



Vaughan Primary School

Taking you step-by-step
through starting school

PARENT HANDBOOK

Working together for success



Mrs Karen Jones,
Headteacher, says...
Welcome to Vaughan Primary
School! I'm delighted that you
have chosen our school and will
be joining us soon.

Key information

Times of the School Day

- Nursery
- Morning session 8.40am -11.40am
 - Afternoon session 12.40pm - 3.40pm

School (Reception to Year 6)

- Start of the school day: 8.50am
- Lunch break: 11.45am -12.55pm (Reception)
- Lunch break: 11.50am - 1.00pm (Infants Yrs 1 & 2)
- Lunch break: 12.30pm -1.30pm (Junior –Years 3,4,5 & 6)
- End of school day: 3.25pm

Children from Reception through to Year 6 are encouraged to go straight to their class to start on the morning's soft start activity at 8.40am which enables the children to settle down very quickly for the day, putting them in the right frame of mind for optimum learning.

Wraparound care

Breakfast Club

The Breakfast Club is open from 7.30am to 8.40am and offers children a relaxed and homely start to their school day. Breakfast includes cereals, yoghurt, toast and fruit and the children have an opportunity to play together after they have eaten. The fee is £3.00 per session.

After School Club

The After School Club is open from 3.25pm to 6.00pm. Healthy snacks and drinks are provided and the menu varies each day. Children are provided with a varied programme which offers a range of stimulating, relaxing and age appropriate activities. The fee per session is £9.00. We do offer a £1 discount per session for siblings.

For further information on either the Breakfast Club or the After School Club, parents should contact the school office.



Uniform

Vaughan children are extremely proud of their school, the school badge and their uniform. In order to maintain this pride and high standards the children are required to wear school uniform as follows:-

- Grey shorts or long trousers or skirt
- Maroon and white checked summer dress (summer)
- White blouse/shirt/polo shirt
- Maroon cardigan/sweatshirt with school logo
- Headscarf should only be black or maroon
- Socks or tights - plain white or grey
- Black school shoes - not trainers or boots

PE Kit

- Plain white T shirt (not polo shirt) with or without the school logo
- Maroon shorts
- White socks
- Plimsolls or well-fitting trainers
- For cold weather, dark coloured tracksuit bottoms/tracksuit top/sweatshirt for outdoor PE

All clothing should be clearly marked with the child's name.

The following items of clothing are not acceptable:

- Black trousers
- Trainers or casual shoes
- Leggings
- Red jumpers/sweatshirts
- Socks in non uniform colours

Long hair should be tied back for PE lessons. Nail varnish and make-up are not permitted. Hair accessories such as hair bands etc should be discreet and in plain colours. There should be no extreme hairstyles (e.g. hair coloured or lines/designs shaven in).

Uniform is not expected to be worn in Nursery.

Where to buy

Non logo uniform items are available at most department stores. Items with the school logo (polo shirts/sweatshirts etc) are available from the school uniform suppliers: Angels School Outfitters, 317 Rayners Lane, Pinner, Middlesex HA5 5EH; Tel: 020 8866 9972; email: info@angelsuniforms.co.uk; website: www.angelsuniforms.co.uk/

We have an excellent team who are dedicated to providing the best possible education for your child. We look forward to working with you and sharing the excitement of your child's learning.

If you have any questions that are not answered please contact the school office on 0208 427 7222 and we will be happy to help!

We also need some information from you, so could you please follow the steps in this handbook and return your completed forms to the school.

We look forward to working with you throughout your child's primary school years and sharing the excitement of your child's learning journey .

Jewellery and other valuables

Jewellery is not acceptable on health and safety grounds. Watches are worn at the owner's risk. Only small studs may be worn in pierced ears which must be either removed or covered by tape during PE lessons.

Food in school

School dinners

Children have a choice of either bringing a healthy packed lunch from home or having a nutritious hot school meal. We have a catering provider who provides the school meal service and that the weekly menu can be found on our website and displayed around school. Meals should be paid for weekly in advance.

Free school meals

For children in Reception, and Years 1 and 2, the government provides free school meals. Children in Year 3 and above can qualify for free school meals if their family are in receipt of certain income related benefits.

How to apply

You can apply online at <https://pps.lgfl.org.uk>. Click 'check eligibility' and log in or create a new account. If you have any concerns please speak to the school office who will put you in touch with the Pupil Premium Champions. We ask that parents register if they qualify for free school meals (even if they choose not to have the school dinner). This could raise extra funding [currently £1,320] to pay for valuable support like extra tuition, additional Teaching staff or after school activities.

Break-time and drinks

All Foundation Stage and Key Stage 1 classes have a morning break time snack of fresh fruit or vegetables. Older children may bring fruit or another healthy snack to eat at break time. Chewing gum, sweets, fizzy drinks, chocolate bars, nuts and nut related products are not allowed in school.

Drinks

We encourage children to bring a water bottle to class and to drink water regularly during the day.

Milk is completely free for all children aged under five and is subsidised for children aged five or older. Simply register at www.coolmilk.com or complete a registration form which is available from the school office.

Step 1

Please tear here

STEP 1 - Student Data Capture Form

Vaughan Primary School

Class: Start date: Admission No: UPN No:

SURNAME				FORENAME											
GENDER		DATE OF BIRTH		D.O.B checked											
ADDRESS															
POSTCODE				HOME TELEPHONE NUMBER											
Information required by Department of Education:															
REFUGEE STATUS		YES/NO	Any Special Educational Needs		Statement / EHCP		Free School Meals Vegetarian YES/NO YES/NO								
RELIGION (See over)				Child's Main LANGUAGE				FIRST/HOME LANGUAGE				ETHNICITY (See over)			
NAME AND ADDRESS OF PREVIOUS SCHOOL, NURSERY OR PLAYGROUP															
Date Entered UK (if applicable):								Country of Birth:							
NURSERY ADMISSION ONLY: Please indicate that Vaughan School is your first preference as part of the 30 hours allocation of funding.															
YES / NO (Please circle as appropriate.)															
STATUS OF PARENTS								Married / Partners / Single / Separated / Divorced / Widowed (Please circle)							
CORRESPONDENCE TO BE ADDRESSED TO:								Mr & Mrs / Mr / Miss / Ms (Please circle)							
MOTHER/GUARDIAN'S FULL NAME															
MOTHER'S MOBILE TEL NUMBER This is needed for text messages from school															
MOTHER'S EMAIL ADDRESS This is needed for emails from school and online payment for trips															
Mother's Date of Birth (To check for eligibility for Pupil Premium)								Mother's NI Number (To check for eligibility for Pupil Premium)							
FATHER/GUARDIAN'S FULL NAME															
FATHER'S MOBILE TEL NUMBER This is needed for text messages from school															
FATHER'S EMAIL ADDRESS This is needed for emails from school and online payment for trips															
Father's Date of Birth (To check for eligibility for Pupil Premium)								Father's NI Number (To check for eligibility for Pupil Premium)							
I agree that Vaughan School can check for eligibility for Pupil Premium on my behalf: YES / NO (Please circle as appropriate.)															
ADDRESS OF ANY PARENT/GUARDIAN if different from Pupil															
EMERGENCY CONTACTS Please give name, address and telephone number of 2 emergency contacts and state relationship to pupil, i.e. Aunt, Grandparent, Neighbour, etc.				1.				2.							
DOCTOR'S NAME								Doctor's Telephone No							
METHOD OF TRAVEL TO SCHOOL															

DOCTOR'S ADDRESS	
MEDICAL INFORMATION e.g. Asthma, Eczema, Allergies to food or medication.	
Has your child received or is your child receiving: Speech and Language Therapy / Occupational Therapy / Physiotherapy (Please circle)	
NHS Number (This can be obtained from your GP or found on the Red Health Record.)	
NAMES AND DATES OF BIRTH OF OTHER CHILDREN.	

Codes for Ethnicity:	
AAO	ANY OTHER ASIAN BACKGROUND
ABA	BANGLADESHI
AIN	INDIAN
APK	PAKISTANI
BLB	BLACK CARIBBEAN
BLF	BLACK AFRICAN
BLG	ANY OTHER BLACK BACKGROUND
CHE	CHINESE
MBA	WHITE AND BLACK AFRICAN
MOT	ANY OTHER MIXED BACKGROUND
MWA	WHITE AND ASIAN
MWB	WHITE AND BLACK CARIBBEAN
OEO	ANY OTHER ETHNIC BACKGROUND
WHA	ANY OTHER WHITE BACKGROUND
WHB	WHITE BRITISH
WHR	WHITE IRISH
WHT	TRAVELLOR OF IRISH HERITAGE
WRO	GYPSY/ROMA
REF	I DO NOT WISH AN ETHNIC BACKGROUND CATEGORY TO BE RECORDED

Religion:	
BUD	BUDDHIST
BRE	CHRISTIAN BRETHERN
CHR	CHRISTIAN OTHER/UNSPECIFIED
COE	CHURCH OF ENGLAND
GKO	GREEK ORTHODOX
HIN	HINDU
HUM	HUMANISM
JAI	JAIN
JEH	JEHOVAH'S WITNESS
JEW	JEWISH
MUS	MUSLIM
NON	NO RELIGION
OTH	OTHER
RC	ROMAN CATHOLIC
SIK	SIKH
UNC	NOT SPECIFIED

Home Language:	
ARA	ARABIC
BEN	BENGALI
CAN	CANTONESE
CRO	CROATIAN
ENG	ENGLISH
FAR	FARSI
FRE	FRENCH
GER	GERMAN
GRE	GREEK
GUD	GUJARATI
HIN	HINDI
ITA	ITALIAN
KOR	KOREAN
KUT	KUTCHI
LITH	LITHUANIAN
OTH	OTHER
PAN	PUNJABI
POL	POLISH
POR	PORTUGUESE
ROM	ROMANIAN
SOM	SOMALI
SPA	SPANISH
SYL	SYLHETI
TAM	TAMIL
TUR	TURKISH
UNC	NOT SPECIFIED
URD	URDU

Mode of Travel to School	
Walk	
Cycle	
Bus	
Train	
Car	
Taxi	
Other	

Any further information the school should know . . .

STEP 2 - Permission for local school visits

Vaughan Primary School

From time to time the children are taken off the school premises for activities and visits within the local area of the school. These are all within walking distance from the school e.g. local shops, West Harrow Park, North Harrow Library. Please return the slip below giving your permission for your child to be taken out of school on these occasions. This will be in addition to the usual letters that we send out informing you of other school outings.

Yours sincerely

K Jones

MRS KAREN JONES

Headteacher

If you don't understand this, please contact the office

اذا كنت لا تستطيع فهم هذا ارجاء اتصل مع المكتب

જો સમજણ ના પડે, તો ઓફિસને સ્પર્શ કરો.

यदि आप को समझ ना आए तो दफतर से सम्पर्क करे



ਜੇ ਤੁਹਾਨੂੰ ਸਮਝ ਨਹੀਂ ਲੱਗੀ ਤਾਂ ਦਫਤਰ ਨਾਲ ਸੰਪਰਕ ਕਰੋ

اگر آپ کو اس کی سمجھ نہیں آئی، تو براۓ مہربانی دفتر سے رابطہ قائم کیجئے۔

Haddii aanad fahmin, fadlan la xidhiidh xafiiska

আপনার যদি বুঝতে অস্ববিধা হয়, তাহলে অফিসে যোগাযোগ করুন

VAUGHAN PRIMARY SCHOOL

PERMISSION FOR SCHOOL OUTINGS

Name of child: Class:

I give permission for my son/daughter to be taken out of school for activities and visits within the local area of the school.

Signature of Parent/Guardian:

Acceptable use of the Internet and ICT Systems

Permission Form

As part of the school's ICT programme we offer pupils supervised access to the Internet. The school's speed of access to this network has been upgraded and is now at a very high speed.

Before being allowed to use the Internet and our ICT systems, all pupils must obtain parental permission. I invite you to sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet through the school's ICT system will enable our pupils to explore thousands of libraries, databases and similar pages of information while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet and computer use is to improve learning and teaching, pupils may find ways to access other materials as well. However, we believe that the benefits to pupils from access to the Internet exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end the school supports and respects each family's right to decide whether or not to apply for access.

During the school day, teachers will guide pupils toward appropriate materials and acceptable use of computers. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as newspapers, magazines, television, telephones, films, radio and other carriers of potentially offensive media.

We would be grateful if you could read "Rules for responsible Internet and computer network use", with your child/ children, and then complete the permission forms that follow.

During the course of the school year, photographs of children may be taken e.g. for displays in school, articles for the local newspaper and the school website etc. At no time will a child's full name i.e. first name and family name be displayed or printed. Please complete the appropriate form if you do not wish your child's photograph to be taken.

Yours sincerely

K Jones

MRS KAREN JONES

Headteacher



The school has installed computers and Internet access to help our learning.

These rules will keep everyone safe and help us be fair to others.

- I will only use the system with my own username and password, which I will keep secret;
- I will not look at other people's files;
- I will only use the computers for school work and homework;
- I will not bring in pen drives, memory cards/sticks and other portable devices from outside school unless I have asked my teacher;
- I will ask permission from my teacher before using the Internet;
- I will only email people I know, or my teacher has approved;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet anyone, unless I am really sure that my parent, carer or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself;
- I understand the school will check my computer files and look at the Internet sites I visit.

Sanctions

- Violations of the above rules will result in a temporary or permanent ban on Internet or computer network use
- Additional disciplinary action may be taken in line with the schools existing behaviour policy
- When applicable, police or local authorities may be involved.

Pupil's Internet and school network permission form

Please complete and return this form to the Headteacher.

Pupil statement

As a school user of the Internet and other computers, I agree to comply with the school rules on its use. I have read these rules that are included with this form, and will use the network in a responsible way. I will observe all the rules explained to me by the school.

Pupil's Signature _____ Date: ____ / ____ / ____

Parent / Guardian statement

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail (email) and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be unacceptable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Name: _____

Parent Signature: _____ Date: ____ / ____ / ____

Name of Pupil: _____ Form class: _____

Home Telephone: _____ Mobile Telephone: _____

Please tear here

Child's name:
Class:
Date:

Dear Parent/Carer

At Vaughan Primary we sometimes take photographs and videos of pupils. We use these photos in the school's promotional material, on the school's website and on display boards around 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 below and return this form to school.)

- ☐ I am happy for the school to take photographs/videos of my child.
- ☐ I am happy for photos/videos of my child to be used on the school website.
- ☐ I am happy for photos/videos of my child to be used in promotional marketing materials (e.g flyers, banners, school handbook, prospectus)
- ☐ I am happy for photos/videos of my child to be used in internal displays.
- ☐ I am NOT happy for the school to take or use photos/videos of my child.

If you change your mind at any time, you can let us know by emailing office@vaughan.harrow.sch.uk, calling the school on **020 8427 7222** or just popping in to the school office. If you have any other questions, please get in touch

If you have any other questions, please get in touch.

Parent or Carer's Signature:

Date:



Pupil Name:

School Aims - Vaughan Primary School is a community of learners where:

- There is an atmosphere of mutual and self-respect in which everyone is valued and nurtured.
- We provide an environment that is stimulating and which promotes learning and independence.
- School and home work together with the children to share responsibility for their learning, wellbeing, behaviour and safety.
- We expect and encourage everyone to achieve their potential and make a positive contribution to society.

Parents/Carers

I/We will:

- Positively support the school.
- Make sure my child arrives on time.
- Collect my child on time.
- Make sure my child attends regularly, providing an explanation if my child is absent.
- Support the school in maintaining its targets for attendance above 96% and adhering to school attendance policy.
- Tell the school of any problems that might affect my child's work, behaviour, health or happiness.
- Support the policy on school uniform.
- Support my child in their homework and complete the homework diary and sign the reading log.

Attend parent/teacher consultations to discuss my child's progress.

Print Name:

Signed Parent/Carer:

School

The School will:

- Enable your child to achieve their best and will treat them with respect.
- Keep you informed about school news and your child's progress.
- Let you know early on if there are any concerns or problems that affect your child's work or behaviour.
- Inform you every term what your child will be learning.
- Encourage all children to understand the importance of being part of a school community and take responsibility for each other.
- Ensure all children are safe and secure during school time.

Signed: <i>K Jones</i>

Headteacher: MRS KAREN JONES

Pupil

I will:

- Keep to the school rules.
- Listen to others.
- Work hard, to do my best and allow others to work.
- Respect differences between all the children in the school and care about others' feelings.
- Look after the school property and environment.
- Do my class work and homework as well as I can.
- Wear my school uniform and have my P.E. kit in school.
- Behave well to and from school on school trips and activities and understand that the school will take action if I behave badly.

Please sign to confirm you have read and understood the appropriate statements and agree to abide by them.

Signed Pupil:

Date Agreed:

Class:

(To be signed by parent for Reception & Nursery children)

My Targets for the Autumn Term are :



Dear Parent/Carer

Vaughan Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Intimate care is any care which involves washing, touching or carrying out a procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member’s duty of care.

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child’s welfare and dignity is of paramount importance. All staff are knowledgeable about intimate care and individual needs are taken into account.

Staff who provide intimate care are trained to do so (including Child Protection and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.

The child will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans may be drawn up for specific children as appropriate. Each child’s right to privacy will be respected.

Vaughan Primary School values the partnership with parents and carers and values their information in relation to children needing intimate care. All parents/carers of children admitted to school will be required to complete an agreement form on admittance to the school. This agreement gives permission to provide intimate care as required.

We would like parents to sign the agreement which gives permission for the school to provide intimate care as necessary. Please return the permission slip to your child’s class teacher.

Yours sincerely



MRS KAREN JONES

Headteacher

☐ I give permission to the school to provide appropriate intimate care support to my child

e.g. changing soiled clothing, washing and toileting.

☐ I will advise the school of any medical complaint my child may have which affects issues of intimate care.

Name.....

Parent or Carer’s Signature:

Relationship to Child.....

Date.....

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

Attendance and punctuality

Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning and also that of other pupils. This is because teachers need to help those children who have been absent catch up with work they have missed, which reduces the time available to give to the remaining children in the class. There is also clear evidence of a link between poor attendance at school and low levels of achievement. Failing to attend this school on a regular basis will be considered as a safeguarding matter.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. Registers are marked by 9.00am and your child will receive a late mark if they arrive after that time. At 9.20am the registers will be closed. If your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence.

If your child has a persistent late record you will be asked to meet with the Assistant Headteacher to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

What can parents do to help?

- Parents must support the value of education, including the importance of regular attendance.
- Routine medical appointments should ideally be made out of school hours. The school would appreciate written notice and a copy of the medical appointment the day before where these are unavoidable during school time.

Illness

Children must always remain absent from school for a full 48 hours after the last episode of vomiting and/or diarrhoea.

Report your child’s absence

We have an email address dedicated to attendance matters: attendance@vaughan.harrow.sch.uk. Parents are asked to use this email address to:

- Report their child absent
- Give notice of medical appointments
- Request leave of absence
- Send supporting documentation related to absence from school

Parents can still call the absence line if they choose by dialing 020 8427 7222 and choosing option 1.

Holidays

Headteachers can no longer authorise absence for holidays in term time. It should be remembered that this is a Government led directive. Children are required to attend school for 38 weeks each year, leaving 14 weeks to attend family holidays.

Request for absence

Any requests for term-time absence should be submitted on a form which can be downloaded from the school website or a hardcopy can be collected from the school office. The completed form should be emailed to attendance@vaughan.sch.uk for consideration by the Headteacher. Please be advised further evidence may be required for any authorisation given due to exceptional circumstances.

Legal sanctions

As part of promoting good attendance and punctuality, Harrow Local Authority will use its legal powers to enforce school attendance where this becomes

problematic, including powers to prosecute parents who fail to comply or fail to ensure their child’s regular attendance at school.

Internet safety

We regularly teach the children about safe online use and we apply strong and age-appropriate filters within school IT systems. Children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

We ask parents to support the school in promoting online safety and we highlight the school’s e-safety policy in newsletters, communications and on the school website where we also provide advice and links to keep parents up to date with precautionary measures.

Charging policy

We recognise that the wide range of additional activities, including clubs, visit and residential experiences can make a valuable contribution towards pupil’s personal and social education. It is hoped that parents will be prepared to make the necessary contributions towards these activities. If this causes difficulty please contact the school office.

Helping to support children’s learning at home

Home learning supports learning in class and is set according to children’s ability. Homework also provides a link between home and school which allows parents to directly support the work of the school. It is important that children and parents are clear about what is set and the School’s expectations for its completion. We provide information about Homework requirements on our school website under the ‘Policies’ tab.

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 or relevant member of staff 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, we can provide parents with a copy of the school’s formal complaints procedure which is also available on our school website.

Sport

Pupils have two hours of PE timetabled per week and sporting activities include football, korfbal, netball, hockey, swimming, kwik cricket, short tennis and athletics. All pupils have the opportunity to take part in a range of tournaments and sports festivals both within school and with other schools.

We have again achieved the GOLD School Games Mark for our commitment, engagement and delivery of competitive school sport. We run nearly 40 sports extra-curricular clubs throughout the school year, enabling 70% of our pupils to participate in additional sporting opportunities.

A Gifted and Talented sports club is offered for children who excel in sports. We also have two Change 4 Life clubs which promote a healthy, active lifestyle and to focus on children who are less confident in sport. They take part in games and activities within an environment which is non-competitive and where the children can get the most enjoyment out of it.

Music

Our music curriculum is led by the National Curriculum .The teaching of music in the foundation stage allows children to explore sound and the building of patterns of sound known as ‘music.’ Children in the nursery and reception classes have access to musical instruments and listening stations. They also explore music through dance, movement, story, role play and singing. Children have additional opportunities to develop their understanding of skills in music. Extracurricular activities are provided by teaching staff, peripatetic teachers and the Harrow Music Service. Outside musicians are invited to perform to the children to give them experience of live music.

Our ‘wider opportunities’ initiative will provide one year group with the opportunity to learn an instrument.

Special Educational Needs

Vaughan Primary School is committed to ensuring equality of education and opportunity for disabled pupils and we believe that diversity is a strength which should be respected and celebrated. All pupils with a physical disability and learning difficulties are made to feel very welcome by the school. Every attempt is made to fully meet their needs and ensure that, as far as possible, they have full access to the curriculum offered at Vaughan.

Support for Special Educational Needs (SEN)

Pupils who are identified as having Special Educational Needs may be supported on an individual basis, in small groups or within the class through the differentiation of the curriculum. The Inclusion Manager works with Class Teachers and other agencies e.g. The Visual and Hearing Impairment teams, the Sensory Team, Occupational and Speech and Language Therapists, Support Teachers and Educational Psychologists, to identify pupils’ special educational needs and advise Class Teachers and parents. We also have a Learning Mentor who has undertaken training to deliver Cognitive Behaviour Therapy (CBT).

If you consider your child experiences any kind of Special Educational Need (SEN) and you would like the opportunity to talk/listen to others with similar experiences, then join us. We offer a mix of presentations and workshops and details are available on our website and in our newsletters.

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

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather or other emergencies closure may be unavoidable. In the event of a school closure, we will notify you by text and post updates on our school website.

Collecting your child

If school closure is announced during the day due to severe weather conditions and you personally cannot get to school, please nominate an adult to collect your child in your absence and organise this beforehand. 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

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, medicines will only be administered at school when it would be detrimental to a child’s health or school attendance not to do so and where the parents have submitted their written consent via our Medical Consent Form which can be found within the ‘Parents’ Zone’ of our website. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

Ill at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. Please make sure that contact numbers are kept up to date. Teaching and support staff have received Emergency Aid Training in line with policy guidelines.

Working with parents

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All pupils, parents and the school 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.

School reports

We provide all parents with a Spring term report from the class teacher and a full report at the end of the Summer term which provides information about your child's academic achievement and summarises their personal and social development.

Parental involvement

We encourage all parents and carers to be involved in their child's school experience. Children make maximum progress when home and school

work closely together. We offer a range of Family Workshops and events that are fun, practical and designed to be show parents how they can work with and help their children at home.

Parent evenings

We offer a range of opportunities for parents to see and hear feedback on their child's progress. We also hold two parent evenings a year when we meet with parents on a more formal basis to discuss their child's progress and keep them informed about the school curriculum.

Parent volunteers

We value the contribution of parents and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping with activities and acting as extra pairs of hands on educational visits.

Vaughan School Parent Teacher Association (PTA)

The PTA, also known as Friends of Vaughan School (FoV), is the fundraising body of the school that organise the extracurricular and social activities for parents and children throughout the year. The funds raised by these activities are used for the direct benefit of the children. If you are interested in getting involved, please contact vaughanpta@gmail.com.

Governance

The Governing Body is responsible for overseeing all aspects of school life. They are always striving to maintain and improve communication with parents and welcome any comments or questions concerning their role. This may be done by contacting one of the Parent Governors.

Policies

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.

key policies

Some of our key policies are:

- Admissions
- Attendance
- Assessment
- Behaviour
- Charging and remissions
- E-Safety
- Food Policy
- Parent Complaints
- Safeguarding
- Special Education Needs



2019/20 Academic Year Term Dates

Autumn Term 2019

Monday 2 September to Thursday 19 December 2019
Half Term: Monday 21 October to Friday 25 October 2019
INSET days: Monday 2 Sept 2019 and Monday 28 Oct 2019

Spring Term 2020

Monday 6 January to Friday 3 April 2020
Half Term: Monday 17 February to Friday 21 February 2020
INSET Day: Monday 6 January 2020

Summer Term 2020

Monday 20 April to Tuesday 21 July 2020
Bank Holiday: Monday 4 May 2020
Half Term: Monday 25 May to Friday 29 May 2020
INSET Days: Monday 20 July 2020 and Tues 21 July 2020

Our Values and Ethos

Our Aim

To prepare our children for a happy future.

We wish to build upon the school's successful OFSTED and continue navigating a successful journey which ensures that all children at Vaughan reach their fullest potential.



Vaughan Primary School - The Gardens - West Harrow - Middlesex - HA1 4EL

Tel: 020 8427 7222 - Email: office@vaughan.harrow.sch.uk - Web: www.vaughan.harrow.sch.uk