



St Margaret's CE Primary School

Parent Handbook

St Margaret's CE Primary School
Arundel Road, Angmering BN16 4LP

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school@stmargaretsprimary.org.uk

Our Mission:

- To develop an life-long love of learning
- To grow spiritually and reflect Jesus in our words and actions
- To foster self-respect and love for others
- To provide opportunities for ALL to flourish
- To serve our community
- To prepare and equip for an ever-changing world

Vision & Core Values

Our Educational Vision

To be a school that strives for excellence, values effort and celebrates achievement. Together, our learning is creative, enriching and relevant to today and tomorrow.

Our Spiritual Vision

At St Margaret's, children engage with the Christian faith and are encouraged to respond positively to God through Jesus. We nurture a practical vision of Christianity and its outworking in their lives through love and service based on His teachings.

Our Vision for Personal and Social Development

Quite simply, for our children to be the best they can be; to reach their God-given potential, to live lives of integrity, growing in knowledge and wisdom and able to make good choices now and throughout their lives. Our children respect themselves and others, are appropriately self-confident, have resilience and optimism for the future.

Our Vision of the Community

To be a community that reflects God's love in our relationships with one another; that cares for God's creation, that welcomes the diverse gift of others and reaches out with hearts that seek to serve.

Our Values

Respect Teamwork Love Kindness Friendship Resilience

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Dates and Times

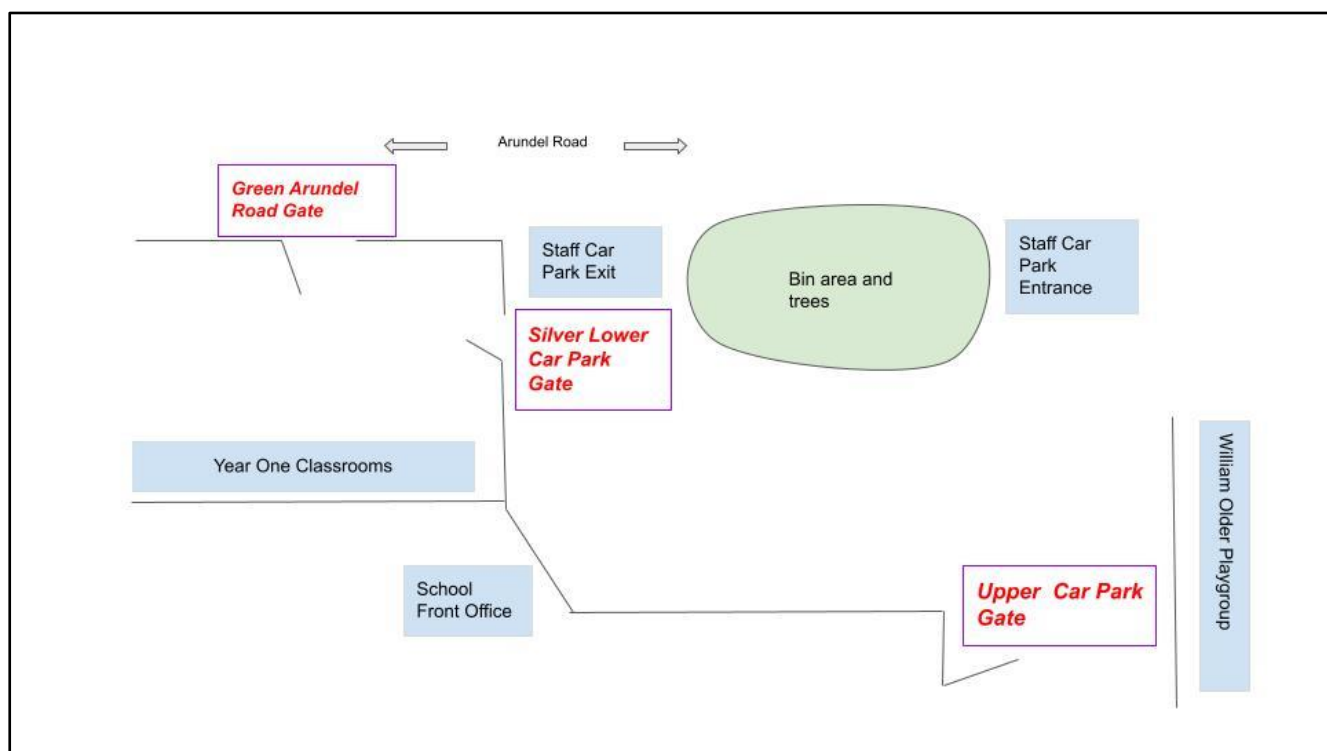
School Year 2020 -2021		Half Term
Autumn	Thu 3 rd Sept – Fri 18 th Dec	26 th – 30 th Oct
Spring	Mon 4 th Jan – Fri 8 th Apr	21 st – 25 th Feb
Summer	Mon 19 th Apr – Fri 23 rd Jul	31 st May – 4 th Jun
Inset Days 2 nd September, 2 nd November, TBC		

School Year 2021 - 2022		Half Term
Autumn	Thurs 2 nd Sept – Fri 17 th Dec	25 th – 29 th Oct
Spring	Tue 4 th Jan – Thu 1 st Apr	15 th – 19 th Feb
Summer	Mon 25 th Apr – Fri 22 nd Jul	30 th May – 3 rd Jun
Inset Days TBC		

We have a staggered start and collection system in place. Please see the relevant time and drop off/ collection point for your child below:

Year Group	Start	Location	Finish	Location
Reception	08:45	Entry Gate upper car park	15:00	Entry Gate upper car park
Year 1	08:40	Silver Entry Gate lower car park	15:00	Playground
Year 2	08:40	Silver Entry Gate lower car park	15:05	Playground
Year 3	08:40	Entry Gate upper car park	15:05	Entry Gate upper car park
Year 4	08:40	Green Entry Gate Arundel Road	15:05	Playground
Year 5	08:30	Green Entry Gate Arundel Road	15:00	Playground
Year 6	08:30	Green Entry Gate Arundel Road	15:00	Playground

Anyone arriving after their class time will be marked as late. If the gates are closed on arrival please request entry through the school office.



School Diary Dates

The school calendar dates can be viewed on our school website. We also give out “dates to remember” at the beginning of each term which gives details of some school events.

Office Hours

The School Office is staffed from 8:30 am to 4 pm. Outside of these hours you can leave a voicemail

School Uniform

School jumpers, cardigans, ties and book bags can be purchased from our supplier, Brigade online <http://www.brigade.uk.com/>

Early Years:

- White polo shirt
- Grey (not charcoal) trousers/shorts/skirt/ dress
- School logo jumper/ cardigan
- Black school shoes

Year 1, 2, 3, 4, 5 & 6

- White short or long sleeved shirt/ blouse
- Grey (not charcoal) trousers/shorts/skirt/ dress
- School tie
- School logo jumper/ cardigan
- Black school shoes

Girls are permitted to wear navy gingham summer dresses during the warmer months. Long hair should be tied up and bows/bands/ clips must be discreet.

P.E. Kit

- White T-shirt (NOT polo shirt)
- Navy sports or cycling shorts
- Plimsolls or white/ black trainers
- Navy jogging bottoms and navy hooded jumper for colder months.

N.B. Jewellery and ear piercings: Pupils with pierced ears may wear discreet studs to school. We would request these to be removed for PE or covered for health and safety reasons. No other jewellery should be worn.

Lost Property

We request that all items of clothing are clearly labelled with your child's full name. We have a lost property box in the school playground*. Named items are returned to the relevant children by our lost property monitors. Unnamed items will be kept for a few weeks but **unclaimed items are disposed of every half term.**

**Due to current Covid-19 restrictions we do not have a central lost property box. Each class has a box in which items are kept. Discuss with your teacher if you are missing any items.*

School Dinners

Under the Government Universal Free School Meals initiative, all children in Early Years, Years 1 and 2 are entitled to a free school meal. A hot school meal can also be provided by West Sussex County Council to those children in other year groups entitled to free school meals; this includes children whose parents are on benefits so please speak to the school office for further information. You can check your eligibility for free school meals here <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/#is-my-child-eligible>

Hot school meals are also available for all other children in school via Chartwells on a paid basis. Parents should book these meals one full week in advance from the Chartwells website here <https://westsussex.mealselector.co.uk/>

If your child wishes to have a packed lunch then please ensure there are **no nuts or nut products** included as we have a number of children in school with severe nut allergies.

Milk

For all children under 5, milk is provided for free as part of a Government directive. It is also available for children over 5 on a paid basis. Parents can order milk via www.coolmilk.com

Homework

Children are set a variety of age appropriate tasks to aid their progress in English and maths and support the work covered in class.

Regular reading at home, learning the spelling of commonly used words and those with particular sounds/letter strings and tasks focusing on the recall of key number facts, forms the basis of home learning.

School Clubs and External Clubs

A list of available clubs will be available at the start of the academic year and updated at the beginning of each term. School run clubs are free and children can sign up with parents' permission via letters sent home and returned to the school office. We also have external run clubs available which can be seen on our website (under clubs), and booked directly with the club provider.

We try to keep clubs running regardless of weather etc. but on the rare occasions we need to cancel them, parents will be informed by text.

There is an externally run wrap-around childcare service held at school, Ticklemetoo, running from 7 am in the morning for morning care and finishing at 6pm in the evening for afterschool care. This is a paid service and must be booked directly via Ticklemetoo. Please see their website <https://ticklemetoochildcare.co.uk/>

Music lessons are available in school via West Sussex Music. Please contact them directly to enquire and book lessons www.westsussexmusic.co.uk

Charging and Remissions Policy

We will send information about school trips and paid activities to parents via digital letter on ParentMail. Parents can pay for items online via ParentMail app/website. We no longer take cash payments in school. Contributions for school activities are voluntary, but we may not be able to run activities without sufficient parental contribution. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the Head Teacher who will come to an agreed arrangement.

We would request that all parents download the ParentMail app for iOS and Android devices in order to keep up to date with trips and payments, as well as texts, emails and letters which are sent via the app.

Attendance

Absences

We ask that parents call the school before 9 am if their child is absent for any reason without prior notification. We can then formally amend the register to reflect the reason for absence.

The law requires schools to keep a record and follow up absences without adequate reason. If you are having difficulties getting your child into school, please contact us so that we can arrange a meeting with the leadership team and offer support. We are required by law to inform the Educational Welfare Officer if attendance becomes a problem, and they are also available to offer support.

Our sickness policy states that, in accordance with NHS guidelines, children and staff should not return to school for 48 hours after the last symptom of vomiting and diarrhoea.

Term-time Absence Requests

The Education (Pupil Registration) (England) Regulations 2006 state that Head Teachers may not grant any leave of absence during term time, unless there are **exceptional circumstances**, and therefore not holidays in term time will not be authorised.

You will need to complete an absence request form for each child giving as much notice as possible if you intend to take your child out of school for a day or more for any reason. If you are away for more than 6 weeks we are required to remove your child from the school roll. You are able to apply for re-admission but a place is not guaranteed.

Medical Appointments

If your child has a medical appointment that cannot be arranged out of school hours, please either send an email to the school office on school@stmargaretsprimary.org.uk, send a note in with your child or call the school office directly. You may collect your child at the arranged time from the front office.

Lateness

If your child is arriving after their year group arrival time, they must report to the front office to inform them they are in school. If you are able to, please alert the school office to let us know your child will be late for unforeseen reasons. In cases of persistent lateness we may contact you to discuss and offer support.

We understand that children will be late on occasion for many reasons. However persistent lateness can impact their education in a negative way

Arriving after the register closes is recorded as an unauthorised absence.

Change of Details/ Circumstances

Please let the school office know **as soon as possible** of any change of address/ contact numbers/ names in relation to your child and their emergency contacts. This is to ensure we always have the most up to date information for you.

If your child is having to move schools, please contact the school office to complete a **withdrawal form** and give the new school details so that your child's records can be sent.

Medicines in School

Please be aware that the school can only administer **prescribed** medicine if the prescription is for **4 times** or more per day.

If your child has an inhaler or Epipen/ allergy medication, please contact the school office to sign the correct forms. An inhaler will be kept in class for those that need them. For children with Epipens, we will need two in school (one in class and one at the front office).

Valuables in School

Children should not bring valuable items into school. The school does not accept responsibility for any valuable items brought on to the school premises which are then lost. Children in Year 6 who walk to/ from school may bring in a mobile phone. However they must not be used in school. All phones should be switched off and handed into the class teacher on arrival. They will then be handed back at the end of the day.

Volunteers in School

The school greatly appreciates volunteer help from parents and the community in a variety of ways. We have a parent run PTA which can be contacted on pta@stmargaretsprimary.org.uk and they are always keen to take on parent helpers for numerous events!

We also welcome volunteer helpers with reading in class, forest school and school trips. If you wish to help in any way, please contact the school office or your child's teacher.

Communication from School

We issue a regular newsletter with important information parents need to know. We also keep our website up to date with events, dates, letters and news items as well as a school Facebook and Twitter page to keep parents up to speed with things happening in school.

If you wish to speak to your child's teacher please contact the school office or use the "Contact" section on the school website to arrange a meeting or phone call.

The school uses the app ParentMail to alert parents of important information and to send letters. We request that parents download the ParentMail app so that all correspondence can be sent through there in one place. This is also how we manage our online payments.

Premises

Parking

Please allow yourself time to find suitable and considerate parking in the residential roads near school. The car park on site is for staff use, visitors and deliveries only.

Please do not park on the zigzag and bus stop areas which are clearly marked. Please ensure your children do not climb the grass banks at the entrance of the school

Security

Your child's safety at school is of paramount importance to us. We therefore have a strict rule that no parent's should be on site without prior appointment. If you need to speak to the office you are able to do so from the main foyer but please do not enter the school building without seeking permission. If you would like to talk to the teacher please request a meeting through the office, or email the class email address (details on the website). You can also send a note in for the teacher via your child or the office.

Safeguarding Statement

Our school takes its responsibility to safeguard children extremely seriously and I will train and empower all staff to recognise and respond effectively to protect a child who may be at risk of significant harm.

- We will ensure all staff members in our school maintain an attitude of 'it could happen here' and feel able to raise concerns either about a child at risk or a member of staff whose behaviour may present a risk to a child.
- Our school will
- Have safeguarding at the heart of everything we do.
- Maximise opportunities to teach our children / young people how to keep safe both in the real and virtual world.
- Support the child's development in ways that will foster security, confidence and independence;
- Provide an environment in which children and young people feel safe, secure, valued, respected, feel confident.

The Designated Safeguarding Lead is Mrs Leila Kemp. Deputy Safeguarding leads are Mr Mike Jee and Ms Mary Dark.

If you have a complaint of concern

The school has a 4 stage process for complaints. Please contact the school office to start the process if you have an official complaint.

- Stage 1 (Informal): complaint heard by staff member (though not the subject of the complaint);
- Stage 2 (Formal): complaint heard by headteacher;
- Stage 3 (Formal) (optional): complaint heard by Chair of Governors;
- Stage 4 (Formal): complaint heard by GB's complaints appeal panel.

Home School Agreement

Our aims for teaching and learning are that all children will:

- Be tolerant and understanding with respect to the rights, views and property of others
- Develop a responsible and independent attitude towards work and play
- Achieve their potential in terms of academic and practical achievement, physical development, aesthetic appreciation and spiritual awareness within a framework promoting high moral standards and serving one another.

The school's particular character and spirit (ethos) is exemplified in its mission statement (see page 2).

SCHOOL'S RESPONSIBILITIES:

- Plan a well-balanced, structured, differentiated curriculum and encourage children to do their best at all times.
- Create a safe, caring, secure, well-resourced and stimulating environment.
- Inform parents of the children's progress by written report in the Summer term and through consultation meetings in the Autumn and Spring terms.
- Promote positive behaviour.
- Inform parents about what the teacher's aim to teach within two weeks of the start of every term.
- Have high, but fair expectations and praise examples of good standards in all areas.

PARENTS RESPONSIBILITIES:

- Ensure that the school is notified of absence first thing on the morning of the day of absence and in a letter on the child's return to school.
- Inform the school of matters which may affect the child's happiness and behaviour in school.
- Be realistic about their child's ability and give encouragement and praise generously.
- Attend Parents' consultation sessions and other events organised to provide information on developments in the curriculum.

CHILDREN WILL FOLLOW THE SCHOOL RULES BY:

- Walking and talking quietly in and around school.
- Doing as they are asked by an adult.
- Being kind, considerate and helpful to people.
- Playing sensibly and caring for each other.
- Taking care of their own and school equipment.
- Working to the best of their ability.
- Being polite, patient and demonstrating good manners.
- Respecting other people.
- Caring for the whole school environment and seeking to live the values of the school.

Staff and Governors

Head Teacher	Mr M Jee	
Deputy Head	Ms M Dark	
Inclusion Manager	Mrs L Kemp	
Assistant Heads	Mrs C Collins (Infants)	Mrs A Spears (Juniors)

Teaching Staff

Mrs Collins	Mrs Evans	
Mrs Reene	Miss Howes	
Mrs Martin	Mrs Bray	
Mrs Hendrick	Mr Wyatt	
Mr Carton	Miss Wilson	
Mrs Edwards	Miss Norcross	
Mrs Keates	Mrs Parris	
Mrs Broomhead	Mrs Cornell	
Mrs Levett		
Ms Dark		
Mrs Spears		

Learning Support Assistants

Mrs Sparkes	Mrs Hartigan	Mrs Chambers
Mrs Mercalo	Mrs Russell	Mrs Bland
Mrs Brown	Mrs Chase	Mrs Fordham
Mrs Good	Mr Hallam	Ms McLelland
Mrs Myles	Mrs Partridge	Mrs Pelham
Miss Socratous	Mrs Webber	Miss Gendre

Administrative and Support Staff

Mrs Smith	Mrs Bransden	Mrs Gates
Mrs Glossop	Mrs Scialdone	
Mr Wesley	Mrs Cragg	

Governors

Helen Fletcher Riley (Chair)	Alistair Knox	Carolyn Lorimer
Debbie Ricks	Chris Snell	Cannon M Standen
Martin Smith	Rod Sharman	Vicki Goodin
Emma Craughn		
Members of the Governing Body can be contacted via the Clerk Mrs J Ring on email jring@stmargaretsprimary.org.uk		