



Shaw

School Handbook 2020-2021

Shaw C of E Primary School



Corsham Road
Shaw
Melksham
administrator@shaw.wilts.sch.uk

Principal: Mr Simon White

2020/21

Dear Parents / Carers,

With the current unprecedented situation we find ourselves in it is even more important that we communicate with you clearly to ensure you feel supported and reassured about your child starting school.

When your child starts school there is so much information to take on board and remember. What should your child wear, what is the school policy on absence, what does the school do about homework etc.? This handbook is designed to help. It has information on a whole host of stuff that at some point in the future you will want to know, even if you don't realise it now!

This document shares information with you for what usually happens with timings and organisation of the school day. **Please be aware that some of this information may be updated as soon as it is released due to the current COVID19 virus guidance.**

Over the coming months and years, further information and updates will come your way, and this folder should be a handy place to keep all that information together in one place; you never know when it will come in handy!

If you want to know something and it is not covered in this handbook, then please try our website. It is our aim to continually update it with useful links to a whole host of information that will help you, as and when the time comes; links to homework guides, useful information regarding healthy lunches and internet safety to name but a few. If you still can't find what you are looking for then please contact the school to ask.

Try not to be overwhelmed by all the information that is coming your way and above all, do your best to enjoy your child's early stages at Shaw School

Kindest regards,

Simon White
HEADTEACHER

Our Mission Statement

“To explore God’s amazing universe, valuing everyone and keeping children at the heart of what we do.”

“For I know the plans I have for you declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.” Jer 29:11

School Organisation:

Mercury Class	Reception
Venus Class	Year 1
Mars Class	Year 2
Jupiter Class	Year 3
Saturn Class	Year 4
Uranus Class	Year 5
Neptune Class	Year 6

School starting and Finishing Times

Breakfast Club	From 8.00
Gates open and early drop off	8.30 - 8:45
Classroom open for early morning work	8.45
School officially starts	9:00
Assembly/Collective Worship	10.10 – 10.30
Morning Break	10.30 - 10:45
Lunch Time	12:10 – 1:05
End of Day	3:15
After school club	3:15 – 6.00

Dropping off and picking up

The school encourages sustainable forms of travel where possible and requests that children walk, cycle (with an accompanying adult) scooter and car share. The school has two car parks, the car park nearest the church is strictly for staff only. Parents may use the Visitor car park near the hall, but this is extremely busy and should be avoided if at all possible

Parents bringing their children to school should enter and leave the school grounds along the path in the visitor carpark by the side of the school garden. Families with children in Reception will then use the side garden gate to enter the school. All other year groups use the hall gates.

We ask that all children come in to school at 8:45 each day to access the early morning tasks, but no later than 9:00 which is when the morning register is taken. Children who arrive after this point are marked late in the register. We also request that children are collected promptly at the end of the school day / after a club. If you are unavoidably held

up, please contact the school so that we can arrange supervision of your child until you arrive. Children whose parents fail to pick their children up on time, will be sent into the after school provision and then parents will be required to pay for this. It is important that we know who the regular adult is that will be picking your child up and that we are informed by you if there is any change to this arrangement. Your child's safety is paramount.

If you wish your child to go home on their own, it is important that the school are informed of this.

Absence / Attendance

If your child is ill and not well enough to attend school, then please contact the school by 9:10 a.m. to inform us.

We ask parents to try not to make medical / dental appointments during school time if this can be avoided.

If you are not sure if your child should attend school then please bear in mind that following any bout of sickness or diarrhoea, your child should remain absent for 48 hours after the last bout. This is to make sure they are fit and strong enough for the rigours of a school day, and also to restrict infection between other children and staff members. For any other illnesses, we would ask you to work on the principle that; if you would go to work with the condition, then the child should come to school. For any child who deteriorates during the school day, parents will be contacted. No child would be made to stay at school if they are clearly unwell.

Requests for absence from school need to be made on the required form available from the box in the main reception area or the website. Requests for absence will only be authorised in particular circumstances e.g. medical appointments that cannot be made outside of school time, religious observance, funerals / weddings of immediate family members and participation in outside examinations. Holiday requests will not be authorised except in exceptional circumstances or unless a parent's occupation prevents them from taking it during school holiday periods. Proof from your employer will be required if this is the case. If you need to take your child out for an appointment during the school day, you will need to sign them out (a book is kept in the main reception) and sign them back in again upon their return.

The school, along with all schools in the Melksham cluster, follow the County guidelines of reporting any unauthorised absence of 5 or more days to the Local Authority who will then issue a £60 penalty notice to each parent for each child.

Full details of our attendance policy are made available in leaflet form to all parents of children starting school.

Medicines in school

If your child is well enough to be in school but needs prescribed medication, then ideally we would ask that you arrange for an adult to come to school to administer it. If this really is not possible, we have a member of staff who will give the medicine but the appropriate request form would need to be completed and brought into school by the parent, along with the medication. No medicines should be sent in with the children in case it falls into the wrong hands, and no medicine will be administered without the correct form being completed. Further details of our policy, and the form, are available from the school office.

Children who need inhalers are allowed to keep them in their classrooms but all other medication is kept locked away.

Parents must keep the school informed of any medical / health issues which could affect their child's performance / attendance at school.

Contact with school

Class teachers are almost always available to discuss any problems / concerns with parents after school hours. An email or telephone call to establish a convenient time is always appreciated as staff can be involved with meetings. At the beginning of the school year the teachers hold an informal meeting where they explain what life and learning is like in their class. During the school year there are Parent Consultation Evenings in the autumn and spring terms, where parents can examine their children's work and discuss his/her progress with the teacher concerned. At the mid point of the school year, each child receives their annual written report.

Regular informal meetings will be arranged throughout the year to give parents the opportunity to discuss current issues, find out about new policies and ask any questions about school life etc.

Relevant information including newsletters, curriculum information, dates etc. is published regularly on the school's website www.shawprimary.com. Teachers2Parents means updates, reminders and important information can be sent in an instant.

If you wish to get a message to the teacher, headteacher or the school office, then please either telephone or email administrator@shaw.wilts.sch.uk or the class teacher whose email is in the form of initialsurname@shaw.wilts.sch.uk.

Any parents who are interested in helping out on either a regular or an occasional basis are extremely welcome. As we are a school that is committed to the safety and wellbeing of all the members of the school community, we do ask for parent volunteers to complete a DBS check through the school.

If at any time during your child's time at Shaw Primary School, you wish to make a complaint, then you are advised to follow the school's complaints procedure which can be found on the school website. We strongly recommend that all parents and carers refrain from using social networking sites to discuss sensitive issues about the school.

Lunches

The school offers a cooked meal service, prepared off-site by Caterlink, including a main, vegetarian and jacket potato option available. Under the new Government initiative all children in years R, 1 and 2 are entitled to a free dinner, for the older children lunches currently cost £2.40 per day. Lunches are booked termly and paid for in advance. Parents providing their child's own packed lunch are encouraged to send a healthy and balanced packed lunch containing no fizzy drinks, sweets or chocolate.

Parents who receive Income Support are eligible for free school meals. Please contact the office for further details.

Snacks

In an effort to provide the necessary 5 daily portions of fruit and vegetables, all children are encouraged to have a snack of pure fruit (dried or fresh) or raw vegetables during morning break. The school are also part of the fruit and vegetable scheme and as such a daily piece of fruit is available free of charge for the infants which they have at break-time. Milk is available free to the under-fives and at a cost of about 20p for all other children. If you wish to register for this then please fill in the necessary forms from the school office. Parents can also register on-line at Cool milk for Schools.

All children are expected to bring a bottle of water to school (in a sports top bottle to prevent spillages) which they should keep in their class to ensure regular hydration and therefore high concentration levels. Children can top up their bottle during break and lunch times.

Parents sometimes want to celebrate a special occasion (a birthday for example) by sending in sweets and cakes. Unfortunately we are not in a position to be able to give these out ourselves and would ask that, if they so wish, parents give them out themselves on the playground as the children come out at the end of the day (checking with each child's parents first in case of allergies / intolerances etc.

School Uniform

Children are expected to comply with the school uniform at all times which is:

- ❖ Black / grey trousers / skirt / pinafore
- ❖ White polo shirts / white shirts / blouses
- ❖ Green sweatshirts / cardigans with the school logo
- ❖ White, black, blue, grey socks / tights
- ❖ Green checked dresses for the summer (optional)
- ❖ Plain black, flat shoes (In summer, sandals must be fully secured to the foot, ie not flip flop type styles)

And for P.E:

- ❖ Plain black shorts plain white or blue t-shirt,
- ❖ Jogging bottoms, sweatshirt / tracksuit for winter p.e.
- ❖ Daps (or trainers for the juniors)

Optional extras (all with logo):

- ❖ green reversible, showerproof coat

The P.E. Kit should be stored in a small drawstring bag (named) and kept in school **everyday** as P.E. times can alter depending on the weather and the time of year. In older year groups, children may be asked to wear their kit to school on PE days.

We ask that **ALL** items of clothing (especially T-shirts, sweatshirts and daps!) are clearly marked.

Children are also encouraged to use a Shaw Book Bag, by which they can carry books, reading records and notes, to and from school.

Logoed items can all be purchased from Sportsbug Uniform Suppliers, in Melksham.

We insist that hair is its natural colour with no extremes of style. Long hair should be tied back and "tram lines" are not accepted. Hair gel should also not be worn and any hair accessories should be small and understated!

Health and Safety is of utmost importance at Shaw School. Therefore the wearing of jewellery is not encouraged, and during P.E sessions will not be permitted. Please ensure these items are left at home as we cannot be held responsible for the safekeeping of such items. Newly pierced ears must be covered by plasters to avoid being caught during physical activities and these should be provided by the parents. If earrings are deemed necessary, they should only be in the form of plain studs.

Money

The school offers parents the opportunity to pay for lunches and wrap-around care electronically and this is our preferred method.

Any cheques should be made payable to The White Horse Federation and if sending cash, please try to send the correct money in if possible.

Due to the cost of providing transport to suitable venues for swimming and for school trips, for example, we do ask for a voluntary contribution. However, no child will be prevented from participating in any activity on the grounds of not being able to pay. If enough parents do not pay for an activity though, it will be cancelled. Please contact me (the Head Teacher) or the admin officer, if you have any difficulty paying. Full details can be found in our charges and remissions' policy which is available on the policies section of the school website.

School rules

Our few school rules, which are based on the school values of are reviewed each year with the children and backed up by a fair system of rewards and sanctions. A copy of our behaviour policy is available on the school website.

Safeguarding

We take the safety and wellbeing of all the children, extremely seriously and have very many policies in place to support this. Available in school and on the school website are policies on:

Child Protection

Code of Conduct

Health & Safety

Medicines in School

First Aid

Special Educational Needs

Anti-bullying

Complaints Procedure

Internet / Computer Safety

Should we, at any time, have any concerns regarding a child's safety and wellbeing that we do not feel we can satisfactorily address ourselves, we are duty bound to contact the relevant authorities e.g. Social Care, the Police. Also, if contacted by those authorities, we will share information about your child / family if we feel it is in their best interests to do so.

PLEASE NOTE: parents are permitted to take photographs and recordings of children at events at the school but should only keep these for themselves and should not share them on social networking sites or publish them in any way without the prior permission of the all children involved.

The Curriculum

We use the National Curriculum as a guide to what we teach but as an academy, we do not have to follow it.

As much as possible, learning at Shaw Church of England Primary School is organised on a Topic Based approach, where a broad theme is taken for a period of time. The benefit of this is that it puts the children's learning into context, giving it relevance and allows them to apply the skills they are acquiring rather than keeping their learning in separate areas. Topics are planned carefully to ensure that all facets of the National Curriculum are covered during the child's time at school.

Each class has daily Literacy and Numeracy lessons, which take place normally in the mornings whilst all other curriculum areas are then spread out across the term. Details of each term's topic are shared on the class pages of the school website.

The range of curriculum areas are: (Full details on our website)

Literacy – covering:

Speaking
Listening
Reading
Writing

Science – covering:

Experimenting & Investigating
Living processes and living things
Forces & Motion
Light, Sound & Electricity
Materials
The Earth in Space

Computing – covering:

Communication
Data
Control Technology
Modelling
Coding

Geography – covering:

Comparing localities
Weather
Land use
The Environment
Rivers
Maps
Trade & Industry

Art & Design – covering:

Investigating and Making
Knowledge and Understanding

P.E – covering:

Dance
Games
Gymnastics
Athletics
Swimming (KS2 only)

Modern Foreign Language – covering:

French (KS2 only)

Numeracy – covering:

Number
Shape, space and data
Measurement
Calculation
Problem Solving

R.E. – covering:

A wide range of aspects within
Christianity and Judaism,
as well as for KS 2: Islam, Sikhism,
Hinduism and Buddhism

History – covering:

Chronology
Historical Knowledge and Understanding
Interpretation
Historical Enquiry
Organisation & Communication

Design & Technology – covering:

Stiff and Flexible materials
Framework materials
Mouldable materials
Textiles
Food
Electrical and Mechanical Components
Construction Kits

Music – covering:

Performing and Composing
Listening and Appraising

**Personal, Social, Health, Economic
Education and Citizenship** – covering:

Drugs
Relationships and Sex Education
Keeping Safe and Healthy
Money
Getting on with others

Assessments and reporting

All children are continually monitored and assessed throughout their time here, as teachers mark their work and make observations of their contributions during lessons. In line with current government legislation:

- Reception children are “assessed “ on entry and again at the end of the year
- Year 1 children undergo a phonics reading test towards the end of the year
- Year 2 children are formally assessed towards the end of the year in English and Maths
- Year 4 children are formally assessed on multiplication tables.
- Year 6 children are assessed during May in English and Maths.

All end of year results will be reported to you in July.

Daily Act of Worship

As a Church of England school, we place at the heart of our day, the act of Worship, which in the main is broadly Christian based. These acts of worship take place either as a whole school in the hall or the church, or as individual classes in their own rooms. They follow a format of a candle being lit, discussion / story / pictures etc. to explain the theme of the worship, time for reflection, a hymn and a prayer. Themes will relate to the school values, religious festivals throughout the year or identified areas of focus. It is through these daily acts of worship that we explore and instil the Christian values that will have a positive impact on the life of the school community. At times, visitors also come in to take an act of worship, which helps to demonstrate to the children that different people worship in different ways.

Children with Special Needs (Full details of our Special Needs Policy is available on request.)

“Children have special educational needs if they have a *learning difficulty* which calls for *special educational provision* to be made for them. Children have a *learning difficulty* if they: -

- Have a significantly greater difficulty in learning than the majority of children of the same age; or
- Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in school.”

Special educational provision means educational provision which is additional to, or otherwise different from, the educational provision made generally for children of their age.

(Section 312, Education Act 1998 in Special Educational Needs Code of Practice p. 6)

What are we aiming to do?

We believe in providing every possible opportunity to develop the full potential of all children. All children will have the right to a broad and balanced curriculum including extra-curricular activities where appropriate and full access to the National Curriculum. All children are valued and their self-esteem promoted. We work in close partnership with parents/carers who play an active and valued role in their child’s education. Our aim is that all children with special educational needs participate in activities compatible with the efficient education of other children and the efficient use of resources.

Extra-curricular activities

After school clubs run throughout the year organised by outside agencies. Most of these clubs are paid for by parents. Details for the clubs taking place each term are sent home to parents so that they can sign up for their child.

Children from year 3 are given the opportunity to learn a variety of instruments. These incur a charge which is payable in advance to cover the cost of the outside tuition.

Where possible and appropriate we try to support the children's learning by arranging visits out or visitors in. We generally ask for a voluntary contribution towards the cost of this but no-one will be prevented from participating if they cannot pay. Please contact the office for advice.

Wrap around care

We currently offer a breakfast club from 8.00 and general after-school care from 3:15 – 6.00. Bookings can be made through the office. Parents can also use child care vouchers to pay for this provision. Please contact the office for more details and for the latest costs.

Home / School Agreement

On starting school, we ask children, parents and staff to sign the home school agreement which formalises everyone's commitment to carrying out their roles and responsibilities as far as the children's education is concerned.

The Fundraising Committee

Shaw Primary School also has a very active and supportive fundraising committee called Parents and Friends of Shaw - PAFOS. They are responsible for organising a variety of events throughout the year, including fayres, discos, film evenings, jumble sales etc. PAFOS are always looking for people who can join the committee or who can simply help by supporting individual events by donating raffle prizes, making cakes or running a stall, for example.

The funds raised help enrich the experiences for the children at Shaw School.

Anyone willing to help, please contact the school office and ask to be put in contact with a member of the committee.

Staff details from September 2020

Head Teacher	Mr Simon White (Designated Safeguarding Lead)
Deputy Head of School	Mrs Kathryn Clark (Deputy Designated Safeguarding Lead)
Mercury Class (Reception)	Mrs Linda White (Mrs Emma Cheeseman currently on maternity leave)
Venus Class (Yr 1)	Miss Clair Cotton
Mars Class (Year 2)	Mrs Megan Harris
Jupiter Class (Year 3)	Mrs Jenny Rodeck (M-W) Mrs Hayley Martin-Hall (Th-F)
Saturn Class (Yr 4)	Mrs Natalie Burke (am and all day Wed) Mrs Kathryn Clark (pm)
Uranus Class (Yr 5)	Mrs Sharon Keane
Neptune Class (Yr 6)	Mrs Kelly Player
Specialist Teachers	Mrs Nicki Draper (Sport AND Forest School)
Teaching Assistants	Mrs Joon Vines Mrs Karina Lanegan Mrs Penny Earley Mrs Lisa Evans Miss Shannon Ladner Mrs Louise Wareham Mrs Sharon Galloway Mrs Fran Newman Mrs Mel Wangford Mrs Liz Dobson Mrs Claire Richards

Special Needs Co-ordinator

Mrs Helen Chappell
(Deputy Designated Safeguarding Lead)

Mid-day Supervisors

Mrs Elaine Cranton
All Teaching Assistants

Office Staff

Mrs Clare Lemay-Lamb
Mrs Angie Mitchell
