



St. Michael's V.A. Junior School

Federated with Clover Hill V.A. Infant and Nursery School

"Whatever you do, work at it with all your heart."

**Home School Agreement
Parental Arrangements
General Information
Consents**

Dear Parent/Guardian,

This booklet covers documents relating to our Home School Agreement, emergency closure, visits and activities which take place off-site during the school day and use of images.

Please would you read this booklet and complete the General Consent Form of this document, and return them to the school as soon as possible.

If you would like further information relating to the documents, please contact the school.

Thank you for your co-operation.

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HOME SCHOOL AGREEMENT

SCHOOL STAFF will undertake to:-

- Provide a safe, supportive and caring environment to ensure learning.
- Ensure high standards of work and behaviour through building good relationships and developing sense of responsibility in pupils.
- Provide a broad and balanced curriculum relevant to all pupils.
- Ensure, together with parents and pupils, we all have a clear understanding of what is required by the School and how best to help children achieve their full potential.
- Provide relevant homework.
- Equip children with the skills necessary for their future lives.
- Share relevant information appropriate to a multi-agency approach.
- Provide appropriate pastoral support and intervention.

PARENTS/CARERS will undertake to:-

- Ensure that their child attends school regularly, appropriately dressed.
- Make the school aware of any health issues, concerns or problems and notify of address or telephone changes.
- Support school policies and guidelines, especially for hair and dress code, behaviour and anti-bullying.
- Ensure homework is completed and that reading, spelling and maths is supported at home.
- Attend Parents' Evenings and other discussions relevant to their child's progress.

PUPILS will undertake to:

- Attend school regularly and be on time.
- Wear appropriate school clothing, school shoes.
- Bring relevant equipment when required.
- Show respect for all members of the School community and behave well.
- Complete all class work and homework as well as you can in the set time.
- Present well for school with appropriate natural coloured hair, uniform and shoes.

EMERGENCY CLOSURE

If the school has to be closed for any reason, Heart Radio and the NCC website at www.norfolk.gov.uk will be notified early on that morning. The school will aim to inform parents by text as quickly as possible.

In bad weather, lists of school closures can be heard from about 7.00 am onwards and will be on the Norfolk County Council Website. You will also be sent a text from the school. It is obviously

impossible to forecast local weather conditions with much accuracy, and the weather can change dramatically within a very short space of time, so please bear this in mind when notified of any possible closures.

Also, if conditions deteriorate rapidly during the day, children may be sent home early, so that both they and the staff will be more likely to return home safely. A text from school will be sent.

If this happens, we need to know that the children will have somewhere to go or will be collected, so up-to-date contact details are essential. This procedure will also apply if emergencies arise with heating systems.

LOCAL VISITS

At certain times each year pupils have to leave our school premises on various visits that involve them in walking to local sites such as the Bowthorpe Church or the local area. It has become time consuming for both yourselves and the school to issue forms to pupils for parental permission each time they are to leave our premises. Therefore, we ask you to sign the School Annual General Consent Form which gives permission for your child to attend any local visits during the course of your child's time at St. Michael's V.A. Junior School. You will be notified in advance of any such visits.

Local visits will be defined as any time the child has to leave the school premises to visit sites that can be reached on foot. It will also include coach transfers to other schools and to attend swimming for instance.

CONSENT TO TAKE AND USE PHOTOGRAPHS OR OTHER IMAGES OF A CHILD

Over the course of the school year we photograph and film some of our children for various reasons. These images are used in a range of ways, e.g. for the children's personal records, for the school photograph album and to help publicise our school through leaflets and displays and share with parents activities that have happened at school on the school's website, including social media. Occasionally we are asked for images to illustrate Diocesan, Local Education Authority or County Council publications or reports.

Images that we do take can be viewed upon request. They will only be used for a limited period in any display or leaflet and will then be destroyed. Images will not be used for anything that might cause distress or embarrassment to parent or child.

We would like to include your child, but we will only do so with your consent. Please indicate on the General Consent Form.

Should a parent not give consent to images of their child being taken their views would be respected at school events, such as the Christmas performances and school sports. At the Christmas performances video cameras are not allowed due to the nature of the licences we have to produce the plays. Photographs using digital or other cameras would only be allowed at the end of a performance and when any child whose parent has not given consent has been removed from the group. At sports afternoons parents would be able to photograph their own child posing for a photograph but not as part of an event as this may include children whose parents have not given consent. Video cameras would only be allowed to be used after a parent has signed a declaration of intention to film their child only for home use.

ARRIVING IN SCHOOL AND COLLECTING

The children are expected to be increasingly independent over their time at St Michael's Junior, so we ask that parents encourage their children to walk onto school and on to the playground by themselves in the morning. Obviously, when a Year 3 child joins the school in September they may not be ready to do this so parents may like to accompany their child during the first two weeks until the child is more settled.

START OF SCHOOL

A bell sounds at 8.45am and children sensibly walk into school, hang up their coats and enter the class. Early work is on the screen and children get straight on with this. All children must be in school by 8.55am for the start of lessons.

END OF SCHOOL

Many parents like to agree a meeting place after school so that their child knows exactly where to find their parent. It gets busy at the end of the day with so many parents and children! As children get older many parents allow their child to walk home.

Please ensure that your child knows what their arrangements are for home time before the school day begins e.g. they are going around a friend for dinner, or walking home on their own. In an emergency, if you are running late or have a family emergency, please call the office so they can notify your child of what they are to do at the earliest possible opportunity.

SCHOOL UNIFORM

What a child wears to school reflects the way he/she values learning. It also portrays the school's ethos and shared positive values. We have a smart but simple uniform that we encourage all pupils to wear. This is a burgundy sweatshirt with the school logo, a burgundy polo shirt with the school logo or a white polo shirt and grey trousers or skirt. School uniform, including sweatshirts, polo shirts, bags and PE kit are available for purchase online from www.screenprinting.co.uk. All items of uniform should be clearly named.

Children are asked to wear low heeled, sensible black or dark footwear.

Temporary tattoos or transfers and nail varnish are not appropriate for school and children will be politely asked to remove them at home.

Hair colour is to be kept natural and hairstyles sensible and respectful. Children are asked not to **excessively** spike, gel or decorate hair. Please do not encourage or allow your child to come to school with coloured hair.

Jewellery, other than watches, is not permitted and studs or sleepers only are to be worn in pierced ears.

A named rucksack or book bag is helpful for taking home letters, books and homework. Please make sure that your child has a suitable wet or cold weather jacket or coat and this comes to school for break times.

Please ensure that your child respects these uniform expectations.

PE & GAMES KIT

It is important for pupils to wear correct clothing for physical activities. For PE children require a pale blue t-shirt with logo and navy shorts. For games activities outside, children need a warm tracksuit in winter and trainers. Children will have games lessons outside in winter unless the weather is very bad. We will inform you of your child's PE day and the children will come to school in their kit.

Year 5 children take part in swimming lessons. This is a statutory subject and all Year 5 children need to attend.

All clothing should be clearly labelled. This will help it to be returned if misplaced.

Jewellery must not be worn for sporting activities and long hair should be tied back. It is helpful if stud earrings are not worn at school on a PE day.

If ears have recently been pierced and studs cannot be removed, we ask that the studs are protected with a piece of plaster or adhesive strip, which your child will need to apply themselves.

STATIONERY EQUIPMENT

There is no need to bring extra equipment into school unless your child wishes to. We appreciate that some children like to have their own pencils and pencil cases. The school provides the equipment that is needed in class. Problems can arise if a child's own equipment goes missing and it is difficult for the class teacher and Teaching Assistants to dedicate time trying to locate items. However, if your child wishes to bring their own equipment and is prepared to take responsibility for it, we are happy for them to do so. We expect that school equipment is looked after and respected. The school does not hold any responsibility for replacing lost or damaged items which children bring into school.

HEALTHY EATING

We are committed to promoting and monitoring healthy food at break and lunch times. We teach children about healthy eating to raise education standards and to reduce health and social inequalities. Different teaching styles and learning opportunities are offered to pupils to develop their awareness and understanding of healthier eating and basic food safety practices, including opportunities to cook in the curriculum. Please support us by providing healthy food for school.

SCHOOL MEALS

We cook all our meals on site and all food meets the nutritional standards set by the government. The menus are sent home termly and are on our website. Some children prefer to bring a packed lunch. Please aim to provide your child with a well-balanced packed lunch.

All school meals should be booked and paid for in advance via ParentPay or PayPoint.

If you think your child is eligible for free school meals, please collect a form from the school office or apply online via <https://www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk>. Water is available in the dinner hall at lunchtime, throughout the day in classrooms and at the water fountain.

BREAK TIME

You may provide a healthy snack or piece of fruit. No food should be brought into school in packages which can litter our playground. Chocolate snacks and crisps are only permitted at lunchtime.

WATER

Research shows that our brains need water to stay active and alert. All children are encouraged to drink water and each class has a filtered water machine. Please provide your child with a spill-proof plastic bottle that they can take home at night to rinse.

TRANSPORT TO SCHOOL

All children are encouraged to walk or cycle into school. Bowthorpe was designed with many footpaths and cycle ways. We have a bike shed in the car park where children can lock up their bikes.

Like many schools, the traffic around the school causes problems and we therefore ask that extra care and consideration is taken when driving passed the school and parking. Please do not enter the school grounds by car at any time. In exceptional circumstances, please provide prior notification. Please walk if possible.

MOBILE PHONES (including Apple watches)

Children are not permitted to bring mobile phones into school. While in school, if a phone call home is required, the school office will use the school's landlines to contact parents.

Apple watches are not only expensive items to bring into school, but also perform the same functions as many phones. Due to safeguarding reasons i.e. photos can be taken, messages and emails can be sent, we cannot allow these in school. We recommend that you monitor your child's phone and they do not engage in Apps that are not suitable for their age.

COMMUNICATION WITH PARENTS

Our main method of communicating with parents is through Class Dojo. This app allows parents to keep up to date with what their child is doing in school. Each week the school sends home the weekly bulletin which lets parents know what is happening the following week. There are whole school newsletters via email and year group newsletters which are sent home on a regular basis. We use texting and emailing so make sure that the school office has your latest details. In addition to this, there will be letters home for specific events or where parental permission is required. Our website is a good place to refer to as all communications are added to this regularly too and you can also keep updated via the school's Facebook and Twitter feeds.

APPOINTMENTS WITH SCHOOL STAFF

The best way to communicate with your child's teacher is via Class Dojo. Should you need to speak with any other member of staff, please email stmoffice@allangelsfederation.org.uk.

Pastoral issues can be discussed with a member of our Pastoral Team. The Pastoral Team Leader is Mrs C. Francis.

Mr Laband and Mrs Brabbin, the school's Special Needs Co-ordinators, are very happy to meet with parents and can be contacted through the school office.

LIBRARY

We have a well-stocked library and each class has a timetable slot weekly in which to change their book. Some children are taught how to carry out some library jobs and can support the younger children. If your child needs to access the library in between the class library slots, this can be

done at lunchtimes. Children are able to borrow up to 3 library books at a time. We appreciate that some books take longer to read than others so if your child wishes to keep the book for more than 2 weeks, bring the book back to the library to be rescanned. This helps us to keep track of the books and minimise loss. We have a computerised system for taking out the books. We ask that all school library books are returned to school and our Librarian sends reminders home when necessary. We are happy to have any books returned whenever you find them!

EXTRA-CURRICULAR ACTIVITIES

We run a wide variety of extra-curricular activities at lunchtime and after school. The activities list comes out half termly (we aim to get this to parents at the end of each half term) and children sign up to the clubs. We need parent permission and information about how you will collect your child at the end of the club. Children who attend our All Angels' After School Provision can attend this after the activity and will be collected by staff.

OUT OF SCHOOL PROVISION

The school runs a Breakfast Club from 7.45am and All Angels' After School Club until 5.30pm. This provision is run by school Teaching Assistants. Ask at the school office for further information. Any child who has not been picked up from school by 3:30pm will be placed in After School Club and parents will be charged at the full rate. Unfortunately, if parents are not contactable after this time, 101 will be called.

ATTENDANCE

Good attendance enables children to fully access all school provision and to make good progress across the curriculum. It is also hard for a child with poor attendance to maintain good routines and friendships. The government changed the law on term time holidays, so schools are unable to authorise holidays. Parents need to apply to Mrs McCarney, Head Teacher, for leave of absence from school. When a child's attendance falls below 90%, school will ask for medical evidence if sickness is given as a reason for absence. The child will also be monitored by the School's and the Local Authority's Attendance Teams. The school has a very strong Pastoral Team which can support good attendance, so parents are referred to the team when their child's attendance causes concern.

The child will be marked late if they arrive after 9.00am and recorded as unauthorised absence if they arrive after 9.15am. Letters are sent out to parents offering school support if, when monitoring the registers, there appears to be an issue. If attendance does not improve the school is obliged to follow a legal route, which may result in court proceedings.

Parents must contact the school as soon as possible before 9am to inform of a child's absence from school.

In exceptional circumstances it may be that a member of the school's staff may make a home visit.

HOMEWORK

All year groups will set homework over the week. Children are expected to read regularly, complete maths tasks and learn spellings. To support maths, the school sells maths books which can be used at home. Please encourage your child to develop good homework habits. Homework is expected by the government.

READING

All children are heard read over the week. As children move into Key Stage 2 this is usually during Reading lessons. Some children benefit from extra reading to an adult too, so this is put in place for those who need it. A Reading Record is used across the school for parents and staff to write in or comment about the child's reading.

We encourage reading at home and have a reward scheme in place for this.

SCHOOL TRIPS

We aim to give the children a rich and varied curriculum and some of the most memorable aspects of this will be the school trips, visitors and special events. We ask for parental contributions towards these to enable them to take place. Please appreciate that without parental contributions these trips, activities and events cannot take place.

All visits should be paid for in advance via ParentPay or PayPoint. Those children in receipt of Free School Meals at the time of any visit will automatically be provided a school packed lunch.

CELEBRATION OF SUCCESS

We have weekly Celebration Assemblies and try very hard to celebrate when a child has worked hard, demonstrated perseverance, thought differently about a problem or has made good progress. This is done throughout the year on a day-to-day basis in class (there are in class systems to promote positive actions and behaviours) and as a whole school. Children will come home with stickers, being entered into the Head Teacher's Gold Book, certificates and notes. Much is done throughout the year to ensure that all children are praised for what they achieve. At the end of the academic year, we also award a few trophies for exceptional achievement, effort or contribution in a variety of areas.

PASTORAL SUPPORT

Our Pastoral Team support children who are finding some aspects of their schooling, friendship, or family situation difficult. Teachers or parents can ask the team for support and the children can refer themselves too.

Our Pastoral Team are very happy to support parents, as well as the children, on a wide range of matters. Do not hesitate to contact the Pastoral Team if you think they might be able to help or you wish to have a chat about your child.

SCHOOL RULES

We find it unhelpful and unnecessary to have a long list of school rules. The three rules we have are: ***Be Respectful. Be Safe. Be Ready.*** We have found that all matters relate to these. For example, if a child hits another child, one was not keeping the other safe. If school property is damaged, respect for the environment has not been demonstrated. Children will have discussed these rules with their class and their teacher and are encouraged to think about how they can demonstrate respect and safe behaviours. You might like to try this at home?

We work hard to ensure positive behaviour and ask that you familiarise yourself with this policy so that you can support us at home.

FIRST AID

The school will administer appropriate first aid where required. If a child needs sun cream, this should be applied at home before the start of the school day where possible.

MEDICATIONS

If your child has any medical needs or needs to take medication of any sort, please let the school office know. We have a permission form to sign which includes all the information school needs to know so that we can administer the medication properly. We also need to know if your child requires an inhaler for asthma and be regularly updated if circumstances change. Those children should therefore have an in-date inhaler available in school at all times.

PARENT VOLUNTEERS

We welcome parents to work alongside the staff in school and such involvement is invaluable for all concerned. There is an open invitation for parents to let us know when they can come and how they can help. All volunteers working in school are required to have an enhanced Disclosure & Barring Service check (formerly Criminal Records Bureau or CRB) and this can be arranged through the school office.

POLICIES

Please see the school's website for all policies in more detail. The most relevant are:

- Behaviour for Learning and Relationship Policy (which includes the school's Bullying Policy)
- Safeguarding Policy
- Charging and Refunds Policy
- Complaints Policy
- Attendance Policy
- E-Safety Policy
- Contact Details

St Michael's V.A. Junior School

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