

# Prenton Primary School

## General Information for new parents

### The School Day

#### School hours:

<u>Foundation 2</u>	8.45am – 11.45am
	12.30pm – 3.00pm

Foundation 2 enter school through the gates nearest to F2. Bumblebees use the gate on Bramwell Avenue and Ladybirds use separate entrance located on the corner of Bramwell Avenue and Northwood Road..



<u>Key Stage 1</u>	8.45am – 12.15pm
	1pm – 3pm

Key Stage 1 children use the gate located on **Northwood Road** next to The Hub entrance.

<u>Key Stage 2</u>	8.45am – 3.15 pm
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Y3 and Y5 children enter and leave school through the **Bramwell Avenue** playground gate.

Y4 and Y6 children enter and leave school through the **Edinburgh Drive** gate.

All entrances will have staff located at the gate and the gate will open for KS1 and KS2 pupils 5 minutes before the school day. F2 gates will open at 8.45am. It is expected that children will be collected by an adult until a child reaches Y6. Y6 pupils will be allowed to walk home unaccompanied unless a parent notifies the school that their child must be collected by an adult.

The school is organised into seven year groups, including Foundation stage, with two classes of mixed ability in each. The majority of teachers are responsible for a class although we do have teachers who job share and some who work on a part time basis helping to support staff and children throughout the school. We have a number of teaching assistants working to support children in the classroom. Some teaching assistants are matched 1:1 with a child.

### The School Day

When arriving at school, the children will have a morning task to complete. In KS2 this involves a rota of activities across the week including times tables rockstars, spellings practice, reading for pleasure, handwriting or completing reading journals. The staggered end to the school day ensures parents who have children in more than one Key stage can collect their youngest child first before walking to the appropriate gate to collect their older children. Staff will ensure that all children are collected by an appropriate adult and class teachers will see the children out at the end of each day.

In F2 class dojo is used to communicate with parents regarding tasks they can do at home to support children's learning and for parents to celebrate their child's achievements outside school. From Y2 to Y6 google classroom is used to support remote learning. Homework is set on this platform at times and children use this via their school email which their class teacher will advise parents of. If a child is unable to attend school due to having to self-isolate work will be set via this platform. At Prenton we see reading as the key to unlocking learning and it is vital that children are encouraged both at home and school to develop their reading skills; please support your child with their home reading as much as possible. F2 and KS1 children can access books via Bug Club. Please see the website/class dojo for more information.

**Parents are requested not to send children to school too early in the morning as the gates will not open until 8.45am.**

### **Discipline**

Sound discipline is essential so that a controlled, well-ordered environment, necessary for successful teaching, is maintained. We have a highly committed and caring teaching staff who encourage high standards of behaviour from the children both inside and outside of school. School are not responsible for any out of school online disputes between pupils. Parents are encouraged to monitor children's online activities and access to computers, tablets, phones, etc for their safety and for safeguarding reasons. Mobile phones are not permitted in school at any time and children must not bring phones to school.

The teacher is responsible for the welfare of all the children in the class. Children are expected to be polite and well mannered, showing consideration for the safety and well-being of other people.

We support a positive approach to discipline and work with children to develop a whole school code of conduct. The school has an anti-bullying policy which is distributed to all parents. This is reviewed every year. Parents are encouraged to come to school to discuss matters of mutual concern as and when they or the teacher feel it necessary. It is helpful however if parents could make an appointment to ensure that quality time is allocated for discussion. Unless a situation is urgent it is best to avoid mornings as children are coming into school and teachers will be meeting children and settling them in. There is an open door policy and in urgent situations it is always possible to speak to a member of the leadership team.

### **School Lunches**

Lunch break is 11.45am to 12.30am for children in Foundation.

Lunch break for children in Key Stage 1 is 12.15pm to 1pm.

F2 and KS1 children are currently entitled to a free school meal under the Universal Free School Meal Scheme.

In KS2 there is a staggered lunch break. Children in KS2 may purchase a meal; children may choose from the options displayed on the menu. The menu is on the website. KS2 parents **must ensure** that they have credited their ParentPay account prior to children purchasing a meal.

**At least one week's notice is required if children wish to change from packed lunches to school dinner and vice versa, please send requests in writing to the school office.**

Families in receipt of certain benefits, including Income Support or Income Based Job Seekers Allowance, are entitled to obtain free school meals (Pupil Premium) funding for their children. Any child who receives a free school meal is also entitled to a free carton of milk each day, which is available throughout the morning for F2/KS1 and lunchtime for KS2. Even if you are only entitled to one of the benefits for a short while, school will receive the funding.

Remember... Just registering your child for Free School Meals means that Prenton Primary School receives the extra funding even if you don't take up the free meal. No one will know you have registered and it will not affect any other benefits you are claiming.

To apply for free meals please follow the link <https://www.cloudforedu.org.uk/ofsm/sims-wirral> , complete the form in your parent information pack or contact the school office staff for advice.

If your child prefers to bring a packed lunch to school, it must be contained in a proper sandwich box which should be clearly marked with the child's name and class. A drink in a sealed container (not fizzy) may be included although water is always provided, diluted cordials are acceptable. Glass bottles, canned drinks, hot drinks, soup and flasks are not allowed for safety reasons.

A suggested lunch is: A sandwich, a piece of fruit, a bottle of water, occasionally a packet of crisps, occasionally a small cake or biscuit such as a Club biscuit or digestive biscuit is suitable.

**We are a Healthy Eating School. Please do not include sweets and chocolate in your child's packed lunch as we are trying to promote a healthy attitude towards eating.**

**Please do not send any nuts or nut products in your child's packed lunch as we have pupils with severe nut allergies in various year groups in school.**

Milk is available for the Foundation and Key Stage 1 children through the Cool Milk scheme, there is information in the parent pack. Access to individual water bottles is available during the day. We encourage the drinking of water to prevent children becoming dehydrated. Flavoured water is not allowed at any time. Fruit at break time is also provided for the Foundation and Key Stage 1 children. **Sweets are not permitted in school at any time.**

In KS2 children may bring a piece of fruit for breaktimes such as an apple, banana, orange or pear.

### **Clothing for School**

All of our children wear the school uniform. Children are expected to come to school clean and suitably dressed and we do appreciate parents' co-operation in this matter. Uniform items with the school badge are available from local children's outfitters. One local supplier is the Wirral Uniform Centre in Birkenhead but parents are not obliged to use this company.

White blouse/shirt, red or white polo shirt, grey tunic/skirt/grey school uniform type trousers grey jumper/cardigan. Red and white check summer school dresses and red cardigans may be worn after spring break.

**Black school shoes must be worn.**



- **Pupils with long hair should have it tied back at all times.**
- **Pupils are not permitted to have spray coloured hair, false nails or nail varnish at any time in school. Make up cannot be worn during the school day which includes non-uniform days. Face paint cannot be worn at any time.**
- **No smart watches or mobile phones.**
- **Please ensure that your child has suitable footwear for school; training shoes are not part of the uniform and neither are trainer type shoes.**

**In the summer months it is still important for children to wear the appropriate footwear – not open sandals, slingbacks, wedge sandals or ballet pumps.**

**P.E. and games** form part of the school curriculum from the summer term in Foundation 2 and suitable clothing and footwear is necessary. For guidance, listed below are the items required.

Blue or white shorts, school T-shirt and pumps.

Children are involved in learning games skills and do not need any specific equipment. It is safer for younger children to do dance and P.E. in bare feet.

**It is important that children have their P.E. kits in school at all times. Please ensure that kits are named and in a named bag to hang on their peg. The kit will be returned home at the end of each half term for washing. Please ensure it is returned to school on the first day after each break.**

**It is advisable for children to bring into school an old apron or shirt to wear during art activities as we cannot be responsible for stains caused by paint or glue spillages during art lessons.**

Equal opportunities are given to all children with respect to all activities including physical activities and we adhere to our published Disability Equality Scheme.

### **Personal Belongings and Valuables**

**All personal belongings should be marked with your child's name.**

We cannot accept responsibility for valuable objects brought into school.

Apart from a digital or analogue watch and small sleeper ear studs, jewellery should not be worn, as it can cause accidents to the wearer or to other children.

**For P.E., swimming and extracurricular activities all earrings must be removed.** Please do not have your child's ears pierced before swimming sessions, please refer to the online calendar on the school website to check for dates.

Mobile phones are **not** allowed in school at any time or at school discos. Smart watches (eg Apple, Samsung, other branded watches) and FitBits that may be linked to a phone **are not allowed** in school.

### **Child Protection**

Keeping Children Safe in Education place duties on a number of agencies, including Local Authorities, to assist Local Authority Social Services departments acting on behalf of children in need or enquiring into allegations of child abuse. Because of the duty explicitly placed on L.A.'s, L.A.-maintained schools are indirectly subject to the provisions of these sections.

**It is important therefore for parents to realise, that if deemed necessary, the appropriate agencies will be consulted if we have concerns about the welfare of any child.**

### **Parking**

We are constantly aware of the dangers to which our children are exposed and we therefore ask for your support in the matter of car parking outside the school. Please ensure that cars are parked well up or down the road rather than opposite the school entrance gate, when setting down or picking up your child. Please be mindful of our neighbours when parking and do not block access across any driveways and gateways.

If anyone parks in an illegal or inconsiderate manner please make a note of the make, colour and registration number of the vehicle and pass to the school office who will forward the details to the correct authority.

**Parents are not allowed to park in the school car park at any time. The car park is for staff use only.**

### **Administration of Medicines**

Although teachers in schools have a professional duty to safeguard the general welfare and safety of the children in their charge, they are under no obligation to administer drugs or medicine to pupils. There is a school policy for the administration of medicine in school and parents are welcome to discuss this with the Headteacher. Please contact the school for advice.

### **Information for parents**

Once your child is registered and has started in school parents are kept up to date via the parentapp. This can be easily downloaded to your phone and once we have your details you will be invited to register. All letters are sent via the parentapp. If you are unable to access the app parents may request to be sent a hard copy of each letter. The school website is also kept up to date and parents can find the school twitter feed via the website which will have photographs etc to celebrate the events in school.

**School website: [www.prentonprimary.co.uk](http://www.prentonprimary.co.uk)**