



Tittensor CE (VC)
First School



Parent Handbook

Taking you step-by-step through starting school

Learning and growing together as we follow Christ



Key information

What are our school times?

School times are 9.00am - 3.30pm. Lunch time is 11.50pm to 1.00pm for Class 1, 12.00pm to 1.00pm for Class 2 and 3.

Wraparound Care

Breakfast Club and After-School Club

Our clubs are very popular and are run as follows; the breakfast club starts at 7.45am and finishes at 8.45am. The after school club starts at 3.30pm, children can attend up until 6pm.

There are many varied activities and we have experienced staff who run both clubs. Bookings and payments are all online on the School Money system and bookings are to be made in advance to enable sufficient staffing to support the number of children in the club. We also offer places of 30 hours extended funding, which may be available to parents, please contact the HMRC website for more information.

Arrivals and departures

We ask that children arrive at school from 8.45am. There will be a member of staff to greet your child playground and on the door to the Early Years Unit. Children in Key Stage 1 and Key Stage 2 will be greeted by a member of staff at 8.45am, at the Hall door.

For safety reasons all children must be met by an adult at 3.30pm. If there is ever a problem e.g. parent is delayed, please be assured that we will continue to supervise your child until they are collected. If somebody different is collecting your child on any day please make sure that you inform the school office to make them aware.

Making Payments

Payments for visits, residential trips, clubs, lunches and break sales are made using an online system called School Money. You will be set up with an account once these forms are returned and the school office will send you your login details.

Uniform

The uniform outlined below is designed to be inexpensive and is available from many outlets. Sweatshirts, fleeces, polo shirts, caps and hats are all available from the school office and TESCO online.

- Trousers - grey, long or short.
- Skirt/Pinafore Dress - grey.
- Pullover/Cardigan - plain red.
- Blouse/shirt - white.
- Polo T Shirt - white.
- Dresses - red and white stripes or red and white check.
- Socks/Tights - white, black or red.
- Sweatshirts - red (with school badge if ordered through school).
- Roll neck tops - red.
- Fleece tops - red (with school badge if ordered through school).
- Hat.

P.E.

To participate in Physical Education lessons the children will need to change clothing. This is for both safety and hygiene reasons. They will therefore require P.E. kit from Reception onwards. This can be kept at school in a suitable bag hung in the cloakroom.

- Pumps or trainers.
- T-shirt - plain red.
- Shorts/skirt - black
- Towel
- Costume/trunks
- Swimming Cap (compulsory).

Food in school

Meals are cooked daily on the premises using fresh and locally sourced products. Parents may wish their child to have a hot meal or may send a packed lunch to school.

Children in Reception, Year 1 and Year 2 are entitled to have a free school dinner, however, if you are in receipt of benefits, you may be eligible for free school meals anyway and the office can provide you with the necessary information. All enquiries are handled with discretion and in confidence.

We are a "Healthy School" and fruit is available, free of charge, for all children, every morning. We even use our own produce from our vegetable garden in our school meals and as snacks.

Drinks in school

Milk is provided free for all children under five years old. Only water may be brought into school in refillable plastic bottles. Water fountains are situated throughout the school.

Break sales

The kitchen offers daily break time snacks such as toast, pancakes, milkshakes etc. these are available from year 1 upwards

Forest Schools

The children will be taking part in a wide range of activities such as exploring woodland, wildlife and plants, creating sculptures with mud, twigs, leaves etc., den building, learning skills such as knot tying and safe use of tools such as peelers, knives and secateurs to make artefacts such as 'magic wands' and 'tree cookie.'

These skills are very carefully introduced over time with a high level of adult support. The sessions also allow lots of opportunities for the children to reflect upon their experiences, discussing what they have achieved and planning what they would like to do next. Children are encouraged to solve problems for them-selves and work with their peers as part of a team. Activities are designed to increase children's self-esteem and self-awareness.



Miss G Craig, Headteacher, says...

We are delighted that your son or daughter is starting at our wonderful school. Thank you for selecting us!

We need some information from you

Please read the information in this Parent handbook and hand in your completed forms to the school.

Answering your questions

Within this handbook we have a section on key information and a list of frequently asked questions to help settle your child into school life, if there is anything else that you need to ask then please contact the school office on 01782 372539.

Welcome

Welcome to Tittensor CE (VC) First School and I look forward to getting to know you and your child.

Our Mission Statement

'Learning and growing together as we follow Christ'

Welcome to our wonderful school! I am delighted you have chosen to find out more about us. We are a friendly and ambitious school. We are very proud of our welcoming, nurturing school and are lucky to be enthusiastically supported by our Tittensor Community, making a difference to the lives of others and to prepare our pupils for the ever changing world. Our vision is to ensure that our children become **successful** learners who **enjoy** their learning, are **challenged** in their thinking, make good progress and **excel** in an environment where everyone is valued, respected and celebrated.

We will empower our children to become resilient and respected citizens to make valuable contributions both locally and globally in a learning environment where curiosity and **discovery** are fostered, where children are prepared for our rapidly changing technological world and in which spiritual, moral, social and cultural development is encouraged. We will encourage children to develop a passion for learning and ensure that our devoted staff deliver a curriculum that is stimulating, purposeful and challenging. All children will be resilient and have a positive mindset that is inquisitive and without limits. A school where everyone loves to come and learn together!

The bible story of the Good Samaritan and the Prodigal Son, are key stories that we explore our Christian Values of **friendship, compassion, trust, creation, service and forgiveness** through. We develop pupils to be truly proud of and uphold these Christian Values

Frequently Asked Questions



Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

Through our home-school agreement, Tittensor aims to maximise attendance rates and secure high levels of punctuality in order to ensure that all pupils are able to take the fullest advantage of the learning experiences available to them. If allowed to remain unchecked persistent absence and lateness can significantly impact on a pupil's progress and achievement. Our partnerships with parents are play a vital role in ensuring that this is achieved. We expect all children on roll to attend school every day, when the school is in session, as long as they are fit and healthy enough to do so. We recognise that children alone cannot ensure their regular and punctual attendance at school. At all times, parents are encouraged to take an active role in the school life and to share and support their children's learning. Though our home-school agreement, parents agree to ensuring their child's the regular and punctual attendance. As part of our annual written reports to parents, the children's attendance records are shared.

Leave of absence and holidays in term time

Leave of absence during term time will not be granted unless the Headteacher considers there are exceptional circumstances relating to the application. Exceptional circumstances are defined as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time. Parents do not have any entitlement to take their children on holiday during term time. Unauthorised leave could result in parents receiving a penalty fine. Any application for leave must establish that there are exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. The local authority may issue a fine to yourself.

No dogs allowed

No dogs are allowed on the premises with the exception of assistance dogs.

No smoking

We operate a no smoking policy on the premises and this includes electronic cigarettes

GDPR (Data protection)

From May 2018 GDPR was introduced stating that the data that we hold must be processed lawfully, fairly and transparently, collected for specific, explicit and legitimate purposes, limited to what is necessary for the purpose for which it is processed, accurate and kept up to date, held securely, only retained for as long as is necessary for the reason it was collected, please be sure that our school will do everything that we can to ensure that we are always compliant with this requirement.

Contact the office

We would ask that all absences from school be explained by letter, telephone or verbal message from a parent or adult on the first day of absence and do not return for 48 hours since last bout of sickness or diarrhoea. The school makes use of an answering service when nobody can answer the phone.

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

Medication in school

It is the policy of the governors that the staff of the school do not administer medicines to children during the school day. The exception to this policy is asthma inhalers. In certain circumstances we may be able to administer medicine but this is only by request to the Headteacher. It is the responsibility of parents to ensure that a child has their inhaler in school and it is in date and not empty. If your child needs to have an inhaler then please complete the necessary forms as we need certain information from you. Inhalers are kept in a named bag in the medical room for easy access. Children will be supervised while they take their inhaler and this will be recorded. (Our policy on Administration of Medicines in school is available in the office).

Mobile phones

Mobile phones should not be brought into school.

Hair and jewellery

We advise that children do not wear jewellery. Wearing earrings is dangerous for P.E. lessons and they should be removed or covered. If they cannot be removed children need to bring their own plasters. All long hair should be tied back.

Helping to support children's learning at home

We aim to enrich the curriculum through involving parents and to develop a partnership with parents. We hope that at home parents will encourage their children to follow up interests begun at school.

We believe that children of First School age should not have an overload of homework. By parents working together with their children, supporting and encouraging them we aim to promote positive attitudes and enthusiasm for school. We hope that parents will support us in ensuring that homework is completed and handed in by the set date.

Talk to the teacher

Homework will always be related to work that has been covered in class - it may be 'tricky' but the children should not struggle with it. If children do have a problem with their homework we encourage them to tell the class teacher so that it can be explained and the problem identified as very often this is due to a simple misunderstanding or lack of confidence. Please do not hesitate to discuss with the class teacher if homework is a problem for your child.

Homework will change as the children progress through the school. Teachers may change the type and amount of given depending on individual needs or events in school. It is hoped that by learning to complete homework and hand it in on time it will encourage the children to be independent learners and have responsibility for their own work ready for the Middle and High School.

Communication

Each child has a Home/School diary. This diary is a means of encouraging communication between parents and school. In this diary you can record when

your child has read at home, and children can record when they have homework or need to remember to bring other things to school. Please use this as a means of communicating with your child's class teacher as it is fully intended for this purpose. However, if you feel that there are issues that require discussion then staff are more than happy to arrange a convenient time for this.

Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the class teacher. If it is a confidential or complex matter do not try to deal with it immediately before or after school, but ask to see the teacher at a suitable time.

Clubs and activities

The school has had Extended Schools' Status since November 2009. Over the last year the children have had the opportunity to join after school activities including:

- Gardening Club.
- Multi-skills training.
- Football training.
- Eco club.
- Computer club.
- Gymnastics club.
- Art club.
- Study club.
- Cross country club.
- Tennis.
- Hockey.
- Football.

We also have strong links with Sporting Clubs which come into school to coach children.

Please ask at the school office for details of dates and availability.

Enrichment programme - visits and visitors

We always try to enrich our curriculum through a variety of visits out and visitors in to school. This year children have participated in the cluster activities including a puppet workshop and a 'Friendship day'. We have worked in school with artists to create large 3D models for the Stafford Mayor's Christmas parade, made a large Graffiti art installation and enjoyed hands-on history workshops. The children have also enjoyed educational visits to many places including:

- Hanley Museum.
- The New Victoria Theatre.
- Twycross Zoo.

- Shugborough Hall.
- Cannock Chase.
- Derby to take part in their "Faith Walk".

The school also has many invited specialists to enrich the curriculum such as the police, fire service, storytellers, musicians, living history day, artist in residence and many more.

Charity

The school has a policy of adopting a charity each year. The children work together to raise funds for their chosen charity and where possible we encourage the older children to organise and run mini events to support their charity. Last year we were raising funds for the Roald Dahl Children's Charity. We also take part in local events including the Stone carnival.

Special Educational needs

At Tittensor we are committed to helping each pupil to reach their full potential. We also value the active involvement of parents and wish to work in partnership to encourage your child's growth towards maximum independence. However, at some point, children may require some extra help and with early identification of any difficulty we hope to support them to overcome these difficulties. All our staff are trained to support children with activities/interventions to help them and we are able to access support from outside agencies such as SENSS and the Psychological services. We have a member of our Governing Body who is responsible for special educational needs.

The aims of our special educational need and disability policy and practice at Tittensor are:

- To make reasonable adjustments for those with a disability by ensuring increased access to the curriculum, the environment and to printed information for all.
- To ensure that children and young people with SEN engage in the activities of the school alongside pupils who do not have SEN.
- To reduce barriers to progress by embedding the principles in the National Curriculum Inclusion statement.
- To use our best endeavours to secure special educational provision for pupils for whom this is required, that is "additional to and different from" that provided within the differentiated curriculum to better respond to the four areas of need:
 - Communication and interaction
 - Cognition and learning
 - Social, mental and emotional health

- Sensory/physical

- To request, monitor and respond to parent/carers' and pupils' views in order to evidence high levels of confidence and partnership.
- To ensure a high level of staff

expertise to meet pupil need, through well-targeted continuing professional development.

- To support pupils with medical conditions full inclusion in all school activities by ensuring consultation with health and social care professionals.
- To work in cooperative and productive partnership with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners.

Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

In the event of an emergency closure we will contact parents by text message and via our parent app, and the information will be posted on the school and local authority websites.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.



Parental involvement

Parents and members of the community are invited to work alongside teachers with the children in the school and to share their skills. In addition, parent and teachers cooperate in school visits, concerts, religious services, sporting activities and social occasions. We have strong links with St. Luke's Church and services are held both at school and church to which parents are welcome to attend. We work with three other small schools in the area to provide sporting and cultural activities with other children from the same year group who will be moving into the Middle Schools at the same time. This begins in Nursery and continues through to Year 4.

PTFA

Tittensor First School Parents, Teachers and Friends Association (PTFA) was established in 1991. The original idea was to raise funds for the school and to encourage parents to play an active role in the life of the school. The staff are very much involved but the main organising of events is undertaken by parents. The PTFA Committee consists of the Headteacher, members of staff and any parents or friends of the school who wish to stand for election. There is also a representative from the schools Governing Body. An A.G.M. is held every September/October and all parents are welcome. The PTFA organises a variety of events, many of which are social as well as aimed at raising much needed funds, and it is committed to supporting the school in providing additional resources. Please come and join us, you will be very welcome and we are always looking for new ideas and suggestions.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

Open evenings and reports

A report is provided for all children at the end of the summer term. Parents Evenings take place once each term.

news

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website.

Seek permission

In addition to this we may send letters asking for your permission should trips be arranged which involve transport outside the local area. Children will be unable to attend if the permission is not returned.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line

The Home School Agreement

Good communication between school and home is essential. Our home/school agreement will provide the opportunity to stimulate the level and quality of communication; it outlines what parents can expect of the school and what the school expects from parents in the way of support to ensure that children achieve their full potential.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Classroom Dojo

We try very hard to keep parents regularly informed about what is happening in our school, to help us to do this we use Classroom Dojo which allows us to get messages to you reliably and quickly. It is important that you keep us informed about any changes to your contact information.



PUPIL ADMISSION FORM
Tittensor CE (VC) First School

All information will be treated as confidential to the school - PLEASE PRINT CLEARLY
It is your responsibility to notify the school immediately if any of your contact details change.

Child's Legal Surname:	Legal Forename(s):	Boy	Girl
Preferred Surname:	Preferred Forename(s):		
Middle Name:	Date of Birth: / /		
Address:			
	Home Telephone No:		
Post Code:	Email:		

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) Legal Guardian(s) with whom the child lives

Name:	Mr	Mrs	Ms	Name:	Mr	Mrs	Ms
Relationship:	Mother	Father	Guardian	Relationship:	Mother	Father	Guardian
Address:				Address:			
Telephone Numbers:				Telephone Numbers:			
Mobile:				Mobile:			
Work:				Work:			

in case of illness or accident, please provide additional emergency contact numbers.

Other Contacts in Case Of Emergency

Contact 1 Name:	Contact 2 Name:
Relationship:	Relationship:
Telephone Numbers:	Telephone Numbers:
Work / Mobile:	Work / Mobile:

is the child legally 'in Care'? if YES please provide the following information:

Other Contacts in Case Of Emergency

Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances:
(including court orders, access and contact)

Signature: (parent/carers):	Date: / /

Please tear here

Child's Doctor's	Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:
Surgery Address:	
Telephone Number:	

Child's previous school or playgroup:	Telephone Number:
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Does your child have a brother or sister in the school? if so please state		
Name:	Class:	Year:

School Meals	
Are you entitled to claim free school meals for your child?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you would like to claim for free school meals, an application will have to be submitted. Please apply for free school meal eligibility via Staffordshire.Gov.Uk . Immediate decision given. not applicable to nursery children.	
Dietary needs	
Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.	

Travel to School	
Please advise us of the main way your child will regularly travel to school: Bus <input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Train <input type="checkbox"/> (please tick as appropriate)	
Services Children in Education	
Are you a Services Family?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Special needs	
Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:	

Ethnicity	Home Language Spoken	First Language Spoken	Religion

is English an additional language?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>

if English is an additional language what level do you consider your child to be at				
Fluent <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>	No English Spoken <input type="checkbox"/>	(please tick as appropriate)

Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental responsibility, the form must be signed by both parents.	
Signature of Mother/Guardian:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Signature of Father/Guardian	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

FOR SCHOOL USE ONLY	
Birth certificate/passport copied	
Start Date <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>
New Class: <input type="text"/>	<input type="checkbox"/>
CTF/Records requested <input type="checkbox"/>	<input type="checkbox"/>

PERMISSION FORMS

Tittensor CE (VC) First School

Email and internet usage

As a parent/carer of the pupil named below, I have read and understood the school email and internet use, good practice rules for ICT users. I give permission for _____ (child's name) to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate material. I understand that the school cannot be held responsible for the nature or content of the materials accessed through the internet, and I accept that the school is not liable for any damages arising from the internet facilities.

Signed _____ Date _____

Food activities

During food activities carried out in school, pupils may need to taste food. Please make us aware if your child has any special dietary needs which could prevent her/him tasting certain foods.

I give permission for _____ (child's name) to take part in food activities.

He/She should not be eating the following foods:

Signed _____

Sun Awareness

We always encourage children to wear hats and wear sunscreen when necessary if these are provided (sunglasses are not allowed in school). Parents must help us by talking to their child about sun protection at home, apply sun cream to your child before school when you feel that it may be necessary. We will always supervise or apply sun cream to children in Early Years. Please sign below to give your permission for this.

I give permission for staff to apply sun cream to _____ (child's name)

Signed _____ Date _____

Off -site activities

A part of the curriculum from your child there may be an opportunity to take part in activities within the school day, but away from the immediate school site and, of course, supervised at all times by school staff and extra adults as necessary. Such activities include studying the immediate locality, within walking distance. It is essential that we have your written consent to enable your child to take part in these activities.

You will of course, be notified separately of other trips organised by teachers where a cost is incurred and transport is required to enable the visit to take place.

I give permission for my child _____ (child's name) to take part in activities during the school day away from the site of the immediate school.

Signed _____ Date _____

If you wish to change your authorisation for any of the above then please contact the school office.

Please tear here

At school we sometimes need to take photographs or videos of pupils, we use these photographs to use in the school prospectus on the school website, Classroom Dojo and display boards around school and for promoting school.

We need your consent to take photographs of your child, please tick the relevant boxes to give your consent

_____ (name of child)

I am happy for the school to take photographs/videos of my child YES NO

I am happy for photographs/videos of my child to be used on the school website YES NO

I am happy for photographs to be used in the school prospectus YES NO

I am happy for photographs of my child to be used in internal displays YES NO

I am happy for photographs of my child to be used in school advertising YES NO

I am happy for photographs of my child to be used in the media (i.e local newspaper) YES NO

I am happy for my child to be named in all of the above YES NO

Signed _____ Date _____

If for any reason you do not wish to give permission for any of the above, please state which statement you disagree with and please state why.

Signed _____ Date _____

If you wish to change your authorisation for any of the above then please contact the school office immediately.

Policies



Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view the school's positive behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Attendance.
- Behaviour.
- Collective worship.
- GDPR
- Equality.
- E-safety.
- Safeguarding.
- PSHE.
- SEND.

A full list of our policies can be found on the Home page of our website www.tittensor.staffs.sch.uk under Key Info/Policies.





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