



# Parent Handbook

taking you step-by-step  
through starting school

BE THE BEST YOU CAN BE



## Ipswich Primary Academies Trust

We are a member of Ipswich Primary Academies Trust. Initially centred in Ipswich, the Trust is a group of Suffolk schools aiming to make a real difference to education in our local area. Bringing together our skills and expertise, as well as learning from the best practice nationwide, our vision is to create a hub of outstanding practice in teaching and learning, and provide real opportunities for children in Suffolk...that help them to achieve the best outcomes possible!

## Clare Flintoff, Headteacher, says...

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

We need some information from you

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

## Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01473 251333 and we will be happy to help!

## Policies and term dates

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

## Welcome

Welcome to St Helens Primary School, and I look forward to getting to know you and your child.

## STEP 1: Pupil Information Form

St. Helen's Primary School

Legal Surname:		Preferred Surname:	
Legal Forename:		Preferred Forename:	
Middle Name(s):			
Date of Birth:		Gender:	
Address of child:			
Post Code:		Main Telephone:	

Please complete the information below and return to the school office. See overleaf for guidance.

Please give details of all parents/carers who have parental responsibility and any other contacts you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted. These numbers are very important because if your child becomes ill during the day we need to be able to contact you or someone acting for you who are able to collect your child. Please give at least two contacts.

Priority No.	Name & Relationship	Contact Details	Address
1	Name	Phone:	
	Relationship to Child	Mobile:	
		Email:	
2	Name	Phone:	
	Relationship to Child	Mobile:	
		Email:	
3	Name	Phone:	
	Relationship to Child	Mobile:	
		Email:	
Previous School or Playgroup:		Address & Telephone Number:	

Do you have access to the internet at home: (Please Circle)	Yes	No
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<b>Travel Arrangements</b> <input type="checkbox"/> Bicycle <input type="checkbox"/> Train <input type="checkbox"/> Car/Van <input type="checkbox"/> Walk <input type="checkbox"/> Taxi <input type="checkbox"/> Public Bus <input type="checkbox"/> Car Share Please tick the appropriate choice	
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<b>Meal Arrangements</b> <input type="checkbox"/> Free School Meal <input type="checkbox"/> Paid School Meal <input type="checkbox"/> Sandwiches <input type="checkbox"/> Home Please tick the appropriate choice	
Dietary Needs:	

Medical Practice:		Telephone:	
Address:			
Child's NHS Number:			

**Medical Condition(s) & Allergies** including food allergies

**Has a Statement of Special Educational Needs or Education, Health and Care Plan been issued? :**

**Position of Child in Family (Please Circle)**

**1    2    3    4    5**

### Other children in the Family:

<b>Name:</b>		<b>DOB:</b>		<b>School:</b>	
<b>Name:</b>		<b>DOB:</b>		<b>School:</b>	
<b>Name:</b>		<b>DOB:</b>		<b>School:</b>	

<b>Ethnicity:</b>		<b>Religion:</b>	
<b>Home Language:</b>		<b>First Language:</b>	

Please state your ethnic group ie: (British, Irish, Traveller, Gypsy, Roma, Albanian (excluding Kosovan), Italian, Kosovan, Greek, Pakistani, Bangladeshi, Hong Kong Chinese

\*Any other ethnic group

(children of ethnic backgrounds not represented in the categories above including, Palestinian, Kuwaiti, Jordanian, Saudi Arabian, Egyptian, Iranian, Iraqi, Japanese, Korean, Kurdish (from Iraq, Iran, Turkey), Central American, South American, Cuban, Belize, Lebanese, Malaysian (other than Malaysian Chinese), Moroccan, Polynesian, Fijian, Tongan, Samoan, Tahitian, Yemeni)

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

**Parental Consent** - Please tick to confirm your permission (See notes overleaf on page 5)

☐ Photography

☐ School Visits / Trips

☐ Physical Handling

☐ Health Assessment

☐ Home School Agreement

☐ Internet Access

**Data Protection Act 1998:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

**Signature:**

**Date:**

**Photography**

In order to comply with the Data Protection Act 1998 in respect of personal data, we need to ask for your consent to your child being photographed (including digital and video images) where we propose to use the images for publicity purposes. This includes posting them on a website, in the school brochure, for an event in the local paper or in parts of the school to which the public have access.

**School Trips/ Visits**

Whilst your child is at our school he/she will be going on a variety of trips/ visits in connection with their work. By ticking the box you give your child permission for your child to take part in these visits. All children will be supervised fully by the required number of adults.

The trips and activities covered by this consent include:

- All visits (including residential trips) which take place during the holidays or a weekend
- Adventure activities at any time
- Off-site sporting fixtures outside the school day
- All off-site activities for nursery schools

The school will send you information about each activity or trip before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

**Physical Contact**

During Physical Educational lessons in particular swimming, it may be necessary for the teaching staff to initiate physical contact with your child. This may be in order to support your child so that they can perform a task safely, to demonstrate the use of a particular piece of equipment or to assist them with an exercise. Any physical contact with a child is done so in an age appropriate way under supervision and following strict guidelines from the Safeguarding Service.

**Internet Access**

Children will be accessing the Internet to assist with learning. They will not be allowed to access the Internet without permission from staff and will always be supervised by a member of staff. All children will follow the rules for responsible internet use.

**Health Assessment**

During your child's time in school a member of the school nursing team will see your child for a routine assessment of vision, height and weight (hearing will only be tested if a concern is indicated). You will be informed of the results of this assessment.

**Home School Agreement**

We believe in partnership between home and school. We have a home school agreement which begins with our vision and our aims. This home school agreement is designed to encourage and boost the partnership between home and school. Children progress at a better rate when school and home work together and share the same objectives.

Together we will....

- "be the best we can be"
- Encourage children to keep the school rules
- Support children's learning to help them achieve their best
- Discuss any issues in a supportive way knowing that all parties have the children's best interests at heart

### Free School Meals – frequently asked questions

#### What evidence of benefits should I send with my application?

You don't need to send us proof with your application form.

We'll check your entitlement securely via the Government's benefits database.

To do this we need your:

- surname
- date of birth
- National Insurance number or National Asylum Seeker Service reference number

The online check will only identify whether you are entitled to free school meals, no other information is revealed.

If the check indicates that you aren't eligible, this doesn't necessarily mean that your children aren't entitled to free school meals. We'll contact you and request proof of a qualifying benefit in order for us to carry out a manual assessment.

#### How often will I need to apply for free school meals?

As long as you remain eligible, this is an ongoing entitlement and you **don't have to apply again**.

However, we'll carry out regular audit checks and if at any time we cannot confirm that you are eligible, we'll ask you to provide evidence of a qualifying benefit.

#### Can I claim for more than one child on one application form?

Yes, you can apply for all your children in the same application.

#### How are free school meals paid for?

No money exchanges hands between the Council and the claimant. Once your application has been successful we'll notify your child's school that they are entitled to free school meals and confirm the date this entitlement commences.

Please be aware that your child/children can have a free meal at school up to the value of the current rate, any cost over the current rate will need to be paid for. Details of the rates can be obtained direct from the school.

#### Will my child receive tokens or any evidence they are entitled to free school meals?

Not always, every school is different. Once your application has been confirmed as successful contact the school to see how they run the scheme.

Who is informed that my child is receiving free school meals?

We aim to keep this confidential between the claimant, school and local authority.

#### What do I do if my circumstances change?

Tell us when there are changes to your personal circumstances such as:

- if you start work and come off benefit
- if the type of benefit you receive changes
- if you change address
- if your child changes school

Please contact us on **0345 606 6067** as quickly as possible to notify us about any of the changes mentioned above.

### Please note:

You do not need to send evidence of benefits with this application, if we need evidence at a later date we will contact you.

### How do I qualify?

If you receive **any** of these benefits then you will be entitled to Free School Meals:

- Income Support (IS)
- Employment and Support Allowance (income related)
- Child Tax Credit (**without Working Tax Credit**) and an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Income based Jobseeker's Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

If you have recently become unemployed or now work less hours per week, but are still receiving Working Tax Credits as a 28 day run on, you may be entitled to Free School Meals.

### How do I apply?

1. Fill out the form overleaf, including the declaration at the bottom.
2. Take the completed form to your child's school or send it to your area office address shown on the final page of this application.
3. We will enter your details onto the online system and it will tell us if you are entitled or not.
4. We will send you a letter with our decision.
5. If the online checking system confirms your entitlement we will inform the school and your children will be able to receive Free School Meals.
6. If the online checking system cannot confirm your entitlement and if you still believe that you are eligible, we will need you to send us evidence that you are in receipt of a qualifying benefit.

### Important

You no longer need to reapply. Once we have your details on record we will carry out regular checks to see if you are still entitled to Free School Meals for your children. If our checks have not been successful in confirming your entitlement we will contact you.

In order to perform these checks we need up to date details. It is therefore essential for you to tell us of any changes in benefit or names and addresses of the person in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are no longer entitled to Free School Meals for your children.



# Application Form for Free School Meals



**Important:** Please fill in **all** sections. This information is needed to check your eligibility for Free School Meals. Missing information may lead to delays in processing your application.

## 1 Details about the person in receipt of a qualifying benefit

Mr/Mrs/ Miss/Ms	Legal Surname	First Name	Date of birth	National Insurance Number Or NASS reference										

## 2 Your address

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone number(s): \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to child(ren): \_\_\_\_\_

## 3 Details of all dependent children for whom you wish to claim Free School Meals

Legal Surname	First Name	Date of birth	School

## 4 Which benefit do you receive? (Please tick box below)

If you receive **any** of these benefits then you would be entitled to Free School Meals

1. Income Support	5. Support under Part VI of the Immigration & Asylum Act 1999
2. Income based Jobseeker's Allowance	6. Guaranteed Element of Pension Credit
3. Employment & Support Allowance (income related)	7. 28 Day Working Tax Credit run on
4. Child Tax Credit ( <b>without Working Tax Credit</b> ) & an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190	

## 5 Declaration: I confirm that as far as I know the information I have given above is correct. I will tell you immediately if my details above or circumstances change.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that Suffolk County Council will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my initial, and continuing, entitlement.



**Post completed forms to your area office address shown on the final page of this application**



# STEP 3: Child Health Care Form

St. Helen's Primary School

1.

Child's Surname:	Forename(s):
Home Telephone No:	School:
Contact Tel No (Daytime):	Date of Birth:      [ ] [ ] [ ] / [ ] [ ] [ ] / [ ] [ ] [ ]

2. Does your child suffer from any of the following?

Fits (convulsions) YES ☐ NO ☐ Allergies YES ☐ NO ☐

Any other medical problem e.g. Eczema, Asthma, Diabetes YES ☐ NO ☐

If yes, please give details:

Does your child attend hospital or a clinic regularly? YES ☐ NO ☐

Consultants Name:	Hospital/Clinic:
Please give reasons:	

4. Does your child take any tablets or medicines regularly? YES ☐ NO ☐

Are these taken in School? YES ☐ NO ☐

Please give details

5. Does your child have any special physical or learning needs that require support in school? YES ☐ NO ☐

Please give details

6. Has your child ever had a serious illness or accident? YES ☐ NO ☐

Please give details

7. Do you have any worries about the following

Eyesight YES ☐ NO ☐ Height YES ☐ NO ☐ Day/Night Wetting YES ☐ NO ☐ Hearing YES ☐ NO ☐ Weight YES ☐ NO ☐

Day/Night Soiling YES ☐ NO ☐ Speech YES ☐ NO ☐ Eating YES ☐ NO ☐ Behaviour YES ☐ NO ☐ Other YES ☐ NO ☐

If yes, please give details

8. Would you like the opportunity to discuss your child's health with the School Nurse? YES ☐ NO ☐

9. Has your child had his/her pre-school booster? YES ☐ NO ☐ Date given [ ] [ ] [ ] / [ ] [ ] [ ] / [ ] [ ] [ ]

10. Tuberculosis (TB) Risk Assessment

Has your child been vaccinated against TB? YES ☐ NO ☐ Date given [ ] [ ] [ ] / [ ] [ ] [ ] / [ ] [ ] [ ]

Country BCG given

Please state your child's country of birth

Please complete this form and return it to the school so that we know who is authorised to collect your child. We will not allow any unauthorised person, or a child under 16 years of age, to collect your child. If this arrangement has changed, even for one day, and someone not named on this form is collecting your child for you, then please tell the teacher beforehand. Let us know verbally or by letter or, in an emergency, by telephone. We will not let a child be collected until we have spoken to you.

At home time whoever is collecting your child must go to his/her teacher and wait for the child to be handed over. Thank you for your co-operation.

Name of Child
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Collected by			
1	Name:	Relationship to Child:	Contact Details:  Phone:  Mobile:  Email:
2	Name:	Relationship to Child:	Contact Details:  Phone:  Mobile:  Email:
3	Name:	Relationship to Child:	Contact Details:  Phone:  Mobile:  Email:



“We will miss St Helen’s! You can be sure your child will progress at St Helen’s Primary School and that they will be amongst people who genuinely care.” Corinne and Chris Payne live in Ipswich with their children Josh, 25 and Rosie, 11 in Year 6.

# Key information

## What are our school times?

The school day at St Helen's Primary School is structured as follows:

### Nursery

- Morning: 8.30am - 11.30am
- Lunch: home
- Afternoon: 12.30pm - 3.30pm (with a flexible collection from 3.10-3.30)

### Reception

- Morning: 9.00am - 11.30am
- Lunch: 11.30am - 12.45pm
- Afternoon: 12.45pm - 3.20pm

### Key Stage 1 (Years 1 and 2)

- Morning: 9.00am - 12.00pm
- Lunch: 12.00pm - 1.00pm
- Afternoon: 1.00pm - 3.20pm

Break times: 10.30am - 10.45am / 2.10pm - 2.20pm

### Key Stage 2 (Years 3, 4, 5 and 6)

- Morning 9.00am - 12.00pm
- Lunch 12.00pm - 1.00pm
- Afternoon 1.00pm - 3.20pm

Break time: 10.45am - 11.00am

## Wraparound Clubs

### Before School Club (BSC)

We make provision for children to be in school early as part of our Before School Club. The club is open for children from Reception to Year 6 from 8.00am each morning. The cost is £2 per day per child payable on Friday for that week. Children may bring a healthy 'packed lunch' style breakfast – we ask that you do not send nuts as there may be children with severe allergies. To register please contact the office or speak to the club leaders in the morning before 8.30 am.

The Before School Club is usually full and we maintain a waiting list of children wishing to attend. Please see the club leaders or speak to the office if you wish your child's name to be placed on a waiting list.

### After School Club

The 'St Helen's After School Club' is available on school day. We are able to offer provision for 16-25 main school children. The daily fees are:

Collection before 4.00 pm (half hour) - £2.00

Collection before 4.30 pm (one hour) - £3.50

Collection before 5.30 pm (two hours) - £5.00

Collection between 5.30 and 6.00 pm - £6.50

Late collection £5.50 for every 15 minutes

Cancellation fee (if cancelled after 12 noon on day of booking) £3.00

Please contact the ASC leader on 07592548735 to book a place. Payment preference is via online payment, paid monthly and we accept employment scheme childcare vouchers.

We do not offer holiday provision.

## Arriving at School

Children should not arrive at school before 8.40am unless attending Before School Club. Children remain the responsibility of their parents until they enter the school building. School doors open at 8.50am. Reception Teachers are present on the school playground from 8.55am.

After 9.00am the doors will be closed and any late arrivals should enter the building with their parents via the school office where they will need to sign the 'late book'. Arrivals after the register has been taken will be marked as late. After registers close at 9.15am, the absence will be marked as an unauthorised absence; five of these may trigger a fixed penalty notice (fine).

## Uniform

We expect all children from Reception through to Year 6 to attend school in uniform. We have tried to make the uniform affordable and acceptable items can be bought in main high street retailers and supermarkets. The school uniform should be comfortable and practical rather than reflecting the latest fashion. Children can wear items with or without the school logo on, providing the items match the colours listed below. Items with the school logo may be purchased from PMG Schoolwear, 40 Westgate Street, Ipswich, IP1 3ED. Also online at [www.pmgschoolwear.co.uk](http://www.pmgschoolwear.co.uk)

Our uniform consists of:

### Winter

- navy blue jumper or sweatshirt
- Plain white or light blue polo shirt, blouse or buttoned shirt.
- Grey skirt or pinafore dress.
- Grey trousers.
- Grey, black, or white socks and tights.
- Black or navy blue shoes or plain black trainers – in the interests of safety, heels should be low and wide.

### Summer

- Plain white or light blue polo shirt, blouse or buttoned shirt.
- Grey skirt or blue/white gingham dress.
- Grey trousers or tailored shorts.
- Grey, black, or white socks or tights.
- Plain dark coloured sandals, black or navy.
- Black or navy blue shoes, or plain black trainers – heels should be wide and low.

### For PE and games

- Plain white or light blue t-shirt or polo shirt.
- Plain dark coloured sports shorts.
- Key Stage 2 children only may wear plain, dark tracksuit bottoms and track suit tops.
- Trainers or plimsolls, specifically for PE.
- Clothing recommended for swimming (KS2)
- Girls - one piece swimming costume and swimming hat.
- Boys - swimming trunks (not shorts).
- Swimming hat for Crown Pools.
- Swimming hat.

Please ensure all clothing is labelled with your child's name. Long hair should be tied back for school. School book bags and swimming hats can be purchased from the school office.

## Food in school

### School meals

We know that for our children to perform at their best, they need a balanced and nutritious diet. We are lucky enough to have a kitchen on site preparing fresh hot meals for our pupils every day. All meals comply with strict health requirements

and offer children a balanced and healthy choice across the week. A vegetarian option is available and children are provided with water to drink.

### Free school meals

All children in Reception and Years 1 and 2 (Key Stage 1) are automatically entitled to 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

School meals cost £2.20 per day and you are asked to pay online for the whole week on a Monday or termly. If your child is absent then you will be credited with the cost of a meal for the following week. It makes it more secure for everyone if payments are made online.

### Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. No sweets or chocolate please. Packed lunches must not contain nuts. We have a strict no nut policy within school.

Suggestions for items to be included in lunch boxes can be found on the NHS Live Well for Children website. Please visit <http://www.nhs.uk/livewell/yourchildatschool/> and look under the Healthy Lunchbox Treats section. 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 a vegetable or piece of 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 and the school office is made aware so that an alternative fruit may be provided that day.

### Year 3, Year 4, Year 5 and Year 6

Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks should include a piece of fresh or dried fruit. Please ensure children do not bring in nuts, biscuits, sweets or chocolate bars for snack time.

### Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Water is available throughout the day. Children may bring in a named water bottle from home with a sports top closable cap.

# Frequently Asked Questions

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

## Absence

At St Helen's 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. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

### When to contact the office

Usually, the only acceptable reason for a pupil to miss a day of school is if they are too ill to attend. If this is the case, you must contact the school office before 9.15am on the first day of absence to inform the school of the reason. This should be confirmed with a letter on the child's return to school.

If you are not sure in the morning whether your child is well enough for school, we suggest you send them in. We can always call you if they become too ill to get through the day. A written note is also required if your child is unable to take part in PE. If your child has been sick you must wait 48 hours before bringing them into school.

## 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 authorise term time holidays and we expect all holidays, visits to see family etc. to take place during the school holidays. 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 in advance at the school office.

With this in mind the Government 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

Jewellery is not appropriate for school wear. We only permit a wristwatch and small stud-like pierced earrings. Please do not have ears pierced during school term times and bear in mind that earrings will need to be removed to take part in PE lessons.

## Clubs and activities

We offer a wide variety of clubs before, during and after school to support and extend learning opportunities. Members of staff and outside agencies run these. Examples include:

- Arts and Crafts Club
- Maths Club
- St Helen's Gets Cooking
- St Helen's Singing Stars
- Books in the Batcave
- Squash Skills Club
- Ball Mania
- Football
- Gymnastics

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

St Helen's Primary School values the abilities and achievements of all of its pupils and is committed to providing each pupil with the best possible environment for learning. The school aims to meet the individual needs of all children and to provide access to a broad and balanced curriculum. We recognise and embrace that good quality teaching for all is vital to enable all children to be the best they can be.

### Policy

The Special Educational Needs (SEN) 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 progress at different rates and every effort is made within the school to cater for this. Children who have special educational needs may receive additional advice and support from other agencies. All children have access to the full curriculum and work is planned accordingly. More information can be found on the school website <http://www.sthelensprimary.net/>, go to 'Key Information' and look for 'SEND'.

## Emergency arrangements

In the event of the school being closed for any reason, parents should check the school website [www.sthelensprimary.net](http://www.sthelensprimary.net). We suggest that you bookmark this link in your browser. During severe weather it is also possible to listen to one of the radio stations listed below or check their websites:

BBC Radio Suffolk - [www.bbc.co.uk](http://www.bbc.co.uk) 103.9FM (they will have timed updates at 10 minutes past and 20 minutes to each hour.)

Heart FM - [www.heart.co.uk](http://www.heart.co.uk) 97.1FM

The information will also appear on the following websites:

<http://www.bbc.co.uk/suffolk>

<http://www.heart.co.uk/suffolk>

<http://www.town102.com/>

<http://schoolclosures.suffolk.gov.uk/>

We will endeavour to put a message on the school answerphone and the school website <http://www.sthelensprimary.net/>

## Collecting your child

If school closure is announced during the day, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. 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.

## Medicine in school

In general we consider there is no need for medicines to be administered at school. If it is part of essential on-going treatment, however, any doctor-prescribed medication may be administered by a member of our staff providing the correct form is completed and given to the school office. We are not able to administer any medication without the completed form. Forms can be collected from the school office. Our preferred option is that parents call into school to administer medicine to their child.

We ask parents to keep us informed of any relevant medical information or changes that might affect their well-being in school. This would include such conditions as allergies, impaired hearing or vision, eczema, asthma, diabetes or epilepsy as well as changes to family circumstances.

### 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

Inhalers for asthma sufferers should be kept in the school office and it is vitally important that these are kept in date.



# Frequently Asked Questions

## Working with parents

### Parental involvement within school

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 in school life and on educational visits. We have a volunteers register and policy and all regular helpers are obliged to fill in a DBS clearance form.

### Communication with parents

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

### Parent's Evenings

Parent's evenings are held three times during the school year, once during each term, where we invite parents into the school to discuss children's progress. Parents are provided with a written report at the end of the school year.

### Parents' Forum

Parents' Forum meetings are open to all parents and are an opportunity for you to help shape the school. We work proactively to invite and welcome new people to these meetings. Dates

for these regular meetings are publicised in the school newsletter and on the school website and further information about the Parents' Forum can be obtained from the school office.

### Newsletters

We feel it is important that you are kept up to date with school events and we send out monthly newsletters for parents; these can be found on our website <http://www.sthelensprimary.net/> under the 'Letters and Newsletters' heading. Please do make sure you read these as important dates and events will be included.

### At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together. Please see our Home School Agreement for more information about how you can support your child's learning.

### Contacting Parents

In case it is necessary for us to contact you in an emergency, it is essential that you provide us with your work and home contact details including mobile phone numbers as well as the contact details of an alternative person. 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.

### School Texts

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. Please ensure you keep us informed of your current mobile phone number.



# Policies

## School Policies

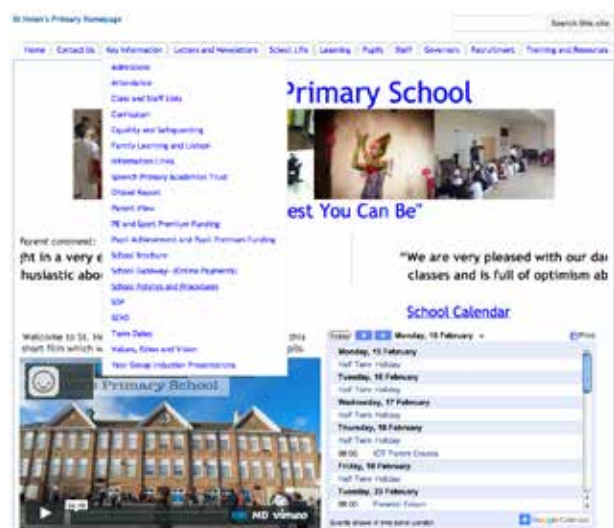
For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

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.

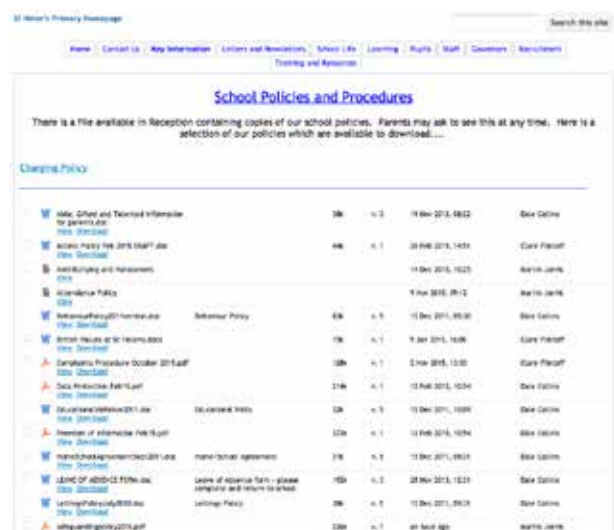
### High standards

At St Helen's Primary School our policies are vitally important as they help us to create and maintain high standards in all aspects of school life. You can see all of our school policies on our website at <http://www.sthelensprimary.net/>, click on 'Key information' and 'school policies and procedures'. You can also call the school office and ask for a copy of a policy.

## Step 1



## Step 2



## Key policies

Some of our key policies are:

- Behaviour Policy
- Access Policy
- Attendance Policy
- Anti-bullying and Harassment Policy
- Sex and Relationships Education Policy
- Safeguarding Policy
- Home School Agreement
- Pupil Premium Policy
- Charging and Remissions Policy



# Term dates 2016-2017

## Autumn term 2016

Monday 5th September to Tuesday 20th December

Half term holiday- Monday 24th October to Friday 28th October

Professional Development Days (school closed to pupils):

Thursday 1st September, Friday 2nd September, Friday 21st October

## Spring Term 2017

Thursday 5th January to Friday 31st March

Half term holiday- Monday 13th February- Friday 17th February

Professional Development Days (school closed to pupils):

Wednesday 4th January

## Summer Term 2017

Tuesday 18th April to Friday 21st July

Half term holiday- Monday 29th May- Friday 2nd June

Professional Development Days (school closed to pupils):

Monday 5th June



“We’d heard good things about St Helen’s Primary School from family members and it appealed because of how multicultural it is. It’s also our catchment school, so there were lots of good reasons for choosing it for our family.”  
Roushanara Begum and Noman Siddiqui live in Ipswich with their three children Nurhan, 15, Mahfuza, 12 and Burhan, 10 in Year 6.





“There has been a lot of interaction with the outreach team in preparation and there are going to be visits including Jake so that he feels prepared for the changes in the environment and the structure of his day. I feel they have Jake’s best interests at heart and it’s always felt that way.” Julie Stammers lives in Ipswich with her son, Jake, 11 in Year 6. Jake started at St Helen’s in Nursery.



## Our Vision Statements

### Our curriculum and ethos will

- provide the knowledge, skills, attitudes and understanding that will enable our pupils to “be the best they can be”
- provide ‘irresistible’ learning activities and experiences both in and out of lesson time
- prepare our pupils to live a healthy lifestyle and for a life of learning and work which is satisfying and worthwhile
- widen horizons and deepen thinking
- be aspirational and promote excellence in all areas
- promote tolerance and understanding
- give pupils dreams and develop the life skills they will need to reach them

### Our staff will

- keep our pupils at the centre of our decision making
- promote high expectations for every pupil
- provide the best quality teaching and learning
- know and listen to our pupils
- know, share and provide the next steps in learning for every pupil
- make sure that every moment in school counts

### Our school will

- take the lead in training and recruiting the best teachers
- be confident in our own ability to research, develop and innovate best practice
- promote high expectations for our staff and community
- work in partnership with our families and community to ensure our pupils are supported and ready for learning
- act with energy and determination to ensure that every pupil thrives



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Headteacher:  
Mrs Clare Flintoff  
Deputy Headteachers-  
Mr Martin Jarvis, Miss Lena Shete

Office Staff:  
Miss Suzanne Wilder (Head's PA)  
Mrs Chris Armstrong (School  
Business Manager)