

PLAISTOW AND KIRDFORD SCHOOL ASSOCIATION

PARENTS' HANDBOOK

Everything new parents need to know about our school in an easy to read format

Written for parents by parents

PLAISTOW AND KIRDFORD SCHOOL ASSOCIATION

Plaistow and Kirdford School

June 2021

Hi there

Welcome to the PAKSA (Plaistow and Kirdford School Association) Parent Handbook.

This has been put together by your school PTA (Parent Teacher Association) to help explain the day to day elements of school life and will hopefully answer any questions you may have.

From water bottles to Celebration Assembly and Forest School to the Christmas Fair, this handbook should help you understand how life works at Plaistow and Kirdford School.

So to start as we mean to go on, below you will find a list of terminology you will come across in this handbook and at school. Hopefully this will help you get to grips with at least some of the terms and acronyms used in our school.

If, when reading this handbook, you find any errors or want to offer any updates, please let us know and we'll address it before the next update.

Many thanks,

PAKSA

Infants	Reception, Year 1 and Year 2
Juniors	Years 3 - 6
EYFS	Early Years Foundation Stage
KS1	Key Stage 1 (Years 1 - 2)
KS2	Key Stage 2 (Years 3 - 6)
PAKSA	Plaistow and Kirdford School Association
РТА	Parent Teacher Association
SENDCO	Special Educational Needs Co-ordinator
ТА	Teaching Assistant
LSA	Learning Support Assistant

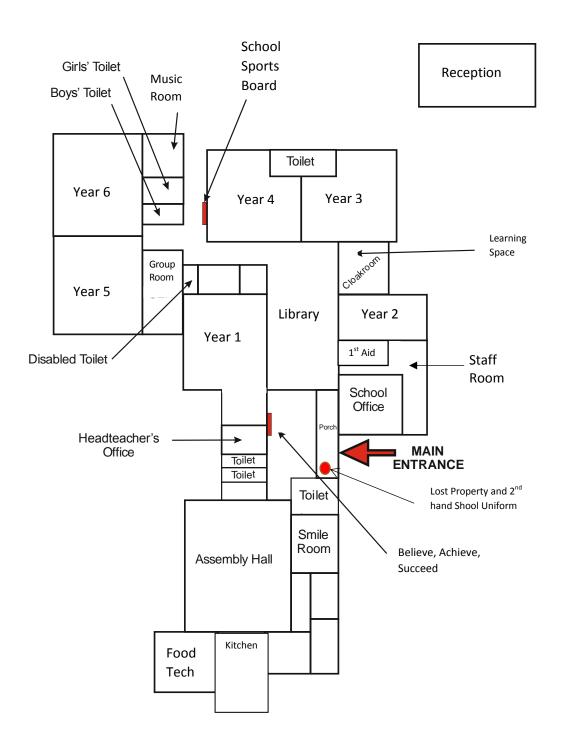


And just so you know – I'm Bertie, the **PAKSA** mascot. You'll see me around the School And on most **PAKSA** flyers

FINDING YOUR WAY AROUND

Getting to know a new school can be difficult - so we're beginning by showing you the

layout of the school which we hope will help you get to know your way around:



AREAS AROUND THE SCHOOL

Reception Outdoor Area:

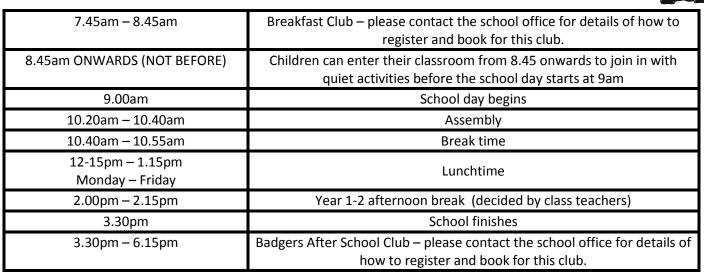
• During lesson times only reception pupils have access to the reception outdoor area.

Adventure trail:

- The adventure trails, Bertie's Boat, playground Gym and traversing wall can be found in the playground and children are permitted to play on them during school day breaks unless there is heavy rainfall.
- Children are not allowed on any of the playground equipment before or after school unless they are attending Breakfast Club or Badgers After School Club as there is not enough adult supervision on the playground.
- Outdoor sinks can be found on the outside wall between Year 2 and Year 3. The children can use these at any time.

TIMINGS OF THE SCHOOL DAY

During the Covid-19 Pandemic, some of the timings below will differ due to maintain safe 'bubble' class groups.



BREAKFAST CLUB

• For a small fee that includes breakfast, children can be dropped off at the school hall from 7.45 am each morning. There are a range of activities that they can participate in before joining their class from 8.45am. To find out more about the breakfast club, to register, and information on how to book, please contact the school office.

BADGERS AFTER SCHOOL CLUB

• Every day after school, children can attend our After School Club – Badgers. There are a range of activities that they can participate in and after 4.30pm, children will be provided with a teatime snack. To find out more about Badgers After School Club, to register, and information on how to book, please contact the school office.

CLOAKROOMS

 Parents are encouraged to stay out of the cloakrooms before and after school, as they do become rather crowded and the children find it difficult to move around. We are trying to encourage all pupils to become more independent and to take care of their own belongings. If you need to look for wayward items, please come in through the front entrance and we will be more than happy to help. Please ensure all items are named – it is much easier to return them if they get lost!

RECEPTION SETTLING IN PERIOD

• Reception children are encouraged to say their goodbyes at the Reception gate in the mornings. The classroom becomes very crowded if all parents, pupils and Staff are in there at the same time.

SCHOOL UNIFORM - WHAT DO I NEED TO BUY?

Quick Check	Royal Blue School sweatshirt (round or v-neck) - Logo is optional. Royal blue cardigan can be worn if preferred
	Grey trousers, shorts, skirts, culottes or pinafore dress
	White polo shirt for infants White polo shirt or white shirt for juniors
	Grey or black socks or grey tights. White socks can be worn with Summer dresses
	Blue check cotton dress for girls in summer only
	Trainers – all children wear trainers to school.
	Children are not allowed to wear jewellery, other than plain, flat studs, if their ears are pierced. These must be removed or covered with surgical tape before participating in PE activities – surgical tape should be provided by the parents as the supply at school is for first aid purposes.
	Nail varnish, makeup or body transfers are not permitted
	Long hair must be tied back. Hair bands should be small and not distracting (please no JoJo bows, unicorn hair bands etc.

PE KIT - worn on PE Days

No footwear is required for indoor PE, unless there is a medical need. Trainers are needed for outdoor PE.

White T-shirt

Blue or black shorts

Tracksuit or similar warm clothing

WEATHER DEPENDENT CLOTHING

In winter: a hat, warm coat and appropriate wet weather clothing In summer: a hat and sun cream applied before the start of the school day

FOREST SCHOOL CLOTHING

Our children are fortunate to be able to participate in a forest school once a week. You will be provided with information about the day and timing of their session and advice on clothing when they start school. They will go out in ALL weathers so will need appropriate clothes to ensure they stay warm and dry. Waterproofs & wellies are essential!

ORDERING SCHOOL UNIFORM

Our school uniform is supplied by www.yourschooluniform.com, items can be ordered on-line. To order, go to the website and click 'Find your school'. Select Plaistow and Kirdford Primary School and choose the items you need. You may also select from a range of general items from the menu on the left.

All major credit or debit cards are accepted.

LABELLING UNIFORM

Labelling is SO important. Label all clothes and shoes that are brought into school as it can be very frustrating if they go missing. You can order labels from a range of companies but we get commission from **mynametags.com** quoting **School ID 28938**

It is much easier for us to return items to their owner if they are named!

SECOND HAND UNIFORM

We have a well-stocked online second hand uniform department. All clothes are very reasonably priced so if you would rather not buy new, please do have a look at the second hand uniform section of the school website. All purchases will be selected, bagged up and labelled ready for collection outside school each Tuesday.

We are also very grateful for any donations of uniform, especially with the school logo, so we can resell it. There is a large blue wheelie bin located near the school entrance where all donations can be made. The uniform is then quarantined before being washed and then added to the stock on the online shop. All funds we raise from our sales of second hand uniform help to raise extra funds for school projects.

LOST UNIFORM

If you lose an item of clothing, ask your child to check their cloakroom area or classroom. If you are still unable to find the item, talk to the class teacher.

Any unnamed items that cannot be relocated with their owner will be sold as second hand and all funds will go towards raising extra funds for school projects. Uniform items which you no longer require can also be donated to be resold as second hand.



WHAT DOES MY CHILD NEED TO TAKE TO SCHOOL EACH DAY?

QUICK CHECK	MORE INFO
NAMED BOOK BAG	PAKSA funds all our children who start in Reception Class with a school bag. These can also be purchased on line at: <u>www.yourschooluniform.com</u> It is used to bring the children's reading books, reading record and homework to and from school. This is also the place you will find correspondence from the class teacher and general school information.
NAMED PACKED LUNCH	 (Only needed if your child is not taking up the free school meals for infants on some or all days) Packed lunches need to be stored in a named lunch box and placed on the relevant trolleys by the children in or outside their classroom (each trolley is labelled). Please note that all the infants are given a piece of fruit or vegetable at first break. KS2 children may bring a healthy snack to eat at break time, such as fruit, which should be separate from their packed lunch box.
NAMED WELLIE BOOTS FOR FOREST SCHOOL	Children need a named pair of wellies for Forest School. These may stay at school for the duration of each half term.

WHAT DO I NEED TO DO IF

I am unable to pick up my child at short notice?	Call the school on 01403 871275 and advise of the alternative arrangements you have made for pick up – as early in the day as possible please.
My child is ill?	Call the school as early as possible in the day (preferably before 9am) to inform them. There is an answer machine option that allows you to leave a message about absence before school starts.
My child needs to attend an appointment during the day?	 Fill in an Absence from Learning Form (online from the school website) or email the school office for approval prior to the appointment Collect and return your child from and to the office, signing your child out and in.
Someone else is collecting my child from school?	Call or email the school office: 01403 871275 or office@plaistowkirdford.com to inform them of the change in collection arrangements.
It is snowing?	School closures will be announced through school comms/school website/local radio
I have concerns about my child?	Make an appointment to see your child's teacher – this can be via Google Meet, telephone or in person. We are an open door school and our teachers and staff are happy to help. The best time to talk to a teacher is at the end of the day (but we'd recommend bringing a distraction for your child or that you ask another parent to look after him/her). Unless very brief or urgent, please try to avoid trying to chat at dropping off time.

SCHOOL DROP OFF AND PICK UP

A school teacher, the head teacher or a member of the leadership team, will be at the school gates from 8.45am onwards to see the children safely into school.

To deliver and pick up your children, please access the school via the small gate underneath the arch and make your way to the playground. We ask that parents with children in Years 2 and above to say their goodbyes at the school gate and then follow the one way system out of the playground at the side of the staff carpark. For parents with children in Reception and Year 1, they can walk with their child to relevant entrance for your child's classroom. The entrance to Reception Class is across the playground, next to the school field.

At pick up time the children will be waiting on the playground to be dismissed to their parents by the class teacher. Please exit the school playground using the one way system.

Outside of these times you access the school via the School Office (bolting the gate behind you), where they will be able to help you.

PARKING

To avoid causing problems for people who live in the village and other road users, please follow these very important guidelines to ensure the safety of our pupils and other road users. Please also ensure that all friends and relatives who drop off and pick up are aware of the guidelines. We would suggest parking away from the school and walking across the village green. It takes only a few minutes to walk and is safer for everyone.



	PLEASE DO NOT PARK	REASON/ADDITIONAL INFORMATION
×	Between the church corner and the 30mph sign (approx. 20 metres from the corner)	Buses cannot get into the school if parents park by the corner and the road becomes blocked.
X	Under NO CIRCUMSTANCES should parents park in the hatched lay-by at the front of the school	Please feel free to 'drop and go' in this area as there is a senior member of staff monitoring the area from 8.45am each morning. Please approach the drop off zone from the church end ONLY – thus creating a one-way system at drop off and pick up times.
X	On the corner by the pond.	This is dangerous as it blocks the road for other road users.
X	Staff car park.	Strictly Staff only
×	The Sun Pub car park.	This is a private car park
×	The Parking bays outside Winterton Hall.	This parking area is solely for the use of Winterton Hall users and the Plaistow Pre-School during school hours

RECOMMENDATIONS
Please use the Ifold, Kirdford and Dunsfold buses provided wherever possible
Walk rather than drive if you live fairly close to the school
Car share if you are unable or do not wish to use the buses
If you need to park, there are plenty of parking spaces around the village green
Drop older children off rather than parking and walking with them to the playground

THE STAFF

- Classes have TAs whose role it is to support the teacher in the day to day workings of the class.
- If you have reason to believe that your child has special needs, talk to your child's teacher or our Inclusion Leader.

ASSEMBLIES

During the Covid-19 pandemic, assemblies are held online or on the playground maintaining class bubbles.

WEEKLY ASSEMBLIES		
Monday	10.20am	Whole School Assembly
Tuesday	10.20am	Singing Assembly
Wednesday	10.20am	Whole School Assembly
Thursday	10.20am	Whole School Assembly
Friday	10.20am	Whole School Celebration Assembly

SPECIAL ASSEMBLY

Each class will have at least one Sharing Assembly a year, where children showcase for parents what they have been learning.

At the end of each half term, a special assembly takes place where awards are presented.

Parents of children who have won awards are invited to attend or will be sent a recording of the assembly if this is not possible.

HEADTEACHER'S STICKERS

Headteacher's stickers are awarded by the Headteacher for excellent work, behaviour and performance.

SCHOOL COUNCIL

- The School Council is a body of elected class representatives one boy and one girl from each class who meet periodically and have the opportunity to contribute to appropriate school policy decisions.
- Each child is only permitted to take up this post once during their time at the school.

TOILETS AND ACCIDENTS

- Reception children have access to the toilets in the reception class area as and when they need them. When they are not in class they will be guided to the nearest toilet.
- If your child has an accident (an accidents do happen), school staff will help them and spare clothing and sympathy are provided. However, if a child is distressed and needs extra help, the parents or guardians will be called.
- If you have any concerns about this, you must speak to the teacher or teaching assistant at the end of the school day.

OTHER DAY TO DAY INFO

House Teams:

- Every child is affiliated to a house team Wey (Red), Rother (Yellow), Lavant (Green), and Arun (Blue) for which they can earn house points. All our houses are names after local waterways.
- Younger siblings are automatically affiliated to their older sibling's team.
- House points are awarded for good work and behaviour and added to the weekly house point total, which is announced during the Celebration Assembly.
- At the final assembly of each half term, the House Point Trophy is awarded to the house with most points.

Class Names:

• All our classes are named after woodland creatures.

Reception	Robin	
Year 1	Squirrel	
Year2	Hedgehog	
Year3	Woodpecker	
Year4	Owl	
Year5	Fox	
Year6	Badger	



Extra Play:

Years 1 and 2 have a daily playtime from 2.00pm to 2.15pm. In addition, at the teacher's discretion, junior classes may be awarded Friday 'Extra Play' for good behaviour during the week. Teachers can award this privilege if pupils positively display the school and class codes of behaviour.

As the behaviour of our pupils is generally excellent, in practise most children take part in Golden play each week.

OUT OF SCHOOL ACTIVITIES

- Various school clubs are run at lunch times and after school. As starting school is in itself a tiring experience for reception children these clubs are aimed at year 1 and above. Reception age children are, however, very welcome to attend Breakfast Club and Badgers After School Club.
- A letter containing a list of all clubs is sent home via email every term; further information can be obtained from the office. Numbers can be limited so we do suggest that you sign up as soon as possible after you receive the letter.
- Children who are interested in learning an instrument can take lessons from professional music teachers who visit the school.

NB. Clubs are sometimes run by external providers and sometimes by teachers and parents.

A termly fee is required for music lessons and some clubs.

All people working with the children at school have been DBS checked.



VOLUNTEERING

The school warmly welcomes volunteers to help with various aspects of school life (DBS checks will need to be undertaken if you volunteer so please contact the school office to arrange):

- Help on Forest School
- Listening to children read
- Escorting children on school trips
- Offering professional expertise and experience (for particular topics and after school clubs)
- PAKSA (for further information see page 13)

*During the Covid-19 Pandemic, it has not been possible to invite parents into school as volunteers. Hopefully this will be possible again soon.

Getting involved with the school has some great advantages:

- You get to know the teaching staff and their challenges better.
- They get to know you.
- You better understand the school day, the vocabulary and how topics are taught.
- You have an opportunity to see your child and his/her friends in a different environment.
 NB. Parents wishing to help at the school must gain Disclosure and Barring Service (DBS) clearance. Clearance is checked at an appointment through the school office. It is advisable to apply for the check early as the process can take a few weeks to come through. Please note that checks from other institutes are not valid.

Parents and volunteers are also encouraged to read the WSCC 'Guidance on Safer Working Practice for Staff and Volunteers Working in Education Settings'.

COMMUNICATION

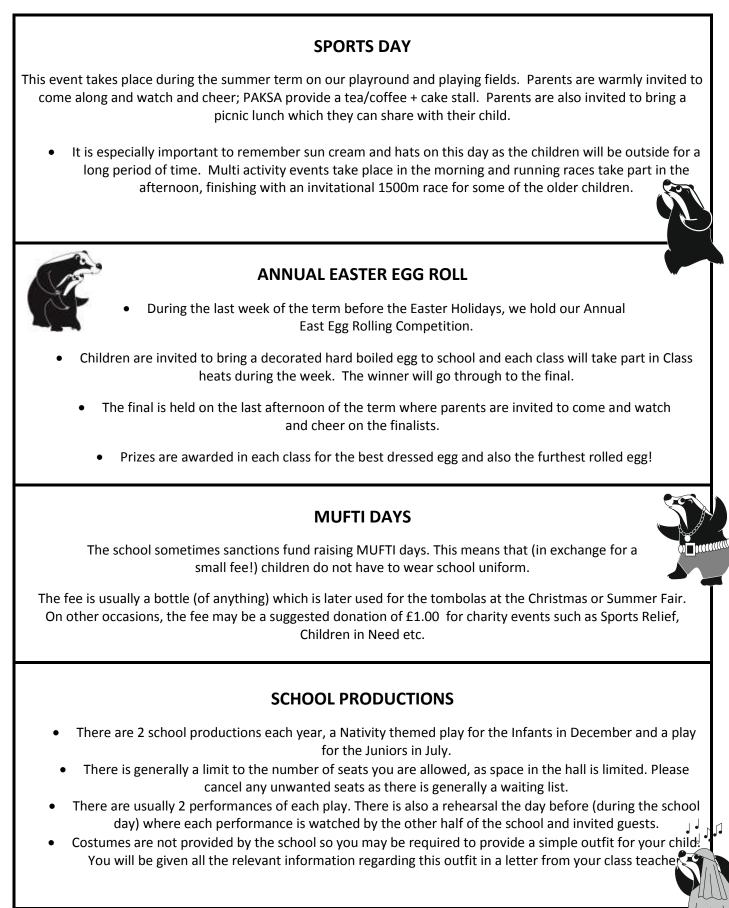
- Our school website <u>www.plaistowandkirdford.org</u> is regularly updated and is full of very useful information. Each class also has a blog so parents can see what the children have been working on at school.
- A newsletter containing important information is sent out at the end of each week. This includes day to day
 information about the running of the school, staff and pupil announcements, any updates from PAKSA and the
 Governing Body and information regarding past and future events. Please sign up to receive our newsletter by
 clicking the link on the home page of our website <u>www.plaistowandkirdford.org</u>.
- The newsletter is created with a view to keep parents informed about important events and issues.
- If you have something which you would like to be included in a newsletter, please ask via the School Office.
- All stakeholders (parents, pupils, staff and governors) are asked to complete a questionnaire each year to ensure that the school continues to improve and to be taken into account when putting together the School Development Plan.
- For all information regarding PAKSA, please sign up to their communication tool ClassList, which will keep you fully up to date with all things PAKSA. Don't miss out! Simply visit www.classlist.com/join/RX5HKF8.

PARENT CONSULTATIONS

- Parent's consultations are held twice a year in the Autumn and Spring Terms. They are an opportunity for you to meet your class teacher and discuss your child's progress.
- An email is sent out prior to the consultations with instructions as to how to book appointments via an online booking system, https://plaistowandkirdfordschool.parentseveningsystem.co.uk/ These appointments are either held online (during Covid-19 Pandemic) or in person. When they are held in school, try to come a little earlier than your appointment time as teachers display examples of children's work for parents to look at beforehand.
- If you are unable to attend on the set dates and times we would encourage you to make an appointment to meet with the class teacher on an alternative date to discuss your child's progress.
- School reports are distributed towards the end of the Summer Term. You will be asked to sign them and reply with your comments if applicable.

A SELECTION OF ANNUAL EVENTS

*During the Covid-19 Pandemic, we have not been able to invite parents into school for these events.



PAKSA

PLAISTOW AND KIRDFORD SCHOOL ASSOCIATION (The PTA)

- The work of PAKSA is based on the mottos: FUN, FAMILY and FUNDRAISING
- The role of PAKSA is to raise money for the school to provide extra facilities and resources that enhance the education and recreation of our children. PAKSA works together with the Headteacher, the School Business Manager, the Teaching Staff and the Governors to identify items or improvements needed; these items become the focus of fundraising.
- Over the years we have contributed towards, or funded, a number of significant investments around the school including the school library, interactive whiteboards for every classroom, Bertie's Boat, our new all weather pitch, playground markings and our playground gym equipment. Most recently we have raised funds for new ICT equipment. On a smaller scale we provide items such as bookbags for Reception and trophies for award winners.
- As you can probably imagine, running any PTA and raising funds is a year round job that requires the involvement and commitment of members, as well as the active support of all parents. However, it is enormously rewarding and a great way to get to know other parents.
- If you would like to join the PAKSA team, or get involved in any way please contact Alison Griggs at paksa@plaistowkirdford.com
- Events that have taken place in the last few years have been:



Bingo night KS1 & KS2 Discos Movie mornings/evenings Harry Potter Night Christmas Fair Traditional Summer Fair Rounders Evening Cake Sales



HOW CAN PARENTS AND CARERS HELP?

Support the PAKSA events, as money raised at these events does benefit our children in the classroom and in the playground
Provide items for the Christmas and Summer Fairs, including toys, books, unwanted gifts, mince pies and cakes. You will also find that your child will be sent home with lucky cups. These cups should be returned full of sweets or gifts of your choice and wrapped in wrapping paper and/or ribbon. These are called 'Lucky Cups' and the kids go mad for them at Christmas and in the Summer.
Join PAKSA as a Committee memberit's not as scary as it sounds. Fill in the 'Friends of PAKSA' form so that we know that you support your school. We know life is busy and so if you can register your interest to help as and when you can, then that would be a fantastic contribution to your school.
Offer to help PAKSA for one-off events, e.g. man a stall, serve at the bar, bake a cake, face-paint and offer whatever other great skills you might have!

THE GOVERNING BODY (GOVERNORS)

All schools have a Governing Body comprising members of the local community, parents, teachers, staff and representatives of the Local Education Authority (LEA). A school's Governing Body is made up of a voluntary workforce and is responsible for ensuring that it promotes pupil's progress and achievement. Its duties include:

- Setting strategic direction, policies and objectives
- Approving the school budget
- Reviewing progress against the school's budget and objectives
- Appointing, challenging and supporting the Headteacher

All types of people can become school governors. No special qualifications are required – just enthusiasm, commitment and an interest in education.

• If anyone wishes to volunteer their services as a potential school governor, they can make themselves known to the Headteacher or another member of the Governing Body. Alternatively they can email:

clerk@plaistowkirdford.com

The Chair of our Governing Body is Jeremy Way.

You can contact him via the clerk or through the school office.

Thank you for taking the time to read this handbook. We hope you have found it both interesting and informative – or at least found something in it that has helped you better understand the workings of the school.

Everything in the handbook is correct at the time of going to print but our apologies if anything has changed in the meantime.

If there is anything which you are not sure about, just ask another member of the school staff or your Class Representative.

Don't be afraid to ask questions, however silly you think it might be, starting school can be daunting – we have all been there and are here to help!

If there is anything else you think should be in this handbook, please email Alison Griggs at paksa@plaistowkirdford.com

See you soon!





PAKSA Needs You!

The Plaistow & Kirdford School Association (PAKSA) would firstly like to thank most sincerely all the parents, carers, families, teachers and friends for all their support over the years. This support has enabled PAKSA to provide items for the school that may otherwise not be available to the children:

- All weather sports pitch, playground gym equipment and Bertie's Boat
- New school library
- Dictionaries for Years 1-6
- Subsidised school trips
- Interactive whiteboards for every classroom
- New IT equipment

All of these successes have been down to you! Our school relies on fundraising to provide a lot of the 'extras' and to help secure provisions for our children now and in the future.

Did you know that as a parent/ carer you are automatically a member of PAKSA?

Whilst most of PAKSA's work focuses on fundraising, there is also an important social aspect. Events are organised to promote the sociability of school life and to involve the wider community.

Help is needed in a wide varierty of forms, such as:

- Collecting donations at drop-off
- Making cakes, selling cakes and buying cakes
- Putting up posters around the villages
- Manning a stall
- Serving refreshments at School plays or Sports Day
- Helping to set up or clear away after an event
- Helping to organise an event
- Sharing ideas at meetings

Without volunteers to do these things, none of the great events that we hold would be able to happen.

3 Great Reasons to get More Involved!

- 1. It's great for the kids! When children see us involved in their school, it encourages them to do their best.
- 2. Make new friends! It's a great way to get to know other parents.
- 3. Helping to contribute to make our school the best it can be and bringing the school together as a community.

Please take the time to return this form to the school office.

I would like to find out more about PAKSA.

Name:

Email:

Please also feel free to contact our chair, Alison Griggs - paksa@plaistowkirdford.com .