



Palm Bay Primary School

Parent Handbook

Taking you step-by-step through starting school

Loving learning, making a difference, always aiming higher together



**Miss L Williams,
Headteacher, says...**

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

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01843 290050 or contact via email office@palmbay.org.uk and we will be happy to help.

Policies and term dates

On pages 12-14 are details of some important policies you need to know about and page 15 has term dates.

Welcome

Welcome to Palm Bay Primary school, I look forward to getting to know you and your child.

Step 1

STEP 1: PUPIL ADMISSION FORM
Palm Bay Primary School

All information will be treated as confidential to the school - PLEASE PRINT CLEARLY

Child's Legal Surname:	Legal Forename(s): Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Address:	Position in Family: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
	Home Telephone No:
Post Code:	Email:

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) Legal Guardian(s) with whom the child lives	
Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Telephone Numbers:	Telephone Numbers:
Mobile:	Mobile:
Work:	Work:

In case of illness or accident, please provide additional emergency contact numbers.

Other Contacts in Case Of Emergency	
Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

Other Contacts in Case Of Emergency	
Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)

Signature: (parent/carer):	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Please tear here

Child's Doctor's	Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:		
Surgery Address:			
Telephone Number:			
Child's previous school or playgroup:		Telephone Number:	
Does your child have a brother or sister in the school? If so please state			
Name:	Class:	Year:	
School Meals			
Are you entitled to claim free school meals for your child?			YES <input type="checkbox"/> NO <input type="checkbox"/>
If you would like to claim for free school meals, an application will have to be submitted. Please contact School Office or visit the Free School Meal website: www.myfreeschoolmeals.com			
Dietary Needs			
Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.			
Travel to School			
Please advise us of the main way your child will regularly travel to school: Bus <input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Train <input type="checkbox"/> (please tick as appropriate)			
Services Children in Education			
Are you a Services Family?			YES <input type="checkbox"/> NO <input type="checkbox"/>
Special Needs			
Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:			
Ethnicity	Home Language Spoken	First Language Spoken	Religion
Is English an additional language?			
YES <input type="checkbox"/> NO <input type="checkbox"/>			
If English is an additional language what level do you consider your child to be at			
Fluent <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> No English Spoken <input type="checkbox"/> (please tick as appropriate)			
Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.			
Signature of Mother/Guardian:		Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Signature of Father/Guardian		Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	
FOR SCHOOL USE ONLY			
Birth certificate/passport copied <input type="checkbox"/>			
Start Date <input type="text"/> / <input type="text"/> / <input type="text"/>			
New Class:			
CTF/Records requested <input type="checkbox"/>			

Step 1

Step 2

STEP 2: Medical
Palm Bay Primary School

Palm Bay Primary School will not give your child medicine unless you complete and sign this form.

Name of Child:	
Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Medical condition/illness:	
Medicine/s:	
Permission to administer Calpol in an emergency: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Medication received by	member of Palm Bay Primary staff
Group/Class/Form:	
Name/Type of Medicine (as described on the container):	
Date dispensed: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Expiry date: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Agreed review date to be initiated by (name of member of staff):	
Dosage, method and timing:	
Special Precautions:	
Are there any side effects that the school/setting needs to know about?	
Self-Administration: YES <input type="checkbox"/> NO <input type="checkbox"/> (tick as appropriate)	
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to staff administering medicine in accordance with the school's administering medication policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.	
Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.	
Signature of Mother/Guardian:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Signature of Father/Guardian	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Please tear here

E-Safety is fundamental in our quest to keep children safe – at home and school. It is vital that our children know how to make the most of the internet whilst keeping themselves safe. With technology moving at a fast pace, we need to ensure that we are supporting our children to manage their time online.

One of the biggest concerns about on-line usage is the use of social media. Children may unwittingly become involved in an online situation which can then escalate quickly, causing distress or in some circumstances putting the child in a dangerous or compromising position. Please always refer to the age restrictions on all web sites to help keep your child safe.

When talking to younger children about e-safety, you could read the stories of '**Digiduck's Big Decision**' and '**The Adventures of Smartie the Penguin**' with your child. They are an excellent platform for a discussion about understanding some of the difficulties that may occur when children have access to electronic devices and how they can avoid them.

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.	
Our E-safety policy is available from the school office and is published on the school's website.	
Pupil:	Year Group:
Pupil's Agreement	
<ul style="list-style-type: none">• I have read and I understand the school e-Safety Policy.• I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.• I know that network and Internet access may be monitored.	
Signed:	Date: / /
Parent's Consent for Web Publication of Work and Photographs	
I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.	
Parent's Consent for Internet Access	
I have read and understood the school e-safety policy and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.	
I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.	
Signed:	Date: / /
Please print name:	
Please complete, sign and return to the School Office	

Step 3

Step 4

This form will cover your child for their entire school time at Palm Bay primary school, unless informed otherwise. If you wish to change your authorisations at any time, please contact the school office.

NAME OF CHILD	
Please delete the appropriate give/do not give part of both statements below and sign each statement.	
I give / do not give permission for my child to be taken out into the local community by a qualified member of staff. This would include visits to the local schools, post office, park etc. (Separate authorisation will be requested on letter will be sent home for trips which involve transport other than the school minibus.)	
Signed (Parent/Carer):	
Date: / /	
I give / do not give Permission for my child to be transported in the minibus, teacher's or other adults' cars to attend sporting fixtures at other schools and all local visits to the the farm, library etc.	
Signed (Parent/Carer):	
Date: / /	
Parental Consent Form for Images	
<ul style="list-style-type: none">• This form is valid for the period of time your child attends Palm Bay Primary School. The consent will automatically expire after this time. We will not re-use any photographs or recordings after your child leaves the school/setting without additional consent.• We will not use the personal information or full names (which means first name and surname) of any child or adult in a photographic image or video on our website, online, in our prospectus or in any of our other printed publications.• If we use photographs of individual children, then we will not use the full name of that child in the accompanying text or photo caption. If we name a child in any text then we will not use a photograph of that child to accompany the article.• We may include pictures of children and staff that have been drawn by the children. We may use group photographs or footage with general labels. We will only use images of children who are suitably dressed.• We will discuss the use of images with children in an age appropriate way and to role model positive behaviour.• This consent can be withdrawn by parent/carers at any time by informing Palm Bay Primary School in writing.	
Please Circle as Appropriate	
May we use your child's photograph/image in displays around the school/setting? Yes / No	
May we record your child's image or use videos for assessments, monitoring or other educational uses within the school/setting? These images or recordings will be used internally only. Yes / No	
May we use your child's photograph/image in our prospectus and other printed publications that we produce for educational and promotional purposes? Yes / No	
May we use your child's image on our website or other electronic communications? Yes / No	
May we record your child's image on webcam for appropriate curriculum purposes? Yes / No	
Are you happy for your child to appear in the media e.g. if a newspaper photographer or television film crew attend an event organised by the setting? Yes / No	
Are you happy for the school to print images of your child electronically? Yes / No	
I have read and understood the conditions of use and I am also aware of the following:	
<ul style="list-style-type: none">• Websites can be viewed worldwide and not just in the United Kingdom where UK law applies.• The press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.• I/we will discuss the use of images with our child/ren to obtain their views, if appropriate.• As the child's parents/guardians, we/I agree that if we/I take photographs or video recordings of our child/ren which include other children, then we will only use these for our personal use.	
Signed (Parent/Carer):	
Date: / /	

Please tear here

STEP 5: Permission form for the Provision of Care
Palm Bay Primary School

(To be filled out before starting school at Palm Bay Primary School)

Palm Bay Primary School expects that every child starting in Reception class will be toilet trained, unless there are reasons why this is not possible. We acknowledge that toileting accidents are part of growing up and if/when this occurs our staff will support your child to change into clean clothes as quickly as possible. Our staff are experienced and trained at carrying out this task, however if preferred, the school can contact you or your emergency contact to request you attend without delay. If your child soils themselves regularly we will request a meeting to discuss ways in which the school can support you and your child.

Please fill out the permission slip below stating your agreement and preference.

Name of Child:

Please tick as appropriate

☐ I give consent for my child to be changed and cleaned by Palm Bay staff if he/she has wet/soiled him/herself while at school

☐ I do not give consent for my child to be changed and cleaned if he/she wets/soils him/herself. The school will contact me, or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child

I understand that my child will be toilet trained on entry into Reception, unless there are reasons why this is not possible.

Signed:

Date: / /

STEP 6 VOLUNTARY FUND
Palm Bay Primary School

You will be aware that we arrange many extra-curricular activities/ funding for the children throughout the year, some examples from this academic year are:

Swimming Gala • Football entry fees to participate in competitions • Play-Doh, Easter nests, Christmas cooking ingredients, bread making, sandwich making • Cooking and technology, e.g. providing seeds and compost for garden projects, ingredients for the special food days we hold for the children to cook and taste, and for plants and growing topics. • Contribution to Kinetic Theatre • Living History experience • Peer Mediator vests • Festival of Song refreshments • Astrodome experience in school for Reception • Year 6 World War 2 experience (a two-day experience which the children always thoroughly engage in and enjoy)

With increasing costs and ever-diminishing budgets, we request parents to make a modest voluntary contribution for the whole year to help fund these activities, and suggest an amount of £5.00 per year per family but any other amount would be appreciated.

For the year September 2015 – to September 2016, we received contributions from less than one-quarter of our total number of families. We understand how difficult it can be to find ‘spare’ funds but, if you are able to make a contribution, please complete the tear-off slip below and return it to the School Office with your donation as soon as possible; thank you.

The children benefit a great deal from these additional events and we are always very grateful of your support.

Parent/Guardian of (name/s of children)

I am able to contribute to the Voluntary Fund and I enclose:

One payment of £5.00 ☐ Other amount: £..... ☐

Step 5 - 6
Step 7

STEP 7 Free School Meals
Palm Bay Primary School

Currently all children who are in Reception (EYFS), Year 1 or Year 2 will be offered a free, healthy school lunch.

The information below will be used by the school to check for eligibility to claim for free school meals and/or additional grant money (Pupil Premium) from central Government which comes to the school to support your child both in learning support and trips etc. It will be used for no other purpose and remains confidential. Please complete the details below if your family income is less than £16,190 or you are in receipt of any of the benefits listed in the table below:

CHILD/CHILDREN'S DETAILS (Please include any other children in the family receiving free school meals who are in different year groups, or at different schools or those who are due to start school in August)

Child’s surname	Child’s first name	Date of birth	Sex M/F	Name of school child is currently attending

PARENT/GUARDIAN DETAILS

Surname/family name	
First name	
Date of birth	
National Insurance number/NASS number	
Day time telephone number	
Parent/guardian’s current address	
Please provide your old address if you have moved in the last year	
Please provide your old address if you have moved in the last year	

FAMILY INCOME AND BENEFIT DETAILS

Please complete this section only if your joint family annual income is no more than £16,190

Please (x) if you are in receipt of working tax credit ☐

Please (x) the type of benefit you receive:

- ☐ Child Tax Credit with no Working Tax Credit and where the household income is no more than £16,190
- ☐ Income support
- ☐ Income based Job Seeker’s Allowance
- ☐ Income based Employment Support Allowance
- ☐ Support under part VI of the Immigration and Asylum Act 1999
- ☐ Guarantee element of state pension credit

Please tear here

Child's name:	Class:
---------------	--------

The School will:

- ❖ value and respect each child as an individual
- ❖ encourage high expectations and pride in achievement
- ❖ recognise and praise progress and achievement
- ❖ inform parents of the progress and welfare of their child
- ❖ provide a safe and orderly environment in which to work
- ❖ listen to parents' views and concerns

Signed
(Head Teacher)

Parents/Carers will:

- ❖ support the school in its aims and values
- ❖ ensure their child's regular and punctual attendance
- ❖ notify the school early on the first day of absence the reason for their child's absence
- ❖ support their child in the schoolwork they are expected to do at home
- ❖ tell the school about any circumstances which may affect their child
- ❖ attend parents' evenings and discussions about their child's progress

Signed
(Parent/Carer)

Pupils will:

- ❖ be polite and helpful to others
- ❖ be on their best behaviour and abide by the school rules
- ❖ attend school regularly and on time and bring the things they need
- ❖ look after the things they use in school
- ❖ help to look after the school and the surroundings
- ❖ try their best and work hard
- ❖ wear their school uniform

Signed
(Child)

Step 8

Key information



What are our school times?

Gates open at 8.45

Key Stage 1

- 8.55am – 3.20pm.
- Morning break 10.15 – 10.30am.
- Lunch break 12.00 – 1.00pm.
- Afternoon break 2.00 – 2.10pm.

Lower Key Stage 2

- 8.55am – 3.20pm.
- Morning break 10.30 – 10.45am.
- Lunch break 12.30 – 1.30pm.

Upper Key Stage 2

- 8.55am – 3.20pm.
- Morning break 10.45 – 11.00am.
- Lunch break 12.30 – 1.30pm.

Children in Reception Class may be picked up from 3.00pm.

Wraparound Care

Breakfast Club

Breakfast Club runs from 7.45 – 8.45am at a cost of £2.50 per child per day.

After-School Provision

The extended day provision runs from 3.20 – 6.00pm at a cost of £10.00 per session.

Places in Breakfast and After-School Clubs should be booked through the school office and payment is made online at www.schoolmoney.co.uk.

Arrivals and departures

Children must arrive at school between 8.45am and 8.55am. Teachers are on duty from 8.45am. Parents leaving their children before this time do so at their own risk as they will be unsupervised. The gate in to the playground will be locked until 8.45am. Any child arriving after 8.55am must report to the school office with an adult.

Uniform

The school uniform is a very important part of the school and its identity, we request all parents support our uniform policy. Any parent wishing for their child to wear something other than the specified items on religious or other grounds should contact the Headteacher and their requests will be treated sympathetically.

Girls

- Bottle Green school sweatshirt or cardigan.
- Grey skirt or pinafore, or black trousers.
- White socks or white, grey, black or bottle green tights (no trainer socks).
- Grey or white knee high socks
- Sensible black shoes (no trainers).

Girls - Summer option

- Green/white gingham checked dress.
- White or black sandals (not open-toed).

Boys

- White polo shirt.
- Bottle green school sweatshirt.
- Grey or black trousers or shorts.
- Grey, black or white socks.
- Sensible black shoes (no trainers).

Caps

Only caps with the school logo are permitted. Caps are optional although will be needed for summer trips.

Outdoor and protective clothing

The uniform policy does not specify a particular type or colour of coat. However, winter coats should be sturdy due to the position of the school. School fleeces are available as an additional item and not to be worn instead of a sweatshirt.

P.E.

- School T-shirt.
- Thin-soled black plimsolls.
- Socks.
- Green shorts (plain, no logos).
- Tracksuit for outdoors PE.

Tights may not be worn for indoor PE.

All uniform is available from:

The Schoolwear Centre

Weston Dairies, 56 Addington Street, Margate, Kent CT9 1QS

01843 293555

www.schoolwearcentre.net

Labeling of uniform

Please ensure that all items of clothing are clearly labeled with your child's name as neither the school nor KCC can accept responsibility for any articles lost or damaged on school premises.

Food in school

All meals are cooked on site by Caterlink and offer options for dietary requirements such as vegetarian, dairy free and gluten free options. Meals cost £2.00 per day, paid through the school office.

Free school meals

All children in Reception, Year 1 and Year 2 are entitled to a free school meal. For older children, the family must be in receipt of certain benefits. Please see the Free School Meals page on our website for details.

Packed lunches and snacks

Children are welcome to bring in their own lunch from home but these must not contain nuts as we are a nut free school. Chocolate bars and sweets are also not allowed in school.

Drinks in school

We actively encourage children to drink water during the day. Parents may provide a transparent, 500ml bottle which can be topped up from the water machines on the school premises. Flavoured water is not allowed. We sell school bottles in the school office for £1.50.



These are the questions that crop up regularly. If your question does not appear in the list below, please contact the school for more information.

Absence

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. It is the parents' responsibility to contact the school on the first day their child is absent and only the Headteacher can authorise absence for approved reasons. These include:

Occasional sickness.

- Pre-arranged appointments.

Unauthorised absence

Absences will be unauthorised for things such as:

- Persistent non-specific illness.
- Absence of siblings if one child is unwell.
- Oversleeping.
- Inadequate clothing/uniform.
- Confusion over school dates.
- Medical/dental appointments of more than half a day without good reason.
- Child's/family birthday.
- Shopping trip.

Holidays

Holidays during term time will NOT be authorised and will be recorded as an unauthorised absence on your child's record.

Cycling to school

Lockable racks are provided for bikes and scooters. Helmets must be worn and can be stored in lockers during the day. The only children permitted to cycle to school unaccompanied are those in Year 6 who have passed their Bikeability test.

Mobile phones

Mobile phones are generally not permitted in school and if a child is found to have one it will be taken to the school office until the end of the day. If there is a genuine reason why you wish your child to bring one please let us know. The school will not be responsible for any loss or damage to mobile phones under any circumstances.

Accessories, hairstyles and jewellery

Children with long hair must have it tied back at all times with bands in school colours (i.e. white, green, grey or black). Other colours are not permitted. Jewellery is not permitted, with the exception of a small pair of plain gold or silver studs in pierced ears, and small objects of religious significance, which must be worn under the school shirt. These must be removed for PE. Make up is not permitted, including nail varnish and transfer tattoos. Extreme haircuts such as patterns cut into the hair, Mohican-styles or cuts below Grade 2, extensions and hair dye are not allowed.

Helping to support children's learning at home

Take an interest in what your child is doing in school. Be aware of what homework has been set, encourage them to read to you and on their own, set tasks for them where they need to use mathematics or think about what is happening in the world around them. Further information can be found on our website.

Internet safety

All access to the Internet is filtered and children cannot access the Internet unless supervised by a member of staff. We constantly remind children of what to do should they accidentally gain access to anything they are not comfortable with.

Issues concerning children's welfare

If you have an issue concerning your child, please speak to his or her Class Teacher as the first point of contact.

SRE lessons

Sex and Relationships Education (SRE) follows curriculum guidelines and all content and resources are clearly defined and age appropriate. Please see an overview of the content of there is not an overview of lessons but there is an SRE policy on the website.

Clubs and activities

Palm Bay Primary School offers a variety of clubs on a termly basis, so that every child has the opportunity to take part in an activity of their choice. These include:

- Athletics.
- Archery.
- Drama.
- Football.
- Cookery.
- Puzzle and board games.
- Origami.
- Tennis.
- Knitting and sewing.
- Hama beads.
- Zentangles.
- Blue Peter.

(We cannot guarantee these will always be on offer)

Special Educational

At Palm Bay Primary School we believe that every child is entitled to a broad and balanced curriculum. We aim to provide a caring learning environment, rich in stimulation, that will meet the needs of all pupils and foster their academic, emotional and physical development in order for them to reach their full potential. Parents are welcome to contact our SENCO if they require help or advice.

Inclusive

We pride ourselves on being an inclusive school and are confident in dealing with a wide range of needs including dyslexia, dyspraxia, speech and language needs, autism, sensory needs and behavioral difficulties. Regular training ensures that all our staff are fully trained to support the needs of our pupils. Our full SEND policy can be found on our website.

Charging policy

The school has a charging policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by Governors and applicable to all registered pupils. Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school.

Paying

We use the School Money system (www.schoolmoney.co.uk) where parents can log on to pay for school trips, clubs, extended provision etc, although if you prefer to pay by cash or cheque, this can be done at the school office.

Emergency arrangements

It is the policy of the school to make every effort to remain open whenever possible as long as it is safe to do so. The decision to close the school either before or during the school day will be made by the Headteacher. The school will only be closed if one or more of the following conditions apply:

- A sufficient number of staff are unable to come in to keep the school running safely.
- Conditions on site are dangerous.
- Conditions are considered to be or are anticipated to later become too hazardous for travel.

If the school is to close:

- The closure will be recorded on the school website <http://www.palmbay.org.uk>.

- The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse conditions.

However, parents are expected to check the website and/or make themselves aware of local radio broadcasts when it is clear that a closure is a possibility.

Stay in touch

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

Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted

by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

Medication in school

We can only administer prescribed medication when accompanied by a Parent/Carer Consent Form. Calpol may only be administered in cases of emergency and only when parental or carer permission has been given.

School office

Medication should be handed to the school office and under no circumstances should children bring medication to school by themselves.

Working with parents

Parental involvement

Palm Bay has a brilliant PTFA who organise boot fairs, cake sales and the Christmas fair. They raise lots of money that help pay towards a variety of things for the pupils at our school. They contribute towards the school trips, new books for classes, mini bus maintenance and forest and beach school activities.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

Parent Evenings

Regular Parent Evenings are held throughout the school year. These are an opportunity for you to come into school and meet with your child's teacher to discuss their progress and to view their work. If you

have any concerns at any other time, please do not hesitate to make an appointment to speak with your child's teacher. You can also discuss your child's written school report.

News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website.

At home

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

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties, you will find the home school agreement in this handbook on page 10.

Contacting Parents

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

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. When children visit the park, a museum or an art gallery they learn from their own experience and the National Curriculum comes to life. We aim for all children to have at least one experience every term, including trips out of school and workshops in school.

Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

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.

Key policies

Some of our key policies are:

- Anti-Bullying and Anti-Social Behaviour.
- Behaviour.
- Child Protection.
- Children in Care.
- E-Safety.
- Gifted and Talented.
- Health and Safety.
- SEN.
- SRE.

A full list of our policies can be found at <http://www.palmbay.org.uk>, under the 'Information' drop-down menu.

Step 1



Message from the Head Teacher

Welcome to our school.

Palm Bay is a lovely school, with happy children and staff. Our children and learn in a safe, supportive environment in which they are encouraged to try their best and have a go at everything. Palm Bay children grow up to be confident young people, well prepared for the next stage in their education.

This is achieved through a combination of high-quality teaching and an exciting, engaging curriculum. We work hard to help each and every child to fulfil their potential, genuinely believing that there is success in every child. Our school embodies strong values which are underpinned in all we do.

Step 2



Step 3



School Policies

Our policies ensure that we work and learn harmoniously. Below is a list of PDF documents that will explain the school policies:

[Admissions Policy](#)

[In-Year Casual Admission Form](#)

[Anti-Bullying & Anti-Social Behaviour Policy](#)

[Attendance Policy](#)

[Behaviour Policy](#)

Reminders

Please show respect for our community by parking safely and considerately. Please use the bay inside of the school carparking and do not park/travel off on the way into the school during the restricted times displayed on the yellow notice. Thank you.

Term Dates and

6th Sept – 20th Oct

30th Oct – 20th Dec

8th Jan – 9th Feb

19th Feb – 29th March

17th April – 25th May

4th June – 24th July



At Palm Bay Primary School both staff and pupils are encouraged to have a growth mindset, constantly striving to learn and improve. A continual focus on great teaching means lessons are rigorous and engaging. Our beautiful coastal location enables us to maximize opportunities for learning outside in our Beach and Forest Schools and is used as an extension of the school as a whole.

Children at Palm Bay follow these values.

- Achievement
- Teamwork
- Respect
- Perseverance
- Enthusiasm
- Creativity



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