



# KS2 PARENTS' HANDBOOK 2018 - 2019

AN A TO Z OF LIFE AT  
THE CRESCENT  
PRIMARY SCHOOL

## Arrival at school

At 8:37am, the school gates are opened.

At 8:50am, the school gates are locked, class registers taken and school day begins. All children arriving once the school gate is locked **MUST** enter the school via the school office & their names will be registered.

At 8:55am, the school registers are closed, any children arriving in the class room after this time will be marked as late in the class register (L).

At 9:25am, any children arriving in the school office after this time will be marked as late and unauthorised in the class register (U).



For further information, please refer to the school's attendance policy.



## Absence and Attendance

You must telephone us at the school office on the first day of your child's absence. If we do not hear from you by 9:30am we will be in touch with you to find out why they are not in school.

We expect children to be in school and on time every day. We want the best for every child in our care and we cannot provide this if they are not in school. Family holidays in term time will **not** be authorised by the school – your child's absence will be marked as 'unauthorised' in the register.

Good attendance and punctuality is promoted and encouraged in the following ways:

100% attendance for a whole year with NO lateness=

A **GOLD** award.

Every week the class with the best attendance wins our TROPHY to keep for a week. The children really love to win the golden trophy! Every week the class with the best punctuality wins our PUNCTUALITY PLAQUE to keep for a week. The children also love to win the punctuality prize!



For further information, please refer to the school's attendance policy.

## Additional Needs

We are an inclusive school and welcome all children.

Children's progress is constantly monitored and assessed and careful records are kept.

Occasionally we find that, for one reason or another, a child does not make the progress we expect. This could be in one of a number of areas and discussions between parents and teachers will lead to the child receiving appropriate help and support. Parents are consulted at every stage of this process. The needs of gifted and talented children are met through our learning provision and with opportunities to develop and extend their special talents as appropriate – this might be representing the school in dance, music or the Arts or taking part in specially organised curricular workshops. The school has an Inclusion Policy that is available in school for parents to read.

For further information, please refer to school's Special Education Needs policy and the More Able, Gifted and Talented children's guide.

## Assembly

Assembly is an important part of the school day when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and to the world around us. Assemblies are non-denominational and although they are of a broadly Christian nature, we also celebrate and learn about the variety of cultures in the society in which we live.

## Assessment

In the summer term of 2019, children in Year 6 will take the Key Stage Two SATs papers. These will assess the children in reading, maths, spelling, punctuation and grammar. These papers are both set and marked externally, and the results are used to measure the school's performance (for example, through reporting to Ofsted and published league tables). Your child's marks will be used in conjunction with teacher assessment to give a broader picture of their attainment. There will also be parent workshops about these papers where you will receive lots of information about how to support your child.

## Backpack

It is very important that your child has their backpack in school every day. Apart from the book and reading record book we may also use them to send home notes from school. These could easily get lost if your child does not have their backpack to put them in.

Each child will be given a reading record book; this should be kept in their backpack. When a teacher or teaching assistant shares a book with your child they will write a short comment in the reading record book. Our aim is for an adult to hear each child read once a week.

We can't put enough emphasis on finding some time each day for you to share your child's book with them. Even if they seem to be fluent readers, they will benefit from talking about the story with you, discussing the characters and predicting what might happen. ***It makes a huge difference to their progress.*** Please feel free to write your own comments in the reading record book if you wish to. We like to have a dialogue!

If you prefer not to write a comment, please sign and date the book just so that we know you have read with your child.

## Behaviour

The staff and Governors at The Crescent Primary School are aspirational and have very high expectations of behaviour. We are a values-based school meaning all behaviour management in the school is linked to the six School Values that were chosen by the whole school community:

<i>Respect</i>	<i>Responsibility</i>	<i>Determination</i>
<i>Honesty</i>	<i>Kindness</i>	<i>Creativity</i>

Our aims are:

- We will strive to create a positive climate in which pupil's self-esteem is nurtured and misbehaviour becomes a less attractive way to gain attention.
- All people in the school will be valued, respected and safe.

- ☑ The Crescent is an orderly environment in which effective teaching and learning can take place.
- ☑ Everyone will work together to encourage good behavior.
- ☑ A high level of parental involvement is encouraged and expected.
- ☑ We will work closely with other agencies to ensure that children with complex needs and difficulties, and their families, are given appropriate support.

### **Encouraging personal responsibility**

Through a values-based approach to behaviour, we aim for children to take responsibility for their behaviour and manage their emotions, so that they can grow up to be confident, successful and responsible adults. Enabling children to take responsibility for their behavioural choices protects the learning and teaching rights of others.

Each class provides an area for children to 'cool down.' This is a place for children to choose to 'cool down' independently if they feel they need to and in such instances children will be praised for showing the value of Responsibility if they have genuinely chosen to control their frustration, anger or heightened emotions. Breakfast & After School Club, and the playground also have cool down zones.

### **What happens if a child behaves inappropriately?**

Since we promote positive behaviour in a climate of praise and encouragement, most of our pupils will rarely need sanctions. However, where inappropriate behaviour occurs, it is always challenged and supported through a restorative, reflective approach, rather than punitive approach to behaviour management. We aim to change any negative behaviour, not tolerate it, and all staff are aware that **it is the inappropriate *behaviour* that is challenged, not the child.**

The Stages to Behavioural Intervention are as follows:

### **Working together to improve behaviour**

We will always try to work with parents.

Good behaviour is the result of a partnership between home and school and standards set at home and school should complement each other.

If any pupil lets his or her standards of behaviour fall, we will inform parents and discuss it with them. It may be that sanctions outside school can help to reinforce sanctions being used in school.

If parents are having problems with their child's behaviour at home, we are always happy to discuss it with them and offer advice or suggest where extra help may be available.

For further information please refer to the school's behaviour policy.

### **Complaints**

We hope that we will work closely together and that issues and worries can be dealt with quickly as and when they arise. If you have a complaint to make the process is as follows:

1. Make an appointment to discuss your concerns with your child's class teacher.

2. If you feel your concern is unresolved, then make an appointment to see the Year Group Leader.
3. If you feel your concern is still unresolved, then make an appointment to see Mr Heath for Reception and Key Stage 1, or Mrs Warwick for Key Stage Two.
4. If this does not resolve your issue, then speak to the office staff who will book an appointment for you to see Mr Rome. It is helpful if you share the nature of your issue or concern, as this will enable Mr Rome to gather any information he may need prior to the meeting to ensure that it is productive.
5. If the above does not give you what you consider to be a satisfactory answer, you can approach the Chair of Governors by writing to Mr Collins and handing your letter in to the office. It is our intention that communication with parents will be excellent at all times and that there will be no need for this. It is unusual for a complaint or concern to have to be dealt with by Governors.

If you have a complaint regarding ant Extended Services please contact Hayley Rea, Extended Services Manager on 07504024003 or [hrea@thecrescent.croydon.sch.uk](mailto:hrea@thecrescent.croydon.sch.uk)

For further information please refer to the schools complaints policy.

### **Curriculum**

In Key Stage Two the children follow the National Curriculum and are taught Core (English, Maths and Science) and Foundation Subjects (Art and Design, Computing, Design and Technology, Geography, History, French, Music and Physical Education) through exciting topic-based work that links all of their learning together. In addition to this they are taught Religious Education through 'Discovery RE' in alignment with the Agreed Syllabus for Croydon and PSHE through our 'Jigsaw' programme and Votes for Schools.

### **Educational Welfare Officer (EWO)**

An Education Welfare Officer is in school every week to follow up on any poor attendance. In the first instance she will meet with parents but if the child's attendance does not improve, you could be fined or in the worst case taken to court. We want the best for every child in the school and we cannot teach them if they are not in school. As children are given learning to complete from the very start of each day, please make sure your child is in school on time every day.

For further information, please refer to the school's attendance policy.

### **End of the day**

At 2:55pm the school gates are opened.

When school finishes children will go with their class teacher to their individual class area in the playground.

- Years 3 and 4 will use the front playground (near the school hall)
- Years 5 and 6 will use the back playground



*It is the parent's responsibility to inform their child who is collecting them. When your child sees the adult who is due to be collecting them – they need to tell their teacher and go straight to them.*

***ALL parents must call the school office in advance IF there is a change to the nominated adult authorised to collect your child & the class teacher will not know them.***

If your child cannot see anyone – they must stay with their class teacher.

***Lateness: School finishes at 3:10pm. Teachers will wait in the playground until 3.20pm. After this time children are taken to the front office where staff will attempt to contact you. Please be aware that late collection after 3:20pm will be charged at £1 per minute per child. All late collections are recorded in the Late Book. All charges will be made by invoice the next school working day. All monies collected will be put into the school fund account to resource various school projects***

For further information please refer to the school's late collection policy.

FOR YEARS 5 & 6 – Please see the section regarding 'Walking home alone'

### **Extended Services**

We offer a breakfast club and afterschool club. The breakfast club operates 7:30am-8:45am and offers a tasty breakfast with friendly and welcoming staff for a happy, sociable start to the day. After School Club operates from 3:00pm-6:00pm and offers a fantastic catering service with a variety of free play and structured play.

Our Extended Services includes Crescent Clubs. Crescent clubs offer a variety of highly professional sports, art and cultural services through external providers. Crescent Clubs is open to all children attending The Crescent Primary School on a first come, first served basis. Crescent Clubs are organised on a termly basis and run for ten weeks of the term. Each activity will operate on school premises in a safe environment for one hour a week, coordinated by the Extended Services Manager, Hayley Rea.

Our Extended Services are protected by our late collection policy at £1 a minute. After School Club finishes promptly at 6:00pm. Crescent Clubs have different collection times which are noted clearly on the club registration documentation. Parents must make appropriate arrangements to collect their child from clubs.

For further information, please refer to the extended services policy.

If you have any queries about The Extended Services or require any more information please call Hayley Rea on 07504024003, visit the school office during club opening hours, 7:30am-9:30am and 2:15pm-6pm or email her on [hrea@thecrescent.croydon.sch.uk](mailto:hrea@thecrescent.croydon.sch.uk)

### **Family Support Worker**

We have a team of Family Support Workers who are in school every day.

They are trained to respond to the needs of families under stress. They are non-judgemental in attitude and sensitive to the difficulties of family life.

They work in partnership with other caring professionals in encouraging families to work for change. They are based in school and will also visit families at home. They are happy to help with all the practical aspects of family life such as problems with housing, money or benefits as

well as access to adult learning and lots of other services. The Family Support Workers offer a listening ear, personal and practical support.

### Fears and worries

It is not unusual for young children to develop fears and worries about all manner of strange things! These are often associated with the anxiety of a change in routine. Please let their teacher know if this is the case with your child. We can be ready to reassure them if we know that they are likely to become unsettled. Your child must tell their teacher or an adult in school if there is anything worrying or upsetting them and we rely on you to encourage them to do this. We can only sort things out if we know there is a problem.



### Head lice

Unfortunately these are an occupational hazard for young children (and teachers!). Please check your child's hair at least weekly for signs of head lice. If you do find any eggs please treat the whole family. If we are all extra vigilant it prevents the lice from spreading around the class.

Washing hair, applying lots of conditioner and combing thoroughly with a fine-toothed comb and keeping long hair tied back will help. If you do find any signs of head lice please let us know.



### Health

**You must keep your child away from school for 48 hours if they have been sick, i.e., vomited, or had diarrhoea.**

This is in line with the current NHS guidelines.

For health and safety reasons we will not be able to give your child medicines such as antibiotics, Calpol, cough mixture etc. If your child needs any form of routine medication, then you will need to make arrangements to come into school and administer it yourself. If your child has an on-going medical condition that requires regular medications please make arrangements to discuss this with Mrs Fordham.



We will ensure that children who are asthmatic take their inhaler as it is needed. These must be named and will be kept in a safe place. Please make regular checks to ensure that your child's medication remains in date.

### Holidays

Children miss a great deal of learning if they are on holiday in term time and the pace of the curriculum means that it is very difficult for teachers to go back over work that has been missed. **As instructed by the Government, we will not authorise any holidays in term time.** If you insist on taking your child out of school in term time you will need to request a holiday form that must be completed and returned to school. This is because we need an official record of your child's absence.

We will do our best to plan our school terms and inset days to give parents and carers the opportunity to take advantage of planning holidays that start or end outside the holiday period of most other schools.



For further information, please refer to the school's attendance policy which can be found on the school's website.

## Home learning

In Key Stage 2 the children will have a variety of home learning activities to do, which will take the form of:

- **Home Learning Challenge Menu** - Every half term each year group set a new 'Home Learning Challenge Menu' (you can check it on the school website). This will include a range of activities to complete throughout the half term. A sample of the children's completed learning will be displayed and celebrated by the year group.
- Sharing books and reading together is expected **EVERY DAY PLEASE**.
- Bug club – your child will come home with lots of information about this! Details about how to log on can be found in your child's reading record book.

It is very important that you are positive and encouraging. Please don't over pressurise your child to succeed, as this can ultimately work against them by undermining their self-confidence. We would much prefer a child who is confident to 'have a go' than one who is so afraid of being wrong that they are afraid to try.

## Jewellery and bringing things in from home

Children are not allowed to wear ANY jewellery to school. If your child has pierced ears they can wear stud earrings ONLY.

It is Croydon policy that jewellery **must not** be worn for P.E. The child must remove it or they will not be allowed to take part in the lesson. For health and safety reasons, staff at school are not permitted to remove children's earrings.



Once children can reliably tell the time, then watches can be worn.

From time to time, your child's teacher may request that specific items are brought in from home to support an aspect of topic work. Use of these will be supervised carefully and then returned once the project has finished. Children are able to bring a book to school if they wish.

**At all other times, children's own toys and other personal effects SHOULD NOT be brought into school. The school will not accept responsibility if items brought to school are lost, stolen or broken.**

## Lunchtime

We have a dedicated dining room where the children will eat their lunch.

Our own school kitchen prepare a freshly cooked meal in school each day. You can buy a hot school meal for £2.30, which you must pay for in advance on Parentpay. Please see the school website for the up to date menu and school meal policy.

***The Crescent Primary School is a debt free school. We expect you to keep up to date with your payments and will not provide a school meal if it has not been paid for.***

***After all you don't go into McDonalds, order a meal for your child and tell them you will pay them next week!***



If you would like your child to bring a packed lunch:

- The teaching assistants will supervise the children at lunchtime and will encourage each child to eat as much as possible.

- We will not dispose of any uneaten food as we do not have the facilities to do this. More importantly it allows you to see exactly what your child has eaten.

For further information please refer to the school's Lunch Policy.

### Lateness

It is really important that you get your child to school on time every day. They miss a great deal of learning if they are late. As mentioned earlier, the children are given learning to complete from the moment they arrive in the classroom.

At the end of the day you must make sure that you or your child's carer is at school promptly at 3:10pm to collect them. We are not responsible for the children after this time. The teachers have been asked to get the children out to you promptly. Children get very anxious if there is no one there at home time and staff often have meetings to attend and always have loads of work to do.



### Lost Property

Items of lost property will be kept in the school office where you can check for anything you are missing. Lost property is also displayed in the playground on a regular basis. ***Please remember to name everything then it need not be 'lost' for long! Anything not reclaimed will be taken to a charity shop once every term.***

### Mobile phones

**ONLY** children who are given permission to walk home alone will be allowed to bring a phone into school. These will be collected in at the beginning of each day, stored securely and returned to the children at the end of each day. If the phones are not clearly named, the class teachers will put a name label on them to avoid any confusion. Please also see the section regarding walking home alone.

### Money and Parentpay

We are a 'cashless school', which means that any payments to school i.e. for school meals; school trips etc. will be received using Parentpay.



This is an online service that allows parents to pay using a debit or credit card. ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week. You will have a secure online account, activated using a unique username and password. Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date.

If you do not have access to a credit or debit card you can use a PayPoint letter which will enable you to pay at several local shops. PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store.

Please ask in the school office if you are unsure where the nearest shop to the school is. A computer terminal is provided in the entrance hall of the school for parents use to pay and monitor their account.

***The Crescent Primary School is a debt free school. We expect you to keep up to date with your payments, for school trips, activity clubs, afterschool and breakfast club. Please remember we will not provide a school meal if it has not been paid for.***

### **Parent Consultation Evenings**

The first parents' evenings will take place in the Autumn term. A school report will follow this at the end of the Spring term. Lastly, a further parents evening will take place in the Summer Term.

**IF SOMETHING IS WORRYING YOU, PLEASE SPEAK TO YOUR CHILD'S CLASS TEACHER AND DON'T WAIT UNTIL A PARENTS' EVENING.**

### **Place2Be**

The Place2Be is a charity working in schools to improve the emotional wellbeing of children, their families and the whole school community. It was established in 1994 in response to increasing concern about the extent and depth of emotional and behavioural difficulties displayed in classrooms and playgrounds.

By giving children the chance to explore their problems through talking, creative work and play, they enable them to cope now and make better-informed decisions about their lives. They aim to help prevent more serious mental health and behavioural problems in later life. When children are happier and less preoccupied with problems, they find it easier to learn and so their educational chances are much enhanced.



At The Crescent Primary School The Place2Be is led by our school's Project Manager. The team of counsellors offer:

- One-to-one counselling sessions
- Group sessions
- The Place2Talk - a lunchtime service, open to all pupils in a Place2Be school (both on their own and in groups) via a simple 'booking' slip
- A Place for Parents - a dedicated counselling service for parents and carers

If you would like to find out more, or would prefer that your child does not use this service, please contact Dante Bortagaray (Place2Be School Project Manager) on [dante.bortagaray@place2be.org.uk](mailto:dante.bortagaray@place2be.org.uk) who will be very happy to answer any questions.

### **Pupil Premium**

Your child may be entitled to the Pupil Premium Grant which will help to provide the very best learning opportunities for all of the children at The Crescent Primary school. If your child is entitled to The Pupil Premium Grant the school will receive extra funds to spend on your child's education. This could include:

- Fun playtime resources to develop creativity and imagination for all children
- Special resources to help every child's learning at school.
- Subsidised school trips
- Specialised group work with trained staff

Please contact the school office to find out if you are entitled. Alternatively contact your benefits office for more information.

### **Safeguarding children**

The health, well-being and safety of your children are of paramount concern to all staff. We take their health and safety very seriously. All of us working in school have had updated training in child protection procedures and there are several designated child protection leaders. We have a detailed and regularly updated child protection policy in place and there is a designated child protection governor who monitors the effective implementation of our safeguarding procedures.

All adults and voluntary helpers who work in school must have undertaken full DBS clearance. Risk assessments are undertaken in the outdoor area every day and any activities outside of school are risk assessed before they take place. Recruitment and selection procedures always follow safeguarding best practice and procedures.

For further information please refer to the schools child's protection policy.

### **Snacks**

Children in Key Stage 2 are welcome to bring a piece of fruit in to school with them every day. They will eat this as a mid-morning snack.



Alternatively, we will provide all children with a free piece of fruit if none is brought from home. We **WILL NOT** allow them to eat anything other than fruit so please do not be tempted to send anything else in to school with your child.

### **School visits**

Occasionally children will visit places of interest in the locality. This will be as part of the topic work they are doing and we may ask for parents to come along to help with supervision. In order to do this we may need to ask for a 'voluntary contribution'. This covers the cost of transport (where appropriate), entrance and insurance. Sadly the school budget is such that we do not have the funds to pay for such trips. Therefore if parents do not pay, we will not be able to go.

### **Sun safety**

We strongly advise that you ensure that your child keeps a cap or hat in school during the summer term. You must also remember to apply a good dose of sun cream before the children come to school. Look out for the varieties that offer up to 12 hours protection. We do not have the facilities to store and apply cream during a busy school day.



### **Uniform**

Our school uniform supplier is Hewitts of Croydon

#### **KEY STAGE 2**

#### **BOYS:**

- Purple V-necked knitted jumper or V-necked knitted cardigan both with school logo
- Purple and grey block stripe tie

- White short-sleeved shirt
- Grey long or short trousers
- Grey socks
- Black shoes **(NO TRAINERS/NO PICTURES/NO FLASHING LIGHTS)**

**GIRLS:**

- Purple V-necked knitted jumper or V-necked knitted cardigan both with school logo
- Purple and grey block stripe tie
- White short-sleeved shirt
- Grey skirt or trousers
- White socks or grey tight
- Black shoes **(NO TRAINERS/NO PICTURES/NO FLASHING LIGHTS)**
- Summer dress – lilac and white check only (optional)

Children must wear proper school shoes.

For safety reasons we will not allow open toe sandals or 'jelly' shoes.

Please don't buy lace up shoes until your child can competently tie them themselves. Shoelaces can easily come undone and this can be very dangerous in a busy playground.

**ALL CHILDREN:**

- Backpack with logo

**PE KIT**

- PE bag with logo
- Purple T-shirt with logo
- Black PE shorts
- Black plimsolls or plain trainers
- Plain black/grey tracksuit for use if needed during outdoor PE

***Please leave your child's PE kit in school ONLY taking it home to wash in the school holidays.***

***We do not allow children to take part in PE lessons if they do not have the correct PE kit.***

**OPTIONAL ITEMS:**

School Coat, Winter Hats, Sun Hats (baseball & legionnaire style)

Religious headwear for both boys and girls must only be plain black, white or grey. Only short hijabs may be worn.

**IT IS VITAL THAT EVERY ITEM OF UNIFORM IS NAMED!**

**Walking home alone**

In preparation for secondary school and to give the children more responsibility, the children will be allowed to walk home alone from the beginning of the summer term in year 5 and throughout year 6.

Letters explaining expectations for this will be given out at the end of the spring term of a child's education in year 5. The letter will also be accompanied by a parental consent

form. Without the signed consent form, children will NOT be permitted to walk home alone.

Please note however, that if your child is involved in any after school activity clubs e.g. netball, football OR attends any extended services e.g. camps, clubs, after school care then **THEY MUST STILL BE COLLECTED BY AN ADULT.**

### Website

The school website address is:

[www.thecrescentprimaryschool.co.uk](http://www.thecrescentprimaryschool.co.uk)

Please read all the information provided there. This is where you will find lots of information regarding the school including all the school policies, school diary and school contact information.

### You....

.....are the most important people in your child's life. You know them best and we will be most effective if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at school.

**If you have any questions about anything in this booklet or indeed anything not in it, then please come and ask straight away. We are always here to help and advise. We are also keen to adapt and revise the information to make it as useful and 'user friendly' as possible.**

**TOGETHER WE WILL MAKE A GREAT  
TEAM AND WE LOOK FORWARD TO  
WORKING CLOSELY WITH YOU!**

