



# Parent Handbook

Taking you step-by-step through starting school





# Welcome to J.H. Godwin Primary School

## Nic Wetton, Headteacher, says...

Its 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 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 01244 981003 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 J.H. Godwin Primary School and I look forward to getting to know you and your child.



# Step 1

## STEP 1: DATA COLLECTION SHEET

J.H.Godwin Primary School

Surname	
Forename	Middle Name
Date of Birth [ ] [ ] / [ ] [ ] / [ ] [ ]	Gender
Address	Telephone Number
Postcode	
Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. (As many contact numbers as possible please)	

1. Full Name and address of Mother	Contact Number Home Work Mobile
2. Full Name and address of Father	Contact Number Home Work Mobile
3. Name of Emergency Contact	Contact Number Home Work Mobile
Relationship to child	
4. Name of Emergency Contact	Contact Number Home Work Mobile
Relationship to child	

Travel Arrangements	<input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Public Transport <input type="checkbox"/> Taxi
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Meal Arrangements	<input type="checkbox"/> Free School Meal <input type="checkbox"/> Paid School Meal <input type="checkbox"/> Sandwiches <input type="checkbox"/> Home
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Doctor:  
Address:

Telephone Number:

Does your child have any allergies – if so please state:

Ethnicity  
Home Language:  
Religion:

Signed (Parent/Carer):

Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

Please tear here

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Education Authority and with the DfES

## Medical Data

Please return this form as soon as possible

Child's Name	Class
Date of Birth [ ] [ ] / [ ] [ ] / [ ] [ ]	

Please can you indicate below if your child has any condition, allergies, asthma etc. for which they are on long term medication.

Nature of condition e.g. allergy, asthma ADHD etc.,	Medication (inhaler etc.)

## Walk about Blacon

Dear Parents,

During the academic year there are occasions when we take the children out of school as part of the curriculum. This type of activity reinforces the children's learning and we feel it is a positive experience for all concerned.

We will provide more detailed information about each off-school activity nearer the time, but would appreciate it if you could give your permission to do this now to save us continuously asking you to fill out forms.

Thank you for your assistance in this matter.

Many Thanks

Mrs N Wetton  
Headteacher

Child's Name	Team
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I give permission for my child to be taken out of school as part of the curriculum.

Signed (Parent/Carer):
Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

# Step 1

# Step 2

## STEP 2: IMAGE USE

J.H.Godwin Primary School

### USING IMAGES OF CHILDREN

Occasionally we may take photos of the children at our school. We may use those images in our schools prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event.

Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Before we take a photograph, we need written consent in order to comply with the Data Protection Act 1998

PLEASE ANSWER THE FOLLOWING QUESTIONS, THEN SIGN AND [DATE THE FORM]

**If the form is not signed, we cannot, and will not use the photographs.**

We will not use images for any other purpose

Child's Name
School Child attends
Name of Parent or Guardian

May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?  Yes  No

May we use the child's image on our website  Yes  No

May we record your child's image on video or webcam?  Yes  No

Are you happy for your child to appear in the media?  Yes  No

Are you happy for your child to appear on our in school screens?  Yes  No

please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies

Signature of authorising adult:
Name of authorising adult (block capitals please)
Date: [ ] [ ] / [ ] [ ] / [ ] [ ]



Please tear here

## STEP 3: PRIVACY NOTICE

J.H.Godwin Primary School

Privacy Notice - Data Protection Act 1998

We, J.H. Godwin Primary School are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the Together Trust about those employed or otherwise engaged to work at J.H. Godwin Primary. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

**We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.**

We are required by law to pass on some of this data to:

- The LA
- The Department for Education (DfE)

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

If you are unable to access these websites, please contact the DfE as follows:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Public Communications Unit<br/>Department for Education<br/>Sanctuary Buildings<br/>Great Smith Street<br/>London SW1P 3BT</li> </ul>                  | <ul style="list-style-type: none"> <li>• The Data Protection Officer<br/>Cheshire West and Chester Council<br/>HQ<br/>58 Nicholas Street<br/>Chester Cheshire CH1 2NP</li> </ul> |
| <p>Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a><br/>Email: <a href="mailto:info@education.gsi.gov.uk">info@education.gsi.gov.uk</a><br/>Telephone: 0370 000 2288</p> | <p>Email: <a href="mailto:FOIWest@cheshiresharedservices.gov.uk">FOIWest@cheshiresharedservices.gov.uk</a><br/>Telephone: 0300 123 8 123</p>                                     |

## Step 3

## Step 4

## STEP 4: ETHNICITY

J.H.Godwin Primary School

### Ethnicity Form

Child's Name:

Class:

To complete the form

Please study the list below and tick one box only to indicate the language of the child named above. Return the form to the school as soon as possible.

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.

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

White		Black or Black British	
British	<input type="checkbox"/>	Ghanaian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Nigerian	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Somali	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
White Eastern European	<input type="checkbox"/>	Other Black African	<input type="checkbox"/>
White Western European	<input type="checkbox"/>	Please State .....	
White other	<input type="checkbox"/>	Any other	<input type="checkbox"/>
Mixed		Please State .....	
White and Asian	<input type="checkbox"/>	Any other Ethnic Group	
White and Black Caribbean	<input type="checkbox"/>	Afghan	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Arab	<input type="checkbox"/>
Any other	<input type="checkbox"/>	Iranian	<input type="checkbox"/>
Please State .....		Iraqi	<input type="checkbox"/>
Chinese, Asian or Asian British		Japanese	<input type="checkbox"/>
African Asian	<input type="checkbox"/>	Latin/South/Central American	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Please State .....	
Pakistani	<input type="checkbox"/>	Refused <input type="checkbox"/>	
Other Asian	<input type="checkbox"/>		
Chinese	<input type="checkbox"/>		
Any other	<input type="checkbox"/>		
Please State .....			
Asylum Status <input type="checkbox"/>		Traveller Status <input type="checkbox"/>	
Any other languages spoken at home? .....		Religion .....	
First language .....			



First Language Data Collection Form

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

To complete the form

Please study the list below and tick one box only to indicate the language of the child named above. Return the form to the school as soon as possible.

Akan/Twi-Fante	<input type="checkbox"/>	Lithuanian	<input type="checkbox"/>
Albanian/Shqip	<input type="checkbox"/>	Manx Gaelic	<input type="checkbox"/>
Alur	<input type="checkbox"/>	Ndebele	<input type="checkbox"/>
Amharic	<input type="checkbox"/>	Ogoni (Any)	<input type="checkbox"/>
Arabic	<input type="checkbox"/>	Pahari (Pakistan)	<input type="checkbox"/>
Bengali	<input type="checkbox"/>	Panjabi (Any other)	<input type="checkbox"/>
Bosnian	<input type="checkbox"/>	Panjabi (Gurmukhi)	<input type="checkbox"/>
British Sign Language	<input type="checkbox"/>	Panjabi (Mirpuri)	<input type="checkbox"/>
Bulgarian	<input type="checkbox"/>	Panjabi (Pothwari)	<input type="checkbox"/>
Chinese (Any other)	<input type="checkbox"/>	Pashto/ Pakhto	<input type="checkbox"/>
Chinese (Cantonese)	<input type="checkbox"/>	Persian/Farsi	<input type="checkbox"/>
Chinese (Hakka)	<input type="checkbox"/>	Polish	<input type="checkbox"/>
Chinese (Hokkien/Fujianese)	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>
Chinese (Mandarin/Putonghua)	<input type="checkbox"/>	Romany/English Romanes	<input type="checkbox"/>
Croatian	<input type="checkbox"/>	Russian	<input type="checkbox"/>
Dutch/Flemish	<input type="checkbox"/>	Serbian	<input type="checkbox"/>
English	<input type="checkbox"/>	Shona	<input type="checkbox"/>
French	<input type="checkbox"/>	Somali	<input type="checkbox"/>
Gaelic/Irish	<input type="checkbox"/>	Spanish	<input type="checkbox"/>
Gaelic (Scotland)	<input type="checkbox"/>	Swahili/Kiswahili	<input type="checkbox"/>
German	<input type="checkbox"/>	Swedish	<input type="checkbox"/>
Greek	<input type="checkbox"/>	Tagalog/Filipino	<input type="checkbox"/>
Gujarati	<input type="checkbox"/>	Tamil	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	Turkish	<input type="checkbox"/>
Hungarian	<input type="checkbox"/>	Urdu	<input type="checkbox"/>
Italian	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>
Kinyarwanda	<input type="checkbox"/>	Welsh/Cymraeg	<input type="checkbox"/>
Kurdish (Any other)	<input type="checkbox"/>	Additional categories	<input type="checkbox"/>
Kurdish (Kurmanji)	<input type="checkbox"/>	Refused	<input type="checkbox"/>
Kurdish (Sorani)	<input type="checkbox"/>	Other Language	<input type="checkbox"/>
Lingala	<input type="checkbox"/>	Please specify .....	<input type="checkbox"/>

Step 5

Step 6



J H Godwin Primary School - Uniform Order Form (Parent)

Melbourne Road, Blacon, Chester, CH1 5JG

Customer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ County: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Date: \_\_\_\_\_ Email: \_\_\_\_\_

Description	Colour	Sizes	Price	Size	Qty	Cost
Classic Crew Neck Sweatshirt [E Logo]	Jade	22, 24, 26, 28, 30, 32, Small 34,	£9.65			
		MED, LGE, XLG, XXL,	£12.15			
Classic Sweatcardi [E Logo]	Jade	24, 26, 28, 30, 32, Small 34,	£11.40			
		MED, LGE, XLG,	£14.40			
Essential Polo Shirt [E Logo]	Navy	22/24, 26, 28, 30, 32, Small 34,	£6.65			
		MED, LGE, XLG, XXL,	£9.40			
Knitted Hat [E Logo]	Navy	ONE,	£4.89			
Ultimate Reversible Coat [E Logo]	Navy	3/4, 5/6, 7/8, 9/10, 11/12, 13/14,	£20.10			
		MED, LGE, XLG, XXL,	£22.10			
Lightweight Jacket [E Logo]	Navy	3/4, 5/6, 7/8, 9/10, 11/12, 13/14, Small 34,	£12.85			
		MED, LGE, XLG, XXL,	£14.85			
Urban Jacket [E Logo]	Navy	3/4, 5/6, 7/8, 9/10,	£16.85			
		11/12, XS, S, M, L, XL, XXL, XXXL,	£17.85			
Swimcap	Navy	ONE,	£2.10			
Name Labels	White	Pack of 15,	£1.56			
		Pack of 30,	£2.39			
PE Bag [E Logo]	Navy	ONE,	£5.87			
<b>DELIVERY &amp; PACKAGING:</b>					£	4.20
<b>TOTAL:</b>					£	
Issue Date: 07/04/2015						

Online ordering at <http://www.schooltrendsonline.com/schools/JHGodwinPrimarySchoolCH15JG>

1. Place and pay for your order online  
Or
2. Place your order online and send payment  
Or
3. Fill in order form and send with payment
  - a. Fill in size, quantity and total cost on the order form
  - b. Check totals carefully
  - c. All cheques should be made payable to: School Trends Ltd
  - d. Please send completed order form with payment to:-

**DELIVERY & PACKING CHARGES**  
 £4.20 per order. Free on orders £50.00 and over  
 All prices include VAT where applicable

School Trends Ltd 10 Carley Drive,  
 Westfield, Sheffield, S20 8NQ

Email: [parentinfo@schooltrends.co.uk](mailto:parentinfo@schooltrends.co.uk) Tel: 0844 414 8457



In our school you will feel secure within a caring atmosphere that promotes excellence, enjoyment and enrichment.

Parents should	
Ensure children have all the equipment they need (PE kit, reading books, homework).	Read at home with your children at least three times each week.
Get children to school on time every day and pick them up at 3.00 p.m.,.	Ensure that your child comes to school in uniform.
Attend school regularly	Share information that will help your child at school.
	Help with homework
Parent's signature	
Date: [ ]/[ ]/[ ]	

School should	
Be secure	Challenge children  Foster good relationships with parents and children  Ensure children fulfil their potential
Be a happy place	
Provide a high standard of education	
Teacher's signature	
Date: [ ]/[ ]/[ ]	

Pupils should		
Do my homework on time	Be polite and kind to everyone  Be attentive in lessons  Be respectful to adults  Have good manners	Do my best at all times
Read at home at least 3 times a week to an adult		Be helpful
Remember my PE Kit and book bag		Go to bed early
Wear a J.H.Godwin School Uniform		Follow school rules
Pupil's signature		
Date: [ ]/[ ]/[ ]		

## Key information

### What are our school times?

#### EYFS & Key stage 1

Morning session: 8.50am to 12.10pm  
Afternoon session: 1.00pm to 3.00pm

#### Key stage 2

Morning session: 8.50am to 12.20pm  
Afternoon session: 1.00pm to 3.00pm

All children have a 15-minute break in the morning.

### Facilities

The main school houses classrooms, an ICT suite and a spacious hall that is fully utilized, and serves as a dining room at lunchtime. J. H. Godwin is a well-resourced school that provides every child with the opportunity to enjoy and achieve in order to reach their full potential.

Our extensive grounds offer an amazing, outdoor learning environment. There is a large playing field and a hard-surfaced play area. An area of the playing field has been developed into a woodland learning zone and there is log-built adventure play area with a seated picnic area.

### Breakfast Club

We have Breakfast Club provision each day that takes place in Stepping Stones, the private nursery attached to our school. Children can be dropped off at 7.45am or any time after that and a breakfast of cereal and toast will be served until 8.10am. During Breakfast Club children are able to play board games, draw and colour, read with an adult or independently and go on I-pads. The children will be taken onto the yard by a teacher at 8.30am for fresh air and a chance to meet with their peers to line up for the school day.

Breakfast Club costs £2.00 per day, which includes breakfast if your child comes before 8.10am. Please contact the school office to register a place.

### Arrivals and departures

The whistle is blown in the yard for Key Stage 2 children at 8.45am, and the children line up in their year groups. Key Stage 1 and Foundation 2 go directly into their classrooms from 8.40am. Parents are requested to drop children off at the door unless it is their week to

read with their child. Should parents require access to the school office in the mornings, we request that this is via the main entrance and not through school corridors.

#### Pick up

When parents collect their children in the afternoon, we ask for them to wait in the school playground at the rear of the school. Please note that Foundation 2 children are picked up from their classroom. Dogs are not allowed on school premises and smoking (including electronic cigarettes) is also prohibited.

### Uniform

Our pupils enjoy wearing school uniform because it gives them a sense of pride, ownership and unity. All uniform items should be clearly marked with your child's name. The uniform consists of:

- Black or navy trousers/shorts (boys)
- Black or navy skirt/pinafore/trousers (girls)
- Navy blue polo shirt with school logo
- Jade green school sweatshirt/ cardigan with school logo
- Black shoes (boys and girls)
- During the summer months green gingham dress (girls)

We have a large number of school sweatshirts, cardigans, polo shirts and jackets available to buy from the school office.

#### P.E.

For health and safety reasons children should bring a change of clothing for P.E. and games. We provide a P.E. bag to hold these items. All clothing should be clearly marked with the child's name and we encourage girls with long hair to tie this back.

For P.E. children should bring in the following:

- Team T-shirt, navy blue shorts, pumps/trainers
- Tracksuits and sweatshirts may be worn during the winter months.

#### Swimming

Children who attend swimming should bring a named swimming costume and towel. All children must wear a swimming hat. Goggles can be worn provided a letter is provided by parents.

### Food in school

#### School meals

Quality cooked meals are prepared on the school premises and these are pre-ordered at the beginning of the school day. Children's meals are presented on proper plates and mealtimes have a 'family feel'. We have a four-weekly rotating menu, which is changed termly and includes a vegetarian option. A salad bar is available and children can choose from a selection of puddings, including a fruit platter. The menu can be viewed on the school website.

All children up to the end of Year 2 are provided with a free school lunch. If preferred, children can also bring a packed lunch to school. Money should be sent in for school dinners on a Monday for the week, or children can pay on a daily basis.

#### Free school meals

All children in Foundation and Years 1-2 are eligible for free schools meals. From Year 3 onwards, some children may be entitled to free school meals if their families meet the criteria. For those children who are eligible for free school meals, you can now apply directly over the phone by contacting the School Meals Helpline on 0300 123 7039 or ask the school office for information.

#### Healthy snacks and drinks

Under the Fruit in School scheme KS1 children are entitled to a piece of fruit each day free of charge. This is given as a playtime snack. Children are encouraged to drink water and can fill water bottles from fountains throughout the day. Milk is available for all children up to the year in which they are seven (Year 2). At break times children are offered the option to purchase a snack which could be milk, apple, toast or a bagel and children in Reception and Key Stage 1 are given a piece or fresh fruit everyday- this is free.

Sweets, chocolate, chewing gum, and fizzy drinks. are not permitted in 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!

## Absence

Regular attendance is considered essential for children to realise their full potential. On the first day of absence parents should leave a message on the school answer phone. Our Learning Mentor will check messages about absences. If no message has been left about your child's absence the Learning Mentor will contact parents/carers to see if there are any problems.

## Poor attendance

The Government has stated that once a child's attendance figure reaches 85% they are classed as persistently absent. This equals to just 30 school days, so please help your child by ensuring they are in school unless there is valid reason for their absence.

## Illness

If your child is unwell it is essential that you inform us on the first day of illness by telephoning the school office (01244 981003) by 8:50am. Pupils with hospital, dental or medical appointments must be collected by a parent from the school office. You will be required to show the appointment card to the School Bursar. Please sign your child in and out using our computerised system.

## Holidays

Children are not allowed to take school holidays during term time unless there are exceptional circumstances. School holiday dates will be sent to you regularly and are always available from the school office and we ask you to keep to these dates when booking holidays. A fixed penalty notice may be triggered by taking holidays in term time which will result in a fine.

## Jewellery

One pair of stud earrings and a watch may be worn for school. No other jewellery should be worn. All jewellery must be removed during PE lessons, including swimming activities.

## Clubs and activities

The children's education is enhanced by many visits into the community and beyond, to study at first hand, various aspects of their topic work. We organise a number of residential trips for children from Year 2 to Year 6 including overnight stays at Foxhowl, Conway and Manor Adventure. All visits and activities are subject to thorough risk assessments.

## Clubs and activities

Children can enjoy a variety of afterschool clubs and activities from 3-4pm every day. These activities change each term and are based on the views and needs of the pupils. The after school clubs section of our website provides details, but activities include:

- Football
- Netball
- Basketball
- Art
- Choir
- Chess
- Gardening
- Cooking
- Gymnastics
- Tennis
- Spanish

We also enter a range of sporting competitions against local schools.

## Pupil Voice/Environment Officers/ Road Safety Officers

To help develop positive behaviour and relationships within school we have pupil groups that work closely with adults in school. The School Council (Pupil's Voice) meet weekly to address any issues raised by pupils and the Road Safety Officers work closely with all the children to ensure that they feel safe and secure when crossing roads. The Environment Officers help all staff and children to save energy and raise awareness of our impact on our environment.

## Seeking 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 your child to get home from school.

## Collective worship

Assemblies take place every day and are either in the school hall or in the classroom. They are broadly Christian based but also join the school together to celebrate achievements as well as encouraging positive relationships and tolerance with others. Parents have the right to withdraw their child from collective worship.

The school benefits from strong community links with the local churches and church members regularly lead our assemblies in school. In addition, the church is used for Harvest, Christmas and Easter Services.

## Homework

At J H Godwin Primary School we consider homework to be an essential and valuable element of learning. The purpose of Homework is to:

support and consolidate learning from school through fun and worthwhile activities

- reinforce and extend skills in English and maths
- develop an effective partnership between the school and home in pursuing the aims of our school
- make use of resources available for learning at home
- encourage confidence and self-discipline in becoming independent learners
- prepare children for the requirements of High School.

## Special Educational Needs

The progress of every child is continually monitored and we aim to identify any special educational needs at an early stage, in order that support may be given as soon as possible. There may be occasions during a child's development when extra support is necessary. In this

# Frequently Asked Questions

case, a special programme is developed to help your child overcome these difficulties and extra support is provided where appropriate. In consultation with parents an Individual Education Plan is written to help your child progress.

## Access

JH Godwin Primary School aims to include all pupils, including those with disabilities, in the full life of the school.

## Gifted and talented children

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.

## Charging policy

Many additional activities are provided at cost to the school and often greatly subsidised. We hope that the process of voluntary contributions enables us to continue the huge range of activities available to children in the school. This is a very positive school/home partnership. However, where contributions are not possible, we will always endeavour to continue with activity plans and ensure no one is treated any differently.

## Emergency arrangements

As many teaching staff do not live near the school, it is possible that when road conditions are difficult they may be unable to reach school on time. If there is severe bad weather, please do not leave your child at the school, or send them off to school, before you check that there is someone here to receive them. Announcements will be made on the school website, text2parents and Dee Radio.

## Medicine in school

It is very important that the school knows about any medical conditions that may affect your child's learning such as asthma or allergies. If medication is to be administered by school staff on the premises you must complete a form giving us correct details and your permission to do so. Please consult the Office should you require such medication to be given, in order to complete the form.

# Working with parents

## Parental involvement

It is important to us that parents and teachers work together to ensure that your child's development is successful and we actively encourage parents to come into school. When visiting the school for the first time, families are shown around and have the opportunity to discuss the school's vision and values with the Headteacher or Deputy Headteacher.

For prospective children starting in our Foundation Class, parents are invited to an open evening to discuss school life and to meet each other. The Foundation class teacher will also be willing to meet your child at home to get to know your child on an individual basis.

## Parent evenings

We hold two parents' evenings a year, which provide opportunities for you to discuss your child's progress and to view his/her work. An annual report is written in the Summer term.

## Open-door policy

We operate an open-door policy and the Headteacher can be found on the playground before school each morning for an informal chat or catch up. Please do not hesitate to contact the school to discuss any aspects of your child's progress, concerns or to share any achievements that should be celebrated.

## Volunteer Helpers

If parents or family are interested in supporting school by acting as a volunteer please speak to your child's class teacher. Please note that all volunteer helpers are DBS checked.

## Friends of JHG

The school's PTA has helped raise money to help buy extras for the children and their classes. It has organised balloon races, discos and many more fun activities for the children and their families. We would like to encourage all parents and pupils to support these activities and if you have any time available to help please contact the school office for information.

## Governors

Our Governing Body is a group of supportive representatives who assist in the strategic direction of the school. This group consists of: Parent Governors; Staff Governors; Community Governors and Local Authority Governors. The full Governing Body meets termly. The Governing Body is keen to build on the recent successes of the last Ofsted report and works in partnership with the staff of the school through supporting and challenging the leadership team. Please contact the school office if you are interested in becoming a parent governor.

## 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. A copy of which is returned home to the parents.

## Contacting Parents

From time to time accidents occur or children become ill. It is important that the school has an address and telephone number where parents can be contacted in an emergency. Please inform the school office if there are any changes to your emergency contact details.

## Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. We can also use this to send home a text telling of good work/behaviour as a reward to your child. Again, this makes it very important for you to keep us informed of your current mobile phone number.

## 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

At J.H. Godwin Primary School we believe 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.jhgodwin.cheshire.sch.uk](http://www.jhgodwin.cheshire.sch.uk) and click on 'Information' and then scroll down 'Policies' to read some of our policies.

## Key policies

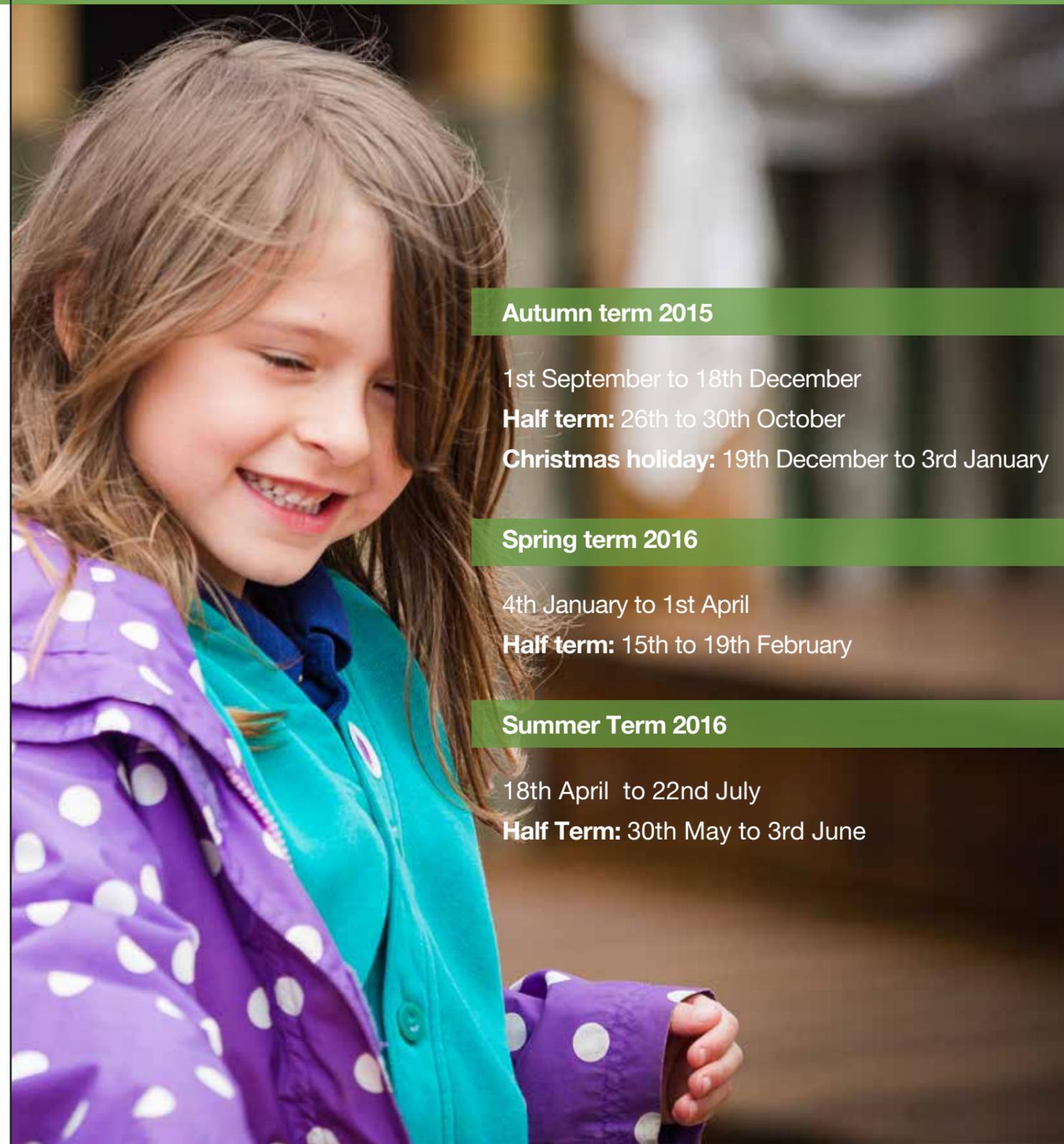
Some of our key policies are:

- Safeguarding
- Behaviour
- Collective Worship
- e-Safety
- First Aid and administration of medicines
- Multicultural policy
- Accessibility
- EYFS
- Sex and relationships education
- Charging and remissions
- Special educational needs
- Data protection
- Discipline, conduct and grievance
- Equality
- Home School Agreement
- Premises Management
- Child protection
- Capability of staff
- Complaints
- Health and safety
- Governor's allowances
- Admissions
- Anti-bullying

## Step 1



## Step 2



### Autumn term 2015

1st September to 18th December  
**Half term:** 26th to 30th October  
 Christmas holiday: 19th December to 3rd January

### Spring term 2016

4th January to 1st April  
**Half term:** 15th to 19th February

### Summer Term 2016

18th April to 22nd July  
**Half Term:** 30th May to 3rd June





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