



Parents' Handbook

We would like to welcome you to Frenchay Church of England Primary School and hope that the following information will be of help. However please give us a call if there is something that you would like to know that we have not covered in this handbook.

01454 868181

Meet the Staff

Headteacher: Mrs Marks
Designated Safeguarding Leader

Unicorn: Miss Padden (EYFS)
School Council
Teaching Assistants: Mrs Cavanagh (EAL Leader)

Gruffalo: Miss Pickering Year 1 / 2	
RE Leader	Science Leader
Teaching Assistants: Mrs Dene	

Year 2 / 3	
Griffin: Miss Witherow	Griffin: Ms Williams
CLJ Leader (Creative Learning Journey)	SENCo
Teaching Assistants: Mrs Carr	

Year 4 / 5		
Phoenix: Mr Backett		
Deputy Head teacher		
Deputy DSL	Maths	PE Leader
Teaching Assistants: Mrs Murdoch (HLTA) Mental Health Leader		

Year 5 / 6		
Dragon: Mrs Shepherd		Dragon:
English	Gift and Talented Leader	Mrs Price Computing Lead
Mrs Langer (MFL Leader)		

SEN Teaching Assistants:
Miss Kemp
Miss Eastman
Miss Harper
Mrs Stone
Miss Davis
Mrs Kiran
Mrs Carpenter

School Administrator	Mrs Lake
Handyman	Mr Coles
Crossing Man	Mr Pitt

Lunchtime Supervisors					
Senior Lunchbreak Supervisor: Mrs Ganpatlal					
Mrs Makowska	Mrs Livingstone	Mss Carpenter	Mrs Wilson	Mrs Stone	Mrs Dene

Governors:
Mr Wakeman (Chair)
Mrs Allingham (Vice Chair)
Mr Williams
Mrs Lemin
Mr Sugden
Mr Hughes
Mrs Thomas
Mr Oldham
Mr Jones
Mr Lewis (Clerk)

Introduction

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1. SCHOOL TIMES AND ROUTINES

School Day

8.50 am to 3.30pm

10.45 am to 11.00am morning break

12.00 – 1.15 pm Lunchtime EYFS & KS1

12.30 – 1.30 pm Lunchtime KS2

2.45 to 3 pm Foundation and KS1 afternoon break

3.30 pm School Day ends

EYFS

EYFS means 'Early Years Foundation Stage'. EYFS children are reception children.

KS1

KS1 means Key Stage 1. KS1 are children from year 1 to year 2

KS2

KS2 means Key Stage 2. KS2 are children from year 3 to year 6.

Playgrounds

EYFS and KS1 play and line up at the beginning of the day in the playground adjacent to the common.

KS2 play and line up at the beginning of the day in the playground adjacent to the lane leading to the church.

(Class 3 line up in both playgrounds! Yr 3's in KS2 playground and Yr 2's in KS1 playground).

Gates

The school gates are on automatic timers and open at 8.40 am in the morning closing at 9am and at 3.20 pm closing at 3.45 pm. If you are dropping something off during the day please use the intercom to contact the school office.

Parking

This does sometimes prove to be a problem. We would ask you to park considerately around the area. Please do not park in the lane adjacent to the school as this should provide clear and visible access at all times.

Arriving late

If you arrive late for school you must bring your child to the office to be signed in.

Sickness

If your child is ill please ring the school office before 9 o'clock on the first day of your child's illness. You do not have to ring every day but if you would like to keep us informed that would be useful. Guidelines to South Gloucestershire's infection control are on the school website.

Medical Details

If your child needs a health plan, please let us know so we can contact the school nurse to complete one.

Medical Appointments

Try to make medical appointments after school or in the holidays whenever possible. If this is not possible, please notify the school and make the appointment during the lunchtime break.

You will need to inform the school office in order for lunchtime arrangements to be made. When picking up your child from school early or dropping off during the day, you will need to sign them in or out at the reception.

Leave of Absence

The Education (Pupil Registration) (England) Regulations 2006 were amended in 2013 and the new regulations took effect from 1st September 2013. The amendments make clear that Head Teachers may NOT grant any leave of absence during term time unless there are exceptional circumstances.

Requests for holidays or other leave from school will therefore not be authorised unless the circumstances are truly exceptional.

School Policy:

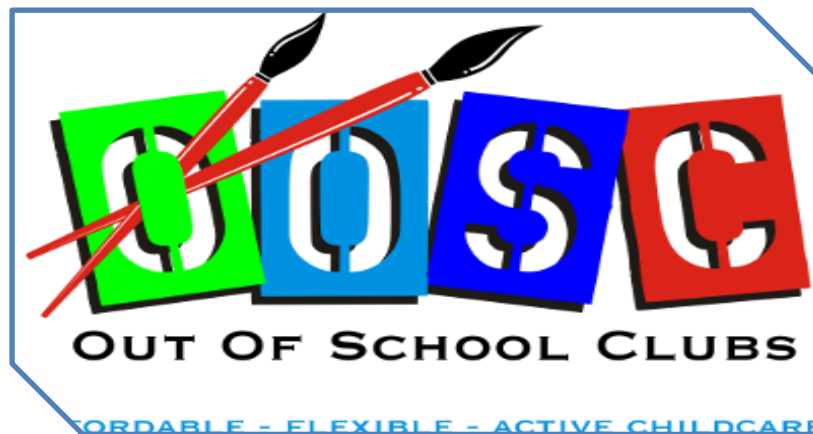
Please refer to the Attendance Policy and leaflet on the school website.

Celebration Assembly

Most Fridays at 9.00am we have a 'celebration worship whereby all parents are invited to come and share in the children's achievements. If your child is due to receive a certificate we will send you a text to inform you. Certificates that your child has received out of school may also be handed in to the school office to be given out in the worship.

Breakfast Club & Afterschool Care

Breakfast Club and our afterschool care is provided by an outside provider called OOSC details of which can be obtained from the school office or their website. www.oosc.co.uk.



Milk

Children up to the age of 5 are provided with a free carton of milk daily. After the age of 5 they are still able to have milk but parents have to arrange this directly with the dairy as payment will need to be made. 01934 522768 or schoolmilkservices@yahoo.co.uk

Fruit

KS1 receive a piece of fruit each day under South Gloucestershire's Fruit and Vegetable Scheme. KS2 are able to bring in a snack for mid morning however this should be a piece of fruit or cereal bar or sign up for the fruit scheme.

School Photos

Individual photos are taken by a professional photographer in October. Younger siblings are also invited. These are always returned in time for Christmas! Whole class photographs are taken in the summer term.

2. LUNCHTIME ARRANGEMENTS

All children in Reception, Year 1 and 2 as of 1st September 2014 are entitled to a free hot school meal. If they do not want/like school meals you are able to provide them with a packed lunch instead. Your child will be asked in the morning if they are packed lunch or school meals as we rely on this information to order the correct meals for the day. Lunches are pre-ordered through the Dolce website and can be done at home prior to the week in school. The menu for the term can be found on our website. A copy can also be obtained from the school office.

<http://www.frenchayprimary.co.uk/wp-content/uploads/2018/04/Menu.png>



Parents who have an annual income of less than £16,000 are eligible for free school meals. Children on free school meals can still choose to have packed lunches brought from home every day, or can choose to have a school meal only on days when they like the menu choices. Signing up for free school meals does not mean your child has to have school meals every day. To download an application form to apply for free school meals and/or a leaflet on eligibility, go to www.southglos.gov.uk and search for Free School Meals. You can also follow the link on our school website or pick up one of these forms from school. You can return them to the school or to the county council.

For more information or to request a leaflet, you can contact the county council's team on:

Telephone: 01454 868008

Email: cis@southglos.gov.uk

Fax: 01454 868420

Packed Lunches

At Frenchay School, we promote healthy eating. Children may bring a drink with their packed lunch either fruit juice or milk drinks. We ask for your support in not providing sweets, chocolate and fizzy drinks. (Please see our Whole School Food Policy on the school website – www.frenchayprimary.uk.org) We encourage your child to return all uneaten food in their lunch box so you can monitor what they have eaten.

Allergies

We have children who attend our school who have life threatening allergies. Please ensure that you refer to our Allergy Policy and follow the guidelines carefully and at all times. This can be found on our website.

<http://www.frenchayprimary.co.uk/wp-content/uploads/2016/02/Allergies-Policy.pdf>

Playgrounds

As a school we are small and so space is a premium. We try to make the most of all opportunities available to us. As a result we have opened up all areas of the playground to be used at Lunchtimes except the Reception front garden. This is their dedicated learning space for free flow activities during the day.

The school council have named each area:

Leafy Garden
Blossom Garden
Fun Land
Jumble Land

Each area has a different range of resources which are rotated throughout the year. These include role play activities using the dolls and push chairs, a range of dressing up outfits and the car seats and steering wheels. Loose parts such as planks and trees are valuable imaginative resources when combined with balls, tarpaulin and guttering. Fun land allows children to play football, basketball, tennis or netball depending on their mood! We use chalks and the sand pit with toys to help our children have fun and be creative. All these spaces are used by all years' groups rather than specific EYFS/ KS1 and KS 2 playgrounds. It helps us develop our caring ethos as everybody looks out for one another and support them in their play.

3. SCHOOL UNIFORM

All school uniform should be clearly labelled/marked with their name. Children should wear sensible clothing and black shoes. We encourage children to wear school uniform. The recommended form of school dress and colour is:-

White Polo shirt, tee shirt or shirt

Blue sweat shirt

Grey skirt or trousers

Black or **brown** shoes

Optional summer wear – **Blue/white** gingham dress.

Grey Shorts

School bags are not needed in Reception Class as children are given a reading folder from the PTA. **All Frenchay CofE Primary School branded uniform, including house colour PE tops, can be purchased directly from:**

http://www.initiallyours.co.uk/schools/frenchay_CofE_Primary/uniform_and_sports_kit.htm

Ear-rings/jewellery

On Health & Safety grounds, we do not allow jewellery in our school. The exception to this is ear-ring studs in pierced ears and small objects of religious significance. Ear-rings should be removed for PE or covered with tape to avoid injury.

PE kits

PE kits should always be in school at the beginning of each week. The PE kit is blue shorts, white tee shirt and daps. In the winter months joggers may be provided for outside games. **Please label all items of clothing with your child's name. It is helpful**

to put their name on the hanging label (especially coats) as this helps children/adults to identify items of clothing quickly. Remember if you use a pen this will fade gradually so you will need to update regularly.

Hair

For Health and Safety children with long hair must have it tied back. We do not allow any extreme haircuts.

Lost Property

Lost property can hopefully be found in the blue tub in the reception area however it may take a few days to get there sometimes!

4. DAILY THINGS YOUR CHILD NEEDS TO BRING TO SCHOOL

- Book bag (for reading books, newsletters, home/school book, phoneme book (Reception) & letters).
- Water bottle (named and kept in classroom) – taken home each day for refilling.
- Lunchbox (if required).

5. COMMUNICATION

We like to keep you well informed and would also encourage you to do the same with us. Please feel free to speak to your class teacher or pop into the school office. It is important that you keep us informed of any changes to your personal details including email addresses and mobile number as we also like to send letters via email or text message reminders. Emails received via Parent to Teacher cannot be replied to through this system. If you wish to reply you will need to email the school office. office@frenchayprimary.org.uk

Head Teachers Newsletter

Regular newsletters are sent to parents detailing the forthcoming calendar, celebrating news and sharing important information. These are sent home via email. A copy of all newsletters sent home in a school year are also on the website.

Class Newsletters

At the beginning of terms Autumn (1/2), Spring (3/4) and Summer (5/6), your son/daughters teacher will send out a class letter which details what they will be covering in numeracy, literacy, topic and any other relevant information.

INSET days

INSET days are for staff training. We have 5 a year and they are usually at the end or the beginning of a term. You will be well informed of all the dates as they are published on the website/newsletters and texts.

Notice Boards

There are two notice boards, one in KS2 playground and one in KS1. These are updated with flyers from companies offering courses in school holidays and any other forthcoming events. The PTA also uses them to inform you of their fundraising activities.

Website

The school website is regularly updated with all the information you should need. <http://www.frenchayprimary.co.uk/>

6. CELEBRATING ACHIEVEMENT

Houses

When children begin school everyone joins one of four Houses. Each week the children can earn house points for good behaviour, good work and manners. The winning house has a treat at the end of each term. Sporting and other inter-house competitions are held during the year. This is a chance for children to work collaboratively through the school and to celebrate success and achievement.

Celebration Worship

Most Fridays are an opportunity to celebrate together as a school. This includes the giving of certificates to children who have worked particularly hard or have been great examples of the values that we follow as a Church School. Outside achievements are also celebrated during this time. Parents are invited in by text message if their child is to receive a certificate.

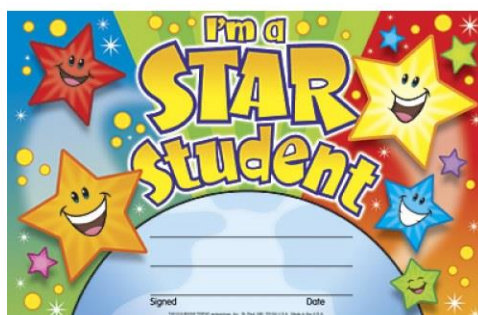
Birthdays

At Frenchay School we encourage healthy eating however we understand that the children like to celebrate their birthdays by bringing in something to share. This should be either a cake/cupcakes or a small wrapped bar of chocolate e.g. milky way etc. However, please be mindful of our pupils with life threatening allergies as these include children who are allergic to eggs. As a school we provide these specific children with treats which are safe for them to eat instead of cake/cupcakes. Please refer to our Allergy Policy. Please ensure if you do bring something in that there is enough for all the children in the class. Your child's teacher will let you know how many children there are.

Open afternoons

At the end of term Autumn (1/2), Spring (3/4) and Summer (5/6), the children like to show you their topic work. Parents are invited to come into school generally at

around 3pm on a set date to have a look at the work that the class have been doing on that terms topic.



7. SEPTEMBER RECEPTION CHILDREN

Morning Session

Children should not arrive on the premises before 8.45 a.m. This is because there is no supervision until this time (teachers are busy preparing work and setting up classroom activities until then) and the school cannot take responsibility for your child. The bell rings at 8.50 a.m. for children to line up and the teacher will collect and take them to their classes. There is no need to accompany the child to the classroom unless you specifically need to speak to the class teacher. Please stay with your KS1 child until the bell rings, or make sure that an adult takes responsibility for him/her.

Afternoon Session

School finishes at 3.30p.m. At the end of the school day parents are asked to wait in the playground near their child's entrance doors, where the children will meet you as they leave. A responsible person **MUST** collect all KS1 children and we would request that wherever possible and appropriate, KS2 children are also met. **We do not allow children to leave until we know that a parent or carer has arrived.** If another adult is collecting your child please let us know so that we never give your child into the care of an unauthorised person. If, exceptionally, you are held up at the end of the school day – don't panic. We will keep your child until you arrive in the school office. But children often get very upset – even KS2 children– when their parents do not arrive on time.

Home Visits

Before your child starts school on a part-time basis in September, you will have an opportunity to have a home visit. The Class Teacher and Teaching Assistant will visit you and your child at home to get to know you both better and discuss any issues or any individual needs that maybe a concern for you.

Induction Period

In September, all children start Frenchay on a part-time basis. This is to support your child with settling into the school routine and enabling them to get to know all the practitioners (Teachers, Teaching Assistants and Dinner Staff).

Our starting school process gives a greater opportunity for your child to feel secure and the practitioners to get to know your child well.

8. CURRICULUM ORGANISATION

Early Years Foundation Stage

When our children begin school they continue their learning journey following the Foundation Stage curriculum which they started while they were in pre-schools and nurseries.

Skilful planning by our Early Years team enables children to experience a variety of activities that will develop a number of competencies, skills and concepts across several areas of learning.

During your child's first year in school there will be observation based assessments taking place. This ensures that each child leaves the EYFS Stage with their strengths acknowledged and celebrated together with their needs and next steps in their learning clearly identified. At the end of the Foundation Stage you will receive a report that shows your child's achievements

KS1 & KS2

At Frenchay we offer children a broad and balanced curriculum relevant to their needs. Every opportunity and support is given to ensure each child develops at their own rate of progress and understanding. We offer a stimulating environment together with a variety of teaching styles to motivate and encourage effective learning. Careful planning by staff provides equal opportunities across the school providing continuity and progression. At Frenchay we are committed to educating the "whole" child by providing opportunities for them to develop academically, socially, emotionally, morally, spiritually, culturally and physically. Each class teacher meticulously plans from the Foundation/National Curriculum meeting the needs of each child through a balance of whole class, group work and individual teaching.

Please look at the website under parent's page/curriculum for further information.
www.frenchayprimary.co.uk

Reading Books

KS1 parents are able to change your child's reading books at the end of the school day. Please ask the teacher for advice on the relevant books. A reading record is also available for your use. KS2 children are responsible for changing their own books with the guidance of the class teacher. Information regarding our

approach to phonics and reading can be found in the 'Reading Booklet' (see school website).

Home Learning

At Frenchay we value the contribution you make to your child's education. Your involvement in home learning is a great benefit to your child's education. Home learning is seen as an extension of what goes on in school. It is carefully planned by the class teachers to make sure that activities are appropriate for individual children. Home learning will not always be in a written form. We believe the most important aspect of home learning is reading to an adult at home. Class newsletters will give details of individual classes' routines.

Policies

Please refer to the school website for our policies.

9. ENRICHMENT

Music Lessons

Music lessons are provided by South Gloucestershire's Music Hub and are available from year 3 upwards. We are able to offer trumpet, guitar, violin, flute and clarinet lessons. Currently each class is having a programme of instrumental teaching provided by the music hub.

Clubs

There are a range of after school clubs on offer. These include sporting clubs such as multi sports and Street Dance. At the beginning of the school year we send out a letter informing parents of the clubs that will be running. Occasionally they may need to be cancelled due to staff training or adverse weather conditions however we try to give as much notice as possible via a text. If you are unsure if a club is running please check the website or give us a call.

School Performances

To broaden and enrich the children's learning experience at Frenchay School we provide opportunities for children to perform to an audience. This takes the form of class assemblies, EYFS/KS1 nativity, Harvest, Christmas and Easter Services and a summer production.

All school performances are open to all families to attend.

Residential

Our school residential trip is held every two years for years 5 & 6. Details of the trip is sent out months in advance to give you as much notice as we can and to help you make arrangements for paying in instalments.



School Trips

Each class attend educational visits during the year to enrich their learning. Examples of places visited are 'We the Curious', the Bristol Hippodrome, 'Wild Place' and SS Great Britain.



10. PARTNERSHIP WITH PARENTS

Governors

The governors have an important role in the strategy direction of the school. Please refer to the Governor photos in the school reception area and the school website for the current list of our school governors or at the beginning of this handbook. Information on the role of a school governor is available on the South Gloucestershire Councils website. If you would be interested in becoming a governor please contact the school office regarding any vacancies.

PTA

Our 'Parents Teachers Association' is extremely active and would encourage any new members. If you would like to attend their meetings, pop into the school office and we will put you in touch with someone. The PTA has been fundamental in providing the outdoor play equipment and all the lovely extras that we are able to offer our children. For example the pantomime, workshops and play equipment.

Parent Helpers

We would love your help..... If you are interested in helping in any way, please ask your son/daughters teacher. Parents can help by coming in and listening to children read or simply being able to help occasionally on school outings etc.

11. HELPFUL CONTACTS

School Nurse

The school nurse is available on 01454 862355. During the 'EYFS' year the school nurse will also organise hearing, sight and weight checks. If any further checks are needed as a result of these you will be informed.

Website

The school website is regularly updated with all the information you should need.
www.frenchayprimary.co.uk

We hope you have found this booklet helpful. Remember if you have any queries that are not covered in this booklet please speak to the class teacher or call Mrs Lake in the school office on 01454 868181 and she will endeavour to help.

