



PARENT HANDBOOK

Anson Church of England Primary School

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Parent Handbook

Welcome

Thank you for choosing Anson Church of England Primary School for your child. We hope your child will be very happy during their time with us.

We believe that Anson can deliver the highest quality learning for pupils in an environment that values the friendliness and familiarity that small numbers allow. In such environments, progress and attainment can be maximised.

We want every child within our school to enjoy and achieve through learning. Our goal is that we are judged as excellent by the children, the parents and carers, and the local communities, as well as outstanding by Ofsted and SIAMS. We recognise that excellent schools don't believe in excellence, only in continual improvement and change.

We understand that a child starting a new school for the first time can be daunting for both child and parents, and that you will have a lot of questions. We hope that this pack gives you the answers you need, but if there's anything you want to clarify further, or a question that isn't answered, please don't hesitate to ask one of our team.

Best wishes,
Mrs C Gethin
Chief Executive Officer

Our People

Anyone you entrust to care for your child must see themselves as an extension of the care and support provided at home. Our school is staffed by qualified and enthusiastic staff, who ensure the children in our care receive the best possible education. We have an open door policy, and are happy to discuss any concerns or questions you may have, as well as sharing your child's success stories with you. Staff can be contacted via email or telephone to make an appointment.

The Environment

You want your child to be in a safe, secure environment that you are confident your child can thrive in. We aim to provide a caring and nurturing environment, where learning is part of all activities, and is made enjoyable. Displays around the school are changed regularly. We work hard to ensure the environment is clean, safe and stimulating. The schools are fortunate in having excellent outdoor space, where children are encouraged to explore and play under supervision.

Ethos & Values "Believe and Achieve"

At Anson CE our aim is to foster a Christian, caring ethos in which children thrive by celebrating achievement and making sure they feel valued and secure. All children are taught to respect others and they are provided with exciting learning opportunities. Standards and the expectations of behaviour are high. We aim to foster and nurture the children's spiritual and moral growth, and they are encouraged to adopt friendly, caring and considerate attitudes to one another, and a respectful, polite manner to adults, while at the same time developing a sense of self-reliance, self-respect, and a sensitivity to other people around them and in the wider community. We think that each person is special and we provide equal opportunities for every individual member of our school family to develop to their full potential within guidelines of acceptable behaviour and a set of values, which will fit each child for life, and the society in which they live. We strive to serve our young people by setting the highest standards of teaching, learning and community life. The aim of the staff and governors is to create a happy and stimulating learning environment in which children are helped to develop their natural curiosity and academic ability, as well as to learn physical, intellectual, social and aesthetic skills. We operate an 'open door' policy and you should always feel welcome to approach staff with any concerns or questions you may have.

Vision Statement

Here at Anson we provide a stimulating environment of discovery and learning. Living our core Christian values of Love, Respect and Friendship. Developing helping hands and open hearts each and every day. Nurturing every young mind to achieve their very best.

Our Motto: Believe and Achieve

Our Christian Values: Love. Respect. Friendship.

Our Bible Verse: Helping Hands -

'Let all that you do be done in love'. 1 Corinthians 16:14

Christian Values

We have a commitment to Christian values, and these are promoted throughout our schools through themes each term. Typical themes include Compassion, and Friendship.

Christian Vision

At Anson CE we believe that Christian principles underpin everything we do as a school. We want our children to grow up in a school underpinned by the Christian values of love, respect and friendship. These values are the core for all we do at Anson CE and we believe these key Christian values enable our children to flourish.

Safeguarding, Security, & Safety

We take Safeguarding very seriously, and all staff are trained as part of their induction.

We hold refresher training regularly. There is a Safeguarding Lead, and a Safeguarding Deputy Lead in each school, and notices showing our Safeguarding Team are displayed in offices, and around the school.

The safety and security of your child is also taken seriously. We have Internet Safety policies in place, and regularly undertake Health & Safety inspections. The environment is made as safe as possible, and the school's external gates are locked once registration is complete.

School Day

The school day starts for all children at 8.45am, please see below the timing for different stages throughout the school.

Foundation Stage (Reception)

- Morning session: 8:45am to 12:15pm
- Lunchtime: 12:10 noon to 1:15pm
- Afternoon Session: 1:15pm to 3:15pm

Key Stage One and Two

- Morning Session: 8:45am to 12:15pm
- Lunchtime: 12:15pm to 1:15pm
- Afternoon Session 1:15pm to 3:15pm

(Breaks are given but times are flexible according to the children's activities).

Registration

The school day starts at 8:45am with registration. School gates will be open from 8.43am for your child, and there will be a member of staff present to welcome children into the school. The gates will be closed at 8.55 a.m.

Registration ends at 9.10am. If your child is unable to attend school, we ask that you let the school office know by 9:00am of the day of absence, for each day of absence. Schools within the Trust will not authorise absences for holidays within term time.

Lateness

Children will be marked as "Late" in the register if they arrive later than 9.10 am. Persistent lateness will be monitored. Should a student be late on three occasions within a half term then this will trigger a letter home.

If persistent lateness continues, the Headteacher will become involved and actions will be taken to overcome any barriers to improve punctuality. Ultimately, continued unauthorised lateness could result in records being provided to the Local Authority which may result in Statutory Action being taken.

Morning registration closes at 9.10am. Students arriving after 9.30am will be marked as an unauthorised absence, unless there is an acceptable reason verified by a parent / carer.

Daily Timetables

All classrooms will show a daily visual timetable for children, typically with three lessons in the morning, and two in the afternoon, and our curriculum is broad based. Registration is taken again after lunch.

Breaktimes

At playtimes and lunch times, older children are encouraged to support the younger children in their play, devising and organising games or activities for them. This includes use of the library, where Year 5 and 6 children act as Librarians.

Coming into and leaving school

We ask that parents do not come into the school building, but drop children off in the playground at usual school times. For Reception we do make an exception at the start of the first term, but the aim is to enable your child to come into school independently.

Staff are always available to talk to you about your child, and this can be done through making an appointment via the school office.

Our school has different entrances and exits for different year groups. This is to reduce congestion at any one entrance. Children who are late must use the main school office entrance.

Staff will be outside the school to welcome children to school every morning, and can direct you to the right entrance where necessary. A member of staff will escort children out of school at the end of the day.

Absence

Schools are required to take registers twice a day, and mark absence as authorised or unauthorised. Only school can authorise the absence. This is why information about the cause of each absence is always required. Authorised absences are mornings or afternoons away from school for a good reason, such as illness or another unavoidable cause. If your child is unable to attend school due to illness, we ask that you let the **school office** know **by telephone or email**, by no later than **9:00am**, for each day of illness. Please communicate with the office only for any absence notifications. Unauthorised absences are those which the school does not consider reasonable and for which no school permission has been given. This includes, but is not limited to:

1. Parents keeping children off school unnecessarily.

2. Truancy during the school day.
3. Absences which have never been properly explained.
4. Children who arrive at school too late to get a mark.
5. Parents taking children out of school for unauthorised holidays.

The school will monitor attendance each half term, and discuss the issue with parents where necessary.

Holidays during term time

If you wish to take your children out of school for a holiday or a trip during term time, please complete the Leave of Absence during Term Time Request form, and return to the school office at least 4 weeks before the first date of the proposed leave. Statutory guidelines state "Headteachers may not grant leave of absence during term time unless there are exceptional circumstances". The Trust will not grant leave of absence during term time outside these guidelines. Please note that cost is not an exceptional circumstance. If the school believes you have taken your children out of school for a holiday or trip without completing a request for leave form, or where a request for leave form has been completed and denied, the school will ask the Local Authority to issue a penalty notice.

Medical appointment absences

We would ask that, wherever possible, doctor and dental appointments are made outside the school day. If this is not possible, you should provide evidence of the appointment to the school, and must sign your child out at the school office and sign in when returning to school following the appointment.

Other planned absences

Should a request be for other planned absences such as participation in sporting or other educational representative activities such as a dance or music exam, then the school will need a notification of the exam date, such as the confirmation letter, and the child will need to be signed in and out of school.

School Life

Uniform

Uniform is required at all schools within the Trust. Details of required uniforms and suppliers can be found on the school website. Please ensure your child has the correct uniform, and that it is all clearly labelled with their name.

Lost property boxes are held in the school entrance – lost property will be kept for one term before being recycled.

Food

We believe that mealtimes should be social, happy times, where new skills are developed and new foods can be tested. Our schools produce fresh meals every day using fresh produce. Menus changed regularly and ran on a three-week rotation. Our staff also produce special menus for certain events, such as Chinese New Year.

Healthy eating is encouraged and promoted throughout Trust schools, and is embedded within the curriculum. Universal Free School Meals are offered to all children in Reception and KS1, as per Government policy.

Lunchboxes should also offer children a healthy and nutritious alternative to school dinners.

EYFS children are provided with a healthy snack of fruit or vegetables in the morning and in the afternoon. KS1 children will have a healthy snack in the morning.

KS2 children are encouraged to bring a healthy daily snack for morning break

Please see Healthy Schools Policy for snack and packed lunch criteria

Anson is a 'Nut Free' school.

Worship

Worship is held daily, with the school holding a Celebration Assembly/Worship each week, where children are recognised and celebrated for their achievements in and out of school. We encourage parents/carers to attend these Celebration Assembly/Worships, and to send in any certificates etc. that your child has gained outside of school. Birthdays are also celebrated at this time.

Anson CE Celebration – Friday 2.45 - 3.10pm

We ask that parents arrive 5 minutes early for Celebration Assembly/Worship in order to settle the children.

We have a strong link with the village within which we are based, and with the village Church (St. Stephen's). The children attend services to celebrate important times and festivals in the Christian Church's year including: Harvest, Christmas, and Easter. We also hold a 'Leaver's Service' at the end of the school year. Everyone in the school family, friends, relatives and the community are invited to join us at these events, and details will be on the website and emailed to you closer to the date.

If you do not wish your child to take part in Worship, or in church services, please let us know.

Library

The school has a Library, run by pupil Librarians.

Librarians run a programme of activities within the Library, including story time, and other activities.

All children can borrow a book from the Library, using the processes set out by the Librarians. We encourage children to make use of their school libraries.

Promoting Responsibility

The school is keen to promote responsibility in children, and as such operates a School Council, an Eco Council, a Sports Council, a Worship Council and the chance to become a Librarian.

The School Council meets regularly to discuss matters affecting the school or children. There is 1 representative from each year group, and they are voted for by their peers.

Year 6 children take on a range of additional duties such as: Worship Monitors, EYFS Lunchtime Play Buddies, Prayer Partners, Playground Buddies, Sports Leaders, Health and Safety, Eco Monitors.

Promoting Active Children

The Trust encourages active children, and as such time is given to outdoor activities. You will be asked to ensure your child has the appropriate sun hat, sunscreen, winter hats, scarves, gloves & wellington boots at the appropriate times. We ask that you apply sunscreen before your child arrives at school. Children are expected to apply their own sunscreen while in school, and staff will remind children to do this before they go outside.

Wrap Around Care Club

Care Club is available Monday to Friday in term time, at the following times:-

- Anson Care Club: 7:45am to 8:45am and 3:15pm to 5.00pm
8:30am to 8:45am Drop & Go.

Bookings should be made in advance via Arbor.

Promoting Positive Behaviour

The Staffordshire Schools Multi Academy Trust takes good behaviour seriously in all of its schools. Some schools may differ slightly from the schemes outlined below, but all follow the same basic outline.

Rewards and Praise

Positive reinforcement is the primary vehicle for promoting kindness, cooperation and good behaviour thus discouraging anti-social behaviour. We use 'Class Dojo' to reward good behaviour where children receive house points, golden tickets or dojos in recognition of their efforts.

Certificates and other awards are presented in our special Celebration Assembly, where adults are welcome to join us.

Sanctions

A behaviour log is kept to track behaviour and identify concerns through our on-line Safeguarding System - My Concern.

Outstanding Achievement Certificate

Outstanding Achievement Certificates are awarded for amazing achievements. These certificates are presented in Celebration Assembly/Worship.

Class Dojo (<https://www.classdojo.com/en-gb/>)

You will be given a code to log in to Class Dojo once your child moves class. You can then download the app to your phone, or access it on a PC.

Positive and negative behaviour is rewarded with our online Dojo points system. Each child has their own unique emoji character, which they can modify, through which they attempt to reach targets in order to receive rewards.

Star of the Week

Each week one child from each year group is nominated by their teacher to receive 'Star of the Week'. This award is presented in Celebration Assembly/Worship, and celebrates good behaviour, attitudes and achievement. Teachers will explain to the school what in particular a child has done to receive 'Star of the Week'. We encourage family members to attend Celebration Assembly/Worship. You will be notified in advance if your child will be receiving an award.

School Calendar

All school events and important dates are on the school calendar, on the school website.

Important dates for your calendar, regarding your child's progress at school are as follows:

Term Dates

Term dates are available on the school website. You can also request a copy from the School Office. **Please note that our term dates are not the same as Staffordshire County Council term dates.**

Parents' Evenings

Parents' evenings are held in November and February. Informal parents' evenings are held in between these, where parents with a particular issue regarding their child are able to come and discuss with teachers.

For formal parent's evenings, you will receive an email in the weeks prior to the date. Appointments may then be booked in Arbor.

For informal parent's evenings, which you need only attend if you feel there is a particular concern or issue with your child, the school will send an email, and appointments can be booked through the school office. Please note, there will be fewer appointments available for this event.

If you feel there is a concern or issue with your child at any point, please make an appointment with your child's teacher to discuss this at your earliest convenience.

SATs

The children in Year 6 sit the National Tests (SATs) in May. The results of these tests will be in their end of year school report, which is sent home in July. The dates of these tests will be in the school calendar on the school website.

Communication

We aim to have an open door policy, where you are free to approach staff with concerns or questions at any time. Appointments to see staff can be made through the school office, or at the school gate at the end of the day.

In order for you to be fully informed about what's happening in your school, we have a number of communication channels.

Websites

Our website address is <https://anson.staffs.sch.uk> The website should be your first port of call for whatever information you are looking for. Class pages and school blogs are password protected.

The website is updated frequently, and will contain latest news, class information (including homework and spellings), a calendar of school events, the term's lunch menus, assessment information, our policies, vacancies, Minutes of Governor's meetings, and a host of other information.

General school letters are emailed and are uploaded to the website.

We also use email to communicate with parents. Typical emails will include cancellation of clubs, reminders of events, school closures, to remind you if you have an outstanding balance on ParentPay.

Newsletters

Each class posts a weekly blog on what has been happening in their classroom. This can be found on the website under your child's class page.

Every half-term, the Headteacher will send out a newsletter to the whole school- What's Coming Up!

Parent Surveys

Each year we send out Parent Surveys to gather your views on the school and how it is serving your child or children. We are really interested in what you have to say, and would encourage you to complete and return these to ensure we have a wide range of responses to work with.

We look carefully at what you say, and will make changes where possible. We will keep you informed of the outcome of the Survey and what we are doing in response.

Class Dojo

Class Dojo is linked to our behaviour strategy (more detail elsewhere in this pack). You will be given a code to log in when your child starts at school, and will need to download the App. Your child will have an avatar which they can alter at any time.

Email

All staff can be emailed through the office email address. Staff will aim to reply within 48 working hours of receipt. All staff will set up an out of office notification to let you know if they are not going to be available for any length of time.

Please bear in mind that teachers may not be able to access email regularly throughout the day, and that this will delay responses.

Specialist Provision

We are proud to offer specialist provision in Modern Foreign Languages within the school.

Physical Education

Our P.E. provision includes football and netball teams, and cross country running. After school, P.E. clubs are run every term.

Swimming

Children are taken swimming in Class 3 - one year group for a term. Please see the Uniform List for correct attire. Incorrect attire will result in your child not being able to take part in the lesson.

Children will not be permitted to wear goggles without a signed form from parents. This will be sent to you with the information regarding your child's swimming lessons. You will need to have given permission for your child to travel on the minibus in order for them to attend the lessons.

Peripatetic Music

Children are offered the opportunity to partake in peripatetic music lessons from Year 2 onwards. Please speak to us if you are interested.

Children are released from their lessons for peripatetic music lessons. Children who have reached a certain standard are encouraged to take part in the summer music concert.

First aid

All Trust Schools have designated First Aiders on site at all times, who have been appropriately trained. The majority of Trust staff hold a paediatric first aid qualification.

A first aid kit is taken on all outings, and at least one member of staff on the outing will hold a current paediatric first aid certificate.

Procedure for a minor injury or illness at school

The first aider present will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parents will be asked to collect the child as soon as possible.

Procedure for a major injury or serious illness at school

In the event of a child becoming seriously ill or suffering a major injury, the first aider present will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's **Medical Form** with them and will consent to any necessary treatment (as approved by the parents on the **Medical Form**).
- We will contact the child's parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.

Taking Medicines in School

The school is only allowed to administer **prescribed medicine** to your child, and only where it is required to be taken 4 times a day. Medicine that needs to be taken three times a day should be given at breakfast, immediately after school and again at bedtime. Only prescribed medication, which needs to be taken four times a day, can be administered in school. If your child has been prescribed medication, please bring it into the school in the original packaging, so that the

medication clearly has your child's name on it. You will be asked to fill a medication form in, outlining timings and dosage, and other relevant information, and the school will ensure that an appropriate person administers the medication.

School is not able to give your child any other medication (including Calpol), although you are welcome to come to the school office at play or lunch times to give your child medication yourself if required.

Inhalers should be sent in to school in original packaging, with the inhaler itself clearly labelled with the child's name. It should also be in date. **The school will check inhalers termly**, and send home any out of date medication. It is the Parent's responsibility to ensure that medication is in school and in date.

Head Lice

If a case of head lice is found, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	5 days from first appearance of rash
Cold Sores	None. Avoid contact with sores
Conjunctivitis	24 hours or until the discharge from eyes has stopped
Diphtheria*	Until certified well by doctor
Diarrhoea and Vomiting	48 hours after symptoms cleared
Glandular Fever	Until fully recovered
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	Until certified well by doctor
Hand, Foot and Mouth disease	While rash and ulcers are present
Hepatitis A*	Until certified well
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until the skin has healed
Influenza	Until recovered
Measles*	5 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands

Pediculosis (lice)	Until treatment has been given
Pertussis* (Whooping cough)	21 days from the onset or 5 days from commencing antibiotic treatment
Poliomyelitis	Until certified well by doctor
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella* (German Measles)	5 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever*	5 days from start of the treatment
Shingles	Once rash has stopped weeping
Slapped Cheek, Fifth Disease	None
Streptococcal infection of the throat	3 days from the start of the treatment
Threadworm	None
Tonsillitis	None
Tuberculosis*	Until certified well by doctor
Typhoid*, Paratyphoid*	Until certified well by doctor
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease.

If in any doubt contact local health services for further information.
For more detail, please see our Illness & Accident Policy.

School Trips

School trips are held regularly throughout the year, to enhance the curriculum.

Annual trips may include:

Trip	Year Group	Approx date	Approx cost	Approx Payment Date	Last Due
Kingswood (1 week) (Bi-annual trip)	Y5 & 6	September	£200	July	
York Trip (Linked to Vikings topic)	Yr5 & 6	February	£100	December	
Chasewater or Whitemoor Lakes (1 night) (Bi-annual trip)	Y3 & 4	February/March	£100	February	

Year 6 Leavers Treat (Borth)	Y6	July	£150	February
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Children who receive Free School Meals are entitled to subsidised educational trips. This is not the case for children in receipt of Pupil Premium.

If you feel you are unable to pay the part or full cost of a trip, please make an appointment to discuss this with the Headteacher.

If a deposit is not paid in time, and you have not notified the school of an issue, your child will not be able to attend the trip.

School Fees & Arbor

During the school term, there will be items and events that are not covered by school funding. Examples include school dinners for Nursery & KS2, peripatetic music lessons, sporting events and trips.

Arbor is used within school for all school related payments. Arbor is not just a system for showing outstanding balances, it will also show items you may wish to buy at some point during your child's school life.

It does not include sponsorship payments, charity events, or payments for events run by the PTA.

You will be provided with login details when your child(ren) starts at the school. You will only need one account, and this can include multiple children. If you have a child at another school which uses Arbor, you will still only need the one account.

Arbor has been designed from the ground up to work on tablets and phones as well as desktop computers, so there's no need to use up memory downloading extra apps. The vast majority of Android, iOS and Windows Phone devices will be able to run Arbor.

Notifications are sent to all account holders on a regular basis where there is debt.

Payment for Trips

Trip balances are due at least a week before the trip. Extracurricular trips will be added to your Arbor account. It is imperative that you complete the full payment of the trip and provide consent, as the school will already have paid based on the number of consents returned in Arbor.

For curriculum based trips, the cost will be added to all relevant Arbor accounts up front. The school is committed to providing additional learning opportunities for your child, which extend their understanding of the curriculum being taught. As such, these trips are linked to the curriculum, but are not a part of it, and the school will receive no funding. Therefore, it is necessary to ask for a voluntary contribution per pupil. There is no obligation to contribute, and no pupil will be omitted from a trip because they do not pay, or do not pay in full. However, the visit will not go ahead if the school has not received sufficient parental contributions. If you feel you are unable to pay the full cost, or part of the cost, please speak to us about it.

Residential visits are charged in full and the voluntary contribution policy does not apply, as much of the visit takes place outside of the normal school day.

Payment for School Dinners

School dinner fees are uploaded daily, and are payable weekly in advance. Please note children in Reception and Key Stage 1 are entitled to Universal Infant Free School Meals.

If you have questions about Arbor, please contact Shanie Cole on finance@tssmat.staffs.sch.uk or 01543 472 245.

Policies

All School and Trust policies can be viewed at www.tssmat.staffs.sch.uk/policies or you can request paper copies, or copies in alternative formats from your school office. If there's a policy you think is missing from our list, please let us know.

Social Media

In the interests of promoting a caring and positive attitude, in line with the ethos of the school, we ask that parents and carers respect the school's community, and avoid negativity about other families, children, or staff in their activity on social media. We also request that at school events, parents do not post photos of other children, without relevant parental permission.

If you have an issue with the school or Trust we ask that you speak to us before posting on social media.

Parent Teacher Associations

We have an active parent teacher association. All parents are automatically members of the PTFA, and are encouraged to actively participate. This may involve attending meetings and coming up with ideas, giving an hour or two to support an event, or donating prizes.

Our PTFA desperately needs support, and the more parents who support, the less work there is to go round. We would encourage all parents to try and get involved where possible.

Usually, PTFA will have a Chair, Secretary and Treasurer, who organise the regular meetings, and a series of events throughout the school year. The PTFA will spend any money raised on equipment, resources and experiences for the children at the school. Parents and the school all have a say in what the money is spent on.

Information on PTFA activities can be found on the school website. To get involved with your PTFA, please contact your school secretary if details are not found on the website.

Volunteering at School

We welcome volunteers in school, to support teaching and learning. Typical activities for volunteers include 1-1 reading with children, supporting spellings, or accompanying on school trips.

If you are interested in being a volunteer at Anson CE, we would love to hear from you. As little as an hour a week would be gratefully received.

A volunteer pack is available from the school office. Once you have completed and returned this, we will undertake our safeguarding checks. This will involve contacting referees, and asking to see 3 identity documents.

Once this is complete, the Headteacher, or a nominated teacher, will contact you to arrange coming in.