

Welcome Pack

Guston Church of England
Primary School

School year 2016/2017

Headteacher: Mrs Deby Day

MISSION STATEMENT

Guston School is a vibrant learning community in which everyone is valued, and encouraged to be:

- Happy and confident,
- Independent and motivated,
- Curious and adaptable,
- Caring and respectful; celebrating diversity,
- Committed to the Christian ethos, and where high expectations encourage everyone to aim for excellence.

SCHOOL STAFF - September 2016

Headteacher: Mrs Deby Day

Inclusion Team:

Inclusion Manager: Mrs Tracey Tee

EAL Teaching Assistant: Mrs Maya Gurung

Office Manager / Bursar: Mrs Suzanne Pearce

Office Assistant: Mrs Angela Surendorff

Site Manager: Mr Stuart Kennedy

Cleaners: Mrs Tracey Dodd, Mrs Denise Alum & Mr Ian Frost

KS1 Team:

Mrs Karen Powell - Year R Teacher

Mrs Helen Rhodes - Key Stage 1 & Foundation Stage Leader/Year 1 Teacher

Mr Martin Harper - Year 2 Teacher

KS2 Team:

Mr Jonathan Wells - Key Stage 2 Leader and Year 5/6 Teacher

Miss Claire Lawrence - Year 4 Teacher

Mrs Sally Kemp - Year 3 Teacher

Mrs Mary Cason - Teacher (Leadership cover)

Teaching Assistant and Midday Supervisors Team:

Mrs Julie Davies Mrs Zoe Bowers Mrs Natasha Gasking

Mrs Michele Davies Mrs Maya Gurung Miss Carla Larkins

Mrs Diane Yelverton Mrs Carol Potts Mrs Sarah Hughes

Governors

Mr Mick Brazier (Chair)

Mrs Anne Edwards (Vice Chair)

Mrs Glynis Farthing (Foundation)

Padre Nick Cook

Mrs Kirsty Medhurst (Parent)

Mrs Melanie Maxlow (Parent)

LEARNING AND TEACHING - INSPIRING YOUR CHILD!

Early Years

Most children join our school, in the Foundation Stage, at the beginning of the school year in which they reach 5 years old. We are committed to providing children with a wide range of practical and challenging activities, both in the classroom and outside; designed to promote development in the following areas:

- personal, social and emotional development
- communication, language and literacy
- mathematical development
- understanding of the world
- physical development
- expressive art and design

We also develop the characteristics of effective learning through playing, exploring active learning and creating and thinking critically.

Key Stage 1 (5-7 years) and Key Stage 2 (7-11 years)

Teaching and learning at Guston covers all areas of the National Curriculum, and is broadened and enriched through a wide range of teaching strategies, excellent resources, and varied activities. We understand that individual children learn in different ways. Teaching aims to support different learning styles, enabling children to progress in skills, knowledge and understanding.

We ensure that the curriculum:

- is accessible and personalised to all children
- promotes physical, moral, cultural and spiritual development
- prepares children for the responsibilities and opportunities of adult life
- is enjoyable!

Our curriculum includes:

- ❖ ENGLISH- Speaking and listening; reading; writing.
- ❖ MATHEMATICS - using and applying mathematics; number and algebra; shape, space and measures
- ❖ SCIENCE - Experimental and investigative science; life processes and living things; materials and their properties; physical processes; data handling

- ❖ INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) - using, exploring and discussing experiences of IT; communicating and handling information; controlling and modelling
- ❖ HISTORY - chronology; range and depth of historical knowledge and understanding; interpretations of history; historical enquiry; organisation and communication
- ❖ GEOGRAPHY - geographical skills, places, thematic studies
- ❖ ART - investigating and making; knowledge and understanding
- ❖ MUSIC - performing and composing; listening and appraising
- ❖ PHYSICAL EDUCATION - games; gymnastics; dance; athletics; swimming
- ❖ RELIGIOUS EDUCATION - learning about different belief, moral and cultural systems

We believe that ICT should be used across the curriculum to support and enhance learning. We provide the best possible technological resources to enable learners to engage in challenging and creative projects. We promote the use of ICT in the school to enable everyone to manage their workload effectively.

Additional Educational Needs

Our priority is to meet the needs of every child. Our Teachers, Teaching Assistants and Inclusion Manager identify appropriate teaching strategies and interventions to support both your child's learning and well-being, and secure their progress. Key to your child's success is the partnership between home and school, ensuring that as parents you feel informed and can contribute to your child's progress. Our Inclusion Manager is responsible for ensuring that children with additional needs receive appropriate teaching programmes and where needed support from outside. Your child's progress will be regularly shared through a variety of parent evenings, open days and of course via your class teacher. However specific enquiries can be raised with our Inclusion Manager, Mrs Tracey Tee.

Our Facilities

- Electronic interactive whiteboards in every classroom
- Computers in every classroom, plus a large bank of laptop computers which can be taken anywhere and a range of hand held tablets
- 2 playgrounds, large field and adventure play equipment for outdoor physical education
- Wide range of sports equipment, including table tennis and volleyball
- Wildlife pond area and outside classroom for Environmental education

Provision for learners is also broadened through off site school visits, and through visitors into school.

Children can choose to take part in a range of sports, musical and creative clubs after school hours.

HOME AND SCHOOL

Partnership with parents

We find that children are happiest at school, and learn most effectively when we work closely with parents. At Guston we operate an 'open door policy' which means that parents can come in to talk to class teachers, our EAL support worker, Inclusion Manager or Headteacher, about any concerns they may have. We also have many opportunities and events, such as coffee afternoons, drop-in sessions to look at children's work, class assemblies etc, when we encourage and welcome you to come and find out about school life.

Mrs Gurung, our EAL Support Worker is available every morning.

It is helpful if you can ask for an appointment in advance to talk to other members of staff, but of course if it is urgent somebody will be able to see you straight away.

Home-School Agreement

We ask all parents and pupils to sign the Home-School Agreement. This is a joint contract setting out the responsibilities of parents, pupil and school for different aspects of the child's education.

Reporting to Parents

Meetings with class teachers are held in Autumn, Spring and Summer, to discuss your child's progress at school. At the Autumn and Spring meeting you will receive information about the progress of your child and the targets they have been set for the forthcoming term. If needed, you may bring somebody with you to translate, or we may be able to provide a translator for you. Annual written reports are sent out near the end of the school year, and you have the opportunity to discuss this with your child's teacher.

Homework

In Key Stage 1 homework is related to the class theme. Children will be given a selection of activities related to the class focus. They may also have an English and Maths activity. Phonics activities may also be given relating to the sounds learnt that week.

All children will have a 'home reader' which will be changed frequently. Books will only be changed if the home reading log has been signed by an adult, indicating that the book has been read.

In Key Stage 2 children receive a Brain builder book. Each week the children are assigned different tasks that allow them to lead their own learning. This form of home-learning encourages the children to discuss the task with parents and siblings to reinforce their understanding.

Parents are encouraged to help their child's reading development by listening to them read at home and noting any comments in the reading record book.

Parent helpers

Regular or occasional help from parents for activities such as listening to children read, art, cookery, computer work, or accompanying visits is always most appreciated - please contact us if you are interested.

Secondary transfer

During the summer term, parents of Year 5 pupils are invited to discuss the most appropriate type of secondary education for their child with the Headteacher and Class teacher. Admission to grammar schools is by selection tests devised by the LA (11+ tests) and/or the grammar schools' own examinations.

Jewellery

Jewellery should not be worn to school at all, as it is a safety hazard. Children wearing jewellery to school will be asked to take it off, for safe storage in the office, and returned only to parents. Pupils with pierced ears should only wear small studs and they will need to be able to remove these themselves for PE lessons.

Mobile telephones.

Children are not permitted to bring these into school under any circumstances, as they pose a number of safety risks. If children need to contact home, or parents need to contact children during the school day, this can be done via the office. Any mobile phones found will be put in the school safe for security, and will only be returned to parents.

ROUTINES AND ORGANISATION

The times of the school day

Mornings

8.45am - 12.00noon

Afternoons

1.00pm - 3.00pm

Arriving at school

Children may arrive at school from 8.35am and must arrive by 8.45am, which is the official start of the school day. They go straight into their classrooms where the teachers will be waiting to receive them with quiet music playing or an activity prepared.

End of the day

Parents may meet their children in the playground at 3.00pm. Please let us know if you are going to be late collecting your child so that we can make sure he or she is looked after safely. Please also let us know if somebody other than your self is collecting your child.

Please do not bring dogs onto the school site, for hygiene and safety reasons.

The school has a no smoking policy, and smoking is not permitted anywhere on the school site.

School Dress

We want our children to develop a strong sense of belonging to their school, and be proud of wearing its uniform. We ask you to support this by ensuring that your child wears school uniform at all times.

- Grey trousers/skirt - girls may wear smart grey or navy trousers
- Pale blue polo shirt/or pale blue shirt
- Navy sweatshirt/pullover/cardigan
- Pale blue and white checked summer dress (optional)
- Navy waterproof coat/fleece

PE Kit

- Pale blue t-shirt
- Navy shorts/PE skirt
- Plimsolls/trainers (most indoor PE is barefoot)

Sweatshirts, polo shirts, coats, PE shorts, t-shirts, caps, book bags and PE bags may all be ordered from the School Office.

School clothing must be clearly marked with the child's name as all the children in the school have similar clothes!

Footwear should be smart, sensible shoes with low heels.

Trainers are not suitable everyday footwear.

The wearing of any type of jewellery is not permitted, with the exception of very small studs for pierced ears. These must be removed for swimming, and either removed or taped over with surgical tape for PE lessons. Parents will need to provide their children with tape for this.

Lunchtimes

School meals are prepared by our cook, in the school kitchen. There is always a choice of meals, including vegetarian choices. We are committed to the Healthy Schools standards, and so do everything we can to encourage children to make sensible choices and eat a nutritionally balanced meal. Alternative provision can be made for children with special dietary requirements.

The cost of a school meal is currently £2.20, making a total of £11.00 per week (likely to increase slightly every September). This must be paid on Monday morning for the whole week. Children may decide to have an occasional school meal, or to have a school meal on certain days in the week. Payment for these should still be made on Monday morning.

School meals can be paid for by cash or online, and this should be brought to school in an envelope marked with your child's name and class and given to your child's class teacher. If paying by cash, please make sure you put in the exact amount needed, as the school office is unable to give change. You may pay for a whole term of school meals, at the beginning of term. Please ask at the office for the amount required.

Free school meals

In September 2015 all KS1 children (YR, 1&2) are entitled to a Universal Infant Free School Meal (UIFSM). However, as a school we receive additional funding for each child that is registered eligible for FSM. Your child may be able to get free school meals (FSM) if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

If your child is eligible, it is very important that you register them to ensure the school receives the additional funds that can be then spent on a wide range of provision that will benefit your child.

You can apply by visiting www.kent.gov.uk and clicking 'free school meals' under 'Education and Children' section, then choose 'apply online' option.

Packed lunches

Children may prefer to bring a packed lunch to eat in the hall at lunchtime. We ask parents to support us in encouraging healthy eating. Children should have some fruit or vegetables as part of their lunch, and may not eat sweets or chocolate. Please do not send fizzy drinks, or breakable containers. Diluted fruit juice or water is best for quenching thirst, and is not so harmful to teeth.

When the weather is warm during the summer term children may eat their packed lunches outside in the school grounds at the picnic tables or in sheltered areas on the field.

Attendance

Regular school attendance is essential if a child is to make the most of the opportunities available to them. We actively seek to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Promoting positive behaviour and anti-bullying
- Delivering a differentiated and relevant curriculum
- Promoting opportunities to celebrate and reward pupils' diversity, successes and achievements
- Celebrating good attendance
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

As Parents, you have a legal responsibility to ensure that your child attends school regularly. You should also make sure that your child arrives on time and in a fit state to benefit from the education offered to them.

We monitor children's attendance on a termly basis and will invite you in, if your child's attendance is considered low.

Absences/Holidays

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which you may legitimately request leave of absence for your child to attend, e.g. a special event. Please contact the school at least a week in advance, and these will be considered on an individual case basis.

You no longer have an automatic right to withdraw your child from school for holidays in term time. We may however grant leave of up to 10 days for very exceptional circumstances. When considering each case we will take into account your child's attendance to date. We do not authorise any leave in May or September (unless this is leave linked to armed forces operational deployment).

WELFARE

Behaviour and Discipline

Positive behaviour is central to our ethos and to good learning for everyone. At Guston School our approach to managing behaviour is clear and effective.

The self-esteem of our children is very important and good behaviour is recognised and rewarded in many different ways. Our 3 school rules reflect the behaviour we encourage in school.

1. Look after each other
2. Do your best all the time
3. Look after your school.

If behaviour is unacceptable then sanctions are put in place, in accordance with our Behaviour for Learning Policy. Copies are available on our website, or on request from the school office. Parents are then involved in agreeing strategies to improve a child's behaviour. We recognise the importance of parental involvement so we ask parents to support us by signing the Home-School agreement.

Bullying

Our ethos and Mission Statement focuses on everyone's care and respect for others. We have zero tolerance for any form of bullying. All cases of bullying are logged, victims and perpetrators are spoken too, and parents are contacted as appropriate. Sanctions are applied to bullies, which may include exclusion from school.

Illnesses at home

If your child cannot come to school, for illness or other reasons, please let us know why. This is very important, and you can do this in a number of ways:

- A telephone call to the office on 01304 206847
- An e-mail to the office on absences@guston.kent.sch.uk
- A fax to the office on 01304 210698
- By coming to the school office in person.

If you do not contact us and your child is not in school, we will try to contact you. If this is not possible we may contact our Education Welfare Officer.

If your child is ill during the night or unwell before school please do not send them to school that day. Please let us know if your child has an infectious disease. If your child has been admitted to hospital please keep us informed of his or her progress.

Accidents and illnesses

Children who become unwell in school, or who have an accident, will be cared for by trained first-aiders and a decision taken as to whether parents need to be contacted.

All head injuries, however minor, are treated seriously and a letter sent home to parents

Emergency contact

When your child joins the school you will be asked for contact details for parents. These should include home, work and mobile telephone numbers if possible. It is also helpful if you can let us have telephone numbers of anybody else who can be contacted in an emergency. It is very important that we can contact somebody easily and that you notify us of any changes to contact details.

Consent forms

All parents are asked to sign a general permission form for your child to take part in educational visits, swimming lessons and for various types of medical treatment in both routine and emergency situations.

Medicines

Wherever possible all medicines should be given at home. However, in special circumstances the Headteacher can arrange for medicines to be given at school. Only medicines *prescribed by a doctor* can be given and parents must complete a permission form giving clear details of the dosage and times. Asthma inhalers should be kept at school but a care plan needs to be in place.

Please note that non-prescription medicines, including cough sweets and lip salves are not permitted in school.

Medical Conditions

Parents should inform the Headteacher if their child has any medical condition that could affect their school life, such as epilepsy, diabetes, haemophilia or severe allergies. All staff will be made aware of such children, their symptoms and the correct response in situations when a rapid response is necessary.

Head Lice

If your child catches head lice please let school know so a general warning may be made to all parents. It is best to refer to your doctor for current advice about treatments.
