



Chantry Community Primary School

INFORMATION BOOKLET



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The Staff

<u>Headteacher</u>	-	Mrs C Dickens
<u>Deputy Headteacher</u>	-	Mrs R Reed
<u>Teaching Staff</u>	Reception	- Miss C Gander
	Key Stage One	- Miss S Francis
		- Mrs R Hatton
		- Miss C Hinxman
	Key Stage Two	- Mr J Coram
		- Mrs S Jackson
		- Mrs R Lindfield
		- Mr N Macgregor (KS2 Leader)
		- Mrs D Noakes
<u>Special Educational Needs Co-Ord.</u>	-	Ms H Drake
<u>Reading Intervention Programme</u>	-	Mrs J Robinson (Higher Level Teaching Assistant)
	-	Mrs M Wiles
<u>School Business Manager</u>	-	Mrs J Roadway
<u>Finance Assistant/Receptionist</u>	-	Mrs E Ellis
<u>Receptionist</u>	-	Mrs N Vaughan
<u>Teaching Assistants</u>	-	Mr J Eames
	-	Mrs D Finnis
	-	Mrs T Goldspink-Saunders
	-	Mrs N Lucas
	-	Miss K Mason
	-	Mrs R Moller
	-	Mrs S Ray-Gain
	-	Mrs J Rimmer
	-	Mr B Smith
<u>Early Bird Club</u>	-	Mrs R Moller
	-	Mrs J Rimmer
<u>Caretaker</u>	-	Mr M Stock
<u>Mid Day Supervisory Assistants/</u>	-	Mrs F Bird
	-	Mr J Eames
<u>Play Leaders</u>	-	Mrs D Finnis
	-	Mrs N Lucas
	-	Miss K Mason
	-	Mrs R Moller
	-	Mrs J Rimmer
	-	Mr B Smith
	-	Mrs M Wiles
<u>Peripatetic Music Staff</u>	-	Mrs Beaumont (violin)
	-	Mr R Butler (guitar)
<u>Kitchen Staff</u>	-	Mrs J Brockhurst (cook)
	-	Mrs J Jarrett
	-	Miss K Perry

GOVERNORS OF CHANTRY COMMUNITY PRIMARY SCHOOL SEPT 2015

Mr J Chinn	Community Governor
Mrs C Dickens	Headteacher
Mrs T Evett	Parent Governor
Mrs R Reed	Staff Governor (teaching staff)
Mrs J Roadway	Associate Member
Mrs A Shaw	Parent Governor
Mr A Thomas (Chair)	LEA Governor
Mrs B Thomas	LEA Governor
Mr P Usher (Vice-chair)	Community Governor
Mrs S Potter	Clerk to the Governors

GENERAL INFORMATION

SCHOOL HOURS

Infants-Key Stage 1

8.45am – 12 noon
1.10pm - 3.15pm
15 min break am
10 min break pm

Juniors- Key Stage 2

8.45am – 12.15pm
1.10pm - 3.15pm
15 min break am

The playground is supervised from 8.35am each day. For safety reasons it is important that children do not arrive before this time. The bell is rung in the playground at 8.45am. Children then go into their classrooms and the register is taken. Reception children are taken to the bottom of the ramp at 8.45am also. They are collected from here at the end of the day. All the other children are collected from the playground by their parents/carers. It is recommended that parents of KS1 children stay with their children until 8.45am.

Playtimes All KS1 children have a playtime during the morning and afternoon sessions, KS2 children have a morning playtime only. The teachers with the help of our teaching assistants supervise these playtimes.

Lunch Time At lunchtime the children are cared for by our mid-day supervisory assistants/play leaders under the guidance of the Deputy Headteacher and the Senior Leadership Team.

Open Afternoons and Evenings There are many occasions during the school year when parents are invited into school. Every parent is given the opportunity to have individual interviews with class teachers.

Other Appointments As a school we value our partnership with parents. Appointments with class teachers, who are the first point of contact for parents, can be made individually with teachers and are most convenient at the end of the school day. Key Stage Leaders are the next point of contact. This will be Mr MacGregor for Key Stage Two and temporarily Mrs Dickens for Reception and Key Stage One, until Mrs Pollard returns from maternity leave. It is also possible to make appointments with them. Mrs Dickens and Mrs Reed are always happy to see parents. Appointments can be arranged through the School Business Manager. The Head will always see parents as soon as is practicable and if it is a short appointment, she will try to see parents immediately.

Every September at the beginning of the academic year we run a presentation to parents by the staff when we outline the programme of work and activities as well as our expectations for the forthcoming year. Obviously these change as your child progresses through the school and we feel these are really important meetings for both you and your child and are an opportunity to find out how to help your child at home.

Absence from School If your child is absent, could you please telephone the school before 9.15am on every day of the absence. We regard this as very important for the welfare and safety of children. The Education Welfare Officer regularly checks our Registers, a reason is required for each absence and all absences are monitored very carefully. If your child has a recurring problem and is absent from school frequently, please talk to either Mrs Dickens or Mrs Reed.

If your child is going to be late arriving for any reason and you wish lunch to be ordered, please send a written message or telephone by 9.15am. It is very important that lateness is kept to an absolute minimum.

Illness Children may be kept off school when they are ill. We follow the Health Protection Agency (HPA) guidelines for recommended absences. This includes a recommendation of 48 hours absence for sickness and/or diarrhoea.

Health Protection Agency (HPA) When a child has a stomach virus or diarrhoea the HPA recommend a full 48 hours to recover following the last bout of illness. This is a guideline, if you are positive your child's sickness is due to something they have eaten and they are well enough to return to school after 24 hours clear of any sickness or diarrhoea, the school will trust your judgement as the child's parent or carer.

Absence (including holidays) in term time There is a big national drive to improve school attendance and so Headteachers and Governors are directed to encourage parents to take family holidays in school holiday times. Holidays taken in term times, it is directed, will be regarded as unauthorised unless there are exceptional circumstances. Please complete an absence form available from the school office (a minimum of 2 weeks notice should be given). The Bexhill Schools have an agreement to follow the national drive. The Headteacher will meet with all families requesting a holiday in term time.

Appointments We ask that you make doctors and dental appointments outside of the school day. If your child has a hospital appointment please let Mrs Vaughan have a copy of the letter for the register.

Photos Unfortunately we must ask all parents and carers NOT to take photos during assemblies and productions. It is extremely distracting for the children when they are performing to have camera flashes in the audience. Photographs are always taken during and after the dress rehearsal and made available either on the Virtual Learning Environment (VLE, password protected only to download and print). There are also some children who are not allowed to be photographed for legal reasons. We ask all parents and carers to respect this.

We ask you not to put photos from school events or on school premises that include children other than your own on any social networking sites.

School Lunches These are cooked on the premises and include plenty of fresh vegetables. Menus are displayed in the entrance hall. Milk and water are available to drink with a school dinner. Children choose their menu each day.

Lunch is now free to all children in Foundation/Key Stage 1 and we would like to encourage children to take up this offer.

Dinner Money In Key Stage 2 parents and carers will need to pay for school dinners or apply for a free school meal. Our preferred method of payment for school dinners is via 'ParentPay' which is an online system or alternatively using a 'PayPoint' card. Information regarding this will be sent to you once your child has started school, in the meantime you can pay by cash daily. Children should bring their money in a small named purse, envelope or container. These are stored safely in the classroom and at the end of the day the child takes it home. Using either method parents can choose on a daily basis, a school dinner or a packed lunch. It is very important that school dinners are paid for in advance as the kitchen is run by an outside catering company.

Forms for free school meals can be obtained from the Receptionist for those on Income Support, Child Tax Credit, but not those entitled to Working Tax Credit, Income Based Job Seekers Allowance, Guarantee element of State Pension Credit or Support under part VI of the Immigration and Asylum Act 1999. Such requests and the management of 'free meals' in school is always dealt with in a sensitive way. All children eligible for a free school meal will receive one free PE kit per year.

Packed Lunches Packed lunches may be brought to eat at dinnertime. Food should be brought that is easy for a child to manage. At Chantry we do promote healthy eating. Fruit is encouraged. A biscuit is acceptable but sweets are not allowed. Please do not give your child any products containing nuts as we have children in school with nut allergies. Cold or warm drinks may be brought but it is important that drinks are in an unbreakable flask and fizzy drinks are not acceptable. If your child needs a straw could you please include it in the lunch box and spoons for yogurts. It is our policy to encourage children to eat most things in their lunchbox, including crusts on sandwiches. If we feel a parent has prepared too much we will let you know.

Morning Break Milk is available for parents to order from 'Cool Milk at School Ltd.' for those children whose parents would like them to have a drink of milk half way through the morning. This is ordered and paid for in advance every term. Forms are available from our school office. The school participates in the NHS run Schools Fruit and Vegetable Scheme for KS1 children. This provides the children with a piece of fruit each day.

Changes of Address Please inform the Receptionist by letter or phone of any change of address and telephone numbers (home and mobile).

Emergency Contact A record of addresses and telephone numbers to be used in cases of emergency is kept in the school. It is important that this is kept up to date. If there are any changes in your circumstances, place of employment or telephone number, please let us know immediately.

Money Unless requested for some special reason, children should not bring money to school. Any money brought for educational visits should be in a sealed envelope and marked with your child's name, class and trip. Your child should

hand the envelope to their teacher. Cheques are made payable to 'Chantry Community Primary School'.

Jewellery, Nail Varnish and Hair Children should not wear jewellery to school. If a child cannot remove their earrings they must have the studs covered by micropore tape for all PE lessons. Nail varnish is not suitable for school. Watches should not be worn by KS1 pupils, but are acceptable for KS2 pupils. We do not think it appropriate for Primary School children to use gel or to have dyed hair. To endeavour to combat the problem of head lice, we do request that all long hair is tied back and it must be tied back for all PE lessons (this applies to boys and girls).

Mobile 'phones Once a child reaches Year 6 and we have received written permission for them to walk home without an adult, we do allow them to bring a mobile 'phone to school. The 'phone must be handed in to the front desk in the morning for safe keeping and collected at the end of the day.

Toys

Toys should not be brought into school. It can be very upsetting if these are lost or damaged.

School Nurse The nurse usually supports the health needs of all children at Chantry and visits school weekly, contact can be made via tel. 728368 or Kcht.SH-HR@nhs.net

Medicines In special circumstances arrangements can be made to administer medicine at the beginning of lunchtime. A special East Sussex County Council form needs to be filled in and this can be obtained from the office. Any medication must be brought by an adult to the office at the beginning of the day and taken home at 3.10pm BY AN ADULT.

Car Park Entrance The safety of your child is of paramount importance and we ask that when entering or leaving the premises you and/or your child do not use the car park entrance, there are no safety barriers and vehicles may be entering or leaving the premises at any time.

Parking near School It is important that parents do not park on the double yellow lines or on the corners as this causes congestion and danger to children leaving school. Safety barriers have been placed along the pavement to further contribute to the children's safety. Also from time to time the police make spot checks and take the appropriate legal action if they find cars parked illegally. The police also do speed checks in Barrack Road and surrounding area. We also request that parents avoid driving on the pavement at all times. This applies to collection after clubs as well as normal school collection time. We do encourage you to park down Crowmere Road a short distance from the school and walk the last few metres.

Cycling to School We have a cycle shelter at school which is primarily for use by those children who have completed 'Bikeability'. However it may also be used by those children who cycle to school on the road accompanied by their parents/carers. All bikes/scooters (and equipment such as helmets) should be locked to the cycle racks and are left at the owners risk, the school cannot accept

liability for any losses or damage. Items should not be left overnight. Helmets must be worn by children who cycle to school.

School Uniform We expect children to wear school uniform. The children enjoy wearing the school colours, which are grey and dark green. Parents often find it helpful to have school clothes. Uniform can be bought in 'Wards' in Bexhill or from Tesco (online www.tesco.com/ues). The PFF has an established 'second hand' school uniform shop, which opens at the same time as the 'Cake Breaks'. Please label all uniform with your **child's name**. Book bags and PE bags are also available to purchase from the front office.

Clothing and Footwear Pupils need, for reasons of safety and hygiene, to be able to change for PE into green shorts, white T-shirt and plimsolls. Year R and Year 1 children do not need plimsolls in their first two terms, as they do PE barefoot in the Hall in the Autumn. Plimsolls are definitely needed at Easter. KS1 children appreciate elastic sided or velcro plimsolls, as they are easier and quicker to put on/off. These items should be named and placed in a marked bag. The children can keep the PE bag on their cloakroom coat hook and take home at holiday time to wash and return to school. Older children may need to take their kit home more frequently. Again would you please help your child by clearly marking all articles of clothing. Sensible black flat shoes are necessary for school as there are a number of steps inside and outside the building and we encourage white or grey socks. Please try to buy Velcro shoes for younger children as laces are difficult for them. KS2 often have outdoor PE, a plain pair of tracksuit trousers may be kept in school for this purpose.

Overalls We do have painting overalls available for younger children but we are always grateful for old large T-shirts for the older children to put on over their clothes for painting and modelling work.

Parent-Helpers We are always interested in hearing from parents who are willing to help in school. Parents work around the school doing many jobs to help teachers and children. In the first instance please contact your child's teacher. All those who work or help in school need to be police checked by ESCC and references provided and checked. Volunteers would need to help out once a term to ensure these checks remain valid.

Parent, Friends and Family of Chantry (PFF) We have an active PFF at Chantry who organise social and fund-raising events. The PFF plays an important part in school life by developing closer links between home and school. They welcome all new members and contact can be made through the class representatives.

Reception Class Admissions and Pre-School Training Parents often ask how they can help their children before starting school and there are many informal ways in which this can be done.

By now your child will have spent a short time in the reception classroom. At the beginning of the new school year, the Reception class teacher will visit you at home to see your child in their own environment and they may have visited them at Nursery. There will be a presentation evening for parents in September to talk about ways of supporting the children's learning at home.

Talking to your child is important and encouraging him/her to listen and be observant is most valuable. Try to spend time looking at books and enjoying stories together. In this way a love of books is fostered leading to reading readiness.

There are many opportunities during the day for counting, colour and shape recognition. Opportunities should be given for drawing and colouring making sure that the pencil or crayon is correctly held. It is helpful to explain to your child that they will be part of a group of children and will have to be quiet at times and listen carefully.

Children should practise dressing and undressing themselves, as they will have to do this for PE at school.

It is essential that all clothing is marked with the child's name. We recommend that children have velcro shoes until they are able to tie their own shoelaces, it also helps if children can put their shoes and plimsolls on the correct feet as well as putting their own sweatshirts and coats on.

Parents should talk about using the toilets at school and washing hands. Encourage children to be independent.

It is helpful if children are able to use a knife and fork at lunchtime.

Always encourage your child to know that they can ask the teacher for help.

THE NATIONAL CURRICULUM

At Chantry the National Curriculum is implemented. Careful long, medium and short term planning is undertaken to ensure that the teaching and learning in our school is effective.

We firmly believe in teaching the basics; reading, writing, speaking and listening and mathematics. We feel the children's personal, social and health education is also important during the early years. It is our aim through quality first teaching and the support programmes we run, that all our children will have good basic skills by the end of Key Stage One in order to take their education forward during Key Stage Two. We hold onto the belief that being literate and numerate is the foundation for all future learning.

The Creative Curriculum

Additionally and most importantly we aim to give the children access to an excellent broad and balanced curriculum. Geography, History, Music, Art, PE, Design Technology, Computing, Science and RE are all an essential part of our lives at Chantry. We want Chantry children to be participators; people who 'do'. We encourage music, sports and drama. We have excellent dramatic productions across the year and participate wholeheartedly and successfully in many inter-school sports as the children get older. We have been awarded the Healthy

Schools Status due to our work on healthy eating and our encouragement to be active. We offer a range of sports clubs (Yr 1 and above) and our curriculum PE is supported by specialist coaches.

Our over arching principle is to develop children who achieve their potential, have fun learning, participate in the breadth of activities we offer them and know about giving and receiving in a community. Children become lifelong learners. Welcome to tomorrow's citizens.

Our aim is:

- a) a focus on the basics of reading, writing, speech and language and maths
- b) a creative, skills based curriculum
- c) the development of thinking skills
- d) continuity and progression
- e) emphasis on first hand experience
- f) encouragement of a questioning, enquiring approach
- g) relevance to the 'real' world
- h) development of life skills

**Our vision for Chantry children is that they
will be:**

Confident, caring, proud and successful!