

AN "A to Z" OF GENERAL INFORMATION

Attendance

At Mansbridge Primary School we aim to:

- Ensure that regular attendance* and punctuality are given a high priority by all staff throughout the school;
- Establish effective procedures within the school to follow up unauthorised absences at the earliest opportunity;
- Convey a clear message to parents and pupils that regular attendance is vital and that unauthorised absences will be followed up.

"*" - At Mansbridge we regard regular attendance to be a minimum of 95% and we always aim for 100 % attendance. We will not authorise attendance other than for exceptional circumstances or approved medical absence if by doing so a child is likely to drop below 95% attendance. In all circumstances it is the Headteacher who decides if any absence will be authorised.

Current Responsibilities and Requirements

Parents, schools and Local Authorities (LA's) share legal responsibility for school attendance. Parents of children of compulsory school age must ensure that they receive an efficient and suitable full-time education, either at school or otherwise. All schools must keep an attendance register on which, at the beginning of each morning and afternoon session, a pupil must be marked present or absent. If absent, the mark must show whether the absence was authorised or unauthorised. The publication of data on attendance forms part of the process of accountability to parents and the wider community. LAs must ensure that parents are fulfilling their statutory obligations regarding their children's education.

Absences

Please let the school know the reason for any absence by telephoning the office by 10.00 a.m. on the first morning of absence. There is an automated telephone call system in the school and if parents/carers fail to inform the school by 10.00 a.m. there will be an automated telephone call routed to your contact numbers to let you know that your child is not in school and to ask you to contact us and provide a reason. Reasons for absence will be recorded in the register. If no reason is forthcoming, or if it is unacceptable, the absence will be recorded as "unauthorised" and will appear on the pupil's annual report. The Headteacher is the only person able to authorise absence.

Government legislation requires that any unauthorised absences should be reported in the Annual Report to Parents.

Written permission must be obtained for a child to have any absence approved (other than medical) in school time. Forms are available at the reception desk.

On each day of absence an adult member of the family must inform the school before 10.00 a.m. of the reasons for absence. If for any reason the school has not been notified the Admin staff will check the registers and will activate Truancy Call (the automated messaging system advising parents that their child is not in school and requesting a reason that same day. If parents persistently refuse to let the school know (i.e. more than three times in a term) and rely on the messaging service to follow up absence then it will be recorded as unauthorised. Parents must contact the school on each and every day of absence before 10.00 am unless given permission by Business Manager to accept contact from parents on a less frequent basis i.e. if a child has chicken pox parents may not need to phone in again for 3 days or a broken leg two weeks etc.

In line with current legislation the Headteacher may not authorise holidays in term time. The legislation states:

"The 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave."

Please note - the Headteacher will not authorise absence for Year 6 children unless for medical reasons or emergencies from the start of the Summer Term until the KS2 SAT's test have finished

ACCIDENTS/ ILLNESSES

The school has a number of first aiders on duty during normal school time. Minor accidents such as cuts or grazes will be treated simply in school but in the event of a more serious incident, parents will be contacted and /or emergency procedures carried out. This may mean taking the child to hospital or calling an ambulance and acting "in loco parentis" until a relative can be contacted. It is essential that we have up-to-date contact numbers on file in case of such emergencies.

AFTER SCHOOL ACTIVITIES

From September 2016 the regular activities that the school will offer are

Daily 3-5pm After school club

Monday	- Funkees
Tuesday	- Karate; Ukelele
Wednesday	-
Thursday	- StreetDance

The days of the clubs may be subject to change depending on the availability of the provider and others may become available throughout the year

ARRIVAL TIME

The main gates will be unlocked at 8.45 a.m. and children will go straight to the classroom. Calm music may be playing and a task ready as this will be a "settling" time before lessons start at 8.55 a.m.

Please be aware that unless your child is attending Breakfast Club or has been asked especially to attend before 8.45 a.m. they remain your responsibility and not the school's.

If you have, or wish to make, an appointment, please go to the main reception desk.

The school gates are locked at 8.55am, after which time entry is via the school office.

ASSEMBLIES

Assemblies are an important part of the school life and take place at various times throughout the week. Parents may be invited to the Monday assembly and many other special assemblies.

The assemblies are non-denominational in character and encourage the active participation of the children. A theme for each week is explored and moral and religious elements highlighted. The 1988 Education Reform Act requires that each day includes an Act of Worship and that the teaching should be largely Christian in nature. The Governors of the school are satisfied that the assemblies and teaching in this school satisfy the requirements of the Act.

From time to time we welcome visiting clergy from the local churches to lead our week's assemblies. Parents have the right to exclude their children from R.E. lessons or collective worship but I do ask that alternative arrangements should be discussed with me before this action is taken.

BREAKFAST CLUB

We have a very successful breakfast club which runs every day in term time. It can take up to 30 children per day and the charge is £2 per child although there are concessions for families with three or more children. Breakfast Club starts at 8.00 a.m. until 8.45 a.m. when the children are taken to their classes. Children must not arrive before 7.55 a.m. or after 8.10 a.m.

CHARGING POLICY

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. However school trips may have to be cancelled if insufficient voluntary contributions make the trip financially unviable. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. The Friends of Mansbridge School endeavour to raise money to fund one free school trip a year for all children in the school.

DISCIPLINE

Rules are kept to a minimum and concern the acceptable day to day organisation of the school.

Our Behaviour Policy is essentially one that positively encourages children, through rewards of stickers and certificates, to give of their best.

It does, however, clearly outline a series of sanctions which are used by teachers and lunchtime supervisors. Continuing or serious problems lead to the pupil being reported to the Headteacher. If a pupil is reported to the Head, the incident is often recorded. If this happens a second time, parents will be informed by letter and invited to discuss the situation and agree possible courses of action.

In the rare event of no solution being found after discussion and involvement with parents, teachers and other agencies, the final sanction is a "fixed term" period of exclusion (or permanent exclusion) from the school. Parents will have the right to make representation to the Governing Body if they consider any action unreasonable.

A copy of the full Behaviour Management Policy is available from the School Office

DOGS /PETS

Dogs (even if they are carried) and other pets are not permitted on the school premises in accordance with Southampton City Council policy.

DRINKS

All children and adults have access to filtered drinking water at all times. Free bottles are given out at the beginning of each school year but if a child loses their bottle a donation of £1 per school year is required for the bottles.

HAIR

Extreme haircuts

The school strongly discourages children from having 'extreme' haircuts that could serve as a distraction to other children and often makes the child with the haircut the focus of often unwanted attention. This includes the shaving of letters, logos, names, zig zags, circles and patterns into a child's hair. If children arrive in school with such haircuts then a letter will be sent home outlining the school policy to parents/carers. The children are all aware of this policy so I respectfully ask that you as parents ensure it is followed. We hope this advice will support parents if children ask for extreme hair styles.

HEAD LICE

These unwelcome visitors do appear periodically in schools. They are not a sign of dirty heads or a dirty school! In fact they flourish in clean, freshly washed hair and warm surroundings. They cannot fly or jump and are passed on simply by walking from one head to another. Children working or playing closely together are very prone to these creatures. The lice lay eggs close to the scalp and as the hair grows, the egg which is stuck to the hair moves further away from the scalp.

Heads are no longer checked routinely by the School Nurse - **It is the responsibility of parents to check at least weekly for signs of infestation.**

The currently recommended method of clearing the eggs and lice is by the use of a hair conditioner and special fine toothed combs. We do keep a supply of free combs in school. In persistent cases your own doctor may give you a prescription for lotion. Children may return to school once the instructions for treatment have been fully carried out and having headlice is not an acceptable reason for keeping the child off school all day. It shouldn't take more than an hour to carry out the treatment if a severe infestation necessitates this during school hours. The treatment should normally be done outside of school opening hours.

Please report any cases to school immediately as this will help us to prevent the problem from spreading.

HEALTH AND SAFETY

The health and safety of your children is of constant concern to us. Please inform us of any concerns which you may have about any safety aspects of school life. The Governing Body are responsible for the overseeing of the Health and Safety policy.

HOMEWORK

Regular work at home such as reading, research work, learning spellings, tables etc., is always encouraged. In addition, all pupils will be set homework which will increase in its time commitment up to approximately 2 hours per week in Year 6. It is important to establish good working patterns at home and we seek parents support in this respect.

Our staff hope that you can support us in getting the balance right. We want to work together with you to do help your child be the best they can possibly be and reach their full potential. If you have any concerns about the homework set please do come in and see your child's teacher at the door in the morning.

It is worth noting that when children persistently do not attempt to do homework (and this does not include when family emergencies occur or if it is a one-off), children will be required to remain inside during their own time to complete their work. Allowing one child to opt out of doing homework whilst everyone else is expected to complete it causes bad feeling amongst a class. We therefore make it very clear that we expect everyone to be treated equally and all children are required to complete homework.

LUNCHES

Our school cook, provides excellent and varied meals for the children. They certainly enjoy them! From September 2014 the cost will be £2.00 per day for junior children only. In line with new legislation school lunches for infant children will not be chargeable. We ask that for Junior children, the correct money for the week or part-week should be paid on ***MONDAY MORNING***. Please put in an envelope marked with the child's name and class. This is collected by the learning support assistant in each class. If you wish to pay for more than one child or for more than one week's meals, please pay direct to the school office.

Payments may be made by cheque payable to "Southampton City Council." Payments can also be made online.

If you are in receipt of Income Support or "Job Seekers' Allowance" or child tax credit your children are entitled to free meals. Check for entitlement are now made online. Please contact the school office for further details.

Children are able to choose their main course each day. Menus are sent home at the start of each term and there is always a menu in each class. Children make their choice at registration time and are then given coloured bands at lunchtime to denote their choice. This has been very successful and allows the children to have a meal of their choice but also prevents waste. If your child is late (after 8.55 a.m.) this choice may not be available to them. However, if your child has a doctor or dentist appointment which is likely to make them late you may telephone before 9.30 a.m. to make their choice. School meals are free for KS1 under the Universal Infant Free School meal scheme (UIFSM). We therefore expect all Infant children to have a school dinner unless agreed otherwise with the Headteacher.

Packed lunches for junior children may be brought to school to be eaten under the supervision of lunchtime supervisors. A secure and *clearly labelled* container must be used and no glass bottles or knives are permitted. No cutlery or crockery is provided by the school. Packed lunches should not include sweets, chocolate or fizzy drinks. Infant children are expected to have cooked school meals as they are now provided free and parents who wish to do otherwise must request a meeting with the Headteacher to discuss other options where special circumstances prevent the child from having the free hot meals provided.

MEDICALS

In the term in which children are 5, there will be a health check/interview with the School Nurse. At this time the children will be weighed and measured and their vision and hearing will be tested. Parents will be interviewed about possible health concerns. Children are also weighed and measured in Year 6. If there are any reasons for concern, a full medical inspection will be arranged with the School Doctor.

If parents are concerned at any time about any aspect of their children's health, an appointment can be made to see the School Nurse through the School Office. Please inform the school of cases of infectious diseases such as mumps, measles and whooping cough.

Dental checks will be carried out from time to time. These checks are useful for collecting statistical data on the state of children's dental health. No treatment is carried out in school but recommendations may be made for necessary action.

MEDICINES/TABLETS

On no account should children carry their own medicines and tablets in school. If it is essential (i.e. Doctors' orders) for your child to receive prescribed medication in school time, then this is ideally administered by yourselves. If this is not possible, a form of agreement between parent and school (from the school office) must be completed. Please ensure that the medicine is clearly labelled with the child's name, and the correct dosage. The medicine will be kept securely in the School Office and only the Admin staff /First Aiders administer the medication. No other teachers or helpers will carry out this task (unless by arrangement on an "out of school activity").

The form must be used too for those taking regular medication, such as inhalers. Some of the junior children may be able to take responsibility for their own inhalers, but this must be by written agreement on the School Medicine Form. The school have an emergency inhaler which will be used if a child's inhaler does not work.

MOBILE PHONES

Mobile telephones are not permitted in school unless special permission is granted by the Headteacher. In which case the pupil must bring the mobile phone to reception first thing in the morning and collect it at

the end of the school day. If a pupil is found to have an unauthorised mobile telephone in school it will be removed and kept by the Headteacher until claimed by the parent/carer.

Parents are not allowed to use their mobile telephones in school especially in the foyer. If it is an urgent call parents are required to go outside the building to take the call.

OurSchoolsApp

Keep up to date with school news and events by downloading OurSchoolsApp to your mobile devices.

Parking

We encourage travel to school on foot (or by bicycle where permission is sought from the Headteacher) . If you must travel by car please park away from the school entrances and do not park on or opposite zig zag lines . Do not drop your child off by just stopping outside the school entrances without pulling up and parking somewhere safe. Do not drive into the school car parks - these are for staff only.

PARENTS' LINKS WITH SCHOOL

Parents' evenings are held at least twice in the school year. In October an opportunity will be given for a private interview with the class teacher. In February/March a second interview will be arranged to check progress and agree new targets.

We are always grateful for offers of help from parents who are able to give an hour or two each week (on a regular basis) in such areas as listening to children read, cooking, needlework/craft, etc. We often need and welcome help on class trips too.

PHOTO PERMISSION

From time to time your child may be photographed during school activities which may be used as promotional material. Parents need to inform the office if they do NOT wish their children's photos to be used.

SAFEGUARDING CHILDREN

Mansbridge Primary School fully recognises its responsibilities for safeguarding children.

Our policy can be accessed on request from the school and will be available on our school website. It applies to all staff, governors and volunteers working in the school.

There are six main elements to our policy:

- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children;
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan;
- Establishing a safe environment in which children can learn and develop.
- A responsible adult must bring and collect an infant child to and from school. Junior children may go home on their own with their parents' permission .We will assume that the child can go home by themselves from Year 3 onwards unless you inform us otherwise . It would be helpful when your child starts Year 3 if you could you please inform the class teacher that your child will be able to go home by themselves - although we will assume they can unless you tell us otherwise.

SCHOOL FUND

There is no regular School Fund contribution though, of course, any contributions will be gratefully received!!

We rely, in the main, on various fund raising activities throughout the school year. Please give them your support in both money and time. It is your children who will benefit!

SCHOOL OFFICE

The School Office is open during normal school hours. (i.e. 8.30 a.m. - 12.00 & 12.45 p.m. to 3.00 p.m.)

However, we would prefer that you visit between 8.45 a.m. - 9.15 a.m. and 2.45 -3.15 p.m. unless it is an emergency!

SECONDARY TRANSFER

Children transfer to secondary school at the end of Year 6. Cantell is the catchment school for this area. Open Meetings for all Southampton Secondary Schools are held in late September and early October each year for prospective pupils and their parents. Letters and booklets are sent to all parents in September giving dates and details of the meetings, procedures for application and forms of application to be returned to Mansbridge School by a set date.

Our liaison with local secondary schools is excellent and aids the smooth transfer of work and information between the schools. All National Curriculum Attainment Levels together with any other relevant information will be sent on to receiving schools.

SECURITY

Governors have approved some basic security precautions for all visitors to the school:-

- Main access gates will be locked at 8.55 a.m. and reopened at 2.55 p.m. each day. The main entrance and car park gates will be left open.
- All parents and other visitors should report to the school office in the main entrance hall. Parents of junior children should **not** enter the school through the children's' entrance.
- Parent helpers will be asked to "sign in" and will have helper badges. ALL helpers will be DBS checked.
- Governors will wear individual name badges
- Other casual visitors/volunteers will be asked to sign a visitors' book and wear a badge attached to a lanyard
- Any stranger on the school property without identification will be challenged.

SEX AND RELATIONSHIPS EDUCATION

Copies of the Sex and Relationships Education policy are available in the school office and parents will be fully informed when teaching on this subject is to be introduced to their children.

SPECIAL EDUCATIONAL NEEDS

Many of our children have some Special Educational Needs and receive additional support from Special Needs Assistants under the supervision of the class teacher and the Inclusion Manager also known as Special needs Co-ordinator (SENCO). The range of needs is wide and includes physical, emotional, behavioural or learning difficulties.

Extra help may be given through individual programmes of work (IEPs) carried out by our Learning Support Assistants. Parents will always be informed if their children are receiving extra help, and of the level of support being given.

An Educational Psychologist may also be called in to help with an assessment of the pupil's problems or to support a group of pupils. The Governors have approved a policy on the Special Educational Needs facilities and procedures which operate here. Copies are available in the school office.

SWEETS

Children are not permitted sweets or chewing gum in school. The school has a Healthy Schools Policy which states that snacks should be fruit or vegetables or cereal bar (without chocolate). These snacks are permitted at morning playtime but this should not be included in the pupil's lunchbox as these are stored separately during the day.

TREATS

Please do NOT bring in cakes or sweets to distribute to the class when it is a special occasion such as a birthday.

SWIMMING

It is usual for at least one class of children in the juniors to be taken swimming for a "block" of tuition at some point during the year.

TRANSPORT

Transport, to and from school, is not provided for any pupils attending this school.

TOYS/CARDS/Wrist bands

In the past we have found that breakages and losses have occurred when children have brought their own toys to school. We therefore do not normally permit this. Occasionally a teacher may ask for certain toys to be brought for a special lesson or project. If your child does bring toys, cards etc in to school the staff will not be responsible for any losses / breakages and will not enter in to disputes with parents in this matter.

UNIFORM

It is encouraging to see that the great majority of our children wear clothing within the range suggested by our school uniform guidelines. The basic requirement is as follows:-

Navy Blue jumper/cardigan or sweatshirt

Navy or black trousers or shorts

Navy Skirt/pinafore dress

White or pale blue shirt or polo shirt.

Girls may wear blue and white gingham checked dresses in the summer.

- School Jumpers, Cardigans and Sweatshirts, in Navy Blue with the Mansbridge logo, are available from
"Skoolkit"
Leigh Rd.,
Eastleigh

("Skoolkit" also stock a wide range of standard school clothing.)

It is also possible to order the uniform direct from the school who will obtain it from Skoolkit for you.

- Jeans, "hoodies," unsuitable shoes and jewellery **must not be worn**
- Sensible school shoes must be worn which should be navy or black. Sandals may be worn in the summer but preferably not with open toes.
- Piercings - Only small studs can be worn which must be removed or covered for PE lessons
We reserve the right to exclude children from P.E. lessons if there is a safety concern in this respect.
- Baseball caps are only permitted to be worn outside during hot periods.

- Occasionally the school holds non-uniform days as part of its fund raising activities however the above rules still apply for health and safety reasons.
- Headscarves such as hijabs, worn for religious reasons must be plain navy or black.

P.E. and Games

From September 2015 all children will be issued with short and T-shirt for P.E. which will be kept at school.

Parents are required to provide suitable footwear and tracksuit top and bottoms for outdoor lessons in the winter. Tops and joggers for outside P.E. must be plain navy or black only.

When children start school in Reception class they will be issued with a P.E bag.

N.B. Drawstring bags (labelled) are recommended in preference to the large and bulky sports bags which cause a storage problem

Art/Craft/Technology

An overall, apron or old shirt are essential protection for these lessons and save many washing problems!

PLEASE LABEL ALL CLOTHING CLEARLY

There is a lost property box at the front reception desk. All "misaid" clothing and other articles should be put in the box daily if they are not named. If "lost" school clothing is not claimed within three weeks it will be disposed of.

VISITS

During a normal school year, many Educational Visits are made. These may involve walks in the locality of the school, coach, mini - bus or rail trips to places of interest, private car "lifts" to sports functions and residential visits both in this country and abroad. Residential trips may be offered to upper KS2.

There are very clear Authority Guidelines concerning all "Off-Site" activities. Governors will not permit these activities to take place unless all regulations are observed.

An Insurance Policy covers all such trips and a copy of this policy is shown on the next page for your information.

The School Charging Policy is explained earlier in this document.

VIDEOS

The school may show DVD/video that is certified 12 in yr 6 only if we deem it appropriate to be shown at school. In some cases 'age appropriate' excerpts from a DVD up to a certificate 12 may be shown in other ks2 classes for educational purposes only .In all other cases only U movies will be shown.

VALIDITY

The information in this booklet was correct at the time of preparation in summer 2016, but Government legislation, City Council Policy and the particular circumstances of the school might create the need for some organisational changes and adjustment of policy.