

# Parent Handbook

taking you step-by-step  
through starting school

*Be the best that you can be*



# Step 1

## STEP 1: Data Collection Sheet Howes Primary School

Surname:		Legal Surname:	
Forename:		Middle name:	
Chosen name:		Gender:	
Date of Birth:		Year Group:	
Address:			
Post Code:			
Telephone:			
Email:			

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile/Email	Work Address Phone/Email
1		Tel: Mobile:	Place: Tel: Email:
2		Tel: Mobile:	Place: Tel: Email:
3		Tel: Mobile:	Place: Tel: Email:
4		Tel: Mobile:	Place: Tel: Email:

Travel Arrangements									
<input type="checkbox"/>	Bicycle	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Car	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	Public Transport

Dietary Needs							
<input type="checkbox"/>	Free School Meal	<input type="checkbox"/>	Paid School Meal	<input type="checkbox"/>	Sandwiches	<input type="checkbox"/>	Home

Medical Practice:	
Address:	
Telephone Number:	

Medical Condition

Ethnicity :		Country of Birth:	
Home Language:		Religion:	

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfES.

Signature: (parent/carer):	Date: [ ]/[ ]/[ ]
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### Sioux Cooke, Headteacher, says...

Its great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

#### 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 page 11-12 is Key Information and pages 13-14 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 02476 411711 and we will be happy to help!

#### Welcome

Welcome to Howes Primary School, and I look forward to getting to know you and your child.

## STEP 2: Medical Details

Howes Primary School

Name of Child/Class			
Address			
Phone No.		Date of birth [ ] [ ] / [ ] [ ] [ ] / [ ] [ ] [ ]	
Dr. Address/Phone No.			
Immunisations: (please tick)	<input type="checkbox"/> MMR	<input type="checkbox"/> Tetanus	<input type="checkbox"/> Meningitis
Which infectious diseases has your child had? (please tick)	<input type="checkbox"/> Measles <input type="checkbox"/> Mumps <input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Whooping Cough <input type="checkbox"/> German Measles	<input type="checkbox"/> Other
Allergies to medication		Other Allergies:	
Does your child need glasses?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Reading Whiteboard All the time	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your child need an Inhaler for Asthma?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Do they need it in school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your child have Migraine?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Do they have medication in school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your child have a condition that necessitates frequent use of the toilet?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes are they being seen by a doctor for this condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has your child any other medical conditions?			
Is your child currently being seen by a Doctor/specialist for any of the above conditions?			

This information will be kept for use by the school only and is subject to the Data Protection Act and as such will not be passed on to any other party.



## Step 2

## Step 3

## STEP 3: Educational Visits around the Local Area

Howes Primary School

At different times during your child's school life opportunities are taken for educational visits related to the local area eg: the local shops, the park, the local churches etc.

We would like you to agree to such trips with a one off agreement rather than us having to write to you every time especially as many visits are dependent on the weather.

We can assure you that all trips will have been covered by a risk assessment by the teacher in charge, appropriately supervised according to Local Authority guidelines and conform to health and safety etc.

Any educational visits involving transport or which go beyond Coventry will of course be subject to the usual parental permission letter related to that particular visit.

If you have any queries or concerns please contact the school office.

I give permission for

to go on educational visits in the local area without further notification subject to the conditions outlined in the above letter.

Parent's or Guardian's

Signed

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

Name (capitals):



**SAFE USE OF INTERNET POLICY**

**Aims**

- To make Internet access available for all pupils to further their education and staff to enhance their professional activities, research, administration and teaching.
- To introduce the children to identifying and crediting their original sources of information when undertaking research activities, protecting the intellectual property rights of the creator (artist, writer, musician)
- To encourage use by pupils of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be essential in the society our pupils will be entering as citizens and employees.
- To protect pupils from undesirable or inappropriate material, which may be found on the Internet.

To match electronic resources as closely as possible to the national and school curriculum, teachers need to review and evaluate resources in order to offer "home pages" and menus of materials that are appropriate to the age range and ability of the group being taught. Teachers will provide appropriate guidance to pupils as they make use of technological resources to conduct research and other studies. All pupils will be informed by staff of their rights and responsibilities as users, either as an individual user or as a member of a class or group.

The school currently uses policy central to protect pupils from undesirable material, which may be accessed via the Internet. Pupils may pursue electronic research with staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

**HOWES SCHOOL RULES FOR USING THE INTERNET**

The school has developed a set of guidelines for Internet use by pupils.

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor and general school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required.

Access is a privilege, not a right and that access requires responsibility.

- I will use the computers only for school work and homework.
- I will not bring USB memory sticks into school without permission.

**Permission for Internet Access**

**Parent/Carer's permission Pupil's Agreement**

I give permission for access to the Internet  I agree to follow the Rules for Internet for using the Internet

Child's name \_\_\_\_\_ Name \_\_\_\_\_

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

Internet Security. Howes Primary School uses a filtered service to protect pupils from inappropriate internet sites. Pupils are supervised by staff when the internet is used.

**Step 4**

**Step 5**

During your child's life at Howes Primary School we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications such as our School Handbook, videos of the school productions, events, our website, class blogs and by the Local Authority or by local newspapers.

Photography or filming will only take place with the permission of the Headteacher and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images associated with material on issues that are sensitive.

Before taking any photographs of your child we need your permission. Please answer the questions below, sign and date the form and return it to us. You can ask to see the images of your child held by us and you may withdraw your consent at any time.

Name of Child (Block Capitals)		
Name of person responsible for the child:		
Child's Class:		
I understand that: <ul style="list-style-type: none"> <li><input type="checkbox"/> the local media may take images of activities that show Howes Primary School and the children in a positive light. e.g. drama, musical performances, sports and award ceremonies</li> <li><input type="checkbox"/> photographers acting on behalf of the school may take images for use in displays, in publications or on the school website and class blog pages</li> <li><input type="checkbox"/> embarrassing or distressing images will not be used;</li> <li><input type="checkbox"/> the images will not be associated with distressing or sensitive issues;</li> <li><input type="checkbox"/> we will regularly review and delete unwanted material.</li> </ul>		
Having read the above statement, do you give your consent for photographs and other images to be taken and used? (Please tick the appropriate box)	<input type="checkbox"/>	YES, I give my consent for pictures to be taken and used.
	<input type="checkbox"/>	NO, I do not give my permission for pictures to be taken and used.
Signature of person responsible for the child:		
Relationship to the child:		
Date: (day/month/year)		

There may be other circumstance, falling outside the normal day to day activities of the school, in which pictures of the children are requested. We recognise that in such circumstances specific consent from the parent or carer will be required before photography or filming can be permitted.

Parents and Carers are not covered by the Data Protection Act 1998 if taking photographs or making a video recording for private use. The Act does not, therefore, stop parents and carers from taking photographs or making video recordings at school events, such as nativity plays.

Parents and carers are not permitted to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of a school event). Recording and/or photographing your child other than for private use would require the consent of other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 will be breached. Please complete the form below to confirm your understanding.

I, ..... (your name), parent/carers of ..... (child's name) agree to comply with the above statement. I confirm that any photographs or video recordings taken at school events will be for my own private use.

Signed \_\_\_\_\_

Date: [ ]/[ ]/[ ]

Please tear here

## STEP 6: Home School Agreement

Howes Primary School

### As a school we will:

- Care for your child's safety and well being within a happy learning environment.
- Encourage your child to achieve their full potential.
- Deliver a broad and enriching learning experience, meeting the individual needs of your child.
- Promote high expectations, foster positive attitudes and encourage independence.
- Work with you to keep you informed of your child's progress and welfare.
- Help your child to understand their role within the local and global communities.

### As a parent/carer I/we undertake to:

- Ensure that our child attends school regularly on time and is suitably equipped.
- Work with you to tell you of any special circumstances which may affect my child.
- Support the school in fostering positive attitudes.
- Support my child with their homework and encourage opportunities for learning at home.
- Involve ourselves in school life including attending parents' evenings.
- Work in partnership with the school to develop our child's understanding of different cultures, values and beliefs.

### As a pupil I will do my best to:

- Be ready for my lessons.
- Do my best in all class work and homework.
- Take good care of my school environment.
- Make good choices and be polite and kind to all adults and children.
- Ask for help in school when I need it.
- Keep myself and others safe in school, including when using the Internet.

### Together we will:

- Listen, support and value one another as partners in our aim to provide the best learning experiences for all.

School.....

Child.....

Parent.....

Date.....

## Step 6

## Step 7

## STEP 7: Tell us about the languages you speak as a family!

Howes Primary School

At Howes we celebrate our diversity; our children come from many cultures and speak many different languages. At Howes our "Language of the month" assembly is an opportunity for the whole school to learn a little more about the languages we speak at Howes. Tell us about the languages your child has been surrounded by growing up.

Has your child grown up in another country or with family members speaking other languages? If so, tell us about your child's experiences of language.

Child's name

What languages do you or your child speak at home other than English?

How fluent is your child in the different languages they use?

Can they read or write in another language? Give details.

It helps us to support your child in settling into school if we understand more about them, their school history and arrival here. Please tell us your story.

How long have you been living in the UK?

If you recently arrived, is this for work, education, or other reasons?

If you recently arrived, how has your child responded to this move? Has your child left close family and friends behind? Do you have friends and family here?

What educational experiences has your child already had before coming to Howes? Has he/she been educated in another country? Tell us about these experiences.

What age did your child start school? Have they attended school regularly during this time or have there been gaps in education due to moving country?"

What subject areas does your child really enjoy?

Please tear here

# Key information



Please slide th



## What Are Our School Times?

- 8.55am: School day begins.
- 9.00am: Register is taken.
- 12.00pm: Reception and KS1 lunch break.
- 12.15pm: KS2 lunch break.
- 1.00pm: Afternoon session begins for Reception and KS1.
- 1.15pm: Afternoon session begins for KS2.
- 3.15pm: School day ends for Reception and KS1.
- 3.20pm: School day ends for KS2.

All the children have a morning break and younger children also have a short afternoon break.

## Wraparound Care

Kidz Aloud provide before and after school care on site and holiday clubs off site. This is available from 7:45am–8:50am at a cost of £4 (including breakfast) and from 3:15pm–6:00pm for £7.90 (including a snack). Discounts are available for full week bookings and siblings. Please ask at the school office for further information.

## Arrivals And Departures

Please take care when driving and parking in and around the school. For safety reasons, we ask parents to consider the points below.

- Do not park or drop off on the markings outside school, as this limits the view of the road for people to be able to cross safely.
- Do not park in the school car park (exceptions to this are for disabled badge holders through agreement with the school office).
- Do not use the entrance to the school as a turning area.
- Please consider the access of local residents when parking.
- Do not turn into or drive up Palermo Avenue.
- Do not drop off or park in the residents parking bays on Crediton Close.
- Please walk to school if possible, or park a little away from the school and walk the last part of the journey.

At the end of the school day, we ask that parents and carers assemble on the playground until the class teacher brings your children to the door. Children will only be allowed to leave when the teacher has checked that you are there. If there is an occasion when someone other than yourself will be collecting your child, please inform the school office or a staff member (and your child) that morning. Teachers will not let children go with a 'stranger' unless they have been notified. Should you be unavoidably delayed, please telephone the school, and we will ensure that your child stays with us.

Please note that the whole of the school grounds is a non-smoking area, including e-cigarettes. We would be grateful if you would encourage children to keep to the footpaths and to take litter home. Dogs are not permitted on the school grounds.

## Uniform

Children are encouraged to take care over their appearance and to wear clean, tidy, sensible clothing and footwear. A school uniform helps children to develop a pride in themselves and their school, to come to school with the right attitude, and to feel part of the school community. Uniform items can be purchased on line from Brigade ([www.brigade.uk.com](http://www.brigade.uk.com)) or from the school office.

### Recommended Clothing

- Royal blue sweatshirts/cardigan.
- White polo shirt.
- Grey trousers/skirt/pinafore dress.
- Blue checked dress in summer if preferred.
- Plain shoes (not trainers).
- Reversible waterproof fleece jacket.

Children in Nursery and Reception are encouraged to bring in a pair of wellington boots for outdoor play.

Children from Years 1-6 are encouraged to bring in a pair of shoes or slippers so that they can change into these when they are inside school. Children can then change into their outdoor shoes at playtime and lunchtime.

### PE kit

- Black shorts.
- Plain white T shirt.
- Pumps (not trainers).
- Tracksuit and Trainers for outside with Commando Joe.
- Football kit is required for Key Stage 2 games lessons.
- Swimwear for Key Stage 2 as and when required.
- PE bags (available from the office).

Please ensure that all clothing is named including PE kits.

## Food In School

### Universal Free School Meals

All children in Foundation and Key Stage One are eligible for universal free schools meals. From Year 3 upwards, some children may be entitled to free school meals if their families are in receipt of income support, income based job seekers allowance, child tax credit (not working tax credit) and other criteria. Full details can be found on the school website, or please ask for information at the office. All eligible families need to apply for income based FSM as this means that there is no charge for clubs or trips.

### School Meals

Alliance in Partnership provides our school dinner service with a four-week rolling menu, which can be viewed on the school website. Meals are prepared in our own kitchen and offer a choice of fresh, healthy cooked food that meets Government food based standards using good quality local ingredients. All sauces are enriched with vegetables to help increase daily vegetable uptake, with limits on added salt and sugar. Food allergies and intolerances can be catered for by calling 0121 420 3030 or email [allergens@ainp.co.uk](mailto:allergens@ainp.co.uk)

# Key Information

The cost of a school dinner is £2.10 per day, payable weekly in advance. Please send payment in a sealed and labelled envelope on Monday mornings. When a child is ill, credits for dinners paid but not taken are carried forward to the following week, except if they are sent home after 10am from school, as meals are already being prepared.

If your child has a doctor's or dental appointment and will be arriving late, it is essential that you notify us by 9.30am to ensure that a school meal is ordered. Similarly, if you will be collecting your child for an appointment, and a school meal will not be required, please let us know. If the meal is not cancelled it will be charged.

## Packed Lunches

Children may bring in healthy packed lunches, provided that the containers used are secure and clearly marked with the child's name. Children have thirty minutes to eat at mid-day. We feel that very few would take longer than that for a meal at home, so please ensure that lunch boxes are not overloaded. No cans, fizzy drinks or glass bottles are to be brought to school.

## Healthy Snacks And Drinks

Under the Fruit in School scheme children are entitled to a piece of fruit each day free of charge. This is given as a playtime snack. Children are encouraged to drink water and can fill water bottles from fountains throughout the day. Milk is available for all children up until their 5th birthday. All children in Reception receive a free water bottle when they start school at Howes. Replacement water bottles are available to buy from the school office for £2.

Sweets, chocolate, chewing gum, etc. are not permitted in school.



# Working With Parents

## Parental Involvement

We encourage parents to keep in close contact with school. Newsletters are sent out on alternate Friday's during term time to keep everyone up to date with what is happening in and around the school, so please take time to read these. We also keep parents fully informed about the work of the school and the progress of their children, and hope that you will take every possible opportunity to learn about the curriculum we offer.

During the autumn and spring terms there are opportunities to make appointments for a formal and confidential meeting with your child's class teacher to discuss progress. However, parents are always welcome to arrange to meet with staff after school if there is an issue or concern they wish to discuss. There is plenty of opportunity for you to share in the educational and social partnership we endeavour to promote - you will get as much out of the partnership as you are prepared to put in!

## Voluntary Helpers

We are committed to forging good relationships between home and school and, should they wish to do so, parents are encouraged to help in school on a regular basis. If you are interested in helping, please see either your child's class teacher or the Deputy Head Teacher. Examples of activities that parents might like to get involved in include cookery, reading, sewing and learning games, or to undertake the upkeep of books. In addition, if you have a particular talent or skill that you wish to share we would love to hear from you!

We prefer Nursery and Reception children to become accustomed to school routine before parents help in their immediate area, as too early an appearance can be unsettling for them.

## Friends of Howes

All parents are automatically members of the Association of Friends of Howes School. At the Annual General Meeting during the school year there will be a warm welcome for all new members and an enthusiastic response to those who would like to join the Committee and help in the organisation of social, educational and fund raising activities. Events organised by the Friends of Howes benefit all children in the school, so please give them your support.

## Governors

Governors play an increasingly important role in the life of the school, taking more and more important decisions on your behalf. Parents have the opportunity to elect Parent Governors every four years, or as a vacancy occurs and when the time comes we will send out further details.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties.

## Contacting Parents

It is essential for us to have the name and number of a person we can contact if your child is taken ill or has an accident at school and we are unable to get in touch with you. Please inform the school as soon as any of your contact details change so that we can amend our records accordingly.

# 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!

## Attendance

Regular attendance and punctuality is an important factor in raising the achievements of pupils. Even short absences can have a detrimental effect on children's learning and late arrivals can be disruptive and affect the learning of other children in the class. Early poor attendance habits follow right through from primary to secondary school and into employment and so we expect all children to be at school, and on time, every day that the school is open, as long as they are fit and healthy enough to do so. We do all we can to encourage children to attend.

## Absence

If your child is going to be absent from school please inform us as soon as possible. If we have not been informed by 9.20am a text message/call will automatically be sent to the parents/carers. If there is no response to this message and there is any doubt about the whereabouts of a child, the class teacher will notify the Headteacher, Deputy Headteacher or Inclusion Manager who will contact the parent or guardian to check on the safety and wellbeing of the child.

## Poor Attendance

The Government has stated that if a child's attendance figure goes below 85% they are classed as persistently absent. This equals to just 30 school days, so please help your child by ensuring they are in school unless there is valid reason for their absence.

## Exceptional Leave

There is no automatic right to any leave of absence, and all schools in Coventry are encouraged to adopt a policy of not authorising exceptional leave. Being mindful of this, only in very exceptional circumstances will the school grant leave of absence during term-time. An Exceptional Leave form is available from the school office for parents requesting absence due to exceptional circumstances. Each request will be considered on an individual basis.

Please note that any leave taken without authorisation can lead to parents being issued with a fixed penalty, which is currently £60 per parent per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days. School holiday dates will be sent to you regularly and are always available from the school office and we ask you to keep to these dates when booking holidays.

## Illness

Parents are asked not to send their child to school if he/she is unwell. When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 48 hours following the last attack.

## Jewellery

For safety reasons children should not wear jewellery to school. We ask that children with pierced ears should only wear stud earrings.

## Toys

Please do not send children to school with toys as they are easily lost (or even swapped), which causes upset and distress.

## Behaviour

We expect all children to behave in an acceptable manner in school and to follow our five Golden Rules.

1. To be polite, kind and helpful.
2. To listen to other people.
3. To always tell the truth.
4. To look after everything in school.
5. To try to be the best that we can be.

.. and we smile

## Clubs And Activities

Children can enjoy a wide variety of before school, lunchtime and afterschool activities and clubs at Howes. Examples include:

- Multi Skills
- Rugby
- Football
- Cookery
- Board Games
- Art and Craft
- Gymnastics
- Dance
- Student newspaper



## Hearing Impaired Unit

Howes primary school is the base for Coventry's Hearing Impaired Unit (HIU) for primary age hearing impaired children. It caters for children with a profound hearing loss whose parents choose a Total Communication approach to their education. Total communication is a communication policy that involves children using mainly Sign Supported English. Sign Supported English in the HIU is used as a support to spoken English, not as a substitute. Development of good listening and lip-reading skills is essential to the success of this approach. All pupils based in the HIU have weekly access to a Deaf adult who uses British Sign Language.

All children in the HIU have Educational Statements or EHC plans based on their own communication and learning needs. The children are encouraged to develop their language and communication, both spoken English and Sign Supported English, in all aspects of the daily life at school. The children's day is split between work in the HIU, generally literacy and numeracy, and in their mainstream class. They are supported in their mainstream class by staff from the HIU. We try our best to provide the children with exciting hands on opportunities to involve them in their learning and to encourage communication at all times. The mainstream children and teachers at school are eager to learn signing to communicate with the hearing impaired pupils and the hearing children and teaching staff in Howes Primary school have access to free BSL tuition from a Deaf adult sign language tutor.

The HIU is staffed with specialist Teachers of the Deaf, nursery nurses and teaching assistants, provided by Coventry Sensory and Physical Support Service (SPSS). The HIU works closely with other agencies to support the children needs including Sensory and Physical Support Service, Specialist speech and language therapists, Cochlear implant

# Frequently Asked Questions

teams and Coventry Audiology Service. Parents are invited into school for parents evening but also have annual reviews every year to review the child's Educational Statement/EHC plan.

Children are usually referred to the school through the SPSS.

## Seek Permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for your child to get home from school.

## Collective Worship

Howes is a diverse community school and our assemblies reflect the values of the school and the faiths within our community. During our Friday 'celebration' assembly we recognise and share the achievements of children, both in and out of school, children who have had birthdays and also share Housepoint totals for the week. Parents will receive a letter of invitation if their child is due to receive a certificate in this assembly.

If you wish your child to be withdrawn from our assemblies on religious grounds, please discuss this with the Head teacher so that alternative arrangements can be made for their care during this time.

## Homework

Our school homework policy is designed to ensure school and home work together in partnership for the benefit of the children. We ask parents to spend some time every evening either sharing books with their child, or listening to them read. Ten minutes is sufficient in the Early Years, but by Year 2 this should increase to 15 to 20 minutes.

Please support your children by finding out more about the topics they are covering; details of these are sent out to parents at the start of each term. If you have any queries or concerns about the quality or quantity of the homework please do not hesitate to have a chat with your child's teacher.

## Books

From the beginning of their time at Howes, children are able to borrow books and enjoy reading them at home. Taking the time to share these books with your children is an important part of developing their interest in pictures and stories and encouraging a love of books. It is also the first stage in learning to read. Unfortunately, books are expensive and if a book is lost or damaged at home a contribution of a £2 will be requested to provide a replacement.

Nylon book bags with Velcro fastening and a carrying handle can be bought at the school office. These are ideal for keeping books in good condition and encouraging children to take care of them.

## Special Educational Needs

Howes is an inclusive school with a dedicated Inclusion Team that is fully committed to providing a broad and balanced curriculum for all our pupils. Our Inclusion Leader ensures that the school provides the best support possible for children identified as having special needs. We discuss any support plans with parents and provide regular feedback on progress. External agencies may need to be consulted on some occasions, but only with prior consent from parents.

Please have a look at our Special Needs Policy on the school website

for more detailed information, or arrange to speak to a staff member if you have any concerns.

## Access

Children with a physical disability are fully supported in accessing all parts of the school. There is wheelchair access to all teaching areas, disabled toilets with wheelchair access.

## More Able

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented, are monitored and provided with stimulating and enriching lessons appropriate to their needs.

## Charging Policy

A wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. We hope that parents will be prepared to make voluntary contributions towards these activities, so that they are able to proceed, but if this causes difficulties please contact the school.

## How To Pay

Our preferred method of payment is via SIMS Agora, which is a safe and secure online payment service for processing debit and credit card payments. A unique activation reference is created at the beginning of the school year. We will inform parents in writing if there is a special event when cash may be required, but normally children will not need money during the school day. Any money that is sent into school should be in a sealed envelope, clearly marked with the child's name, class and the amount contained. All return slips and envelopes should be sent to class.

Please try and send the correct change for payments, as very little money is kept on the school premises.

## Emergency Arrangements

If there is bad weather, please do not leave your child at the school, or send them off to school, before you check that there is someone here to receive them. Announcements will be made on the school website, text2parents and on local radio stations.

## Medicine in School

If your child requires regular, long term medication such as an asthma inhaler, this should be discussed with the class teacher and the appropriate medication form completed. Any inhalers brought into school should be clearly labelled with the child's name and dosage requirements.

The school does not accept responsibility for administering short-term medical treatment such as antibiotics. In most cases it should be possible for parents to ask their doctors to arrange dose frequencies so that medication can be taken outside of school. Where medication has to be administered by staff the parents or guardians of the child must complete a written agreement form prior to the medication coming on to the school premises.

# Policies

## 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 or special educational needs policy, before deciding whether to apply for their child to attend the school.

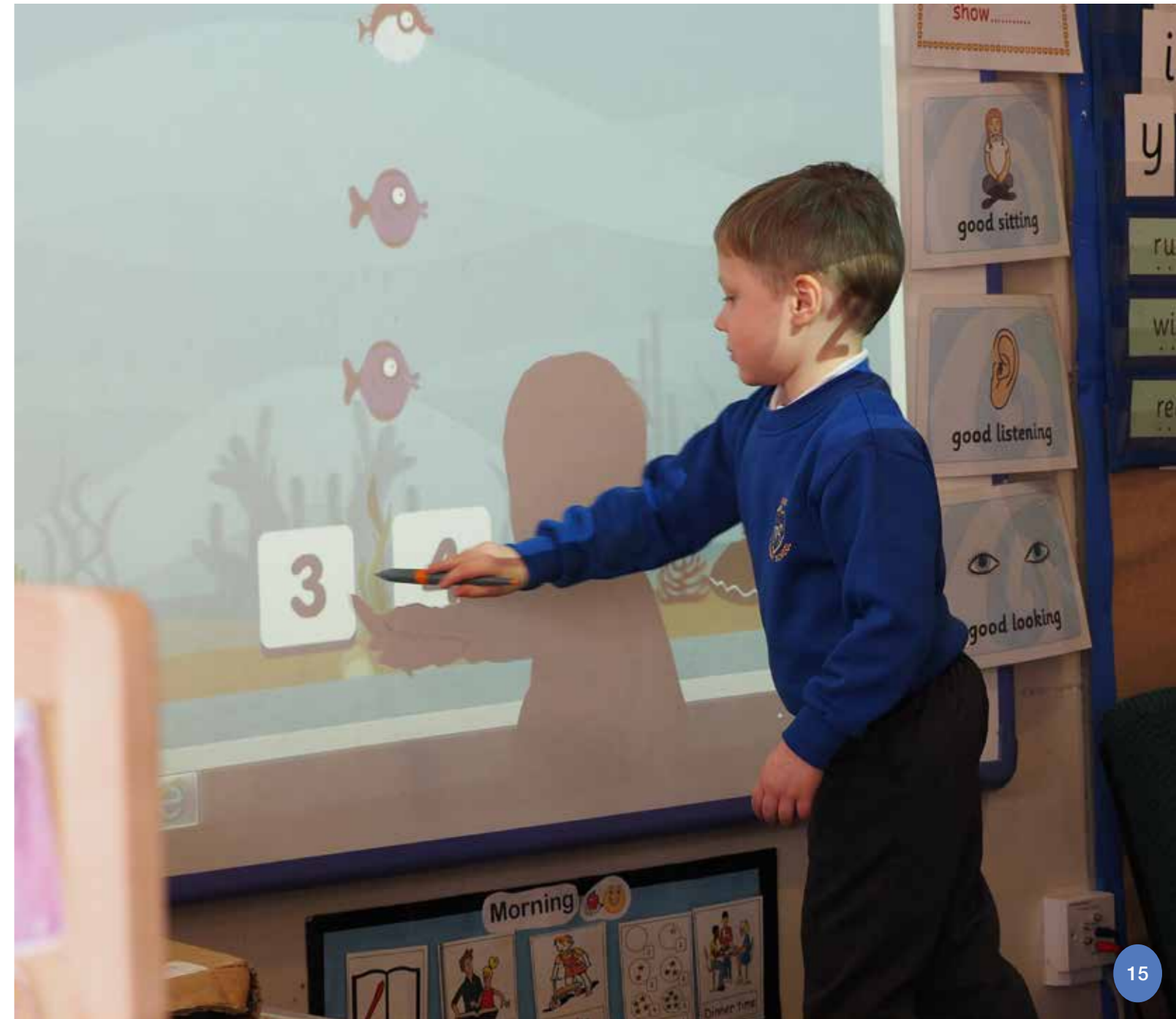
## High Standards

At Howes Primary School we believe that 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 or visit the school website: [www.howesprimary.co.uk](http://www.howesprimary.co.uk) and click on 'Information Centre' and 'Policies' to read some of our policies.

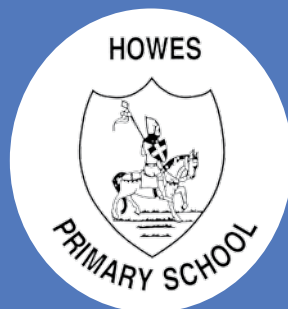
## Key Policies

Some of our key policies are:

- Admissions policy
- Anti-bullying
- Charges & Remission
- Collective Worship
- Homework
- Positive Behaviour
- Volunteer
- Safeguarding and Child Protection
- Complaints
- E-Safety







[www.howesprimary.co.uk](http://www.howesprimary.co.uk)

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