

Southern Road Primary School

Parent Handbook

Taking you step-by-step through starting school

Strive, Resilience, Pride, Success



**Mr Gavin MacGregor,
Headteacher, says...**

It's great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 0208 471 9048 and we will be happy to help!

Policies and term dates

On page 15 are details of some important policies you need to know about...and term dates.

Welcome

Welcome to Southern Road Primary School and I look forward to getting to know you and your child.

Step 1

First Name: _____ Surname: _____

Middle Name: _____ Known As: _____

Date of Birth (DD/MM/YYYY): _____ Gender: Male Female

Address: _____

Post code: _____ Country of birth: _____

Child's Nationality: _____ Religion: _____

Home Language: _____ Is English spoken at home: Yes No

Date of child's admission into the UK (if applicable): _____

Name of last school attended (if applicable): _____

Date From (DD/MM/YYYY): _____ Date To (DD/MM/YYYY): _____

School Address: _____ Post Code: _____

Telephone: _____ Country: _____

Have you completed Free School Meals online: Yes No

If yes, please write the reference no: _____

School Meals: Free School Meals Paid Meal Packed Lunch Home Lunch

Dietary Requirements: Halal Vegetarian Other _____

If other siblings in school please complete below:

Name: _____ Class: _____

Name: _____ Class: _____

Name: _____ Class: _____

Name and dates of birth of siblings in other schools (if applicable):

Full Name: _____ D.O.B (DD/MM/YYYY): _____

School Attending: _____

Full Name: _____ D.O.B (DD/MM/YYYY): _____

School Attending: _____

Please tear here

PARENT/CARERS INFORMATION

Mother

Title: _____ Forename: _____ Surname: _____

Address: _____

Post Code: _____ Home Tel No: _____

Mobile No: _____ Work No: _____

Email Address: _____

Country of Birth: _____ Home Language: _____

Father

Title: _____ Forename: _____ Surname: _____

Address: _____

Post Code: _____ Home Tel No: _____

Mobile No: _____ Work No: _____

Email Address: _____

Country of Birth: _____ Home Language: _____

Who has parental responsibility for the child? Both Mother Father Other

If other, please complete below:

Carer

Title: _____ Forename: _____ Surname: _____

Address: _____ Postcode: _____

Relationship to the child

Is the child looked after by the local authority? Yes No

Which Authority: _____

Step 4

Step 5

EMERGENCY CONTACT

(Parents are contacted in the first instance; however we require the details of 2 contacts if the parents are unavailable)

1. Surname: _____ 1st Name: _____

Tel No: _____ Mobile: _____

Relationship to Child: _____ Language Spoken: _____

Address: _____

2. Surname: _____ 1st Name: _____

Tel No: _____ Mobile: _____

Relationship to Child: _____ Language Spoken: _____

Address: _____

What is your child's ethnic group?

(A person's ethnic group describes how they see themselves. This may be based on many things, including, for example, their skin colour, language, culture, ancestry or family history. **Ethnic group is not the same as nationality**). Please tick the appropriate box below:

- | | | |
|---|--|--|
| White | Black or Black British | Mixed |
| *British <input type="checkbox"/> | *Caribbean <input type="checkbox"/> | *White and black Caribbean <input type="checkbox"/> |
| *Irish <input type="checkbox"/> | *African <input type="checkbox"/> | *White and black African <input type="checkbox"/> |
| *Traveller or Irish Heritage <input type="checkbox"/> | *Nigerian <input type="checkbox"/> | *White and Asian <input type="checkbox"/> |
| *Gypsy/Roma <input type="checkbox"/> | *Somali <input type="checkbox"/> | *Any other mixed background <input type="checkbox"/> |
| *Other white background <input type="checkbox"/> | *Other black background <input type="checkbox"/> | *Kosovan <input type="checkbox"/> |
| | | Asian or Asian British |
| *Turkish/Turkish Cypriot <input type="checkbox"/> | | *Indian <input type="checkbox"/> |
| *White Eastern European <input type="checkbox"/> | Chinese <input type="checkbox"/> | *Pakistani <input type="checkbox"/> |
| *Any other white background <input type="checkbox"/> | | *Bangladeshi <input type="checkbox"/> |
| | | *Any other Asian background <input type="checkbox"/> |

Other Ethnic Backgrounds

- *Afghani *Filipino *Kurdish *Iranian *Iraqi *Other Arab background
 *Vietnamese *Latin, South or Central American ** Any other ethnic background

I do not wish an ethnic background category to be recorded

DATA PROTECTION ACT 1998

The information provided on this form will be used to monitor student performance whilst studying at Southern Road Primary School, and for administration and educational research purposes. This information will also be disclosed to other professional bodies, in order to effectively manage the provision of education services. If you require further information, please contact the Head Teacher.

Please tear here

PARENTAL CONSENT

During the academic year, it is expected that various trips will be organised during the school day to support the teaching of the National Curriculum. You are asked to complete and return this general consent form. All trips will be subject to the general conditions set out below, unless specifically notified otherwise in writing.

1. I agree to my child taking part in educational visits during the school day, which occur during the course of the school year.
2. I understand that the school and the organisers will take all reasonable and proper precautions for the care and safety of my child and of his/her personal property. I also understand that the Council and the organisers will only be responsible for any injury or loss of personal property if this is caused by the Council's negligence.
3. I agree to inform the school of any relevant medical or other special circumstances affecting my child, including any treatment required during the course of a visit.
4. I understand that if my child should need emergency medical treatment, every effort will be made to contact me before treatment is given. If, however, this is impossible, I give my consent to my child undergoing emergency medical treatment.

SIGNED (Parent/Carer)	DATE
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I will not hold the school responsible for any loss or damage of any item (jewellery, money, watches) my child might bring to the school with, or without, my permission including school uniform.

SIGNED (Parent/Carer)	DATE
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As the parent or legal guardian of the pupil above, I give permission for my child to use email and the World Wide Web. I understand that pupils will be held accountable for their own action. I accept responsibility, together with the school, for explaining to my child the rules they are expected to follow when using the Internet and email.

SIGNED (Parent/Carer)	DATE
---------------------------------	-------------

As the parent or legal guardian of the pupil above, I give permission for my child's image to be used on:

- Southern Road Primary School website: Yes No
- Southern Road Twitter Account: Yes No
- School Displays: Yes No
- Advertising material/media Yes No

SIGNED (Parent/Carer)	DATE
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Step 6

Step 7

How we use pupil information:

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information –SATS, Phonics, Year on Year Teacher Assessment
- SEN and Medical information
- Records of behaviour or exclusions.

Why we collect and use this information:

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- outside agencies that support children's learning particularly for children with SEN and medical needs (however you will always be informed of this and proved consent on a case by case basis).

Why we share pupil information:

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The lawful basis on which we use this information:

We collect and use pupil information under the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

And Under Article 6 and Article 9 from the GDPR 25 May 2018 - where data processed is special category data.

Please tear here

FOR SCHOOL USE ONLY

Class Allocated: _____ Admission Date: _____

Admission No: _____ Unique Pupil No: _____

Records Requested on: _____ Received on: _____

Free School Meal Reference No: _____

Child's Documentation:

- British Passport
 EC Passport
 Other Passport
 Visa
 Birth Certificate (Original)

If EC or Other Passport please state country: _____

Parents Documentation:

- British Passport
 EC Passport
 Other Passport
 Visa
 Parent Photo ID

If EC or Other Passport please state country: _____

Proof of Residence:

- Council Tax Letter
 Child Tax/Working Tax/JSA/Universal Credit/ESA Letter
 Tenancy Agreement
 Asylum Seekers ID card

Utility Bills:

- Gas
 Electric
 Water
 Telephone/Mobile

FOR RECEPTION ADMISSIONS ONLY

- Red Baby Book
 Immunisations up to date

SOUTHERN ROAD CHECKLIST

- Prospectus
 Home/School Agreement
 Uniform
 Meet with class teacher and details of staff working with the child

Key information**What are our school times?**

Gates to the playground are open between 8.40am and 9.00am.

- Classroom doors open at 8.50am
- Start of the day: 8.55am.
- Morning break of 15 minutes.
- Lunch break: 12.00noon-1.00pm.
- End of day: 3.15pm

Our Nursery has morning sessions from 8.45am-11.45am and afternoon sessions from 12.30pm -3.30pm.

Arrivals and departures

Reception teachers will welcome and dismiss children from their allocated spaces in the playground at the beginning and end of the day.

Years 1-5 are to be dropped off and collected at their classroom doors. Year 6 are allowed to make their own way to their classrooms but should be collected from the playground at the end of the day. Please make every effort to collect your child on time. If for any reason you are unavoidably delayed please contact the school office. Children who are not collected at the end of the school day wait in the school's reception area, which is adjacent to the main school office. Please note children in Year 5 and 6 are allowed to walk to and from school alone with written parental consent..

Breakfast Club

The school runs a breakfast club every morning from 7.30am – 8.40am. For a charge of £2 a day children will receive a nutritious, healthy breakfast and will also take part in fun activities run by school staff. Children who qualify for Free School Meals (Pupil Premium) are not charged for Breakfast club.

Any child from Reception to Year 6 can apply for a place (currently 40 places). Those not given a place will be added to the waiting list.

Uniform

We believe that school uniform is important and contributes to the ethos of the school. Please support

us by ensuring that your child wears the correct uniform. In the interests of safety children should not wear jewellery to school particularly large earrings, which can be very dangerous in any play situation. As children are not allowed to wear jewellery in P.E. it may be best if all jewellery is left at home on the days that these activities take place.

School uniform

- A white shirt/blouse.
- Grey/black trousers/skirt or dress.
- Royal blue jumper, fleece or sweatshirt.

P. E Kit

We expect all children to change into their full PE kit, in school for each session.

The PE kit includes:

- A plain white t-shirt (this must not be your child's regular school t-shirt).
- Black/navy tracksuit bottoms or shorts.
- Trainers for outdoor PE.
- A jumper or tracksuit jacket for cold weather (optional).

Swimming

As part of the PE National Curriculum, each Year 4 class attends swimming lessons once a week. Each child is required to bring an appropriate sized swimming bag containing:

- A swimming hat.
- Towel.
- Swimming costume.
- A plastic bag (for storing wet items).
- Swimming goggles (these are optional).
- Boys must wear swimming shorts or trunks above the knee.
- Girls must wear, an all in one, or single piece swimming costume

Separate changing facilities are provided for boys and girls and the children are supervised by an adult at all times.

For all PE lessons children will be asked to remove any jewellery. If your child is unable to remove earrings please supply plasters.

Please ensure all items of uniform are named.

Where to buy

Uniform with the school logo can be purchased from 'Ian Howard Schoolwear', 409 Barking Road, East Ham, London, E6 2JT. Tel: 020 8472 1729; email: howard@ianhoward.co.uk; web: www.ianhoward.co.uk.

Food in school**Free school dinners**

Our school is part of the Newham Free School Meals initiative, which means that every child is entitled to receive a free school lunch. Provision is made for vegetarians and for children who cannot eat certain types of meat. All meat served at school is certified Halal (HMC). The school does not use nuts in school meals. School menus can be found on the 'Parents' section of our website and copies of the menu are available in the main school office. Children may go home for lunch. If they are being collected from school, then please ensure they return to school at 12.50pm.

Packed lunch

If you decide to give your child a packed lunch please choose healthy options. As the school does not use nuts in school meals, please ensure that you do not give your child packed lunches that contain nuts, particularly peanuts, in any form, e.g. peanut butter, Nutella. Parents are asked to provide a plastic lunch box (clearly named) for packed lunches.

Break-time and drinks

All Foundation Stage and Key Stage One classes have a morning break time snack of fresh fruit or vegetables. Older children may bring fruit to eat at break time. Chewing gum, sweets and chocolate bars are not allowed in school. We encourage children to drink water regularly during the day. Children should bring a bottle of water each day. All of our under-fives are entitled to free milk which is organised by the school.

Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance

Every day counts!

At Southern Road we have high expectations of attendance from all pupils. Regular attendance is essential to ensure children reach their potential both academically and socially. Please try to ensure that your children are in school on time. Children who are late are often distressed which makes a poor start to the school day. Their late entry also disturbs the rest of the class. Please bring your child into school through the Office if they are late.

Report your child's absence/illness

If you suspect that your child is unwell please do not send them to school. Some illnesses are infectious and the child must stay at home. Please consult your doctor regarding the period of exclusion. **Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhoea.**

If your child is absent you must contact the school as early as possible on the first day of absence, either by telephone or in person. If leaving a message state clearly your child's name, class and explain the reason for their absence. If your child is absent for three or more days medical evidence must be provided. Bring the evidence to the main school office on the day of your child's return. This evidence can be in the form of a prescription, an appointment card, a letter from the hospital, a letter from a GP or the medication that has been prescribed (a photocopy will be made of the label).

If an absence relates to a medical appointment, the school requests sight of the appointment card or letter; but wherever possible these appointments should be arranged outside school hours.

Attendance Officer

We employ an Attendance Officer within the school who works with parents to reduce lateness, improve attendance and support children who are experiencing various difficulties within school. Gold, Silver and Bronze certificates are issued termly to promote good attendance and there are weekly rewards for classes in each Key Stage for 100% attendance.

Request for absence

Head Teachers can no longer authorise absence for holidays in term time. It should be remembered that this is a Government led directive.

If you are considering leave within term time, please put the request in writing and addressed for the attention of the Head Teacher stating the exceptional circumstances. This should be received at least one month before the date of the requested absence; earlier if possible. Leave for holidays and travel during term time will not be authorised as these do not constitute exceptional circumstances. Please be advised further evidence may be required for any authorisation given due to exceptional circumstances. Parents who choose to remove their child from school for unauthorised leave may be referred to the local authority and receive Fixed Penalty Notice (FPN).



Helping to support children's learning at home

Home learning supports learning in class and is set according to children's ability, is often open ended and differentiated by outcomes. Homework also provides a link between home and school which allows parents to directly support the work of the school. We recognise that all children need leisure time and hope that our policy reflects a balance, so children can extend and consolidate their learning with parental support while still allowing 'down time.' It is important that children and parents are clear about what is set and the school's expectations for its completion.

The aims of homework

- It gives opportunities to practice tasks that were covered in class – this consolidates and reinforces learning.
- It extends school learning by supporting work carried out in the classroom or preparing for new areas of study.
- It encourages children to develop confidence, a sense of responsibility and the self-discipline to study on their own.
- It provides parents with an opportunity to take part in their children's education.
- It contributes to the development of an effective partnership between home and school.
- It prepares children for their future education.

Staying Safe Online

At Southern Road we promote the use of technology to support children's learning and we always ensure children understand how to stay safe online. This is built into our computing curriculum. We apply strong and age-appropriate filters, and children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable. Parents are requested to sign a form giving permission for their child to access the internet at school.

Special Educational Needs

We fully implement Newham's Inclusive Education policy, educating children with special educational needs alongside mainstream pupils. We ensure that all our pupils will access:

- High quality teaching and learning.
- A differentiated curriculum.
- Reasonable adjustments to the environment and equipment for pupils with disabilities.
- Assessment for learning with personalised target setting..

Additional support

It may be that your child needs additional support in school. This could be in the form of intervention groups or may require a more intensive level of 1:1 support. Some children with a high level of need may require an Education, Health and Care plan or top up funding to help them progress in their learning. Our SENCOs will fully support you through this process and explain each stage to you.

Working with agencies in partnership

We also work in partnership with a range of external agencies, such as Educational Psychology Service and Speech and Language Therapy Service. A full list of support services can be accessed on Newham's website..



Interventions and resources in place at Southern Road to address SEND needs

Examples of the interventions and resources in place at Southern Road to address SEND needs include:

- Rainbow Class- to support pupils with social and communication difficulties.
- Speech & Language programmes (1:1 & groups).
- Lunchtime 'Chill and Chat' Club
- Sensory Room
- Place2Be counselling support (Autumn 2018)

How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

Health and welfare

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

Medicines

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The school will not administer non-prescription medication.

Ill at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. **Please make sure that contact numbers are kept up to date.** Teaching and support staff have received Emergency Aid Training in line with policy guidelines.

Parental involvement

At Southern Road we know how vital working in partnerships with parents really is for children to find school a positive and rewarding experience. We have an 'open door' policy and welcome parents into school to talk to staff, to work in classrooms or to help support activities. We realise from time to time you may have some concerns or questions about your child. The first contact for this is the class teacher. Each Key Stage is led by an Assistant Headteacher who you can also seek advice from. If you feel an issue still hasn't been resolved then you are welcome to contact the office to make an appointment with the Head Teacher.

Parent volunteers

We value the contribution of parents and family and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping with activities and supporting the children on educational visits. We accept all help gratefully. For some volunteer placements a DBS certificate may be requested.

Your child's achievements

How will I know how my child is doing?

Teachers make ongoing assessments of all children in order to help them better plan the next unit of work. Children are assessed at the end of the Early Years Foundation Stage (Reception class) against the Early Years Foundation Stage Profile. At the end of Key Stage 1 and Key Stage 2, children are assessed in the core subjects by their teachers, and at the end of Key Stage 2, by Standard Assessment Tests (SATs) against the requirements in the National Curriculum.

Parent evenings

We offer a range of opportunities for parents to see and hear feedback on their child's progress. We hold two parents' evenings a year when we meet with parents on a more formal basis to discuss their child's progress and keep them informed about the school curriculum.

School reports

All parents from Nursery to Year 6 will receive an annual report at the end of the Summer Term. This provides information about your child's attainment and the progress they have made throughout the year. It is also an opportunity to celebrate any special achievements or extra-curricular activities your child may have been involved in.

News

We send out newsletters to all parents every week. These will keep you up to date with school information, activities and upcoming events.

Our website (www.southernroad.newham.sch.uk) has lots of useful information including news updates, term dates and information on our activities. Please see the 'Parents' section where you will find a collection of useful information and previous copies of our newsletters.

Emergency arrangements

We will always endeavour to open the school, but in cases of emergency or bad weather that may affect access to our essential services, closure may be unavoidable. If we need to close the school we will advise you by email or text via the Parentmail service. Details will also be available on the school website and twitter accounts.

If school closure is announced during the day, every effort must be taken to collect your child as soon as possible.

Governance

We have a full and active Governing Board, which includes parent governors as well as representatives from staff and the local community. The governing board has a range of duties and powers and a general responsibility for the conduct of the school with a view to promoting high standards of educational achievement including setting targets for pupil achievement, managing the school's finances, making sure the curriculum is balanced and broadly based, appointing staff and reviewing staff performance and pay.

Vacancies for Parent Governors are advertised as they arise.



Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can contact the school office or visit the school website: www.southernroad.newham.sch.uk and click on 'Our School' then select 'Policies' to read our policies.

Key policies

Some of our key policies are:

- Equality.
- Early Help.
- Religious Education.
- SEND.
- Behaviour.
- Attendance.
- Complaints.
- Medical.
- Anti-Bullying.

Step 1



Step 2



Step 3



Our Ethos and Values

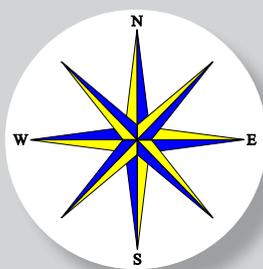
At Southern Road we put the young person at the centre of all we do. Each day we venture into a community where opportunities flourish and which fosters individuality. We expect the best of ourselves and celebrate our achievements within our school community which develops with us toward a confident, happy place in our world.

We aim:

- To equip all learners with the necessary skills needed to develop their own interests / personal choices and challenges.
- To provide a fun, safe environment where all learners feel valued and where they can share their successes and failures without fear.
- To embrace and celebrate diversity and promote cohesion between and within the communities of our school.

At Southern Road we:

- Create a stimulating and attractive environment, which supports learning.
- Provide access to a broad, balanced curriculum, which offers pace, challenge, continuity, and progression.
- Encourage pupils in their learning through active participation, differentiated teaching, effective assessment, feedback and target setting.
- Extend pupils fully by encouraging perseverance and aiming for maximum success in all things.
- Support pupils in developing a sense of right and wrong through example and a school code of conduct.
- Celebrate pupil's success and share it within the school and the wider community.
- Ensure equality of opportunity underpins everything we do.
- Develop a sense of community where all pupils, parents, staff and others feel valued and respected.



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