

# *Parent Handbook*

*Taking you step by step through starting  
at Shaw Primary Academy*



*At Shaw, we take pride in our community  
By inspiring and empowering every  
Individual to find and unlock their potential.*

*Thank you for choosing  
Shaw Primary Academy*

*Welcome to our school, we look forward to working with you.*

### ***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 pages 20-21 you will find some key information and pages 22-23 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01708 852367 and we will be happy to help!*

### ***Policies***

*On page 19 are details of some important policies you need to know about.*

### ***Welcome***

*Welcome to Shaw Primary Academy, we look forward to getting to know you and your child.*



## STEP 1: Application for School

**Data Protection:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and keep it up to date. The school is required to share some data with the Local Authority, NHS and the Department of Education

### Notice to Parents/Guardian

Please fill in the application form and return it to the School Office. All information will be treated in the strictest confidence. If you require any help in completing this form, please do not hesitate to contact us.

Full Name of Child		Male	
Female		Other	
Date of Birth			
Address			
Postcode:			
Parent/carer's Name: Relationship to child:		Parent/Carer's Name: Relationship to child:	
Daytime Address:		Daytime Address:	
Postcode:		Postcode:	
Tel No: Home: Mobile:		Tel No: Home: Mobile:	
E-Mail Address		E-Mail Address	
To who should we address letters?			

In case of an emergency, please give the names and telephone numbers of those who can be contacted. **Unless stated otherwise we will always contact home/parents/carer first**  
Please fill in all 3 contacts if possible

Emergency:	Name	Relationship	Phone Number
Contact 1			
Contact 2			
Contact 3			

Please indicate your child's place within the family e.g. 3rd of 4 children = 3/4

Please give the names and dates of birth for all other children in the family

Name	Date of Birth	Attends Shaw Y/N	Name	Date of Birth	Attends Shaw Y/N

Do you want us to send information e.g. reports, invites to parent's evenings or photos to an absent parent? If so, please give details

## STEP 1 cont'd

Name:	
Address:	
Relationship:	Tel No:
Previous School (if applicable)	
Details:	

Name of Doctor/GP Surgery
Address
Phone Number

Does your child have a diagnosed **LONG TERM MEDICAL NEED/CONDITION**: **YES / NO** If yes please give details in the box below-

Details:
----------

Does your child have a **PRESCRIBED MEDICATION** in relation to a long term medical need/condition noted above: **YES / NO**

If yes please name medication/s:	<b>Are you requesting that the administration of this medication be supported in school: YES / NO</b> (If yes <b>PLEASE READ and COMPLETE A REQUEST TO SUPPORT USE OF MEDICATION FORM</b> - which can be collected from the office)
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Does your child have specific **DIETARY REQUIREMENT/S**: **YES / NO**  
If yes please give details in the box below—please include whether this is for or a medical reason or otherwise

Detail/s of Dietary Requirement:
Please indicate: Medical/Allergy- Religious - Life choice Other (Give detail):
If dietary requirement is related to a diagnosed medical need/condition noted above <b>PLEASE READ and COMPLETE A REQUEST TO CONSIDER A DIETARY NEED FORM</b> - which can be collected from the office

Has there been, or is there currently, any **involvement** with any **OTHER RELEVANT AGENCIES** e.g. Social services, health professionals, outreach workers, counsellors, therapists etc.: **YES / NO** If yes please give details in the box below - stating which agency and if the involvement is current

Details:
----------

If you feel that any of the following apply, please indicate YES or NO - You need to be aware that the Local Authority may wish to seek supporting evidence in due course.

The child's family is entitled to receive Free School Meals i.e.the family qualify for means tested benefits

**YES / NO**

There is long term illness/disability of the parents/children in the family

**YES / NO**

English is not the first language used in the home

**YES / NO**

**If your child has any DIETARY OR MEDICAL REQUIREMENTS please complete the additional forms**

**The following information is required by the School in order to complete the Government annual returns:**

What is your family's religion?	
Pupil country of birth:	Pupil Nationality:
Please list the languages your child uses at home	
Are there any other languages used in the family to communicate with your child? If so, please list.	

What do you consider to be the ethnic background of your child?

White English	Chinese	Black African	Pakistani
White Welsh	Hong Kong Chinese	Black Caribbean	Indian
White Scottish	Vietnamese	Eastern European	Mixed Background *
White Irish	Traveller of Irish Heritage	Gypsy/Roma	Prefer not to say
Any other background / * Mixed Background - please specify			
Please give below any additional information you wish relating to the above, or other reasons relating to the child's family circumstances or any other relevant information which you feel should be taken into account when considering the application. Continue on a separate sheet if necessary.			

**Permissions-** We will presume that you agree to the following unless you indicate to the contrary.

- I give permission for persons/agencies named on this form to be contacted about this application.
- I give permission for my child to have access to the internet, and/or digital media using the school's filtration system
- I give permission for the information shared within this document to be shared with other agencies within Thurrock Council's Children, Education and Families Services

**Declaration of Parent/Guardian**

I declare that the above, is a true statement of my child's circumstances

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**For office use - birth certificate check**

Name Checked
DOB Checked
Mother Named
Father Named

## STEP 2: Parental Consent

<b>Child's Name:</b>	<b>Class</b>
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### Photographs/Videos

The school uses images and videos of children for a multitude of purposes, please can you indicate below if you agree to pictures of your child being used in the following areas:

- |  |     |    |
|--|-----|----|
| • Photos of my child can be used in class and on display boards around the school.   | Yes | No |
| • Photos of my child can be used in marketing materials, press releases (which may appear on-line as well as in paper form) and on the school website. | Yes | No |

Signed	Date
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### Local Area Walks

- Children are sometimes taken out of school for various activities such as topic studies, performance rehearsals, swimming and trips to the shops/library.
- These outings will be take place during the school day, will be on foot and will have the appropriate adult/child ratio place.
- Separate permission will be requested for trips that take place outside of the normal school day or that involve the children being transported

<b>I give permission</b> for my child to go on local area walks as detailed above:	<b>I do not give permission</b> for my child to go on local area walks as detailed above:
Signed	Signed
Date	Date

### PG/U Classified Films

- As part of the curriculum, or occasionally for a treat, the school would like to show children films which have been classified as PG or U rated.
- These films will have been checked by a teacher that they are age appropriate

<b>I give permission</b> for my child to watch PG or U classified films:	<b>I do not give permission</b> for my child to watch PG or U classified films:
Signed	Signed
Date	Date

### First Aid

- During the course of the day it may be necessary to administer first aid to your child
- As a school we use the following medical resources; gauze, plasters and dressings, micropore tape, bandages and slings, cool-packs, alcohol free wipes and latex gloves

I give permission for my child to be treated with the medical resources listed above:	Please use this space to update us on any allergies or medical conditions that your child may have:
Signed	
Date	



## STEP 3: Home School Agreement

### The school will:

- Ensure your child's physical and social development needs are being met at all times, and to foster feelings of confidence, self-worth and belonging.
- Deliver a broad and balanced, carefully planned curriculum which meets the needs of your individual child, supported with homework activities.
- Ensure that homework tasks are given regularly and that they reflect your child's learning needs.
- Provide a range of after school extracurricular activities designed to enrich your child's experiences.
- Actively welcome parents/carers into the life of the school and to ensure that teaching staff are always available, by mutual arrangement, to discuss any concerns you might have about your child's progress or general welfare.
- Keep you informed about the school's policies and guidelines on behaviour and equal opportunities, other general school matters, including the curriculum, and about your child's progress in particular.
- Ensure that all teaching staff keep up to date on important educational developments and initiatives which might affect your child, and to inform you of these at given meetings where appropriate.

### Parents/Carers :

#### I/We undertake to:

**Ensure that my child attends school regularly, and that absences are properly notified.**

**Ensure that my child arrives and is collected promptly at the beginning and end of the school day.**

**Ensure my child wears school uniform and has the necessary equipment to enable them to participate in all lessons, including PE.**

**Support the school's policies and guidelines on behaviour and equal opportunities.**

### Pupil:

#### I/We undertake to:

**Always try to remember to be polite and thoughtful towards others, promoting Shaw's Code of Conduct.**

**Complete homework activities that are asked of me.**

**Always try to enjoy school and help other children do the same. Always try to do my best in my lessons, asking for help or challenge if I need it.**

School: <b>Shaw Primary Academy</b>	Headteacher: <i>Ms D Kimpton</i>
Parent/Carer:	Date:
Pupil:	Date:

## STEP 4: Rules for Responsible Internet Use

### Rules for Responsible Internet Use

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will only access the system with my own login and password, which I will keep secret;
- I will not access other people's files;
- I will only use the computers for school work and homework;
- I will not bring media storage devices into school unless I have been given permission;
- I will ask permission from a member of staff before using the Internet;
- I will only e-mail people I know, or my teacher has approved;
- The messages I send will be polite and sensible;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- I understand that the school may check my computer files and may monitor the Internet sites I visit;
- I understand that the use of the internet or other technologies to send intimidating or hurtful messages will constitute improper use. Cases of this nature will be dealt with appropriately and can be referred to the police as a criminal matter.

School: <b>Shaw Primary Academy</b>	Headteacher: <i>Ms D Kimpton</i>
Parent/Carer:	Date:
Pupil:	Date:







Avon Green  
South Ockendon  
ESSEX  
RM15 5QJ  
TEL NO. 01708 852367  
E-mail – [admin@shawprimary.thurrock.sch.uk](mailto:admin@shawprimary.thurrock.sch.uk)  
Website: [www.shawprimaryacademy.co.uk](http://www.shawprimaryacademy.co.uk)

Dear Parents and Carers,

Shaw Primary Academy utilises a text and e-mail service in order to communicate effectively with parents and carers.

This service is operated by an external company, Eduspot (Teachers2Parents), who need access to limited data such as children's names, classes, parental mobile numbers and e-mail addresses in order to provide the service. The company involved operates under strict data protection legislation and your data, accessed via our school system, is kept secure. The company is not permitted to share this data or use it for any other purpose.

To comply with Data Protection legislation, we do need your consent to share your data with this company.

Please complete and return the slip below to give your consent.

Regards

Ms D Kimpton  
Headteacher

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Name of Child(ren) : .....

Class(es) : .....

I DO / DO NOT (delete as appropriate) give my consent to Shaw Primary Academy to share data with 'Eduspot (Teachers2Parents)' in order that I can receive texts and e-mails from the school.

***First contact email addresses and telephone numbers you completed in the information section will be used***

Signed .....

Date .....

Parent / Carer (please print name) .....

Religious  
Education



Pupil withdrawal form

As detailed in the ‘Religious Education in English Schools: Non-statutory Guidance’, I would like to exercise my right to withdraw my child/children from SOME/ALL (*delete as appropriate*) Religious Education lessons.  
If you have indicated ‘SOME’ please specify which areas of study you would like your child/children withdrawn from .....

Pupil details:

Name .....	Class .....
.....	
Name .....	Class .....
.....	
Name .....	Class .....
.....	
Name .....	Class .....
.....	

In line with the guidance mentioned above, I confirm that I have discussed the Religious Education curriculum with the school and accept that my child/children will be supervised, I understand that the school is not obliged to provide additional teaching during these sessions.

Signed ..... (Parent/carer) Date .....

Signed ..... (Parent/carer) Date .....

## Privacy Notice

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Creation, Maintenance of the Pupil Record, Curriculum Delivery and Pastoral Care, including Pupil and Parent/Carer data							
What personal data do we need from you?	Name		Address		Known As name		Date of Birth	
	Ethnicity		Religion		Medical details		Parent/Carer names	
	Emergency contacts		Gender					
Who will be using your Personal Data?	Who is the <u>Data Controller</u> ?				Shaw Primary Academy			
	Who is the Data Controller's <u>Data Protection Officer</u> ?				Andy Crow - DPO			
	Are there any <u>Data Processors</u> ?				Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?				SIMS ( School database), Eduspot/T2P (Text and email service provider)			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose →				Statutory Duties			
	The Legal Condition →				Statutory Duty & Substantial Public Interest			
Who else might we share your data with?					SIMS, Text service provider, Local Authority, DfE, Health providers, other education providers, regulatory bodies			
Will your data be stored in or accessible from <u>countries with no UK-equivalent</u> Privacy Law protections?					NO			
How long will your data be kept?	When will it stop being used?				When the Pupil transfers to another education setting, e.g. another school			
	How long after this will it be deleted?				Date of Birth + 25 years			
Our use of the data will be subject to your legal rights (mark if applicable):	<u>Inform</u>	<input checked="" type="checkbox"/>	<u>Access</u>	<input checked="" type="checkbox"/>	<u>Rectify</u>	<input checked="" type="checkbox"/>	<u>Erase</u>	<input checked="" type="checkbox"/>
	<u>Restrict</u>	<input checked="" type="checkbox"/>	<u>Portable</u>	<input checked="" type="checkbox"/>	<u>Object</u>	<input checked="" type="checkbox"/>	<u>Automate</u>	<input checked="" type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				Statutory Duty			
	This is what could happen if you refused to let us use your data for this purpose:				N/A			

## Privacy Notice

As you are not giving your data directly to us:	This is who is giving us your personal data:	Local Authority or previous education setting			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Basic Demographics, including unique ID, name, address, DoB, gender, parental contact details, ethnicity, language, educational attainment & attendance.			
Visit the following links for more information about Privacy Law, our obligations and your Rights:					
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>					
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:					
Postal Address	Shaw Primary Academy, Avon Green South Ockendon RM15 5QJ				
Email	admin@shawprimary.thurrock.sch.uk				
Phone Number	01708 852367				
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF				
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>				
Phone Number	0303 123 1113				

# We need your help..

Did you know that registering for free school meals helps raise money for our school?

This additional funding is called 'Pupil Premium' and it comes from central government. It is therefore very important to sign up for free school meals whatever year group your child is in, even for children in Reception, Year 1 or 2, so that the school can receive as much funding as possible to support your child's learning.

At Shaw we use this additional money to provide:

- highly skilled and well-trained staff, small group intervention work, subsidies for trips, events and activities, behaviour and emotional well-being support, resources and after school activities and a Family Partnership Support Officer to work with families across the school?

A full 'Pupil Premium' spending plan can be found on the school's website

<http://www.shawprimaryacademy.co.uk/key-information>

Your child may be eligible for free school meals if you receive either:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided they were not also entitled to Working Tax Credit and had an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits)

## What do we want you to do?

If you are entitled, or even if you are unsure, please make a claim - no matter what year group your child is in (from Nursery through to Yr 6). Simply log on to [www.thurrock.gov.uk/account](http://www.thurrock.gov.uk/account). If you haven't already done so, you will need to set up a Parent Services Login (found towards the bottom of the page), add all relevant children and then make a 'Free school meals' application. You should get an immediate result.

Please can you let us know the outcome by returning the slip below to the school office, or

My child/family is already in receipt of Free School Meals O

My child/family is not entitled to Free School Meals O

I have made a recent claim and my child/family is now entitled to Free School Meals O

(Please email the reply from Thurrock Council to [admin@shawprimary.thurrock.sch.uk](mailto:admin@shawprimary.thurrock.sch.uk))

I'm not sure how to claim - please can you help me O

Print Name .....Signed .....

Names of Children .....

## **SCHOOL DINNER MONEY/CASHLESS**

### **Setting up your account**

- Click on link received in your welcome text/email
- Use email address that you receive all message from us to and not an alternative
- Use mobile number that you receive your texts too and not an alternative
- Use your child's first name only
- Give the log in time to register if you log in correctly you will be prompted to change your password to one that you will remember – the school cannot see this password so please make a note of it
- If there is an issue with the log and it is not recognised then use the reset password link and the bottom of your screen. This will send you a onetime passcode which you should use when prompted and then use the original password, sent in your welcome message, to reset

If you have more than one child at the school your children will automatically link if you use the same email and telephone number for both children – if this doesn't happen, please contact the school

### **Booking Dinners**

- Dinner menus will be opened live for booking on a Monday for the following week
- You have until midnight the night before to make your booking i.e ordering for dinners on a Monday must be done by Midnight on a Sunday YOU MUST use the online booking system for ALL dinners. NOTE if your child is in receipt of free school's meals or in the infants and in receipt of infant free meals then you must still book online but you will not be charged.
- If you book a dinner and then your child is off the dinner will be cancelled and the money refunded back to your account

### **Breakfast club**

- To pay for breakfast club you need to go in to the club section on the school money portal and book and pay as you do with dinners and this can be done up until the evening before

### **Trips**

- Paying for trips that have been confirmed will be available to pay in a lump sum or in instalments





schoolmoney

# Parent Login Tips

This tips sheets guides you through the steps to take if you are contacted by parents who say that they cannot log into the **SchoolMoney** system. Usually when this happens, it is because they are receiving the message Invalid Login Details.

1. Make sure that the parents are selecting the **SchoolMoney Parent Login** option when signing in. If they are being asked for a username and password, they have selected the incorrect login option.
2. Check that the mobile number and email address you have in **SchoolMoney** Admin/Students is the same as what they are putting in. We advise that you check our system not just your MIS, as they could be different. Make sure that you double check the spelling of the email and watch out for duplicate letters.
3. Resend the password to the parent and advise them that it needs to be entered exactly how you have sent it, all in lowercase. Some phone/devices can automatically capitalise the first letter in a new box so advise the parents to watch out for this. If they have reset their password, sent them the reset link again and ask them to write down the password so that they remember it.
4. Make sure they are entering their child's first name only exactly as it is entered in **SchoolMoney**.
5. If they are still struggling, get them into the office and do it alongside them. This way you can see if they are entering anything incorrectly
6. Make sure that the parent isn't autocompleting any of the details. The parent needs to type in all details from scratch.
7. Ask the parent to clear their history/cache from the device they are using (if they search how to do this on the internet it will give them instructions for their device/browser)
8. Ask the parent to try a different device/browser.
9. Make sure that the parent isn't keeping the website up in the background on their phone. Advise them to close all browsers/apps/webpages that are open and make sure they are going through to the website fresh each time instead of just selecting a page that is already open.
10. If the parent is getting a different error message or they are still struggling after going through the above steps, please get them to screenshot the login page and send it across to us by submitting a support request at [www.eduspot.co.uk/support](http://www.eduspot.co.uk/support)



Being a parent can be a rewarding and happy experience however, there can also be times of worry and difficulty, and this is where the Family Partnership Support Officer (FPSO) may be of help.

A FPSO can help during challenging times with practical help and emotional support and whilst they may not have all the answers they will endeavour to find someone who does.

We believe that working together, in partnership with parents, will ensure that your child thrives at Shaw and will develop both academically and socially to their full potential.

Our Family Partnership Support Officer is here to assist you and your child with issues at home and school that are affecting the family's wellbeing, and ultimately your child's ability to learn and participate fully in school life.

They are able to provide support to families. This may be by providing a listening ear, a shoulder to cry on, offering support and advice, or by signposting you to relevant agencies or other colleagues in school.

*Some examples of areas in which they can support parents are:*

- ♦ Issues around attendance or advice about



term time leave

- ♦ Family circumstances that may be affecting your child's education e.g. parental separation, bereavement or illness.
- ♦ To support and advise with form filling and referrals
- ♦ Finding services and other agencies available to help families
- ♦ Developing parental engagement through our volunteering scheme
- ♦ Medical/health concerns.
- ♦ Transition support

Life can sometimes be a challenge!

Unfortunately, we can't change that but what we can do is learn how to deal with the challenges in a positive way.

### How to Contact our Family Partnership Support Officer

If you would like to speak or meet with our Family Partnership Support Officer, please either:

- ♦ Complete an orange 'message slip' or write a note and pop it in the message box at school office

OR

- ♦ E-mail the FPSO at [FPSO@shawprimary.thurrock.sch.uk](mailto:FPSO@shawprimary.thurrock.sch.uk)



## Aims

- To continue to improve attendance and punctuality
- To support working parents
- To further develop links with school and home
- To help children begin the day with a cost-effective healthy, nutritious breakfast
- To provide a relaxed, friendly and happy start to the day
- To support collaborative play and other social skills through games and activities

## Expectations

- **Children will be expected to follow our school's 'Code of Conduct'.**
- Failure to follow any of the requirements listed may result in the withdrawal of the opportunity to attend Breakfast Club provision or the provision offered being limited.
- Should you require any further information, please ask at the school Office.

## What you need to know about Breakfast Club:

- Breakfast Club will be situated in the Junior Hall.
- The club is open to children attending Shaw in years Reception to Year 6.
- A selection of activities and games, suitable for a range of ages and interests, will be offered - after children have eaten.
- Children will be escorted to their classes at 8.40 by a member of staff.
- Breakfast club places need to be booked via the School Money website.
- Children may attend for the full week or on chosen days.
- **7:30am to 8:40am** (By evidence-based written request ONLY – Places to be agreed by Headteacher)
- **Cost: £3.00** per pupil
- Food options: Toast, cereal and yoghurt.
- Booking: by midnight on the evening before attendance.
- **7:45am to 8:40am**
- **Cost: £2.50** per pupil
- Food options: Toast, cereal and yoghurt.
- Booking: by midnight on the evening before attendance.
- **8:10am to 8:40am**
- **Cost: FREE**
- Food options: Cereal and yoghurt.
- Booking: by midnight on the evening before attendance.

All menus include a drink of milk or water and children may choose two food items for their breakfast. We are currently looking into adding fruit to all menus and will update you once we have found an appropriate provider.

## IMPORTANT INFORMATION

It is the parent's responsibility to ensure Breakfast Club staff are aware of any dietary needs and if child/ren require consideration to be taken of any allergy or medical issue related to diet this has been notified using the school's usual procedure related to this.

It is the parent's responsibility to ensure Breakfast staff are aware of any medical needs and if child/ren require the school to support administration of medication this has been requested/agreed using the school's usual procedure related to this.

It is the parent's responsibility to ensure that children arrive safely at Breakfast club - Parents are therefore required to ensure their child/ren are escorted by an adult to the doors of the Junior Hall and passed into the care and responsibility of Breakfast club staff.

## Ways to be involved at school

### *I would like to be involved at school. What could I do?*

Throughout the year we have a number of special events to which parents/carers are invited. These include:

■ a weekly sharing assembly where each class takes it in turn to share their work with their parents and the rest of the school

■ more traditional events such as sports days, concerts/performances, the Christmas Bazaar and other fundraising events.



*The school runs a Volunteer Helper Scheme which encourages parents to help in school. Not only will you have the pleasure and reward of working with our staff and children, but we also give lovely presents as a thank you.*

*Please note that all volunteers will be expected to undertake a DBS check (police check).*



*The Friends of Shaw is a committed group of parents that organise and run events to engage parents and raise funds to support the work of the school. This may take the form of buying equipment or providing funds to assist the school in enriching children's experiences. Events organised so far have included: The Christmas Fayre, children's discos, an Easter Draw and Summer Inflatable's Day*



*The Governing Body is a group of volunteers from the school and local community who are elected to make decisions about how the school is run and how the school's budget is allocated. Each Governor serves for a period of four years after which they can choose to stand for re-election.*

*Parent Governors are a valuable part of the school's Governing Body. They are able to voice parental concerns and ensure that communication between the school and parents is informative and easy to understand.*

*If you are interested in volunteering for any of the above, please contact the school office or email [FPSO@shawprimary.thurrock.sch.uk](mailto:FPSO@shawprimary.thurrock.sch.uk).*



## *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, curriculum policy or inclusion policy, before deciding whether to apply for their child to attend the school.*

## *High standards*

*At Shaw we believe 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 either call the school office and ask for a copy of a policy, or go online to <http://www.shawprimaryacademy.co.uk>, scroll over 'Our School', and from the drop-down menu select 'Our Policies'.*

## *Key policies*

- *Some of our key policies are:*
- *Accessibility Plan*
- *Admissions Arrangements*
- *Anti-bullying Policy*
- *Behaviour for Learning Policy*
- *Charging & Remissions Policy*
- *Child Protection Policy*
- *Equality & Diversity Policy*
- *Home School Agreement*
- *Equality Information and Objectives*
- *Code of Conduct*
- *Complaints Policy*
- *Safeguarding Policy*
- *Sex & Relationships Policy*



### *What are our school times?*

- *Breakfast Club: 7.45am - start of school.*
- *School – Children need to be in class for 8.45am please (Reception and Key Stages 1-2)*
- *End of day is 3.15pm.*
- *Nursery: 8.45am-11.45am*

*It is very important that children are in class for 8.45am families to arrive at school by 8.40am when the gates open.*

### *Uniform*

*A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community.*

#### **Basic Uniform**

- *Knee length black/grey skirt or pinafore*
- *Plain black/grey school trousers, tracksuit bottoms or leggings*
- *White blouse/shirt or a plain white polo shirt*
- *Plain royal blue sweatshirt, cardigan or fleece*
- *Black/grey/brown sensible school shoes*

#### **Summer Options**

- *Blue and white check summer dresses.*
- *Plain blue/black/grey shorts.*

#### **PE kit**

- *PE kit must be different attire from school uniform and should be in school at all times.*
- *Plain white or blue T-shirt*
- *Plain blue/black/grey shorts*
- *Plain blue/black/grey joggers*
- *Plimsolls and outdoor trainers*
- *Long hair should be tied back*

### *Preloved Uniform Shop*

*We run a Preloved uniform shop where old uniform can be donated which will then be available to families who would like it. Our Preloved Uniform shop is completely free. If there are ever any items, you need to please call our FFSO Mrs Downes who will look through to see if we have any in stock. Or email [ffso@shawprimary.thurrock.sch.uk](mailto:ffso@shawprimary.thurrock.sch.uk).*

### *Jewellery/make-up*

*Children should not wear jewellery to school with the exception of small studs, which should be covered or removed during physical activity. Make-up and nail varnish are not permitted.*

### *Hooded tops/baseball caps*

*Baseball caps and hooded tops may only be worn during playtimes and lunchtimes. At no time are they to be worn inside the buildings.*

### *School Lunches / Healthy Eating*

#### **School lunches**

*Thurrock Catering Service provides a hot school meal available to all children on a daily basis. Menus are published in advance and children are able to order their choice of dinner online. Using the school payment system School Money—[Edsp.co/sm-login](http://Edsp.co/sm-login)*

- *The menu changes daily and runs on a three-week rota - a copy of which is available from the school office.*
- *Currently children in Reception, Yr 1 and Yr 2 are entitled to a universal free school meal. For children in years 3-6, Your child's school dinner and breakfast club space can be booked online up to midnight the night before.*
- *Parents on certain benefits may be entitled to claim free school meals. All applications must be made online – you can do so by logging on to [www.thurrock.gov.uk/account](http://www.thurrock.gov.uk/account), My Account services, select 'Education and childcare', 'Free school meals' and then 'Apply online'. You can create an account if you don't already have one – you just need a valid e-mail address.*
- *We ask that all parents make an application for Free School Meals even if your child is entitled to a universal free school meal as doing so entitles the school to significant additional funding from the Government.*

#### **Packed lunch**

- *Alternatively, children may bring a packed lunch to school. Drinks should be in a plastic bottle or carton. Cans, fizzy drinks, flasks of soup and glass bottles are not allowed. Children with packed lunches should also have healthy food... sweets and chocolate are to be kept to a minimum.*



## Key Information

### Healthy eating

As a recognised Healthy School, we promote a healthy lifestyle which includes eating. Our practice includes:

- encouraging all children to drink plain water throughout the day. Children are welcome to bring in a filled plastic water bottle to class each day.
- operating the '5-a-day fruit scheme' for all Key Stage 1 children – each child receives one piece of fruit at break free of charge.
- Key stage 2 children are allowed to bring in a health snack, we ask parents not to give their children fizzy drinks and sweets at break times.

Please see below for examples for healthy snacks:

- Fresh Fruit
- Vegetables
- Low sugar cereal bars
- Rice cakes
- Wholemeal crackers
- Low fat cheese
- Low fat yoghurt tube
- Low fat/low salt maize/corn snacks/crisps

### Attendance and punctuality

The school expects all children to be 'In School, On Time' every day. Each child is set a personal attendance target

of at least 96% and this is monitored regularly throughout the year. The school has a wide range of rewards to celebrate both excellent and improved attendance but also has a strict scale of escalation should a child's attendance cause concern.

Punctuality is also very important. We have seen that persistent lateness has a detrimental effect on children - they miss the introduction to the morning's work and often feel embarrassed about walking in when everyone else is settled. **Please therefore ensure that your child is in class by 8.45am every day.**

### Mobile Phones

Mobile phones are not allowed in school or on school visits. If your child walks to school by his/herself and it is imperative that they have a phone with them, it should be handed into the school office before registration and collected at the end of the school day.

### Homework

At Shaw we believe that home time is family time, all we ask this that you read with your child daily, they will have spellings and Rapid Recall practice for the end of each week.



## 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 on 01708 852367 and we will be happy to help!*

### ***Do I need to book in advance for Breakfast Club?***

*Breakfast Club is open every day this will need to be booked you can do this via the School Money app, it can be booked up to the night before. We are happy to accommodate children every day or just as an occasional basis.*

### ***What happens if my child is ill or has an accident at school?***

*If a child suffers an accident or feels unwell at school they will be seen by a qualified first aider, if necessary, who will assess the best course of treatment in conjunction with the Headteacher or Deputy. Significant injuries/illness will be reported to parents immediately by phone and they will be given the opportunity to come to school to see their child and take them home if deemed necessary. Parents will be informed of less serious injuries by note which will be sent home with their child at the end of the day.*

### ***Does the school administer medication?***

*The school does not usually take responsibility for administering medicines; however, there may be an exceptional case, e.g. a child with diabetes or ADHD. Children with asthma are encouraged to administer their own medication when needed. All medication is stored securely in your child's classroom in personalized packs.*

*Our Supporting Children with Medical Conditions Policy requires parents to complete a request form to administer any such medication.*

*Under NO circumstances should medicines/tablets/creams be given to a child to keep in their bag to self-administer. Parents are welcome to visit*

*the school at lunchtime to administer painkillers/antibiotics etc.*

### ***What should I do if my child is poorly or has an appointment?***

*If your child is absent from school for any reason you must notify the school, by phone or in person on the first day of absence. We have a dedicated absence line (01708 852367 Option 1) that is available 24hrs a day. You can also email [fpso@shawprimary.thurrock.sch.uk](mailto:fpso@shawprimary.thurrock.sch.uk) with the reason for your child's absence. If we have not heard from you by 9.15am on that day, the school office will ring to ensure that your child is safe at home and to find out the reason for their absence – this is called a 'first day call'.*

*It is important that children are not kept away from school unnecessarily; we encourage children to come into school with general coughs and colds, however we would not expect you to send your child into school if they are too unwell to participate in the normal school day. If your child is due to attend a local medical appointment, we ask that you make it for after our registration time. That way you can bring your child to school first to get their mark and then take them to their appointment.*

### ***Can I take my child on holiday during term time?***

*The school does not to authorise any holiday during term time unless there are exceptional circumstances. A 'Request for Term Time Leave' form can be obtained from the school office or on our school website. Once completed it will be considered by the Headteacher.*

*With effect from Sept 2014 the school may issue a Penalty Notice for term time leave or other unauthorised absences.*

## Frequently asked questions



### *How will I know how my child is progressing?*

Every term you will have the opportunity to speak to your child's teacher on one of our scheduled Parents Evenings. Towards the end of the Summer Term, you will receive a full written report of your child's progress during the year. This report will contain your child's SATs levels, if appropriate eg if your child is in Yr 2 or Yr 6.

At the start of the autumn term a Termly letter is sent home from the class teacher outlining the work your child will do during the term as well as dates for PE etc.

The school operates an 'open door' policy, and it is normally the case that your child's class teacher can see you within 24 hours should you have any concerns or just want an update. Please leave a message using our orange slips in the main school office.

### *How will I know what is going on in school?*

- The school issues a monthly newsletter is emailed to all parents and can be accessed via the school's website [www.shawprimaryacademy.co.uk](http://www.shawprimaryacademy.co.uk) or you can pick up a hard copy from the school office.

- A list of important dates can be seen on our website
- The school has a very comprehensive website [www.shawprimaryacademy.co.uk](http://www.shawprimaryacademy.co.uk), which is full of information for parents and children. This includes lots of photos and videos of the children's learning and other school events.
- We use a school to family texting and email service to send information and reminders to parents.
- A termly letter is sent to parents detailing the children's topic for the term and the school's expectations.

### *How do I raise a concern or make a complaint?*

There are times when a parent may have a concern or complaint. Most concerns can be resolved through discussion with the class teacher, Inclusion Manager and/or the Headteacher or Deputy. If you have a problem, please contact the school in order that the issues can be addressed and resolved.

If we are unable to resolve an issue, there is a formal complaints procedure that needs to be followed. Our Complaints Policy can be found on the school website. Alternatively, a hard copy can be requested from the school office.

*All forms can be found on our website which can be filled in and emailed to [admin@shawprimary.thurrock.sch.uk](mailto:admin@shawprimary.thurrock.sch.uk)*



## How to find us



### *Our Aims*

*To support each pupil in reaching the highest levels of achievement.*

*To develop the self-esteem of each pupil, helping them to grow in maturity, confidence and independence.*

*To develop a supportive partnership between home and school with each partner recognising and valuing each other's contribution.*

*To promote the spiritual, moral, cultural and physical development of all our pupils.*

*At Shaw we want our children to be:*

- *Safe*
- *Happy*
- *Aiming High*
- *Working Together*

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