



Parent Handbook

Taking you step-by-step through starting school

Success for All

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

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

Does your child have a brother or sister in the school? If so please state

Name:	Class:	Year:
Name:	Class:	Year:
Name:	Class:	Year:
Name:	Class:	Year:

Child's previous school or playgroup:	Telephone Number:
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School Meals

Are you **entitled to claim** free school meals for your child? YES ☐ NO ☐

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 and tick here ☐ when you have done so.

Not applicable to Nurserychildren.

Dietary Needs

Specific conditions which require regular medication or special treatment, e.g. dietary requirements. Please give details:

Please list any clinics your child has attended since the age of 3, and for what reason:

Special Needs

Please make an appointment to speak with our Special Needs Co-ordinator if you child does have an identified special need.

Does your child have any Special Educational Needs? YES ☐ NO ☐

If yes, please state which Special Education Need/s your child has:

Home language	Religion	Ethnic Origin	Born in the UK
			YES <input type="checkbox"/> NO <input type="checkbox"/>

Service Child (Parent in armed forces) YES ☐ NO ☐

Does your child speak any other languages if so please state:

Any other information you wish to share

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"/>

Step 1

Step 2

STEP 2: Medical Details

Upton Primary School

As part of our Medical and First Aid procedures could you please complete the following form and return it to school as soon as possible.

Child's Name:

Does your child wear glasses? YES ☐ NO ☐

Does your child have any problems with hearing? Please give details below:

Does your child suffer with Eczema? YES ☐ NO ☐

Does your child suffer with Asthma? YES ☐ NO ☐

Does your child have any other allergies? E.g. Wasp/bee stings, nuts Please give details below:

If yes do they have prescribed medication or course of action eg. epi pen, go to hospital etc. Please give details:

Does your child receive or have they previously received support from an agency / service? Please give details below:

Are there any other medical conditions we should be made aware of? If yes, please give details?

Family Doctor

Surgery Address:

Telephone Number:

If there are changes in your child's medical condition, it is essential that you inform us immediately. Failure to do so could result in your child's health being adversely affected. This is your responsibility.

Signed:

Relationship to child:

Date: / /



Local Visits

To enhance the learning In specific areas, locals visits, walks and sporting / curricula events at other schools may take place during the year. This does not apply to visits after school or where a request for a voluntary contribution is made, when a letter will be sent out as normal.

Child’s Name:

I give permission for my child to be taken out of school as identified above:

Signed:

Relationship to child:

Date: [] [] [] / [] [] [] / [] [] []

Risk of sunburn

We recommend that children wear 24 hr suncream which should be applied before your child comes to school. However if this is not possible and you wish your child to apply sun cream to themselves please label the containers and sign the slip below.

A sunhat is advisable in the Summer Term.

I give permission for my child to apply his or her own sun cream(tubes must be labelled with their name).

Child’s Name:

Signed:

Relationship to child:

Date: [] [] [] / [] [] [] / [] [] []

Photography

Are you happy for any photograph taken in school / at school events to be published?

In the media? (e.g local newspaper) YES [] NO []

On the school website? YES [] NO []

We do allow parents to take photos at school events. eg. concerts, sports events. However in accordance with the Data Protection Act 1998, parents must not post images including children other than their own on social media or share them with the media. eg. newspapers/television. Further guidance is available on our website.

I have read the above and agree not to share images of children other than my own with the media or on social media.

Child’s Name:

Signed:

Relationship to child:

Date: [] [] [] / [] [] [] / [] [] []

Playground equipment

I am happy for my child to use the schools playground equipment and that he/she must use the equipment carefully and responsibly.

Child’s Name:

Signed:

Please print name:

Date: [] [] [] / [] [] [] / [] [] []

Toilet Accidents in School

Children do occasionally have an ‘accident’ when they go to the toilet. The outcomes can range from drying a wet area to a complete change of clothing being required. The action needed is obviously in a very personal area and we do have a ‘Policy for Intimate Care’. This policy is available on our website, or from the main office and Foundation Stage classrooms. Below is an extract from the policy which relates to this area.

Extract from the ‘Intimate Care Policy’:

If a child soils themselves (most likely a child in the Foundation Stage) our policy is to help them clean themselves up, in the medical room. If necessary, alternative clean underwear will be provided. Parents will be informed of what has happened. If staff consider that the soiling is such that the child needs a shower we will contact the parents so that can be done at home as we do not have such facilities. If a child’s ‘accidents’ become frequent or regular we will guide parents to speak with our school nurse who will be more than happy to offer support and advice.

To this end we are now seeking your approval to act, according to our policy, should your child have a ‘toilet-related accident’ whilst at school. Obviously, if you do not agree with the policy your child will have to wait to be properly sorted out until such time as we can make contact with yourselves and someone arrives to collect your child. Please return the slip below to your child’s classteacher.

Child’s Name:

Signed:

Please print name:

Date: [] [] [] / [] [] [] / [] [] []

Behaviour and Attendance Policy Agreement

I have read the Behaviour and Attendance policy (found on our school web site) and will support it in order to ensure that the school can continue to provide a safe environment in which children feel secure in the knowledge of what they can expect of staff and what staff can expect of them.

Child’s Name:

Signed:

Please print name:

Date: [] [] [] / [] [] [] / [] [] []

Use of photos/ videos

We are happy for you to take photos of your child at school events, however in order to safeguard our pupils we respectfully ask you ensure they are not shared on public domain (eg Facebook) if other children are visible.

Parent/Carer’s Name:

Signed:

Please print name:

Date: [] [] [] / [] [] [] / [] [] []



Upton Primary School Agreement

Childs Name:	Class:
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I/we shall try to:

- see that my child goes to school regularly and on time
- inform the school, by telephone or note, when my child is absent
- make the school aware of any concerns or problems that might affect my child’s work or behaviour
- support the school’s policies and guidelines for behaviour
- support my child in homework and other opportunities for home-learning
- attend parents’ evenings and discussions about my child’s progress
- get to know about my child’s life at the school
- support the school’s policies regarding uniform and wearing of jewellery

Signed	(Parent)
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TEACHERS

All adults in the school will try to:

- care for your child’s safety and happiness
- ensure that your child achieves his or her full potential as a valued member of the school community
- provide a balanced curriculum and meet the individual needs of your child
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- keep you informed about general school matters and about your child’s progress in particular
- address any concerns that you may have about your child’s progress or well-being
- be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school

Signed	Class teacher
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Pupil Promise

- A Social or Cultural Event
- Extra-Curricular Activities
- An experience within our local community
- A Concert or School Production
- A Fundraising Event
- An event involving children from another primary school
- To be a School Ambassador for visiting parents or adults .



Step 5

Step 6

Despite much media coverage of the Government’s attitude to the above, there remains a common misconception that pupils are allowed to take 10 days holiday in term time per academic year. This is not true. Schools and Academies do have **discretion** to allow leave of absence of up to 10 school days, but only if there are ‘special circumstances’.

The DFE strongly advise schools NOT to authorise holidays for the following reasons;

- availability of cheap holidays;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

The Academy Directors wish to stress that any request for holiday absence will be considered very carefully. The following factors will be taken into account;

Most significantly, whether or not the holiday application fulfills the ‘special circumstances’ criteria (see our website for ‘Leave of Absence details’).

If it does fulfill the ‘special circumstances’ then the following factors will also be considered before the request can be approved see website for ‘Leave of Absence’

- your child’s overall attendance pattern eg if it is already low then authorisation is less likely
- how long the holiday will be
- the time of year your child will be absent and the likely disruption this may cause (for example; requests for leave at the start of the school year are unlikely to be granted and requests for absence during, or just before, statutory testing weeks, typically in May for Year 6, definitely will not be authorised)
- the pupil’s ability to catch up on missed learning
- previous similar requests (except in exceptional circumstances no second request will be granted in the same educational year)

If you are unable to avoid requesting absence during school term, an application must be made to the Headteacher on an application form available from the school office or school website. This should be made in **advance before the holiday is booked**. This application can only be made by the parent/carer that the child normally resides with (cases of shared residency will be considered on an individual basis).

A response will be sent within 14 days of the receipt of the request. If your request is refused but you still take your child on holiday, this absence will be recorded as unauthorised and you may receive a letter, or even a ‘Fixed Penalty Notice’ £60, from the Local Education Authority (LA).



Please tear here

Acceptable Use Agreement: Pupils – Primary

Class Teacher::

Pupil Acceptable Use Agreement

☐

I will only use ICT in school for school purposes and to enhance my learning .

☐

I will not tell other people my passwords for the website, VLE or Mathletics.

☐

I will only open/delete my own files.

☐

I will make sure that all ICT related contact with other children and adults is appropriate and polite (including use of school blogs).

☐

I will only use my own school email address when emailing.

☐

I will only open email attachments from people I know, or who my teacher has approved.

☐

I will not deliberately look for, save or send anything that could upset others.

☐

If I accidentally find anything inappropriate on the internet I will tell my teacher immediately.

☐

I will be aware of “stranger danger”, when I am communicating on-line.

☐

I will not give out my personal details such as my name, phone number, home address or school.

☐

I will not take or send images of anyone without their permission.

☐

I will not arrange to meet someone.

☐

I will be responsible for my behaviour when using ICT in school or at home because I know that these rules are to keep me safe.

☐

I will not bring my phone to school without permission. (If permission is given, I will hand it into my teacher for safe keeping during the school day.)

☐

I know that my use of ICT can be checked and that my parent or carer contacted if a member of school staff is concerned about my safety.

☐

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may lose access to the school network / internet, and the school will contact my parent/carers.

Signature Pupil

Signature Parent/Carer

Date:

Key information

What are our school times?

For infants and juniors, school commences at 8.45am and ends at 3.00pm

Infant lunch is 12.00pm – 1.00pm
Junior lunch is 12.30 – 1.15pm

Lower Foundation (Nursery)
Morning session: 8.30 - 11.30am
Lunch: 11.30am - 12.00pm
Afternoon session: 12.00pm - 3.00pm

Break times
10.25 – 10.40am

Wraparound clubs

We have a Breakfast Club which runs from 7.45am until 8.40am each morning. The club is run by our resident Learning Mentor, Ms L Burgess along with Mrs Webster, Miss Kent and Mrs Baxter and is open to any Upton Primary School pupils. This facility provides a really good start to the day for those parents who have difficulty in balancing home and work arrangements.

The cost is £1.50 to paid on the day. Booking in advance is not necessary.

Arrivals and departures

Children should not arrive at school before 8.40am unless they attend Breakfast Club. Children remain the responsibility of their parents until entrance to the school, including whilst waiting on the playground. The front gate and external doors will close promptly at 8.50am. If your child arrives after this time they will need to enter the school through the main office entrance and will be marked in the register as ‘late.’

Uniform

A school uniform helps promote a sense of belonging and community. It is very important however, that items of clothing have your child’s name on them. On school visits, it is essential that uniform be worn. It is also expected that long hair be tied back. Water and sun protection are encouraged.

Our uniform consists of:

Girls

- Plain white long or short sleeved shirt or blouse
- Dark Grey long or short trousers (not cords, jeans, tracksuit bottoms, leggings or ski-pants)
- Dark Grey skirts or pinafore dresses
- In summer burgundy gingham or burgundy polo dresses can be worn
- Burgundy V-neck pullover, sweatshirt or cardigan
- Black Leather shoes (plain, flat heels, formal style)
- Plain dark or white socks (knitted black or white tights in winter). Please note sports socks are for P.E./Games

- Suitable footwear (i.e. black, flat soled pumps) is necessary for indoor use (from Year 1 onwards)

Boys

- Plain white long or short sleeved shirt/ blouse
- Dark Grey long or short trousers
- Burgundy V-neck pullover, sweatshirt or cardigan
- Black Leather shoes (plain, formal style)
- Plain dark or white socks (knitted black or white tights in winter). Please note sports socks are for PE/ Games.

Suitable footwear (i.e. black, flat soled pumps) is necessary for indoor use from Year 1 onwards. Children who play football during breaks may wear their outdoor PE trainers to save wear and tear on shoes. Please remember - no designer wear.

For P.E. and games

- Upper Foundation/Key Stage 1
- Navy shorts
- White top
- Black plimsolls
- Trainers for outdoor PE
- A suitable warm top for outdoor PE

Key Stage 2

- Navy Shorts
- White top or leotard
- Black plimsolls or trainers.
- A tracksuit may be worn over PE kit in cold weather
- Girls in Year 5/6 may wear a navy PE skirt over their shorts for outdoor games

Football (Girls and Boys):

- Navy shorts
- Plain blue top
- Blue socks
- Trainers or football boots
- A suitable warm top (for example, a track suit top).

It would be advisable for children to have two pairs of navy shorts, one pair for PE and one for football - in case one pair gets muddy.

Clothing recommended for swimming

Girls - one piece swimsuit
Boys - tight fitting shorts (lycra)

School ties and Bags

We encourage children to wear the school tie, these are available from local uniform stockists. Bags can be purchased from the school office at a cost of:

Book Bags £6.00
Backpacks £6.20

Please ensure all clothing is labelled with your child’s name.

Food in school

School meals

At Upton Primary School, we are very proud of our ‘healthy school’ status. A hot school meal, freshly prepared on the premises, is provided every day with a vegetarian option and lots of fruit, salad and vegetables.

Free school meals

All children in Foundation and Years 1 and 2 (Key Stage 1) can have free schools meals. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support
- job seekers allowance
- child tax credit
- ...or be asylum seekers or refugees.

For more information, please contact the school office. All applications are treated confidentially.

Dinner money

We require a notice period of one week for any changes to school meal arrangements. Payment is on a weekly basis and the current cost is £2.05 per day or £10.25 per week. We have a school meal ‘no debt policy’ and payment must be made in advance.

Packed lunch

If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child’s name and class. Definitely no glass containers for drinks please.

Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. To encourage children to try a variety of foods, different fruits are provided throughout the week such as oranges, apples, grapes, raisins, pears and plums. If your child has any allergies, please ensure your child’s class teacher is made aware so that an alternative fruit may be provided that day.

Year 3, Year 4, Year 5 and Year 6

If you would like your child to have a snack during the morning break, we allow children to bring in a healthy snack from home, such as a fresh piece of fruit or vegetable.

Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Water is available throughout the day. Water bottles are available to purchase from school at a cost of £1.30 each and replacement caps at 25p each.

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

At Upton Primary School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. We recognise that positive behaviour and attendance have a significant impact on our children’s attainment and the life chances as it maximises their learning opportunities. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence in order that all pupils are assisted in reaching their potential.

Contact the office

If your child is unable to attend school please notify the school office, either by telephone or by email by 9.30am on the first morning of absence. A written note is also required if your child is unable to take part in P.E.

You can email the office using the following email address: office@upton.wakefield.sch.uk or telephone 01977 723845.

You may also text or ring our Learning Mentor on 07810 535769 who is able to call you back if you have any concerns about your child’s absence or general well-being.

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

Holidays

The school has a good level of attendance. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. If you do need to go away in an emergency, there are forms to complete at the school office, and should be completed in advance.

Request for absence

With this in mind the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate application form, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

Jewellery

Children should not wear any jewellery to school. Where a small stud is worn in the ear this must be removed if possible, or not worn on the days when the child will be involved in PE activities.

Clubs and activities

A variety of after-school clubs have been organised for our children, to support or extend learning opportunities and provide for the needs of Gifted and Talented children.

- Football
- Craft
- Art
- Recorder
- Digital Leaders
- Film
- Cookery
- Athletics
- Orchestra
- Dance

In addition to these clubs, the school also involves the children in musical productions, theatre trips, residential trips and trips linked to the curriculum.

Special Educational Needs

Upton Primary School celebrates the differences between all of our children and young people and value the contribution which every member of our school makes to the school community and our community as a whole. We recognise and embrace that good quality teaching for all is vital to unlocking their potential.

Policy

The Special Needs Policy of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. In the implementation of the policy resources are allocated to pupils after identifying need and determining priorities.

Additional support

Children who have Special Educational Needs may receive additional advice and support from the local authority’s Special Needs Support Service and other agencies. All children have access to the full curriculum and work is planned accordingly. Access to our full SEN policy is available via our website and is labelled ‘Inclusion Policy’. Please visit the school website uptonprimary.co.uk where you will find the policy under ‘Statutory Info’ in the menu on the left hand side.

Charging policy

The school has a charging policy, which is based on that drawn up by Wakefield Council 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 in Meryfield Community Primary School. Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school. The full policy can be obtained from the school office.

Emergency arrangements

If we decide to close the school, we will endeavour to give you advance notice of this by 7.45am. However, the school will have to balance the need to inform parents in a timely fashion with making an informed decision based on the weather forecast and local conditions. If severe weather does prevent the school from opening parents and carers will be notified by:

- a text message/Facebook
- a message on the school website: <http://uptonprimary.co.uk>
- a message on the school answerphone (01977 723845)

A notice on the Wakefield Council Website on the ‘school closures’ page which can be found at <http://www.wakefield.gov.uk/residents/schools-and-children/schools/school-closures>

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 (within an hour). 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.

Medicine in school

A Medication notification form is available for parents to complete from the school office. Medication must be prescribed by a doctor and not over the counter medication. Non-prescription medicines may be given by parents throughout the school day. Should your child require medication during the school day, a medication notification form is available for parents to complete from the school office. School staff are only authorised to administer medication prescribed by a doctor.

Our Medicine Policy is available to view on the school website. Visit uptonprimary.co.uk. You will find the policy available to read under ‘Statutory Info’ in the left hand menu.

Nut allergies

Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Inhalers

If your child uses an inhaler, please inform the school and complete a medication form. An inhaler should be supplied and kept at school at all times.

Working with parents

Parental involvement

The school recognises the value of parental and community involvement and parents are welcome to help in school. We always like to include parent helpers on educational visits. Regular helpers are obliged to fill in a ‘DBS’ clearance form.

Communication with parents

We have an open door policy at Upton Primary School where parents are very welcome to discuss any concerns. It is important that we work together straight away to resolve any issues, no matter how big or small.

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 national expectations, but 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. A copy of which is returned home to the parents.

Contacting Parents

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

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.



Why do we need policies?

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

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

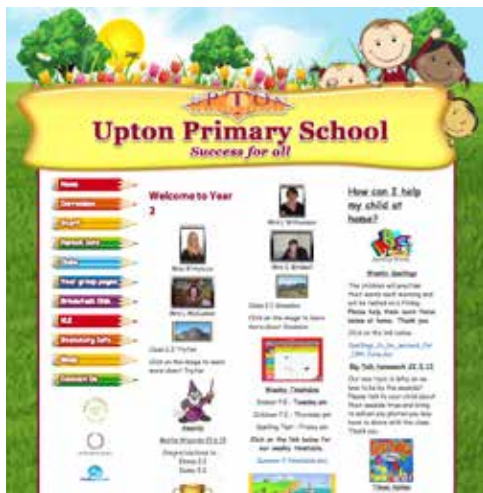
High standards

At Upton Primary School we believe policies are vitally important as they help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to <http://uptonprimary.co.uk/> and navigate to 'statutory info' and 'school policies'.

Key policies

Some of our key policies are:

- Behaviour and Discipline Policy
- Medicines Policy
- Inclusion Policy
- Whistle Blowing Policy
- Disability Policy
- Child Protection Policy
- Missing Child Policy
- Sex Education Policy



Autumn

Term 1

Thursday 3 September - Friday 23 October 2015.

Half term

Monday 26 October 2015 - Friday 30 October 2015

Term 2

Monday 2 November - Friday 18 December 2015

Half term

Monday 21 December 2015 - Friday 1 January 2016

Spring Term

Term 1

Monday 4 January 2016 - Friday 5 February 2016

Half term

Monday 8 February - Friday 12 February 2016

Good Friday

Friday 25 March 2016

Term 2

Monday 15 February - Friday 18 March

Easter Break

Monday 21 March - Friday 1 April 2016

Easter Monday

Monday 28 March 2016

Summer Term

Term 1

Monday 4 April to Friday 27 May 2016

May Bank Holiday Monday 2 May 2016

Half Term

Monday 30 May - Friday 3 June 2016

Term 2

Monday 6 June - Tuesday 19 July 2016

School closes:

Wednesday 20 July 2016

Proposed Inset Days are:

Tuesday 1 September

Wednesday 2 September

Friday 29 April

Monday 18 July, Tuesday 19 July

Please note inset days are subject to change.





Headteacher: Helen Green
Telephone: 01977 723845
Waggon Lane - Upton - Pontefract - WF9 1JS