Springdale First School Handbook

2026/2027



We hope that you will find this information useful. Please let us know if there is anything else you would like to find out about the school before your child starts.

THE HILLARY PARTNERSHIP

OUTSTANDING IN ALL AREAS

Contact Information:

Headteacher:	Miss D Budden
Deputy Headteacher:	Mr M Cameron
Chair of Governors:	Ms C Hurley
Operations Manager:	Mrs T Sandford
Office Manager:	Miss K Bright
Pastoral Support Worker:	Mrs D Samways
Early Years Leader:	Miss L Iles
Site Manager:	Mr R Hawker
School Telephone:	01202 692700
School Email:	office@springdale.poole.sch.uk
School Website:	www.springdale.poole.sch.uk
Hamwic Education Trust:	http://www.hamwic.org
School Nurse:	Main Hub – 01929 557558
Heart Radio	FM 102.3
ParentMail	www.parentmail.co.uk
Government Information Website:	www.direct.gov.uk

Department for Education:
https://www.gov.uk/government/organisations/department-for-education

How can I find out what I need to know?

Welcome to Springdale school! We look forward to working in partnership with you as your child grows and learns with us.

This handbook is intended to be an easy way of finding information so please keep it in a handy place.

Our school website (www.springdale.poole.sch.uk) has useful information and contacts as well as direct links to other websites.

Forms that you may need will be sent home with your child. Please e-mail the office for the forms that you require.

Regular newsletters provide on-going information. A copy is sent via ParentMail. They are also published on our website.

ParentMail - PMX is the company we use for email and text messaging. We expect all parents to register as this has proved to be our most efficient means of communication. A registration link will be sent to you to enable you to register on-line and start to receive information in this way. Text messaging is used only for urgent messages e.g., if the school were to close unexpectedly or a club involving your child is cancelled. If your child is ill, please contact the school.

My Child at School (MCAS) is an app-based system that we use for parents to update their child's information, payments, booking parent's evening, booking wraparound care, purchasing products and parental permissions. Once registered you will receive a system generated email with your log in details. This will be accompanied by a MCAS Parent Guide which will enable you to work through and set up your new account and dashboard.

Talking together is key to successful learning

It is important that we work closely together to solve any problems, difficulties or worries. Please help us to prevent small worries becoming larger by telling us as soon as you can. If any concerns arise in school, you will be contacted and invited to discuss the matter.

You are welcome to discuss issues relating to your child by making an after school appointment with their class teacher. Please note that the time before school is very limited and teachers are focused on children at this time.

Non-urgent messages may be sent via a note or email (office@springdale.poole.sch.uk). If a message is urgent, please phone the school. For safeguarding reasons, you may be asked for your password.

If there is a confidential or sensitive matter e.g. a concern relating to your child or a family situation, please email the office address above marked confidential for the Headteacher's attention and it will be forwarded on.

Home and School

Curriculum Information

We pride ourselves on making learning exciting and motivating for children through a broad range of topics which allow children to learn and apply skills. Information is sent home from your child's year group as topics change so you can support your child's learning.

Early in the Autumn Term, year group meetings are arranged at which you will receive key information regarding organisation, routines and expectations.

The Headteacher is always happy to answer general questions about curriculum, assessment or other educational issues.

Specific support in Reception

All Reception parents have the opportunity for an individual appointment with the class teacher in the Spring and Summer term.

Curriculum workshops (reading/ writing/math) are held so that you can understand more about the way your child will be learning in school. These sessions allow you to ask questions about your child's day and the Foundation Stage curriculum. Phonics workshops are also held later in the term.

Information regarding your child's achievement will be sent at the end of the summer term.

Home Learning

Children don't only learn in school! A range of tasks to support children's learning are sent home e.g. reading, learning key facts, practical and written tasks. Naturally these vary according to the age of the children and details will be given at the information meeting for each year group. Information is also published on the website. For children in Years 1 – 4, home learning is set via your child's Microsoft Teams log-in. Reception children use Tapestry as a way of sharing learning at home.

Parent Consultation Evenings

Parent consultation meetings are ten minutes long and are an opportunity for you and the teacher to discuss any issues, to monitor progress and consider ways that you can support your child's learning. These happen both in the Autumn and Spring term, and they are a chance for you to celebrate and discuss the progress that your child is making in their learning. It is also a chance to review targets and set new ones.

If there are any matters that have arisen during any consultation that need more time for discussion, your child's teacher will make another follow up appointment. Wherever possible please try and attend parent consultation without your child.

Reports

Each child receives a report at the end of the academic year in the summer term. The report shows attainment across the curriculum and sets future targets for the children to achieve.

Teachers will also report on your child's level of confidence and attitude to learning. Please help us to build your child's self-esteem as this is crucial to effective learning.

Parents helping in School

We welcome and appreciate parental and community involvement in school. Some parents help with general tasks while others prefer to be involved with activities such as cooking, art and craft or class group work. At times we invite parents to be a part of working groups to gather parental views.

To help to ensure the safety of our children, there is a set procedure which needs to be followed and completed before any volunteer can help in school. Guidelines state that all volunteers need to be treated in the same way that any employee of the school will be treated. This includes completing an application form, receiving references, obtaining Disclosure and Barring Clearance (DBS) and undertaking an induction meeting.

When all checks have been completed, all volunteers must sign in and wear a badge, as do other visitors, so that everyone can be easily identified.

'Friends of Springdale'

The 'Friends of Springdale' include all parents and close relatives. Our aim is to have as many parents/carers as possible involved, as we know you have a wealth of expertise to share. During the year, meetings are held (both in the day and evening) at which fundraising and social events are planned and organised.

We are always looking for new ideas and would love you to come along, dates will be published via newsletters and the website.

Parent Support

The school provides additional support for families through our Pastoral Support Worker, Mrs Samways. You may call the office to make an appointment.

Springdale Early Bird Club and After School Club

The school has a popular Early Bird Club. Children may attend between **7.45 - 8.25 a**m.

We also provide after school care for children between **3.05pm and 4.45pm.** (Children can be booked for collection at 4.15pm or 4.45pm). They have a drink, a biscuit and the chance to take part in play based and some study activities.

If you would like to apply for a place at either of these clubs, please contact the school office. Places are offered on a first come first served basis and can be booked via MCAS.

The Role of the Governing Body

The Governors are a vital part of the school partnership and work closely with us to provide the best possible education for the children of Springdale. The current Chair of Governors can be found on our website.

The Governors have overall responsibility for the curriculum policy, appointment of staff, managing the school finances, maintenance of the building and other essential aspects of school life.

Information regarding governance is published via our website, which parents are welcome to discuss with the Headteacher or Chair of Governors.

The Clerk to the Governors may be contacted via the school office. The Clerk is able to arrange appointments with the Chair and will forward any correspondence.

Inspection of Documents

Many policies are available on our website. If you would like a paper copy or would like to discuss a policy that is not published, please arrange to see the Headteacher.

Complaints

The school does all in its power to avoid complaints occurring and we find that most problems can be resolved quickly. If you have a concern, please see your child's class teacher in the first instance but if you wish to discuss the matter further an appointment should be made to see the Headteacher. We take your concerns very seriously and will check with you after a few weeks to ensure all is well. The School's Complaint Policy, with information about what to do in the case of concern or complaint can be found on the school website or a copy can be obtained from the school office.

Child Protection/Safeguarding

School staff are governed by statutory regulations regarding all aspects of safeguarding including Child Protection.

Where there is a cause for concern, information from the child or family will be sought with tact and discretion according to the current *Keeping Children Safe in Education* procedures. Staff have a responsibility to share relevant information about the protection of children with other professionals. The Headteacher is the Designated Safeguarding Lead (DSL) with the Deputy Head, Inclusion Lead and Pastoral Support Lead taking this role in the Headteacher's absence. The school has a responsibility to liaise with Social Services or other agencies where there are safeguarding concerns.

If parents have any concerns regarding the welfare of a child, they have a duty to speak to the Designated Safeguarding Lead.

Absence Learning

There is a clear link between a child's progress and their attendance at school and our school, in line with all other schools, is expected to adhere to government guidance**.**
National attendance figures are 96% and Springdale's attendance is consistently high.
Please help us to continue to achieve high levels of attendance as good attendance is linked to high academic achievement.
The DfE states:

'Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.'

Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances only and this is not the norm. It is important to note that Headteachers can determine the length of the authorised absence as well as whether the absence is authorised at all.

The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable circumstances (which means the event could not reasonably be scheduled at another time). Circumstances will vary from family to family.

There is no legal entitlement for time off in school time to go on holiday and, in the vast majority of cases, holiday will not be authorised.

The Headteacher will consider each application to determine whether the circumstances are exceptional in terms of the government guidelines. You will be informed whether the absence is authorised or unauthorised as soon as it is feasible to do so. A Penalty Notice, which may lead to a fine, is likely to be issued in the case of unauthorised absence.

How do schools work out my child's attendance?

Schools count each day as two sessions – morning and afternoon. Your child has to attend 10 full sessions (five days, morning and afternoon) each week to achieve 100 per cent attendance for that week.

What is the impact of absence (for any reason) across the school year?

Number of days absence during one academic year	% Attendance overall
10	94.74%
8	95.79%
6	96.84%
4	97.9%
2	98.95%

Attendance reports are issued to parents twice yearly to make you aware of your child's attendance. Your child's attendance can also be viewed on your MCAS dashboard.

Authorised (legal) absences are:

- Absence for educational purposes - eg visiting another school or examination.
- Day of religious observance of a religious body to which the parents belong.
- Illness, medical or dental treatment (we ask that routine appointments are made outside the school day if possible.)
- An unavoidable cause which must directly affect the pupil and not just members of the family.

In the case of families where parents are separated it is helpful if both parents have agreed to the request. The school will contact the parent who is not making the request to ensure this is the case.

Arrival and Departure from School

*For safety reasons children and parents **must** use the Lewesdon Drive (park gate) or Gladelands Way (wood gate) entrances at the beginning and end of the school day.*

Start of the day

The **school gates** are opened at **8.25am** and children go directly to their classroom. No responsibility can be accepted for children before 8.25 am unless they are enrolled with the Early Bird Club.

Gates are locked at 8:35 am; after this your child should be brought to the office, via the Springdale Road entrance. You should also use this entrance if you need to collect your child during school hours. All children are to enter via Lewesdon Gate, parents/carers are then to exit via Gladelands gate.

Registers are taken **at 8.35 am and 1.00 pm** and close at **8.50 am and 1.05 pm.**

All absences, including unauthorised (illegal) absences, e.g. lateness, are recorded in the attendance records which are monitored regularly by our School Attendance Workers who can help families needing support to maintain good attendance/punctuality.

Schools must keep a record of the reason for every absence, so notification is essential on the *first day* that your child is absent (before 8.25 am if possible). This can be done by texting the absence line on 07860054246, this is not a manned telephone line so please do not phone this number, or by email to the office (office@springdale.poole.sch.uk) or by telephoning the office choosing option 1 to report your child's absence (01202 692700). Parents may be contacted to check the child's welfare if notification is not received.

End of the day

Parents who have children in Reception and Year 1 only.

- Parents can enter via Lewesdon Gate and leave through Lewesdon Gate.
- Gates will open at 3.00pm.
- **Reception children** will finish school at 3.05pm. Parents are asked to wait on the bottom playground and the children will come down the slope with their teacher.

- **Year 1 parents** – please wait on the bottom playground and the children will come down the slope with their teacher.

Parents who have children in Years 2,3 4 only.
- Parents can enter via Gladelands Gate and leave through Gladelands Gate.
- Gates will open at 3.00pm, school finishes at 3.05pm.
- **Year 2,3,4** parents are asked to wait on the top playground. (Staff will be on hand to guide you)
- There will be labelled stands showing you where you must wait on the top playground.
- We then ask for everyone to leave through Gladelands Gate.

Parents who have children that need collecting from both the bottom and top playground.
- Parents enter via Lewesdon Gate and collect the youngest child first.
- Leave through Gladelands Gate.
- Staff will stay with older siblings until they are collected.
- **Please do not wait outside classroom doors or block paths.**

Parents are responsible for the safety of their pre-school children - please do not allow them to climb on school equipment, furniture or the steep bank, NO DOGS are allowed onto the school grounds.

Special events in school – timings given in relevant information

Entrance for special events e.g. performances is via the Lewesdon Drive gate and the back door near Year One. Springdale Road entrance may only be used in exceptional circumstances (e.g. a disability that affects mobility) by prior arrangement with the Headteacher, due to safety issues.

Pushchairs are not allowed in the school building as they can become a risk in the event of an emergency.

Walking Alone

From the Summer term when children reach Year 4 you may wish them to walk to and from school unaccompanied. In this case a permission form (available from the office) must be completed and authorised by the Headteacher before they start walking, so that parents can be informed without delay if their child fails to arrive at school. This also applies to children who are walking to the gate to meet parents as they have left the area where staff can see them.

Emergency Closure

In an emergency or exceptionally bad weather, it may be necessary to close the school. Information will be broadcast on Heart radio - 102.3 fm. Information will be available on HEART's website www.heart.co.uk/dorset/ , the school website: www.springdale.poole.sch.uk and parents will be contacted on PMX.

Road Safety

In school we use every opportunity to reinforce understanding of road safety and have visits from relevant professionals. However, parents and carers are key to this so please ensure your child is aware of danger on the road and ensure you set a good example.

- Use pavements – please don't be tempted to cut across the turning circle in Lewesdon Drive.
- Park safely and considerately – do not park on yellow and zig zag lines, across residents' entrances or on the pavement. Please use the crossing patrol to cross the road safely.
- Never drive along the pavement.

We expect the active support of parents and carers to ensure that dangers to our children and other road users are minimised.

Our aim is to encourage as many people as possible to walk safely to school. We promote the use of bicycles and scooters which can be safely stored at school; please ensure that children wear a helmet. Your child should walk with their cycle or scooter once they have come through the school gates.

Health and Welfare

Illness

Please inform the school if your child is ill (see "Attendance"). Please do not send your child to school if unwell; not only do germs spread quickly but your child will be unhappy and unable to participate fully.

If your child has an accident or becomes ill during the school day, we will contact you immediately.

*Please make sure the school has **at least four** local emergency telephone numbers to contact someone with permission to collect your child in case of accident or illness!*

Medicines in School

Only essential medicines can be administered in school.
In line with LA guidelines a written request must be completed (available from the office). The medication must be in the original container - clearly labelled with the child's name & the dosage and must be handed to the school office. Please do not send cough sweets, lip salve etc in with your child.

Medication e.g. Antibiotics – those to be dosed 4 times a day may be given in school. (3 daily doses should be given at home).

Medical Care Plans

If a child has a medical condition such as severe asthma, nut allergy, diabetes etc, a medical care plan will be written in conjunction with parents. Please speak to the office for further information.



Medical Policy

Further information can be found in our medical policy which is available on our website.

School Nursing Team 'Who, Where and How'

The school nurse can be contacted via the nursing team at the main hub on 01929 557558.

How can the School Nursing Team support you?

During your child's first year at school the Nursing Team will send you a letter that contains a health questionnaire for you to complete on behalf of your child. This will allow the team to take a first step towards understanding your child's health needs.

When do the children meet the School Nursing Team?

We introduce ourselves together with our teddy bear, Healthy Ted, who goes everywhere with us. We explain to the children who we are and the health checks that we can do. The children are then talked through the health checks using Healthy Ted as the willing subject.

How are health checks carried out?

The children come and see us and during these sessions we will be checking their eyesight, hearing and growth (height and weight).

Other services offered are:

Drop-in clinics where a school/nursery nurse is available at the school.

- Advice for health problems
- Advice for behaviour problems
- Hearing clinics
- Bed wetting clinics
- Parenting groups
- Health education within school hygiene, healthy eating, safety with medicines etc.

A Guide to Infectious Diseases

The following information was provided by the Dorset Healthcare NHS Trust, School Health Service.

How long should you keep your child home from school?

The basic rule is your child should not be sent to school unless he/she is fit and well. You should consult your doctor if you are concerned about your child's condition and for advice on when your child is well enough to return to school. (A leaflet to help with this is included with this pack).

However, you may find useful the following written advice which is given to schools about children with infectious diseases. The following are the **MINIMUM** periods of exclusion from school, but they do not necessarily indicate that the child is ready or fit to return to school.

Disease	Incubation Period	Minimum Period to kept at home	Action/ Comments
Chicken Pox	14-21 days	6 days from appearance of rash or until blisters are crusted over	Avoid contact with non-immune adults particularly pregnant women.
Cold Sores	2-12 days	None	Condition is usually recurrent. May need to be distinguished from impetigo at first attack.
Conjunctivitis	From time of contact	Until treatment is started	Spread through direct contact and on shared towels.
Sickness/ Diarrhoea/tummy Upset	A few hours – 7days depending on cause	Until 48 hours after symptoms have cleared up	Washing of hands is very important
Fifth Disease/Parvovirus Infection 'Slapped Cheek Syndrome'	4-20 days	None	Presence of rash does not mean this is infectious
Glandular Fever	4-6 weeks	Until clinically well	Only spread by close contact such as kissing. Your child may feel tired and unwell for many weeks but can attend school if feeling well enough
Hand, Foot and Mouth Disease	3-5 days	Until clinically well	Not related to foot and mouth disease in cattle
Hepatitis A	15-50 days	Until 7 days after the appearance of jaundice	Spread by faecal-oral route, therefore hand washing is very important
Impetigo	4-10 days	Until treatment is started and lesions dry	Should be referred to Family Doctor for treatment
Measles	2-10 days	4 days from onset of rash	Highly infectious. Ensure any other children in the family have been immunised.
Meningitis	2-10 days	Until clinically well	As advised by Family Doctor
Mumps	12-25 days	9 days after onset of swelling	Notify Family Doctor
Ringworm	4-14 days	Until treatment is started	Should be referred to family doctor for treatment

Rubella	14-23 days	7 days after onset of rash	Pregnant women who are contacts should seek advice from their family doctor
Scabies	2-6 weeks if not previously exposed	Until adequate treatment instituted	Family contacts will require treatment. Family Doctor should be notified
Scarlet Fever	1-3 days	24 hours after treatment started and clinically well	In scarlet fever throat swab advised to confirm diagnosis
Whooping Cough	7-10 days	Until clinically well and 7 days after effective antibiotic treatment started	Highly infectious. Ensure that any other children in family have been immunised.

We are happy to administer some treatments in school for further clarification please ask at the school office and we will try and help.

School Meals and Healthy Eating

The school adheres to the Government Food Standards. Children may either bring a packed lunch or order a hot meal.

Hot meals

Reception to Year 2

All children in Reception, Year 1 or Year 2 are entitled to Universal Free Hot School Meals. Please note this is a lunch and is not intended to be the main meal of the day**.** You will receive a menu and an email inviting you to register for hot school meals containing instructions on how to order meals online. If you would like your child to have a hot meal in the Autumn Term you will need to order meals, more information to follow. If you choose the hot meal option:

- Your child must have a hot meal every day for the whole week.
- There is a choice of standard meal, vegetarian meal and jacket potato.
- You will need to order the meals for a half term at a time in the preceding half term.
- Please do not send in a packed lunch if a meal has been ordered as this will be sent home.
- If your child is not getting on with hot school meals, please speak to the office. If you would like to cancel meals, please cancel online by Monday midnight for the following week onwards.

Years 3 & 4

Children in Year 3 and 4 who pay for meals, may have meals on varied days and have to pay at the point of ordering online. Please remember to order by midnight Monday night for the following week.

Packed lunches

We encourage 'healthy eating' so please provide a healthy lunch.

Children are encouraged to eat all of their lunch and have twenty minutes to do so. Please send an appropriate amount for that time. If a child is a genuinely slow eater, we will allow additional time. Uneaten food will be sent home so that you can see how much your child has had.
Water is available to refill bottles, please send one drink for the classroom and another to have with lunch in an unbreakable container. **Fizzy drinks**, **sweets and chocolate bars are not allowed in lunch boxes.** **Nut allergies are increasingly prevalent, and we ask that no nuts of any kind are sent into school.**

Morning Break

All children in Reception, Year 1 and Year 2 are provided with a piece of fruit at break time. Children in Year 3 and 4 may bring fruit or vegetables for a snack, please label the fruit or the container it is in.

Milk

All children are now entitled to have a portion of milk in school if they so wish. Children who are under 5 years of age receive this free of charge, parents of children over 5 have to pay for the milk. We use a company called 'Cool Milk' to arrange our milk deliveries. Parents are required to register with them to have milk delivered for their child (even if they are under 5 and the milk is free). Please register at their website at your earliest convenience if you would like your child to have milk when they begin school in September. www.coolmilk.com . For over 5's milk is paid for directly to Cool Milk.

Sweets in School

Sweets should not be sent into school for any reason. Many children have allergies and often parents prefer to monitor the sweets their children have. Occasionally a 'treat' may be given by staff or visiting students; these are to be enjoyed at home. Please do not bring in sweets or cakes for the class after a birthday or holiday, we have found that this becomes competitive, and not all children would be able to enjoy them.

Water: All children are encouraged to drink water throughout the day. All children need a named water bottle with a sports type lid plus a separate drink to have with their lunch. **If your child needs to drink regularly for medical reasons, please make the teacher aware of this.**

Uniform Policy

We believe that looking smart helps children to take pride in themselves and all that they do.

*****IT IS ESSENTIAL THAT ALL ITEMS OF CLOTHING ARE CLEARLY NAMED**

Most of the following items may be obtained from the large chain stores, Amazon or from school wear shops. However, our school uniform provider is Brigade. Items can be ordered directly with them; their website address is: https://www.brigade.uk.com/ .

Either
Royal blue pinafore dress or Royal blue skirt
White polo neck, polo shirt or white blouse
Royal blue cardigan, sweater or school sweatshirt
White socks, white or royal blue tights
Royal blue and white checked or striped dress with FRONT opening for summer wear.

or Grey trousers/shorts
White polo neck, polo shirt or white shirt/blouse
Royal blue cardigan, sweater or school sweatshirt
Grey socks
Children may choose from **one** of the above sections. Fashion clothes and shoes are not permitted. Hair bands/bows must be discreet and be the school colours. On PE days, long hair must be tied back.

PE Kit in a shoe bag

Royal blue shorts
Blue School PE T shirts
Velcro trainers
Tracksuit - any dark colour (not needed at the start of Reception)
Foundation Stage – a spare pair of pants and socks in a named carrier bag Hairband to tie back long hair

Summer wear

Open toes sandals are **NOT** suitable for school as they offer no protection for toes and increase the risk of tripping. Lightweight shoes or closed in sandals are much safer. Socks must be worn throughout the year, 'trainer' socks are not acceptable.

Sun hats are essential for outdoor PE and for break times.
Sun cream should be applied at home – **NO** sun cream should be sent into school.
Sunglasses may only be worn if there is a genuine medical reason, in which case please write to the Headteacher.

Personal Property

Money - Young children are experts at losing money, so please ensure that all money sent to school is in a sealed envelope clearly marked with the name of the child, the class and the purpose for which it is intended.

Pens and Pencils - Pencils, pens etc are provided for the children's use - pencil cases are only required for Years 3 and 4.

Jewellery - For safety reasons, only stud earrings may be worn by children with pierced ears. No other jewellery should be worn at school. Jewellery must not be worn in PE. Spectacles can be worn during PE with written parental consent.

Lost property - Unmarked lost property is kept in a container in the Year 4 corridor. Children may look there for anything they have lost. Named items of clothing will be returned to the child. The container is emptied at the end of each term and any remaining items are disposed of. Please ensure all uniform is named.

School Bags - Large backpacks are a safety hazard in our limited cloakroom areas. Please bear this in mind if your child needs to bring a bag to school. Lightweight rucksacks are recommended.

Out of School Activities

Peripatetic music staff provide the opportunity for children from Year 3 upwards to learn to play a range of instruments.

Out of school clubs are organised for all the year groups according to the time of year and the interests and expertise of the staff. Some are free and others are subject to a small charge.

More information will be sent home via PMX.

Charges for Visits and School Activities

Please see our Charging and Remissions Policy on our school website Springdale First School

PRIDE - Our Growth Mindset

Underpinning our Vision and Values - 'Imagine, Believe, Achieve' - we believe in developing a growth mindset culture throughout our school. Enabling all learners to realise the power of the brain and the continual intrinsic desire for our brains to grow, shapes ourselves as learners. Therefore, we prioritise supporting children to develop an awareness of their internal dialogue, their thoughts, and to use a growth mindset dialogue which will therefore develop, enabling learning skills. These are illustrated through our PRIDE acronym.

Perseverance & Persistence

Reflective & Resourceful

Inquisitiveness & Independence

Drive & Determination

Enthusiasm & Excellence

At Springdale we respect everyone and everything

Volunteers in School – Information and Guidance

Introduction

The Governors, teachers and young people in our school all appreciate the special support that adult helpers give both in and outside the classroom. Adult helpers come from a wide variety of backgrounds and bring with them a range of experience and knowledge that enriches and supports the work of the school.

Activities undertaken

Adult helpers may assist in one or more ways: in the classroom, back up support tasks and on school trips.

Adult helpers regularly assist with one or two classes. However, they may from time to time be asked to assist around the school in different capacities. Other adult helpers may assist only on specific occasions, such as school trips or sports days.

Supervision and support

The person in immediate charge of a volunteer is the class teacher the adult helper is with. Overall responsibility lies with the Headteacher, supported by the Deputy Headteacher.

As part of initial planning, the teacher should provide the adult helper with information to enable them to give the appropriate support to the pupil, group or activity. Such information would include some or all of the following:

- where the task will be done
- the names of the pupils involved
- the main educational objectives of the activity

- what equipment is needed, where and how it is stored
- the length of time the activity should take
- where and to whom do the pupils go afterwards
- what the adult helper is required to do and what the pupils should be doing
- any special circumstances relating to health and safety

After the activity, information the adult helper may share with the Teacher is:

- what was achieved by the pupils and how
- what was not achieved by the pupils and why

Induction

On commencing your adult helper role, you can expect to receive an induction covering aspects such as the role itself, school culture and ethos, confidentiality, evacuation procedures, health and safety, first aid, no smoking policy, etc. You will be required to fill out a DBS check. Please ask for an application form in the school office.

Attendance and availability

The assistance that adult helpers give is greatly valued and the class teacher will have planned helper activities into the structure of the day and week.
Please let the school know at the earliest opportunity if you are unable to make a planned session so that other arrangements can be made.

Disclosure and Baring Service Check

DBS are checks carried out to identify whether or not individuals working with children are suitable to do so. This is because it is known that a small minority of people use this route to gain the confidence of children before causing them harm. These checks are done to protect the children and also to protect the individuals themselves.

Having a criminal record does not automatically prevent an individual from being a helper. The Headteacher and Governing Body would consider the details of the criminal record and balance this against the activities the individual is to undertake. Should you have been or become convicted of a criminal offence that may have a bearing on your acting as an adult helper you should tell the Headteacher. This will allow the Headteacher to assess whether it is acceptable for you to continue with your helper role, whether the activities you assist with should be changed, or whether it is the best interests for all concerned for you to no longer act in this capacity.

All discussions and paperwork relating to DBS clearance are entirely confidential.

Confidentiality - Adult Helpers may, in the course of their role, be made aware of or become aware of, confidential issues/details about pupils or staff. Such information must be maintained as confidential and is not to be discussed with third parties. If there is a breach of this confidentiality, this will be taken seriously, you will be asked to meet with the Headteacher.

Standards Of Behaviour and Disciplinary - Adult Helpers will be expected to act as good role models for young people and support the school's culture and ethos through appropriate behaviour.

However, the Headteacher may need to draw the attention of any volunteer helper to behaviour which is not appropriate. In some rare cases the Headteacher may cease their involvement with school activities.

Equal Opportunities and Diversity – We believe that equality or opportunity should be given to all sections of the school community. We work to recognise discrimination and inequalities of opportunity that people suffer and take action to reduce them. Our Equalities Statement and Action Plan are available on the school website.

Problems or Grievances - If you have any problems or grievances that you need or wish to raise with the school please raise them, in the first instance, with the class teacher to whom you report. If for any reason you are unable to, or do not wish to speak to the class teacher, please raise your concerns with the Headteacher or Deputy Headteacher.

Health And Safety - Volunteers must comply with the School Health & Safety Policy & Procedures which includes the reporting of accidents and incidents of violent and/or threatening behaviour. If, in the course of your voluntary activities, you become aware of any dangerous practices or situations please also report these to the class teacher or Deputy Head.

Insurance - Schools must have insurance cover for individuals providing help and assistance as volunteers, providing cover whilst the volunteer is actively engaged in the role. This is usually encompassed under the employer's liability and personal accident policies, recognising that helpers are assisting with the usual day to day school activities. Such insurance allows for eventualities that may lead to liability claims. The Borough's insurance does not cover loss or damage to volunteers' property.

Status - In providing these guidance notes we do not intend to create a formal contract or enter into an employment relationship. The school is not obliged to offer you volunteer duties and if offered you are not obliged to accept it.

Extended Schools at Springdale

At Springdale we are committed to helping parents access a range of services as well as educational provision. Not all services will be provided by the school. Some will be available in the wider community.
The information below is organised under the five key aspects (known as the core offer) and sets out what is already available, and we hope you find it useful.

QUALITY CHILD CARE ON SITE OR THROUGH LOCAL PROVIDERS:

Local childcare / play schemes
A number of providers drop off and collect from Springdale but cannot be recommended directly by the school.

Pastoral Mrs Samways, offering confidential advice and support with parenting issues, family difficulties, domestic violence, substance abuse, debt etc. Please call the school to make an appointment.

School Nursing Service (01929 557558) offers occasional drop-in sessions advising on behaviour issues including bed wetting, healthy eating, eating disorders, self-esteem difficulties, self-harming, friendships, head lice, bullying and hearing problems.

Children's Food Trust offers a guide to a good packed lunch **The Children's Food Trust - Charity Clarity**

Creekmoor Children's Centre – 01202 261 961

Domestic Violence: 01202 710777
Relate: Counselling support for separating parents.

SWIFT AND EASY REFERRALS TO SPECIALSED SUPPORT SERVICES

Through the school – see the Headteacher – 01202 692700
Poole Special Educational Needs & Disability Information Advice & Support 01202 261 933

COMMUNITY ACCESS INCLUDING ADULT LEARNING

Local Post Graduate Teacher Training (Poole SCITT) – www.poolescitt.co.uk – Springdale is a host school
Poole Adult Learning Centre – Daytime and evening courses – 01202 262300
Bournemouth and Poole College – 01202 205205/01202 747600 www.thecollege.co.uk
Dorset Adult Education – Daytime and Evening courses – 01202 123444 https://www.skillsandlearningace.com/
Learn Direct – 01202 660460 www.learndirect.co.uk
Childcare and Early Years training and jobs – 01202 261999 The school takes some placements for adults undertaking training for Teacher Assistant basic courses.

Information about pupils in our schools

The UK General Data Protection Regulation (the "UK GDPR") lays down rules to protect personal privacy and uphold the rights of an individual (the "**Data Protection Rules**"). The Data Protection Rules apply to anyone who "processes" (e.g. handles or has access to) personal data of an individual.

The Trust is responsible for the activities of all the schools in the Trust, even though some functions are delegated to school leaders and/or local governing bodies. The Trust is the legal entity responsible for the processing of personal data by the schools within the Trust and is therefore the data controller.

Springdale First School will collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

The Headteacher on 01202 692700 or office@springdale.poole.sch.uk

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:
https://www.gov.uk/guidance/nationalpupildatabase-apply-for-a-data-extract

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: https://www.gov.uk/government/publications/national-pupil-database-requests-received

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at http://www.poole.gov.uk/
- the DfE website at https://www.gov.uk/data-protection-how-we-collect-and-share-research-data