**School Information**

**Organisation**

Children spend seven years in their primary school and each age group is classified as follows:

 **Age**  **Year**

 4-5 years old Early Years Foundation Stage (EYFS)

 5-6 years old Year 1 (Y1)

 6-7 years old Year 2 (Y2)

 7-8 years old Year 3 (Y3)

 8-9 years old Year 4 (Y4)

 9-10 years old Year 5 (Y5)

 10-11 years old Year 6 (Y6)

At the moment, classes are organised in the following way:-

 EYFS Early Years Foundation Stage

 Class 1 Yrs 1 and 2

 Class 2 Yrs 3 and 4

 Class 3 Yrs 5 and 6

All children between the ages of 5 and 11 study the National Curriculum as well as the school's own curriculum. The Foundation stage children follow the Early Years Foundation Stage Guidance. This underpins all future learning by supporting, fostering and promoting children's development. Y1 and Y2 follow the Key Stage 1 Programmes of Study, and Years 3, 4, 5 and 6 follow the Key Stage 2 Programmes of Study.

**PARENTS IN PARTNERSHIP**

We welcome parents and carers into Seagrave Village Primary School believing we

are partners in the education of your children.

There are many opportunities for parents to become involved in the work of the school and to gain a greater understanding of its work. Parents’ time and expertise can be used in many ways in school and is greatly valued. Police checks and DBS checks are carried out on all adults helping in school.

If you are ever able to help please contact your child’s teacher.

![MC900366110[1]]()**Communication with parents/carers**

The school communicates and shares successes with parents/carers in various ways e.g. through newsletters, celebration assemblies and parent’s evenings. We communicate messages through WEDUC which also has an online payment facility for parents. Information is also placed on our website (www.seagravevillageprimary.co.uk).

We offer 3 opportunities a year for you to come in and discuss your child’s progress in our Parent – Teacher meetings. However, we are always available if you need further time to discuss any concerns. Please make an appointment with your child’s class teacher.

**The Parent Teacher Association (PTA)**

The Parent Teacher Association is made up of parents, carers, staff and Governors of the school.



The PTA provides invaluable support to the school through organising many events involving parents/carers. The money raised provides extra facilities and equipment for the pupils. The PTA holds regular meetings in school and if you are interested in attending or becoming a committee member please contact the Chairs or speak to your child’s teacher who will direct you to a member of the PTA.

The PTA needs the support of parents to ensure it is able to continue to enrich the lives of your children. You can play a part in many ways, including:

* as a committee member;
* by supporting and attending school PTA events;
* by volunteering to help at an event, as a one-off or on a regular basis.

**School Hours**

Our school day is organised as follows;

Morning session

8.50am - 12.00 noon - morning school

Afternoon session

1.10pm - 3.30pm - afternoon school

Children also have a morning and afternoon break.

The gates open at 8.45am when children enter their classrooms in readiness for registration at 8.50am. The school doors are locked again at 9.00am. Parents should be aware that arrival after 9.15am is classified by the Academy as an unauthorised absence. The school has put in place measures to monitor both absences and late arrivals and excessive occurrences may result in referral to the Local Education Authority. It is very important that good habits are formed early. Being punctual is very important and helps the day get off to a good start.

**Absences**

If your child is absent from school through sickness please could you telephone the school as soon as possible, giving the reason. If no reason for absence has been received by 9.30am, parents will be contacted by telephone to determine the absence if not previously notified. We are obliged under Government regulations to record all reasons for absence. Where we are not satisfied that there is a genuine reason for absence we are obliged to record ‘Unauthorised Absence’ in the school register.

![MC900237635[1]]()**School Meals**

Hot meals are provided free of charge for children in Foundation stage to the end of Year 2. There is a meat and a vegetarian option each day and also Jacket potato is a daily option. Older pupils may order hot meals and menus are changed each term. Pupils eligible for free school meals will receive a hot meal each day.

![MC900440524[1]]()Pupils may bring a packed lunch to school if they prefer. Please ensure that packed lunches are brought in a secure container or lunchbox labelled with your child’s name. Cutlery is not provided for pupil’s having sandwiches so please ensure that spoons for yoghurts etc are included in your child’s lunchbox. Although water is available throughout the day, you may like to supply a drink for lunchtime. We prefer drinks to be supplied in plastic flasks or bottles or other safe containers. In the interest of health and safety, we would ask that children do not bring cans or glass bottles. As part of our Healthy Eating initiative, they should not bring fizzy drinks or sweets. Very importantly, we are a ‘nut aware’ school, whilst we cannot guarantee there are no nuts or nut products in school, we do our utmost to avoid any products containing nuts. Please support us in this by reading all food packaging carefully to ensure they do not contain nuts of any description.

**Break time**

Milk is available through the Cool Milk scheme. All 4 year old children are entitled to free school milk until their 5th birthday. All children will have been registered for milk, please let the office know if your child does not require milk. If you would like your child to have milk when they reach 5 or older, you have to register them at [www.coolmilk.com](http://www.coolmilk.com).

You may like your child to have a mid-morning snack. We welcome fruit and vegetable products, but not sweets, chocolate or crisps. As mentioned above, please note that we have some children with nut allergies so we are a ‘Nut intolerant’ school.

The school is part of the Government’s National School Fruit and Vegetable Scheme and all children in Foundation stage and Key Stage 1 will be offered a piece of fruit daily, at no cost.

**First Aid**

Simple first aid is given at school when necessary. If an accident needs hospital attention we will make every effort to contact you first. Please ensure information from you is up-to-date so that you can be contacted.

**Medicines**

![MC900293276[1]]()Although teachers and first-aiders are advised not to administer medication to a child we do appreciate that, sometimes, it is necessary for a course of antibiotics to be completed over a long period of time and the child might be well enough to return to school before the course is completed. On these occasions, our First Aiders have agreed to administer the medicine, providing that we have received the appropriate authorisation from you. All necessary details regarding timings and dosage are needed in writing on the form that we will provide to you.

Children who need to keep an inhaler in school for the treatment of asthma also need a permission form from you to be signed. Their inhaler(s) will be kept in the classroom. A record is kept of all medicines administered to include, date, time and dosage.

If your child needs medication during the day that requires the removal of any clothing, e.g. steroid creams to be applied to the body, you need to be available to administer it.

**Sun Protection**

During warm summer months all children should have a named sunhat in school which they will be encouraged to wear when playing outside. Wide brimmed hats or those which cover the neck are ideal.

School staff are not permitted to apply sun cream to children but we would ask that you apply a long-lasting sunscreen before school in good weather.

**Emergency contact information**

Please ensure that your contact details are correct and updated whenever changes occur, and that the school is told about any health matters, especially allergies, relating to your child.

# Parking

Parents bringing children to school or picking them up in the afternoon are asked, by both the school and the Police, not to park in front of the school premises or on the corner under any circumstances whatsoever, for the obvious reasons of the safety and well-being of our children. There is a large car park at the village hall which we are asked to use.

**School Uniform**

What a child wears to school reflects his/her attitude to learning; it portrays the school's ethos and shared positive values. We have a very simple uniform that the pupils are asked to wear. Listed below are embroidered items available plus details of school colours.

The school colours are red, white and black. The following items are available online at yourschooluniform.com:

Red sweatshirts

Red sweatshirt cardigans

White or red Polo shirts

Red PE T-shirts

Black school shoes (Not trainers)

N.B. Foundation Stage children are given a red book bag when they first join the school. This should see them through Key Stage 1.

In addition to the red sweaters, they wear grey or black trousers, shorts, skorts, skirts, pinafore dresses, red or white polo shirts or checked dresses. Boys wear grey or black shorts or trousers. Please note that all dresses and skirts should be knee length or longer. Most supermarkets and large clothing stores stock these items.

**P.E**

It is important for pupils to wear correct clothing for physical activities. For indoor activities children wear red T-shirts and black shorts. For activities outside children need a track suit (red and/or black) and trainers.

Jewellery must not be worn for sporting activities and long hair should be tied back. If it is not possible for stud earrings to be removed for PE sessions, owing to the ears being newly pierced, the children should bring plasters or Micropore tape to school to cover them, for Health and Safety reasons. All clothing should be clearly labelled.

**Jewellery and other adornment**

The only items that are considered appropriate are watches, and small studs worn in pierced ears.

**Extra Curricular Activities**

The school offers a wide range of extra curricular activities both during and after school. They may include football, craft, rounders, drawing, maths, ICT, cross-country, athletics and gardening.

We review the clubs regularly to try to ensure that the needs of our current pupils are met. However, we do rely on the goodwill of parents, teachers and Governors to deliver these activities.

**Homework**

Throughout their time at Seagrave Village Primary School pupils will be encouraged to spend some time at home following up work or completing tasks set by the teacher. Most of the time pupils will be able to complete the work on their own, but there will be times when they will need your help. Some tasks will require you to work with your child. The work set may be reading, learning spellings and tables, discussing, researching, investigating and reinforcing.

**Visits**

An essential part of our pupils' learning at school is the day visits and residential visits we offer. Seagrave Village Primary School is committed to offering this rich source of learning. However, there are times when the cost cannot be borne solely by the school. Contributions will be required to ensure that the activity takes place.

**Safeguarding Procedures**

The Children's Act 1989 requires the safety and welfare of the child to be of paramount importance, it overrides all other considerations. All schools are legally required to follow the procedures of the “Education Child Protection for Young People”.

The authority requires Head teachers to report any obvious or suspected cases of child abuse which includes non-accidental injury, severe physical neglect, emotional abuse and /or sexual abuse. This procedure is intended to protect children at risk.

The Designated Safeguarding Lead in school is Mrs K.Litchfield. The deputy DSL is Mrs M. Chafer.

**Discipline**

Matters of discipline are dealt with initially by the class teacher or the 'on duty' member of staff. When a situation demands it, the Headteacher takes responsibility for disciplinary measures. At all times pupils are encouraged to consider and be responsible for their own actions. Our aim is to make the pupil more aware of the necessity for self-discipline, self-awareness and self-control. In the case of a serious breakdown of conduct, the Headteacher always seeks to assess the situation with parents/carers.

The school has a Positive Behaviour Policy, which is reviewed annually.

All members of the school team, Governors, parents/carers, staff and pupils are expected to implement and abide by the Code of Conduct in the Behaviour Policy. We believe that adults are role models for behaviour in our school.

**If your child has a problem at school**

![MC900088966[1]]()From time to time in children's lives, events may take place that are upsetting for them. If you are able to share information about your child's personal life with us it can be extremely useful in helping us to offer understanding and support. This will always be dealt with in the strictest confidence.

If you think your child is experiencing any kind of difficulty at school, or if you have any concerns about aspects of school life, then you should talk to your child's teacher first or the Headteacher.

We aim to foster respect for all peoples of all faiths, cultures and races. This school strives to develop attitudes and ways of behaving that are appropriate to living in a society that wishes to eradicate racism and the social scars it produces. We declare ourselves unequivocally opposed to racism and to any discrimination in the education service to which it gives rise. We believe in a partnership between teachers and parents which combats racially ignorant and prejudiced attitudes in the school and which challenges instances of racist behaviour whenever they occur.

**ESSENTIAL INFORMATION 2020/21**

 **Contacts**

 Address: Seagrave Village Primary School

 Green Lane

 Seagrave

 Loughborough

 Leicestershire

 LE12 7LU

 Tel: 01509 812486

 E mail: office@seagrave.bepschools.org

 Website: http://www.seagravevillageprimary.co.uk

 LA Address: Children and Young People’s Service

 Leicestershire County Council

 County Hall

 Glenfield

 Leicester

 LE3 8RF

 Headteacher: Mrs Kate Litchfield 01509 812486

 Joint Chairs Mrs Charlotte Simpson

 of Governors: Mrs Vicky Haig

 Number on School Roll: 96

 (as at May 2020)

