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The William Martin CofE Schools and Nursery Parent Handbook

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Executive Head Teacher

Mrs Gina Bailey

Head of School

Mrs Claire Kearney

Chair of Governors

Fr Garry Neave

Executive Head Teacher

Mrs Gina Bailey

Head of School

Mrs Claire Kearney

Inclusion Manager/SENCO

Mrs Celina Walsham

Phase Leaders

Miss Natasha Simpson (EYFS)

Mrs Andrea Wood (KS1)

Mrs Debbie Richardson (LKS2)

Mrs Sue Cleary (UKS2)



Core Christian Values: Perseverance, Justice, Respect, Trust, Compassion, Responsibility, Forgiveness, Peace.



School Rules

Be Respectful

Be safe

Be Individual

#BeKind

School Administration

New Reception Children

Parents of children entering the school for the first time are invited to bring their children for a visit during the term prior to admission. These visits provide an opportunity for parents and children to see the school, to meet their teacher and to spend some time in the classroom.

At the induction workshops, the Head of school and the Class Teacher will be happy to explain teaching methods, classroom and school routines and to discuss any concerns parents might have about their children starting school.

New Children entering Year 1 to Year 6

All parents of children starting at the William Martin Schools, will be required to have a meeting with the Head of school, before their child starts. This meeting is an excellent opportunity to discuss the individual needs of your child, and find out more about our school. All new children will begin on a staggered start, often this will be several short mornings before starting full time.

This allows children to settle into school without being overwhelmed by their new environment. From time to time, staggered starts may continue for some time if a child finds it difficult to adjust to their new situation. Cases will be assessed and discussed with parents on an individual basis.

Parental Responsibility

It is very important that the school is aware of whether both parents have parental responsibility for a child.

We will take details relating to this when children are admitted to school. It is then the parents/carers responsibility to keep the school informed as to any changes in this regard.

A mother automatically has parental responsibility for her child from birth - a father does not.

It varies for a father depending on where in the UK you live, but in England and Wales it is as follows:

A father has parental responsibility if:

- The parents are married when the child is born, or if they have jointly adopted a child
- If the birth is jointly registered
- If the parents have drawn up a parental responsibility agreement
- If there is a parental responsibility order, made by a court

For more information see the WM Separated Parents Policy





Safeguarding

Please keep all contact details up to date.

We may need to call you in an emergency. These include:

- Home address/phone number
- Parental mobile numbers
- Work telephone numbers
- All other contact telephone numbers

We require details of 3 emergency contacts for all children.

Please do not forget to tell us if they change!

Safeguarding Team

Safeguarding Team



Mrs Bailey
Designated
SG Lead



Mrs Kearney
Deputy SG
Lead



Mrs Bowering
Deputy SG
Lead



Mrs Harvey
Deputy SG
Lead

Child Protection

Our first concern is your child's welfare and, therefore, there may be occasions when we have to consult other agencies even before we contact you. Should this be necessary we want to reassure you that any concerns we have about your child will then be fully discussed with you after we have talked with the other agency. The Essex Area Child Protection Committee has laid down the procedures we follow. If you want to know more about this procedure please ask to speak to a member of the Safeguarding Team

School Nurse

The School Nurse, who is based at the Barbara Castle Health Centre, will screen your child during their first or second term in school, i.e. vision, hearing, height and weight. If you have any objections to this screening will you please notify the Head of School in writing. If you would like the school nurse to check anything for your child, please let the school know and we will pass on the message.





Medication in School/Sick children

The 2014 DFE recommendation is:

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Staff are not legally required to administer any medicines in school, however cases will be considered on a case by case basis; as medicine will only be administered when it would be detrimental to a child's health or school attendance not to do so. (see WM Managing Medicines Policy)

48 Hour sickness rule

If a child has been unwell during the night with an upset stomach (sickness or diarrhoea), they should not be in school for 48 hours after they have been unwell.

Children should not return to school after sickness until they are fully recovered, otherwise it is not fair on them, the other children or staff.

If your child is fully fit to return after illness, yet is still on medication, it is down to you as parents/carers to make arrangements for someone to come into school to administer the medication. School staff are trained and voluntarily prepared to administer life saving medication such as epipens where a protocol/healthcare plan has been provided/agreed with the school.

Children should be trained to be able to independently administer medications such as asthma pumps prior to starting school.

Working Parents

Many of us are working parents. It is essential for all working parents to have back up childcare in place for pupil illness and emergencies. Please let the school know details of all contacts for your child.

Expiry date of Medication-Parents Responsibility

It is Parent's responsibility to ensure your child's medication in school is in date.

Children will not be permitted to take part in any out of school activities, trips or sporting events if we find that lifesaving medication has expired; you may also be called and asked to collect your child from school.

Sun Cream/Protection

We have very little shade on the school site. The children spend time in the playground or on the field at play and lunchtimes as well as during PE lessons every day.

Please provide your child with a sun hat and apply skin protection before school when necessary. If your child suffers from allergies, they may benefit from taking Piriton before school.

Emergency Closures

There have been a few occasions in the past when schools have had to close in an emergency, e.g. heating failure; staff could not get in because of snow or excessive heat levels in school. Every school





closure decision is made on the basis of health and safety. We are always sorry if the closure causes inconvenience to parents and carers, but health and safety **must** come first.

In the event of school closure and re-opening, information would be put out by text message and Parent Mail. We will also endeavour to communicate with parents via the school website- www.williammartinschools.org

Cycling/Scooting to school

We like to encourage children to walk, cycle, and scoot to school for exercise. We signpost parents/carers and children to local cycle training via Harlow Council.

We encourage children to wear helmets and protective clothing. **Bicycles and scooters must not be ridden in the playground for safety reasons. This includes pre-school children, school aged children and adults.**

Bicycles and scooters are parked at school at the owners' risk, but the school recommends that they are padlocked for security.

Walk homes

Please complete the End of School Collection Form (available from the Office) giving permission for your Year 5 or 6 child to walk home by themselves.

On site responsibility for children

Pre-school and school aged children are their parent's responsibility whilst on site before and after school. Please supervise them at all times.

Mobile Phones

Children **may not** bring mobile phones into school. Special arrangements for safeguarding may be made with Year 5 and 6 teachers, this information will be provided by the children's class teacher.

Car Parking Outside School in Residential Areas

Our school has a very dangerous and difficult to manage entrance.

Do not drive into the school car park.

Parking in residential areas

When parking in residential areas, please have regard for the residents and do not block driveways or roads.

No Smoking

There is no smoking anywhere on the school site.

Dogs

In the interest of child safety and hygiene, please do not bring dogs on to the school premises





Attendance

School Sessions

Infants Morning Session: 8:45am to 12:00 noon
Afternoon Session: 1:00pm to 3:15pm

Juniors Morning Session: 8.50am to 12:15 noon
Afternoon Session: 1:10pm to 3:20pm

Morning Access

In order for morning session to start promptly, gates open at 8.40am **children should arrive in school ready to begin learning at 8:45am.**

Infant parents bring their children straight to the classrooms, via the playground where children will settle in and take part in teacher led activities. Juniors should be dropped off at the gate and will make their way to the classroom independently.

End of the Day Collections

Parents may come into the playground to collect their child.

Parents have busy lives and sometimes you may not be able to collect your child from school yourself. Collections after school can sometimes be a regular arrangement with someone or a one off.

If your child is in Year 5 or 6, you may make the decision that they are mature and responsible enough, to make their own way home.

In order to ensure that your child is handed over by the class teacher safely to the correct person, or to allow your child to be released to walk home by themselves you will need to do the following:

One offs:

Ring the office to let them know that your child is being collected by a different person. The office will need to know

- **the name of your child,**
- **the year group**
- **and the name of the person who will be collecting them**

They will then inform your child's class teacher to ensure a safe handover.

Regular collections by family members or friends:

Please complete the End of School Collection Form (available from the Office) with the names (other than mother or father) of family or friends who you give permission to collect your child on a regular basis.





Attendance and related matters

If your child is absent from school, please let us know the reason by telephone before 9.20am, otherwise your child will be recorded as an 'Unauthorised Absence'. Please contact the school on their first day of absence.

In order to maximise your child's learning potential, we need as near to 100% attendance as possible. We need your support in this matter.

Any attendance issues will be picked up by the Education Welfare Officer connected to the school. Unauthorised absences or holidays may result in a fine.

First Day Contact

If we have not had a message from you about your child's absence by 9.20am, we will try to contact you to make sure that you are aware of your child's absence and that your child is safe.

Please send written details of all medical and dental appointments occurring during the school day and advise us if your child requires a school lunch on that day. There are forms available from the school office.

Holidays during term time

It was decided by the Governing Body that no term time holidays would be approved.

Odd half days and days will continue to be approved, if necessary, for family weddings, funerals, religious observances as will educational absences such as music/dance exams and sporting events. Parents should provide the school with written supporting information/documentation for the above. All of these absences will continue to be approved using the absence codes dictated by the DFE.

This decision was taken on the basis of the disruption caused to children's education by term time holidays and time consuming issues experienced by the school connected to the non-approval of holidays. **There is no entitlement to term time holidays.**

End of Term - Closing Time - 1.30pm

It has been agreed by the Governing Body that, in line with many other Harlow schools, school will close after afternoon registration, at 1.30pm three times a year at the end of each term-i.e. At Christmas, Easter and at the end of the Summer Term.





School Meals

Lunchtime

Lunchtime is one hour and the children have a morning break of 15 minutes. Assemblies and/or Collective Acts of Worship are held each day.

Playtime snacks - Healthy eating

Infant children receive free fruit snacks in the morning. Junior children may bring a snack to eat at playtime of fruit, vegetables or dried fruit-e.g. raisins (not coated in chocolate or yoghurt)

There is the option for parents to purchase milk for children at the start of each school term, please see the school office for more information. The children then have their milk with their snack.

No nuts - since these are dangerous to the child and other children and staff with allergies.

Dinner Time at School

We operate an 'In house' school meals service offering a hot meal with a vegetarian option and a selection of toasted melts and jacket potatoes. The meals are excellent and based on healthy menus.

All school lunches and Breakfast Club must be booked and paid via our online payment facility eduspot.co.uk. Bookings must be made by midnight on a Thursday the week before. (Please note bookings cannot be made after this time) If **no booking is received**, the school office will ring home and parents will be asked to bring in a packed lunch.

The current price of a school meal at the Infants and Juniors is £2.40.
In the Nursery it is £2.50.

Families on certain benefits can be entitled to free school meals, an application can be made online at www.essex.gov.uk. Further information can be obtained from the Essex County Council website.

School Milk

Children receive free school milk up until the Friday before their 5th birthday after this time milk can be purchased for children via school money for 20p per day.

Key Stage 1 Free School Meals

As of September 2014 all Key Stage 1 and Reception children have been entitled to free school meals.

Packed Lunches

Children bringing packed lunches are supervised by Midday Assistants in the Hall. Please do not include sweets or chocolate in your child's lunch box. The children may bring drinks in cartons or other leak-proof, unbreakable containers.

Children may bring in wipes for their hands at lunchtime.

For safety reasons please **do not include nuts or nut products**-including peanut butter. We encourage 'healthy' and 'eco-friendly' lunchboxes.





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Examples of food for healthy lunch boxes

- Sandwiches with ham, cheese, egg, tuna
- Fresh fruit e.g. apples, bananas
- Dried fruit
- Yogurt
- Water/fruit juice (not sugary or fizzy drinks)

***No nuts please for the benefit of those with allergies - thank you**

Examples of ECO lunch boxes

- Reusable sandwich box (not individually wrapped daily)
- Decanted yogurt
- Raisins from big pack put into reusable containers
- Drink in a reusable bottle

***Fresh drinking water is always available from school**



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School Uniform

We believe that wearing school uniform promotes a positive attitude, high standards and a sense of belonging to the school.

Uniform worn smartly helps pupils to feel good about themselves, which has a knock-on effect with regard to how they function within the school.

We encourage the full wearing of school uniform appropriate to the weather at all times. This is in preparation for secondary school where uniform is more enforced.

Please ensure that all items of clothing and other belongings are clearly named.

Shoes

'Sensible' shoes should be worn to school at all times. For example-plain black shoes or boots only.

This means:

- No heels
 - No boots in summer
 - No sandals in winter
 - No 'strappy' unsafe shoes
 - No fashion shoes with lots of difficult laces
- (Clearly this guidance is for Health and Safety reasons)

All of the uniform with school logo is available from 'Top Form' shop-The Stow, Harlow.

The following is a guide to what children may wear: -

Trousers, Skirts & Pinafore Dresses	Charcoal Grey/Black
Polo shirts, Roll neck tops, cotton shirts & blouses	White or Blue
School Sweatshirt/Cardigan	Royal Blue
Jumpers and Cardigans	Royal Blue
Fleece	Royal Blue
Waterproof Fleece	Royal Blue
Summer Dresses	Royal Blue / White Check/ Stripes
Pique Dresses (T Shirt Dresses)	Royal Blue
Summer Shorts	Charcoal Grey/Black
Baseball & Knitted Hats	Royal Blue
Socks	Black/white/grey
Tights	Black/blue/grey

Also available are School Back Packs and Book Bags

PE Kit

Blue or white Polo Shirt/T shirt & Black Shorts/Blue

The PE Kit should be kept in a named drawstring bag, together with a pair of black, slip-on plimsolls for Infants and trainers for Juniors.

Whilst school uniform is not compulsory, the uniform agreed by the Governing Body is detailed above. Our school colour is Royal Blue with Charcoal Grey/Black and White.





General Pupil Presentation

We believe that presentation is very important. Therefore we have high standards and expectations in terms of presentation of all kinds. Please find guidance below.

Hair/Nails/Makeup

Hairstyles (boys and girls) should be simple and of the child's natural colour. Fashion /extreme styles/shaven heads are not acceptable. No 'tram lines' or heads shaved to less than a 'number 2'.

All children should have their hair off of their faces so they can be seen. If necessary tie hair back off the face.

Pupils should not wear nail varnish or make up.

Earrings/Jewellery

Pupils who have pierced ears may wear a pair of small, plain studs. Earrings and jewellery can be extremely dangerous, especially at playtime and during physical activities. The School and County Policy require that earrings be removed for PE lessons, even where studs are worn. Where the ears have been recently pierced, pupils should not participate in PE lessons until the ears have healed enough for the earrings to be removed.

Please can you check with your child's teacher as to when the class has PE, and keep the earrings at home for those days, or train your child to take the earrings out and provide a container to keep them in, as the teachers cannot be responsible for the earrings in any way.

No other body studs or rings are allowed.

Lost Property

We encourage children to be responsible for their belongings. If your child has left something in school, please encourage them to come back into school immediately while the teacher is still there to look for the item. If not they must wait until the next day. **Please name all items.**

Lost property is in the brown cupboard outside the main office.

Please do not ask office staff to find the items or to give you access to the school at the end of the school day, as this will not be possible. (You might be able to catch the teacher at the classroom door and be able to go in for a look.)

Winter/Outdoor Clothing

Please ensure that your child is appropriately dressed for the weather. During the winter months the children are outside for play and lunchtimes. Please ensure that they have hats, scarves and gloves with suitable coats. Girls with skirts on will find tights or long socks helpful for keeping warm.





Religious Education/Collective Acts of Worship

The School follows the County RE Syllabus. Collective Worship will take place each day. Special Assemblies will be held at various times throughout the year - Christmas Assembly, Leavers' Assembly, to which parents are warmly invited.

Parents who wish their children to be withdrawn from RE and our Collective Acts of Worship should consult the Head of School and alternative arrangements can be made.

The children will be taught about the Christian and other major faiths of the world. Visitors will be invited into school to talk to the children. Local ministers are invited in to take assemblies and meet the children regularly.

School website

We have a school web site which we try to keep updated. There is information about your child's planned curriculum on the web site with ideas and links about supporting your child's learning at home - the best type of 'homework.'

Please see our 7 year curriculum map on our website.

Parental Support

The success of your child depends on a high quality partnership between home and school. If we are to develop your child to their potential the school needs your total support. Your child must know that we are working together and with the same boundaries - it is a partnership. In order to help your child we need your support in terms of attitude towards the school, behaviour management, support of school rules and respect for our professionalism.

Pastoral Care & Discipline

The school is a community in which behaviour is based on mutual respect and consideration for others. We will endeavour to get to know each child well, and to cater for their individual needs. Our school staff will always be willing to talk and listen to children and if any causes for concern arise, line managers or the Head of School will contact the parents if necessary. The Class Teacher, who will know each child well, is responsible for the care of the children within his/ her class. Particular problems may be referred to the line managers of the school.

The values, standards and attitudes of the School community will be made clear to the children by example and discussion, so that they are absorbed by them and made their own. Minor rules will govern behaviour within the school and the playground. If a child displays persistent anti-social behaviour, consultation is arranged between the teacher/line managers and parents so that an attempt can be made to correct the matter. County Policy permits, in rare cases of serious and persistent bad behaviour and indiscipline, exclusion from the School. (See Behaviour Policy on website)

Home/School Contracts

As from September 1999 there has been a requirement from the DFE for home/school agreements to be in place. The agreement is included in our admissions pack.





Suspension / Exclusion

Any child in school who behaves disrespectfully towards people or property will be excluded - either a suspension or permanent exclusion. (See our Behaviour Policy on website.)

Banishment from school premises

The governing body of the school has agreed that no member of staff should have to accept aggressive verbal, physical, emotional or written harassment or bullying. This type of behaviour and attitude will be met with banishment from the school premises. (Section 547 of the Education act 1996).

There is an expectation that as parents you will respect our professionalism, knowledge and experience.

School Performances

Pre-school children or babies **will not** be admitted to school performances in the evening, where possible we will permit them to attend day time performances. This is because they can create noise and distractions for the children who are performing and ruin a performance, which has taken weeks to rehearse. This is not fair on the children, families and teachers who work so hard to put on a show. Please may we ask that you respect this rule.

We expect all parents to understand and behave within normal protocols for performances. I.e. respecting other children's performances and not leaving before the end of the whole performance.

Mobile phones must be switched completely off during school performances.

Policy for Charging and Remissions

The School Governing Body has elected to adopt the County Policy on charging and remissions. In summary the arrangements are that, with certain exceptions, no charges can be made for activities taken up during the normal school day.

In order to continue to provide a variety of experiences for the children, parents are asked to make a **voluntary contribution** where it is not possible to provide from the School budget. Children whose parents decline or are unable to make a voluntary contribution are never excluded from the related activity.

The county operates a remissions policy in respect of those charges that can be made where entitlement exists. This means that in cases such as low income or parents on Income Support, charges may be reduced or waived.

There may be times when trips may need to be cancelled if there are not sufficient voluntary contributions to cover the cost of the trip.

Home/School Link

In accordance with County and Government Policy, children are given different types of homework, e.g. reading, key words, maths challenges.

Parent/Teacher interviews will be held in the autumn and spring terms. During these consultations, teachers can advise parents on how to help their children at home, thus ensuring that parents and teachers work together for the benefit of the children.

In the summer term parents will be provided with a written report.





If you are concerned about any aspect of your child's schooling during the course of the year, please arrange an appointment to see the Class Teacher. (Via the school office)

If staff become concerned about a child, either in connection with schoolwork or behaviour, parents will be contacted and the matter discussed at a mutually convenient time.

The Playground

The Head of School and teachers try to circulate in the playground as often as possible to talk to parents.

Passport Applications / Request for Letters from parents

Along with many doctors' surgeries and schools, we at William Martin Schools regret that we are unable to sign applications for passports. This is because the regulations have changed and that the person verifying the application has to put their own personal passport number on the form, which most people, including us, are unhappy about. We apologise for not being able to help in this matter.

We regret that we cannot provide letters to parents to confirm a home address. The reason for this is because we are unable to verify the address. We apologise for not being able to help in this matter.

Complaints Procedure

The complaints procedure is available on the school website.

Data Protection

All requests for copies of documents will meet with Data Protection regulations and timescales. There will be a charge to cover the costs of photocopying.

Holiday and Calendar Dates

Please note that the school's five INSET days are in addition to the holidays set by the Local Authority. Calendar dates are available from the school office and website.

Taking up Issues with the School

Normal procedure for taking up issues regarding your child with the school, or with queries is:

1. In the first instance via the class teacher. It is expected that virtually all matters will be dealt with at this level
 - Make an appointment via the school office. Office staff will take brief details and someone will get back to you either to discuss the issue on the telephone or to make a mutually convenient appointment time.
 - Do not 'catch' the teacher at the classroom door for a conversation either before or after school-it is not appropriate for many reasons.
 - Please do not expect an immediate response-e.g. Same day. The school often needs to make investigations before a response can be made. This may take a few days.





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2. If matters are not resolved to everyone's satisfaction after a series of meetings, the matter **might**, (though not necessarily) go to the Senior Management.
3. If still not resolved after a series of meetings, the matter might, (though not necessarily) go to the Head of School.
4. Only if this procedure has been followed and matters not resolved after a series of meetings, the matter might (though not necessarily) be taken to the Executive Head Teacher.

It is expected that most matters will be resolved at class teacher level.

Please note that the school will not tolerate aggressive behaviour in any form. Any such behaviour will met with a firm response such as being banned from the premises which the school has the right to do. (See above)

The Executive Head teacher and Head of School unfortunately are not, and cannot be available on demand.

The teachers are always happy to meet with parents to discuss worries and concerns. However, all meetings must be requested in advance and at a mutually convenient time to both the parents and teachers. Teachers and the Head of School are not available 'on demand.'

I should like to remind you of the procedure agreed by the governing body of the school in order to try to resolve problems swiftly.

Because we take issues seriously and wish to resolve them as swiftly as possible, we have set up this route for resolving matters. We expect that most matters will be resolved in the first instance by the class teacher. If the matter has been thoroughly investigated, but considered to have not been resolved, it might be passed on to the relevant line manager.

It would be very unlikely that the Head of School would become involved.

The Head of School is not and cannot (for many reasons) be available on demand. This procedure will not be circumvented except in extreme circumstances.

Please do not place the office staff in an awkward position by trying to bypass the route set out below. Thank you.

The route is outlined below:



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William Martin Schools and Nursery

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