

Stoke by Nayland CofE Primary School



Parent Handbook

Taking you step-by-step through starting school

Developing Courage, Creativity, Compassion and Curiosity & always striving to be the best that we can be.

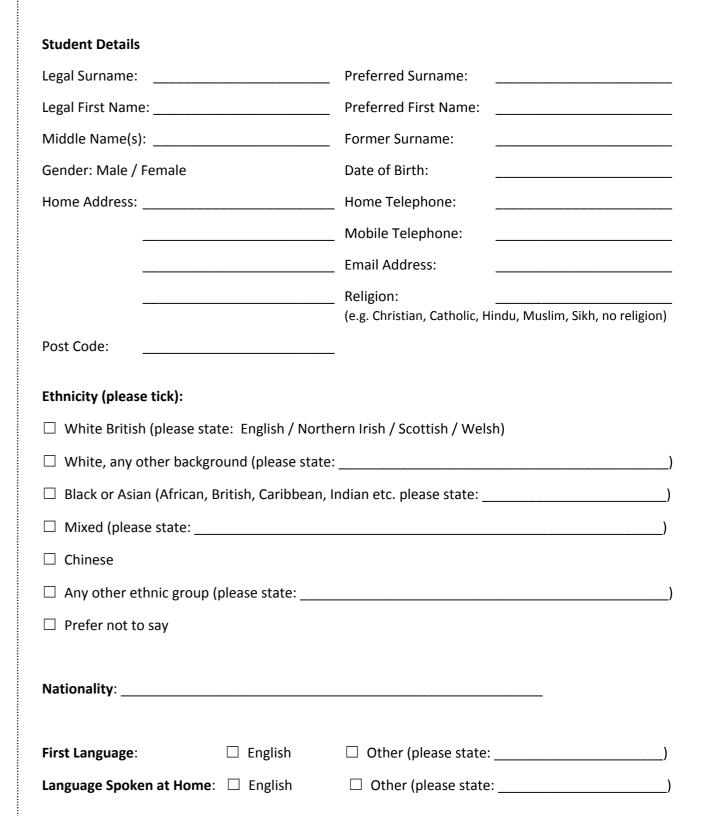




Stoke by Nayland CofE Primary School

STEP 1: STUDENT ADMISSION FORM

Stoke by Nayland C of E Primary School and Nursery ADMISSION FORM





Mrs Kelly McGrath, Headteacher, says:

Welcome to Stoke by Nayland Church of England Primary School and Nursery, part of the St Edmundsbury and Ipswich Diocesan Multi-Academy Trust. We are a small yet thriving village school in the heart of idyllic Constable Country.

Every child matters

At Stoke by Nayland, we combine a Christian ethos with ambitious academic expectations to provide an inclusive, nurturing and stimulating school environment for all of our children. Our core values of Courage, Creativity, Compassion and Curiosity are at the very heart of everything we do. Within our school family, we work together to recognise children's individual needs and ensure that we are proactive in our belief that every child matters.

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 13 and 14 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on (01206) 262418 or admin@sbn.suffolk.sch.uk and we will be happy to help!

Policies and term dates

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

Welcome

We very much look forward to welcoming you and your child to our School community.

STEP 1: STUDENT ADMISSION FORM

Stoke by Nayland CofE Primary School

Parents / Carers (living with the child)
Priority 1:
Full Name (including title):
Relationship To Child (e.g. mother/father/step-parent/foster carer):
Main Telephone Number:
Alternative Telephone Number:
Email Address:
Priority (please state order in which they can be contacted):
Full Name (including title):
Relationship To Child (e.g. mother/father/step-parent/foster carer):
Main Telephone Number:
Alternative Telephone Number:
Email Address:
Parent not living with the child but who has parental responsibility (who will be informed about parent evenings and other events related to the child):
Priority:
Full Name (including title):
Relationship To Child (e.g. mother/father/step-parent/foster carer):
Home Address:
Main Telephone Number:
Alternative Telephone Number:
Email Address:
Alternative Emergency Contact:
Priority:
Full Name (including title):
Relationship To Child (e.g. grandparent/neighbour):
Main Telephone Number:
Alternative Telephone Number:
Email Address:

STEP 1: STUDENT ADMISSION FORM

Stoke by Nayland CofE Primary School

First sayac energ are and pre	ovide copies:
Are there any brothers or sisters	s? If so, please give their name and date of birth:
Name, address and telephone n	number of previous School or Nursery/Pre-School:
Medical Information:	
Name of General Practitioner an	d Surgery:
Address:	
Medical conditions (please prov	ide details of any medical conditions and emergency action that the
school should be aware of (allerg	gies, dietary needs, asthma, hayfever, epilepsy, regular medication,
school should be aware of (allerg sight (are glasses worn?), hearing	gies, dietary needs, asthma, hayfever, epilepsy, regular medication,
school should be aware of (allerg sight (are glasses worn?), hearing sight (are glasses worn?).	gies, dietary needs, asthma, hayfever, epilepsy, regular medication, g etc.):
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Stoke by Nayland CofE Primary School

Stoke by Nayland C of E Primary School and Nursery CONSENT FORM

Parental Consent for my child:

Consent Type	nt Type Permission (please your response		Notes
	your res	μυτισεί	
Take photos / videos to be used within the school	Denied	Granted	
Photos / videos can be used on the school website	Denied	Granted	
Photos can be used in the school newsletter (a link of which will be on the school website)	Denied	Granted	
Photos / videos to be used on the school's Facebook page	Denied	Granted	
Photos / videos to be used in the media	Denied	Granted	
Videos to be uploaded onto the school's *unlisted/unsearchable YouTube channel (videos only accessible via a privately provided link)	Denied	Granted	
Saplings only: photos / videos to be shared on *Tapestry (only other parents/carers in Saplings will have access to)	Denied	Granted	
*All media shared on Tapestry or via the parents/carers with children at the scho	ol. We therefore	e kindly request	t that these are not shared with other
parties or on social media to protect the Eating fruit and drinking milk or hot chocolate	Denied	Granted	Ju.
Tasting food from cooking activities	Denied	Granted	
Local walks (such as walks around the village, to the church or to Rowley Wood)	Denied	Granted	
Child's Name:		Class: _	
Signed (parent/carer):			
Print Name (parent/carer):			
Date:			

STEP 3: Home-School Agreement

Stoke by Nayland CofE Primary School

Stoke by Nayland C of E Primary School and Nursery HOME-SCHOOL AGREEMENT

The Parents

We will:

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- Support the Christian values of the school community
- See that our child goes to school regularly, on time and properly equipped
- See that our child wears full and correct school uniform
- Let the school know any reason for any absence and about any concerns or problems that might affect our child's work or behaviour
- Support the school's policies and guidelines for behaviour and encourage children to behave well
- Support the school by not allowing access to age-inappropriate IT, phone apps and messaging platforms
- Monitor our child's IT usage to ensure they are staying safe
- Support our child in homework and other opportunities for home learning, including reading with our child
- Support our child with remote learning during periods of enforced school closure
- Attend parents' consultation sessions and discussions about our child's progress
- Get to know about our child's life at the school
- Encourage our child to respect the staff of the school and their peers
- Not bring the school's good name into disrepute on social or any other forms of media e.g. Facebook, WhatsApp, newspapers etc.

The School

We will:

- Promote our Core Values of Courage, Curiosity, Creativity and Compassion
- Promote each pupil's health, safety and happiness
- Encourage the pupils to do their best at all times
- Encourage the pupils to behave well and take care of their belongings, surroundings and others around them
- Contact parents if there is a problem with attendance, punctuality or equipment
- Let parents know about any concerns or problems that affect their child's work or behaviour
- Provide a broad and balanced curriculum and strive to meet the individual needs of the pupil
- Send home regular homework and mark and monitor homework
- Support your child in learning how to stay safe online both at home and at school
- Provide an annual report
- Arrange parents' consultation sessions during the year to discuss your child's progress
- Provide remote learning during the periods of enforced school closure
- Keep parents informed about school activities through school website, emails, letters, school newsletters and notices about special events
- Encourage parental support and involvement in school life e.g. Friends of the School, help with after-school activities/clubs and assisting at school outings

Child's Name:	Class:	
Signature (narent/carer):	Date:	

Stoke by Nayland CofE Primary School Dear Parents and Carers, Permission to walk across to the park/walk home alone for children in year 5/6 If you would like the staff to allow your child to either walk home or walk over to the park on their own after school, please complete the permission slip below. Yours faithfully, Mrs McGrath Headteacher Please return to the School Office: I give permission for ______ Year _____ to without a parent or other designated adult accompanying them. Signed......Printed....

STEP 3: Permission for Year 5 & 6 to go to walk home or to the park

STEP 4: Uniform Order Form

Stoke by Nayland CofE Primary School

Stoke By Nayland Church of England Primary School

Uniform Order Form

Sweatshirt:

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COST £:	10.50	10.50	10.50	10.50	10.50	10.50	10.50	12.50	13.00
SIZE:	22"	24"	26"	28"	30"	32"	34"	36"(XS)	S
QTY:									
DATE:									

Cardigan:

COST:	£13	£13	£13	£13	£13	£13	£14.50	£16
SIZE:	24"	26"	28"	30"	32"	34"	36"(XS)	S
QTY:								
DATE:								

Polo Shirt:

COST:	£6.50	£6.50	£6.50	£6.50	£6.50	28.00	£8.00
SIZE:	24"	26"	28"	30"	32"	34"	36"
QTY:							
DATE:							

PE Shirt:

COST:	£4.50	£4.50	£4.50	£4.50	£4.50	£5.00
SIZE:	3-4 YRS	5-6 YRS	7-8 YRS	9-10 YRS	11-13 YRS	Small Adult
QTY:						
DATE:						

PE Shorts:

COST:	£5.00	£5.00	£5.00	£6.00	£6.00
SIZE:	18-20"	22-24"	26-28"	30-32"	34-36"
QTY:					
DATE:					

	Legionnaire Hat	Book Bag	Swimming Hat
COST:	£5.20	£5.50	£2.00
QTY:			
DATE:			

Child's name:			
Class:			
Cheque/Cash:	£		
Date:			
Receipt No.:			

Please pay cash or on the School App.

Date.....





Key information

School times

The school day runs from 8.55am to 3.30pm. The gates open at 8.50am and the bell is rung at 8.55am.

Arrivals and departures

For parents who need to drive, please use the car park opposite the school and avoid parking on the pavement or opposite the school gate.

Wraparound care

Early Bird Club

We run our 'Early Bird' Club from 8.00am:

8.00am Arrival with Breakfast £3.50 per session.

8.00am Arrival No Breakfast £3.00 per session.

8.15am Arrival No Breakfast £2.00 per session. Breakfast 50p.

Sessions are pre-booked and paid for in advance so that we can make sure staff are available.

From September 2023 we will be offering an earlier start time of 7.30 am for our Early Birds Club and a later finish of 5.00 pm for our Tea Birds Club (Prices to be confirmed).

After School Clubs

We offer a range of after school clubs for school age children from 3.30pm to 4.30pm. These may be offered free of charge or for a nominal charge to cover the cost of the provision.

Tea Bird Club

Tea Bird Club runs from 3.30pm - 4.30pm every day after school for those parents needing extended hours. This costs £5.00 per child and includes a drink and snack. If you need a later pick up time, please let the office know and we will do our best to accommodate you. To book places at morning or afternoon sessions, either sign up online through our website under Parents/Early Bird and Tea Bird, or ask at the school office.

Uniform

The main school colours are royal blue and white. All items with logos and the school P.E. shorts are available from the Office. We also sell sun hats (Legionnaires style). Preloved uniform can be accessed from our Community Hub on Mon/Wed/Fri from 8.30am -12.00pm

The school uniform

- Grey or black trousers or skirt or shorts.
- A white polo shirt (with or without the school logo).
- Royal blue sweatshirt or cardigan (with or without the school logo).
- Mid-blue checked or striped summer dress.
- Black school shoes

P.E. kit

- Royal blue shorts.
- White T-shirt (with or without the school logo).
- Trainers.
- Navy or black Tracksuit/jogging trousers for the colder months.

Labelling of uniform

Please make sure all uniform items are clearly named, including trainers.

Food in school

Lunchtime starts at midday. Children are able to bring a packed lunch or have a school meal. This can be varied each day to ensure they have a nutritious lunch choice that they will enjoy. Our menu is issued on a termly basis.

School meals can be ordered on the day. There is a choice of hot or cold menu and then each day there are two hot meal options. There is always a vegetarian hot and cold choice, and we also have meat free Mondays. There is the option of adding salad and bread to every meal.

Allergies and intolerances

If your child has a food allergy or intolerance, please let us know and we will make every effort to accommodate their needs.

Drink

We ask children to bring in a named water bottle which can be refilled during the day. We do not allow fizzy drinks in school.

Paying for meals

Meals cost £2.50 and payment is made via the school payment app, details of which will be provided to parents.

Free school meals

All children in Reception to Year 2 are able to receive Universal Infant Free School Meals. Older children may also be entitled to a free meal if the family is in receipt of certain benefits. To check whether your family qualifies, we encourage all families to visit the Suffolk County Council website www.suffolk.gov.uk/freeschoolmeals.



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.

Attendance

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

It is the parent/carers responsibility to ensure that their children arrive to school on

The morning register will be called promptly at 9.00am. Any child arriving after 9.00am will be marked as late.. Any child arriving after the registers have closed at 9.10am will be marked as unauthorised late. The afternoon register will be called promptly at 1.00pm. Any child arriving after 1.10pm but before 1.20pm will be marked as late. Any child arriving after the registers have closed at 1.20pm will be marked as unauthorised late.

Parents whose children arrive after the registers have been called must report to the school office to sign in.

Absences

It is the parent/carer's responsibility:

- To notify the school on the first day of absence before 9.30am or as soon as possible. Parents can report an absence by telephoning or emailing the school
- To provide medical evidence, if requested, on the child's return to

- To ensure that as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.
- To liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer. Parents/carers of children for whom we do not know the reason for absence will be contacted
 • To inform the office, in writing, of the

Illness/medical absences

In addition to the points above, if a child is repeatedly absent due to illness, the school may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc. In the case of a chronic illness or other long term illness issue then a letter or note from the GP or other health professional to state the child is not fit for school or stating the times and days each week the child will be fit for school will be required. This will give clarity to both the school and the child, plus the parent/carer. The school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday or if the authenticity of an illness is in doubt.

Term-time holiday absences

Parents/carers are expected to take their child(ren) on holiday during the 14 weeks school holidays to minimise the impact of their child(ren) missing their education. Parents/ carers requesting a term time holiday must complete a leave of absence request form in advance of the trip (ideally at least 4 weeks

These requests will be considered on a case-by-case basis. It is the parent/carer's responsibility:

- To obtain a leave of absence form from the school office.
- To complete and submit the form in advance of the period of absence (ideally 4 weeks prior).

Absence for other reasons

It is the parent/carer's responsibility:

- need for leave in circumstances which are known in advance.
- To inform the school as soon as possible when sudden circumstances occur which prevent a family bringing a child to school, so that the appropriate code can be recorded in the register.

Unexplained absence

When a child is repeatedly absent and no satisfactory reason is given, the parent/ carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority. Regular monitoring of all pupils' attendance is carried out by the Education Welfare Officer. Children who have repeated unauthorised absences, holidays or otherwise, will be contacted by the Education Welfare Officer and may be invited to an attendance meeting to discuss absences and any appropriate support.

Medicines in school

If a child requires medication during the school day, staff members will administer this as long as we have written permission from the parent.

Mobile phones

If children wish to bring a mobile phone into school for safety reasons, such as walking to and from school, this must be handed into the school office on arrival and collected at the end of the day.

Behaviour

Stoke by Nayland C of E Primary School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the

Christian values

We are a caring, Church of England school, whose values are built firmly on a Christian foundation. We have an expectation that children and adults will behave with mutual respect and kindness towards one another and engender a trust that will lead to positive relationships. We also believe that children need to take responsibility for their behaviour and the choices they make.

Parents are expected to:

- building positive relationships and communication, so that children receive consistent messages about behaviour at home and school.
- Support their child in adhering to the school rules.
- Inform the school of any changes in circumstances that may affect their child's behaviour.
- Discuss any behavioural concerns with the class teacher promptly.

Rewards and sanctions

Rewards for good and sanctions for poor behaviour are applied fairly and consistently, in proportion to the level of that behaviour.

Supporting Learning

We ask that all children read daily at home. Whilst our children are learning to read phoncetically decodable books we send home a book for reading for pleasure alongside their reading book. This book can be shared with an adult and read to your child. They can change this book frequently. Our phonetic reading books are changed weekly to ensure your child is able to read them fluently and confidently.

As your child becomes a more confident reader please encourage them to also read alone and then talk to you about what they have read. We have a wide range of books in our school library and class libraries but do welcome suggestions.

In Year 5 and 6 your children are encouraged to take on the Saphire Reading Challenge to read 60 set books over the two years.

Children in KS2 will also be given a log in for Read Theory which provides short comprehension tasks for your child to complete at home.

Children throughout the school have access to Rollama to help their Grammar and Punctuation skills develop. We also give every child a writing for pleasure book to create their own writing projects in.

Children throughout the school are given access to Mathletics where they can practice their maths and develop their speed over time. Children from Year 2 upwards are given access to Times tables Rockstars to improve their times tables speed.

Hair and jewellery

Long hair should be tied back for safety reasons.

The only jewellery permitted is one pair of small stud earrings, which the child must be able to remove themselves for P.E. lessons, and a wristwatch (not a smartwatch).

Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the class teacher. If it is a confidential or complex matter do not try to deal with it immediately before or after school but ask to see the teacher at a suitable time.





Special Educational Needs and Disabilities

At Stoke by Nayland C of E Primary School we aim to provide a broad and balanced curriculum for all children. The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to the diverse learning needs of children.

No barrier to learning

Some children have particular learning needs and disabilities. Children who come into this category may be assessed and provided with teaching and learning that meets their needs, as inclusively as possible. We believe that having special needs and disabilities does not have to be a barrier to learning. Children may have special educational needs and disabilities either throughout, or at any time during their school career. Curriculum planning and assessment for children with special educational needs and disabilities takes account of the type and extent of the difficulty experienced by the child.

We aim to:

- Promote an inclusive ethos throughout the school.
- Create an environment that meets the special educational needs of all children.
- Through careful assessment and planning, provide learning opportunities that are closely matched to their needs.
- Work with other statutory and voluntary bodies to provide support where needed.
- Apply the key purposes of other relevant policies to all planning, teaching and assessments.
- Encourage children with SEND to participate fully in their school and community and to take part in decisions about their education.
- To work with parents/carers to help maximise support to the benefit of the children.
- Support children with medical/physical needs to the best of our ability.

The SENDCO is Mrs McGrath and she can be contacted at admin@sbn.suffolk.sch.uk.

Charging policy

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not charge. However, we do make a charge to cover the costs of board and lodging. Parents of children entitled to Pupil Premium as it is presently constituted may approach the school to request a discounted fee.

Our full policy on charging can be found on our website under Key Information/Policies/Charging and Remissions.

Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

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

Keep in touch

In the event that the school is unable to open, or has to close during the day, parents will be alerted by email, and the information will be posted on our Face Book page and on our website.

Otherwise, should we need to contact you for any reason, please ensure that we have your up-to-date contact details.

Working with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important.

Reports and parent evenings

A full report is issued once a year. Parent consultation evenings are held each term.

Working together

We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

New

Our website is a great resource for keeping up to date with events and news at school. You'll find regular updates on our website www.stokebynaylandprimaryschool.org.uk.

Contacting parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Policies

Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

High standards

At Stoke by Nayland Primary School, we believe that policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.stokebynaylandprimaryschool.org.uk.

Key policies

Some of our key policies are:

- Anti-bullying.
- Behaviour.
- Child protection.
- · Collective worship.
- Online safety.

Term dates

Summer Term 2023

Term starts: Monday 17th April 2023 Half term: Monday 29th May 2023 -Friday 2nd June 2023

Term ends: Friday 21st July 2023 Non-pupil/PD Days: Monday 5th June 2023

Autumn Term 2023

Term starts: Monday 4th September 2023
Half term: Monday 23rd October Friday 27th October 2023
Term ends: Wednesday 20th December 2023

Non-pupil/PD Days: Monday 4th September, Tuesday 5th September, Friday 20th October 2023

Spring Term 2024

Term starts: Wednesday 3rd January 2024
Half term: Monday 19th February Friday 23rd February 2024

Term ends: Thursday 28th March 2024
Non-pupil/PD Days: Wednesday 3rd January 2024

Summer Term 2024

Term starts: Friday 12th April 2024
Half term: Monday 27th May Friday 31st May 2024
Term ends: Friday 19th July 2024

nber 2023 Term ends: Friday 19th July 2024 Non-pupil/PD Days: Friday 12th April 2024





Our Vision and Values

At Stoke by Nayland, we educate the whole child - their hearts and minds. Our children become learners for life through the rich curriculum we provide that builds on the talents of every individual to ensure they reach their full potential, as God intended.

Our core values emphasise the importance of educating the heart as well as the mind, by teaching our children to be courageous, creative, compassionate and curious. We want every child to know their own immeasurable worth and that they are known by a God who loves and cares for them.

Our Core Values

Our core values were decided upon with input from all stakeholders, they summarise what Stoke by Nayland C of E Primary School stands for.

- Courage. Jesus has inspired us to be courageous and to stand up for what is right. We believe that with God's help and with the encouragement of our families, friends and teachers, we can be courageous when facing challenges, stand against injustice and be the best we can be when things are difficult. 'Be strong and courageous; do not be frightened, for the Lord God is with you wherever you go'. Joshua 1:9
- Compassion. Jesus showed kindness, mercy and compassion, and the love of God for everyone. At Stoke by Nayland we aim to treat others how we would like to be treated, show empathy in a wide range of circumstances and help people so they feel cared for, just as God cares for us. 'Clothe yourselves with compassion, kindness, humility, gentleness and patience'. Colossians 3:12
- Creativity. We believe life is a gift entrusted by God and each person has a creative spirit to enjoy, celebrate and explore this world in all its mystery and diversity. At Stoke by Nayland we value the unique talents of everyone and endeavour to use them creatively for our own enjoyment, to give pleasure to others and to make a difference in this world. 'We have different gifts, according to the grace given to each of us'. Romans 12:6
- Curiosity. We believe curiosity is what God uses to make us wise so we can avoid the traps of sin. A curious mind is open to new discoveries and to God's dynamic and creative work in this world. Curiosity about God anchors us in God's strength as we ask more, seek more and learn more. At Stoke by Nayland we encourage our children to be curious, igniting a passion for learning and recognising right from wrong. 'When Jesus spoke again to the people, he said I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life'. John 8:12



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