



Parent Handbook

TAKING YOU STEP-BY-STEP
THROUGH STARTING SCHOOL

Ready to Learn Every Day!





Mrs M Brown,
Headteacher,
says...

It's 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 01474 569859 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 Singlewell Primary School and I look forward to getting to know you and your child.

Step 1

STEP 1: PUPIL ADMISSION FORM

Singlewell School

Please complete all sections of the admission form, if you have any queries contact the school:
office@singlewell.kent.sch.uk

Child's Details			
First Name			
Middle Name (s)		Gender	
Surname		Nationality	
Known as		Country of Origin	
Date of birth		Religion	

Siblings			
Does your child have any brothers or sisters currently attending the school Yes <input type="radio"/> No <input type="radio"/>			

Home address			
Address Line 1			
Address Line 2			
Town		Postcode	
Home telephone number			

PLEASE NOTIFY THE SCHOOL IMMEDIATELY IF YOU CHANGE YOUR ADDRESS OR CONTACT NUMBER(S) – THANK YOU

Do you consider your child to have a disability or Special Educational Needs (SEN)?	
Yes <input type="radio"/> No <input type="radio"/> If yes please specify	
Does your child have an Education, Health and Care Plan (previously known as a Statement of Special Educational Needs)?	
Yes <input type="radio"/> No <input type="radio"/> If yes please provide date of EHC Plan and date of last annual review	

Additional Needs			
If your child has additional needs please provide details of any outside agencies currently involved with your child			
Occupational Therapy	Yes <input type="radio"/> No <input type="radio"/>	Name of therapist	
Speech & Language Therapy	Yes <input type="radio"/> No <input type="radio"/>	Name of therapist	
Paediatric Consultant	Yes <input type="radio"/> No <input type="radio"/>	Name of Consultant	
Ophthalmologist	Yes <input type="radio"/> No <input type="radio"/>	Name of Ophthalmologist	
Audiologist	Yes <input type="radio"/> No <input type="radio"/>	Name of Audiologist	
Other (please specify)			

Are there any Court Orders applicable to your child. This information is CONFIDENTIAL. A copy of the Court Order will need to be provided.			
Yes <input type="radio"/> No <input type="radio"/> If Yes give further details.			

Languages			
Please provide details of all the languages that your child speaks and understands. Languages need to be listed in the order that your child would use to communicate with you e.g. Language spoken at home – Tamil, Second Language - English.			
Language spoken at home		Fluent	Yes <input type="radio"/> No <input type="radio"/>
Second language		Fluent	Yes <input type="radio"/> No <input type="radio"/>
Third language		Fluent	Yes <input type="radio"/> No <input type="radio"/>

GP Contact Details	
Name of GP	
Name of Surgery/Practice	

Please tear here

Address Line 1			
Address Line 2			
Town		Postcode	
GP telephone number			

Do you give permission for the school to contact your doctor if necessary. Yes ☐ No ☐

For safeguarding reasons, 3 contacts must be provided

Parent/Carer 1 - Contact Details			
Title		Relationship to child	
First Name		Home telephone number	
Surname		Work number	
		Mobile number	
Email Address (Please print clearly)			
Address			
Do you have parental/carers responsibility?		Yes <input type="radio"/> No <input type="radio"/>	
Are you a member of HM Forces?		Yes <input type="radio"/> No <input type="radio"/>	

Parent/Carer 2 - Contact Details			
Title		Relationship to child	
First Name		Home telephone number	
Surname		Work number	
		Mobile number	
Email Address (Please print clearly)			
Address			
Do you have parental/carers responsibility?		Yes <input type="radio"/> No <input type="radio"/>	
Are you a member of HM Forces?		Yes <input type="radio"/> No <input type="radio"/>	

Emergency Contact 3 (If parent/Carer 1 and Parent/Carer 2 are not contactable)

Parent/Carer 3 - Contact Details			
Title		Relationship to child	
First Name		Home telephone number	
Surname		Work number	
		Mobile number	
Email Address (Please print clearly)			
Address			
Do you have parental/carers responsibility?		Yes <input type="radio"/> No <input type="radio"/>	

Step 1

Step 2

Please tear here

STEP 2: Further Information

Singlewell School

Is the child in the care of the Local Authority

Yes ☐ No ☐

If attended, details of current Early Years provision

Name of nursery/pre-school

Start date

Can we contact them?

Yes ☐ No ☐

Name of Key Worker

(Pupil Premium) Free School Meals

Your child may be eligible to apply for Free School Meals (FSM) via Kent County Council (please refer to pupil premium leaflet). Pupils who are eligible for Free School Meals enable the school to access additional funding which can then be used to further support pupils through high quality interventions to boost learning.

Is your child entitled to FSM?

Yes ☐ No ☐

Unsure

Have you successfully applied for FSM for your child?

Yes ☐ No ☐

Date applied

This will be confirmed with Kent County Council.

Please contact the School office for further help.

Mid Day Meal Choice

Please select and tick the meal type that your child will have at school (tick only one). Universal Free School Meals are available for every child in Reception, Y1 and Y2 through the government's 'Universal Free School Meal' initiative.

Universal Free School Meal ☐

Paid School Meal (KS2) ☐

Free School Meal ☐

Brings Packed Lunch ☐

Additional Information

If there is anything that you feel we need to know about your child that is not covered in these forms, please contact the school to arrange a meeting by emailing office@singlewell.kent.sch.uk or call 01474 569859.

Does your child have any medical conditions?	Yes <input type="radio"/> No <input type="radio"/>
If yes please provide details below and the school will provide a Health Care Plan	
<div></div>	
Does your child take any regular medication?	Yes <input type="radio"/> No <input type="radio"/>
If yes please provide details below	
<div></div>	
Does your child have any allergies?	Yes <input type="radio"/> No <input type="radio"/>
Does this allergy require an epi-pen?	Yes <input type="radio"/> No <input type="radio"/>
If yes, the school will provide a Health Care Plan. Please summarise the key points:	
<div></div>	

Step 3

Step 4

I give permission for my child to:	
Go on local walks with staff supervision	Yes <input type="radio"/> No <input type="radio"/>
Travel in a member of staff’s car or in an emergency.	Yes <input type="radio"/> No <input type="radio"/>
Visit the local Library and Shops	Yes <input type="radio"/> No <input type="radio"/>

Fruit and Vegetable Scheme

At Singlewell we are pleased to participate in the Government’s Fruit and Vegetable Scheme.

Every child aged four to six in a maintained school is entitled to receive a free piece of fruit or vegetable each school day. The initiative is to encourage children to eat healthily and this will help towards their “5 a day”. It is hoped that by educating children of the benefits of healthy eating, they will continue to eat healthily in the future.

Your child will be offered a fresh, good quality piece of fruit or vegetable each day and we do not expect the scheme to disrupt the normal school day in any way.

The scheme is voluntary and there is no obligation for your child to take part, although it is hoped they will share in our belief that it has many benefits of healthy eating.

It is essential that you inform us of any allergies your child may have so that we can ensure they are not given any-thing that might harm them.

To the best of my knowledge my child has no known allergies to fruit or vegetables Please tick: <input type="radio"/>

My child is allergic to:

Safe Route to Schools

To meet government requirements on monitoring Safe Routes to Schools projects we have to now keep on record the method of transport our pupils use to come to school.

Therefore, would you please tick the most likely method of transport your child will take to school.

Bicycle: ☐ Bus or train: ☐ Car: ☐ Walking: ☐ Kent provided transport: ☐ Private Taxi: ☐

Using images of children safely and responsibly

I am happy for photos of my child to be used on the website and in publications advertising the school when my child has left the school in the future

Yes ☐ No ☐

At school we sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website and on display boards around school, and for promoting the school.

We would like your consent to take photos of your child, and use them in the ways described above.

If you’re not happy for us to do this, that’s no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

☐ I am happy for the school to take photographs of my child.

☐ I am happy for photos of my child to be used on the school website.

☐ I am happy for photos of my child to be used in the school prospectus.

☐ I am happy for photos of my child to be used in internal displays.

☐ I am happy for photos of my child to be used in school advertising.

☐ I am happy for photos of my child to be used in the media (i.e. local newspaper).

☐ I am happy for photos of my child to be used even when they have left the school

☐ I am **NOT** happy for the school to take or use photos of my child.

If you change your mind at any time, you can let us know by emailing office@singlewell.kent.sch.uk, calling the school on 01474 569859, or just popping in to the school office. If you have any other questions, please get in touch.

Parent or carer’s signature:.....

Date:.....

Please tear here

Pupil Acceptable Use Policy – Singlewell Primary School Parental Acknowledgment

I, with my child, have read and discussed the Singlewell School Pupil Acceptable Use Policy.

I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons to safeguard both my child and the school's systems. This monitoring will take place in accordance with the data protection and human rights legislation.

I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

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 will take all reasonable precautions to reduce and remove risks but cannot ultimately be held responsible for the content of materials accessed through the Internet and the school is not liable for any damages arising from use of the Internet facilities.

I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy or have any concerns about my child's safety.

I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school community's safety online.

I know that my child will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I will support the schools e-safety approaches and will encourage my child to adopt safe use of the internet and digital technologies at home.

Child's Name

Parent's Signature

Date

Parent's Name

Step 5

Step 6

The school is required by Kent County Council and the Department for Education and Skills to collect ethnic data and to monitor the educational progress of pupils from ethnic minority groups for the purpose of ensuring that all children achieve. Please complete the table below by selecting and ticking the description that most accurately describes your child's ethnicity. We also need to know about all the languages spoken in your home.

PLEASE TICK THE LANGUAGES SPOKEN IN YOUR HOME BY YOUR CHILD AND OTHER ADULTS I.E PARENTS, GRANDPARENTS ETC

Category	Adult	Child	Category	Adult	Child	Category	Adult	Child
Bengali			Cantonese			Italian		
Gudjarathi			Mandarin			Portuguese		
Hindu			Tamil			Spanish		
Panjabi			Thai			Kosovan		
Urdu			Afrikaans			Roma		
English			Igbo			Turkish		
French			Shona					
Greek			Yorba					
Another language please add below								

YOUR CHILD'S ETHNICITY

Ethnicity	Tick	Ethnicity	Tick
White - British		Greek	
White - Cornish		Greek Cypriot	
White – English		Gypsy	
White – Irish		Gypsy/Roma	
White – Scottish		Indian	
White - Welsh		Iranian	
White & any other Asian Background		Iraqi	
White & any other ethnic group		Japanese	
White & Black African		Kosovan	
White & Black Caribbean		Kurdish	
White & Indian		Latin/South/Central/ American	
White & Pakistani		Lebanese	
White Eastern European		Malay	
White Other		Nepali	
White Western European		Other Asian	
Afghan		Other ethnic group	
African Asian		Other Gypsy/Roma	
Albanian		Other mixed background	
Any other Black Background		Other White British	
Arab		Pakistani	
Asian & any other ethnic group		Portuguese	
Bangladeshi		Refused	
Black – African		Roma	
Black & any other ethnic group		Sri Lankan Other	
Black Caribbean		Sri Lankan Sinhalese	
Bosnian-Herzegovinian		Sri Lankan Tami	
Chinese		Thai	
Chinese & any other ethnic group		Traveller of Irish heritage	
Croatian		Turkish	
Egyptian		Turkish Cypriot	
Filipino		Vietnamese	

Please tear here

Please tick any which apply to your child. A letter from a medical professional will be required to confirm food allergies/intolerances.

Dairy Free		Nut Free	
Gluten Free		Pork Free	
Beef Free		Vegetarian	
Seafood or Fish Allergy			
Other (please specify)			

If there are any other dietary issues not covered by this form, please contact the school to discuss, office@singlewell.kent.sch.uk or call 01474 569859

Please tick: ☐ I have read and understood Singlewell Primary School's Privacy Notice on the website and I understand how the information I have provided will be used, stored, shared and deleted and my rights to amend and access this information.

Details for Person Completing Form	
Print name	
Relationship to child	
Date	

Step 7

Key information

What are our school times?

- Key Stage 1**
- Start of the day: 8.55am.
 - End of day: 3.05pm
- Key Stage 2**
- Start of the day: 8.50am.
 - End of day: 3.15pm

Arrivals and departures

The main gate is opened at 8.40am. Security is an important feature of safeguarding children. Access to the school for parents and visitors is through the main entrance. Other exterior gates are inaccessible during the school day, except at the beginning and end of the day when children enter and leave the school. Please ensure that the school is notified of any changes regarding the collection of children at the end of the day.

Wraparound Clubs

Singlewell Primary Breakfast Club and After School Club are operated by the school during term time only. The clubs are NOT OPEN on INSET days or school holidays. The clubs are only open to pupils that currently attend the school.

- Singlewell Primary Breakfast Club**
- Opening Times: 7.30 am – 8.40am. We aim to provide a nutritious breakfast with a good choice of food and drinks and offer a relaxed start to the school day.
- 8.40am KS2 children will walk independently to their classrooms with all their belongings.
 - 8.40am KS1 and Year R children will be escorted to their classrooms.
- Singlewell Primary After School Club**
- Opening Times 3.05pm – 5.45pm (YR + KS1) and 3.15pm – 5.45pm (KS2). A light nutritious snack and a choice of drinks will be provided.

Uniform

We believe that the wearing of school uniform encourages a far more responsible attitude to work and behaviour. Our uniform comprises:

- Boys**
- Grey shorts or trousers.
 - Grey/Black socks.
 - Red/Grey/White shirt/polo shirt.
 - Red Jumper.
- Girls**
- Grey skirt, pinafore dress or tunic / Grey tailored trousers.
 - Red or White blouse or Polo shirt.
 - Red jumper or cardigan.
 - White/Grey/Black or Red socks or tights.
- Shoes for boys and girls should be completely flat and plain black school shoes. 'Fashion' shoes can be dangerous and are not appropriate.

- Summer wear**
- Boys**
- Polo T-shirts in White, Grey or Red.

- Girls**
- Red and White check/stripe dresses, skirts, blouses and polo shirts.

- PE and Games Wear**
- Boys**
- Plimsolls.
 - T-shirts and shorts - in school colours.
 - Swimming kit (for KS2).
 - Track suit.

- Girls**
- Plimsolls.
 - T-shirt and shorts - in school colours.
 - Swimming kit (for KS2).
 - Track suit.

Please ensure all items of uniform are named.

Where to buy

The recommended clothing can be bought at most local stores. Uniform with the school logo is available from the school's online supplier Brigade Uniform at: www.brigadeuniformdirect.uk.com.

Food in school

School Dinners

School dinners are provided by Kent County Council contractors. They are committed to healthy eating for children and strive to provide fresh and exciting menus for your child. The menus are available to view on our school website (www.singlewell.kent.sch.uk) under the 'Parents' section. The standard lunch offers a choice of both main meal and dessert.

Universal Free School Meals/Free School Meals

Universal Free school meals are available for all children in Reception, Year 1 and 2. From Year 3 upwards, some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please ask at the School Office for details on how to apply.

Dinner money

Dinner money is paid weekly in advance online. All dinner money should be paid on a Monday (or the first day of the week a child is at school).

Packed lunch

If you decide to give your child a packed lunch please choose healthy options. Facilities are available for children to bring a packed lunch. However, if you wish your child to do so we request that packed lunches be in a suitable container and that glass bottles of drink are not brought to school. Sweets and chocolate should also not be included in lunch boxes.

Break-time and drinks

Children are encouraged to eat healthily and as part of the Healthy Schools initiative children eat only a piece of fruit or vegetable for mid morning break. We encourage children to drink water regularly during the day. Children should bring a bottle of water each day.



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

To assist children to achieve their potential and have every opportunity to succeed it is important that attendance is regular and punctual. The Government expects all school pupils to achieve at least 96% attendance in a school year. This figure makes allowances for the normal rate of ill health.

Absenteeism disrupts a child's education; they miss valuable learning experiences, lose the continuity of planned time, forget school behaviour and can demand disproportionate support when they return. Where absence is condoned by the parent it can / may reflect a lack of interest in education and lack of support for the school. The school will work with parents, guardians, carers and outside agencies where there are issues impeding a pupil's ability to learn or attend school. Attendance awards are given to pupils with 100% attendance.

"The school's consistently high attendance rates reflect pupils' enjoyment of school. Pupils are happy, confident learners." Ofsted 2017.

Illness

If you suspect that your child is unwell please do not send them to school. Some illnesses are infectious and the child must stay at home. Please consult your doctor regarding the period of exclusion. Children must always remain absent from school for a full 24 hours after any illness that includes vomiting and/or diarrhoea.

Report your child's absence

Please inform us by telephone or email before 9.00am on each day of your child's absence. If we are not aware of any reason of your child's absence the School Administration staff will telephone parents. This contact will ensure all children have arrived safely at school. Repeated or unexplained absences will be followed up with a visit from the Educational Welfare Officer. Penalty notices and fines can be issued for unauthorised absence from school of at least 10 sessions (5 days) in one term.

Holidays

Children are required to attend school for 38 weeks each year, leaving 14 weeks to attend family holidays.

Request for absence

Holidays during term time will only be authorised by the Headteacher in exceptional circumstances. Written applications would need to be received at least two weeks in advance and each case would be assessed on an individual basis.

Requests will not be authorised:-

- If the child's attendance is below 95% during the 12 months prior to the request.
- If the holiday is at the start of the school year or during the months when internal / external assessment takes place. Parents will be notified of these as soon as the school has been informed by the Government.

For parents who are allocated holiday dates through work, written notification from employers will need to be submitted at the time of the request.

Medical appointment

Appointments for medical reasons should be made whenever possible outside of school. If unavoidable, a pass should be collected from the School Office by the parents.

Jewellery and other valuables

In the interests of safety children should not wear jewellery to school as this can be very dangerous in any play situation. Children with pierced ears are to wear studs at school. No jewellery is permissible during P.E. Earrings must be removed or taped over. It is essential that we discuss with parents any child with a medical bracelet.

Internet safety

We apply strong and age-appropriate filters, and children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

Enlisting parents' support

Parents' attention will be drawn to the school e-safety policy in newsletters, school policies and on the school website.

Charging policy

School trips

When organising school trips, the school will invite parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, it may be necessary to cancel a trip.

Optional activities outside of the school day

We will charge for optional, extra activities

provided outside of the school day, for example Breakfast and After School Clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

Helping to support children's learning at home

Teachers provide information about homework to parents at the beginning of the year. Children are given homework appropriate to their needs and on a weekly basis. This may include reading, literacy or numeracy tasks, research for a topic or completing unfinished class work. Homework should be regarded as a positive experience and a valuable and essential part of their school work. The school has an expectation that homework be completed on time and we ask parents for support with this.

Every child is supplied with a homework diary/reading record book. These may also be used by parents and teachers as a home-school liaison book. Homework can make a significant contribution to pupils' progress at school and an essential part of school work which ensures that teaching time is used to maximum effect.

Interactive Homework Sites

The School subscribes to Mathletics Homework Module which is an interactive site. This provides the children with other homework opportunities and instant feedback to complement their learning. There are other links to learning websites regarding English – Read, Write Inc and Maths available on the school website.

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, please do not try to deal with it immediately before or after school, but ask to see the Teacher at a suitable time.

What to do if you have a concern/complaint

If you or your child ever experience problems with our school, then please contact the Class Teacher as soon as possible or speak to the Headteacher. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, the Headteacher will be able to provide parents with a copy of Kent Council's formal complaints procedure.

Frequently Asked Questions

Sport

We offer a wide range of activities which are aimed at promoting a healthy lifestyle and developing skills and enjoyment in games, gymnastics, dance, athletics, swimming and outdoor pursuits. Children also take part in clubs, tournaments, school competitions and Schools Sports Partnership Activities. Our programmes of study are aimed at developing an understanding of the need for safety; and to develop co-ordination, self-confidence, co-operation enjoyment and we aim to encourage a lifelong interest in sports and physical activity.

At Singlewell School we use our Sports Premium funding to enhance our PE provision. For example, we have provided many varied opportunities for the children to receive major games coaching in dance, multi skills, gymnastics, dodge ball and handball. We are extremely proud of the extensive nature of sports and games we can now offer which also includes: Football, Tag Rugby, Basketball, Netball, Hockey, Ultimate Frisbee, Kwik Cricket, Rounders, Tennis, Volleyball, Table Tennis, Climbing Activities, Orienteering, Bushcraft and more!

Music

Children are encouraged to participate in a wide range of musical activities as part of the National Curriculum. These include playing and performing with instruments, listening to music from different traditions and cultures and understanding musical notation. Class lessons also include the development of creative music using a variety of percussion and wind instruments.

The enjoyment of singing plays an important role during class lessons, music time and the school choir. Music clubs are available for both Key Stages.

Additional Opportunities

Some of our additional musical opportunities are:

- Performances at special concerts and School Assemblies and to a wider audience
- Yearly "Talent Show"
- Visiting groups are encouraged
- Drumming workshops
- Any children that learn an instrument in and out of school are encouraged to share their learning by performing in assemblies

Special Educational Needs

The school aims to provide equal access to the curriculum for all pupils including those with learning, physical, sensory and emotional difficulties. All pupils are assessed regularly. If the results of assessment indicate that intervention is required, the pupil will be placed on the special needs register and specific provision provided in line with the Code of Practice. The school is able to access a wide range of specialist support services.

Tracking arrangements for the SEND/ Disadvantaged group(s).

All pupils are assessed 3 times a year and the data is used to show levels of attainment and progress.

Teachers will meet with parents three times a year to review provision. This discussion includes reflection on the pupil's/parent's/ carer's aspirations for the future. Outcomes are discussed that will help to achieve these aspirations and timeframes are agreed. Provision maps and Personalised Plans are shared to show the interventions in place and the specific targets are agreed. At each review progress towards targets is discussed and targets are amended where necessary. These discussions are recorded on a Parent Consultation form.

How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. To determine whether Singlewell Primary School is open or closed please visit www.kentclosures.co.uk. Search for the school in the search box. The Kent Closures website may also be used to find out if other services in Kent are open or closed, such as nurseries, children's centres and libraries. We also recommend parents sign up for Email alerts on the Kent Closures website. This service will send an email alert to let parents know if Singlewell Primary School is closed.

We will only use this media if the school is CLOSED. Please ensure that we have your up to date mobile number for texts. The school website is www.singlewell.kent.sch.uk. You will need to put this into your address bar at the top (not google etc.). You can add this as a favourite for easy access.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and Welfare

Health

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

Medicines

Prescription only medication can be administered in school and parents are required to complete and sign a medical record form which is available from the School Office. Where we have agreed to medication being brought into school, it is essential that they are clearly marked with the pharmacy label showing the child's name and dosage and handed in to the school office for storage. Individual Health Care Plans can be put into place for children requiring more critical or long term care/medication.

Ill at school, accidents and first aid

Minor accidents will be attended to during the school day. Every effort is made to contact parents when a child has an accident of a more serious nature or is feeling unwell. When parents cannot be consulted, first aid, medical assistance or hospital treatment will be sanctioned. It is essential, therefore, that we have an up to date emergency contact telephone number for every pupil.

Health interviews/school medicals

Regular visits are made by the School Health visitors for weight, sight and hearing tests. Health interviews by the School's Nurse are arranged for Reception children after their first term in school.

Working with parents

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together. We have an ‘open door’ policy and welcome parents into school to talk to staff.

Governance

We have a full and active Governing Body, which includes Parent Governors as well as representatives from staff, the local authority and the local community. The Governing Body has a range of duties and powers and a general responsibility for the conduct of the school with a view to promoting high standards of educational achievement including setting targets for pupil achievement, managing the school's finances, making sure the curriculum is balanced and broadly based, appointing staff and reviewing staff performance and pay. . The role of Governors is to support the school, acting as ‘ambassadors’, mediators and ‘critical friends’.

If you have any questions or feel you could become a Governor, please contact the School Office.

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.

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

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 contact the school office or visit the school website: www.singlewell.kent.sch.uk and click on ‘About Us’ then select ‘Policies and Procedures’ to read our policies.

Key policies

Some of our key policies are:

- Equality and Accessibility.
- Child Protection.
- Special Education Needs and Disabilities.
- Behaviour.
- Attendance and Punctuality.
- E-Safety.
- Complaints.
- Charging and Remissions.
- Assessment.

Your child’s achievements

How will I know how my child is doing?

Parent/teacher consultations are held in Terms 1 and 3. Open book afternoons are available 3 times a year for you to visit your child's classroom and discuss their work with them. The Teachers and Headteacher are happy to make an appointment for parents on request at any time of the year.

School reports

We provide all parents with an annual written report from the Class Teacher at the end of the Summer Term which provides information about your child's academic achievement and summarises their personal and social development. You are welcome to arrange to see the Teacher at other times if you have particular questions.

News

Our website (www.singlewell.kent.sch.uk) has lots of useful information including news updates, term dates and information on our activities. Please see the ‘News’ and ‘Parents’ section where you will find a collection of useful information and copies of our Newsletters to parents.

Newsletters

We also mail our Newsletters to all parents. These will ensure you keep you up to date with school information, activities and upcoming events.



Academic Year Term Dates

Please refer to the school website for the academic year term dates.



Singlewell Primary School's Vision and Values

Through the provision of a welcoming, purposeful learning environment and a team effort by Children, Staff, Parents and Governors, our aims for all children are that we excel in ensuring that:

- They are safe, secure and happy in school.
- They enjoy learning and working collaboratively.
- They have equal access to the curriculum, regardless of ability, gender, race or religion.
- They acquire the necessary skills of literacy and numeracy in order to raise levels of achievement within and beyond the National Curriculum.
- They experience a broad and balanced curriculum where knowledge, skills and understanding can develop at a pace matched to individual needs.
- They experience consistently good teaching, a stimulating learning environment and ongoing active parental interest and support.
- They show responsible behaviour, courtesy and consideration for others.
- That their spiritual, moral and cultural development is promoted, in order to prepare them to become valued members of an ever-changing, multi-cultural society.
- They become confident individuals with the capacity to succeed.
- They can function well as part of a team and enjoy developing their creative thinking.

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Ready to Learn Every Day!