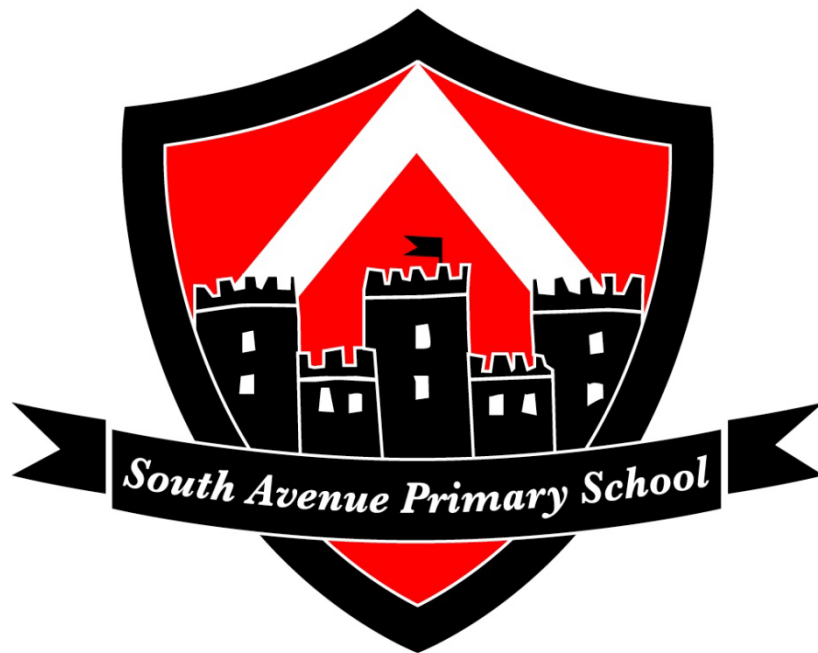


# *South Avenue Primary School*

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Prospectus 2022-23



*We discover, we learn, we grow.*

## **Our Vision and Values**

At South Avenue Primary School we believe that every child regardless of their background; has the right to be given the opportunity to be the best that they can be, this is at the heart of everything we do.

We will encourage and nurture every child so that they are able to learn in an inclusive and supportive environment where they feel safe and valued, where it captures their imagination, so that they can **discover, learn and grow**.

We want every child that leaves South Avenue to have achieved the best that they can in all areas of learning so that they can take responsibility for their learning and become independent citizens.

## **Our Ethos**

Our ethos is to provide an education, which places importance on the development of the whole child, academically, intellectually, physically, emotionally and socially. We will endeavour to make our children feel safe and valued. Together **We Discover, We Learn, We Grow**.

## **Our Values**

Our School Values have been chosen to work hand in hand with our school vision and when followed together should create an amazing learning environment for every child that ensures they are ready for a lifetime of learning.

At South Avenue we love to **LEARN**:

Listen

Encourage

Ambitious

Resilient and respectful

Nurturing



Dear Parents,

Welcome to South Avenue Primary School. We want the very best for our children. We want them to be happy in a secure, nurturing environment, where they feel valued and confident. Our caring and committed staff team offers good pastoral care to our pupils so that they are able to feel secure and happy, learn effectively, discover new talents and prepare effectively for the next phase of their education and future life.

This prospectus is intended to help you understand more about our school and aims to answer any questions you may have about how our school is organised. The school, which opened in September 2014, was brought about by the amalgamation of South Avenue Infant and Junior Schools and is part of the Fulston Manor Academy Trust.

In May 2017 the school had its first full OFSTED inspection following amalgamation and we were delighted to be awarded *Good* across all areas. The inspection report said:

*'All groups of pupils learn well and make good progress from their starting points in a range of subjects as well as in reading, writing and mathematics.'*

*'Pupils are friendly and polite and respectful of each other and adults. They feel safe and are well looked after.'* (OFSTED May 2017)

We aim to ensure that your child will be happy, inspired and eager to learn during the time spent with us. Our motto is 'We Discover, We Learn, We Grow', and our school values are listen, encourage, ambitious, resilient, respectful and nurturing to ensure that the children are ready for a lifetime of learning.

Children have access to a particularly wide range of school clubs at South Avenue Primary, including: ballet, football, tag rugby, gymnastics, choir and Irish dancing - to name just a few! Added to this, our commitment to provide 'WOW' learning experiences such as regular in-school workshops and school trips enables us to provide a truly enriched and extended curriculum which motivates and enthuses our pupils.

We believe that the key to success is a positive relationship between parents, teacher and child. We hope that the information contained in this prospectus is helpful, but we warmly welcome visits to our school, so please do come to look round to see us at work.

We hope that you will find us a happy and friendly school, committed to doing the best for all the children in our care.

If you would like to know more, please do not hesitate to contact us.

Yours sincerely

Miss T Cadwallader  
**Head of School**

## Staff List

### **Senior Leadership Team**

Head of School - Miss Cadwallader

Vice Head of School - Miss Smith

Senior Leader (Primary Phase) - Mrs Telford (Designated Safeguarding Lead)

SENCO - Mr Savva

Assistant Headteacher (FMAT) - Mrs Franks

### **Phase Leaders**

Miss Rzepka - EYFS Lead

Miss Font - Year 1, 2 and 3 lead

Miss Major - Year 4, 5 and 6 lead

### **Teaching Staff**

#### **Year R**

Miss Rzepka | Miss Admans | Miss Turner

#### **Year 1**

Mrs Haybourne | Mrs Goodhew | Miss Daniells

#### **Year 2**

Miss Font | Miss Burdett

#### **Year 3**

Mrs Dengate | Mr Luck

#### **Year 4**

Mrs Haymour | Miss Butler

#### **Year 5**

Mr Linton | Miss Hutchison

#### **Year 6**

Miss Livesey | Miss Major | Mrs Orr

**Writing Lead**

Mrs Simpson

**Higher Level Teaching Assistants**

Mr Baker | Miss Honey | Miss Milner

**Teaching Assistants**

**Reception**

Miss Darling | Miss Stevens

**Year 1**

Mrs Musha | Mrs Rose | Mrs Ehrlich

**Year 2**

Mrs Calver | Mrs Young

**Year 3**

Mrs Day | Mrs Hopkins | Miss Edwards

**Year 4**

Mrs Wood | Miss Green

**Year 5**

Miss Walmsley | Miss Huxter

**Year 6**

Mr Graham | Mrs Little

**Support Teaching Assistants**

Mrs Harrison | Mrs Day | Miss Crutchley | Miss Thomas | Mr Borman | Miss Havill | Mrs Righton | Mrs Young

**Additional Support Team**

Mental Health Lead - Mrs Telford

SENCO - Mr Savva

THRIVE Practitioners - Mrs Purves & Mrs Birchmore

Family Liaison Officer - Mrs Lofts

Golden Curriculum - Mrs Young & Mrs Barton

SEN TA - Miss Bower

**Midday Staff**

Mrs Dighton | Mrs Ivory | Mrs Thomas | Mrs Thompson | Mrs Barton | Mrs Uddin.

**Breakfast Club and Out of School Staff**

Mrs Uddin | Mrs Thomas | Mrs Birchmore | Mrs Huxter | Mrs Friday | Mrs Musha

**Lunch Club Staff**

Mrs Purves | Mrs Birchmore | Miss Green

**Catering Staff**

Hazel Bradford - Catering Manager

Julie Kamau - Cook

Sarah Titchener - Catering Assistant

Lynsey Croucher - Catering Assistant

Emma Wood - Catering Assistant

Anita Brown - Catering Assistant

**Office Staff**

Communications & Personnel - Miss Wilson-Wright

Admissions - Mrs O'Donoghue

General - Mrs Greetham

**Caretakers**

Mrs Kerswill

Mr Simon

**Governors****Appointed Governors:**

Mrs P Hatt - Trustee

Mrs A Kelly Metelewa

**Head of School Governor:**

Miss T Cadwallader

**Staff Governor:**

Mrs H Lofts

**Parent Governors:**

Mrs G Curtis

Mrs A Penn

**In attendance from the Fulston Manor Academies Trust:**

Mrs K Franks

**Clerk to the Governors:** Mrs D Stryzyk



## Admissions Arrangements for Academic Year 2023/24

### Admission number

South Avenue Primary School admissions to the reception classes will be at the beginning of the academic year in which a child's fifth birthday falls.

As an agreed Published Admission Number (PAN) of 60 pupils for entry in reception. The school will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents may also request that their child attends part-time until the child reaches compulsory school age.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

### Oversubscription Criteria

If the School is oversubscribed after the admission of pupils with an EHCP where the school is named in the Statement. Priority for admission will be given to those children who meet the criteria set out below, in priority order.

### Children in Local Authority Care or Previously in Local Authority Care

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

### Sibling

Children with a sibling attending any school within the Fulston Manor Academy Trust at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of the children's home to school criterion.

**Children of Staff**

Children of staff who will have been employed at the school for a minimum of two years at the time of entry.

**Children with Exceptional Compassionate, Social, Medical/Health or Special Access Needs**

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend South Avenue Primary School.

Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and South Avenue Primary School.

**Nearness of Children's Homes to School**

We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point.

Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

Further information on how distances are calculated is available in the Admissions Booklets available on the KCC Admissions website.

A child's home address is defined as a residential property that is the child's main or only residence. This should not be an address at which the child may stay during the week such as at a friend's, grandparents or child minder's home.

If two or more children in all other ways have equal eligibility for the last available place(s) at the school, and their family homes are measured as being equidistant from the school, a random draw will be made to determine which child(ren) should be offered the place(s).

The criteria above, in the order as set out, will also be applied to fill any vacancies that occur during the school year. The school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

### **Admission arrangements must reference applications for children to be taught outside their expected year group**

Requests for admission outside of the normal age group should be made to the Head of School of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

Parents of summer-born children (born between April 1<sup>st</sup> and August 31<sup>st</sup>) can now make a request to the admission authorities and the Head of School for their child to start the next academic year (thus, being up to 5 years and 5 months). The parents would need to demonstrate why it is in their child's best interest that they be considered for admission outside the normal age range, guidance suggests this should only be agreed in very limited circumstances.

Admission will be for the child to start school in the September following their 5<sup>th</sup> birthday. The child will be able to remain with the same age group as they progress through the school, including into secondary school.

For further information regarding admissions please see our [Admissions Policy document](#).

### **Attendance**

Regular and punctual attendance at school is both a legal requirement and is essential for pupils to maximise their educational opportunities. The school has an expectation of a minimum of 96.2% attendance for all pupils.

It is important that children attend regularly, since every child's wellbeing and success partly rests upon this. Whenever your child is absent, please telephone or text the school office on each day of absence before 9am. Government legislation means that we must record all authorised and unauthorised absences. Please refer to our Attendance Policy for further information.

It is for the safety of the children that we insist that parents collect children from the school should they have to leave during school hours. Please report to the school office and a member of staff will collect your child for you. No child will be allowed off the site during school hours unless escorted. Please return your child to the school via the school office.

The school believes that full attendance is essential in ensuring that each child reaches their full potential. The school will actively encourage attendance by promoting a positive school environment and developing effective registration and attendance procedures. Any issues regarding non-attendance that cannot be resolved between parents and the school will be referred to the local authority, or a Penalty Notice requested.

### Registration

The register is taken from 8.45-8.55 am, which is the actual start of the school day. After this time, the entrances to classes are closed and children are deemed late, until 9.00 am, which does not affect attendance. From 9.00 am the lateness will be classed as an unauthorised absence, which equates to a half day absence.

### Lateness

It is the parents' responsibility to ensure arrival at the correct time. If regular lateness occurs, the school will inform parents of their concerns in writing. If a resolution is not found the local authority may be advised or a Penalty Notice requested.

### Holidays

Holidays during term time are not allowed. If a holiday is taken it will be recorded as an unauthorised absence, and a penalty notice may be issued.

### School Sessions:

Morning Session: 8.55 am to 12/12:10 noon

Afternoon Session: 12:50/1.00 pm to 3.15 pm

The infant classes have a 15 minute break in the afternoon.

All children have a break during the morning session. Infant children are provided with free fruit. Children who are under the age of 5 are also entitled to free milk. When children turn 5, parents of children in Year R, Years 1 and 2 can opt for this, for a small cost. Junior children are welcome to bring their own fruit. Infant children will also have a break during the afternoon session.

No children should be on the school site before 8.40 am, when the school gates will be opened. The school cannot accept responsibility for the safety of any children who are left unattended before this time. Children should not play on school play equipment before or after school.

Infant children should enter their classrooms through the sunshine doors, which are opened at 8.45 am. Parents should say goodbye to their children before they enter the classroom. The classroom doors will be closed at 8.55 am and the main entrance will then be the only point of entry.

Junior children should go directly on to the Junior playground and should remain there until the external doors are opened at 8.45 am. The children are then to enter and go to class for an 8.55 am start.

If you are going to be unavoidably delayed at the end of the day and are unable to collect your child on time please telephone the school. It can be very distressing for a child to be left behind when the other children have gone home. If someone different is going to collect your child please let the class teacher know in the morning, or telephone the school office during the day. We cannot release a child without prior notification for safeguarding purposes.

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### Emergency Closure and Severe Weather

Should the school be closed suddenly in an emergency we will send you an email, so please ensure we always have your current email address. If worsening weather conditions indicate that by 3.15 pm children and staff may have difficulty getting home, every attempt will be made to contact you to come and collect children from school.

If you anticipate difficulties collecting your children later in the day due to weather conditions, please come early and collect children from school or telephone us to let us know what arrangement to make. Needless to say, the Head of School, Senior Leaders or other authorised people will remain at school until all children have been safely collected by their parents. If the decision is made not to open the school as a result of deteriorating conditions overnight, parents will be notified that the school is closed using the school communication service. There is also a KCC school closure website which can be found at:  
[www.kentclosures.co.uk](http://www.kentclosures.co.uk)

### School Car Park

Car parking outside any school is always a problem and we ask you NOT to use either of the school car parks at any time, including if you are bringing your child to Breakfast Club. Please park away from the yellow lines outside the gate. In the interest of safety, please do not use

the staff car park for pedestrian access to the Junior site. This is for staff use and delivery vehicles only. Instead please use the main pedestrian entrance through the main gates between the Infant and Junior sites.

### Bikes and Scooters

Bikeability courses are usually held at the school for Years 5 or 6 children who wish to take part. The school has installed a cycle shelter to provide safe storage for cycles, enabling the pupils to cycle to school if they wish. Any children cycling to school must wear a helmet. Children should not ride their bikes on the school premises. Scooters can be left in the scooter shelter and like bikes; scooters are not to be ridden on the school site.

### Change of Contact Details

Please notify the school if the child's permanent address is changed. It is also extremely important that any changes of telephone number, particularly mobile numbers, and any changes in emergency contact or work numbers are notified to us immediately.

### School Houses

The children are members of one of our four school 'Houses'. Their names are: Rochester (blue), Leeds (green), Walmer (yellow) and Dover (red). Prefects collect the House Points for the House every week, ready for the 'House of the Week' presentation. To avoid family conflict, younger children are always placed in the same House as older siblings. Over the year there are a range of House events and competitions leading to an overall winning House and team reward.

### Lunchtime Arrangements

School meals are provided in-house by our own catering team. There is always a varied menu providing choices for differing tastes and preferences, including a vegetarian option. Meals cost £2.40 a day and meet government nutritional standards. Visit our catering page on our school website to see an example of our menu.

Payment for the week should be paid in advance via Parent Pay. This includes those who may not be having a meal every day of the week or having a meal later in the week. If you wish, you can pay for a half or a whole. You will receive an activation letter from the school with details

on how to register. Type the link below into your browser to make payment via the Parent Pay website.

<https://www.parentpay.com/>

All children in years R, 1 and 2 are eligible to receive a Government funded free hot meal at lunchtime known as Universal Infant Free School Meals. This is easily confused with Free School Meals which is available to all children at any age in school (not just in Reception and key stage 1) and is awarded when specific criteria are met. This entitles your child to receive a free school meal but also gives us some additional funding known as Pupil Premium funding which allows us to fund important additional provision to the children.

Since this is confusing, we ask that ALL parents who enrol their child in school, to follow this link

<http://www.kent.gov.uk/education-and-children/schools/free-school-meals>

or ask in the office for a paper form to check eligibility for Pupil Premium. Confusingly the link still shows Free School Meals but this is not Universal Infant Free School Meals in September. It is to check to see whether we can receive additional Pupil Premium funding for our school. You can also contact the Free School Meals Service on 03000 415123 (or email [FreeSchoolMeals@kent.gov.uk](mailto:FreeSchoolMeals@kent.gov.uk)). All enquiries are treated in confidence.

With the exception of authorised free meals, meals will only be provided for children who pay for their meal either on the day or in advance. There will be no meals provided in circumstances where there is a continuing or potential debt situation.

### Packed Lunches

If you prefer, your child may bring a packed lunch in a labelled container. Although water is available, drinks may be brought in (not fizzy or hot!). No glass bottles or 'Thermos' flasks please, as these can cause many problems. As we are a Healthy School we encourage healthy eating so we ask parents to avoid including chocolate and sweets in their child's lunch box. We are eager to support our pupils in healthy eating and gaining their '5 a day'.

### Water in school

We encourage all children to bring water bottles into class, to allow almost free access to a drink. Children should bring a named bottle, pre-filled at home. Bottles are to be taken home

to be washed and filled. **Bottles must contain only water, no juice or flavoured water please.**

### Assemblies

#### Assemblies

There are two whole school assemblies per week, one at 9.05 am on Monday and one at 2.30 pm on Friday. Our Friday assembly is 'Celebration Assembly' where we see who the 'Star of the Week' is for each class. We also celebrate any achievements the children have made out of school.

On Wednesdays at 2:40pm children meet in their Key Stages to have an assembly.

On other days there will be a period of quiet reflection in classrooms during the day.

Throughout the year, every class will hold a class assembly and parents are invited to attend.

#### Personal Property

Phones, smart watches and games consoles or other such appliances are not to be brought to school. Children should not bring any toys, cards, games or items of value, in money or sentimental terms, into school. The school cannot be held responsible for the safekeeping of any of these items.

In exceptional circumstances some year 5 & 6 children may need to have a mobile phone, for example, if your child will be walking alone to and from school. If this is the case, a letter should be sent to the Head of School explaining the circumstances. If permission is granted, the phone should be handed into the school office when the child arrives at school and collected at the end of the day. Please note, no permission, no phone.

#### School Uniform

We encourage the children to take a pride in their appearance and expect all children to wear school uniform. However, it is important to realise that children will be taking part in art and craft activities at school, and although precautions are taken, clothes may get grubby. This is to be expected, and does mean that their 'best' clothes are not getting spoilt!

**ALL ITEMS MUST BE NAMED!** Items of clothing are frequently handed in as 'lost property' and their owners never traced because the clothing has not been marked. The school cannot be responsible for any lost property. Lost property can be located in bins in the foyer of the Junior site and in a cupboard in the corridor in the Infant site.



Our uniform code is as follows:

- Red jumper/fleece/cardigan (these can be purchased with or without the school logo)
- Grey or black trousers/skirt/pinafore (not leggings)
- White shirt/polo shirt
- Sensible, flat, black shoes - trainers (of any colour), ankle boots or 'DM' type boots should not be worn. Shoes with heels, flip flops or open toes are not appropriate for school and should not be worn. Shoes with laces should only be worn if your child can tie them themselves
- If ears are pierced, plain, one colour studs no larger than 0.5cm, may be worn. These must be removed for PE lessons by the child. If your child is not able to remove them, parents should remove them before school. If your child is going to have their ears pierced please ensure this is done at the beginning of the summer holiday. A watch may also be worn if your child can tell the time. This will need to be removed for PE Lessons.
- Long hair must be tied back - in addition to looking neat and tidy, this can help to avoid the spread of head lice should they occur occasionally at school.
- Children are not expected to attend school with some of the more 'extreme' hair styles - e.g. hair extensions, dyed hair or shaved patterns in hair. These are not really suitable for school and better left for holiday time.
- Girls may wear tights if these are in plain colours such as white, cream, grey, red or black.
- Socks should be black, grey or white
- During summer: red and white checked dress/grey/black shorts
- In bad weather, pupils may wear boots to school and then change into their usual school shoes.

School uniform can be purchased from:

Forsters School Outfitters - in-store or on-line (click and collect also available)

<http://www.forsterskent.co.uk/south-avenue-primary-school-139-c.asp>

17-19 East Street, Sittingbourne ME10 4BQ

Telephone: 01795 472947

Eastenders - in-store only at

<https://eastendersschoolwearsittingbourne.co.uk/>

5 West Street, Sittingbourne ME10 1AA

Telephone: 01795 431334

### PE clothing

Children should come into school on their PE days wearing the correct PE clothing as listed below:

- Plain white T-shirt and red shorts.
- Children should also have plain tracksuit bottoms and long-sleeved top for colder months.
- Footwear for PE should be plimsolls or trainers (dark colour) for outdoor PE. For safety reasons, particularly when using the apparatus, PE lessons in the hall take place with all children bare footed.
- Swimming - swimming costumes (NOT bikinis), trunks.

All PE activities are an integral part of the curriculum and, therefore, children unable to take part in PE must bring a note to school giving reasons for their temporary incapacity and, if possible, its duration. Verbal messages from the child are not acceptable. Should a child come into school wearing the incorrect PE kit, a phone call will be made home so that the adult can bring in the correct items.

**ALL UNIFORM ITEMS, INCLUDING FOOTWEAR AND PE KIT, MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME**

### Inclusion

Many children during their school life encounter difficulties, either of a general nature or with one or more specific areas of the curriculum. The school will use a range of strategies to remove these difficulties or barriers to learning. Pupils who continue to have difficulties in learning may have an Additional Educational Need (AEN) which the school can support through the use of inclusive teaching and specialist teaching services. An AEN may be in learning, communication interaction, physical and/or sensory and social, emotional and behavioural difficulties.

At South Avenue Primary School, every child matters and we aim to ensure every child succeeds. We have well developed monitoring systems that assess and track all children's progress. This ensures that barriers to learning are identified by indicators such as slow progress. Strategies/support can then be put in place in order for them to be removed.

We have an experienced Wellbeing Team which consists of the Senior Leader, SENDCo Lead, Family Liaison Officer and Specialist Teaching Assistants working at the heart of the school. This team will focus on ensuring the child's holistic needs are met. The team will work closely with parents and families to achieve this.

The school Senior Leader and SENDCo Lead work closely with class teachers and teaching assistants to plan appropriate levels of support to meet the needs of the children identified as having additional needs. Should your child be identified as having additional needs, your child will be included on the School's AEN, in line with the SEN Code of Practice 2014. The School will then work with you to identify appropriate support.

If you, as a parent, have any concerns please bring these to the attention of the class teacher, SENDCo Lead.

### Arrangements for pupils with Physical or Sensory Impairment

Parents of disabled children are asked to give the Head of School details of the disability as soon as a place is offered. This is to enable any necessary arrangements to be made to enable the child to participate as fully as possible in all lessons and activities.

### More Able Children

We feel that more able children need additional challenges and therefore teachers take this into account when planning to ensure challenging activities are available. Children who are talented in creative arts and sports will be signposted to additional provision where these opportunities arise.

### Behaviour

At South Avenue Primary School we work to ensure that all members of the school community can work and learn without distraction or interference. In order for this to happen we promote a happy, caring and respectful ethos in which children are praised and rewarded for good behaviour. Any inappropriate behaviour is managed firmly and consistently, as described in the behaviour policy. This is achieved by having suitable and logical consequences, applied with consistency across the whole school community, and an effective working partnership with parents.

We believe that the sensitive treatment of children does much to create a positive, responsible attitude towards school and directly helps to avoid many possible behaviour problems. Orderly behaviour is encouraged and rules kept to a minimum. At all times children are expected to show consideration and respect for each other and everyone working and helping in the school. Learning must take place within an atmosphere of trust and care. The only true discipline is self-discipline. We expect parents to work closely with the school to uphold these standards and would ask parents not to encourage retaliation. If these standards are not being met then parents will be contacted.

Our school rules are:

- *Be ready*
- *Be kind*
- *Be safe*

We take measures to support and encourage appropriate behaviour, such as giving green slips to reward positive behaviour and house points. We also use a range of consequences such as missing play or lunchtimes as a time for reflection and develop behaviour support plans which involve parental support.

Suspensions are used as the last resort and only in the interests of ensuring pupils' right to learn and/or maintaining the health and safety of the child concerned, or others within the school. The length of a suspension will be determined by an individual case basis. More information regarding this can be found in the South Avenue Primary School Behaviour Policy.

### Bullying

We do not tolerate bullying and educate our pupils in order to do all we can to prevent its occurrence. We consider bullying to be repeated behaviour that makes others feel uncomfortable, threatened or distressed. This can be physical, verbal or emotional. Whilst occurrences in our school are rare, they are dealt with firmly, quickly and sensitively, providing support for all involved.

### Positive Handling

The Governing Body and Senior Leadership of the school recognise the serious implications for all concerned when the use of physical intervention becomes necessary. In particular they acknowledge the stress and very real anxiety that such actions can and do generate in children and young people. It is extremely rare for physical intervention to be used, and this will only be when there is a risk of a child seriously hurting themselves or others, or seriously damaging property. In the unlikely event it becomes necessary there are procedures in place to ensure that this is carried out safely and parents will be informed.

## Health in School

### Head Lice

From time to time the school suffers an outbreak of head lice. If your child shows symptoms of head lice infestation, please treat this promptly and let the class teacher know. The class teacher will then circulate a letter to parents of other children in the class so that they can inspect their children for infestation. This is done in a confidential manner. Children with head lice should be treated promptly; if an infestation of head lice is identified by school staff parents may be called to attend school to treat their child promptly in order to avoid further cases.

### First Aid

We have several trained first-aiders in school, who are our first point of contact for advice on any injuries. In the event of more serious accidents we contact parents as soon as possible. Every parent is asked to sign an agreement form giving consent for an appropriate medical emergency treatment to be arranged in the event of an extreme emergency. The school also has its own defibrillator on site.

### Illness

Although we do the best we can, there is no comfortable, quiet place for children to rest in school. If a child is too unwell to be with the rest of the class, parents are contacted by telephone. It is important, therefore, that the information you give us on your emergency form is kept up to date. Until we have contacted you, we will take any action required in the interests of the child. If your child is ill before school begins, please do not send them to school on that day. If your child is well enough to attend school, they should be well enough to play outside.

If your child is suffering from a vomiting/diarrhoea bug please keep them at home for 48 hours from the last episode. If, however, your child is sick from too much sun, eating too much, etc. then they can return to school as soon as possible.

### Asthma

An increasing number of children need to use asthma inhalers. Please ensure that the class teacher is aware of this. You will need to complete an asthma card for your child that gives us instructions on how to help your child. The inhaler will be kept in the child's classroom for quick access. It will also be taken on school trips.

## Medication in School

The Principal School Medical Officer has directed that schools should not administer short term medication such as antibiotics and cough mixture on a regular basis. However, to support working parents the school will administer prescribed medication. Parents will need to contact the school office and complete a medication form. Please do not give your child cough sweets to keep in the classroom.

## Safeguarding

### Child Protection

It is the duty of the school to help protect children from all forms of abuse. A number of policies are in place in order to ensure that pupils are safe at school. These include health and safety, behaviour, anti-bullying, staff recruitment and child protection procedures. We believe that all children have the right to be protected and that the prime concern should always be the interests and safety of the child. We have a number of trained staff in school who are Designated Safeguard leads (DSL).

### Safety in School

School Governors, with a responsibility for monitoring health and safety, regularly review the safety of the site with the Office Manager. Risk assessments are always carried out for visits and events. Assemblies are regularly held which focus on a variety of personal safety issues, e.g. on-line safety, anti-bullying, water, road and fire safety and the school curriculum re-visits these areas regularly throughout your child's time at the school.

### Social Media

Please do not send 'friend requests' via any social media to any member of school staff, in order to maintain professional boundaries. The school expects all of its community to abide by its policies on internet and the use of social media.

## Communication with Parents

### Home and School

A good relationship between home and school will contribute greatly to your child's progress. If you are worried about anything concerning your child, however trivial it may seem, please come and see us about it.

We have an 'open door' policy so that parents can approach class teachers with any problems or concerns. It may be necessary to then make an appointment if this is something that needs to be discussed in more detail.

If you wish to see the Head of School, or other member of the Senior Leadership Team, it is preferable to make an appointment to ensure they are available to meet with you without interruption.

School will also communicate with families using phone, email, text and printed letters. It is important that we hold up to date contact information for you so please let us know if your contact details change.

### Parental Involvement

We encourage parents to be involved in the everyday life of the school in a variety of ways, such as listening to children read, telling the time, cooking etc. If you are interested in helping in school please see your child's class teacher.

Throughout the school year we will organise information meetings for parents about various aspects of the curriculum and how to help your child at home. We are also developing additional fun sessions for parents to come and take part in activities with their children. If there is anything you would like us to cover, please let us know.

Each year we ask parents for feedback via parental surveys. We would encourage you to support us by taking part in opportunities to share your views with us.

### Parent/Teacher Consultations

- September - Opportunity to meet the class teacher on an informal basis.
- October - Individual parent consultation meetings.
- March - Individual parent consultation meetings.
- July - Individual written report.

In addition there are regular whole school and class newsletters.

The Senior Leadership Team and Family Liaison Officer will also be available at these times should you need to discuss anything with them.

### Complaints

The school has a clearly defined procedure explaining what parents should do if they have a complaint against the school, which is available on the school website. Parents can also request a copy from the school office. In the first instance parents should always talk to the Senior Leadership Team or the Head of School.

### Thank you

Thank you for showing an interest in our school. Please contact the school office if you would like any further information.