

# Parent / Carer Handbook

ALLEN EDWARDS PRIMARY SCHOOL

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# Welcome

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At Allen Edwards, we aim to provide the highest standards of education in an inclusive environment, through effective teaching and learning.

We believe that learning should be purposeful, exciting and challenging and we aim to achieve this through a curriculum which is broad, balanced and relevant and is underpinned by 5 key drivers (Possibility, Community, Resourcefulness, Collaboration and Communication), which we believe are the steps needed for our children to become successful and independent learners. These key drivers are embedded in our school aims and underpin our work as a school and in the community that we serve.

The promotion of pupil's spiritual, moral, social and cultural development is at the heart of our school curriculum and demonstrated in our school ethos and values of **honesty, respect, tolerance, kindness and trust**.

## Our Aims

We aim to develop confident learners who take ownership of their learning, are proud of their achievements, are well prepared for life in Modern Britain and understand the **possibilities** ahead of them.

Through positive attitudes and partnerships, we endeavour to develop the whole child, meeting individual needs in a safe and secure environment. We are a **community** of learners and we will work together to maintain a safe and stimulating learning environment, develop an awareness of wider global issues and through our curriculum make strong links with our local and wider communities.

We aim to promote **resourcefulness** in our learners through encouraging resilience, risk-taking and problem solving skills, developing learners' confidence and ensuring that kindness, respect and tolerance is shown towards others.

**Collaboration** and positive partnerships with individual children, the whole class, our colleagues, with governors, parents and the wider community will lead to effective teaching and learning, high standards and successful learning.

Effective **communication** is embedded across our curriculum and our school life and we aim to ensure all learners can communicate effectively with a range of audiences confidently and responsibly. The school's communication with all stakeholders is key to the success of our school and we aim to ensure all stakeholders have a strong voice within the school.



## British Values

The 5 British Values are:

- **Democracy**
- **The Rule of Law**
- **Tolerance of others of different faiths and belief**
- **Individual Liberty**
- **Mutual Respect**

As a school that serves a richly diverse community, we take our responsibility to promote community cohesion, generate a respect for difference and individual rights seriously. Through our Values and Ethos, Allen Edwards ensures that British Values flow throughout the school, in all that we believe and do as a community school.

## Individually Strong, Collectively Stronger





# School Information

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## Parent Contact Details

It is imperative that we always have correct and up to date contact details for all parents or carers including emergency contacts. In line with Keeping Children Safe in Education, we must have at least 3 contact numbers for your child.

If you do change your contact details, please complete a “Change of Information” form in the school office.

## Online Payments

The school operates an online management payment system. You are able to pay for all school related items through our SIMS Pay package.

The system is very simple and user friendly, all you need to do is to request a code and self-help handbook form the school office to begin. If, however, you do encounter any difficulties the office staff would be more than happy to assist you, an appointment can be booked with them Monday – Wednesday 10-2pm.

## Uniform

It is important that children always come to school in their correct school uniform.

Our uniform items and colours are:

- Blue sweatshirt/cardigan with Allen Edwards logo
- Black trousers/skirts or pinafore dresses
- White polo shirt/school shirt/plain white t-shirt
- School shoes in black. Boots may be worn in the winter months but these must be black/dark coloured and flat-soled or alternatively plain black trainers
- PE T-shirt with logo
- PE shorts or black jogging bottoms (When children have PE, they can come to school in their PE kit. If they wish to wear trainers that are not all black, these must be carried to school in their bag and they can change into them for the PE lessons only).
- Summer Dresses in blue when appropriate.

Please ensure that all clothing has your child’s name in it. This helps to return lost items to their respective owners.

## Nursery, Reception and Year 1

Outdoor learning is an integral part of the EYFS and early Year 1 curriculum therefore children need to have suitable clothing in order for them to access this.

We recommend that all children bring a pair of Wellington boots and a waterproof outer jacket or coat which can be kept in school.

A further suggestion is that children keep one full change of clothes permanently in school. Footwear should be suitable for both indoor and outdoor wear with wellies for rainy weather.

### Ordering Uniform for Parents

Our school uniform provider is called “I & A Fashions”. All information about the company can be found on our website, along with our full uniform list. The school adopts a strict uniform policy incorporating a summer uniform option which is black shorts or checked blue and white dresses. When orders are placed the items are delivered to school for you to collect or you can opt for home delivery for a fee.

## Admissions

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As a maintained school, we follow the admissions guidance set out by Lambeth Council. We operate a single entry point in September for our Reception and Nursery children. Our nursery consists of both full-time and part-time places and we accept children after their 3rd birthday.

If parents are not eligible for a full-time nursery place but would still like one, we offer a “Top-Up” option at £10 per hour. For all casual admissions (Yr1-6), parents need to apply via

Lambeth Council. The school holds regular open days for prospective parents, alternatively you can book an appointment to view the school at your convenience.





# Attendance and Punctuality

<b>Nursery Morning</b>	<b>08.55</b>	<b>–</b>	<b>11:55</b>	<b>Morning Session</b>
	<b>11:55</b>	<b>–</b>	<b>12:30</b>	<b>Lunch</b>
<b>Nursery Afternoon</b>	<b>12:30</b>	<b>–</b>	<b>15:30</b>	<b>Afternoon Session</b>
<b>Reception</b>	<b>08.55</b>	<b>–</b>	<b>12:00</b>	<b>Morning Session</b>
	<b>12:00</b>	<b>–</b>	<b>13:00</b>	<b>Lunch</b>
	<b>13:00</b>	<b>–</b>	<b>15:30</b>	<b>Afternoon Session</b>
<b>KS1 / KS2</b>	<b>08.55</b>	<b>–</b>	<b>09:10</b>	<b>Registration</b>
	<b>09:10</b>	<b>–</b>	<b>10:40</b>	<b>Lessons</b>
	<b>10:40</b>	<b>–</b>	<b>11:00</b>	<b>Break</b>
	<b>11:00</b>	<b>–</b>	<b>12:30</b>	<b>Lessons</b>
	<b>12:30</b>	<b>–</b>	<b>13:30</b>	<b>Lunch</b>
	<b>13:30</b>	<b>–</b>	<b>15:30</b>	<b>Lessons</b>

Entry and Exit points are via Paradise Road Gate. The School gate opens at 8:45am and closes at 8:55am promptly. Children should go straight into their class from the playground. At the end of the day, gates open at 3:20pm. Members of staff will always be on the school gate to greet pupils and parents at the beginning and end of the day.

## Attendance

No holidays should be taken during term time. Please check school term dates when making travel arrangements.

## Punctuality

Late arrival: The register closes at 9:10am. Attendance after this time is marked as Late. After 9.30 am this will be treated as unauthorised absence. This is the guidance schools have to follow from Lambeth. Please ensure that your child/children are in school by no later than 8:55am. If they come by themselves, please ensure that they leave with sufficient time to arrive on foot or to allow for journey times on public transport/known traffic delays.

Late collection: Children should be collected promptly. If children are still uncollected from the playground by 3:35pm, they will go to wait in the school office area and parents will need to access this via the main entrance to the school.

## Registration

Registers are legal documents open for scrutiny by external agencies. The marking of registers takes place at the start of the morning and afternoon sessions. The symbol / should be used for present and N for absent.

The registers are closed at 09:10 and 13:40 and should be saved in SIMs. If a child arrives after that time, they will be recorded as late and absent if arriving after 9:30am. An explanation is required for late arrivals. If your child is late more than 3 times in a term, this will be followed up with a meeting with the Attendance Team.

## Absences from School

If your child will be absent from school, please call the office before 9:00 am to inform us. It would also help if you could give an indication of how long your child will be off school, otherwise you will need to call in every morning to let us know that they will not be in.

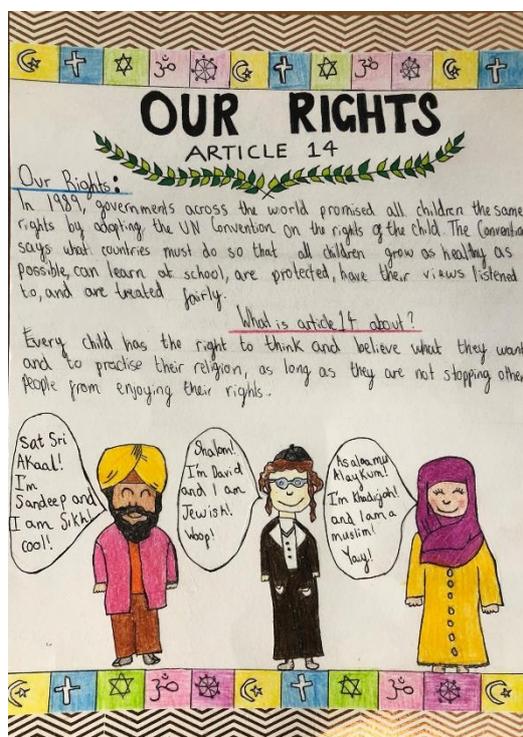
For any absences of up to a week, there needs to be a letter by the parent upon the child's return and any absences over a week must be accompanied by a form of medical evidence, e.g. a doctor's note, prescription, appointment card etc.

We will notify you via letter if your child is at risk of falling below 90% attendance, which is considered as a persistent absentee. If your child's attendance continues, we will follow our attendance procedures and you will be invited in for a meeting to see how we as a school can support this.

**Covid-19:** If the absence is due to self-isolation due to Covid-19 symptoms, please notify the office. Covid-19 guidelines in regards of school absences will be updated regularly via Dojo (parent messaging service) or via the school website.

## Requesting Leave

Requests for special leave of absence in term time must be made in writing as soon as possible. Parents can write the letter themselves or alternatively there is a form to complete in the school office. Only if agreed by Head teacher or Assistant head teacher for Inclusion will it be authorised.



# Assemblies

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An assembly is held most days and takes different forms. We aim to teach the children to value all religions and beliefs and develop their own moral sense. Every Friday, we have whole school assembly in which we celebrate children's achievements as 'Stars of the Week' for their class work, highest attendance awards for each Key Stage and a Headteacher award each term.

From September 2021, assemblies will resume as whole school assemblies and will take place at 9:10am for years 2-6. (Year 1 pupils will join assemblies usually after the Christmas break). Reception and Nursery will join the school for class sharing assemblies as well as the weekly celebration assemblies.

# PE

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Every year group from Year 1 to Year 6 have a dedicated two hour PE slot on their class timetables. Children are asked to come to school in their PE kit on their PE day ensuring that they wear black trainers/shoes during the day and changing to PE shoes for their sessions.

Nursery, Reception, Nurture and the Autism Base also have set PE slots.

# Water Bottles

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Children are asked to bring in a water bottle with their named clearly marked on the side. Children are free to drink from their water bottles in the classroom and are able to fill them up using the fountains around school.





# End of Day / After School

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Children in Nursery and Reception classes, **MUST BE PICKED UP BY AN AUTHORISED PERSON** (16 years and over).

In Year 1 and 2 children must be collected by a responsible person from the classroom door. In Year 3 and 4 children must be collected by a responsible person at the designated area in the KS2 playground. For these year groups, if the person collecting is under 16, there is a form that you will need to complete to provide consent.

Year 5 and 6 parents must make arrangements to meet their children or give permission for them to walk home unaccompanied.

It is important that parents and carers keep school informed about who is collecting children and any changes. If parents give permission for their child to travel home alone or with a sibling, they must complete one of two forms, available at the school office.

Parents will complete a consent form when their child starts at Allen Edwards Primary School. This highlights who is able to collect their child from school. If there are any changes to this information, it is important that parents speak to the class teacher prior to anyone new collecting their child.

If for any reason, parents/carers are late collecting their child/children please try and contact the school office as soon as possible to inform them as to what time you will arrive. This will ensure that provision is put in place. The collection point for late collection is outside the school office.

The expectation is that parents should be prompt collecting children at 3:30pm.

## Wrap Around Care

Our extended services provision for families consists of a Breakfast Club, a variety of after school enrichment activities (available for students from Yr1-Yr6) and an After School Club. Our Breakfast club starts at 7.30am and costs £2 per day. The After-School Club (Sunflower Club) runs from the end of the school day at 3:30pm – 5:45pm at a cost of £7 per day.

## Enrichment Activities

All clubs are run onsite and are normally after school for one hour. A full list of clubs and prices can be found on our website.

Letters with all details and how to apply for activities are sent out on a half termly basis. Breakfast and Sunflower application forms are available from the school office and also downloadable from our website.

Once you have signed your child up for an activity and paid online, the school will not be able to issue any refunds if your child decides to no longer attend.



# Trips

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Throughout the year, all classes will go on trips as part of the learning experience.

For trips that occur in the local area, consent for these trips is given via the consent form completed online via the Google consent form. For trips further afield, teachers will send home consent slips and no child will be allowed to go on an outing without parental consent.

Some trips may incur a small contribution from families which can be paid at the school office or to the class teacher. All trips are risk assessed by the school before children are allowed to go.

# Special Education Needs

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The school has a Special Educational Needs and /or Disabilities Policy (SEND) which sets out the principles and practice followed by the school. This policy is reviewed regularly in a process that involves staff and governors. The school will meet the needs of children with the following SEND:

- **Communication and interaction**
- **Cognition and learning**
- **Social, mental and emotional health**
- **Sensory /physical**

At Allen Edwards, we have an Autism Resource Base to support children with specific needs to ensure that they can access mainstream provision.

## Medicines and First Aid

Our school has many first aiders who are all qualified to administer medicine for children. There is a form in the main school office and the form is also downloadable from our website to fill in for this process.

In certain circumstances, the school may turn down a request to administer medicine, in such cases parents will be notified as to why.

All children with asthma and severe allergies require a care plan and must have two inhalers and Auto-injectors pens on site at all times.

# School Lunches

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Children have the option of having a hot lunch from school or being provided with a packed lunch from home. We are a healthy school and promote healthy eating so all of the lunches provided by school are nutritionally balanced; we also expect home lunches to follow these guidelines.

The cost of the school lunch can be found on the website or by asking at the office. All payments for lunches need to be paid online. Children can switch between the two meal options but the school office need a minimum of 2 weeks' notice before this can come into effect.



Children in Reception, year 1 and year 2 are entitled to Universal Free Meals, meaning every child in those year groups receives a meal free from school. If your child is in Year 3-6 and you think you are entitled to claim Free School Meals, please enquire at the school office.

If packed lunches are not healthy balanced meals, parents will be contacted. If children bring a drink, other than water, or more than one treat this will be given back to parents at the end of the day.

**The school is Nut Free so please check packaging before putting items in them into packed lunches as we have a number of children in school who have severe nut allergies.**

## Class Dojo

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At the beginning of each academic year, every class teacher sets up their class on Class Dojo. Each child is represented by an avatar (monster). The Dojo rewards are linked to the school drivers and values. Parents can be given access to their child's record for them to keep track of how their child is getting on. The children can also have personal access in order to adapt their avatar.

Class Dojo enables the school to communicate with parents either by Whole School Stories, Class Stories or direct messages. It also allows parents/carers to message their child's class teacher or any other member of staff or the Senior Leadership Team (SLT).



# ClassDojo