, community representatives, parents and teachers. They have legal duties, powers and responsibilities and can only act together, not individually.

Governors are appointed to help decide what is taught, set standards of behaviour, interview and select staff and decide how the school budget is spent.

## Communication with parents

We like to feel that, in partnership with parents, we are a team working together 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 the very best standards.

### News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website <https://www.corryingham.lincs.sch.uk/>.

### Facebook

We describe our Facebook page as our parents' 'Window into School', and it is an excellent way to find out what goes on in school every day. See us at [www.facebook.com/CorringhamDN215QS/](https://www.facebook.com/CorringhamDN215QS/)



## At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

### The Home School Agreement

Good communication between school and home is essential. Our home/school agreement will provide the opportunity to stimulate the level and quality of communication; it outlines 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. Parents and children are asked to sign on admission to school.

### 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 the name and address of a friend or relative who we could contact if we cannot get through to you.

### 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 and children are not taken unless the permission slip is returned.



# Policies and term dates

## Policies

### 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.

### High standards

At Corringham Church of England Primary School we believe that 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 either call the school office or visit the school website: [www.corryingham.lincs.sch.uk](http://www.corryingham.lincs.sch.uk) and click on Office/School Policies.

### Key policies

Some of our key policies are:

- Equality and inclusion.
- Safeguarding.
- Child protection.
- Behaviour and discipline.
- Accessibility.



## Term dates

### Autumn term 2019

Wednesday 4th September – Friday 18th October  
Tuesday 29th October – Thursday 19th December

### Spring term 2020

Monday 6th January – Friday 14th February  
Monday 24th February – Friday 3rd April

### Summer term 2020

Tuesday 21st April – Thursday 21st May  
Monday 1st June – Tuesday 21st July.



# Our Mission Statement:

At Corringham CE Primary School all members of our community have the right to feel safe and happy, be cared for, feel respected and valued. Children are engaged in a challenging and stimulating curriculum and staff are supported in developing their skills and practice. We believe in lifelong learning and that all can achieve. High standards are expected in every area of school life underpinned by Christian values.

## Aims and Values:

### We aim to:

- Provide a creative curriculum that is enjoyable and challenging.
- Create an environment in which all feel respected, cared for and valued, demonstrated through our strong Christian ethos.
- Work in partnership with parents, carers, the community, other agencies and the local church.
- Recognise and celebrate achievements of every child, giving everyone an equal opportunity to succeed.
- Promote inclusion, tolerance and understanding including that of other cultures, traditions and religions.

### We value:

- Our 'family' atmosphere, and maintain this through good relationships and attitudes.
- Our Christian ethos and heritage, which permeates through every area of school life.
- Our commitment to high standards as we continue to strive for better.
- Our links to the church and the wider community.

### Our School Values

Our pupils took part in a number of activities to help them understand and develop a set of values which are meaningful to them. Whilst a number of values were shared and discussed, the children decided on 6 main values which we celebrate at Corringham School. These are:

- Friendship.
- Determination.
- Trust.
- Love.
- Respect.
- Excellence.



Corringham Church of England Primary School  
Middle Street  
Corringham  
Gainsborough  
DN21 5QS

Tel: 01427 838270

Email: [enquiries@corringham.lincs.sch.uk](mailto:enquiries@corringham.lincs.sch.uk)

Website: [www.corryingham.lincs.sch.uk](http://www.corryingham.lincs.sch.uk)

