

Induction Information 2018 – 2019

Address **Frieth C.E.C School**
Frieth
Henley-on-Thames
Oxon RG9 6PR

Telephone 01494 881554
e-mail office@frieth.bucks.sch.uk
website www.friethschool.co.uk



School Staff 2018-2019

Headteacher Mrs Reid
Asst. Headteachers Mrs Tyzack (KS1) & Mrs Goodchild (KS2)

Reception & Yr 1 Staff Miss Holt (Owls Teacher)
Mrs Bryan, (LSA)
Miss Hearne (LSA)
Mrs Barker (LSA)

Year 1 & 2 Staff Mrs Tyzack (Buzzards Teacher)
Mrs Jenkins (Buzzards Cover Teacher)

Year 3 Staff Mrs Sparks & Mr Honey (Kestrels Teachers)

Year 4 & 5 Staff Miss Green (Kites Teacher)

Year 5 & 6 Staff Mrs Goodchild (Eagles Teacher and SENCo)
Mrs Crowther (Eagles cover Teacher & LSA)

Madame Reynard (Languages Teacher)
Miss Batt (Lunchtime Supervisor)

LSA's Mrs Ansell, Mrs Armstrong, Mrs Barker, Miss Birmingham,
Mrs Bryan, Mrs Crowther, Mrs Currie, Miss Hearne, Mrs
Palmer, Mrs Spencer, Miss Wilkins. * Learning Support Assistants are
not listed under a particular class apart from Owls as they may be allocated to
different classes according to operational requirements.

Office Staff Mrs Horan (Administrative Officer)
Mrs Palmer (Administrative Assistant)
Mr Taylor (Bursar)

The office is open from **8.45 a.m. to 3.30 p.m.** Monday to Friday. We have an answer phone system which is checked at 3.00 p.m. every day should you need to leave a message.

School Day

Children can arrive at school after 8.45 a.m. when the playground is supervised. It is essential that children arrive at school for **8.55 a.m.** so that lessons can start promptly. At 8.55 a.m. the whistle is blown and children are directed into their classrooms.

8.55 - 10.15	Registration, assembly and lessons
10.15 - 10.30	Play time for whole school
10.30 - 12.15	Lessons
12.15 - 1.15	Lunchtime (Infants 12.15 - 12.45, Juniors at 12.45 - 1.15)
1.15 - 3.15	Registration, lessons and 15 minutes playtime for Reception and Key Stage 1
3.15	Children are either collected from the playground or leave on the school bus/taxi

During the first term the majority of Reception children will stay all day. Should you feel that your child is not ready for full time school straight away you will need to discuss this with the school and arrangements can be made for part time entry for the first half term.

TERM DATES 2018/19

Term	Open on morning of	Close at end of afternoon of
Autumn	Thursday 6 September 2018	Thursday 18 October 2018
	Monday 29 October 2018	Wednesday 19 December 2018
Spring	Thursday 3 January 2019	Friday 15 February 2019
	Monday 25 February 2019	Friday 5 April 2019
Summer	Wednesday 24 April 2019	Thursday 23 May 2019
	Monday 3 June 2019	Wednesday 24 July 2019

Buckinghamshire Inset Days:

Wednesday 5th September 2018;
 Wednesday 2nd January 2019;
 Tuesday 23rd April 2019

Additional School Inset Days:

Friday 19th October 2018
 Friday 24th May 2019

School Uniform

School uniform instils a sense of belonging to the school. Please ensure all items are labelled with your child's name as we don't want them to end up in our lost property box. Our uniform is as follows and items marked with an asterisk can be ordered from Tesco on the following website

<https://www.tesco.com/direct/ues/>

School sweatshirt / plain royal blue cardigan / jumper

White or pale blue polo shirt

Grey skirt or grey or black trousers

White, grey or black socks/tights

Black low heeled shoes/sandals (no open toes or slingbacks)

In the summer girls may wear royal blue and white checked dresses

Fleece for outdoor wear (optional)

For PE:

T shirt with school logo or plain white T shirt

Royal blue or navy shorts

Trainers or plimsolls (for outside games)

Royal blue or navy jogging bottoms (optional for cold weather)

Gym bag

Book bag

Named sunhats and suncream should be provided in hot weather and suitable waterproof coats in inclement weather. Fashion sunglasses are not permitted in school as they are easily damaged. Should your child require prescription sunglasses, please let us know.

Jewellery

The only jewellery children are permitted to wear is plain stud earrings. They should be able to remove these for PE. If your child has newly pierced ears, they must cover the earrings using surgical tape (provided by parents). Stud earrings or any valuable personal belongings are brought to school at the owner's risk.

Long hair should be tied back. Extreme hairstyles are discouraged, e.g. colour.

School Routines

Dropping and collecting your child from school

For the first half term up until October, Reception parents are encouraged to bring their child into the classroom from 8:45am, help them to settle in, put their coats and bags on their pegs, self-register and quietly share a book. We will ask parents to say goodbye and leave by 8:55am when the rest of the school enter the building to start their learning for the day. Older children new to the school can be brought into the school reception where they can be taken to meet their class teacher for the first few days.

If you are dropping children off without leaving your car, please continue to drive into the tarmac area directly in front of the school, taking a clockwise circle before leaving again. Please do not go into the school with your child or hold up those behind you by leaving your car where it might obstruct the free passage of other drivers. We ask that parents who wish, for whatever reason, to come into the school building before 8.55 a.m. leave their car either on the road or in the parking spaces in front of the Village Hall. **Please do not park your car, even for a short time, anywhere within the tarmac area in front of the school or village hall.** Anything which impedes the forward circular flow may make other drivers have to reverse and manoeuvre around you at a time when there are many young children in the area.

The school day finishes at 3.15 p.m. In the afternoon children should be collected from the front of school, where they and their teachers will be waiting. This arrangement ensures that your child is handed over to you. It will also give you the opportunity to speak with your child's teacher if you wish. **If your child is being collected by someone other than the person who usually collects them or is not going home on the bus/taxi, please ensure that the school is informed in writing in the form of a note to the class teacher (or, in an emergency only, by phone).**

Please do not park at any time on the grass, as villagers are understandably concerned about the inevitable damage which is done to the village green by parked cars. The drive leading to the playground should always be kept clear as it is also the driveway to our neighbour's property.

Attendance

Regular, punctual attendance is essential if the children's education is not to be disrupted. Repeated lateness or absence will be followed up by the school or the school's Education Welfare Officer. Appointments for routine dental, optical and medical checks should be made outside of school hours whenever possible.

Please contact the school by telephone, letter or in person on the first day by 10am to inform us if your child is absent so that we are aware of the reason for the absence. School will follow up unexplained absence. If no acceptable reason for absence is given, unauthorised attendance will be recorded. Poor attendance will be followed up by the school and/or the school Education Welfare Officer. Every few weeks the Headteacher will alert parents whose child's attendance has dropped below a certain level, even when the absence has been for legitimate reasons.

A note or phone call from parents giving the reason for absence is required. If children need to be taken out of school to keep an appointment, e.g. with the doctor, parents must come to the school office to collect their child and to sign them out.

Regular attendance is crucial to the progress and learning that a child makes in school and the expectation is that pupils will attend school regularly and punctually. Holiday requests during term time will not be authorised by the school, however, absence may be authorised by the Headteacher in very exceptional circumstances. Our attendance policy is available on the school website.

Emergency Procedure

In case of emergencies, such as school closure, we have set up a phone chain. It involves a few parents ringing a designated list of other parents to ensure we communicate quickly. You will be provided with details of this soon after your child starts school. It is vitally important that any changes to your contact details are communicated promptly to the school office.

You would be advised to look on the school's website: www.friethschool.co.uk and also Bucks County Council has a website with a 'Parent Zone': www.bucksgov.uk/learning which would have details posted on it.

The school has a text messaging service for parents in order to communicate quickly with large numbers of parents.

Medication in School

The LA has published guidelines for schools on the dispensing of medicines and tablets

- It is hoped that parents will accept the responsibility for administering medicines to their child at the appropriate time during the school day. Medication may usually be administered before school, on return home from school and at bedtime.

If this is not possible then

- Parents **must** complete a special "Administration of Medicines" form (available on the school website) if they wish school staff to administer their child's medicine. The medicine must be in a properly labelled container with the name of the prescribing person (normally the doctor), the name and home address of the child and the name of the medicine, dosage and the time of administration on the label. This information is normally found on the packaging of medicines when received from a dispensing chemist.
- The "Administration of Medicines" form must also be completed for non-prescription medicines.
- The medicines and form should be given either to Mrs Reid or to the office staff who will do their best to ensure that the medicine is administered.
- School needs to be informed in writing if a child has a known allergic reaction to plasters or any other trigger.

First Aid

The school has trained staff able to administer first aid. In an emergency, parents will be consulted as to the course of action that should be taken. In the event that we are not able to contact you we will consult a doctor or the hospital. It is vital that we have an emergency number so that parents or a close relative can be contacted if such a first aid emergency arises. **Parents are asked to update the school with any information regarding changes in their child's health or emergency contact numbers.**

School Nurse

The school nurse visits the school regularly and contributes to all areas of school health related policy and curriculum and nutrition advice.

Lunch

In line with government legislation, all EYFS and KS1 pupils are eligible for a free school meal which can be ordered online every day via your "Live Kitchen" account which will be set up for you. KS2 pupils will be able to buy a school meal and details will be forwarded letting you know how to set up your lunch account. We are pleased to be working in partnership with **Dolce Ltd**, who provide our exciting and nutritious new menus.

Pupils who choose to bring their own packed lunch are encouraged to make it as healthy as possible and certificates and reward stickers are given for particularly healthy lunchboxes. Children should bring their lunch in unbreakable, clearly labelled boxes. All classes have designated areas for their lunchboxes. However, there are no facilities for cool storage of lunchboxes in the school. In the hot weather, you may wish to include an ice pack in the lunchbox. Please put this in a plastic bag to avoid soggy sandwiches. **We have a school wide ban on nuts and seeds such as**

sesame, or any product containing these such as houmous or peanut butter as we have pupils in school with severe allergies. Allergic reactions can be triggered by touching a door handle or other piece of equipment that another child may have touched having eaten one of these substances.

In addition to their lunchtime drink, water dispensers provide fresh water for children at break times. Key Stage 1 children are provided a healthy fruit/veg snack at break time and Key Stage 2 children can bring a healthy (fruit or veg please) snack from home. All children are encouraged to bring water bottles to school that can be refilled from the dispensers. Fizzy drinks, sweets and bars of chocolate are not permitted. Children will bring home any food not consumed at lunchtime.

Communication

Do not hesitate to contact us if there is any matter that you wish to discuss or if you are concerned in any way. Always contact your child's class teacher first; this can be done at the end of the day or preferably ring the office to make an appointment. Mrs Reid is always pleased to see parents but an appointment is advisable as she may be teaching. For an appointment with any member of staff ring the school office.

We have two consultation evenings per year when parents can discuss their child's progress. In the summer term you will receive a written school report after which you can make a further appointment with your child's class teacher if you wish.

We have a newsletter bulletin which is uploaded to our website and a reminder email is sent to parents. It is a crucial way of keeping you in touch with all that is happening at the school so please do take the time to read it. Letters are usually sent home to the oldest sibling in the family via their bookbag so please encourage your children to collect any letters given to them, hand permission slips back in and we ask you to check your child's bookbag regularly for letters home from school. We also send out information on the curriculum every term.

School is a partnership and we welcome your participation in school life. There are many ways in which parents can help, for example:

- Listening to pupils reading (sometimes it may be preferable to do this in a class other than your own child's)
- Helping with clubs
- Helping in the school library
- Accompanying classes on school trips
- Helping with practical tasks, e.g. painting, sewing, improving the environment
- Attending school functions, e.g. parent consultation evenings, social functions

- Raising funds
- Consider becoming a parent governor

If you would like to contribute in any capacity please speak to your child's class teacher or to Mrs Reid.

After School Activities

The school runs a variety of extra-curricular activities at lunchtime and after school. These do change on a termly basis and a letter is usually sent out within the first week of term with the clubs listed and the age ranges permitted.

Parent Representatives and PTA Contacts

Each class has a class representative. Mrs Reid meets with the parent Reps every half term to discuss any issues or questions that have been raised by parents. Please give permission for your email to be passed onto the PTA and the Parent Representative so that information can be emailed out to you directly.

Important School Policies and Documents are available to view on the school website here; https://www.friethschool.co.uk/website/policies__admissions

New starters; please return the following documents to the School Office;

Admissions form

Images consent

Internet code of practice

Offsite visit/medical form

Home school agreement

Email permission for PTA and Parent Representative