



# Maldon Primary School

Parent Handbook:  
taking you step-by-step  
through starting school  
*Inspiring success for all*



Maldon Primary School  
*Inspiring success for all*





# Welcome to Maldon Primary School

Tracey Thornton, Headteacher, says...

Its great news that your son or daughter is starting at our wonderful school.

We need some information from you

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

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 01621 853409, 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 Maldon Primary School, and I look forward to getting to know you and your child.



## Step 1

### STEP 1: Data Collection Form Maldon Primary School

Legal Surname:		Preferred Surname:	
Legal Forename:		Preferred Forename:	
Middle Name(s):			
Date of Birth:		Gender:	
Address:			
Post Code:		Main Telephone:	

Please complete the information below and return to the school office. See overleaf for guidance.

Please give details of all parents/carers who have parental responsibility and any other contacts you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted. These numbers are very important because if your child becomes ill during the day we need to be able to contact you or someone acting for you who are able to collect your child. Please give at least two contacts.

Priority No.	Full Name & Relationship	Phone number/Mobile/Email	National Insurance Number of Parent / Guardians
Previous School or Playgroup:		Address & Telephone Number:	

Parental Consent - Please tick to confirm your permission (See notes attached)

☐ Photography ☐ Local Visits ☐ Physical Handling ☐ Internet Access

Do you have access to the internet at home: (Please Circle)

Yes No

Travel Arrangements

☐ Bicycle ☐ Train ☐ Car/Van ☐ Walk ☐ Taxi ☐ Public Bus ☐ Car Share

Please tick the appropriate choice

Meal Arrangement

☐ Free School Meal ☐ Paid School Meal ☐ Sandwiches ☐ Home ☐ Other

Please tick the appropriate choice

Dietary Needs:

Medical Practice:

Telephone:

Address:

Please tear here



Has a Statement of Special Education Needs been issued? :	
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Medical Condition(s) & Allergies including food allergies
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Ethnicity:		Religion:	
Home Language:		First Language:	

Position of Child in Family (Please Circle)	1	2	3	4	5
---------------------------------------------	---	---	---	---	---

Other children in the Family:					
Name:		DOB:		School:	
Name:		DOB:		School:	
Name:		DOB:		School:	

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 Authority and with the DSCF.	
Signature:	Date:

Guidance Notes

Parental Consent

Photography

In order to comply with the Data Protection Act 1998 in respect of personal data, we need to ask for your consent to your child being photographed (including digital and video images) where we propose to use the images for publicity purposes. This includes posting them on a website, in the school brochure, for an event in the local paper or in parts of the school to which the public have access.

Local Visits

Whilst your child is at our school he/she will be going on a variety of local visits in connection with their work. By ticking the box you give your child permission to take part in these visits. This covers visits where the children will be walking. All children will be supervised fully by the required number of adults.

If any visit entails a coach journey then you will be sent a separate permission slip.

Physical Contact

During Physical Educational lessons in particular swimming, it may be necessary for the teaching staff to initiate physical contact with your child. This may be in order to support your child so that they can perform a task safely, to demonstrate the use of a particular piece of equipment or to assist them with an exercise. Any physical contact with a child is done so in an age appropriate way under supervision and following strict guidelines from the Safeguarding Service.

Internet

Children will be accessing the Internet to assist with learning. They will not be allowed to access the Internet without permission from staff and will always be supervised by a member of staff. All children will follow the rules for responsible internet use.

In striving to achieve the above we ask for parents’ total support.

At Maldon Primary School we believe in partnership between home and school. We have a home school agreement which begins with our vision and our aims. This home school agreement is designed to encourage and boost the partnership between home and school. Children progress at a better rate when school and home work together and share the same objectives. Together we can help your child to achieve his/her full potential.

The school expects parents :

- To ensure children attend school regularly and arrive on time each day
- To inform school immediately of the reason for any pupil absence each day
- To tell school staff about anything that may affect children's work and well-being at school
- To show an interest in all that their child does at school
- To offer help and support with learning at home, including the completion of homework
- To encourage independence and self-discipline in their children
- To establish good communication with school staff and support the behaviour policy This includes speaking to the child's class teacher if there is an issue, not other children or their parents
- To encourage respect and good behaviour and to make their children aware of inappropriate behaviour
- To work with school staff, and any outside agencies as necessary to address and review any behaviour issues with their children
- To ensure their child is dressed appropriately for school and has appropriate equipment e.g. P.E. kit/swimming kit in school
- Attend as many school parent evenings as possible so staff can share successes as well as current improvement areas

Use of the Internet

Acceptable Use Policy

An acceptable use policy will ensure all users of technology within school will be responsible and stay safe. It will ensure all users are protected from potential risk in their use of ICT for educational, personal and recreational purposes. It will be shared by class teachers to their class at the start of the Au-tumn term and referred to periodically throughout the year and in particular if any breaches of this policy become frequent in their class.

Any children who continually use the technology inappropriately will not be allowed to access this technology in school and incidents will be recorded in the e-safety incident log.

Examples of inappropriate use of technology may include cyberbullying, inappropriate use of email or learning platform social network, or unacceptable behaviour when using school equipment.

Parents can expect school staff :

- To fully comply with the school's policies and procedures and ensure that other adults in the classroom do the same
- To attend appropriate training
- To inform the Headteacher of any concerns
- To treat all children equally and fairly with respect and speak to children and adults politely and respectfully, regardless of age, disability, gender, race and nationality, religion of belief, pregnancy, marriage, transgender identity and sexual orientation according to the Equality Act 2010
- To raise children's self-esteem and develop their full potential by offering high quality learning experiences
- To maintain high expectations of pupil behaviour and learning
- To provide an interesting, relevant and challenging curriculum
- To create a safe, stimulating and pleasant environment for learning
- To use rules and sanctions clearly and consistently and listen to children's explanations regarding behaviour difficulties and explain their decision if a sanction is used
- To be a good role model for behaviour
- To establish effective partnerships with parents so that children can see the key adults in their lives share a common aim. This will include keeping parents informed and updated on progress in improving behaviour
- To recognise each child as an individual and to take into account the needs of each child

Signed: On behalf of the school

Signature: (parent/carers):	Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

Section for Year 3 children and above Name of child :
----------------------------------------------------------

I understand what the school and my parents expect of me and I will do my best to achieve those

Step 1

Step 2

Please tear here

- To praise and reward appropriate behaviour and achievements
- Set high standards of manners, behaviour and dress, at all times, including when on trips, courses – see dress code

School Vision and Aims

Inspiring success for all

Safety, learning and respect

At Maldon Primary School we want the following for all of our children:

- To have respect both for themselves and others
- To be committed, enthusiastic, hard workers achieving their potential whatever their starting point
- To achieve in all aspects of school life encouraging them to be team players and play to win in sporting competitions
- To make a positive contribution to the local community and beyond
- To be well behaved and polite
- To be independent, creative thinkers
- To be confident speakers

At Maldon Primary School we:

- Provide a safe, caring and friendly environment in which all children can excel
- Provide an exciting, stimulating and challenging curriculum including field trips and visits off site to support the work in school
- Provide support and challenges for all learners enabling them to achieve their potential

At Maldon Primary School we aim:

- To encourage a calm, purposeful and happy learning environment
- To foster positive, caring attitudes towards everyone, where achievements at all levels are celebrated and valued
- To provide opportunities for children to develop their independence, self-discipline and sense of responsibility towards themselves and others
- To develop a consistent approach for promoting positive behaviour throughout the school
- To ensure that expectations of behaviour are clearly communicated to children
- To establish a coherent and fair reward system that acknowledges and celebrates good behaviour
- To establish procedures which determine a clear and consistent approach to unacceptable and disruptive behaviour
- To raise self-esteem and teach positive behaviour through the content and delivery of the curriculum
- To ensure the development and progress of pupils with behavioural needs are regularly reviewed with staff and parents
- To effectively manage incidents of bullying and discrimination as and when they occur

We expect children who attend our school to do the following:

- To work to the best of their abilities and to allow others to do the same
- To treat all children equally and fairly with respect and speak to children and adults politely and respectfully. Regardless of Age, disability, gender, race and nationality, religion of belief, pregnancy, marriage, transgender identity and sexual orientation according to the Equality Act 2010
- To respond appropriately to the instructions of staff and other adults working in school
- To take care of property and the environment in and around school
- To co-operate with children and adults in all aspects of school life
- To move sensibly and quietly in and around school
- To share in celebrating the achievements of all members of the school community
- Dress appropriately according to the school uniform policy

STEP 3: Responsible Internet Use  
Maldon Primary School

The Department for Education recently announced a strategy for all schools to have access to a Learning Platform and on-line Learning Space.

As part of the Project, your child is being provided with an electronic desktop which means that he/she will have a safe and secure password protected area on the World Wide Web where he/she will be able to save examples of their best work. Since the electronic desktop is web based, your son/daughter will be able to access their work anywhere where they have access to a PC and the Internet, e.g. at school, home or in the library.

Please note: As with any secure internet account, it is important that your child’s password is kept a secret. If however, you think that their account has been compromised in anyway, please contact me directly.

Your child will have access to an e-mail account. They will be taught how to use it responsibly. The school will take any allegations of bullying by e-mail very seriously. Any incidents will be dealt with in accordance with the schools Anti-Bullying Policy.

Maldon Primary School is providing supervised access to the Internet and in preparation of this we are asking you to also sign a Responsible Internet Use Permission Form. Our school’s internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home. You may find it useful to visit web sites such as:-

www.parentscentre.gov.uk/usingcomputersandtheinternet - ParentsCentre has been developed by the Department for Education and Skills as a resource to support parents.

www.getnetwise.org – GetNetWise is a public service brought to you by a wide range of internet industry corporations and public interest organisations.

Please would you read the attached Rules for Responsible Use of My Learning Platform. You are asked to sign and return the consent form giving permission for your son/daughter to:-

- Access their electronic desktop via the Internet
- Upload work to their electronic desktop

Should you wish to discuss any aspect of the project, please contact me to arrange an appointment.

Yours sincerely,

Ms T. Thornton  
Headteacher

Pupil’s Agreement

I have read and understand the school Rules for Responsible Use of the Learning Platform. I will use the Learning Platform and the Internet in a responsible way and obey these rules at all times. In particular, I will not share my password with anybody else. I will not give out my name, home address or phone number in e-mail messages or write messages that I would not let my teachers and parents read. If I receive an e-mail which upsets me or an e-mail from somebody I don’t know, I will tell my teacher immediately.

Pupil:	Class:
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Parent’s Consent for Internet Access to the Learning Platform

I have read and understood the school rules for responsible use of the Learning Platform and give permission for my son/ daughter to access this via the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

I also agree that should my son/daughter need to access the Learning Platform at home or anywhere else, I agree that I will take all reasonable precautions to ensure my son/daughter cannot access inappropriate materials and that he/she will use their desktop in an appropriate manner.

I will try to ensure that my child understands the importance of keeping their password a secret.

Pupil:	Class:
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Parent’s Consent for Web Publication of Work

I agree that my son/daughter’s work my be published on the Learning Platform

Pupil:	Class:
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STEP 4: Responsible for Use of the Learning Platform  
Maldon Primary School

- I will ask permission before entering any Web site, unless my teacher has already approved that site
- I will only email people I know or people my teacher has approved
- I will only e-mail people I know, or my teacher has approved
- The messages I send will be polite and sensible
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know
- I will not use Internet chat except if it is a discussion room that has been set up by my teacher
- Any work I display using the Learning Platform will be work that I know I would want my family and friends to see
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the Internet sites I visit
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers
- The school may exercise its right by electronic means to monitor the use of the school’s computer systems, including the monitoring of web-sites, the interceptions of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school’s computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful

Signature: (parent/carer):	Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

STEP 5: INDIVIDUAL MEDICAL PROTOCOL  
Maldon Primary School

Name:	Class:
Gender:	Date of Birth: [ ] [ ] / [ ] [ ] / [ ] [ ]

Medical Condition:

Initial Symptoms	Action to be taken
Development of symptoms What could happen next?	Any further action?
When to contact Parent/Carer When shall we ring you?	Contact numbers.  Parent/Carer:  Other relative?:

Signature: (parent/carer):	Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

Signature: (Mrs M. Bacon):	Date: [ ] [ ] / [ ] [ ] / [ ] [ ]

A separate form will need to be completed at the school if your child has a medical condition.

Step 3  
Step 4-5

Please tear here

1.

Child's Surname:	Forename(s):
Home Telephone No:	School:
Contact Tel No (Daytime):	Date of Birth: [ ][ ]/[ ][ ]/[ ][ ]

2. Does your child suffer from any of the following?

Fits (convulsions) YES [ ] NO [ ] Allergies YES [ ] NO [ ] Any other medical problem e.g. Eczema, Asthma, Diabetes YES [ ] NO [ ]

If yes, please give details:

Does your child attend hospital or a clinic regularly? YES [ ] NO [ ]

Consultants Name:	Hospital/Clinic:
Please give reasons:	

4. Does your child take any tablets or medicines regularly? YES [ ] NO [ ]

Are these taken in School? YES [ ] NO [ ]

Please give details

5. Does your child have any special physical or learning needs that require support in school? YES [ ] NO [ ]

Please give details

6. Has your child ever had a serious illness or accident? YES [ ] NO [ ]

Please give details

7. Do you have any worries about the following:

Eyesight YES [ ] NO [ ] Height YES [ ] NO [ ] Day/Night Wetting YES [ ] NO [ ] Hearing YES [ ] NO [ ] Weight YES [ ] NO [ ]

Day/Night Soiling YES [ ] NO [ ] Speech YES [ ] NO [ ] Eating YES [ ] NO [ ] Behaviour YES [ ] NO [ ] Other YES [ ] NO [ ]

If yes, please give details

8. Would you like the opportunity to discuss your child's health with the School Nurse? YES [ ] NO [ ]

9. Has your child had his/her pre-school booster? YES [ ] NO [ ] Date given [ ][ ]/[ ][ ]/[ ][ ]

10. Tuberculosis (TB) Risk Assessment

Has your child been vaccinated against TB? YES [ ] NO [ ] Date given [ ][ ]/[ ][ ]/[ ][ ]

Country BCG given

Please state your child's country of birth

Please state the country of birth for the following people:-

Child's birth Mother

Child's birth Father:

Present carers (if not birth parents)

Grandparents Maternal Paternal

(M)	(F)
(M)	(F)

Are there any plans for your child to live or stay in any country other than the UK for longer than one month? YES [ ] NO [ ]

If yes, please give details

Consent for Health Assessment

During your child's first year in school a member of the school nursing team will see your child for a routine assessment of vision, height and weight (hearing will only be tested if a concern is indicated). You will be informed of the results of this assessment.

I CONSENT/I DO NOT CONSENT for my child:- (please delete as appropriate)

NAME:

To having a routine assessment of vision, height and weight (Please note that hearing will only be tested if a concern is indicated and vision if no previous testing has been carried out). I understand that I will be informed of the results following the assessment.

Signature:	Relationship to child:
Print Name:	Date: [ ][ ]/[ ][ ]/[ ][ ]

PLEASE RETURN THIS QUESTIONNAIRE TO YOUR CHILD'S SCHOOL FOR THE ATTENTION OF THE SCHOOL NURSE.



“We were advised that Alfie would be better off at another school in the area but because we had had such a positive experience with Maldon Primary and our older boys we wanted to send Alfie and Nieve there as well. At the time Daniel was at Maldon, there was a girl with additional physical needs and I remember being impressed by how well she was accommodated. That gave me confidence in the school's ability to look after Alfie and there is no question that it has done so, in every way”

**Cindy Gosling and her husband Christopher have four children. Daniel, 16 and Benjamin, 12, both attended Maldon Primary School, whilst eight-year-old twins Alfie and Nieve are still enrolled there. Alfie was born with spina bifida and other significant disabilities.**



STEP 7: Ethnic background information form: Maldon Primary School

School:	Pupil's name:
Class/Form:	

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

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged 11 or older have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged 11-15 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

These are the only categories available for this collection. Please study the list and tick one box overleaf to indicate the most appropriate ethnic background of the pupil and tick one box below to indicate the source of the information. Please ensure the form is signed before returning it to the school.

The information on this form was provided by  
☐ a parent or carer  
☐ the pupil

Signature of Parent/Guardian: (Parent/Carer (if pupil of primary age)	Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>
Pupil (if of secondary age):	Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

Please return the form to the school by the date shown on the covering letter. Thank you in anticipation of your assistance.

Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential.

These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Children, Schools & Families (DCSF) to contribute to local and national statistics. The information will also be passed on to future schools, to save you having to be asked for it again.

Please state your ethnic group ie: (British, Irish, Traveller, Gypsy, Roma, Albanian (excluding Kosovan), Italian, Kosovan, Greek, Pakistani, Bangladeshi, Hong Kong, Chinese

\*Any other ethnic group

(children of ethnic backgrounds not represented in the categories above including, Palestinian, Kuwaiti, Jordanian, Saudi Arabian, Egyptian, Iranian, Iraqi, Japanese, Korean, Kurdish (from Iraq, Iran, Turkey), Central American, South American, Cuban, Belize, Lebanese, Malaysian (other than Malaysian Chinese), Moroccan, Polynesian, Fijian, Tongan, Samoan, Tahitian, Yemeni)

☐ I do not wish an ethnic background category to be recorded.



Step 7

Key information

What are our school times?

School Day					
TIME	Reception	Year 1	Year 2	Year 3	Years 4, 5 & 6
Start of day	8.55	8.55	8.55	8.55	8.55
Morning Break		10.30 – 10.45	10.30 – 10.45	10.30 – 10.45	10.30 – 10.45
Lunch	12.00 – 1.00 Reception Playground	12.10 – 1.10 Small Playground	12.10 – 1.10 Small Playground	12.15 – 1.10 Small Playground	12.25 – 1.10 Large Playground
End of day	3.05	3.10	3.15	3.20	3.20

Arrivals and departures

At the start of the day teachers will be in their classes at 8.45am, and children will come into school from 8.45am-8.55am. The children will self-register where appropriate.

Extended School

We are open from 7.30am-6pm. In addition to many free clubs, the school has its own BreakfastClub. Children can arrive from 7.30am to have breakfast, and take part in various activities before school.

After school we host Maldon Pirates Club which provides childcare until 6pm. Please contact the school office for more information.

Uniform

Children are expected and encouraged to wear school uniform. All items of clothing should be named. Items of uniform can be purchased through the school website.

Our colours are navy blue, black/grey and white and the uniform is as follows:

Boys

- Navy sweatshirt or fleece
- White or navy polo shirt or white shirt
- Grey / black / navy trousers or shorts
- Black school shoes.

Girls

- Navy sweatshirt or cardigan or fleece
- White polo shirt or white blouse
- Grey / black / navy skirt, trousers or pinafore dress
- Blue gingham dresses may be worn in the summer term
- Black school shoes.

P.E. Kit

- White T-shirt (no collar.) Children can also wear the appropriate colour T- shirt to reflect their house colour.
- Black shorts/jogging bottoms
- Plimsolls or trainers.

Children should have P.E. kit in school every day regardless of when a P.E. lesson is scheduled ,so please send your child in with their kit on the first day back after a school holiday. Kits will be sent home at the end of every half term for washing.

Food in school

As part of our Healthy School Initiative, all Key Stage 1 children are offered a piece of fruit for break time. Children are only allowed healthy snacks e.g. fresh fruit, dried fruit, cereal bars. Key Stage 2 children have the opportunity to purchase fresh fruit. We provide free school meals to all children in Foundation and Key Stage 1 classes. All children have a daily choice from a published menu which always contains a vegetarian option. All meals are nutritionally balanced using quality ingredients including yogurts and fresh fruit and vegetables. Children are escorted to the adjoining secondary school for their hot meals every day, whilst children choosing a packed lunch option eat in our school hall.

Children are encouraged to bring in a named water bottle which can be filled from several water fountains throughout the school.



“I am very realistic about what to expect in a school; what is and what is not possible and what can be achieved, and I have no doubt whatsoever that Maldon Primary is the one I would recommend for any parent. I have never had any doubt whatsoever that my daughters are at the right school for them and that they will have benefited from their primary education. I really believe that this school is on a journey that will lead to the award of Outstanding status.”

Penny and Mike Adams live in Maldon with their three daughters. Pippa, Pollyanna and Poppy are eleven, eight and six respectively.



# 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

To ensure children's safety, and help us meet Government guidelines, we request that parents contact us to inform us of their children's absence. We ask that parents ring us on the first morning of any absence with a reason for the absence and an indication of when the child will return. We also ask that parents keep us updated with regular contact if a child has an extended period of absence due to illness.

### Contacting parents

In cases where parents have been unable to contact us about absences, we will contact parents ourselves. In this way we can all have the greatest possible confidence that children are either safely at school or safely with their parents. We also ask that parents arrange dental and doctor's appointments out of school hours unless the appointment can be arranged in break times.

## Holidays

In keeping with Government policy, all holidays taken in term time, other than for exceptional circumstances such as religious reasons, will be unauthorised. Exceptional circumstances are at the discretion of the Headteacher.

## Jewellery

Children are only permitted to wear watches and small stud earrings. No other jewellery is allowed. Studs must be removed for P.E., and swimming. Please provide a suitable container for earrings to be stored in.

## Clubs and activities

We have a variety of clubs that our children can join. We hope there is something that will interest all of our pupils. These include:

- Archery
- Arts and Crafts Club
- Choir
- Dodgeball
- Fencing
- Football
- Guitar Club
- Gymnastics
- Tag Rugby
- Zumba.



## Special Educational Needs

We ensure that we identify pupils with special educational needs and disabilities at the earliest opportunity, and put measures in place to ensure their needs are met. We ensure that pupils with special needs and disabilities are included in all the activities of the school wherever possible. We will let parents know about their child's progress regularly. We will also ensure that children are given the opportunity to express their views, and are fully involved in any decisions which may affect their education. We will also work with outside agencies where appropriate.

### Inclusion Manager

The staff as a whole and the full Governing Body is responsible for making provision for pupils with special educational needs.

## Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards a pupil's personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contributions towards these activities. If this causes difficulties we hope you will contact us at the school where we may be able to offer financial support so that pupils do not miss out on these opportunities. However, if not enough voluntary contributions are received; we may have to cancel the trip or activity.

"I have seen at first hand how Maldon Primary actively encourages feedback from parents; how it listens to what parents need and how it is prepared to address any issue which could impact on the quality of its provision. I am really pleased that the school recognises the importance of family engagement and is doing everything it can to provide a welcoming and inclusive community spirit."

**Ewan Forster and his partner Fiona live in Heybridge with their daughters Anuk, eight, Iben, five and two-year-old Inis.**



# Frequently Asked Questions

## Medicine in school

At Maldon Primary School we do not administer any medication to children. We ask that medicines only be administered at the school when it would be detrimental to a child's health or school attendance not to do so. No child under 16 should be given prescription or non-prescription medicines without their parent written consent.

If a child requires medicine during the school day, parents will need to come to the school to administer it to their child.

### Medicine storage

Medicines must be in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date and clearly labelled, but will generally be available inside an insulin pen or a pump, rather than in its original container. All medicines will be stored safely in the school office. Children should know where their medicines are at all times and be able to access them immediately.

## Supporting children with medical conditions

If a child has a long-term medical condition, we will make sure that there are arrangements in place to support them and that the child can access and enjoy the same opportunities at school as any other child.

### Partnership

The school, health professionals, parents and other support services will work in partnership to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into school after long periods of absence.



## Parental involvement

The school recognises the value of parental and community involvement, and as such parents are always welcome to help in school. We always like to include parent helpers on educational visits.

## Parent Teacher Association (PTA)

We have an active PTA which is made up of parents and teachers committed to supporting and enhancing the work of Maldon Primary School. We arrange a variety of fund raising activities and community events. Being a member of the PTA is also very rewarding, and gives parents the opportunity to get know each other better and make new friends.

### At home

'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 but we hope that it remains a time when children and parents can have some fun working together.

## The Home School Agreement

We have a Home School Agreement which is designed to encourage and boost the partnership between home and school. It outlines expectations of the way that the school, parents and pupils will cooperate and work together. Children progress at a better rate when school and home work together and share the same objectives. Together we can help your child to achieve their full potential. Parents and the school are asked to sign the Agreement. Please see page 5. A copy will be returned home to parents.

## Marking children's work and providing feedback

Marking is an essential part of planning, teaching and learning. Giving feedback to children about their work acknowledges their achievements, promotes positive attitudes and behaviour and leads to improvement in standards. We provide feedback in workbooks, but particularly with our younger children, we give a great deal of verbal feedback. Our marking is always positive, constructive and related to needs and abilities. We ensure that the pupils know how well they are doing and what they need to do to make further progress. Our Marking and Feedback policy has details of the system we use for marking work.

## Contacting parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that you let us know about any changes as soon as possible.

## School closure information

A new online notification system has been developed to keep parents up-to-date about unplanned school closures. The system has been introduced by Essex County Council to allow parents and guardians to access information about school closures faster and more effectively via the internet. If the school is closed due to bad weather it will be posted on the following website: [www.essex.gov.uk/Education-schools/Schools/Dates/Pages/Emergency-School-Closures.asp](http://www.essex.gov.uk/Education-schools/Schools/Dates/Pages/Emergency-School-Closures.asp)



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 Maldon 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.maldonprimaryschool.ik.org](http://www.maldonprimaryschool.ik.org), click on the 'documents' link in the list on the left hand side of the page, and you will find all of our policies and key documents there.

Key policies

Some of our key policies are:

- Acceptable Use Policy
- Admissions Policy
- Behaviour Policy
- Charging & Remissions Policy
- Computing Policy
- Curriculum Policy
- Data protection Policy
- Equality Scheme
- E-safety Policy
- Health and Safety Policy
- Home School Agreement
- Marking and Feedback
- SEN Policy.



Step 1



Step 2



2015

Summer Term

Easter Holidays:	Break up Friday 27th March 2015
Summer Term:	Children return Monday 13th April 2015
May Bank Holiday:	Monday 4th May
Half Term:	Break up Friday 22nd May Children return Monday 1st June INSET DAY Friday 19th June
Summer Holidays:	Break up Friday 17th July INSET DAY Monday 20th July 2015

There will be additional non-pupil days to be added to the 2015/2016 dates

Autumn Term

Autumn Term	INSET DAY Thursday 3rd September 2015 INSET DAY Friday 4th September 2015 Children return Monday 7th September 2015
Half Term:	Break up Friday 23rd October 2015 Children return Monday 2nd November 2015
Christmas Holidays:	Break up Friday 18th December 2015

2016

Spring Term

Spring Term:	Children return Monday 4th January 2016
Half Term:	Break up Friday 12th February 2016 INSET DAY Monday 22nd February 2016 Children return Tuesday 23rd February 2016

Summer Term

Easter Holidays:	Break up Thursday 24th March 2016 Bank Holiday Friday 25th March 2016
Summer Term:	Children return Monday 11th April 2016
May Bank Holiday:	Monday 2nd May
Half Term:	Break up Friday 27th May Children return Monday 6th June
Summer Holidays:	Break up Friday 22nd July



“On her birthday she was given a card signed by every member of the Breakfast Club, and that made her feel very special. For this, and many other reasons, I fully believe that Maldon Primary is absolutely right for our daughter.”

Emily and Ian Ewers live near Maldon with their daughter, Holly, who is five years old.



“It’s great that pupils’ achievements are actively celebrated in this way as it is a real confidence-booster for them.”

Vikki and Gary Mitchell live in Maldon with their children Alfie, eight and Evie, three. Alfie moved to Maldon Primary school in Year 3.





**Maldon Primary School**  
*Inspiring success for all*

Maldon Primary School  
Wantz Chase  
Maldon  
Essex  
CM9 5DQ

Head teacher: Ms. T. Thornton

Tel: 01621 853409  
Fax: 01621 842779

Email: [admin@maldon.essex.sch.uk](mailto:admin@maldon.essex.sch.uk)