

# Stepney Greencoat

Church of England Primary School



## Parents' and Carers' Information Guide

## **Attendance**

The school has a target of at least 96.5% attendance for all pupils. For our children to gain the greatest benefit from their education, it is vital that they attend school regularly. Your child should be at school on time, every day the school is open unless the reason for the absence is unavoidable. Any absence affects the child's education and regular absences will have a detrimental effect on their learning. The school has an attendance team who meets weekly to review pupil attendance. Good attendance is recognised at our celebration assemblies and is rewarded with certificates, prizes and cinema trips. In cases of persistent poor attendance and/or persistent poor punctuality, written warnings and court proceedings will be issued.

## **Absence Procedure**

If your child is absent you must contact the school on 020 7987 3202 on the first and any subsequent days of absence. It is the parents' duty to inform the school of the reason for the absence. Failure to contact the school with a valid reason for absence will result in the absence being unauthorised.

## **Punctuality (Morning)**

Children must arrive through the pupil entrance, which is locked at 8.45am. Any child who arrives after this time must arrive via the office and parents will not be permitted to escort their children to their classrooms. The pupil's late book must be completed for every child arriving after 8.45am. Poor punctuality is not acceptable as vital learning time is lost.

## **Punctuality (Afternoon)**

All children who are not in clubs should be collected from the playground at 3:15pm. We do not have the capacity to supervise children who are not collected on time so your child will be placed into After School Care. The cost of this is £10 per hour, or part of (per child).

## **Holidays in Term Time**

Holidays in term time will not be authorised by the school. You will receive a fixed penalty notice. Should you need to take your child out of school for an emergency reason, you must make an appointment with the headteacher. You must provide evidence of where you are going, the reason why and provide travel and other documents to support your case. Please note that this does not remove the issue of the fixed penalty notice.

## **Medical Appointments**

All medical appointments should be made either after school or in the school holidays. Where this is not possible, a copy of the appointment letter or card must be given to the office in advance of the appointment date. Depending on the time of the appointment the child should attend school before and/or after the appointment.

## **Being unwell**

Children with minor illnesses such as a cold should attend school if they feel well enough. If your child is vomiting or has diarrhoea, they should stay away from school for 48 hours after the last episode. If your child has been prescribed medication, this can be administered at school providing a permission form is completed by the parent/carer. Non-prescribed medication cannot be given at school under any circumstances. Where a child has a minor illness requiring non-prescribed medicine, parents may come to the school office during the day to give the child the medicine.

## **Behaviour of pupils**

At Stepney Greencoat we expect all children to model good behaviour at all times. The school has a policy to ensure consistency for all pupils and staff in managing pupil behaviour. Good behaviour is celebrated each week in our celebration assembly. Where a child's behaviour does not meet our expectations a meeting will be held with the parents/carers to identify the reasons why and to put in place strategies to address this.

## **Behaviour of parents and carers**

Parents/carers are expected to behave as good and positive role models to all pupils. It is totally unacceptable for any parents/carers to show aggression, or use verbally abusive behaviour towards members of staff or indeed towards other parents. Bad language (e.g. swearing) is not acceptable when talking to anybody on the school premises. Parents should never confront other people's children. Parents/carers who act aggressively (for any reason) towards staff or pupils will face consequences which ultimately could lead to a ban from the school premises.

## **School Uniform**

You can order school uniform from our usual supplier, Khalsa Schoolwear, as well as our embroidered school uniform from Tesco's online Uniform Easy.

Please make sure your child is wearing the correct School Uniform and that it is clearly labelled with your child's name.

## **Winter Uniform**

- Bottle green sweatshirt, jumper or cardigan (with school logo)
- White blouse/polo shirt
- Bottle green or grey skirt, tunic or trousers
- White socks, or green or grey tights for girls, black/grey socks for boys
- Black shoes or trainers (must be all black, no coloured laces or logos; high heels should not be worn for health & safety reasons. No laces until your child can tie them independently)
- Green scrunchie/headband or hijab
- No Jewellery (only small studded earrings)
- School book bag

## **Summer Uniform (or in warmer weather)**

### **Girls**

- Green and white checked summer dress
- Green cardigan

### **Boys**

- White shirt/polo shirt (with school logo)
- Grey shorts
- Black shoes

### **P.E Kit**

- White T-shirt
- Bottle Green or Grey Shorts
- Black Plimsolls (for indoor lessons)
- Plain navy jogging suit, no logos, for outdoor lessons in cold weather
- Trainers (for outdoor lessons)
- School P.E. bag

If a child is wearing any item of incorrect uniform, a slip will be sent home indicating the incorrect item.

## **Breakfast and After School Care**

We provide extended care every school day from 7.45am – 8.45am in our Breakfast Club and from 3.15pm – 5.30pm in our After School Care. At Breakfast Club we provide a healthy breakfast and engage children in fun activities. The charge for this is £10 per week and £5 per week for any subsequent siblings attending at the same time. Children may attend for part weeks, but the full fee must be paid. Children may not be left at school before 7.45am.

There are a range of different clubs available in After School Care, all available on a first come, first served basis. These are charged at £5 per session for the first hour and £9 per session for two hours. These must be booked and paid for in advance on a minimum of a half termly basis. Emergency care (booked on the day) can be provided at £10 per hour. Anyone collecting their children late for any of these clubs will be fined £5 per every 15 minutes or part thereof.

## **Accidents and First Aid**

The school has a high number of qualified first aiders. If your child has an accident requiring first aid, you will be given a slip (please see sample below) stating what the injury was and what treatment was given. If your child receives a head injury, you will get a call from the school regardless of the severity of the injury.

|   |          |                                   |                             |  |              |   |       |
|---|----------|-----------------------------------|-----------------------------|--|--------------|---|-------|
| Date  |          | Page No.                          |                             | Class / Form   |              | Location of Incident  |       |
| Name of parent/care contacted (if applicable)   |          |                                   |                             |  |              |   |       |
| Diarrhoea   | Vomiting | Headache                          | Headache / High temperature | Head injury  | Cut / grazes | Abdominal   | Other |
| Parent contacted  |          | Unable to contact Parent          |                             | The child was well enough to return to school                        |              | The child was collected by school   |       |
| The child was well enough to return to school   |          | The child was collected by school |                             | The school is of the opinion that your child should consult a Doctor |              | Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital and take this slip with you. |       |
| <p style="text-align: center;"><b>IMPORTANT</b></p> <p style="text-align: center;"><b>FOR THE ATTENTION OF THE PARENT / CARER</b></p> |          |                                   |                             |  |              | <p style="text-align: center;">Authorized Signature</p>   |       |
| <b>INCIDENT / ILLNESS REPORT SLIP</b>   |          |                                   |                             |  |              | <b>REPORT SLIP No. 0025 13</b>  |       |

## School Dinners

Children may have a school dinner or may bring their own packed lunch, however this must be agreed in advance and can only be changed half termly. We expect the content of packed lunches to be in accordance with the Whole School Food Policy available on the school website. An example school dinner could be:

- Roast Chicken with roast potatoes, Yorkshire Pudding and sage and onion stuffing
- Jacket Potato with baked beans
- Fresh UK seasonal vegetables
- Choice of seasonal salad
- British cheese and breadsticks
- Organic yoghurt selection
- Seasonal fresh fruit platter

## Homework

Homework will be sent home at the end of the week and must be returned by the following Tuesday.

## Access to the School

For the safeguarding of all children, parents must only access the school building via the main school office. When you bring your child to school or collect them, you must enter and leave via the pupil entrance. Should you need to go to the school office, you must leave via the pupil entrance and re-enter via the main office gate.

## Communication

Please ensure that you inform the school of any changes in contact details, including telephone numbers and address. Please provide the office with your e-mail address as non-urgent communication such as newsletters is sent via this method.

If your child is to be collected by anyone other than those you have notified us may collect your child, you must notify the office as soon as you can. We use a password system for this to ensure the safety of your child.

If you require the school to write a letter or sign a document for you (for example for passport, immigration, benefits etc.), there is a charge of £15 per letter, which must be paid prior to the letter being prepared.

## **PTFA**

Stepney Greencoat has had a Parent, Teacher and Friends Association (P.T.f.A) since 2005 and it is now an established group within the school community.

The main aim of the PTfA is to promote a sense of community between staff, parents and children and those living in the area around the school. However, it also exists to raise money for the benefits of the pupils. In recent years we have been able to fund Year 6 leavers' books annually and a very popular climbing wall in the playground.

The PTfA runs two main events each year; a Christmas party in December and a Summer Fair in July (a community event). It also runs Second Hand Uniform sales, bake sales and can be relied upon to provide refreshments at most school events.

The PTfA welcomes the involvement of all parents, whether that can be attending meetings to help organise events or contributing in a practical way. If you would like to be involved in any way, please email the PTfA at [greencoatptfa@gmail.com](mailto:greencoatptfa@gmail.com).

## Term Dates

### **Autumn Term 2017**

Start: 6<sup>th</sup> September 2017  
Half Term: 23<sup>rd</sup> - 27<sup>th</sup> October 2017  
Finish: 19<sup>th</sup> December 2017  
INSET: **4<sup>th</sup> & 5<sup>th</sup> September 2017 (School Closed)**

### **Spring Term 2018**

Start: 4<sup>th</sup> January 2018  
Half Term: 12<sup>th</sup> - 16<sup>th</sup> February 2018  
Finish: 28<sup>th</sup> March 2018  
INSET: **3<sup>rd</sup> January 2018 (School Closed)**

### **Summer Term 2018**

Start: 17<sup>th</sup> April 2018  
Half Term: 28<sup>th</sup> May – 1<sup>st</sup> June 2018  
Finish: 24<sup>th</sup> July 2018  
INSET: **16<sup>th</sup> April 2018 (School Closed)**  
SCHOOL CLOSURE: **15<sup>th</sup> June 2018 (To be confirmed)**