



Longleaze Primary School

Parent/Carer Handbook

taking you step-by-step
through starting our school



Learning for Life

**LONGLEAZE
PRIMARY SCHOOL**





Thank you for choosing Longleaze Primary School

Mrs Oakes, Head Teacher, says...

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

We need some information from you, and you need some information from us. So, it's important that you read this Parent/Carer Handbook, complete our forms and read all of the school information.

Forms to complete

Pages 3-9 are forms that we need you to fill in. Once completed hand the forms in to the school. If you haven't the time, you don't have to do them all at once...just follow the steps and do as much as you can. We do need all the forms completed though.

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 (01793 849251) or email admin@longleaze.wilts.sch.uk and we will be happy to help!

Policies and term dates

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

Welcome

Welcome to Longleaze Primary School and I look forward to getting to know you and your child.

Step 1

STEP 1: ADMISSION FORM Longleaze Primary School



The information requested in this document will be treated as strictly confidential by the professional staff concerned with your child's education. We are happy to assist you with filling out any part of the form.

CHILD

Surname: Forenames

Preferred name:

Date of Birth: [] [] [] / [] [] [] / [] [] [] Gender: Male [] Female [] Birth Certificate seen []

Address:

Post Code:

Home telephone number: Email Address:

Name, address and phone number of previous school or pre-school:

..... Date of last attendance: [] [] [] / [] [] [] / [] [] []

Country of Birth: Nationality:

Please tick one box in each of the following:

Language

- ☐ English
- ☐ Greek
- ☐ Gudjurathi
- ☐ Hindi
- ☐ Italian
- ☐ Panjabi
- ☐ Portugese
- ☐ Spanish
- ☐ Turkish
- ☐ Urdu
- ☐ Other – please state

Ethnicity

- ☐ White UK Heritage
- ☐ White European
- ☐ White Other – please state
- ☐ Black Caribbean Heritage
- ☐ Black Other
- ☐ Indian
- ☐ Pakistani
- ☐ Bangledshi
- ☐ Chinese
- ☐ Other – please state

Religion

- ☐ Anglican
- ☐ Baptist
- ☐ Other Christian
- ☐ Hindu
- ☐ Jewish
- ☐ Methodist
- ☐ Muslim
- ☐ No religion
- ☐ Other – Please state
- ☐ Roman Catholic
- ☐ Sikh
- ☐ United Reform Church

Parents/Carers Please state details of the person(s) with whom the child lives:

Full Name..... Full Name

Title: Mr [] Mrs [] Ms [] Miss [] Other Title: Mr [] Mrs [] Ms [] Miss [] Other

Relationship to Child..... Relationship to Child.....

Work Place Work Place

Work Tel no: Work Tel no:.....

Mobile No. Mobile No.
(in case of an emergency) (in case of an emergency)

PARENT/PARENTAL RESPONSIBILITY INFORMATION
Is there anyone else with parental responsibility?
Yes [] No []

PARENT/PARENTAL RESPONSIBILITY INFORMATION
Is there anyone else with parental responsibility?
Yes [] No []

Please tear here

STEP 1: ADMISSION FORM

Longleaze Primary School

Step 1

EMERGENCY CONTACTS

These are very important to us. If your child becomes ill during the day we need to be able to contact you, or someone acting for you, who is able to collect your child.

Please give two emergency contact numbers. We suggest a grandparent, if they live close by. If you have no relatives in the area then please ask a friend, neighbour or childminder if they would be willing to act as an emergency contact.

Emergency Contact 1

Emergency Contact 2

Full Name.....

Full Name.....

Relationship to Child.....

Relationship to Child.....

Tel no:.....

Tel no:

Address.....

Address.....

.....

.....

.....

.....

In the case of separated or divorced parents please enter here the name and address of the parent whose details were not given previously. Please indicate if they do / do not have parental responsibility.

(Where parents were married at the time a child was born both parents have parental responsibility in law, even if not living with the child. Others may acquire parental responsibility through the court).

Full Name.....

Full Name.....

Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐

Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐

Relationship to Child.....

Relationship to Child.....

Does he/she have parental responsibility? Yes ☐ No ☐

Does he/she have parental responsibility? Yes ☐ No ☐

Address:.....

Address:.....

.....

.....

.....

.....

Telephone Number:.....

Telephone Number:.....

Does he/she require a copy of reports? Yes ☐ No ☐

Does he/she require a copy of reports? Yes ☐ No ☐

Is your child subject to any court orders? Yes ☐ No ☐

If yes, please give details and bring a copy to school for our records.

Previous school attended:.....

Reception Only – Pre-school(s) attended:

Please tear here

STEP 1: ADMISSION FORM

Longleaze Primary School

Step 1

BROTHERS AND SISTERS (primary school aged, or below, including any half brothers and sisters)

Surname	Full Name	Gender	Date of Birth	Living at Home	School/Pre-school
.....		M ☐ F ☐	/ /	N ☐ Y ☐	
.....		M ☐ F ☐	/ /	N ☐ Y ☐	
.....		M ☐ F ☐	/ /	N ☐ Y ☐	
.....		M ☐ F ☐	/ /	N ☐ Y ☐	

MEDICAL INFORMATION

Name of Doctor:

Surgery:

Tel No:

NHS Number:.....

Does your child suffer from any chronic/severe allergies (e.g. nuts, wasps, etc) or any other conditions whereby he/she may require medication to be given whilst in school? If so, please give details.

.....

.....

.....

.....

Please write any information below which you may think may be relevant to your child’s education e.g. illnesses, allergies, fears, physical or emotional problems, access arrangements.

.....

.....

.....

.....

All information is kept in the strictest confidence and will in no way jeopardise the provision of a place for your child. However, failure on the part of the parent to disclose this information will mean that the Wiltshire Council will not accept liability for your child if a severe reaction occurs whilst he/she is in school.

Does your child have problems with their hearing or sight?

.....

Is your child on regular medication?

.....

Are there other professionals who help your child ? (e.g. speech therapist, health visitor, paediatrician, etc)

.....

Does your child have any Special Needs?

.....

Have they received any extra help in school? (How often/from whom?)

.....

Has a statement of Special Educational Needs or Educational Health Care Plan has been issued in respect of your child?

Yes ☐ No ☐

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SCHOOL MEALS

Are you eligible to apply for free school meals (not universal infant free meals)? Yes ☐ No ☐

Will you be applying for free school meals? Yes ☐ No ☐

(You must be receiving Income Support or Job Seeker’s Allowance)

Is there anything else you would like to tell us about your child?

.....
.....

Signed:	Date: / /
---------	--

Name in block capitals:.....

Should any of this information change, please let us know.

Longleaze Primary School has a duty to protect personal information belonging to the public whom it serves. Longleaze Primary School is notified under the General Data Protection Regulation (GDPR) and is committed to all its principals and adheres to the ‘Best Practice’ in formation security. This information will be shared (under statutory requirement) with Local Education Authorities and the DfE for statistical analysis. If any safeguarding concerns are raised by the completion of this form the appropriate authorities will be contacted.

For Office Use:

Admission No. Birth Certificate Seen: Yes ☐ No ☐

Start Date: Intake Year:

Class:.....



Step 1

Step 2



WALKING PERMISSION

We would be grateful if you could complete a “walking permission” agreement which will cover all local walking trips in Royal Wootton Bassett such as Christmas Carol concerts, class visits, Royal Wootton Bassett Academy visits etc. You will always be advised in advance when these trips will be taking place.

Thank you.
Yours sincerely

Mrs Laura Oakes
Head Teacher

I give permission for my childto

go on local walks in Royal Wootton Bassett. I understand that I will be informed of any trips in advance.

Signed:	Date: / /
Name in block capitals	

FOOD SAMPLE PERMISSION

During activities carried out in school, children may need to taste food under the guidance of their teacher. Could you let us know if you child has any dietary needs or allergies which could prevent him/her from tasting certain foods?

Thank you

Mrs Laura Oakes
Head Teacher

I give permission for (name of child)
to take part in food activities which form part of the school curriculum.

He/she (please cross out the line which does not apply)

Can eat a variety of foods

Should not eat the following foods:

.....

Other comments

Signed:	Date: / /
Name in block capitals	

STEP 3: QUESTIONNAIRES

Longleaze Primary School

Health questionnaire

Please provide the following information about your child so that we can ensure that our medical records remain comprehensive and up to date. Thank you.

Name of Child..... Date of Birth

Does he/she have any of the following medical conditions?
*Asthma Yes ☐ No ☐ Diabetes Yes ☐ No ☐ Epilepsy Yes ☐ No ☐ Eczema Yes ☐ No ☐
Hay Fever Yes ☐ No ☐ Other (please state

Is he/she on regular medication Yes ☐ No ☐
* Does he/she bring an inhaler to school Yes ☐ No ☐

Sensory difficulties

Does he/she wear glasses Yes ☐ No ☐
For reading and close work Yes ☐ No ☐
Have grommets fitted Yes ☐ No ☐
Allergies
Does he/she have an allergy reaction to anything Yes ☐ No ☐

He/she is allergic to

Is he/she allergic to plasters Yes ☐ No ☐
This information will be available to all members of staff who care for your child at school.
Is there anything you would prefer to discuss in confidence with Mrs Oakes? Yes ☐ No ☐

Thank you for your help. We would be grateful if you could let us know of any changes to this information by advising the school as soon as possible.

Biometric Library System

At Longleaze, we use a biometric library system. This is a technology that has been successfully used by hundreds of schools. There has been some negative press on the subject of biometrics, so we are keen to provide an open forum for parents and carers on this issue. This system improves the services we are able to offer our children and staff significantly, with benefits including:

- Reduction in administration time
- Children will not have to remember to bring a card to the library
- Raising the profile of our library and reading through the use of exciting technologies

We would like to make it clear that Longleaze Primary School will comply at all times with the Data Protection Act, and with the guidance given by Becta and by the Information Commissioner's Office regarding the use of biometric data. Fingerprint images will not be stored by the system (instead, a set of coordinates is translated into a string of numbers and encrypted). The encryption method used by the system is a high level, industry standard method. The data held cannot be used to recreate a fingerprint image, nor can it be used in a forensic investigation. It sounds very complicated but our children love using it. Please return the slip below if you do not want your child to be enrolled in the biometric system. If the reply slip is not returned, your child will be enrolled in the biometric system.

Yours sincerely

Mrs Laura Oakes
Head Teacher

I give permission for my child to be enrolled in the biometric system and understand that they will be given a PIN and barcode card instead.

Child's name:

Signed:

Date: []/[]/[]

Step 3

Please tear here

STEP 4: PHOTO PERMISSION

Longleaze Primary School

Photo Permission for Children at Longleaze Primary School

As you will be aware, there are many activities and occasions in school where children are likely to be photographed/filmed to record their achievements and successes and to complement the work they do. As a parent/carer you have the right to decide whether you wish to give consent to your child's image being captured during such an activity.

Internal Activity

1 .We may take photographs of the children at our school. We may use these images in our school prospectus and other printed publications that we produce, or on display boards at school. We may also make film recordings for monitoring or other internal educational use.

Whenever there are events to which we invite parents and other family members (nativity plays, sports day, etc), we will allow photographs/video footage to be taken, but we ask everyone not to post any images they have captured to the internet.

External Activity

2. The school may also post images to the school website, but will not use a child's full name.

3. From time to time, our school will be visited by the media or other invited agents who may take photographs/film footage or carry out newspaper/radio/television interviews and names of the children may be mentioned in their publications.

Please circle the answers below that correspond to your wishes for your child and return this complete sheet to the school office at your earliest convenience.

Name of child

I am happy for my child to be photographed/filmed during an activity classified as Internal (see above). Yes ☐ No ☐

I am happy for my child to be photographed/filmed during an activity classified as External No. 2 (see above). Yes ☐ No ☐

I am happy for my child to be photographed/filmed during an activity classified as External No.3 (see above) Yes ☐ No ☐

I am happy for my child to be photographed at a local event, such as a sports competition or dance display, and for these pictures to be shared with the other schools taking part. Yes ☐ No ☐

I agree that any photograph or video I take at a school event will be for personal, family use and will not be put on the internet. Yes ☐ No ☐

Signed:

Date: []/[]/[]

Your choices will be applied for the duration of your child's time at Longleaze Primary School unless you tell us otherwise in writing.

Step 4

Please tear here

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For our school

The school will:

- Encourage children to do their best at all times
- Expect the best from children in behaviour and learning
- Teach the children the skills they need to help them become life-long learners
- Provide a broad and balanced curriculum which meets the needs of all children
- Be open and welcoming at all reasonable times, and offer opportunities for parents and carers to become involved in the life of the school
- Inform parents and carers of the skills and knowledge their children will be taught and report on the progress and attainment of their child
- Provide advice and home learning activities to parents and carers to help them support their children in their learning
- Contact parents and carers as soon as possible if there is a concern about a child's learning or behaviour
- Contact parents and carers if there is a persistent problem concerning their child's attendance or punctuality

Teacher Date []/[]/[]

Head Teacher Date []/[]/[]

For our children

I will:

- Try my best with my learning
- Listen carefully to instructions
- Use my learning powers to help me with my learning
- Come to school regularly and be on time
- Keep the school rules and make good choices
- Be polite and respectful to other children and all adults
- Do my home learning regularly and bring it back to school
- Wear the school colours and look smart
- Bring all the equipment I need every day
- Take good care of school equipment
- Play a part in the school community

Signature Date []/[]/[]

For our Parents and Carers

To help my child at school, I will:

- Ensure that my child arrives at school punctually ready to start their learning at 8.50am, and is collected on time
- Ensure that my child attends school regularly, and inform the school of the reason for any absence
- Support the school in implementing the school's policies
- Support my child with home learning opportunities and listen to my child read
- Attend open evenings for parents and carers
- Ensure that my child wears the school colours and follows the school dress code
- Let the school know if there are any problems that may affect my child's ability to learn
- Encourage my child to develop and use a range of learning powers
- Help my child to understand the importance of engaging fully in their learning in order to gain the most from their school experiences
- Try my best to be as involved as possible in my child's school experience and activities

Parent/Carer Date []/[]/[]

What are our school times?

Key Stage 1

Morning Session: 8.50am to 12.00pm

Afternoon Session: 1.00pm to 3.05pm

KS1 have a 15-minute break during the morning and afternoon sessions.

Key Stage 2

Morning Session 8.50am to 12.05pm

Afternoon Session 1.00 pm to 3.05pm

KS2 have a 15 minute break during the morning session.

Wraparound clubs

The school has an 'Early Drop-off with Breakfast', which provides a nutritious and calm start to the school day for children. This runs from 8.15am - 8.40am. Booking is essential and forms are available on the school website, or from the school reception. You are also able to make payment on Parent Pay, if you are booking for the full month. Unfortunately if children arrive without prior booking we cannot guarantee that they will be able to have breakfast and they will be asked to wait in the library until registration opens and parents will be contacted.

The "ACE Out of School Club" runs from both Lingleaze Primary School. For further information please contact Savita Ladva on 01793 849365

Arrivals and departures

We ask that children do not arrive before 8.40am, at which time a member of staff will be on duty in the playground. At 8.40am, the children line up in the playgrounds and are collected by their teacher. Doors are closed at 8.50am for registration. Please ensure you are prompt to pick up your child at 3.05pm unless they are staying for an after school club.

Please ensure that your child arrives on time, as late arrivals cause disruption to the education of your child, as well as that of other children. If your child arrives after registration at 8.50am, they must be brought to the school office to be signed in.

Uniform

We actively encourage the children to wear school uniform as we wish to encourage the children to take a pride in their appearance and to engender a smart positive image of the school. The school has adopted purple as uniform colours, and the uniform is as follows:-

- Grey tailored trousers or grey skirt/pinafore
- Grey tailored shorts, purple checked dress (summer months only)
- White or Purple polo shirt
- School logo sweatshirt/cardigan

We also ask children to bring in a pair of wellies, waterproof trousers and jacket so that they can access the outdoors for learning. All clothing needs to be clearly labelled with your child's name.

Weather wear

Hats and sun cream should be worn outside when it is very sunny. Children are responsible for applying their own sunscreen. Coats should be brought to school on all but very hot days, and children are encouraged to wear hats, gloves and scarves in cold weather as we endeavour to take children outside every day at break times and for their learning.

Head coverings

We are sensitive to the needs of all cultures, races and religions. Children are permitted to wear head coverings where their religion requires, however we ask that these reflect the school colours by being grey or purple.

Footwear

Trainers are not suitable for wearing all day, so sensible black shoes, with fastenings, should be worn. High heels, platform soles, slip-ons and flip-flop style shoes/boots are not safe and should not be worn at school. Sandals may be worn but they must be a plain design and fit securely. Plain flat black boots may be worn during the winter months.

Sport kit

Indoor PE

Plain black shorts and a plain/logo white or purple T-shirt are required for indoor PE. Trainers are not worn for indoor PE for reasons of safety. However, if your child has a verruca or athlete's foot, please inform us and provide plimsolls.

Outdoor PE

Plain black shorts and a plain/logo white or purple T-shirt, plus suitable footwear such as plimsolls or trainers, are needed for outdoor PE. For work on the field, stronger footwear may be needed, but football boots are not necessary. During the winter months, a plain black tracksuit may also be worn.

All clothing should be clearly labelled with your child's name and kept in a PE bag, which will hang on a coat peg. PE kit should be brought in on a Monday and taken home on Friday for washing.

Swimming

Letters will be sent to parents explaining when their children can go swimming and what kit will be needed for this.

Food in school

School meals

Dolce Ltd, Live Kitchen, are our school meal providers. Hot school lunches, a vegetarian choice and jacket potato option are available daily in school. There is also fruit and salad available from our salad bar, freshly made bread, two choices of vegetables, and water.

All meals to be ordered via Live Kitchen and each meal costs £2.20 for children in Key Stage 2. All meals ordered must be accompanied by the correct payment. Unfortunately the school kitchen does not offer credit terms and will not provide a meal without payment.

Special dietary needs

Please feel free to talk to Mrs Robinson, our Catering Manager for any special dietary needs on 01793 849251

Free school meals

All children in Foundation, Years 1 and 2 can have universal free school meals. To continue receiving free school meals from Year 3, families need to receive income support, job seekers allowance, child tax credit, or be asylum seekers or refugees. For more information, please contact the school office. All applications are treated confidentially.

Lunch money

For children in Year 3 and upwards, please order and pay via Live Kitchen.

Packed lunch

If you decide not to opt for school meals, you will be in charge of their lunchtime meal and packing a balanced and nutritious lunch box. Please see the school website for a link to the Nutritionist Resource website, which has lots of ideas for healthy packed lunches. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class. Definitely no fizzy drinks or glass containers for drinks please.

Fruit and drinks

All children in the Foundation Stage and Key Stage 1 are offered a free piece of fruit at morning break. Key Stage 2 children are able to bring a piece of fruit or raw vegetables to eat at playtime. Milk is available free of charge to children under five and those entitled to free school meals. Water is always available. If you wish for your child to have subsidised milk once they are five or over, you can arrange this with Cool Milk. There is information about Cool Milk on the school website, or ask at the school office.



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

To ensure children's safety, and help us meet government guidelines, we request that parents contact us, whenever possible, to inform us of their children's absence. In cases where parents have been unable to do so, we endeavour to contact them. In this way we can all have the greatest possible confidence that children are either safely at school or safely with their parents/carers.

Failing any other contact, please send a letter on the child's return indicating the reason for absence. If your child needs to be taken out of school for any reason during the school day, please notify the school in advance and notify our admin officer when taking the child out and on return. You will be asked to sign your child in our out and if your child is out for the afternoon they will need to be picked up at 12pm. Any children out over lunchtime due to an appointment should be returned to school at 1pm. Children cannot return to school between 12-1pm. You will be asked to sign your child in or out. This will ensure the safety of your child at all times. In keeping with government policy, unless circumstances meet certain exceptional criteria, term-time holidays will not be authorised.

Holidays

In keeping with government policy, unless circumstances meet certain exceptional criteria, term-time holidays will not be authorised. However, where term-time holidays are unavoidable, please ask at the office for an Absence in Term-Time form and if necessary, discuss the request with the Head Teacher first.

Jewellery

Jewellery, with the exception of one pair of stud earrings and inexpensive watches, should not be worn at school.

Clubs and Activities

Children are able to join in extra-curricular activities. These may include:

- Music tuition in violin, guitar and keyboard
- Football
- Taekwondo
- Dance
- Tennis

We also hold a termly "work share" events, where parents and carers are invited into the school to see their children's work for themselves. Our 'open door' policy encourages parents and carers to meet with us whenever necessary.

Seek permission

We would be grateful if parents and carers could complete our 'walking permission' agreement form which will cover all local walking trips in Royal Wootton Bassett, including Christmas Carol concerts, class visits, Royal Wootton Bassett Academy visits etc. You will always be advised in advance when these trips will be taking place.

Special Educational Needs

Children with special educational needs have learning difficulties that call for special provision to be made. All children may have special needs at some time in their lives.

If the class teacher assessments show that a child may have a learning difficulty, we use a range of strategies to make full use of all available classroom and school resources. This level of support is called SEN Support and the class teacher will advise parents/carers of the need for this support and keep them updated. The Special Educational Needs & Disability Coordinator will become involved if the teacher and parents feel that the child would benefit from further support or assessment, that cannot be provided within school.

Charging policy

When organising school trips, visits or workshop activities that enrich the curriculum and educational experience of the children, we will invite parents/carers to contribute to the cost of the activity. All contributions are voluntary, but if we do not receive sufficient voluntary contributions, we may have to cancel the activity.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. If appropriate and funds allow, the school or LSA may pay a proportion of the costs in order to support a visit.

Emergency arrangements

If it is necessary to close the school due to adverse weather conditions or circumstances beyond our control, notice will be given on local radio; BBC Wiltshire and Heart FM. We also use the Teachers2Parents text messaging, the school website and Facebook to inform parents. Please avoid telephoning the school as the telephone is likely to be very busy on these occasions. Please, do not rely on 'word of mouth' - if we are not listed as closed on the radio and you have received no text message or email from us, the school will be open.

Contacts and medical needs

Please ensure that we have up to date information about where you can be contacted during the school day in case of emergency. So that we may be aware of anything that may affect your child in school, please inform us of any changes of address, the state of your child's health or family situation. A child who is unwell should not be sent into school. Staff at parental request may administer prescribed medicines. Such requests should be made using that appropriate form available from reception. Medicines will be kept securely. Inhalers for asthma are kept handy in the classroom.

We contact parents/carers by text and email on a regular basis. If you do not have an email address, letters and the weekly newsletter will be sent home via your child on a Thursday.



Working with parents and carers

Parental involvement

We welcome you as partners in your child's education and recognise the contribution that you make, both at home and at school. There will be regular opportunities to meet your child's teacher to see the school in action; you will also be invited to share in special events including sports days, assemblies, plays and concerts.

We are always delighted to meet you and our "open door" policy encourages parents and carers to meet with us whenever necessary. If you should ever have any queries please do not hesitate to contact the school.

Volunteers

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. We welcome and encourage volunteers from the local community. Our volunteers include members of the governing body, parents and carers, students on work experience, university students, ex-members of staff, local residents and friends of the school. The types of activities that volunteers are engaged in include listening to children read, working with small groups of children, accompanying school visits, photocopying, laminating and preparing resources. If you are interested in volunteering in our school, please speak to the school office.

Longleaze School Association (LSA)

The LSA is a group of parents/carers and teachers that fundraise for the school. The money raised goes towards new equipment for the children to use in the classrooms or outdoors. There is always something new and exciting to raise money for and the group tries to make this as much fun as possible. The committee meets once a term to discuss new ideas. If you are interested in finding out more please contact the school office.

Easy fundraising

The easiest way for parents to raise funds for Longleaze is to shop on line through www.easyfundraising.org.uk. All the retailers give a donation to the school, so it will cost you nothing.

The Home School Agreement

We believe that 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 this is returned home to the parents.





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/carers. For example, a prospective parent /carers 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 Longleaze 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 and ask for a copy of a policy, or go online to www.longleaze.wilts.sch.uk and click on 'About Us' then scroll down to policies.

Key policies

Some of our key policies are:

- Admissions
- Anti-bullying
- Behaviour
- Charging
- Complaints
- Emergency closures
- Freedom of information
- Health and safety
- Late collection
- Pupil Premium
- Safeguarding
- SEN
- Sports Grant

Term	Year	Open	Close
Term 1	2018	3rd September	24th October
Term 2	2018	5th November	21st December
Term 3	2019	7th November	15th February
Term 4	2019	25th February	5th April
Term 5	2019	23rd April	24th May
Term 6	2019	3rd June	25th July

Teacher Development Days – School Closed

3rd September 2018
24th October 2018
15th February 2019
24th May 2019
5th July 2019

Step 1



Step 2



Step 3





Learning for Life

**LONGLEAZE
PRIMARY SCHOOL**

Longleaze Primary School
Byron Avenue
Royal Wootton Bassett
Wiltshire SN4 8BA

Tel: 01793 849251

Email: admin@longleaze.wilts.sch.uk