



**Coppice
Valley**

Primary School

SCHOOL INFORMATION HANDBOOK

This handbook is designed to give you an overview of our essential school procedures, policies and rules, to help you and your child settle into our school. More details, and a copy of this handbook, can be found on our website.

Food in School

School Meals

These are cooked in our own kitchen and offer a choice of menu each day. Allergies, religious and special diet requirements can be accommodated. Universal **Free** School Meals (UFSM) are currently available to all children in Reception, Year 1 and Year 2. Children in Year 3 – 6 need to pay for their dinners. Dinner money is paid online via **ParentPay**. Please ask in the office for the cost of dinners or if you haven't got a log-on for your child or you are having problems registering online. **www.parentpay.com**

Dinner money must be paid in advance via ParentPay. If a child misses a day through absence (sickness etc.) any money on their account will just roll over to the next meal. We ask that preferably **one week's notice** is given when transferring between school dinners and packed lunches to help the cook with food orders, and if possible that children stay the **same all week** (packed lunch or school dinners). We can be flexible on this though, if need be. Details about how to apply for Free School Meals is provided later in this booklet.

Packed Lunches

These should be brought to school in clearly labelled, unbreakable containers or lunch boxes, but please **no fizzy or hot drinks or chocolate bars/sweets**. If any child forgets their packed lunch and we are unable to contact a parent, they will be provided with a school meal (to be paid for on ParentPay please).

We ask that you send a healthy packed lunch for your child to sustain them through the day. Chocolate covered biscuits bought from a 'biscuit aisle' (Penguins etc.) are acceptable. Biscuits and crisps brought in for a packed lunch **MUST NOT** be eaten at playtimes. Due to children in school with food intolerances we are a **NUT FREE SCHOOL**.

Snacks

Reception and Key stage 1 children are given a piece of fruit or vegetable at morning break which is funded by the Government. You are welcome to send your own snack but **no sweets/chocolate/crisps/ biscuits** please - only healthy snacks are allowed.

Water in school

Children need to be well hydrated to be healthy and effective learners. Each child is given a named water bottle on their first day at school. Parents/carers should take these home to wash every Friday.

Replacements can be bought from the office.

If you want to provide your own bottle from home please ensure it is named, has a 'sports' top and is in a re-usable bottle. Please don't send single use water bottles. Flavoured or fizzy water and squash is not allowed.

Playtime Snacks

We encourage all children to have a snack at playtime to keep their energy levels up. At present all Reception and KS1 children are given a piece of fruit or vegetable which is funded by the Government. KS2 children need to bring their own healthy and easy/non-messy snack. Appropriate snacks for playtime are: fruit, vegetables, cheese including cheese strings, dried fruits and cereal bars (no chocolate). **No chocolate, sweets, biscuits and crisps for snack please. NO NUTS PLEASE.**

Food Allergies and Intolerances

It is the parents' responsibility to inform the school of pupils' food allergies and to keep the school updated of any change in these circumstances. The school keeps a note of allergies on pupil records. In order to maintain the health of children with allergies, sharing packed lunch food is not permitted.

Birthdays

If you want to bring in a birthday treat for your child's class to share at the end of the day we ask that it be pre-wrapped items - sweets or biscuits, and that they be nut-free please. Staff will try to ensure that these are handed out on the correct day, however please be aware that this may not always be possible.

Safety Matters

E-Safety

We strongly recommend that children's use of electronics (tablets, video games, computers, phones etc.) is limited every day. In our experience, overuse of technology at home, especially in the hours before bedtime, has a negative effect on children's behaviour and learning. Families are spending more time on screens these days and as a result, children's language skills are being seriously affected. This is affecting their ability to learn and read.

If your child is accessing the internet, please monitor them closely. Never allow your child to have internet access in their bedrooms.

The guidelines are:

- No more than 30 minutes a day access to "screens"
- Never allow your child to have unmonitored access to the internet to protect them from predators and inappropriate content
- Stop all access to tablets/games/internet etc 2 hours before bedtime. This is how long it takes the brain to wind down for sleep after exposure to screens
- Disconnect and Reconnect—use the time your family would usually be looking at screens to play a game together, go for a walk or share a book together.

Child Protection and Safeguarding

Our School is committed to ensuring the welfare and safety of all children in school. We follow the North Yorkshire Safeguarding Children Board procedures and the government's Keeping Children Safe in Education. We will, in most circumstances, try to discuss all concerns with parents about their children. However, there may be exceptional circumstances when we will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. Our safeguarding and child protection policy is available on our website. Please tell us if there are any adjustments we may need to make to help your child. If you have any concerns regarding the safety of your child or any other child at this school please speak to the Headteacher.

School Grounds

At drop off and pick up time, the school grounds get very busy. For safety reasons, children must not ride bikes or scooters within the school grounds. Please dismount/remount at the school gates.

You may walk on the grass at the front of school, but please treat the flowers and trees with respect. The trees at the front of school are very old so we do not allow children to climb or swing on them.

You should not walk over the flower beds or behind the flower beds, next to the school windows. Our windows open outwards and you will be hurt if they open onto you. There is NO SMOKING, including E-cigarettes in the school grounds. Dogs are NOT allowed in the school grounds.

Crossing Patrol

We are lucky to have a school crossing patrol. We strongly recommend you use it with your child. The roads around school get very busy at drop off/pick up.

Parking

The school car park is for staff only at ALL times. There are not enough spaces for our staff so we cannot accommodate parents. Parents should not use the car park for picking up or dropping off at Before & After School Club. Parents should park on the roads around the school. Please do not pull up or park on the

white lines outside the school. Traffic wardens patrol the areas weekly.

First Aid and Accidents

If your child has an accident in school, our trained staff will administer first aid. Parents will be notified, if necessary. In the case of significant head injuries, we will telephone you. We will use the first contact on your form. We require at least two additional contacts in case we cannot reach you. The Children's Act 1991 puts the duty on school staff to act in the child's best interest. This can mean taking a child to hospital or calling an ambulance, should a serious accident occur.

Communication between School and Home

ParentPay

We are a cash free school. Parents/carers should use ParentPay to pay for clubs, Before and After school club, school trips and school dinners. We will provide you with a link to make a Parent Pay account.

School Jotter App

Please download the School Jotter App from your app store. It is FREE. This is how we send home newsletters, class information letters, trip letters and information about school events like clubs, plays, parents' meetings, holidays and photos of special events. Download it then look for the school name.

Text Messaging

We rarely send texts, but if we do we will use the first contact you give us on your information form.

Emails

We often email parents. Please make sure we have your current email address. Check your junk or spam for emails from us.

Behaviour Policy

We are very proud of our high standard of behaviour. We believe in the power of positive relationships, praise and restorative talk when poor behaviour occurs to help children learn to make better choices. We try to always verbally acknowledge and explain what characteristics a child has shown, to reinforce the behaviour.

Our School Rules

Aim High
Work Hard
Be Kind

Positive behaviour is often rewarded with:

- Praise pointing out the characteristics and behaviours that are to be encouraged
- Recognition in our weekly celebration assembly for positive behaviours and character
- Class teachers may choose to use their own class-based systems for rewarding class-based behaviours. These behaviour systems are to help teachers with classroom management and to teach the children what behaviours are expected within the school setting. Such systems will always be within the ethos and values of the school and must be discussed with a senior leader beforehand.
- We may also tell parents/carers

Our response to poor behaviour choices is always proportionate to the pupils age and stage. For example, new starters in Reception need lots of time and support in learning the rules and how we behave at school.

The school may use one or more of the following sanctions in response to unacceptable behaviour, if it is

deemed appropriate for the individual:

- A verbal reprimand that explains why the behaviour is not allowed in school
- Sending the pupil to another class or space in school for a short amount of reflection time
- Expecting work to be completed at home, or at break or lunchtime if it is not done in the lesson, as a result of poor behaviour
- Referring the pupil to a senior member of staff. Some playtime may be lost for further reflection.
- A phone call home to parents

Adult Conduct—we expect all adults on site to behave with respect towards each other. Anyone acting in such a way that is deemed by the head teacher to be unsafe or threatening towards staff, parents or pupils, will be asked to leave the premises. The police may be called.

Drop Off/Pick Up, Attendance and Absence

Our registers are legal documents that are regularly checked. Attendance information is checked by the local authority and government several times a year. If your child's attendance is concerning us, we will contact you to make you aware and offer support to improve it.

PARENTAL RESPONSIBILITIES

By law parents have a duty to educate their children. In order to facilitate this process, parents must:

- inform school by telephone on the first morning of any absence before 8.45 am
- provide a note, in addition to the telephone call, to cover the absence on the child's return to school
- ensure that their child gets to school on time (8.55am)
- not take family holidays during term time
- ask permission from school for time off for 'special circumstances'. Absences without permission from school will be registered as unauthorised

SCHOOL RESPONSIBILITIES

The school will:

- contact parents on the first day if there is unexplained absence
- consult parents if it is felt that authorised absence is affecting their child's progress or wellbeing
- encourage punctuality and good attendance through the attendance award for classes
- discuss with parents any problems with attendance and punctuality
- in some cases where attendance is consistently poor (specifically if attendance falls below 95%) despite the above, the school may decide to contact the Educational Social Worker or Children's Services

All children arriving after 9am will be recorded as "late" unless a suitable reason is given.

We are unable to authorise any term-time holiday. Please refer to our website for a letter from NYCC regarding term-time holidays. School must be informed in writing of **any** absence (including holidays), authorised or not. When unauthorised absences accumulate, the school must inform NYCC regarding a Penalty Notice.

The School Day

- 8.45 am Children and parents may arrive.
- 8.55 am Please wait with your child on the patio outside the classroom until staff open up the doors. The playground is closed before and after school
- 8.55 am School day begins
- 12.15 pm
- 1.15 pm Lunch

3.25 pm	Reception & Key stage 1 finish school
3.30 pm	Key stage 2 finish school

Drop Off & Pick Up

Please do not arrive or send children to school before 8.45 am. We operate a staggered start to the day between 8.45am and 8.55am. Late arrivals should go in through the main entrance.

Parents and children should wait on the patios outside their own classroom doors. Staff open doors at 8.45am and are on hand for 10 minutes to talk to parents and children. Please tell staff if anyone different is picking up your child.

At the end of the day, please wait for your child on the patio outside the classroom. Please be patient as the staff try to make sure each child gets to the right adult. If arrangements for pick up have changed during the day, please call the office to tell us who is picking up your child. If you wish your child to walk home without an adult, please email this, or put it in writing, to the office.

Coppice Valley School Uniform and Appearance Policy

The school dress and appearance code should be followed at all times when in school or representing the school. It symbolises high standards and prepares children for secondary school and the world of work, where it is important to recognise the need for appropriate dress and smartness. Wearing a uniform with has a positive effect on behaviour and attitudes. This list can also be found on our website.

Uniform

- Grey, skirt, pinafore, shorts or smart trousers. No leggings please.
- Tights should be grey. Socks should be grey or white.
- Navy blue (Logo if possible please) polo shirt. Shirts should be tucked in.
- Navy blue (Logo if possible please) cardigan or sweatshirt. No hoodies please.
- Black, flat school shoes. Plain white or blue sandals in the summer. Please no 'Ugg style' or knee boots, high heeled shoes, flip flops etc (not suitable for outdoor play or sitting comfortably on the floor). Please be wary of slip-on shoes that do not stay on well when running.
- In the summer term girls a navy and white checked summer dress may be worn
- **No trainers to be worn out of PE lessons.**

Outdoor Clothing

We do not specify any particular outdoor coat, hat, scarf, wellies or gloves, though the uniform shops do sell school coats. Please ensure all outdoor clothing your child uses in school is **named**.

PE Kit

Navy shorts, white t shirt, black plimsolls or trainers in a suitably labelled PE bag, preferably in a drawstring bag, as space is limited for bigger bags in the cloakrooms. Track Suit, preferably navy blue, for outdoor PE lessons in winter.

Hair

Long hair should tied back at all times for hygiene and safety reasons. Simple hair bands and clips only. No party/fashion clips or bands, jojo bows extensions or coloured hair. Hair style and colour must be appropriate for school. Extremes of fashion in length, style, shaved patterns and colour should be avoided.

Jewellery and Valuables

Jewellery should not be worn at school. Wristbands and friendship bands are not allowed. If ears are pierced, pupils may wear one set of plain studs. These should be removed for PE or if they cannot be removed, please provide a roll of micropore tape in the PE bag, so they can be covered. Watches may be

worn, but must be removed for PE. Do not let your child wear anything precious that could be lost or damaged. Pupils should not bring valuables including mobile phones and money to school.

If an older pupil is walking home alone and you want them to have a mobile phone for safety reasons, this should be handed in to the teacher every morning. Phones must not be kept in bags or pockets.

Make –up, nail varnish and temporary tattoos are not allowed.

Uniform with school logo can be purchased from **Rawcliffes**, East Parade. Harrogate HG1 5BG 01423 504130

Please make sure all items are named!

Medicines

Medication of any kind **must not** be brought into school by a child, including cough and throat sweets.

If your child is well enough to attend school but needs medicine during the school day please complete a 'Medicine Form Parental Agreement', available to down-load from 'Forms' in the Parents section of our website **coppicevalley.com** or from the school office.

PLEASE NOTE: We are only allowed to hold in school and administer medicine that has been **prescribed by a doctor** and has a pharmacy label with the child's name and dosage on the bottle or packet. Alternatively you must arrange to come in to administer the medicine yourself.

Please note: It is **not** the responsibility of the office staff to remember to find a child to administer medicine at a certain time - please ensure both the **child** and the **teacher** know when it needs to be given.

Where medication such as asthma relief is needed, parents are asked to talk to their child's teacher to arrange a safe place in the classroom where the medicine can be kept handy.

Please let us know of any medical condition which may affect school life.

Illness

If your child is ill please keep them at home. A sick child cannot concentrate, may well spread the illness and takes valuable teacher time from those who can learn.

The School Health Service recommends the following minimum period of absence:

Diarrhoea/Vomiting	48 hours from last episode of diarrhoea or vomiting.
Chicken Pox	5 days from onset of rash.
German Measles	6 days from onset of rash (Notifiable disease).
Measles	4 days from onset of rash (Notifiable disease).
Mumps	5 days after onset of swelling.
Impetigo	Until spots crusted and healed or 48hours after start of antibiotic treatment.
Scabies	24 hours after treatment is started.
Whooping Cough	21 days from onset of paroxysm or 5 days after start of antibiotic treatment.
Scarlet fever	24 hours after start of antibiotic treatment (Notifiable disease).
Shingles	Exclude only if rash is weeping and cannot be covered.
Hepatitis A	7 days after onset of jaundice (Notifiable disease).
Meningococcal Meningitis	Until fully recovered (Notifiable disease).
Ringworm	Until treatment has started.

Your Child's Learning and Medical Needs

To ensure your child has the best possible school experience, it is essential you tell us if they have medical or special education needs. For some medical conditions, we will request a Care Plan from your GP, so we can be sure we are giving your child what they need.

If your child is receiving Speech and Language Therapy, please let us know so we can coordinate our work together.

If you suspect your child may have a special educational need please speak to your child's teacher.

Before and After School Club

Our before and after school care is run from the on-site portacabin, which is accessed separately to the school.

The club is run by Coppice Valley staff under the same policies, procedures and ethos as the school.

The club is a business and service run to help busy parents with their childcare. It operates from 7.30 am until 8.55am then 3.25pm until 6pm. There is a cost for using this service, which is payable in advance.

We will provide the children with a wide and varied range of play opportunities including playing outdoors.

Breakfast and Tea are available for the children. Please call into the school office for more information about booking your child into the club.

Charging for school activities

Under the terms of the Education Reform Act 1988 schools are permitted to ask for voluntary contributions towards the cost of school activities and trips and the governors have authorised this.

We are sure you will understand that we cannot afford to pay for all school activities from within the limited funds available to us and therefore when trips, visits etc. are being arranged we shall ask you to make voluntary contributions. Even a partial payment does help.

No child will be excluded if his or her parent does not make a contribution. However, if insufficient voluntary contributions are received then the activity or trip will be cancelled.

Occasionally extra letters are sent home with pupils requesting permission for your child to go on school visits. These are educational and in conjunction with school projects.

Clubs

The school offers a variety of clubs run at lunchtimes (dance, choir etc). These are all free. We also offer after school clubs i.e. running and multi-sports, which can be booked for a small fee via ParentPay.

Queries, Concerns and Complaints

If you have a question or a concern, please contact the class teacher first, who will most likely be able to solve the problem or explain the matter. If, following meetings with the class teacher, you are not satisfied, an appointment can be made with the Head teacher.

Should you feel the matter has not been resolved, the Governors can be contacted via the Clerk to Governors at school. They will offer a meeting between one or two governors and the yourself. In the very unlikely event of problems still remaining the Complaints Committee of the Governing Body can consider them.