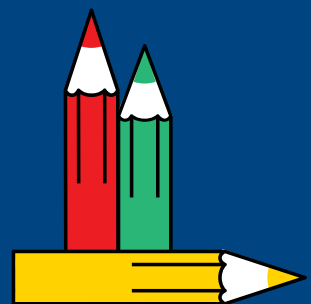




**Draycott Community
Primary School**

Parent Handbook



**Draycott Community
Primary School**
Believe Create Achieve

Believe Create Achieve



Our school will:

- Care for your child's safety and well-being.
- Give every child the chance to be the best they can be, believing in themselves whatever their talent or background, celebrating achievements, community spirit and effort in all that we do.
- Encourage the children to take responsibility for their own learning, providing the right balance of guidance and opportunity for creativity, ensuring they recognise there is value in failure and success and sharing their views.
- Ensure children develop and contribute towards a positive attitude in all aspects of school life, the community and to one another, regardless of gender, race, culture, belief, values, age and need.
- Promote positive communication in order to support your child and enable you to share their learning experiences in school.

As the parent/carer I will:

- Make sure my child arrives at school on time and is wearing the correct school uniform.
- Promptly contact the school if my child is off with an illness or if I have any concerns or worries that may affect my child's learning or behaviour.
- Develop positive and productive relationships with the school to support my child academically, behaviourally or with any additional needs.
- Support the school by making sure that I regularly hear my child read and ensure homework tasks are completed and returned on time.
- Support the children and the school, working in partnership towards a successful future for all.

As a child I will:

- Respect everyone - being kind and thoughtful towards others.
- Make choices to ensure we stay safe and are happy.
- Care for our school and look after our environment.
- Accept learning involves challenge, uncertainty and difficulty.
- Try my hardest to achieve my best.

Welcome to Draycott Community Primary School

We very much look forward to your child becoming part of our wonderful school community, where we give every child the chance to be the best they can be!

Please take time to read our parent handbook which is full of helpful information for when your child starts at our school.

It is important for school to have the information as requested in this handbook. Please complete all forms and return to the school office along with your child's original birth certificate which we will copy.

Being a happy, hardworking school all our children learn in an environment that promotes independence, creativity and enjoyment. There will be many opportunities for us to share this with you over the coming years.

Thank you

Claire Evans
Headteacher

"In this school, we have wonderful teachers teaching us and all our lessons are really fun."

"We love it when new pupils join our school."



School times

Nursery	
Morning session	9.00 am to 12.00 noon
Afternoon session	12.30 pm to 3.30 pm

Reception/ Key Stage 1	
Morning session	8.55 am to 12.00 noon
Afternoon session	1.00 pm to 3.30 pm

Key Stage 2	
Morning session	8.55 am to 12.15 pm
Afternoon session	1.15 pm to 3.30 pm

We have a 15 minute break mid-morning. Reception and Key Stage 1 also have a short afternoon break.

Kidspace

Kidspace is a breakfast and after-school club, catering for children aged from 3 to 11 years. Breakfast club runs from 7.30 am, to when school or nursery starts. After-school club runs from 3.30 pm to 5.45 pm.

Children going to Kidspace need not miss out on extra-curricular activities at school, as they can be collected from their clubs.

There is a charge for the Kidspace. Please ask the school office for more information.

Nursery

We fully integrate nursery children into the life of our school, ensuring they participate in some school events where appropriate. Our aim is that, by the time your child leaves our nursery, they will be happy and confident and ready to start full-time education in school.

Nursery curriculum

We provide parents/carers with information about the curriculum and ideas about how to support this learning at home.

Involving parents/carers

Parents/carers are encouraged to be involved in their child's learning by sharing experiences, and helping with follow-up activities at home.

Your child's progress

A detailed 'Learning Journey' file is kept on each child's stage of development in all areas of learning. This forms the basis for all future planning for each child both in the nursery and reception classes. Discussions and parent/carer teacher meetings are arranged through the year.

Government funded hours for 3 year olds		
Nursery session	Snack/meal included	Price
5 morning sessions 9:00-12:00	Milk and a snack	15 hours child care funding vouchers
5 afternoon sessions 12:30-3:30	Milk and a snack	15 hours child care funding vouchers
Extended hours and wrap around care		
Nursery session	Snack/meal included	Price
Full day sessions 9:00-3:30	Milk and a snack am and pm Hot school dinner	30 hours child care funding £4 each day for additional care until the end of the school day 3:30pm
Full day session 9:00-3:30	Milk and a snack am and pm Hot school dinner	£15
Breakfast club and Full day Nursery session 7:30-3:30	Breakfast Milk and a snack am and pm Hot school dinner	£19
Full day Nursery care and after school club 9:00- 5:45	Milk and a snack am and pm Hot school dinner After school snack	£22
Breakfast club, Full day Nursery session and after school club. 7:30 – 5:45	Breakfast Milk and a snack am and pm Hot school dinner After school snack	£26
'Kidspace'		
Session	Snack/meal included	Price
Breakfast club 7:30- 8:50	Breakfast	£4
After school club 3:30-5:45	After school snack	£7

Payments will be required in advance. You can pay by cash, cheque or work childcare vouchers on a weekly, monthly or half termly basis. You can check if you are eligible for the 30 hours funding at <https://childcare-support.tax.service.gov.uk/>

These arrangements will continue for the academic year 2017/18 with a view to continue the provision, but this will be dependent on the number of children who require the additional care. Please make your enquiries/requests as soon as possible in order for school to organise provision ready for September onwards.

Playground Safety

We do not allow dogs on our premises. Bicycles/scooters must not be ridden on the playground. We have a bike shelter and scooter racks that parents/carers and children are welcome to use. We do not take responsibility for damage or theft.

We also ask that parents/carers show consideration to our children and neighbours by not blocking the pavement outside our school when dropping off and picking up, as this makes the environment around our school dangerous for our children and those living nearby.

Friday ACE Assembly and Rewards

We believe in promoting good behaviour by recognising when our children have worked hard or behaved well.

A – Achievement Award

C – Community Award

E – Effort Award

2 weekly cycle

Week 1: Reception, Year 1 & 2

Week 2: Year 3, 4, 5 & 6

3 children from each class are chosen for the above awards.

When a child has achieved all 3 awards during the academic year they will receive a very special badge to wear with pride on their uniform.

You are more than welcome to come along and celebrate with your children. You will be notified by text early in the week ready for the assembly on Friday morning at 9.05 am. We are sure the children will be excited to share their achievements with you whether it is at school or home!

We enjoy rewarding children throughout the school week with Chance Cards, Honeycomb Bookmark stickers and of course the praise and positivity that all the children deserve when they have shown community spirit and have worked hard.

Uniform

All our children, including nursery children wear our uniform. Wearing a uniform is helpful in establishing good standards of appearance in school and the children quickly feel part of the school community.

Our winter uniform is as follows:

- navy sweatshirt/jumper/cardigan
- light blue/white polo shirt
- grey/navy trousers, skirt or pinafore
- sensible black footwear, (no trainers) plain black boots during the winter months

- white, grey or navy tights or socks

Our summer uniform is as follows:

- navy sweatshirt/jumper/cardigan
- light blue/white polo shirt
- grey/navy trousers, skirt, shorts or pinafore
- blue gingham dress, or skirt and matching top which should be worn together

- white, grey or navy tights or socks

- no open toe shoes

Clothing for P.E.

- pale blue/white t-shirt

- navy shorts, joggers, leggings or skorts
- plimsolls - indoor
- trainers - outdoor
- a plain sweatshirt in school colours for outdoor P.E.

Please provide your child with a clearly labelled draw-string P.E. bag for your child to keep their kit in at school. The P.E. kit is returned to you to be washed at the end of each half-term.

Labelling clothes

Please label all your child's clothing so that it can be easily returned to you if it is misplaced.

Food in school

School meals

Derbyshire County Council provide healthy, tasty meals, with a vegetarian option. Special diets can usually be catered for, but we ask for a medical referral from either the dietician or general practitioner.

Free school meals

Children in the Foundation Stage and Key Stage 1 are entitled to free school meals. The current charge for school meals for older children is £2.00. If you have older children and are receiving certain benefits, you can apply for free school meals. Please contact the school office for a phone number you can ring and be given an immediate answer.

You can also apply online at www.derbyshire.gov.uk/quidsin

Packed lunches

Children can bring in packed lunches from home. We have a healthy eating policy and we encourage you to provide a balanced lunch.

Nut Free Zone

If you provide a packed lunch for your child, please note that, as several children suffer from a serious nut allergy at our school, we are a nut-free zone at all times. No food containing obvious nut products must be sent into school under any circumstances.

Fruit and drinks

Please provide your child with a fresh bottle of water each day. All children in the Foundation Stage and Key Stage 1 are offered a free piece of fruit at morning break. Key Stage 2 children are able to bring a piece of fruit or raw vegetables to eat at break.

Milk is free for children under 5 and who are eligible for free school meals. Milk is available to buy for other children, see the 'Cool Milk' link on our website.

Attendance

So that children are able to reach their potential during their time with us, and feel part of their class and the wider school community, it is very important that children have a high level of attendance.



“School is great, teachers join in the fun and they give you extra responsibility”

“I like it when we win awards like Henry Hoover”

“I like it when my parents come in to do activities with me.”

Absence - Illness

To ensure children’s safety, and help us meet Government guidelines, we request that parents/carers contact us on the first day of their child’s absence before the beginning of the school day.

Because of the infectious nature of some illnesses, we ask that you do not send your child into school if they are suffering with certain illnesses. We have included some of the more common illnesses in the information below:

Disease

Chicken pox

14-21 Normal incubation period in days.
Period of communicability - from 1 day before to 6 days after the appearance of rash. Minimum period to recover, 6 days from onset of rash.

Rubella (German Measles)

14-21 Normal incubation period in days.
Period of communicability - from a few days before to 4 days after the onset of rash. Minimum period to recover, 4 days from onset of rash.

Measles

10-15 Normal incubation period in days (commonly 12 days to onset of illness, and 16 to appearance of rash).
Period of communicability - from a few days before to 4 days after the onset of rash. Minimum period to recover, 7 days from onset of rash.

Mumps

18-21 Normal Incubation period in days
Period of communicability - from 7 days before onset of symptoms, until swelling has subsided (7 days minimum).

In cases of Impetigo, please keep your child away from school until 48 hours after you have started treating them.

For cases of vomiting and or diarrhoea, please keep your child away from school until 48 hours have passed since the last incident.

Absence - Other

In keeping with Government policy, unless circumstances meet certain exceptional criteria term-time holidays will not be authorised. If an absence has not been approved by the school, it may be classed as unauthorised and may result in a fine raised by the Local Authority.

Clubs and activities

We offer a range of extra-curricular activities which are run by outside providers and teachers. To ensure that all children can take advantage of these activities, regardless of financial circumstances, many activities are free. Where charges are made, we work hard to keep costs as low as possible. Examples are:

- Garden club - free
- Various sporting and creative clubs through the year - free
- Various sports clubs through the week, small charge
- Tae Kwon-do is on a Tuesday night 3.30 pm - 4.45 pm at £3

Hair, Jewellery and Nails

In keeping with our high standards of appearance, we ask that children do not come to school with dyed hair, or with extreme hairstyles such as ‘mohicans’, ‘tramlines’ or shaved partings.

Plain and simple hair accessories should be in school uniform colours. If you are not sure what is acceptable, please speak to the school office for guidelines. It is recommended that hair that is longer than shoulder length should be tied back for health and safety reasons. This will also help in the control of headlice within school.

The only jewellery allowed to be worn in school is:

- Watch

Children may wear a simple analogue or digital watch to enable them to tell the time.

Pupils are not permitted to wear Smart Watches or other similar style watches with internet connectivity for safeguarding reasons.

Pupils are not permitted to wear Fitbits or fitness trackers in school. They Synchronise data online through a connected app which should not be used by Children under the age of 13 years.

- One stud type ear-ring in each ear

Nothing else is to be permitted and all jewellery must be removed by the child for any physical activities.

This policy has been made after taking advice on safety issues from the Local Authority.

We would not wish to make exception for recently pierced ears and therefore would like parents to have their child’s ears pierced during holidays.

Children must not wear nail varnish for school.

Charging policy

We recognise that the wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards childrens’ personal and social education. It is hoped that parents will be prepared to make the necessary voluntary contribution towards these activities. If we do not get sufficient contributions towards the cost, we may have to cancel the activity. This very rarely happens.

Making payments

If you send any money into school, please put it in an envelope marked with your child’s name and class.

Emergency arrangements

Emergency closures are notified by text and will be reported on our school website and the Derbyshire County Council website.

Medicine in school

We will give prescribed medicine only once a medication form has been completed.

Keeping in touch

We send newsletters and information out to parents/carers. We recommend that you ask your child regularly if there have been any letters sent home from school, and also check their reading folders, as they can be easily overlooked. We also enjoy inviting parent/carers and families into school during our special themed topic weeks and other school events.

Website

Please visit our school website for up-to-date information:
www.draycott.derbyshire.sch.uk



“Our classrooms are the best places to be because they are full of the things we have made.”

“We like it when we do all sorts of different weeks, like Science and Art weeks.”



“I enjoyed learning about the lives of other children around the world and presenting my work in a special book.”

DERBYSHIRE COUNTY COUNCIL PRIVACY NOTICE for Children in Schools, Early Years Settings

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

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

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

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

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

If you want to receive a copy of the information about you that we hold, please contact:

Colette Thorpe at the school office or call 01332 872261

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

our local authority at <http://www.derbyshire.gov.uk/privacynotices> ; or

the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>:

If you are unable to access these websites, please contact the LA:

Data Protection/Freedom of Information Officer

Children and Younger Adults Department

Derbyshire County Council

County Hall

Matlock

Derbyshire

DE4 3AG

website: www.derbyshire.gov.uk

email: CAYA.FOI@derbyshire.gov.uk

tel: 01629 536470

Child's Name:

Date of Birth: [] [] [] / [] [] [] / [] [] []

The information on this form is processed electronically for administrative purposes and is subject to the terms of the Data Protection Act 1984.

PLEASE COMPLETE IN BLOCK CAPITALS

Child's Forenames	Male <input type="checkbox"/> Female <input type="checkbox"/>
Child's Surname	
Date of Birth	
Names of all brothers and sisters (please indicate if younger than or older than child being registered)	
Child's home address	
Post Code	
Home telephone number	
Mobile telephone number	
Previous Nursery/School	

Parents/Carers

Mother, Father, Carer or Step-parent		
Title		
Forenames		
Surname		
Address		
Daytime telephone number		
Mobile number		
E-mail address		
Other emergency contact numbers for above named		

Additional contacts and relationship to child			
Relationship to child			
Title			
Forenames			
Surname			
Address			
Daytime telephone number			
Mobile number			
Other emergency contact numbers for the above named			

Signed:
Please print name
Relationship to child:
Date: [] [] [] / [] [] [] / [] [] []

Please tear here

The following consent forms will cover your child for their whole time at school unless you tell us otherwise.

Child's Name: _____ Date of Birth: [][] / [][] / [][]

Medical Details

As part of our Medical and First Aid procedures could you please complete the following form and return it to school as soon as possible.

Child's Name: _____

Does your child wear glasses? YES [] NO []

Does your child have any problems with hearing? Please give details below:

Does your child suffer with Eczema? YES [] NO []

Does your child suffer with Asthma? YES [] NO []

Does your child have any other allergies? e.g. Wasp/bee stings, nuts. Please give details below:

If yes, do they have prescribed medication or a course of action e.g. epipen, go to hospital etc. Please give details:

Does your child receive or have they previously received support from an agency/service? Please give details below:

Can we apply plasters to your child if necessary? YES [] NO []

Are there any other medical conditions we should be made aware of? If yes, please give details below:

Family Doctor _____

Surgery Address: _____

Telephone Number: _____

If there are changes in your child's medical condition, it is essential that you inform us immediately.

Signed: _____

Please print name

Relationship to child: _____

Date: [][] / [][] / [][]

Child's Name: _____ Date of Birth: [][] / [][] / [][]

Other details

Ethnic Origin	<input type="checkbox"/> ABAN: Bangladeshi	<input type="checkbox"/> MWBC: White and Black Caribbean
	<input type="checkbox"/> AIND: Indian	<input type="checkbox"/> NOTB: Information not obtained
	<input type="checkbox"/> AOTH: Any other Asian Background	<input type="checkbox"/> OOTH: Any other Ethnic Group
	<input type="checkbox"/> APKN: Pakistani	<input type="checkbox"/> REFU: Refused
	<input type="checkbox"/> BAFR: Black-African	<input type="checkbox"/> WBRI: White British
	<input type="checkbox"/> BCRB: Black Caribbean	<input type="checkbox"/> WCOR: White Cornish
	<input type="checkbox"/> BOTH: Any other Black Background	<input type="checkbox"/> WIRI: White Irish
	<input type="checkbox"/> CHNE: Chinese	<input type="checkbox"/> WIRT: Traveller of Irish Heritage
	<input type="checkbox"/> MOTH: Any other Mixed Background	<input type="checkbox"/> WOTH: Any other White Background
	<input type="checkbox"/> MWAS: White and Asian	<input type="checkbox"/> WROM: Gypsy/Roma
<input type="checkbox"/> MWBA: White and Black African		
First Language	<input type="checkbox"/> ENB: Not known but believed to be English	
	<input type="checkbox"/> ENG: English	
	<input type="checkbox"/> OTB: Not known but believed to be other than English	
	<input type="checkbox"/> OTH: Other than English	
	<input type="checkbox"/> REF: Refused	
Religion	<input type="checkbox"/> Catholic: Catholic	<input type="checkbox"/> None: No Religion
	<input type="checkbox"/> Christian: Christian	<input type="checkbox"/> Not provid: Not provided by
	<input type="checkbox"/> Greek Orth: Greek Orthodox	<input type="checkbox"/> Other Reli: Other Religion
	<input type="checkbox"/> Hindu: Hindu	
	<input type="checkbox"/> Jewish: Jewish	

Travel to school

PLEASE TICK ONLY ONE OF THE FOLLOWING BOXES

WALK <input type="checkbox"/> (WLK)	PUBLIC SERVICE BUS <input type="checkbox"/> (PBS)
CYCLE <input type="checkbox"/> (CYC)	TAXI <input type="checkbox"/> (TXI)
CAR/VAN <input type="checkbox"/> (CAR)	TRAIN <input type="checkbox"/> (TRN)
CAR SHARE <input type="checkbox"/> (CRS)	OTHER <input type="checkbox"/> (OTH)

(with a child/children from a different household)

Risk of sunburn

We recommend that children wear all day sunscreen which should be applied before your child comes to school. Children are able to bring sunscreen into school in a labelled container to apply themselves when necessary.

A sunhat is a necessity in the Summer term.

I give permission for my child to apply his or her own sunscreen.

Child's Name: _____ Date of Birth: [][] / [][] / [][]

Signed: _____

Please print name

Relationship to child: _____

Date: [][] / [][] / [][]

Please tear here

E-Safety

We want all children to be safe and responsible when using the internet. Please have a look at the Childnet International Link advice on our school website and discuss it with your child.

Child's Name: _____ Date of Birth: [][] / [][][] / [][][]

agrees to follow the safety rules and to support the safe use of ICT at Draycott Community Primary School.

Signed: _____
Please print name

Relationship to child: _____

Date: [][] / [][][] / [][][]

Photography

Are you happy for any photograph or filming taken in school/at school events to be published?

For display within school and lesson use YES [] NO [] / On the school website? YES [] NO [] / In the media (e.g. local newspaper) YES [] NO []

We do allow parents to take photos at school events. However in accordance with the Data Protection Act 1998, parents must not post images including children other than their own on social media or share them with the media.

I have read the above and agree not to share images of children other than my own with the media or on social media.

Child's Name: _____ Date of Birth: [][] / [][][] / [][][]

Signed: _____
Please print name

Relationship to child: _____

Date: [][] / [][][] / [][][]

Local Visits

To enhance the learning in specific areas, local visits, walks and activities at other local schools may take place during the year. This does not apply to visits after school or where a request for a voluntary contribution is made, when a letter will be sent out as normal.

Child's Name: _____ Date of Birth: [][] / [][][] / [][][]

I give permission for my child to be taken out of school as identified above:

Signed: _____
Please print name

Relationship to child: _____

Date: [][] / [][][] / [][][]

Hospital

I give an appropriate member of staff permission to take my child to hospital in an emergency.

Child's Name: _____ Date of Birth: [][] / [][][] / [][][]

Signed: _____
Please print name

Relationship to child: _____

Date: [][] / [][][] / [][][]

DVDs

PG rated DVDs are used to enhance the curriculum or as a special treat during the year. I give permission for my child in Year 3 or above to be able to watch PG rated DVDs.

Child's Name: _____ Date of Birth: [][] / [][][] / [][][]

Signed: _____
Please print name

Relationship to child: _____

Date: [][] / [][][] / [][][]

Child Collection Arrangements

In order to ensure your child's safety, could you please inform us below of who will be collecting your child at the end of the school day on a regular basis. Please inform us if there are any temporary changes, as we will be unable to allow your child to go with anyone other than those you name below unless you have written/called to inform us of a change.

My child

will be collected from school by

(list all people)

unless I contact you to say otherwise.

When my child is in Year 5 or Year 6 he/she has permission to go home alone.

Name of child: _____

Beginning of Day Arrangements

The school gates are opened at 8:40 am.

Supervision is provided on the Key Stage 1 and Key Stage 2 entrances.

Children can go into their classrooms from 8:45 am.

Children should arrive at school no later than 8:55 am.

End of Day Arrangements

The school day ends at 3:30 pm.

We ask the parent/carer to stand towards the side/back of the playground for you to be visible.

The children are led out onto the playground by their teacher through their Key Stage door.

When the parent/carer has been identified the children are released into your care.

Signed: _____
Please print name

Relationship to child: _____

Date: [][] / [][][] / [][][]

Please tear here

CONFIDENTIAL DERBYSHIRE EARLY YEARS AND CHILDCARE DEVELOPMENT PLAN

DATA PROTECTION ACT 1998

NURSERY FUNDING

THIS FORM SHOULD BE SIGNED BY PARENTS/CARERS OF CHILDREN ATTENDING YOUR SCHOOL

FULL-TIME IN LIEU OF A SIGNED FE1 (the FE1 is only completed by Parents/Carers of children attending school on a part-time basis).

Child's Name:	Date of Birth: [][] / [][] / [][]
---------------	---

Signed:

Please print name

Relationship to child:

Date: [][] / [][] / [][]

The personal data that you supply will be stored securely by Derbyshire County Council and in accordance with the Data Protection Act 1998. This information may be shared with other Local Authorities or Childcare Providers solely to audit funding requirements and used internally for Educational purposes/statistics. You have a right to have inaccurate/incomplete information corrected.



Please follow the link on our website for the next academic year and inset days.



"I love the way people around me treat me at school"

Draycott Community Primary School
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Derbyshire
DE72 3NH

Telephone: 01332 872261
E-mail: info@draycott.derbyshire.sch.uk

Believe Create Achieve

Devised and produced by Stoneworks Education Ltd www.stoneworkscommunications.co.uk/Education



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Primary School
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