



# Tany's Dell

Primary School & Nursery

## School Information Booklet

Mowbray Road  
Harlow  
Essex  
CM20 2LS

Telephone: 01279 866230  
Email: [parents@tanysdell.essex.sch.uk](mailto:parents@tanysdell.essex.sch.uk)  
Website: [www.tanysdell.essex.sch.uk](http://www.tanysdell.essex.sch.uk)



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Web: [www.tanysdell.essex.sch.uk](http://www.tanysdell.essex.sch.uk)

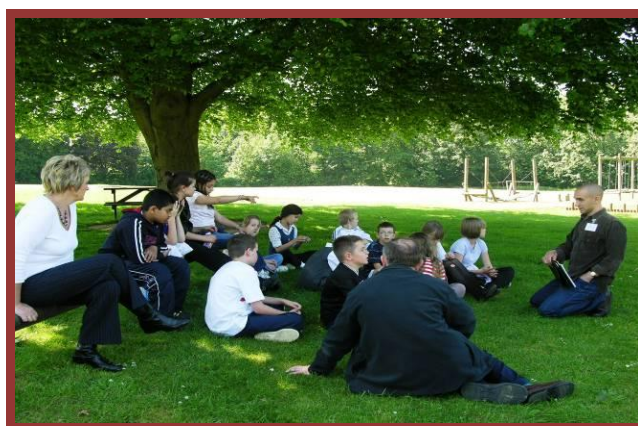


Status and Character: Primary School & Nursery  
(Children aged 3-11)  
Enhanced Provision for pupils  
with hearing impairment

Number Intended to Admit: 420 + 26 FTE Nursery

Headteacher: Mr Dean Beaumont

Chair of Governing Body:



"The outdoor classroom"

## INTRODUCTION

Tany's Dell Primary School was opened in 1981 with the amalgamation of the previously autonomous Tany's Dell County Infant and County Junior Schools, which in their turn were opened in 1952. Consequently, the school celebrated its Diamond Jubilee during the summer term 2012. Due to the age of the building, access to some areas for those who are disabled may be limited; however this is improving. Any projects for refurbishment or building work taking place will take into consideration the needs of the disabled or less mobile and will, if viable, be adapted to meet their needs.

We are a two-form entry primary school with an enhanced provision for children with a hearing impairment. The school serves the locality of Mark Hall North bounded on the east by the A414, the south by First Avenue, the west by Howard Way but including Altham Grove, and to the north there is the Templefields Estate.

It is our intention to provide our pupils with a high standard of education in order to fully prepare them for their next stage of learning and ultimately so that they become well-rounded, intelligent adults who never want to stop learning.



**School Motto:** *'Reach for the Stars'.*



**R**eady to learn every day  
**E**xpand and challenge your mind  
**A**im high  
**C**reative thinking  
**H**ave pride  
for the



**S**tay safe and happy  
**T**rust and be honest  
**A**ccept and respect  
**R**emember your responsibilities  
**S**ee yourself as a star!

## THE GOVERNING BODY

The Governing Body is made up from different sections of the school community: staff, parents, local community and local authority. The term of office for members of the Governing Body is four years. Usually, members are more than happy to continue in office for more than one term. However, vacancies do arise, so anyone interested in becoming a Governor should register their interest with the receptionist. Vacancies for Parent Governors are advertised in the monthly school newsletter. For current members of the Governing Body and members of school staff, please see the list at the end of this prospectus or visit the Tany's Dell website: [www.tanysdell.essex.sch.uk](http://www.tanysdell.essex.sch.uk).

## INDUCTION AND ADMISSION POLICIES

The Governing Body has drawn up a Nursery Admissions Policy in line with current advice from the local authority. Normally, children who meet the criteria within the policy are offered at least two terms experience in the nursery prior to commencing full time education. Those children with hearing impairment as a special educational need may be offered places from the age of three, depending on their level of need. Further information on this policy can be obtained from the school reception.

Children start school at the beginning of the academic year in which they reach their fifth birthday. Further details regarding this and other schools policies for admission are available in the Primary Education in Essex booklet, which is available from Essex County Council, public libraries or any local school. The school welcomes visits of prospective parents and their children. We also provide a pre-start tour to those who join us mid-year. Please telephone to arrange an appointment.

Admissions are dealt with by the local authority. It is therefore essential that parents register with Essex County Council for a place for their child at Tany's Dell Primary by the published date in the January of the child's start year. Later admissions and transfers from other schools will only be considered if space permits. If spaces are not available at Tany's Dell, parents may be offered a place at other schools within the locality.

We recognise that transition from one setting to another can be a worry for some children. Children who start in Nursery and/or Reception will meet their teachers before they start. Our Foundation Stage teachers undertake home visits so that the children feel confident that their parents really know their teachers well and this helps them to settle in more easily. Home visits also support the start of the home-school partnership, which we greatly value. Parents are warmly invited to attend Parent/Teacher consultation meetings in the autumn and spring terms in each class, right the way through the Foundation Stage (*Nursery and Reception years*), to Key Stage 1 (*Years One and Two*) and then onto Key Stage 2 (*Years Three, Four, Five and Six*).

As children prepare to move onto Key Stage 3, that is their secondary education, Tany's Dell will endeavour to continue working in partnership with schools within the locality, passing on relevant information to parents, and supporting pre-visits within the school day.

## INCLUSION

Tany's Dell School is an inclusive community which fully conforms to the Equality Act 2010. Our Inclusion Policy outlines how we strongly believe in equal opportunities for all and strive to encourage everyone to achieve their personal best regardless of individual differences. We celebrate the achievement of every member of the community whatever their age, gender, ethnicity, disability, or any additional need they may have. The children, staff and governors are extremely proud of our wonderful ethos, which is often commented on favourably by visitors, and we work hard to ensure this is maintained. Please see the Inclusion Policy and the SEN local offer on the Tany's Dell website.

## **Hearing Impairment and Other Additional Needs**

We have enhanced provision for children who have been diagnosed as having a significant hearing impairment. The children are integrated into the mainstream as much as is practicable. Pupils are regularly taught by the Teacher of the Deaf and receive full time in-class one to one support from specialist Learning Support Assistants who are fluent in British Sign Language. Such integration helps children to communicate within a hearing community, as well as helping others learn to be considerate and tolerant of someone with a physical handicap. The school also admits children with other physical or sensory impairments, who are supported with a similar programme of integration.

## **Pupils with Special Educational Needs**

Any child may experience difficulties with learning at any point in their school career. It is our intention to identify as quickly as possible, when and where children may need extra help. Sometimes the help may be short-term, on other occasions, assessments may reveal that the child has more complex difficulties. In such cases the school will support the child by identifying their strengths and setting small, measurable and realistic targets to overcome their difficulties and accelerate their learning so that they catch up with their peers. The Governing Body has ratified an Inclusion Policy in line with the current Code of Practice, which explains the schools arrangements for:

- identifying, assessing and providing for pupils with special educational needs
- monitoring and record keeping
- the use of external support services and agencies
- the use of resources

Parents requiring further information should request an appointment to meet with the school's Inclusion Manager.

## **Pupils with English as an Additional Language**

Children admitted to our school who do not have English as their first language are provided with support to help them integrate and access the curriculum. This may take the form of special resources, for example dual language books or withdrawal for small group language tasks. In most instances, this period of language acquisition is relatively short and the children pick up English in no time at all. If we need support when communicating with parents, we make use of a local interpretation service which provides translators.

## **Pupils who are new to the school**

Pupils who join the school in older year groups or mid-way through the year are inducted into school following the school's induction procedures. We ensure they are well looked after and made to feel happy and safe. They soon get to know everyone and fit in really well.

## **ORGANISATION OF THE SCHOOL DAY**

The nursery operates two half-day sessions – Silver Class in the morning and Gold Class in the afternoon. The morning session starts at 8.30am and ends at 11.30am, with the afternoon session starting at 12.30pm and ending at 3.30pm. For mainstream, the school day starts at 8.45am and ends at 3.15pm. We have staggered the lunch break to ensure all pupils benefit from a calming lunchtime experience. The younger children also have a short afternoon break. Parents are invited to make use of our flexible morning opening time which means children can be dropped off from 8.30am. This helps to alleviate traffic problems and also provides the children with a lovely opportunity to settle into class before the register is taken at 8.45am. We also operate a paid Breakfast Club from 8.00 – 8.30am for pupils in Reception – Year 6. (Pupils are escorted to their classroom at 8.30am) Parents wishing to make use of this facility will need to pre-book places the week before.

## Classes are organised as follows...

Year Groups are named after the colours of the rainbow.

### Foundation Stage

AM Nursery – Silver Class

PM Nursery – Gold Class

30 Hr Nursery – Platinum Class

Reception – Ruby Class

Reception – Scarlet Class

### Key Stage One

Year 1 – Amber Class

Year 1 – Coral Class

Year 2 – Primrose Class

Year 2 – Saffron Class

### Key Stage Two

Year 3 – Emerald Class

Year 3 – Jade Class

Year 4 – Marine Class

Year 4 – Topaz Class

Year 5 – Indigo Class

Year 5 – Navy Class

Year 6 – Lavender Class

Year 6 Violet Class

## SCHOOL TERM DATES

Please see the calendar at the end of this prospectus or check on our website:  
[www.tanysdell.essex.sch.uk](http://www.tanysdell.essex.sch.uk).

## HEALTH & SAFETY

### Arrival and Departure from School

To ease morning congestion, we have a 'soft start', which sees the school gates open between 8.30am and 8.45am. Children say goodbye to their parents on the playground and walk into school independently – there are several members of staff on duty each morning to ensure children are safe. The gates are shut promptly at 8.45am.

At the end of the day parents of children in Reception should wait on the front path. Their children are dismissed at 3.10pm. Parents of children in Y1 – Y6 should wait in the playground, entering via the East or West gates. To comply with fire regulations AND for safeguarding purposes, all adults in the school building are required to have signed in. Therefore parents/carers are not permitted enter the building via any playground door. All visitors must enter through the front entrance of the school, where the receptionist can sign them in.

Many children prefer to cycle to school; please remind them to wear helmets for their own protection. Bikes should be padlocked and stored in the cycle rack provided. Unfortunately, the school cannot accept responsibility for the children's bikes or scooters.

The school's car park is for **staff use only** and should not be used by parents/carers. Our hearing impaired children are transported to school by taxi and this area is their drop-off point. There should be NO moving vehicles in the car park at this time. In the interests of maintaining good relationships with our neighbours, drivers are asked to park responsibly and in accordance with the Highway Code. Please also take care not to park or wait in vehicles on the yellow zig-zag lines at the front of the school **as this is extremely dangerous**, nor in such a way that causes an obstruction to pedestrians or other road users. Access to the school grounds should be kept clear at all times for emergency service. Your co-operation in these matters is very much appreciated.

### Security

In order to keep our children safe at all times, we have a number of security measures, systems and procedures in place at Tany's Dell Primary School. These include outdoor closed circuit television, security coded door entry systems which link directly to fire alarms, exit-only doors, secure fencing and gates (some which are automated) and full-time supervision policies. All visitors to the school building and grounds should enter via the front door and report to the reception to sign in and receive a visitor's badge. Visitors are also asked to switch off mobile phones before entering the premises as these could interfere with sensitive equipment used by our hearing impaired children. Security is reviewed on a



termly basis under the Health & Safety Audit by members of the Governing Body and our Health and Safety co-ordinator.

## Medication in School

Occasionally parents ask about medicines being administered school during the day. As a gesture of goodwill we are prepared to do so if it is merely a question of completing a course of prescribed medication. The medication should be given to a member of the school administration staff, with the child's name and any instructions as to dosage and timing entered on the appropriate form obtained from the reception. Such medications will only be received from parents in person and it will be the parents' responsibility to collect the medication at the end of each school day or when the course is finished. **Responsibility will lie with the parents to ensure that they have collected the correct medication** as the end of the school day can be very busy and it is not always possible for the receptionist to hand over medicines immediately.

We need to be informed of all children who are asthmatic or who have life threatening allergies or other conditions such as diabetes or epilepsy, and of the procedures to be followed should the child fall ill in school. Also, it is the parents' responsibility to ensure that prescriptions are filled in plenty of time so that the child's medication does not run out. We have a dedicated team of first aiders and paediatric first aiders to ensure children's health issues are managed to the best possible standards and parents are informed immediately if we have any concerns about their child's health. Please see our Medical Condition policy.

## Notifiable Infections

Parents have a responsibility to inform the school immediately if their child contracts an infectious disease or illness. The child should also be kept away from school until they are no longer infectious – clarification can be sought from the family doctor, practice nurse or the school reception. Head lice are the most regularly reported infestation and, again, information regarding current treatment can be sought from clinics, pharmacies or the school office.

## Appropriate Behaviour

The vast majority of adults in our community behave impeccably and act as excellent role models for our pupils to emulate, however on very rare occasions this has not been the case. If, whilst on the premises, through written/telephone communication or through social media, any adult acts in such a way that is seen to be threatening, rude or causes a nuisance or disturbance to the annoyance of any persons who lawfully use these premises – whether or not the users are present at the time – may, under Section 547 of the Education Act 1996, be removed from the premises and have their right to enter withdrawn. Causing a nuisance or disturbance anywhere within the premises or school grounds is a criminal offence and could result in a prosecution and fine. Please see our Parent Code of Conduct.

From time to time children may act in such a way that puts themselves and other children at risk. Following our behaviour policy, sanctions will be put in place and targets set to prevent a repetition of such behaviour. Should breaches of the School Code of Conduct continue, raising serious concerns for the health & safety of staff and pupils alike, the school will implement a suspension or permanent exclusion of the child.

Tany's Dell pupils are proud of their good behaviour and readily support their peers to uphold our behaviour policy entitled *The Tany's Dell Way*. Good behaviour is praised and rewarded in several ways.

## THE TANY'S DELL CURRICULUM

The school aims to offer an exciting, enriched curriculum that inspires every child to achieve his or her full potential. The Governing Body has compiled an overall Curriculum Statement that requires us to teach all the appropriate elements National Curriculum. We have compiled a comprehensive list of knowledge and skills in every subject for the children to learn and this drives The Tany's Dell Curriculum, which is extremely creative and caters for children with all different abilities and needs. The curriculum,

which is made up of 12 subjects (*English, Mathematics, Science, Art and Design, Computing, Design and Technology, Geography, History, Languages, Music, Physical Education and Religious Education*), is taught through topic work. We also teach *Personal, Spiritual, Health, Economics (PSHE) and Relationships Education*. Topics vary in content and complexity and so could be planned to last for anything ranging from a day to a whole term. The children become fully involved in their own learning and help to plan their enriched curriculum, learning as they go. Please see our curriculum overviews and the Teaching and Learning Policy on our Website.

## TARGET SETTING

The Governing Body is required to ensure that the school sets challenging achievement targets for the children consequently there is a robust Target Setting Policy in place. The school continually assesses children's progress and sets them individual targets each year. These are discussed at termly 'Pupil Progress Meetings' in which the Headteacher monitors the progress of every child to ensure every opportunity is forwarded to them to attain the highest possible standards they can. To support the target setting process we use a software programme called FFT. Children are closely monitored to ensure they make good progress in each year of their time with us.

## THE SCHOOL COUNCIL

The school has a process of self-evaluation, which involves all staff, parents and pupils. We have learned from the children that they have a wealth of ideas and suggestions, which are sometimes so obvious that we as adults often can't see them. We have also been keen to develop citizenship within our school and to encourage our children to be aware of worldwide issues. The Children's Committee is made up of representatives from each class who are voted in democratically by their peers. They meet with the Headteacher on a regular basis. They keep notes of their meetings and sometimes report to the whole school in assembly.

## TUTOR GROUP FAMILIES

These are made up of a small number of pupils from each class from Reception all the way to Year Six. They meet bi-weekly to discuss ways of promoting citizenship and caring for each other. The *Tany's Dell Way* is discussed, and children come up with solutions to any issues that may have been identified. The older children in the Tutor Group families are encouraged to look out for the younger ones in the playground and ensure any signs of bullying are quickly acted upon and sorted there and then or reported to an adult. The Tutor Groups also provide an opportunity for inter-school competitions (such as Sports Day), which the children thoroughly enjoy. We have 16 Tutor Groups in total.

## HOME LEARNING POLICY

The Tany's Dell School Policy outlines the aims and objectives of home learning activities as well as giving parents guidelines for the amount of time children should be involved in studies after school. **READING IS KEY.** All children are required to read every day and parents/carers are encouraged to ensure this takes place so that reading skills are enhanced and that children are helped to develop a love of reading. Guidelines are given out at the start of each academic year with a reminder to parents that they have a responsibility to ensure that home learning is completed on time. The nature of the activities set at primary schools is not arduous, but promotes good practice in encouraging children to read, write, learn their tables and carry out topic research.



## HOME / SCHOOL PARTNERSHIP

The Home/School Partnership is an agreement between each individual family and the school. On their child's admission to the school each parent or carer will receive a copy of the Home/School Partnership, and will be required to abide by the Parents' Commitment. There is absolutely no question that children achieve higher standards when home and school work together to promote their education. This especially pertains to behaviour management. Parents are requested to support the school's positive behaviour management policy and continue this at home to secure the child's understanding of our high expectations. By entering into this partnership, parents will be expressing their commitment to the school and their children's education.

Many parents may wish to become more involved with helping and supporting the whole school and for this reason we welcome parents to come in to help by hearing readers and working with small groups during the school day, as well as accompanying the children on school visits. Regular visitors will undergo a DBS check in line with safeguarding procedures.

Parents and children are required to meet with the class teacher at the consultation evenings which are held in the autumn and spring terms. Parents also receive a written report on their child's progress towards the end of each academic year. A comment from the Headteacher is included with each report. Parents and children are encouraged to add their comments to this sheet, which should be returned to school. We would also like to take this opportunity to invite you to complete the on-line Parent View questionnaire that Ofsted use to find out parents views about the school. Please visit <http://parentview.ofsted.gov.uk>.

## COMMUNICATION

As already mentioned, children perform best when they know that home and school are working closely together and therefore good communication is vital. Ways in which we communicate include: emails, telephone calls, maintaining an open door policy, termly newsletters, website, home/school books (Nursery), as well as the Tany's Dell Parent reps.

## VISITS / ACTIVITIES ARISING FROM THE SCHOOL CURRICULUM

From time-to-time, visits or activities will be planned to support the attainment targets as laid out in the National Curriculum. The school will notify parents of these trips as soon as practically possible and will ask for a contribution to meet the incurred costs. Contributions may be paid in instalments. No child will be excluded from activities, which support the National Curriculum, but if insufficient contributions are received, the school may have to cancel a planned activity.

On other occasions opportunities may arise which enhance the children's National Curriculum work, but which are not essential to it. Again, parents will be notified of the content and costs for such activities and will be advised as to the alternative arrangements for children not taking up this opportunity to enhance their learning.

## EXTRA CURRICULAR ACTIVITIES

Tany's Dell Primary School values the opportunity for children that can arise through extra curricular activities. Activities and Clubs are run on a voluntary basis by staff and are earmarked or aimed towards different age groups. All clubs run by staff are free-of-charge. We also host external club providers who offer activities for children to take part in. These clubs are chargeable through the club provider. We are extremely proud of the children who represent the school in local inter-school leagues and competitions and we are definitely making great strides in this area.

In this forever-changing educational climate our priority must be to the delivery of the core and non-core curriculum subjects. On occasion this might mean that teacher-training, staff meetings or other curriculum matters have to take priority over the extra curricular activities. In each school year we hope

to offer a range of activities and are always appreciative of support from parents or any assistance in running these activities.

## SCHOOL UNIFORM

**Worn correctly, uniform conveys a positive image to the general public and can help to instil a sense of pride and of belonging to a community or organisation. Research has also shown that pupils on the whole are better prepared to work and learn when dressed in uniform. Your help and co-operation in ensuring that your child is suitably dressed for school each day is very much appreciated.** Please see details on our website ([www.tanysdell.essex.sch.uk](http://www.tanysdell.essex.sch.uk))

## ATTENDANCE

**As a parent/carers, you have a legal duty to ensure your child attends school every day.** For your child to gain the greatest benefit from the education offered, maximum attendance is **necessary**. Please refer to our Attendance Policy for further information.

By law, all children of compulsory school age (between five and eighteen) must receive a proper full-time education. You are responsible for ensuring this happens, either by registering the child at school or by making other arrangements which provide an effective education. If you do decide to educate your child other than at school, you must inform your local authority of your arrangements.

**Only schools are permitted to authorise an absence.** We require you to write a note or leave a message on the absence line explaining your child's absence and reserve the right to ask for medical evidence if necessary.

The national expectation is that the overall percentage of absences should be below 4%. We have worked hard to reduce our absence figure to ensure that this does cause concern to Ofsted. The Governing Body would therefore urge you to remember that schools may only authorise absence for the following reasons:

- ✓ acceptable medical reasons or an unavoidable cause;
- ✓ religious observances;
- ✓ non arrival of your entitled transport;
- ✓ other exceptional circumstances at the school's discretion.

**Headteachers are not permitted to authorise absences for the purposes of a holiday. If holidays are taken, each parent may be subject to a fine.**

If your child is absent from school you should inform the school on the first day of absence by telephone call or email [parents@tanysdell.essex.sch.uk](mailto:parents@tanysdell.essex.sch.uk) and if possible give the expected day of return. If the return date alters, please keep the school informed. Upon your child's return to school, please send a note giving full details of the reason for the absence.

## Lateness

We understand that on occasion, there may be a reason for a child to arrive late at school. However, persistent lateness is not acceptable and can legally be counted as an unauthorised absence. Late arrivals can cause disruption to the class and your child may miss vital information for carrying out tasks for the day. All late arrivals should report to reception to receive a mark in the register and confirm lunchtime arrangements. **Missed learning opportunities due to lateness will be made up at play time.**

## Medical Appointments

Where possible, every attempt should be made to arrange medical appointments outside of school hours. Requests for your child to be allowed out of school should be sent prior to the appointment and if possible an appointment card produced. Parents arriving to collect their child for an appointment should report to the reception so that duty of care can be passed to the parent. Where possible, your child should return to school after the appointment, and should again report to the reception to be signed in.

## Education Welfare Service

The school is responsible for authorising absence and will therefore check pupils' attendance regularly. Frequent authorised absences may be referred to the Education Welfare Service. Unauthorised absence for which the school does not give approval will be followed up by the school and may be referred to the Education Welfare Service.

**The Education Welfare Service has a responsibility to enforce school attendance and will take court action where necessary.**

## CHILD PROTECTION

As a caring organisation with direct responsibility for children, our first concern must be for child welfare. We therefore ask all parents to provide us with information, such as up-to-date emergency contact numbers and details of those with parental responsibility for their child/ren, whether they live at the same address or not. The school will endeavour to impart information to all those with parental responsibility if we have been provided with relevant details. Our Child Protection Policy is rigorously followed.

There may be occasions when we are required to consult other agencies even before we contact the parents, particularly in relation to Child Protection concerns. Should this be necessary, we want to reassure you that any concerns we have about your child will then be discussed with you, the parent, after we have talked with the other agency. The Essex Area Child Protection Committee has laid down the statutory procedures we have to follow. If you want to know more about this procedure, please speak to the Headteacher.

**The Designated Safeguarding Lead is DEAN BEAUMONT** (Headteacher). He is supported by a further four Deputy Designated Leads in the Safeguarding Team:

- **FERN MIDDLETON** (Deputy Headteacher)
- **LISA GADD** (Inclusion Manager)
- **Sue Preston (Family Support Worker)**
- **Rebecca Wright (Class Teacher)**
- **Debbie Clifton (Class Teacher)**

The Safeguarding Team meet weekly to ensure EVERY child is protected and kept safe.

## COMPLAINTS PROCEDURE

The school endeavours to provide parents with regular information about their own child's progress as well as whole school issues. This is achieved through the Home/School Partnership, termly newsletters, parent/teacher consultation evenings, open afternoon and evening and the child's end of year school report. Similarly, end of year surveys and audits allow parents the opportunity to give the school feedback on how successfully we are meeting our aims. However, we do recognise there that may be issues arising during the year, which cause parents concern and feel that they have not been dealt with fairly.

The school has an open-door policy which invites parents to make an appointment and speak to their child's class teacher in the hope of resolving any issues they may have. We also have a Complaints

Policy, which outlines the correct procedures for parents to follow if they feel the concern has not been resolved and becomes a formal complaint (this can be found on our school website).

## OTHER INFORMATION

### Lunchtime Arrangements

Children may order a delicious home cooked school dinner or bring a packed lunch. If your child does have school dinners, the full amount must be paid in advance via SchoolGrid. If you are eligible for free school meals, this entitlement can only start once you have had confirmation from the Online Free School Meal Checker. Our menus alternate over a three week rota. The food is carefully planned to ensure it is well balanced throughout the week and absolutely delicious. **Since September 2014, all children in the infants (Reception to Year 2) are entitled to a free school meal every day. We would urge all parents to take up the offer of the Universal Free School Meal for their children, giving you a potential saving of £409.50 per year.**

### Allergy Awareness

As several members of our school community have allergies to nuts we aim to be as nut-free as we can. It is impossible to provide an *absolute* guarantee that no nuts will be brought onto the premises but we will strive to minimise this as much as we can.

We ask that all members of the school community manage the day to day application of this policy in the following ways:

- Parents and carers are requested NOT to send food to school that contains nuts. This includes all types of nuts, peanut butter, Nutella, cereal/chocolate bars and any other food containing nuts.
- Staff will be alert to any obvious signs of nuts being brought in, but they will not inspect all food brought into school.
- Children that DO bring in food that does contain nuts or nut products will be asked to eat that food away from any child with a nut allergy and to wash their hands before going to play.
- If any actual nuts are found, they will be bagged up and sent home and this child will be asked to eat lunch away from other children and wash their hands before to play.
- Children will be asked NOT to share food.
- Children will be encouraged to wash hands before and after eating.
- Some staff are trained in understanding and dealing with Anaphylaxis (severe allergic reactions) and will use this training as the need arises.
- The school Catering Team will ensure all food served is nut-free.

### TOYS IN SCHOOL

The general rule is 'no toys in school'. However, occasionally a class may be working on a topic, which involves the use of toys and the teacher may want to set up a display. If this is the case, then you will probably receive a note from the school explaining why your child is asking to bring toys into school.

It is possible that an individual child may need the comfort of a soft toy or an identified object that may help them focus in class. In such circumstances we would allow the child to keep this item with them until it is no longer needed. This is only permitted via the approval of the Headteacher, Deputy Headteacher or SENDCO.

## ***FINALLY***

The school is always monitoring its effectiveness. If you have any ideas or suggestions, please complete the annual questionnaire or call in to the school reception. We are always happy to listen to people's opinions and if we feel their ideas best suit the needs of the whole community, we will happily take them on.

### **Remember, every child is different!**

- They look different
- Behave differently
- Develop at different times and at different rates

For the sake of your child don't compare him or her with other children. They will blossom and develop in their own wonderful and individual way.

We are delighted to have your family with us and we hope you will all be happy in our school.

