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**A Parent’s Guide**

A very warm welcome to our wonderful school. We have put this booklet together as a reference point for all you need to know about the school community. We are committed to doing what we can to protect the environment so there will be very limited paper communication with you. Please save this document.

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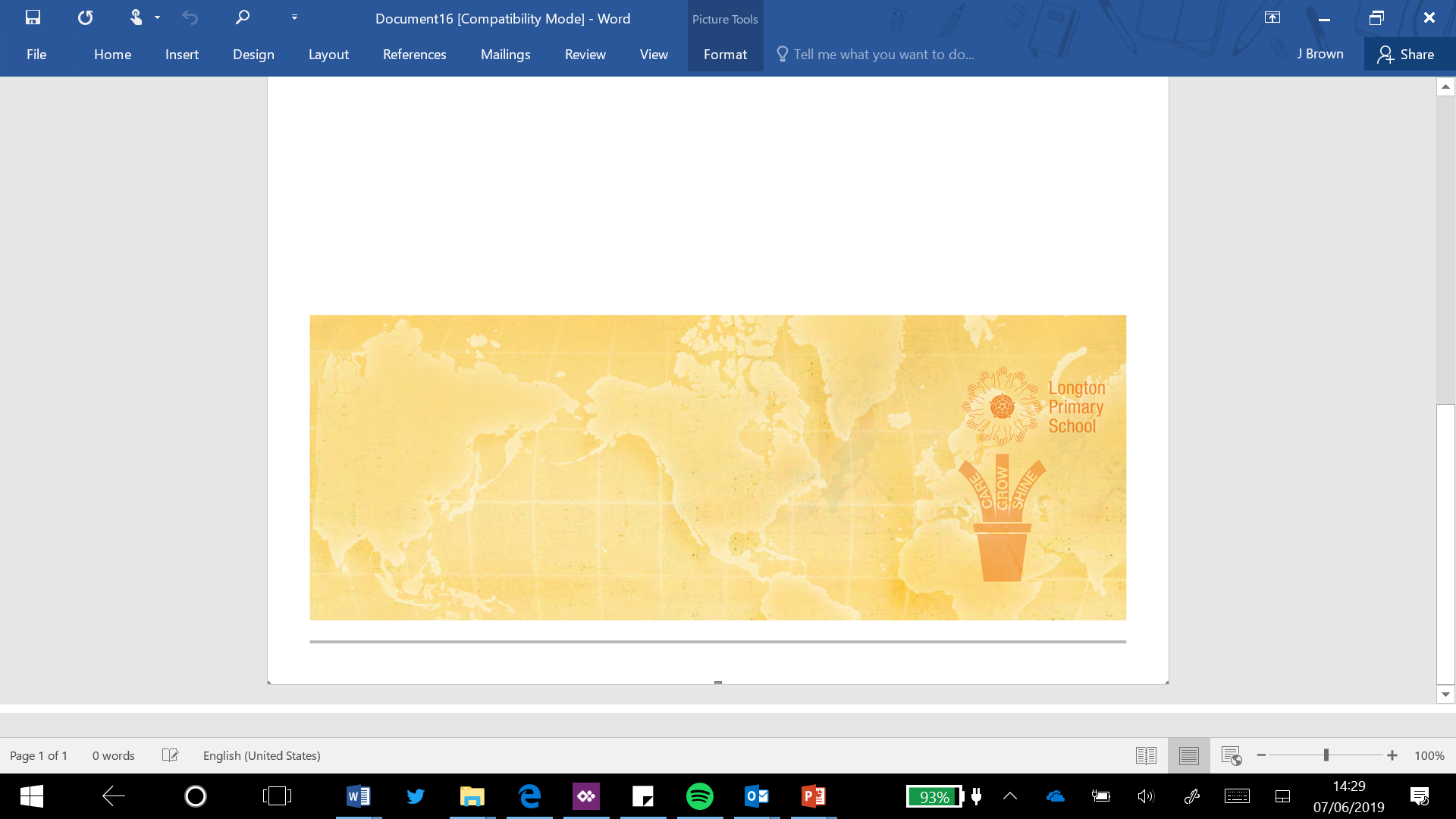
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# Absence from school

If a child is to be absent for any reason that is known in advance, i.e. medical appointments please send notification into school by letter to the class teacher. If a child is absent unexpectedly for any reason, please report this as soon as possible by contacting the school office. Please contact the school before 9.30am on each day of absence.

# Assemblies

Every day we have a whole school assembly. This is a time when children gather and learn about our school values, how to be a good citizen by developing a strong sense of British Values. Once a week the theme will relate to a religious theme. On Friday we have our achievement assembly. This is a time when children receive certificates for going above and beyond in a piece of work or with behaviour.

# Attendance

Our school attendance is very high and well above national averages. Holidays are not authorised in term time unless there are exceptional circumstances such as a close family bereavement. It is worth noting at this point the school follows the Local Authority guidance regarding holidays taken in term time and fines. Please see our attendance policy for further details.

# Bags

Our uniform stockists, The Delta Wool shop, stock our bookbags which each child will need. These are big enough for reading books, letters and homework. They are also easy for staff to access and to store. We ask that children use these bags because we do not have enough space for backpacks etc. They will also have PE bag which needs to be in school every day. Sometimes children maybe going home to a different home than they left that morning and will need to bring an overnight bag to school, we understand this. Please ensure that these bags are as small as possible as we really struggle for space and cluttered cloakrooms can be trip hazards as well as eye sores. Please can these bags be taken to and collected from the school office.

# Behaviour Awards

Our full behaviour policy is on the website and is hugely positive. We have clear processes to help children when they get it wrong. It is never nice finding out that your child is making wrong choices but when we all work together positive changes can happen rapidly. We also have a great reward system for good behaviour.

# Bikes and Scooters

We provide a sheltered storage area for bikes and scooters. It is parents’ responsibility to ensure it is collected at the end of the day and to also ensure that children wear helmets when travelling to and from school. Children must dismount these before they enter school grounds.

# Changes in information.

Please notify school of any change of address, home phone number, email addresses, mobile phone number, work contact, or emergency contact.

# Child Records

## Privacy

School holds a data information file on each child. This information is given by you. This has contact numbers, GP addresses, medical information etc on it. These forms are to be completed fully and signed. Please include the post code in the address. Please see our GDPR (data protection) Policy and the Privacy Notice for Pupils on the website

## Personal Information

Families come in all shapes and sizes and it is important that we understand your family dynamic so we know how to talk to your child and what to send to who. If grandparents will be doing most of the picking up and dropping off at school then it is quite nice for them to get the newsletter and have the emails so they can stay up to date. If Mum and Dad are separated but one parent has little contact with school we need to know if they still have parental responsibility. If they have they are entitled to know how their child is getting on at school so we need an address to send reports to. Please note that this information is treated very sensitively and we are not asking because we are nosey. We have a secure electronic information database where we keep all our records. Access to this is on a need to know basis. Please note that this paper will be shredded as soon as it is scanned into the secure system.

## Emergency Contact

We need to have another contact other than parents, in case mother and/or father is out. We do not ring people at work unless it is urgent.

# Children’s Club (After School Club)

Children’s Club is managed by Kelly McDowell and is based in the school. The club is in great demand and has been expanded to its maximum capacity. We do have a link with another provider which we are happy to sign post you to if we cannot facilitate your needs. Due to the heavy demand on spaces we ask that the school club is only utilised by working parents who are unable to make the school drop off and pick up times. On fine days the club utilises the school grounds so that full use can be made of the field and the adventure play equipment. Breakfast Club starts at 7.30am and costs £3.60. Parents can also make use of the walking bus from Booths at 8.30 each day. The walking bus is free. After school club costs £6.00 and finishes at 5.45pm. If your child is attending an after school extra-curricular club, a member of the after school club team will collect them from school. Fees are payable in advance.

# Clubs

We have a wide range of extra-curricular clubs. These change termly. There are small charges for some of the clubs. Parents are told when these clubs will be going live via email. Parents book a place on a first come, first served basis. Parents do need to bear in mind that if a member of staff is sick or on a course then the club may be cancelled. Therefore, it is not a reliable form of child care. Parents will be sent a text to collect at the usual time in these instances.

# Consent Forms

We have a large pack of consent forms that we ask you read and return on your child’s first day. We only ask for these to be completed once. After this if you would like to change anything please contact the school office. We are blessed with great local history and local parks and we use these for science, history and geography. We ask your permission once to take your child into the local area at any time in order to enhance the provision of the curriculum. We also regularly attend Church.

# Dropping off

When your child is in Reception, Year 1 and Year 2 please wait outside the classroom door both in the morning and at 3.15pm. The teachers will greet your children and hand them over to you at the end of the day. For Y3 and Y4 please wait for them in the sheltered quad area and in Y5 and Y6 please wait for them at the front of school or on the KS2 playground.

We ask that you do not use the school car park due to our commitment in keeping children safe.

# Encompass

We participate in the Operation Encompass partnership scheme, between local school, academies, colleges, community health agencies, and Lancashire Police.

Operation Encompass was set up to provide early reporting to schools etc., about any domestic abuse incidents that occur outside of school hours to which a young person attending our school has been exposed, and which might then have an impact on their schooling the following day. This information will be shared throughout the year, including school holidays and the weekends.

# Class blog

Information is regularly shared via the school website on the class blog. These often include photos and videos. Please be mindful of other people’s privacy and do not share photos/videos more widely of other people’s children.

# Headlice

Sorry, we have to mention it. We ask that you add to your weekly routine a headlice check. Headlice crawl from head to head, they cannot jump or fly. Anyone can catch them, they like clean heads just as much as dirty ones. If you do find headlice please let us know so we can let other parents know to check. Do not worry, you will not be named. A few rules to help:

* Please make sure that long hair is always tied up for school.
* If you find them let school know
* Check everyone on the house
* Use the detection method weekly

Wet detection combing

* Wash the hair with ordinary shampoo and apply plenty of conditioner
* Use an ordinary, wide-toothed comb to straighten and untangle the hair
* Once the comb moves freely through the hair without dragging, switch to the louse detection comb
* Make sure the teeth of the comb slot into the hair at the roots, with the edge of the teeth lightly touching the scalp
* Draw the comb down from the roots to the ends of the hair with every stroke, and check the comb for lice each time – remove lice by wiping the comb with tissue paper or rinsing it
* Work through the hair, section by section, so that the whole head of hair is combed through
* Do this at least twice to help ensure you haven't missed any areas and continue until you find no more lice

Treating head lice

If this does not get rid of eggs or live lice then talk to your pharmacist about treatment lotions.

# Home School Agreement

We have a home school agreement and consent forms that we ask you to read and sign. This agreement is basically a promise from both of us to do the best we can to support each other so that your children thrive.

# Lunches

## School Dinners

All children in the EYFS/KS1 receive a free school meal. Many continue to have these in KS2. From Year 3 upwards these cost £2.30 per day. It is much easier if you book on to these each half term. If a child wishes to change from school meals to packed lunch or vice versa please notify the office by email or in writing. This procedure is necessary because the kitchen supervisor must have accurate numbers in advance for food ordering purposes. However, we understand that sometimes this will change. Even if it is a change for the day we can accommodate – if you let us know. When the menus change you will be notified.

## Packed lunches

If your child brings a packed lunch please bear in mind that we do not have a cold place to store food so little freezer packs in the lunch boxes are wonderful. Please ensure that your children’s lunches are healthy-no chocolate bars please. Most of our parents pack very healthy lunches and it can be very hard for these parents if their children are nagging for processed (often more expensive) options because their friends have it. If your child has issues around food please let us know. (We appreciate some children with special needs need different rules.)

# Milk

Free milk is available for all children aged under five in school, funded by the UK government. In our school, this milk is provided by Cool Milk, the UK’s leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child’s name and date of birth. Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk’s UK servers, and is never passed on to third parties without your permission. Please let us know if you would prefer us not to register your child for free school milk.

# Money into school

We discourage parents from paying cash for anything. Almost all payments can be made through Scopay. It works just like any shopping basket online where you can put anything from school dinners to a club to a trip in your shopping basket.

# Newsletter

A newsletter to parents is sent most Tuesdays and Thursdays via email. It is a must-read in order to keep up to date with everything.

# Organisation

It is important to set up good routines from the outset and your children will follow your lead. Involve them in packing their bag for the next day the night before. Read the emails letters so that you can be organised and don’t worry yourself by getting to work and finding yourself having to set off home to pick up a ukulele, a water bottle or a lunch box. Obviously we all have bad days but being organised can make for a much calmer drop off.

# Parent mail = Scopay

Our main form of communication is via Scopay. Through this website you will receive texts (these are limited as they are costly), emails and forms. Giving your permission for your child to partake in things is very easily done with a click of a button. When your child starts school you will receive quite a few emails asking permissions for various things. Some of these you will be sent annually but some are a one time only permission. You will also sometimes be asked your opinion through an email as we do our surveys in this way.

Please note if we need you to know something it will be sent via email.

# Parents evenings

At Longton Primary we really value your support and ensure that you have plenty of opportunities to meet with teachers. At the start of the Autumn we have a Meet the teacher session. Parents are encouraged to come in and learn how they can best support their child through the year ahead.

More traditional Parents Evenings are in October and February. We have an online booking system for this through Scopay. A written report is sent out in December, April and July.

However sometimes you may have a worry or concern that you need to discuss more urgently. Please ring school and ask for a call back from the class teacher or pop in after school to meet with them. Please understand that if you have not booked an appointment this is not usually a problem but sometimes teachers have training after school or have a personal appointment and will not be available. If you have something that you do not feel has been satisfactorily resolved then please ask to speak to Mrs Brown.

# Parking

We encourage parents walk to school to collect but if driving to park on the road adjacent to the school hedge and the sports club car park. The gates open at 3pm. Please do not come before that time as this causes a queue which blocks the road. A number of our residents suffer with bad health and we need to be able to get an ambulance down the road at all times. We also operate a one way system for vehicles at the start and end of each day. We ask that you drive in to school lane from the Church end and that you leave via Bank Croft or Bentley Park Road. This really does help stress levels and also keeps our children safe. We ask that you do not park (or drive!) on pavements.

# Pre-School

Pre- school sessions happen every Friday of term time from 12.30pm – 3pm. They are run by Assistant teachers in school. The sessions happen in the before and after school club but the children spend a lot of time outdoors making full use of our school grounds and resources. The cost of these sessions is £8.50 per week.

# PTFA (Parents, teachers, friends, association)

We are always looking to welcome new volunteers to join our friendly group of volunteers who raise a lot of money for school. Dates for meetings are always on the calendar. If you would like to help with events but cannot attend meetings then please let us know and we will include you on email circulations. Minutes of meetings are always put on the school website under the Parent tab in PTFA.

# Punctuality

The gate opens at 8.30am. There is not a teacher on playground duty from that time. The school opens at 8.40am for KS2 children to come into school. This gives them time to get themselves sorted and settle down as well as alleviating some of the traffic. EYFS/KS1 doors open at 8.50am. Please remain with your children until the doors open. The gate is locked at 9.00. After this time the parent must bring the child through the main door and sign them in with a member of the office staff providing a reason for absence. They will only get a late mark if the sign in is after 9am. After 9.30 the child is marked with an unauthorised absence. (Unless of course they have been to a medical appointment). More information about this can be found in a leaflet that you can find by the school office.

# Pupil Premium

If your child is eligible for free school meals school receives money to ensure that your child achieves as well as everyone in school. Trips and residential can also be subsidised by 25% if you qualify for Pupil Premium funding. On our website you can see an annual report on how our pupil premium is spent and the impact it has. More information can be found at <https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/>

# Road Safety

We run a comprehensive road safety programme in school. In Reception to Year 2 pupils complete pedestrian training levels 1,2 and 3. In Year 5 they do a week long Bikeability programme which takes them out on the roads when they are ready.

# Safeguarding

Longton Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

 We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

 Our Designated Senior Lead in Child Protection (DSL)  is Mrs J Brown (Headteacher). Our Deputy DSLs are Mr Pearson (Deputy Headteacher), Mrs Fletcher (Assistant Headteacher) and Mrs Hothersall (Senior Leader) .

# Sending letters to school

If you have a letter to get to school and you are wary of putting in your child’s book bag there is a locked post box in the school entrance area which is checked each day. If you have any queries the office is open from 8.30am – 4.30pm every day. If a letter is placed in a book bag, then please ensure your child knows about it so that they can hand it in. During registration the teacher will ask if anybody has a letter – this usually jogs a child’s memory.

# Snacks

When your child is in EYFS/KS1 they will be provided daily with fruit for a snack. In KS2 children can bring their own snacks but please keep it healthy, crisps, chocolates, biscuits, sweets, cereal bars etc. are not permitted. Please just keep it cheap and simple. You can’t go wrong with fruit, raisins or chopped vegetables. The school kitchen sell toast at 20p per slice. EYFS/KS1 pay for this at the start of each term. KS2 children pay for the toast daily and only need to order it in the daily registration time.

# Special Educational Needs

At Longton Primary we value each child regardless of any challenges or difficulties that they face. We think it is important to develop all aspects of the child and help them to recognise strengths in their abilities and personalities. On our website will you find our offer for special educational needs, our policy and our information report. Mrs Hothersall and Mrs Regan are our is our special educational key personnel, they work very hard to ensure that children are given the support they need.

# Staff

A full list of staff and their responsibilities is on the school website. Mrs Brown (headteacher) is not full time. She spends some of her working week generating much needed monies for the school by being a member of the Lancashire Schools Advisory service. Therefore, Mr Pearson (deputy headteacher) and Mrs Fletcher (Assistant headteacher) are around on those days to support you in any way they can. If you would prefer to speak with Mrs Brown please make arrangements with the school office.

# Swimming

Children go swimming at Leyland Leisure Centre in the Autumn and Spring term of Year 3. After this if children have not yet mastered swimming 25m they will be offered extra session. Children should bring their kit in a small kit bag on swimming day. They need a swim hat but the swim teacher at the pool does not let the children wear goggles.

# Uniform

Details of school uniform can be found on the website. Logo uniform (jumpers/cardigans/tshirts/PE top) can be bought at The Delta wool shop in New Longton. Summer uniform is worn in the summer term and winter uniform in the autumn and spring terms. Skirts and trousers need to be grey but can be bought from any shop.

# Water

Children are encouraged to drink water in school. They will need a clearly labelled water bottle, no single use plastic please. We will send it home daily for a wash and a refill.

# Website

Our school website can be found at [www.longton.lancs.sch.uk](http://www.longton.lancs.sch.uk) Here you will find all our policies and everything you need to know about our school.

# Contact Details

Please note we do not communicate via two way emails. This is due to the fact that if we did the ladies in the office would spend most of their days replying to emails when there are many other jobs to do. If you need to get in touch with school, please either pop in or call and 99% of the time somebody will pick up straight away.

Longton Primary School

School Lane

Longton PR4 5RB

01772 612495

