



Parent Handbook

Taking you step-by-step through starting school





It is great news that your son or daughter is starting at our school. Thank you for selecting us.

We need some information from you

Could you please follow the steps in this Parent Handbook and then hand in your completed forms to the school office.

Answering your questions

On page 11 is Key Information and pages 12-13 answers to frequently asked questions. If you have any questions that are not answered here, please contact the school office on o115 9526100 and we will be happy to help!

Policies

On page 14 are details of some important policies you need to know about.

Welcome

Welcome to Priory Junior School and we look forward to getting to know you and your child.

Our website: www.priory-jun.notts.sch.uk

STEP 1: PUPIL REGISTRATION FORM [CONFIDENTIAL] Priory Junior School

NOTES

- 1. When your son/daughter comes to our school we normally ask for information about him/her.
- 2. We use this in a number of ways.

It helps us know who to send letters to and where to send them.

It tells us about any medical condition that might affect his/her education.

It gives us a person to contact if there is an emergency.

- 3. Will you please complete the form on the other side as fully as possible and return it to the school.
- 4. Please complete the forms using BLOCK CAPITALS.
- 5. If you do not know what something means please do not hesitate to contact the school.
- 6. You may be worried about having all the information on a computer and so we would like to reassure you that:

All the information asked for has been agreed by the County Council.

You may see the information held at any time.

You may request a printed copy of the information held.

7. Please return this form to school in a sealed envelope.

All schools are required by law to keep on record details of children admitted; we should therefore be grateful if you would complete this form in BLOCK CAPITALS and hand it into the school office before your child is admitted. This information may also be used in support of our responsibilities to safeguard and promote the welfare of children.

PUPIL DETAILS				
Legal Surname:	Legal Forename:		ame:	
Middle name(s):		Preferred Forename:		
Preferred Surname:		Date of birth:		
Gender:	Male / Female (delete as applicable)	Date of Arriv (if applicable		
Siblings in Schools:	Siblings Name:		Siblings Nan	ne:
	Siblings Name:		Siblings Nan	ne:
	ADDRES	S DETAIL	S	
	Presen	t address		
Flat/apartment no.				
Block Name:				
* House no./name:				
* Street				
* Town/city				
* County:				
* Postcode:				

STEP 1: PUPIL REGISTRATION FORM [CONFIDENTIAL]

Priory Junior Schoo

* Required fields	* Required fields			Term time / overseas / other
	PARENTA	L CONTACTS	5	
Details of parent 1		Details of parent 2		
Mr/Mrs/Ms/Miss/	Other	Mr/Mrs/Ms/Miss/Other		
Forename:		Forename:		
Surname:		Surname:		
Address (if not ho	ome address above):	Address (if not h	ome addr	ess above):
Post Code:		Post Code:		
Tel No's:	Home:	Tel No's:	Home:	
161140 3.	Mobile:	161140 3.	Mobile:	
E-mail:		E-mail:		
Work: for emerg	ency use	Work: for emergency use		
Days/hours worked:		Days/hours worked:		
Address:		Address:		
Tel no:		Tel no:		
Priority to conta	ct in an emergency: 1 st 2 nd 3 rd 4 th 5 th	Priority to contact in an emergency: 1st 2nd 3rd 4th 5th		
Parental Respon	sibility: Yes / No	Parental Responsibility: Yes / No		
Relationship to child:		Relationship to child:		
With whom does	the child live?			

STEP 1: PUPIL REGISTRATION FORM [CONFIDENTIAL]

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ADDITIONAL CONTACTS

From time to time it may be necessary to contact someone during the school day, e.g. in the case of a child's sickness. Please list below the details of any person we can contact on such an occasion.

Details should be listed in the order of contact preference.

No.	Name & relationship to the o	child	Parental responsibility	Daytime address & telephone number (if same as home address please write HOME)
1		Priority to	Yes/No	Address:
		contact in an emergency	(delete as required)	
		1 2 3 4 5		Phone:
2		Priority to	Yes/No	Address:
		contact in an emergency	(delete as required)	
		1 2 3 4 5		Phone:
3		Priority to contact in an	Yes/No	Address:
		emergency	(delete as required)	
		1 2 3 4 5		Phone:

MEDICAL INFORMATION		
DOCTOR		
Doctor's Name:		
Surgery Name and Address:		

o Artificial coloo No nuts of ano Vegetariano No dairy prod	ny type/quantity c	o Gluten Free o No pork o No Beef o Seafood allergy	o Kosher food onl o Ramadan o Other (please sp	,
MEDICAL INFO	ORMATION			
Including aller	gies, medication req	uirements:		
(Please Tick)	o Epilepsy	o Diabetes	o Asthma	o Arthritis
[Please Tick]	o Epilepsy o Multiple Scleros		o Asthma o Eczema	o Arthritis o A.D.H.D.

Diagnostic Unit; etc)

Is there any other information you feel we should be aware of? (E.g. does your child have Special Educational needs?)

Black or Black British

O Any other black background

O Caribbean

O African

ETHNICITY

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STEP 1: PUPIL REGISTRATION FORM [CONFIDENTIAL]

Telephone:

pre-school education, where known.

For pupils being admitted into Reception Year only, please include the number of terms spent in

Priory Junior School

SCHOOL HISTORY PREVIOUS EDUCATION DETAILS (Most Recent First) – INCLUDING ELECTIVE HOME EDUCATION School / **Contact Details** Date of Date of Reason For arrival leaving Leaving Pre-School Name (dd/mm/yy) (dd/mm/yy) Address: Telephone: Address: Telephone: Address:

ETHNIC/CULTURAL INFORMATION

Please complete the following, this will help us to see how well children from different groups are doing. We want to make sure that <u>all</u> children are treated fairly and do well at school

Other O Any other ethnic group

Chinese

O Chinese

White	Ľ
O British	ľ
O Irish	Ľ
O Traveller of Irish Heritage	Ľ
O Gypsy/Roma	ľ
O Any other white background	
	1

Asian or Asian British O Indian O Pakistani O Bangladeshi O Any other Asian background

Mixed White & Black Caribbean O White & Black African O White & Asian O Any other mixed background

RELIGION O Sikh O Jewish O No Religion O Christian O Roman Catholic O Buddhist O Muslim O Other

LANGUAGE Family home language Additional language (Collected by school for DfE) (if applicable)

NATIONALITY COUNTRY OF BIRTH

VISAS This information is important and will enable us to meet our children missing education responsibilities and to plan for any absences which may impact upon school attendance.

If your child is the subject of a visa to be the UK please state:

Priory Junior School

PARENTAL DECLARATION

DATA PROTECTION STATEMENT:

What happens to your personal information?

The purpose of this form is to collect data for further processing within the school/LA systems. Your signature on this form implies your consent for the school/LA to process the data. The data will be processed in accordance with the purposes notified by the school/LA to the Data Protection Commissioner's office and are subject to the General Data Protection Regulation (GDPR). The information given will be entered onto a computer and will form part of the School's database. This information will also be shared with the school nurse and dental health and as per the Privacy Notice and may be used in support of our responsibilities to safeguard and promote the welfare of children.

DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:

I declare the above information to be correct to the best of my knowledge at the time of completion.

I agree to notify the school of any change in my child's circumstances.

Signed: Date:
Relationship to child:

STEP 2: AUTHORISATION FOR LOCAL VISITS

Priory Junior School

Dear Parent/Carers

Authorisation for Local Visits

We need authorisation for all off-site activities. However I suggest one authorisation, which covers your child whilst at this school, for all local visits is adequate. This will include visits to the Library, nativity rehersals, etc. It will not include trips where coach travel is involved.

Once this authorisation is obtained, we wil simply notify when a local off-site trip is to take place. Residentials and day trips will be notified and permission obtained in writing.

Yours sincerely Priory Junior School
AUTHORISATION FOR LOCAL OFF-SITE VISITS
I agree to my child
Being taken on local, off-site visits, accompanied by the appropriate ratio of supervising teachers and helpers.

Date: [][]/[][]/[][]

Step 3

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STEP 3: Photograph Consent
Priory Junior School

Dear Parents/Carers

We are aware of the concerns surrounding the use of children's photographs, and recognise that parents want to know that school takes every precaution to guard against their possible misuse. We have worked hard to establish sound practices which acknowledge and address any areas of risk; this has been a 'common sense' approach, proactive not reactive.

We include the relevant extract from our school policy document for your information and request your permission to include your child's photograph in our school publications. (Our procedures with respect to photos taken by people other than school staff/for other purposes are included here too).

Headteacher and Governors Priory Junior School

Child protection

We will only use images of children in suitable dress. The Headteacher and Governing Body will decide if images of some activities – such as sports or arts – are suitable without presenting risk of potential misuse. 'Suitable dress' is deemed to be: school uniform, sports kit, fancy dress, appropriate to context.

Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school's child protection officer, Social Services and/or the police as appropriate.

Individual pupils will not be named in conjunction with their image and we will never use an image of a child who is subject to a relevant court order.

Websites

We will adopt the same principles as outlined above when publishing images on the Internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently there is a greater risk of misuse of images, via the Internet. We will therefore give specific consideration to the suitability of images for use on the school's website.

Images, and accompanying details, will only be used in line with government guidance as outlined on the Department for Education and Skills Superhighway Safety website (www.safety.ngfl.gov.uk/schools).

Mobile phones

Misuse of mobile phones that can take and transmit images will be regarded as a breach of school discipline and dealt with in accordance with our Child Protection statement. This applies to both visitors and staff.

External photographs and events

If the school invites or permits an external photographer to take photographs within school, we will:

- · Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Not allow unsupervised access to children or one-to-one photo sessions at events (Supervised is understood to include within sight, albeit at a distance, from the supervisor)

Photographs taken by parents / carers

The same conditions will apply to filming or video recording of events:

Any images will be deemed 'suitable without presenting risk of potential misuse'. Images of children at these events will be in 'suitable dress' as previously defined.

Photographs taken by journalists

These are exempt from the GDPR as newspapers are subject to strict guidelines governing the press. However, wherever possible and practicable, we will secure parental permission before allowing journalists to take photographs of pupils. Where parents decline to have any photographs taken we will do our best to comply with this wish.

Photographs taken by pupils: Cameras may be taken on school trips/visits but those accompanying a residential trip will be given out each morning and collected in at the end of the day's activities.

Signed:

Step 3

CHILD PHOTOGRAPH CONSENT FORM

To the	Parent/	'Carer	of:
--------	---------	--------	-----

- 1		
- 1		
- 1	and the state of t	
- 1		
- 1	Name of child:	
- 1		
- 1		

I am happy for the School to take my child's photograph or video to be used/saved as ticked below:

Nottinghamshire County Council occasionally takes photographs of children in its schools for promotional purposes. We would like to use a photograph of your child for our publications or website.

To comply with the GDPR, we need your permission before we use any photographs we have taken.

Please complete the declaration below and return it to the school office.

1 1 4

Do not permit any use of photos or videos listed above

Key information

What are our school times?

- 9.00am 3.30pm.
- 12.15pm 1.15pm lunch.

Arrivals and departures

School starts at 9.00am when the registers will be taken in each class. Please make every effort to ensure that children arrive promptly in time for registration. However, if your child arrives late please sign them in, at the Office. School finishes at 3.30pm.

Please collect your child promptly at the end of the school day from the school gate.



Uniform

Children should wear the school uniform:

- Navy blue sweatshirt/jumper or cardigan.
- Grey skirt or pinafore dress.
- Grey or black school trousers, no leggings
- Sky blue polo shirt.
- Sensible, black school shoes.

No trainers permitted

Navy blue sweatshirts, sky blue polo shirts (all with the school logo) may be ordered and purchased online from www.loopwear.co.uk. Please support us by encouraging the children to have a pride in their appearance.

P.E.

P.E., games and swimming form part of the curriculum. Pupils are expected to participate in full unless unfit to do so. We recommend the following kit:

- · White t-shirt.
- Navy blue or black shorts.
- Trainers.
- Warm tracksuit.
- P.E. bag

No branded sweatshirts, bright coloured tracksuits/ shorts/ t-shirts should be worn.

Purchase of school uniform items at www.loopwear.co.uk

Labeling of uniform

All items of uniform, P.E. and swimming kit and book bags must be clearly labelled with the pupil's name.

Food in school

There are two alternatives for the children's lunch time arrangements:

- School Meal.
- Packed Lunch.

We have an efficient school meals system and meals are produced on the premises. Menus are displayed for the children to see and the meals are served between 12.15 and 1.15pm.

Paying for meals

We operate a cashless payment system at school. Parents will be issued with a password and given details of how to order meals online. All lunches need to be paid in advance by midnight the day before the meal is taken.

Free school meals

Children may qualify for free school meals if their families are in receipt of certain benefits. If you think you may be eligible for Free School Meals, please ask for details at the school office. Any enquiry will be treated in the strictest confidence. Should you be eligible for this service but not wish to take advantage of it, we still need to know. Again, we do assure you that this information is strictly confidential.

Packed lunches, drinks and snacks

Children may bring their own packed lunch, which should be healthy and nutritious, (no sweets, chocolate or fizzy drinks are allowed) and facilities are available for them to eat between 12.15 and 1.15 p.m. If your child is going to bring a packed lunch, please ensure that all containers are safe, unbreakable and labelled with your child's name. Please note that lunchboxes which are unclaimed on Fridays and at the start of school holidays may be disposed of for health and safety reasons.



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Frequently Asked Questions

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

Absence

Regular attendance at school by pupils is the shared responsibility of parents, school and the Local Authority. Headteachers are not able to authorise 'leave of absence' requests unless there are exceptional circumstances.

Any parents wishing to make such a request should write to the Headteacher outlining specifically the reasons for the absence.

Attendance generally will also be monitored much more closely as it directly impacts on the progress of your child's learning. If the school has concerns regarding lateness or absence you may be asked to come in and discuss them with the headteacher. Punctuality is also closely monitored and a letter will be sent out reminding parents/ carers of the importance of their child being on time for school.

Contact the office

If your child is going to be absent please notify the Office by 9.00am by phone or text. Also, if they are going to be collected from school early, then please notify a member of staff as soon as possible (0115 9526100).

Medication in school

Only prescribed medication can be dropped into the school office before school starts.

If the school staff agree to administer medication on a short term or occasional basis, parents are required to complete a Consent Form. Verbal instructions will not be accepted.

Parents need to ensure there is sufficient medication and that the medication is in date. Medication should be provided in an original container with the following, clearly shown on the label:

- Child's name, date of birth.
- Name and strength of medication.
- Dose.
- Expiry dates whenever possible.
- Dispensing date/pharmacists details.

Personal possessions

Mobile phones, toys and personal possessions in school are discouraged. The school cannot accept any responsibility for items that become mislaid or damaged. Any mobile phones brought in to school must be switched off during the day and handed to an adult.

Accessories, hair and jewellery

We consider that high heeled shoes, open toes sandals, make up, gel nails and nail varnish are unsuitable for school. The wearing of jewellery is discouraged although medical alert bracelets may be worn. If children must wear stud earrings, they should be taken out for P.E. lessons. Extreme hair cuts and colours are not permitted.

Helping to support children's learning at home

At Priory Junior School we believe that there are clear benefits to Home Learning: it offers the ideal opportunity for children to share their learning with their parents/carers. The children who are the most successful are always those for whom parental involvement is high and encouragement from home matches the support and learning taking place at school.

Internet safety

We take e-safety very seriously at Priory Junior School and have filters in place to ensure as far as possible that children do not have access to inappropriate or upsetting information online.

Issues concerning children's welfare

If you have an issue concerning your child, please speak to his or her Class Teacher as the first point of contact.

Clubs and activities

Priory offers a variety of after-school clubs which are run by our staff team as well as external providers.

Wraparound Care

Breakfast and after school provision is located at Phoenix Infants and can be found at www. thelimetrees.co.uk



Enrichment programme

Children make visits to places of interest throughout the year to support the work or topic being explored in the classroom. Some visits are local but where transport and/or an entrance fee is required parents may be asked to make a contribution to the cost of the trip. Children may have the opportunity to go on residential school journeys. These are organised to give children the chance to become familiar with other environments and the opportunity to take part in activities and visit places that are new to them. The social aspect is also important as the children learn to be independent and to cope away from home.

Special Educational Needs

At Priory Junior School we are committed to meeting the academic, social, emotional and behavioural needs of all our pupils, and ensuring that all pupils including those with Special Educational Needs or Disabilities (SEND) have the opportunity to reach their full potential and make good progress within a positive and stimulating environment. We provide a high quality, flexible curriculum for all children through an inclusive approach which meets individual needs, enabling all pupils to be included fully in the life of our school and its community. Teachers have the highest possible expectations for all the children and teaching is built on what your child already knows, can do and can understand. Different ways of teaching are in place, so that your child is fully involved in learning in class - this may involve things like more practical learning.

Access

The main building is accessible to children with physical disability via the side entrance, which has an intercom to the main office.

There is also disabled facilities. We ensure that equipment used is accessible to all children regardless of their needs. Our full SEND policy can be found on our website under Key Information

Charging policy

The school will not charge for books, materials, equipment or instruction in connection with the National Curriculum or Statutory Religious Education taught in school, except where parents have indicated in advance their wish to purchase the product. We will not charge for any activities which take place in school time, apart from individual instrument tuition or in groups of up to 4. We may invite parents to make a voluntary contribution for activities in school time but children of parents who do not make a contribution will not be treated differently from those who do so. We have the right to cancel an activity if there are insufficient voluntary contributions to make it possible. We may also charge for board and lodgings on residential courses, except for pupils whose parents are in receipt of certain benefits, and for optional extra activities outside school hours when these are not a necessary part of the National Curriculum.

Frequently Asked Questions

Parents are asked to make a contribution towards replacing damaged or lost school property caused by wilfully or negligently by their children.

Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

In the event of school closure, we will send a text via your mobile phones to inform you, so it is really important that we have your up to date details on file. The information will also be broadcast on local radio stations.

Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

Working with parents

Parental involvement

Friends of Priory

This is an organisation which has worked for the good of the school and its children for many years. We are most keen that it should continue to flourish and grow. We hold events such as discos, garden parties, film nights and quiz evenings, to raise funds which are spent directly on the children. We subsidise some trips, take the children on outings such as to the Pantomime and buy extras such as high visibility safety vests for trips. Notice of Friends of Priory activities will be sent to you.

Hopefully you can come to one our meetings or events to see what the Friends of Priory does for your child at Priory, and ask any questions you may have. If you can't get to any of these but are interested in helping the Friends of Priory, please contact us with any questions you have.

Without new members, we cannot continue to provide for your children at the same level. We desperately need people to join in and help.

Communication with parents

In our school we aim to have clear and effective communications with all parents and with the wider community. Effective communications enable us to share our aims and values, through keeping parents well informed about school life. This reinforces the important role that parents play in supporting the school.

We have various strategies for communicating with parents. Some of our communications are

in accordance with a statutory requirement, while others simply reflect what we believe is important for our school.

Parent Evenings and reports

Every year we provide a written report to parents on their child's progress in the various National Curriculum subjects. This report identifies areas of strength and targets for future development. We offer parents the chance to comment in writing or make an appointment to discuss the report. We also give children in Year 6 the details of their performance in the national tests, and details of national comparisons.

Parents meet their child's teacher throughout the year in private consultations in the Autumn and Spring. This gives them the opportunity to celebrate their child's successes, and to support their child in areas where there is a particular need for improvement. Parents are able to see their child's work during these meetings. We encourage parents to contact the school if any issues arise regarding their child's progress or wellbeing.

News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line

with national expectations; we hope that it remains a time when children and parents can have some fun working together.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

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Policies



Autumn Term

Term dates 2023-2024

4th September 2023 – 22nd December 2023

Half term 23rd October – 3rd November 2023

Spring Term

4th January 2024 – 29th March 2024 Half term 12th – 16th February 2024

Summer Term

15th April – 26th July 2024 Half Term 27th – 31st May 2024

Inset days

Monday 6th November 2023 Friday 9th February 2024 Monday 8th July 2024

Monday 4th September 2023



Aims and philosophy of our school

Vision and values

Priory Pride

Peace - Respect - Independence - Determination - Equality

Our five core Pride values underpin all that we do; these values alongside other common values are at the heart of all aspects of our school. Our Priory curriculum has the golden thread of our PRIDE values running through; we LEARN with PRIDE.

Our Vision Statements

Working together

The school community work together to ensure all children are safe.

There is a strong sense of community – all members of the community working together for the good of the children.

Parents are confident that the school is ensuring that their child progresses well but also works hard to help their child to develop into a healthy, happy, caring and respectful member of society. They feel comfortable to be part of school life and to voice their opinions and feelings.

Support and Provision

Effective provision, support and nurture is given to vulnerable pupils and their families.

Achievement for All

Levels of attainment sit above the national average and all children make at least good progress from their starting points.

Children are taught how to be resilient and staff seek out opportunities to raise children's self – esteem and confidence in their abilities.

Pupil Voice

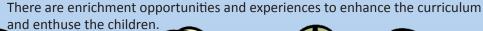
Children take an active part in school life – they are given a 'voice.'

Healthy and Happy

Children are encouraged to make healthy choices and opportunities are given for activity during the school day. Emphasis is placed on the importance of developing good health and mental well-being for life.

Creative Curriculum

The curriculum engages and excites and offers an appropriate level of challenge. It encourages children to be independent and curious learners.





Priory Junior School NG₄ 3LE

Tel: 0115 9526100





