



# Great Missenden Church of England Combined School

***Parent Handbook:*** taking you  
step-by-step through starting school



***Believe and achieve***



## Ms Taylor, Headteacher, says...

Welcome to Great Missenden CofE Combined School. It's great news that your child is joining our wonderful school.

We look forward to working in partnership with you as parents and carers to ensure that the children have a happy and smooth transition into life at Great Missenden School.

Our aim is that children come out of the school gates every day saying "That was the best day ever!"

### Information

We need some further information from you too so please could you follow the steps in this admission handbook and hand in your completed forms to the school office before Induction day.

You will find key information here on Page 13 and some answers to FAQ's on Pages 14 and 15.

You can also find a wealth of further information on our school website: [www.greatmissendenschool.co.uk](http://www.greatmissendenschool.co.uk), including our key school policies. If you do have any further questions, please contact the school office on 01494 862310 (option 2).

I look forward to meeting both you and your child!

## Step 1

### STEP 1: PUPIL ADMISSION FORM

Great Missenden CofE Combined School

#### ADMISSION FORM [CONFIDENTIAL] GREAT MISSENDEN CofE SCHOOL

All schools are required by law to keep on record details of children admitted. We should therefore be grateful if you would complete this form in **BLOCK CAPITALS** and hand it into the school office when your child is admitted. Your child's birth certificate/passport should be presented for copying and placing on file at the time of your child's admission to primary education.

#### PUPIL DETAILS

Legal Forename: <small>As shown on Birth Certificate/Passport</small>	Legal Surname: <small>As shown on Birth Certificate/Passport</small>
Middle name(s):	
Preferred Surname:	Preferred Forename:
Date of birth:	Gender: Male / Female <small>(delete as applicable)</small>

#### ADDRESS DETAILS

	Home	Other - Term Time / Overseas / Other
Apartment:		
House Name:		
House Number:		
Street:		
District:		
Town/City:		
Postcode:		

If the child's residence at the present address (whether living with parents or any other person) is not permanent, please state the reason and probable duration of the stay, and give the name and address of the person with whom the child normally resides:

Reason:	Dates Applicable:
Forename:	Surname:
Address:	

It would be very helpful to have available the names and dates of birth of any older or younger siblings who are currently attending or have attended this school, or are likely to join this school at a later date.

Forename	Surname	Date of Birth

Please tear here

Parent/Carer 1: Mr / Mrs / Miss / Ms / Other		Parent/Carer 2: Mr / Mrs / Miss / Ms / Other	
Forename:		Forename:	
Surname:		Surname:	
Relationship to child: Do you have parental responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No		Relationship to child: Do you have parental responsibility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address (if different to pupil):		Address (if different to pupil):	
Apartment:		Apartment:	
House Number:		House Number:	
House Name:		House Name:	
Street:		Street:	
District:		District:	
Town/City:		Town/City:	
Postcode:		Postcode:	
Please tick the box against your main telephone number		Please tick the box against your main telephone number	
Tel Nos:	<input type="checkbox"/> Home:	Tel Nos:	<input type="checkbox"/> Home:
	<input type="checkbox"/> Mobile:		<input type="checkbox"/> Mobile:
	<input type="checkbox"/> Work:		<input type="checkbox"/> Work:
e-mail:		e-mail:	
Please attach a copy of any court orders relating to your child. Please tick if attached <input type="checkbox"/>			

Parental responsibility may be shared between a number of people beyond the child's natural parents, for example those with a Parental Responsibility Order. Married parents have equal parental responsibility; on separation or divorce both parents continue to have responsibility. In such circumstances the school will forward copies of school reports, etc. to the separated parent if requested. Please give details below.

Mr / Mrs / Miss / Ms / Other	Relationship to child:
Forename:	Surname:
Address:	Apartment:
House Name:	Street:
House Number:	District:
Town/City:	Postcode:
Tel Home:	Tel Work:
Tel Mobile:	e-mail:

<p>Is the child resident with foster parents: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'yes'; which Authority is financially responsible for maintenance?</p>

<p>From time to time it may be necessary to contact someone during the school day, e.g. in the case of a child's sickness. Please list below (in order of preference) the details of any person(s), including parents, who we can contact on such an occasion.</p>				
No.	Name	Relationship to the child <i>(Parent, Grandparent, relative, neighbour etc)</i>	Known to the child as? e.g. Gramps, Nana	Daytime telephone number
1	Mr / Mrs / Miss / Ms / Other _____ Forename: _____ Surname: _____			
2	Mr / Mrs / Miss / Ms / Other _____ Forename: _____ Surname: _____			
3	Mr / Mrs / Miss / Ms / Other _____ Forename: _____ Surname: _____			
4	Mr / Mrs / Miss / Ms / Other _____ Forename: _____ Surname: _____			

*Knowledge about your children's health is vital if we are to help them to achieve their potential educationally. Would you please supply the following medical information about your child. This information will only be shared with relevant professionals within education and health who need to know in order to support your child in school. If you wish to discuss your child's health confidentially, please contact the School Nurse.*

<input type="checkbox"/> Artificial colour allergy	<input type="checkbox"/> Gluten Free	<input type="checkbox"/> Kosher food only	<input type="checkbox"/> No dairy produce
<input type="checkbox"/> No nuts of any type/quantity	<input type="checkbox"/> No pork	<input type="checkbox"/> Ramadan	<input type="checkbox"/> Seafood allergy
<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Halal	<input type="checkbox"/> Other (please specify)	_____

Surgery Name:	Surgery Telephone Number:
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Does your child suffer from?	<input type="checkbox"/> Asthma	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Bowel or bladder problems	<input type="checkbox"/> Eczema	<input type="checkbox"/> Any other medical condition _____	

*A child is considered to have a disability if their parent indicates substantial and/or long term difficulties with one or more of the areas listed below. Please exclude difficulties that you would expect for a child of their age.*

<input type="checkbox"/> Mobility	<input type="checkbox"/> Hand Function	<input type="checkbox"/> Personal Care	<input type="checkbox"/> Eating and drinking
<input type="checkbox"/> Medication	<input type="checkbox"/> Incontinence	<input type="checkbox"/> Communication	<input type="checkbox"/> Learning
<input type="checkbox"/> Hearing	<input type="checkbox"/> Vision	<input type="checkbox"/> Behaviour	<input type="checkbox"/> Consciousness e.g. seizures
<input type="checkbox"/> ASD/Aspergers	<input type="checkbox"/> Palliative care needs	<input type="checkbox"/> Other Disability/Health problem _____	

If you have ticked any of the above boxes, please give further details below:-

If your child is on regular medication, does it need to be given during school hours? – ☐ Yes ☐ No

If Yes please discuss with the Headteacher.

Please tear here

ETHNIC/CULTURAL INFORMATION

The Department for Education (DfE) has asked for the collection of the following information for all pupils.

ETHNICITY

White

☐ British

☐ Irish

☐ Traveller of Irish Heritage

☐ Gypsy/Roma

☐ Any other white background

Asian or Asian British

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian background

Mixed

☐ White & Black Caribbean

☐ White & Black African

☐ White & Asian

☐ Any other mixed background

Black or Black British

☐ Caribbean

☐ African

☐ Any other Black background

Other

☐ Chinese

☐ Any other ethnic group

☐ I do not wish an ethnic background category to be recorded

Child's Country of Birth

Child's Nationality

FIRST LANGUAGE – The language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community.

☐ Arabic

☐ Bengali

☐ Chinese Cantonese

☐ Chinese Mandarin

☐ Dutch

☐ English

☐ French

☐ German

☐ Greek

☐ Gujarati

☐ Hindi

☐ Italian

☐ Japanese

☐ Panjabi (Gurmukhi)

☐ Panjabi (Mirpuri)

☐ Pashto

☐ Polish

☐ Portuguese

☐ Shona

☐ Spanish

☐ Swahili

☐ Tagalog/Filipino

☐ Tamil

☐ Thai

☐ Turkish

☐ Urdu

☐ Vietnamese

☐ Other (Please specify)

☐ I do not wish a first language to be recorded

RELIGION

☐ Anglican

☐ Baptist

☐ Buddhist

☐ Christian

☐ Church of England

☐ Hindu

☐ Jehovah's Witness

☐ Jewish

☐ Methodist

☐ Mormon

☐ Muslim

☐ Plymouth Brethren

☐ Quaker

☐ Roman Catholic

☐ Sikh

☐ United Reform Church

☐ No Religion

☐ I do not wish a religion to be recorded

☐ Other (Please specify)

ADDITIONAL INFORMATION

MEALS

☐ Entitled to Free Meals

☐ Goes Home

☐ Sandwiches

☐ Paid School Meals

Step 1

Step 1

TRAVEL TO SCHOOL - Please tick your child's usual main mode of travel. If the journey to school involves more than one mode of travel tick the mode used for the greatest part, by distance, of the journey.

<input type="checkbox"/> Walk	<input type="checkbox"/> Cycle	<input type="checkbox"/> Car/Van	<input type="checkbox"/> Car Share (with a child/ children from a different household)
<input type="checkbox"/> Public service bus	<input type="checkbox"/> Dedicated school bus/coach	<input type="checkbox"/> Bus (type not known)	<input type="checkbox"/> Taxi
<input type="checkbox"/> Train	<input type="checkbox"/> London Underground	<input type="checkbox"/> Metro/Tram/Light Rail	<input type="checkbox"/> Other
FOR SCHOOL USE ONLY	<input type="checkbox"/> LA provided transport	Route	

Service Children in Education Indicator – are one or both parents Service personnel, serving in regular military units of any of the HM Forces, or in the Armed Forces of another nation and stationed in England and exercising parental care and responsibility?

☐ Yes ☐ No ☐ I do not wish to answer this question

PREVIOUS SCHOOL HISTORY

School, Pre-School or Nursery Name	Town/City	Date of arrival (dd/mm/yy)	Date of leaving (dd/mm/yy)	Reason for Leaving
For pupils being admitted into the Reception Year only, please include the number of terms spent in pre-school education, where known:- _____ terms.				

PARENTAL DECLARATION

DATA PROTECTION STATEMENT: The purpose of this form is to collect data for further processing within the school/Local Authority/Health Authority systems. The data will be processed in accordance with the purposes notified by the school/Local Authority/Health Authority to the Data Protection Commissioner's office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the School's database.

Your signature on this form implies your consent for the school/Local Authority/Health Authority to process the data.

DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:

I declare the above information to be correct to the best of my knowledge at the time of completion.  
I agree to notify the school of any change in my child's circumstances.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

FOR SCHOOL USE ONLY

Registration Group:	_____	House:	_____
* NC Year Group:	_____	* Year Taught in:	_____
* Enrolment Status:	_____	Boarder Status:	_____
* Admission Date:	_____	Admission No:	_____
UPN:	_____	Attendance mode:	_____
Birth Certificate/Passport seen and copied: <input type="checkbox"/> (Infant/Combined Schools only)		*required fields for SIMS	

Please tear here

To Parent/Guardian of \_\_\_\_\_ (Childs name) Class / Year \_\_\_\_\_

**Parent/Guardian’s use of school photographs and video footage:**

Filming and photographs are not permitted during class assemblies, nativities or church services. These are special events where we ask you to watch and be present in the moment. There will be an opportunity at the end of the assembly / service for parents to take photographs.

Any photographs or video film taken by parents at other school events (eg fairs, markets) must be solely for the individual family’s use and must not be distributed more widely, e.g. Face book or other social network sites, **as there are children in school whose images must not appear.**

Within school we use photographs and digital film for a number of reasons. The main purpose is to celebrate the success of pupils. Photographs are used on display boards, whiteboards and on the school website e.g. photographs of pupils learning, sports teams and members of the cast of school productions. Film is generally used to help with learning e.g. role plays. Please tick to give consent and indicate in every box :

<p><b>School Website</b> <b>Access: External – Everyone</b> I agree that the school may use images of my child on the school website. This may be an individual image or set in a group activity. My child’s full name will never be used alongside an image. On occasions the school may use their first name only.</p>	
<p><b>Promotional Material</b> <b>Access: External – Everyone</b>  I agree that the school may use my child’s photograph in the school prospectus and other printed publications that are produced for promotional purposes This may include articles in the local paper about our school. Full names will not be given. This may include the PTA.</p>	
<p><b>Class Pages</b> <b>Access: External – Everyone</b>  I agree that the school may use images of my child within class blogs. The class may create a blog and post images and text to show what they have been up to.</p>	
<p><b>Video &amp; Webcam</b> <b>Access: External – Everyone</b>  I agree that the school may record my child’s image on video or  Webcam. These videos may be used on the School Website or Class Blog</p>	

I have read and understood the conditions of use on the back of this form and agree to the Parent/Guardian’s use of school photographs and video footage declaration above.

Parent’s or guardian’s signature:		Date	
Name (In Block Capitals)			

Conditions of use

This form is valid for the period of time your child attends this school. The consent will automatically expire after this time.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels, such as ‘a science lesson’ or ‘making Christmas decorations’.

Child’s name: \_\_\_\_\_ Class / Year Group: \_\_\_\_\_

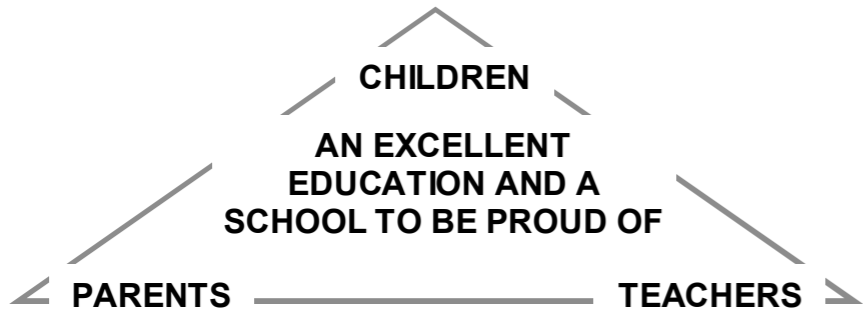
Please tick the boxes to give your consent. If you wish to withhold consent, please note this clearly on the form. Please sign the bottom of the form.

<p><b>Medical/Dental Treatment</b></p> <p>I agree that if my child urgently requires medical/dental treatment during the school day or during an out of school activity and it is not possible to contact me or any other person with parental responsibility for my child, the teacher in charge at the time is authorised to give consent on my behalf.</p>	
<p><b>Off-site Visits</b></p> <p>I understand that my child may leave the school premises for local visits (e.g. to the church or library) or at other times (non local visits) when I will be informed separately by letter. I give consent for these occasions.</p>	
<p><b>Email Contact</b></p> <p>Parents are updated regularly about school information and events via their prime email address.</p> <p>Group / class emails are ‘blind copied’ for privacy.</p> <p>I agree that the email address for first parent contact on my child’s admission form is acceptable to use for these purposes</p>	
<p><b>Class Rep Contact</b></p> <p>Class Reps will contact you in the event of a whole school emergency (where I.T. is not available).</p> <p>I agree that my email address can be used for this purpose and for Class Rep. contact for general class information and feedback.</p> <p>( these are always blind copied to maintain your privacy)</p>	
<p><b>Absences</b></p> <p>I understand that leave of absence during term time is not authorised unless in exceptional circumstances.</p> <p><b>All</b> requests require a leave of absence form for consideration by the Head Teacher.</p> <p><b>NB.</b>Medical appointments i.e. Doctor / Dentist require a confirmation email , sight of appointment record or telephone call to the school office beforehand.</p>	

Parent’s signature: ..... Date: .....

Please tear here

At Great Missenden School we see education as a THREE WAY PARTNERSHIP:



In addition, as a Church School, we aim to nurture the spiritual, cultural, moral and social development of the children and to foster mutual respect and responsibility. Before joining the school, we expect parents and children to support us by signing this agreement.

SCHOOL:

The school will endeavour to:

- 1. Provide a balanced education within the National Curriculum, meeting individual pupils’ needs.
- 2. Implement the school’s policies and guidelines to ensure a good standard of behaviour and discipline, and make sure everyone feels safe.
- 3. Contact parents promptly if there is a problem regarding attendance, punctuality, behaviour, equipment or uniform.
- 4. Help children to catch up any work they have missed due to unavoidable absence.
- 5. Set and monitor home learning on a regular basis, and give prompt and constructive feedback.
- 6. Inform parents in advance of curricular areas to be covered, to maximise opportunities for home learning.
- 7. Arrange regular Parental Consultations during which each child’s progress will be discussed in a factual and objective manner.
- 8. Offer an “Open Door” to parents to let us know of any concerns about their child’s work or behaviour. (A quick word in the playground is always possible, but please make an appointment for longer discussions).
- 9. Keep parents informed about school activities through regular newsletters and information about events (giving as much prior notice as we can).
- 10. Promote good health through health education, exercise and encouraging healthy eating.

PARENTS:

I/We shall try to:

- 1. Support the school’s educational objectives in the delivery of the National Curriculum.
- 2. Support the school’s policies and guidelines for behaviour.
- 3. Ensure that my child goes to school regularly, on time, properly equipped and wearing the correct uniform.
- 4. Communicate with the school regarding any absences and to avoid taking holidays during term time. To be aware of the school’s Attendance Policy.
- 5. Support my child in home learning (following the school’s Home Learning Policy).
- 6. Encourage my child in other opportunities for home learning. Read with my child regularly, and record reading in my child’s Reading Record.
- 7. Attend Parental Consultations to discuss my child’s progress.
- 8. Let the school know about any concerns or problems that might affect my child’s work or behaviour.
- 9. Support the school by attending activities and special events when possible.
- 10. Support the school’s Healthy Eating policy by encouraging healthy food choices.

CHILDREN:

I shall:

- 1. Try to do my best work in every lesson.
- 2. Behave in a way that keeps everyone safe in the classroom, in the playground and on school trips.
- 3. Follow instructions from adults, and do what I am asked to do.
- 4. Tell an adult if I am worried or upset about something.

GREAT MISSENDEN C OF E COMBINED SCHOOL HOME/SCHOOL AGREEMENT

I / We have read and understood the Home School Agreement.

CHILD’S NAME: ..... YEAR GROUP .....

PARENT’S SIGNATURE ..... DATE: .....

HEAD TEACHER’S SIGNATURE: .....C.J.Taylor.....

CHILD’S SIGNATURE: .....

Step 4

Step 5



PHOTO	CHILD’S NAME:
	CLASS:
	DATE OF BIRTH:

MEDICAL CONDITION/S:

DETAILS OF MEDICAL CONDITION: (continue on a separate page if necessary)

DETAILS OF MEDICATION REQUIRED: (continue on a separate page if necessary)

PLEASE ADVISE OF WHAT ACTION NEEDS TO BE TAKEN IN AN EMERGENCY:

CONTACT INFORMATION:

1st PARENT/ GUARDIAN CONTACT NAME:	
MOBILE TELEPHONE NO:	
HOME TELEPHONE NO:	WORK TEL. NO:

2nd PARENT/ GUARDIAN CONTACT NAME:	
MOBILE TELEPHONE NO:	
HOME TELEPHONE NO:	WORK TEL. NO:

DOCTOR’S SURGERY AND TEL NO:

HOSPITAL CONTACT/S NAME/S:

TEL:

☐ I AGREE TO CONTACT SCHOOL TO UPDATE ANY INFORMATION WHICH MAY CHANGE.

PARENT SIGNATURE:	DATE:
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INFORMATION COLLECTED WILL BE TREATED AS CONFIDENTIAL AND WILL ONLY BE SHARED WITHIN THE LIMITS OF THE DATA PROTECTION NOTIFICATION BETWEEN SERVICES.

Office Use Only Copied to: ☐ Class teacher / ☐ Dining room / ☐ Medical Room / ☐ Extended Services/ ☐ Staff Room

Please tear here

Dear Parents  
**TUTTI FRUTTI BAR - ACADEMIC YEAR 2017 -18**

In line with our school policy that children should have fruit for a mid-morning snack, we have a well-established Tutti Frutti Bar. The Tutti Frutti Bar offers a wide variety of freshly chopped, fruit and vegetables (i.e. cucumber, carrots) and the inclusion of seasonal fruits such as, mango, strawberries etc, .  
At a cost of just £1 per week, the scheme is great value too!  
Reception, Year 1 and 2 children are provided with fruit at break time through a Government funded scheme. However, some KS1 parents and children also choose to participate in the Tutti Frutti bar as it provides a wider variety of fruit and vegetables, sourced locally.

If you would like to opt your child in to the Tutti Frutti Bar this year, please complete and return the **slip below**.  
**ParentPay will be available to pay from September.**

The Tutti Frutti Bar is made possible by a wonderful team of parent volunteers, who come in on a daily rota basis after drop off each morning to chop and prepare the fruit for the trays, which takes just over half an hour. We need 3 to 4 parents each day to make the scheme viable.  
If you would like to help, it is a great way to meet other parents and be part of our school community. **If you are able to spare even one session per week, please complete the slip below.**  
Thank you.

Caroline Taylor  
Head Teacher

**Great Missenden School - Tutti Frutti Bar – September 2017 to July 2018**

I would like my child/ ren ..... Year group ..... (In September 2017)  
..... Year group.....

to receive fruit from the Tutti Frutti Bar and will pay **£38 per child** by Parentpay in September.

**TUTTI FRUTTI HELP**

Parents Name..... Contact Tel No: .....

☐ I would like to help with the Tutti Frutti Bar and can come in on:  
Monday / Tuesday / Wednesday / Thursday / Friday / any day (please circle as applicable)

☐ I cannot commit regularly, but am happy to be placed on a reserve list to cover on an ad hoc basis

# Key information

## What are our school times?

- 8.50am: Start of school day.
- 10.00am – 10.30am: Morning assembly.
- 10.30am – 10.45am: Morning break.
- 11.45am – 12.45pm: Lunch break (Key Stage 1).
- 12.15pm – 1.15pm: Lunch break (Years 3 and 4).
- 12.45pm – 1.45pm: Lunch break (Years 5 and 6).
- 3.15pm – End of school day.

Children in Key Stage 1 receive an additional mid-afternoon break.

## Extended Services

### Early Morning Club

Our Morning Club is open for children aged 3 to 11 years and runs from 7.50am to 8.50am. The club offers a healthy, nutritious breakfast, a programme of creative activities and play options and the opportunity for children to socialise across a range of ages, in a safe and welcoming environment.

### Jelly Beans After School Club

Jelly Beans runs from 3.15 – 4.15pm (1 hour session) or 3.15 to 6pm (full session), and children booked in for a full session are given a snack at 4.30pm. Children take part in activities such as Zumba, ICT, craft, and sports activities as well as use the play equipment, trim trail and playground.

### Holiday Club

Jelly Beans also runs during school holidays. For dates and more information please see the school website

Bookings can be made for all Extended Services via the link on the school website: Extended Services / School Gateway booking system.

### Great Missenden Pre-School

Our pre-school runs during the school term time and children can attend for either Mornings(8.45am – 11.45am ), Afternoons (12.15pm – 3.15pm ), or a full day session ( 8.45 to 3.15pm) from the term after their third birthday, subject to availability.

Please see Extended Schools tab on our website for further information and contact the school office for a registration form.

## Uniform requirements

We believe that school uniform plays a valuable role in contributing to the ethos of our school. The aim of our school uniform is to present a smart appearance that promotes a sense of belonging and pride in our school. We thank parents for supporting our Uniform Policy.

Our school uniform is supplied by Mapac. Uniform can be ordered at

[www.mapac.com](http://www.mapac.com) or visit our school website [www.greatmissendenschool.co.uk](http://www.greatmissendenschool.co.uk) and click navigate to ‘uniform’ which will link you to the Mapac website.

### Winter Uniform

- White short sleeved polo shirt with logo
- Navy sweatshirt or cardigan with school logo
- Dark grey school trousers or shorts
- Dark grey skirt (knee length)
- \*Smart black shoes
- Dark grey socks
- Dark grey tights
- **Reception & KS1** children may wear a dark grey tunic with plain white polo shirt with plain collar underneath.
- Polo tops with logo must be worn with skirts.

Coats:

Navy blue polar fleece jacket with logo or alternatively a \*navy or black plain coat

### Summer Uniform (summer term only)

- As above
- Regulation summer dress (available at Mapac)
- White socks to be worn with summer dress

### Sportswear

- Regulation school PE kit:
- Dark / light blue sports polo with school logo
- Navy shorts or skort
- Navy/Light blue sports socks
- Navy track suit with logo may be worn for outdoor sports in winter
- Indoor PE is performed in bare feet.
- \*Trainers are required for outdoor PE & games
- \*Football boots (optional)
- \*Shin pads (preferable, but must be worn for school team sports)

NB. Uniform marked \* is NOT available online and will need to be purchased separately

### OTHER INFORMATION

- Long hair must be tied back at all times.
- Navy or black hair ties or simple, plain hair bands only
- No jewellery.
- No earrings. If newly pierced ears cannot have studs removed for a short time, micropore tape must cover them at all times in school during the first 6 weeks.
- Book bags, gym bags, water bottles and hats are also available via the Mapac website.

## Food in school

The school is committed to a policy of healthy eating and children are encouraged in this by our Missenden Healthy Promise. In 2011 we became a GOLD FOOD FOR LIFE SCHOOL, one of only 20 in the whole country and the only school in Bucks. to achieve this award. Aspens is our hot school meals provider. Meals are ordered and paid for online. See our school website [www.greatmissendenschool.co.uk](http://www.greatmissendenschool.co.uk) Parents/ What’s For Lunch/Aspens lunch order.

### Free school meals

All children in the Foundation Stage and Key Stage One (Reception, Year 1 & 2) are eligible for a free school meal. Older children may also qualify for free school meals if their families are in receipt of certain benefits. If you think you may be eligible, please ask for an application form from the School Office. All enquiries will be treated in the strictest confidence. Should you be eligible for this service but not wish to take advantage of it, please do still let us know as this impacts on our school funding.

### Packed lunches

A small minority of children may choose to bring in a healthy packed lunch. Please refer to the school website/ Parents/ What’s for lunch/Healthy lunch box ideas. Crisps, sweets and chocolate bars are not permitted in lunch boxes.

Nuts are not permitted in school as some children have severe allergic reactions to them.

### Tutti Frutti Bar

We offer freshly prepared pieces of fruit to the children every day . Please complete the form on page 12 if you would like to sign up for this great facility.

### Milk

Milk is provided free for all children under 5 and is also available to older children via the Cool Milk scheme. Registration for this service can be made at [www.Coolmilk.com](http://www.Coolmilk.com).

### Privacy Notice

In line with the Data protection Act ( 1998) please see school website /Parents / Information for parents / Data Protection



# 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!

## Absence

Every school day matters! We ask parents to make every possible effort to avoid taking children out of school during term time. Absences during term time will not be authorised unless there are exceptional reasons why the event cannot happen at any other time (for example a funeral, or a wedding taking place abroad). Holidays will not be authorised in term time.

We also ask that wherever possible, routine medical appointments should be made for out of school hours. If your child has a medical appointment during the school day, please notify in advance if possible and be sure to sign your child in or out on the day at the office.

### Contact the office

Parents must phone or email the school attendance officer before 9 a.m. on each day that their child is absent as school must be able to account for all pupils. Please leave a message on 01494 862310 (option 5 or 9) or email [attendance@greatmissendenschool.co.uk](mailto:attendance@greatmissendenschool.co.uk).

## Medication in school

If it is necessary for your child to have medication administered during the school day then you will need to complete a request to administer medicine form from the school office. Medicines should be taken to the office and collected at the end of the day.

A Health Care Plan will need completion for any ongoing conditions. Please complete and return the form on page 11 along with a passport style photo of your child and labelled medication.

Ongoing medication such as inhalers are kept in "grab bags" in each class and must be kept in school at all times and be replaced before expiry.

## Mobile phones

Mobile phones are not permitted in school.

## Accessories, hairstyles and jewellery

Long hair must be tied back at all times. Navy or black hair ties or simple, plain hair bands only. Jewellery is not permitted in school. If newly pierced ears cannot have studs removed for a short time, micropore tape must cover them at all times in school during the first 6 weeks.

## Helping to support children's learning at home

At Great Missenden we believe that home learning is an essential and valuable element of a child's education, but it must be purposeful and meaningful. We must communicate to our children that learning is a privilege, never a punishment. It may be hard work at times, but when children realise the connection between home and school learning, it can be rewarding and exciting.

We aim to work in partnership, providing clear and relevant information about each child's progress and development. We ask parents to read regularly with their child and to support them in their home learning.

## Internet safety

Children at Great Missenden use the Internet on a regular basis as part of their learning. In school, we have regular 'e-safety' activities to remind children of the importance of keeping themselves safe online.

## Issues concerning children's welfare

If you have an issue concerning your child, please speak to his or her Class Teacher as the first point of contact. Appointments can be made through the school office where necessary.

## Clubs and activities

Children from Year 1 onwards are offered many extra-curricular activities run by the staff throughout the year. These can include:

- Football.
- Gardening.
- Gym and Dance
- Drama.
- Choir.
- Athletics.
- Netball.
- Cross-country.
- Chess.
- Cookery.
- Craft.
- Tag rugby.

### School Visits

Off-site visits are arranged to enrich the curriculum. Examples are story writing workshops at the Roald Dahl Museum, and trips to a local farm as part of the Food For Life project. Local trips are often organised to the church or the library or village. Please complete and return the Parent Consent form attached to this booklet to cover these local outings.

There is a planned programme of extended residential visits in Years 4, 5 and 6.

## Special Educational Needs

We are committed to providing "Challenge for All" in order to ensure that every pupil, including those with SEND, achieves their full potential.

### Challenging and enjoyable

We believe all children have individual needs, strengths and talents which should be met through a challenging, enjoyable and enriched curriculum which provides opportunities for all children to work at their own level and pace. We recognise that many children may require additional support or additional challenge at some point within their learning journey.

### Equal opportunities

We believe that all children should be equally valued in school and have a Growth Mindset. We strive to remove any barriers to learning which could hinder or exclude individual pupils with SEND. We believe all children should have the opportunity to flourish and feel safe. We support the development of the whole child, whilst valuing and celebrating the many and varied abilities displayed by all children. Our full "Challenge for All" policy can be found on our website.

## Charging policy

The majority of activities and events connected with learning are provided without charge. However, there are several activities to which Great Missenden School attaches great importance that cannot be provided without asking for financial contributions. These may vary from year to year and the governors have agreed charges may be levied for the following:

- Trips and visits.
- Residential trips.
- Music tuition (available to KS2 children through the Bucks Learning Trust).

It is not the policy of the governors and the school to deny any child the chance to make any visit or undertake an activity where there is a charge, but it must be understood that the viability of some visits/activities can depend on parental contributions. Pupils will never be treated differently whether or not their parents have made any such payments.

# Frequently Asked Questions

## Key policies

Some of our key policies are:

- Discipline and Behaviour.
- Health and Safety.
- Child Protection.
- E-Safety.
- Attendance.
- Children with Medical Conditions.
- SEN.
- SRE.
- Collective worship.

All policies, including the key policies are available on our website via Key Information / Policies.

## Parent Teacher Association

We have a very strong Parent/Teacher Association in the school which raises considerable funds for extra items.

We always welcome new members so please refer to the Parents / PTA tab on the website for information and events. The PTA can be contacted on [pta@greatmissendenschool.co.uk](mailto:pta@greatmissendenschool.co.uk)

## Class Reps.

Our Class reps. meet once every half term with the Headteacher. Two Class Reps represent each class, and they bring questions or ideas from other parents to the agenda, which are minuted and fed back to parents. Communications are made for help during class and school events and all communications are blind copied by them to maintain your privacy and class socials are also organised so parents can get to know each other. This is a very valuable means of communication and discussion.

In addition we hold regular open days when parents are invited to come in, see the children at work and engage in discussion about specific topics. Themes for these open days have included Literacy, Maths, Challenge For All and Growth Mindsets.



## Communication with parents

The school generally communicates with parents by email via the "SchoolComms" system. Newsletters are sent out most weeks updating parents on events in school and providing useful reminders.

Every term a Dates for your Diary sheet is issued with events and details of Class assemblies etc. This is also posted onto the Website, which also provides much of the information that parents request and has a calendar showing events in school.

The office team can be contacted by emailing [office@greatmissendenschool.co.uk](mailto:office@greatmissendenschool.co.uk), the School Bursar on finance@[greatmissendenschool.co.uk](mailto:greatmissendenschool.co.uk) and attendance/medical on [attendance@greatmissendenschool.co.uk](mailto:attendance@greatmissendenschool.co.uk)

## Child Illness/ Accident

If your child is unwell or has a minor accident, we provide basic first aid where necessary and send home bumped head alert letters when applicable. We will inform you when necessary and it is important that we can get in touch with you in the unlikely event of an emergency. Please keep us updated with your correct address and telephone numbers for home and work and the name of a friend or relative who we could contact if we cannot get through to you.

### Parent Consultations

Parent Consultations are held in the Autumn and Spring Terms, when teachers feedback on how children are performing and progressing in relation to the National Curriculum objectives. A progress report is sent home at the end of the Summer term, with an optional parents consultation opportunity.

## The Home-School Agreement

At Great Missenden we see education as a three-way partnership of children, parents and teachers. In addition, as a Church School, we aim to nurture the spiritual, cultural, moral and social development of the children and to foster mutual respect and responsibility. Before joining the school, we expect parents and children to support us by signing our Home-School Agreement.



## Autumn Term

Wednesday 6th September – Tuesday 19th December 2017  
Half term: Monday 23rd October – Friday 27th October

## Spring Term

Thursday 4th January – Wednesday 28th March 2018  
Half term: Monday 12th March – Friday 16th March 2018

## Summer Term

Monday 16th April – Friday 20th July 2018  
Half term: Monday 28th May – Friday 1st June 2018

### Inset days for teachers:

- 4th and 5th September 2017.
- 3rd January 2018.
- 29th March 2018.
- 23rd and 24th July 2018.

# Our values and aims

Our Values are:

“Truth, Love, Faith, Courage, Respect, Community”

Our Aims are:

We want children to:

Be happy

Feel secure

Know that they belong

Appreciate and value the opinions of others

Listen

Persevere

Have a sense of awe and wonder

Appreciate the world around them, and take care of it

Be curious, ask questions

Take pride in their own achievements and the achievements of others

Take control of their own learning

Know that it is alright to make a mistake and then move on

Know that life is precious and that today is very special and it will not happen again

Know that there are many ways to be clever, and that everyone is good at something Love learning.

Our school is a place where learning is rewarding, absorbing and fun.

Learning is for all, adults and children, and learning continues throughout life.

The adults who work here enjoy being here.

Every child is able to go out of the school gates at the end of the day and say,

“That was the best day ever!”



## Great Missenden Church of England Combined School

Church Street  
Great Missenden  
Buckinghamshire HP16 0AZ

Telephone: 01494 862310

Email: [office@greatmissendenschool.co.uk](mailto:office@greatmissendenschool.co.uk)

Website: [www.greatmissendenschool.co.uk](http://www.greatmissendenschool.co.uk)

