

Parent Handbook

Taking you step-by-step through starting school



Leesons Primary School

HAPPY to learn PROUD to succeed

Miss Amantha Canagasingham, Head of School, says..

Welcome

Welcome to Leeson's Primary School and I look forward to getting to know you and your child.

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

We need some information from you

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



Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01689 602786 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.



The Spring Partnership Trust (TSPT)

TSPT is a primary school Multi Academy Trust based in South East London and we currently have six member schools:

- Hayes Primary School
- St Mary Cray Primary Academy
- Castlecombe Primary School
- Dorset Road Infant School
- Leeson's Primary School
- Midfield Primary School

Our Aims

All our schools share the same aims; to create a family of outstanding academies known for the successful track record and to improve the life chances of their pupils.

TSPT's main aim is to deliver an outstanding education for every child in our academies through a relentless focus on excellence, in learning and teaching, leadership and pastoral care, and in the individuality of our schools, our communities and our children.

Achieving our Aims

Our aims are achieved by joining together as a group and pooling our considerable resources, expertise and experience of the primary sector. From economies of scale to accessing better finance and the provision of central services; all lead to TSPT's ability to run a leaner organisation which in turn means more money to spend on our children.

Staff recruitment, development and career opportunities across our member schools are greatly enhanced. Meanwhile support, advice and the benefits of being part of a big family imbue TSPT staff with a collective sense of well-being and purpose. This ethos permeates our schools and more crucially, influences our children, who are encouraged to succeed, irrespective of their background or prior attainment.

Step 1

STEP 1: PUPIL ADMISSION FORM

Leeson's Primary School

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Legal Surname:	Legal Forename(s): Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Address:	Position in Family: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
	Home Telephone No:
Post Code:	

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) / Legal Guardian(s) with whom the child lives

Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	Name: <input type="text"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	Relationship: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Address:	Address:
Telephone Numbers:	Telephone Numbers:
Mobile:	Mobile:
Work:	Work:
Email:	Email:

In case of illness or accident, please provide additional emergency contact numbers.

Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

Is the child legally 'In Care'? If YES please provide the following information:

Other Contacts in Case Of Emergency

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances: (including court orders, access and contact)

Signature: (parent/carer):	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Child's Doctor's	Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:
Surgery Address:	
Telephone Number:	

Child's previous school or playgroup:	Telephone Number:
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Does your child have a brother or sister in the school? If so please state

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

School Meals

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

If you would like to claim for free school meals, an application will have to be submitted. Please contact School Office or or apply online at <http://www.bromley.gov.uk>
Not applicable to Nursery children.

Dietary Needs

Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.

Travel to School

Please advise us of the main way your child will regularly travel to school: Bus ☐ Walk ☐ Car ☐ Train ☐ (please tick as appropriate)

Services Children in Education

Are you a Services Family? YES ☐ NO ☐

Special Needs

Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:

Ethnicity	Home Language Spoken	First Language Spoken	Religion	Country of Birth

Is English an additional language?

YES ☐ NO ☐

If English is an additional language what level do you consider your child to be at

Fluent ☐ Average ☐ Poor ☐ No English Spoken ☐ (please tick as appropriate)

Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.

Signature of Mother/Guardian:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Signature of Father/Guardian	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

FOR SCHOOL USE ONLY

Birth certificate/passport copied ☐

Start Date / /

New Class:

CTF/Records requested ☐

Step 1

Step 2

STEP 2: PARENTMAIL DATA CAPTURE FORM

Leesons Primary School

Dear Parent/Carers

As you know we try very hard to keep parents regularly informed about what's going on at the school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help improve these areas we use a service called ParentMail, which is used by over 3,500 schools across the UK to communicate with 2 million parents by email and text message.

ParentMail will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

To use ParentMail we need to collect your email addresses and mobile numbers and we would ask you to complete the attached form and return it to us.

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – When we start using ParentMail, email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Please tear here

I give / do not give (please select) my permission for my email address and mobile number to be registered with Parentmail.

PLEASE COMPLETE IN BLOCK CAPITALS

Child Details																									
First Name																									
SURNAME																									
Form / Class																									

First Name																									
SURNAME																									
Form / Class																									

Parent/Guardian Details																									
Title																									
SURNAME																									
Ermail Address																									
Mobile Number																									
Relationship to Child																									
Primary Contact []																									

Title																									
SURNAME																									
Ermail Address																									
Mobile Number																									
Relationship to Child																									
Primary Contact []																									

Additional Details (if required)																									
Child First Name																									
Child SURNAME																									
Form/Class																									

Additional Email Address																									
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Parent's or Guardian's																									
Signed																									
Date: [] [] [] / [] [] [] / [] [] []																									

Step 2

Step 3

This form will cover your child for the duration of their time at Leesons Primary School. If you wish to change your authorisations at any time please contact the school office.

NAME OF CHILD

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be taken out into the local community by a qualified member of staff. This would include visits to the local schools, post office, park etc. (Separate authorisation will be requested on letters sent home about school trips which involve transport.)

Signed (Parent/Carer):
Date: [] [] [] / [] [] [] / [] [] []

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be transported in teacher's or other adults' cars to attend sporting fixtures at other schools etc.
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Signed (Parent/Carer):
Date: [] [] [] / [] [] [] / [] [] []

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be photographed or videoed, either individually or as part of a larger group, where the pictures are only to be displayed in school.

Signed (Parent/Carer):
Date: [] [] [] / [] [] [] / [] [] []

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be photographed, filmed or videoed, by or for the media (i.e. newspaper or television) and for the child's name to be released for publication such that the child may be identified as an individual or as part of a small group.

Signed (Parent/Carer):
Date: [] [] [] / [] [] [] / [] [] []

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for the school to continue to use my child's photograph once they have left the school.
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Signed (Parent/Carer):
Date: [] [] [] / [] [] [] / [] [] []

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child's photograph to be used in the Spring Trust Partnership publications.

Signed (Parent/Carer):
Date: [] [] [] / [] [] [] / [] [] []

Date of signings: [] [] [] / [] [] [] / [] [] []

If you wish to discuss any of the above, please see the Head Teacher.

Please tear here

Child's name:	Class:
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The School will:

- ❖ value and respect each child as an individual
- ❖ encourage high expectations and pride in achievement
- ❖ recognise and praise progress and achievement
- ❖ inform parents of the progress and welfare of their child
- ❖ provide a safe and orderly environment in which to work
- ❖ listen to parents' views and concerns

Signed
(Head Teacher)

Parents/Carers will:

- ❖ support the school in its aims and values
- ❖ ensure their child's regular and punctual attendance
- ❖ notify the school early on the first day of absence the reason for their child's absence
- ❖ support their child in the schoolwork they are expected to do at home
- ❖ tell the school about any circumstances which may affect their child
- ❖ attend parents' evenings and discussions about their child's progress

Signed
(Parent/Carer)

Pupils will:

- ❖ be polite and helpful to others
- ❖ be on their best behaviour and abide by the school rules
- ❖ attend school regularly and on time and bring the things they need
- ❖ look after the things they use in school
- ❖ help to look after the school and the surroundings
- ❖ try their best and work hard
- ❖ wear their school uniform

Signed
(Child)

Step 4

Step 5

We are proud of our school website and like to use it to share what the children have been doing in school. We regularly use photographs, video presentations, animations and pictures of children's work to celebrate their achievements. They are also a great way to share special events or school trips. These are usually posted on class pages, and are really popular with the children who like to show off what they have done to friends and family.

When we use images and video on our website, we never give out any details about children's names which could identify them.

Please complete this form to allow us to use images which include your child on the school website.

I give my permission for images of my child to be used on the school website.

Childs Name:
Parental signature
Date: [][] / [][] / [][]

Please tear here

Key information

What are our school times?

School times are:

The school day starts at 8.55am. There is a mid morning break of 15 minutes and lunchtimes are:

- 11.45-12.45 for Reception.
- 12.00pm- 1.15pm for Key Stage 1.
- 12.15pm -1.15pm for Key Stage 2.

Our school day ends at 3.15pm.for Reception and Key Stage 1. Key Stage 2 children leave at 3.20pm.

Arrivals and departures

Arrival

School gates open at 8.40am and close promptly at 8.55am. Children proceed directly to their classrooms and staff are on hand throughout the route.

Parking

Please park with care and help make the area near and around Leeson's Primary School a safer place for pupils. Parking restrictions and marked areas on the roads are there for a reason – to keep children safe. The safest option when dropping off or picking your children up is to park away from the school and take a short walk to the gates.

Wraparound Clubs

Breakfast Club – Scrumptious Munchers

The school has a Breakfast Club which operates on a daily basis from 7.45am to 8.55am. Breakfast is provided and play activities are organised every day. As long as the weather is fine the children have the opportunity to play outside. This is competitively priced at £3.50 per session. If you are interested in a place for your child please contact the school office.

After School Club - Treetops

We now operate our own after school club called "Treetops" which runs from 3:15pm – 4pm for a cost of £4 and then if parents collect any time between 4-6pm the session will cost £8.50. This club is operated on site by school staff. Parents should contact the school office to register.

Uniform

Our children take great pride in wearing their school uniform. Being organised for school is very important so book bags and personalised water bottles are an important part of our kit. The school uniform is kept as simple and practical as possible.

Clothing

- Navy blue jumper or cardigan—available from the school uniform shop.
- Red polo shirt.
- Navy blue school trousers, pinafore or skirt.
- Navy blue tailored shorts.
- Navy blue or red checked summer dresses.
- Plain navy blue, black or white socks.

Please do not send your child to school wearing jogging bottoms, leggings or jean style trousers.

Shoes and boots

- Shoes must be plain black and 'sensible' i.e. flat shoes that fasten and are secure on a child's foot, enabling them to engage safely in all school activities.
- Trainers may also be worn, but the whole trainer, including the sole and laces, must be plain black.
- Boots, including ankle boots and 'Kicker' boots, are not part of the school uniform. They may be worn into school on very wet, very cold days but your child must then change into their school shoes for the school day. Please do not send your child to school wearing trainers or shoes with other colours added or coloured laces.

PE kit

Children in Reception, KS1 and KS2 should bring a PE kit to school. They should wear a navy blue T-shirt, navy blue shorts, red PE sweatshirt and in the winter dark tracksuit bottoms. Children should also bring plimsolls or trainers to change in to for PE.

Where to buy

Our uniform is available from Graduates Schoolwear on Orpington High Street.

Lost property

Please help us to help the children to look after their own property by ensuring that all PE kit and uniform is clearly marked with each child's name.

Food in school

School meals

The school uses outside caterers, Olive Dining, to provide school meals. Meals are cooked to order and each day the children can choose their main course from the meat or vegetarian option. The children are offered a choice of dessert including fresh fruit and a choice of milk or water. Freshly baked bread, salad and fruit are available every day.

Free school meals up to Year 2

All children in our Reception, Year 1 and Year 2 classes are provided with a free school meal which is funded by the government. Once your child is in Year 3 you will have to pay for your child's school meal.

Free school meals from Year 3

For parents on income support etc your children should also be entitled to free school meals from Year 3 also. You would need to complete a form and provide evidence to obtain free school meals for your children. This applies to any year your child is in. Being entitled to free school meals enables the school to receive extra funding from the government. If you sign up for free school meals and are accepted, the office will provide you with a voucher to obtain a free school jumper for your children attending the school.

Dinner money

The current cost of a school dinner is £2.20 per day. School dinner money is payable in advance via ParentMail, using the online payment option. Our school office will provide you with log on details.

Packed lunch

Alternatively children may bring a packed lunch (in a named container) without sweets or chocolate bars. Please do not send fizzy drinks, glass bottles or cans. Leeson's Primary School has a strict NO NUTS policy.

Break-time and drinks

All Reception Stage and Key Stage 1 classes have a morning break time snack of fresh fruit. Key Stage 2 children may bring in a piece of fruit for their morning playtime.

Water

Children should bring a bottle of water in to school daily. Water bottles are on sale in the school uniform shop No flavoured water or fizzy drinks are allowed and all containers should be clearly marked with your child's name and class. All of our under-fives are entitled to free milk which is organised by the school.



Frequently Asked Questions

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

Attendance: every school day counts

At Leeson we consider that regular school attendance is vital in ensuring the best educational outcome. In the past we have seen how good attendance impacts on academic progress. We believe that every child deserves the best education, which will prepare them for the next stage of their life. Every school day counts! Support and guidance on attendance is always available in school. If you have any questions about this please contact the school office.

Illness

If you suspect that your child is unwell please do not send them to school. Some illnesses are infectious and the child must stay at home. Please consult your doctor regarding the period of exclusion. Children must always remain absent from school for a full 48 hours after any illness that includes vomiting.

Holidays

Holidays

The Head of School 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

If you are considering leave within term time, please put the request in writing and addressed for the Attention of the Head of School stating the exceptional circumstances. This should be received at least one month before the date of the requested absence; earlier if possible. Leave for holidays and travel during term time will not be authorised as these do not constitute exceptional circumstances. Please be advised further evidence may be required for any authorisation given due to exceptional circumstances.

Parents/carers who choose to remove their child from school for unauthorised leave will be subject to a Fixed Penalty Notice (FPN). The current cost of which is £60 per child per parent if paid within 21 days.

Medical appointment

If an absence relates to a medical appointment, the school requests sight of the appointment card or letter; but wherever possible these appointments should be arranged outside school hours.

Jewellery and other valuables

Jewellery, including rings, should not be worn to school as nasty accidents can occur. If your child has pierced ears, only small studs should be worn in the interests of safety. It must be noted that for health and safety reasons, earrings must not be worn during PE lessons. Any child, whose earrings cannot be removed for medical reasons, can undertake PE providing the earring is covered by a plaster or tape. (Only stud earrings are acceptable in this case and parents should ensure that the plaster or tape is applied on PE days.).

Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping. Children are not allowed to bring mobile phones to school.

Hair and nails

- Long hair should be tied back for health and safety reasons.
- Please do not send your child to school with shaved designs, Mohican, Mohawk hightop hair styles. Please do not send your child to school with dyed hair or coloured weaves.
- Children should not wear nail varnish to school.

Sport

The curriculum covers a wide range of sports from dance to football and athletics to cycling. Children also have swimming lessons in Year 4.

Competitions

Our traditional sports day is a firm favourite with parents and children. We take part in interschool competitions such as cross country, football, cycling, running, netball.

School Games Organisers (SGO)

This scheme gives our pupils from EYFS to upper Key Stage 2 the opportunity for them to be able to take part competitively or for fun against their peers is a fantastic social development skill. Over the years Leeson have achieved highly in various sports such as hockey, football, netball and cross country.

Music

Children in Years 2, 4, 5 and 6 receive a weekly curriculum music lesson from a music specialist. Learning is a mixture of topic-based activities and whole-class recorder teaching. Topics covered range from Folk Music of the British Isles and Medieval music to Victorian street cries and Brit Pop.

Bromley Youth Music Trust

Year 3 learn to play the violin and are tutored by a teacher from Bromley Youth Music Trust. This is done as part of the Wider Opportunities Scheme and children are taught as a whole class.

Singing

Singing forms part of every music lesson and all children in Years 1-6 participate in weekly singing assemblies and in performances at Christmas and throughout the year. The school choir took part in the Young Voices music festival and performed at the O2 Arena in London!

Special Educational Needs

We pride ourselves on the inclusive ethos within our school and ensure that all children have access to our curriculum. Class Teachers ensure that work is differentiated and set to match the ability of the individual. If you have concerns about your child you should speak to your child's Class Teacher. A meeting may then be arranged with the SENCO or a member of the Inclusion team. They are responsible for coordinating provision for children with SEN.

Specialist support strategies

- The school ensures that support is provided for pupils from traveller background and with English as Additional Language (EAL).
- The assistance of the School Psychological Service is available if needed. It is sometimes necessary to seek advice when a child is encountering social, emotional or learning difficulties. The possibility of referral is discussed with you and arrangements made for you to meet with the Psychologist.
- The school recognises that there are significant numbers of children who have specific learning difficulties such as dyslexia and provision is made to support these children. The school is working towards a dyslexia friendly curriculum for all children and has a designated part time Dyslexia Teacher.

Frequently Asked Questions

- Children are supported in small groups for Literacy and Numeracy to ensure that their specific needs are met.
- Our Inclusion Manager liaises closely with parents and is responsible for setting up individualised learning programmes.

Higher attaining children

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented, are monitored and provided with stimulating and enriching lessons appropriate to their needs.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access our essential services, closure may be unavoidable. During severe weather we will advise you via a Parentmail text message. Details will also be available on the school website and the local radio.

Collecting your child

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



Health and Welfare

Health

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

Medicines

Please refer to our website for our school policies for further information.

Where a child suffers from asthma, a parent/carer must complete an 'Asthma' form and provide an in-date, named inhaler to be kept in school in the child's classroom. Parents/carers must ensure that their children do not bring medicines into school without advising the school.

Our school will only administer non-prescription medicines on residential school trips and then with prior written parental/carer consent. Any situations when non-prescription medicines are administered on residential trips are logged and signed by a witness.

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 County Guidelines.

Health interviews/school medicals

Regular visits are made by the School Health visitors for weight, sight and hearing tests.



Working with parents

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment. We provide regular contact through formal and informal parent evenings and will contact you if there are any problems.

Pastoral care and support

- There are a range of parent and child workshops on offer which focus on English, Maths, parenting and making learning exciting.
- Our Family Link Partner is also available to help and support parents with any concerns.

Partnership with parents

At Leasons we know how vital working in partnerships with parents really is for children to find school a positive and rewarding experience. We have an 'open door' policy and welcome parents into school to talk to staff, to work in classrooms or to help support activities.

What to do if you have a concern/complaint

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

Getting involved in Leasons

We value the contribution of parents and family 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. We accept all help gratefully.

Friends of Leasons (FOL)

We have a superb group of Governors, parents and staff who form our Friends of Leasons (FOL). They work with us to raise money for all those 'extras' that can make a real difference. We know that parents have a huge range of skills which they can bring to this area of the school's life and all new parents are very much welcomed! Popular events run by the FOL include: Disco, Skate and Scoot, Quiz Nights and Own Clothes Days. The FOL also organize the very successful Christmas and Summer Fairs.

Governing Body

We have a full and active Governing Body, which includes Parent Governors as well as representatives from staff, the local authority and the local community. The governing body has a range of duties and powers and a general responsibility for the conduct of the school. Vacancies for Parent Governors are advertised as they arise.

Assessment

We offer an informal opportunity to discuss how your child is settling in to school and to further support your knowledge and understanding of the school.

Ongoing assessments

Throughout the year Teachers assess and record your child's achievement in all the National Curriculum subjects. Children in Reception class are assessed against the Foundation Stage Profile. At the end of the Summer Term, you will receive a written School Report which details your child's achievements for the current academic year. Parents are encouraged to write a comment at the end of their child's Report.

Annual Review

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

Parent evenings

We offer a range of opportunities for parents to see and hear feedback on their child's progress. Pupil Progress Review Evenings are held in the Autumn Term and the Spring Term and parents are given a choice of afternoon or early evening appointment times and dates. In the Summer Term we hold a celebration of learning afternoon when all parents are invited in to see children's exercise books and classroom displays. We also hold an Open Morning during the year where parents have the opportunity to walk round school and see their children's work.

News

Our website (www.leasons.bromley.sch.uk) has lots of useful information including news, term dates and copies of any letters that are sent out. Please see 'News' and 'Letters Home' regarding school activities, dates of specific events and other useful information.

Newsletters

We will keep you up to date with what is happening with ParentMail as well as our regular Newsletters. We will provide you with log in details when your child starts at our school. Our school website calendar is updated regularly, please check here for event information before contacting the school office.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents.

Policies

Why do we need policies?

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

Parents need policies

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

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can contact the school office or visit the school website: www.leasons.bromley.sch.uk and click on 'Policies' to read our policies.

Key policies

Some of our key policies are:

- Safeguarding and Child Protection.
- Complaints.
- E-Safety.
- Admissions.
- SEND.
- Behaviour.
- Attendance.
- Educational Visits.



Term dates 2018/19

Autumn Term 2018

Starts: Tuesday 28 August 2018 (Please note 28 -29 are INSET days)

Half Term: Monday 22 October- Friday 2 November 2018

INSET Monday 5 November 2018

Ends: Friday 21 December 2018

Spring Term 2019

Starts: Monday 7 January 2019

Half Term: Monday 18 February – Friday 22 February 2019

Ends: Friday 5 April 2019

INSET day: Friday 4 January 2019

Summer Term 2019

Starts: Tuesday 23 April 2019

Bank Holiday: Monday 6 May 2019

Half Term: 27 May – Friday 31 May 2019

Ends: Friday 19 July 2019

INSET day: Monday 3 June 2019



Our Vision, Mission and Aims

Here at Leesons our Motto is:

Happy to Learn, Proud to Succeed!

OUR VISION IS FOR LEESONS PRIMARY SCHOOL TO INSPIRE, CHALLENGE AND NURTURE THE INDIVIDUALITY OF THE NEXT GENERATION. WE AIM TO PREPARE PUPILS FOR ALL STAGES OF THEIR EDUCATION AS WELL AS EQUIP THEM WITH HIGH ASPIRATIONS FOR THEIR FUTURE LIFELONG LEARNING.

Mission Statement

In partnership with parents/carers, our aim is to educate children who:

- Grow and develop their skills, knowledge, self-esteem and resilience in the face of challenge;
- Develop a thirst for learning, maintaining self-belief and inspiration to progress through the educational system;
- Listen and communicate well and show an appreciation of diversity;
- Understand that perseverance is the key to unlocking new challenges;
- Take responsibility for their own actions and work collaboratively.

We aim to be a centre for truly excellent teachers, where quality leadership is extended to professionals in other schools and where members of staff are committed to their own learning journey and the sharing of quality practice.

Our Ethos

Leesons Primary School enables everyone to be proud of their achievements by:

- Encouraging everyone to do their very best.
- Developing a thirst of learning inspired by quality teaching.
- Believing that through effort, dedication and commitment, anything can be achieved.
- Building and developing upon individual strengths and talents.

Leesons Primary School allows everyone to participate by:

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling children to become confident and successful learners.
- Working in partnership with our parents and carers

Leesons Primary School encourages everyone to excel by:

- Striving for the highest possible standards of achievement and behaviour in a stimulating environment.
- Valuing independence, developing a deeper level of learning and providing a curriculum which enables our pupils to become active citizens of the future.

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