



Parent Handbook

Newtown School
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Welcome to Newtown School

This handbook has been created to give you some answers to questions that the staff have been asked many times over the years. It is not to stop you from asking more questions but to give you a first point of reference!

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SCHOOL UNIFORM / ESSENTIAL EQUIPMENT

All children in Pre-School and Reception should have a bag with a complete change of clothes in case of accidents. This does not need to be school uniform.



All children require a book bag from the beginning of Pre-School. We would recommend that this is one of the school flat book bags as the children have boxes in their classroom to put them in and there is no room on pegs for larger bags or rucksacks.

All children at Newtown wear school uniform from the very beginning of Pre-School. If children are not dressed appropriately, we will phone and ask for the correct clothing to be brought to school.

- White Polo Shirt
- Grey skirt / grey pinafore / grey trousers / grey shorts
(grey joggers / leggings for Pre-School only when toilet training and newly independent)
- Sweatshirt with logo / Sweatshirt cardigan with logo
- Royal blue and white gingham dress
- White or grey plain socks / tights (**no leggings**)
- Black or dark blue school shoes (no trainers, no lace-ups, no boots, no open-toed sandals)

In hot weather

- All children need a sunhat (we would recommend a legionnaires style one that covers the back of the neck)

Please note children are not allowed to wear leggings or trousers under skirts or dresses. They should only wear tights or socks under these.

Jewellery

Children should not wear necklaces of any sort for health and safety reasons. Earrings should be stud only.

For PE (from the Summer Term of Reception onwards)

- PE T-shirt with Logo
- PE shorts
- Black velcro plimsolls (no trainers)
- For the winter months, jogging bottoms can be worn for outside lessons

Children will not be allowed to do indoor PE in tights as it will be too warm and restrictive. They may wear long socks but will often go bare foot for dance or gym.

If children have pierced ears, they must provide a roll of micropore tape for these to be taped up during PE, again for health and safety reasons.

All school items with the logo on are available from KL Schoolwear: www.klschoolwear.co.uk.

Please ensure that all belongings are clearly **named** and that if items are washed regularly you check that name is still visible. We cannot look for or return items that are unnamed!



DROP OFF AND PICK UP ARRANGEMENTS

Start of the day

Parents and children should enter through the back of the school on Brockhurst Road. All children are expected to be in the playground ready to go in at **8.45am**. **Parents and carers have to stay with them until 8.45am children should never be left unsupervised in the playground.** No parents or children will be allowed on to the school site after the bell has rung at 8.45am and after this point parents will be asked to take children in to school via the front entrance on Berkhamstead Road, where they will be marked in as late. As we only have one gate it is also a safeguarding issue and we would ask that you abide by this. We know that organising small children and parking can be challenging but would request that you leave enough time to be in the playground before the bell rings so your child has a calm and positive start to the day. Punctuality is a vital life skill and children need you to model it for them.

Wrens / Nuthatches and Goldcrests parents and children should line up and wait by the Early Years wooden climbing equipment, please do not come down in to the main playground area as the staff may still be in the process of setting it up or may already have set it up for the morning's learning. Sparrows / Linnets parents should wait by the multicoloured gate in the main playground. When the bell goes parents are expected to help their children put their belongings away and bring their children into their classrooms and hand them over to their group leaders.

Year 1 and 2 children should be lined up on their class spot in the back playground at **8.45am**. Jackdaws are the spot closest to the blue slide, then Owls, then Magpies and then Woodpeckers. The class teacher will come out and lead the children in. We are sorry that parents are not able to come in with the children, but it is one long corridor with 120 pegs and no room for any additional adults! If parents wish to speak to the teacher, it is best to catch them in the playground before 8.45am or phone the office and make an appointment. If parents wish to speak to someone in the office, they should drop the children first and then go around to the office entrance.

Firecrest children who attend in the afternoon should also enter through the back gate on Brockhurst Road. As the older children are out at playtime, at this point it is vital that parents are at the gate ready to come in when it is unlocked at 12.15pm as the gate has to be manned by a member of staff. Again, the gate will only be open for a short amount of time and late arrivals will have to go around to the office to be signed in.

Walk to School

We would encourage you to walk to school if at all possible; this is better for the environment, traffic and most importantly healthier for the children! We run a walk to school scheme where children can earn small prizes and free swimming sessions / Soft Play / Golf / Bowling / Roald Dahl Museum or Odds Farm tickets. The cards are available to children who walk or car share with another family. Please ask in the office if you have not received one in the first couple of days after your child has started. Every day at least one member of staff is in the playground from 8.30am and the children can get their cards stamped. Children do not have to walk every day but stamps cannot be given if you have forgotten your card (only one stamp per day!) The scheme is open to the children who attend Before School Club and afternoon Pre-School children and the staff will stamp their cards on arrival.

Safe parking and one way system

As with all schools pick up and drop off points put a big strain on the local roads and parking. Statistically children are very vulnerable from traffic at these times of day so please take care. We have a voluntary one-way system in operation for those who do have to drive. We would ask you please to drive up Britannia Road and then right into Brockhurst Road and right down Essex Road. There is often no room for cars to pass in the morning, so it is helpful if everyone is going in the same direction!

Please also remember the following important rules:

1. Drive slowly in the vicinity of the school
2. Never stop on the zig zags (we would rather you were late than parked there)
3. Never block one of the resident's driveways
4. Always get the children out on the kerbside

Playground before and after School

The playgrounds are bike and scooter free zones - please ensure your child does not ride their scooter or bike in the playgrounds as this is a serious health and safety issue. Scooters and bikes can be left in the gated area at the back of school next to the small shed and should be pushed there from the gate. These are left at your own risk. Children are allowed to play in the playground before and after school however they must be supervised by parents or carers at all times as they are not the school's responsibility before or after their school session. This is particularly important if they are playing on the climbing equipment. We would request that older siblings are not allowed to play on the astroturf or equipment as it is not designed for older children and they may accidentally knock the younger ones. **Children will not be let back in to go to the toilet**, this is due to the fact that we need to know who is on the school site at all times as part of our safeguarding procedures.

End of the day

Morning Pre-School

At 11.45am the gate will be opened for the morning Pre-School children to be collected. Parents or Carers should walk straight into their child's classroom in order to collect their children.

Reception

The back gate on Brockhurst Road will be opened at 2.50pm, Reception parents are expected to wait in the main Reception playground. At **3.05pm** the children will start to be sent out when the member of staff has seen the parent / carer and made eye contact with them. It is important that this happens so that we know the children have been handed over safely. Sparrows and Linnets children will come out of their classroom door, Wrens and Nuthatches will come out of the door, up the steps. We realise that sometimes things happen that mean you are running late, please phone the school office if this is the case. If parents have not collected by **3.10pm** then the children will be taken to After-School Club and a payment will be charged.

Year 1

The back gate on Brockhurst Road will be opened at 2.50pm, both Year 1 classes will come out of the bottom astroturf door furthest from the main playground and we would appreciate it if parents waited at that end of the astroturf. At **3.10pm** the children will start to be sent out one by one when the member of staff has seen the parent / carer and made eye contact with them. It is important that this happens so that we know the children have been handed over safely. We realise that sometimes things happen that mean you are running late, please phone the school office if this is the case. If parents have not collected by **3.15pm** then the children will be taken to After-School Club and a payment will be charged.

Year 2

The back gate on Brockhurst Road will be opened at 2.50pm, Magpies will be coming out of the first door on the astroturf and Woodpeckers will be coming out of the back door by the shutter. We would appreciate it if parents and carers could wait in view of these areas. At **3.15pm** the children will start to be sent out one by one when the member of staff has seen the parent / carer and made eye contact with them. It is important that this happens so that we know the children have been handed over safely. We realise that sometimes things happen that mean you are running late, please phone the school office if this is the case. If parents have not collected by **3.20pm** then the children will be taken to After-School Club and a payment will be charged.

Collection from clubs

If your child attends an after-school club then you will be informed which of the school exits they will be coming out of and at what time. Again, if you are running more than 5 minutes late then they will be taken to After-School Club and a payment will be charged.

CURRICULUM AND HOW YOU CAN HELP AT HOME

Play

Play will be a vital part of your child's learning journey throughout their time at Newtown and beyond as children learn through imitation and repetition in their play.

How you can help your child at home by playing with them

Two of the most important things you can give your child are time and positive attention. By playing with them, noticing what they are doing and praising the efforts they make, you are setting the ground work for effective relationships and lifelong learning.

1. Play with Lego or other construction toys, you don't have to do it for them, play alongside them by building your own model. As you are doing this, talk to them about what they are doing and what you are doing. Ask them open questions such as how could we make it bigger, more stable, etc?
2. Help them to create an imaginary world – two chairs and a sheet make a fantastic den, which could be transformed into a castle or an underground world or even under the sea, just by adding a little imagination. You could draw pictures to decorate it and then play in it with your child, taking their lead as to who you will both be.
3. Play a board game or card game, either an old favourite or a new slightly more challenging one. Teach children about taking turns fairly and that it is okay to lose sometimes! Why not make up your own game together and let your child make up the rules.
4. Playing outside is still very important and is full of possibilities. If you have a garden, there are lots of games you could play, like football, tag, stuck in the mud. You could go for walks around town or the countryside, pointing out interesting things as you go or playing I spy. You could decide on certain things before you go out that you want to spot and have a tick list for when you see them. You could look for the first signs of spring or autumn, depending on the time of year!
5. Lots of children enjoy playing games on computers, tablets or phones, this can be a great activity in small doses. It becomes more meaningful if you play the games with them (ensuring the games are age appropriate), asking them questions about what they are doing, building in a competitive element to the games rather than just playing against themselves. If your child is interested in a particular topic, you could encourage their research skills and look up information about their interests.
6. Craft activities, drawing and painting are all lovely things to do together, you don't need to have much skill yourself just enjoy the activity with your child.
7. Any kind of cooking activities are always loved by children as they enjoy the weighing, cutting, stirring and tasting. It is a great opportunity to practice maths and science in action and if you cook something healthy is a great way to encourage healthy eating habits!

Don't forget to involve your child in getting things out and clearing away afterwards, we expect them to do it at school so you can expect them to do it at home! The most important thing to remember while you are playing is to enjoy your child's company, listen and encourage their interests.

English

Learning to talk, communicate and then read and write are the most important skills children need and form the basis of all other learning later on.

How you can help your child at home with English

- Spend time talking to your child, asking and answering questions will make help to improve their vocabulary and understanding.
- Encourage them to speak in proper sentences so when they are ready to start writing they know how to form sentences correctly.
- Read them lots of different stories and information books to them, and let them see you reading your own books. Even when children start to be able to read themselves you should read them books they could not access themselves.
- Encourage them to write and draw for fun, make sure there is always paper and pens available at home. It doesn't have to be expensive; children will colour and write on almost anything, use old cereal boxes, envelopes or the back of letters.

Funky Phonics

At 8.55am every morning the children will have a Funky Phonics lesson. The children will be grouped with other children who are at the same stage of reading and writing development as they are. The children are taught skills for five weeks and in the sixth week are assessed on their progress. If the children are ready, then they move on however if they need to do the stage again to reinforce the learning then that is what they do. It is common for children to get 'stuck' at various points and need to do a phase twice or even three times in order to take on the new skills. Don't worry if this happens as we will also be working at school to help them move forward.

How you can help your child at home with Funky Phonics

- When children bring home their Funky Phonics homework, get into a regular routine of doing it with your child. The reinforcement that you can give will help your child immensely.
- When the spellings come home try to encourage the children to use the Look Cover Say Write method that is explained on the sheets given.
- The spelling assessments are cumulative so every six weeks they are tested on ALL the spellings they have ever had so if you are helping at home remember to look at the old ones!
- When your child is writing their name remember to model it with a capital letter at the beginning and lowercase after, for example Julia not JULIA.

Mathematics

At all levels learning maths is about solving problems using key processes such as, looking for patterns and relationships between numbers, making sense of and checking information, communicating and presenting maths using words and diagrams, for example, graphs and symbols and reasoning and developing mathematical arguments. As a mathematical problem-solver, your child should learn and use skills such as, sorting, ordering, grouping, measuring, calculating, comparing and manipulating, organising and interpreting information.

Maths is an imaginative, creative way of thinking which is part of everyday living. Learning maths is also about knowing where it has come from, why it is necessary and how different cultures have contributed to the way it has developed over time. Children learn maths best through tasks where they have to make choices in order to solve a problem or a puzzle. It helps them to practise skills, ideally in an enjoyable and engaging way, supporting the development of understanding as well as their confidence and their competence.

How you can help your child at home with Mathematics

- Sing lots of counting songs at home
- Play simple counting games such as snakes and ladders, counting buttons, choose two dominoes and count the total number of spots.

- Play simple ordering games such as choosing ten buttons and ordering them by size from smallest to largest, from a pack of cards take out the Jacks, the Queens and the Kings and shuffle up the numbered cards. Choose any ten of them and put them in order.
- Play simple pattern-making games such as: with a collection of tiddlywinks make patterns such as 2 red, 1 blue, 2 red 1 blue...
- Play simple sorting games such as sorting a collection of buttons, shells or leaves by colour or by size
- Lay the table for a meal –selecting the correct number of items and matching them.

Creative Curriculum

Much of the knowledge, skills and understanding that the children are taught is done through the creative curriculum. An overriding topic gives the children a focus for acquiring new skills and a way to deepen their learning experience. The Creative Curriculum encompasses the areas previously taught independently such as History, Geography, Art, Design and Technology, ICT, Music and some areas of Science, Literacy and Maths. Every half term there is a Creative Curriculum topic that is followed by Year 1 and 2, sometimes Early Years do the same and sometimes they will follow their own topic. Whole school topics allow cross age learning opportunities to take place and get the whole school buzzing about a particular area of learning.

How you can help your child at home with the Creative Curriculum

- Ask questions about what they are learning about at school; share anything you know about the topic with them.
- If they are interested, help them to look things up on the internet or at the library to bring in and share with the other children.

Personal, Social and Emotional Development

Children need to learn how to be successful, confident learners who are prepared for new challenges.

How you can help your child at home with Personal, Social and Emotional Development

- Praising the process and effort involved in successes (and failures) not the final outcome.
- Saying more positive things than negative ones at home to build your child's self-confidence and self-esteem.
- Setting clear boundaries and expectations at home and sticking to them.
- Getting them to talk about their feelings and recognise, anger, fear, worry and other emotions in themselves and others.

Physical Education

Children in Pre-School and Reception have access to physical activities both inside and outside at all times during their choosing time. Reception children will begin more formal PE lessons in the Summer Term. Year 1 & 2 have two formal PE lessons a week and additional Dance lessons which means they need to have a PE kit in school all the time. Their PE kit needs to be in a drawstring bag and contain a plain white or school t-shirt, a pair of royal blue shorts and a pair of gym shoes (these need to be checked every half term to make sure they fit). All items need to be NAMED please, we cannot return lost clothing if it is unnamed. We will send PE kit home every half term for a wash.

School Trips

As a school we are committed to taking the children out of school and letting them learn through firsthand experience. We like to do at least one big whole school trip a year and try to keep the costs as low as possible, however with a single coach costing several hundred pounds for a day you can see that we struggle to keep it under £15. We will always try and give parents as much notice as possible when a trip is happening and are happy to discuss staged payments. At the end of Year 2 we take the children on a residential trip to Shortenills Environmental Centre, the children spend two nights and three days away and absolutely LOVE it! If you are really unable to pay due to family circumstances, then it is important that you speak to Mrs Antrobus as we would not like the children to be disadvantaged by not going on the trip.

PARENT PARTNERSHIP

At Newtown we respect parents as the first educators of children and wish to work with you to help your children reach their potential.

Volunteering

We welcome all families to participate in school life and genuinely open the school doors for parental involvement. Throughout the school, parents are always welcomed to come and volunteer on a regular, or one off, basis. If a member of your family has a particular skill like baking or knitting, plays a musical instrument or has an interesting job or hobby we would love to hear from you. We also have a specific week each year for Dads and Grandads to come into school, as we know that sometimes they feel they need an invitation!

Parent Information Sessions

We have a parent information session for each year group at the beginning of September and would encourage as many parents as possible to attend. This is an opportunity for you to meet the staff in a less formal setting as well as ask questions and chat to other parents. It usually lasts for around an hour. In addition, Mrs Antrobus runs a series of talks through the Autumn Term based around different areas of learning and all are welcome to attend. At the beginning of the Spring and Summer Terms you will receive a curriculum letter which will explain what the children are learning that term and how you can help at home.

Parent Meetings

There are two per year and we do expect every parent to attend these meetings as it is a vital part of the partnership between school and home. The first is in October and we will discuss your child's social progress, how they have settled into their new class and how they approach their learning. At the second parent meeting in February we will discuss your child's academic achievement, their current attainment levels and their next steps.

Progress Reports

Every child in school receives a written progress check at the end of the Autumn and Spring Term and an end of year report in July.

PTA

We have a fantastic and incredibly active PTA who raise money specifically for the children through annual events like the Christmas Fayre, May Fayre and one-off events like quiz night and children's discos. The PTA cannot function without the support and participation of the parents and welcome help of any kind. Please come along to a meeting and see for yourself.

Parenting Challenges

We realise that parenting can be challenging for everyone at times and we pride ourselves on being able to offer help when needed. We are able to signpost parents to a variety of external support that is available, whether that is finding a childminder, parenting classes or more in-depth family support.

ParentPay

At Newtown we use a system called ParentPay to communicate with parents, and for parents to pay for school related expenses such as trips and Before and After School Club. During your first week at school you will receive a letter with your ParentPay log in details. It is essential that you log in and activate your account straight away. We do not send out paper letters or text messages, so you need your ParentPay account to receive important messages and letters from school, as well as to pay for school expenses as we do not receive cash or cheques in school. Please speak to the office if you have any difficulties with this.

GENERAL INFORMATION

Attendance, Sickness and Holiday

It is a statutory requirement for children to be in school every day from the term after their 5th birthday. The government expect children to be in school for 95% of the school year that means they should not miss more than 10 days in the entire year. The government have based this on studies that show that 95% attendance is needed for children to make expected progress. It is particularly important that children do not miss the first two weeks of the school year in September as this is a vital time for children to settle into their new classes, expectations and routines. The first half of the Summer Term is also an important time for children to be in school as there are national assessments to be completed in Reception, Year 1 and Year 2 during this period.

The school will not authorise ANY absence during term time except for sickness. If your child is off sick, please phone the school to let them know every morning and **also** write a note when they return to let us know why they have been off. It is a legal requirement that we have a written absence note not just a phone call. If your child has been physically sick or had diarrhoea, then they need to be off for 48 hours after the last occurrence of either. This is really important to stop infection and follows NHS guidelines. If you are planning to take your child out of school for any reason please inform the school in advance, using a Notification of Absence form. We have a legal obligation to know where your child is during school hours and if we cannot get hold of you then we may come around to your house or send the police to check that you and your child are OK. **Parents may be fined for an absence of over 10 school days and children's school places may also be at risk.**

Every half term we check the attendance of all children in school from Pre-School up, if your child's attendance is under 90% you will receive a standard letter informing you that we will be continuing to monitor your child's attendance. If your child's attendance remains below the expected rate at the end of the next six week period, then you may be asked to sign a parenting contract to ensure better attendance and if attendance continues to be poor then you may receive a fine from Buckinghamshire Council. Full details can be found in the Attendance Policy on the school website.

Snow Closures

The school will be open if we can get the school site safe. Mr Winder, the caretaker, endeavours to clear a single path from the back gate into school. As the majority of our staff live within walking distance, we usually have enough staff to open safely. If the school is going to be closed, we will try to give you as much notice as possible. Mrs Antrobus is usually at the school by 7am and will have made a decision by 7.15am, if we are going to close then it will be posted on the school Facebook site and the Bucks Council school closures lists. If the school is open but you feel it is unsafe for you to get to school, then this will be considered as an 'unauthorised other' absence. We request that you are very careful in getting to and from school as the roads and pavements around the school can get very icy.

Before and After School Club

We appreciate that the children's school hours do not always fit in with work and are happy to offer before school club from 8am, and an afterschool club until 4.45pm. There is a cost for these sessions and booking forms and further information can be found on the school website or by speaking to someone in the school office.

After School Activity Clubs

We always offer a range of activity clubs, some run by members of staff and some by external providers. Clubs run by external providers tend to charge fees whereas the school run clubs are usually free. Letters come out at the beginning of September the end of December and the end of March and places are filled on a first come first served basis but we do try to make sure that everyone has the opportunity to do at least one club if they wish too. If there is a club your child would like and we do not currently offer then please let us know, if we can find enough children who also want to do it and can find someone to provide it then we are happy to try and organise it!

Behaviour

We believe that the management of behaviour starts with lots of positive reinforcement, being good role models and listening carefully to what the children say. Clear, consistent boundaries are vital so that children know what is expected of them and what the consequences are if they choose not to follow them.

We have four school rules which are discussed from Pre-School up.

- We listen to what other people say.
- We share
- We walk indoors
- We keep our hands and feet to ourselves.

The stepped behaviour approach below is followed by all staff.



Behaviour Management Approach

Every day is a new day; all children will start with a clean slate. All sanctions should be immediate and none carried over.

All children are different and this plan may be adapted to suit individual needs.



	Behaviour	Adult Action	Recording	Parents / Professional Involvement
1	<p>General Silliness</p> <p>Destructive / disruptive / rude behaviour</p> <p>Hurting through boisterous play, witnessed or unwitnessed</p> <p>Swearing</p> <p>Biting that doesn't leave a tooth mark in PS, N or R</p>	<p>Reminders of Expected Behaviour, Non-Verbal Cues, Positive Verbal Redirection, Distractions & Re-engagement Strategies. Warning of Consequences.</p> <p>Consequence = name in the behaviour book.</p> <p>Teacher to explore ways to support and teach child to modify behaviours.</p>	<p>Recorded in class behaviour book by class teacher/ teaching assistant.</p> <p>In playground / hall book by teacher or lunchtime assistants.</p> <p>Record should include number 1.</p> <p>Followed by a short description of what has happened and who was involved. Then initialled by staff member.</p>	Parents not informed.
2	<p>Biting that leaves a tooth mark or breaks the skin in PS, N or R</p> <p>Any biting in Year 1 or 2</p> <p>Deliberate 'adult witnessed' hurting</p> <p>Throwing stones</p> <p>Using an implement against someone else (stick / toy)</p> <p>Repetitive low level disruption across a week</p> <p>Deliberate damage to school property</p>	<p>Withdrawn from classroom with member of staff or from the playground and sent to the consequence and incidents advisor.</p> <p>Consequence = Child to have 5 minutes time out</p> <p>No apology will be 'expected' but apologies will be encouraged.</p> <p>Teacher to explore ways to support and teach child to modify behaviours.</p>	<p>Recorded in class behaviour book by class teacher/ teaching assistant.</p> <p>In playground book by teacher at playtime.</p> <p>In main behaviour book Head or Deputy at lunchtime.</p> <p>Record should include number 2.</p> <p>Followed by a short description of what has happened and all the children involved. Then initialled by staff member.</p>	Parents to be phoned and informed (NOT told at the end of the day).
3	<p>Repetitive hurting</p> <p>Repetitive disruptive or inappropriate behaviour</p>	<p>Consequence = Child to have 5 minutes time out</p> <p>No apology will be 'expected' but apologies will be encouraged.</p> <p>Teacher to explore ways to support and teach child to modify behaviours.</p> <p>Short term STAR chart to be put in place.</p>	<p>STAR chart to be completed for two weeks recording all incidents to look for triggers and ways to support the child better.</p> <p>Headteacher / Deputy Head to check the books for any signs of bullying. If any identified, then bullying procedures to be followed.</p> <p>Head to have meeting with Parents and put in a PSP, possible referral to the PRU.</p>	Regular planned meetings with parents.
3+	<p>Child who demonstrates serious tantrums or displays of anger.</p>	<p>Other children to be evacuated from the room if in danger.</p> <p>Two adults to be present but language to be used sparingly.</p> <p>Possible removal from the class when calm enough to move and time given elsewhere to calm down.</p> <p>Team Teach methods to be used IF NECESSARY to protect the child or others.</p>	<p>If child has a STAR chart, incident to be completed, if no chart then recorded in Behaviour Book but a chart considered.</p> <p>Positive handling to be recorded and signed by both members of staff present.</p> <p>Headteacher or Deputy Headteacher to be informed.</p> <p>A modified version of the behaviour approach may be implemented following discussion with the staff and parents.</p>	Parents to be phoned and informed (NOT told at the end of the day) unless stated otherwise in a modified version of the plan. <p>Discussion with Educational Psychologist during planning, PRU outreach to be discussed.</p>

Permanent Exclusion is entirely at the discretion of the Headteacher and at Newtown will only be used after all external advice has been followed and all parties involved are confident that it is in the best interests of the child or the other children in school.

Bullying

Bullying is any behaviour which is deliberately intended to hurt, threaten or frighten another person or group. It is usually unprovoked, **happens again and again** as a pattern of behaviour, and can continue over a long period of time, rather than being an isolated incident. Children, parents and staff need to be clear what bullying is and what bullying isn't, in order to be fair to the children involved. It is unusual for children of this age to engage in bullying, but we record all behaviour incidents and listen carefully to what the children are telling us in order to monitor the behaviour in school. Please use this word appropriately with your child to avoid any misunderstandings.

Marble Rewards and House Points

In Reception, Year 1 and Year 2 the children can earn house points and marbles that go towards a whole class reward chosen by the children. In the past, the children have chosen rewards such as popcorn and a movie, cake and a party afternoon and bringing their bikes and scooters in. The idea behind this is that children can earn rewards for meeting expectations, doing something out of the ordinary, trying really hard, not giving up etc. and that these go into a joint reward that everyone enjoys at the end. We hope that this promotes pride in the whole class and that children learn to appreciate others and their hard work. House points are easier to earn and 10 house points equal 1 marble. There are around 100 marbles to earn and it usually takes around half a term for the children to achieve this. The marble rewards are funded by the PTA.

Superstars Assembly

Every **Friday morning at 8.55am**, we have a celebration assembly for Reception, Year 1 and 2. Children from each class are chosen for something outstanding they have done during the week and come up in front of the whole school. As well as the achievement in school we also celebrate activities that take place out of school for example in the last year we have had violin, tennis, rugby, swimming, Beavers and Rainbows, among others. If you have some award from home that your child wishes to share send it to the school office, clearly marked Superstars Assembly and the child's name. We inform parents the night before if their children are included for school based rewards but do not inform you if they are going up for Walk to School prizes or things you have brought in from home. Parents are informed via email on the Parent Pay system so make sure you are signed up or you will not receive the emails. We welcome anyone who wishes to join us for the assembly.

Safeguarding

At Newtown we are committed to doing everything possible to keep the children safe. All our staff, regular volunteers and club organisers are DBS checked on a three year cycle. We have a statutory duty to listen to what children are telling us both verbally and non-verbally and to report any concerns to social care. It is not our role to investigate or judge, it is our role to support and advocate for your child and ensure they are safe. If you have any concerns about the safety of any child, please do not hesitate to talk to Mrs Antrobus who will happily help in any way. You can also make a referral direct through to social care via the First Response line on 0845 4600 001.

Mobile Phones / I-pads / Tablets / Cameras

At Newtown we do not allow anyone (staff, parents, visitors or children) to have any photographic recording devices in school without the express permission of the Headteacher. This is entirely due to our safeguarding of vulnerable pupils whose safety might be put at direct risk by being caught in the photograph of another child and subsequently posted on Facebook or some other social networking site. When we, as a School, post photos or videos we have made sure that every parent has given permission for their child to appear.

First Aid, Allergies and Medicine

We have many members of staff across the school who are first aid trained. If your child hurts themselves in school, it will be recorded in the first aid book. If they have bumped their head, you will receive a bumped head form telling you what symptoms to look out for. General bumps and scrapes are not reported to parents unless they were particularly serious. If your child has an accident and we are concerned, we will phone you and advise you to collect them and take them to either your GP or the minor injuries unit. If your child has any allergies or needs to be given medicine in school, including asthma inhalers, please fill in a form which is available from the school office. We are only allowed to administer prescription medicines that are in their original packaging with the dispensary label.

Newtown is a **NUT FREE SCHOOL** please ensure no nuts are brought on to the school premises.

Pupil Premium Grant

Children from low-income families, who are in receipt of benefits, and children who are in care or have been adopted may be eligible for a Pupil Premium Grant. This is a grant that comes direct to the school and allows the school to provide additional support, intervention work and to part fund school trips and other activities. If you think your child may be eligible, please let the school office know.

GDPR / Freedom of Information

The Freedom of Information act requires publicly funded bodies, including schools, to be clear about the information they publish. Newtown have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. The school office will let you see the scheme or provide you with a copy free of charge. A copy of our parents and carers privacy notice is at the end of this handbook.

Equal Opportunities and Racial Equality

One of our aims is to teach the children to feel valued and respect others. We are committed to giving all our pupils every opportunity to achieve the highest of standards. Within this ethos we do not tolerate bullying or harassment of any kind. We tackle all examples of racial or other discrimination and promote equal opportunities. At Newtown we promote the individuality of our pupils and staff and are inclusive of ethnicity, attainment, age, disability, gender and background.

Hair

It is essential that both girls and boys with long fringes or hair that falls across their faces have this tied or clipped back for school. This is to ensure that they can see their work properly and that they are in less danger of transferring head lice.

Birthdays

It has over the years become traditional for children to bring in sweets or chocolate for their group on their birthday we would ask that you **DO NOT** do this as we are promoting healthy eating. If you would like to bring in small **NUT FREE** cupcakes or biscuits, then that would be fine but **we will not give out sweets or chocolate**. Please do not bring in whole cakes that need cutting as we do not have the staff to do this and hate to disappoint the children.

Celebrations and Parties

At Newtown we want the children to enjoy coming to school and remember special events and fun times. We often have dress up days related to the topic, please do not worry about buying expensive costumes, the ones you make at home with your child's input are often much better (although more time consuming, we know!) We try to give you as much notice as possible for dressing up days please look at the school dates and updates. We have a Newtown post box, which goes out the first week in December for children to post their Christmas cards to children and staff. Please make sure the envelopes have both names and classes.

Hot Lunches

Our lunches are provided by an outside school meals provider, Dolce. Lunches are ordered online using a system called School Grid. To receive your School Grid log in details, please give the office your email address. You are able to pre-order meals for the whole term. Lunches are currently free for children in Reception, Year 1 and Year 2.

Packed Lunches

We insist on healthy packed lunches to ensure that children are having a good balanced diet that helps them stay healthy and gives them enough energy to concentrate through the afternoon. We do not have cool area to store our lunch boxes so for both these reasons we do have some restrictions on what is allowed. If you forget and put something in that they are not allowed it will be returned at the end of the day. **Children are NOT allowed:** fizzy drinks, yoghurts or frubes, any crisps or salty packet snacks, any chocolate or products covered in chocolate. For ideas on a healthy packed lunch please read the last section of the handbook.

School Milk & Snacks

School milk is only free up to the age of 5 unless your child is in receipt of the Pupil Premium Grant in which case they are still entitled to free milk and will be offered it in school until the end of Year 2. When your child is older than 5 they can still continue to have milk but parents need to register and pay online at www.coolmilk.com/register.

All children are offered a free piece of fruit or vegetable every day as part of the School Fruit and Vegetable Scheme and therefore no other snacks are necessary during the school day. Children in Pre-School may be offered other snacks such as bread sticks as part of their routine. Please ensure the office know of any food allergies.

Website

Don't forget our school website at www.newtown.education on the site you will find the latest dates for the diary, booking forms, school policies and lots of further information.

Facebook

We have a closed parents Facebook group which is great for asking questions and keeping up to date, search for Newtown Parents, it will ask you your child's class and year group.

Online Shopping

If you spend any money online you could be raising money for the school. Just by clicking through a website you will be raising money that will go directly towards buying equipment for the children. www.easyfundraising.org.uk/causes/newtownearlyyears

You can also raise money when you buy from Amazon through **Amazon Smile**, where we are also a listed charity.

Compliments and Complaints

It is always easier to complain than praise but the staff work really hard to get the best out of your children, please be respectful and remember we have your children's best interests at heart. It is lovely to hear any positive feedback, so if you do have any particular compliments please email them to the school office and we will make sure that the member of staff gets the appropriate recognition.

Parents who have concerns should initially speak to either Sarah Organ, for issues in Early Years, or Louise Crook, for issues in Key Stage 1. They will try to sort any complaints out quickly and sensitively. If a solution cannot be found then please phone the office to make an appointment to see the Headteacher, Julia Antrobus. A full copy of the complaints procedure is on the school website.

HELPING YOUR CHILD TO STAY HEALTHY

Sleep

Sleep is very important to a child's wellbeing. Evidence shows that sleep is just as important as healthy eating and exercise for children to develop properly. Children who don't get enough sleep are more likely to be overweight or obese because they tend to crave and eat sugary or starchy food during the day to provide energy to stay awake. Younger children who are persistently sleep deprived seem irritable and overactive, seek constant stimulation and lack concentration. Such symptoms can be mistaken for mild ADHD (attention deficit hyperactivity disorder). It is hard to be prescriptive about how much sleep children should have as all children are different however here are some approximate numbers based on age, as recommended by the Millpond Children's Sleep Clinic: **4 years** = 11.5 hours, **5 years** = 11 hours, **6 years** = 10.75 hours, **7 years** = 10.5 hours.

As your child starts school, it can be helpful to keep to a similar bedtime routine every night. Too much excitement and stimulation just before bedtime can wake your child up again. Watching TV, tablets or iPads in the hour before bed or in the bedroom is thought to be particularly disruptive to good sleep patterns. Instead spend some time winding down and doing calmer activities, like reading.

An example of a good routine could be:

- a bath, then put on night clothes
- brush teeth
- get in to bed
- bedtime story
- a goodnight kiss and cuddle and lights out

Teeth

Hopefully by the time they start school your child will have visited the dentist already and you will already be actively promoting healthy teeth at home. A regular teeth-cleaning routine is essential for good dental health. Follow these tips and you can help keep your children's teeth decay-free:

- Teeth should be brushed for at least **two minutes twice a day**, once just before bedtime and once after breakfast.
- Supervise tooth brushing until your child is seven or eight years old, either by brushing their teeth yourself or, if they brush their own teeth, by watching how they do it.
- Guide your child's hand so they can feel the correct movement.
- Use a mirror to help your child see exactly where the brush is cleaning their teeth.
- Make tooth brushing as fun as possible, using an egg timer to time it for at least two minutes.
- Encourage children to spit out excess toothpaste but not to rinse with lots of water.
- Don't let children run around with a toothbrush in their mouth as they may damage their mouths or choke if they fall over.

Through their childhood children should be going to the dentist twice a year for a checkup. NHS dental care is free for children and there are NHS dentists in Chesham. Be positive about trips to the dentist and children will not be scared, make it fun!

Head Lice

We do ask parents to be vigilant and check their children's hair regularly. Wet their hair, cover it with conditioner and then use a special comb to check. The school will send a letter home if there is a reported case in your child's class as a reminder to check your child.

Healthy Eating

Healthy eating habits should be established for children as early as possible, and perseverance is often the key if you have a picky eater!

Breakfast

It is enormously important that children have a good breakfast every day before they come to school. Most of the important work in school happens in the morning and children need to be at their best! Children need complex carbohydrates such as wholegrain cereals or brown toast in order to keep them going until lunch. Why not try: Cheerios, Weetabix or porridge or 2 slices of toast with peanut butter or marmite, a glass of milk or juice and a banana.

Lunch

If your child has hot lunch they need to know how to use a knife and fork by themselves so it is good to let them practise these skills at home themselves.

A balanced packed lunch should contain:

- Starchy food, such as bread, rice, potatoes and pasta.
- Protein foods, such as meat, fish, eggs and beans.
- A dairy item such as cheese.
- Vegetables or salad, and a portion of fruit.

Starchy foods are a good source of energy and should make up a third of the lunchbox. But don't let things get boring. Instead of sandwiches why not try bagels, pitta bread, wraps or baguettes. Try to use brown, wholemeal or seeded bread, not white bread.

At Newtown we do not allow the children to have crisps in their lunch boxes as these are often high in fats and salt. Instead of crisps why not try making popcorn at home it is very cheap and easy and children are happy to eat it without salt or sugar. Children often like food they can eat with their fingers, so chop up raw veggies such as carrots or peppers, and give them hummus or cottage cheese to dip the veggies in. Breadsticks and wholemeal crackers are great finger foods and they can be spread with low-fat soft cheese or eaten with reduced-fat cheddar and pickles.

At Newtown we do not allow the children to have any form of chocolate in their lunch boxes and would request that cakes and biscuits should be saved for occasional treats. Make sure that children have fresh or dried fruit in their lunch box every day and see if you can get them to try new things, like kiwi or melon.

Don't forget to pack a drink but remember that it should be as tooth kind as possible. Watch out for drinks heavy in sugar or sweeteners which can cause tooth decay.

Remember not to put too much in their lunchbox, think about what they would eat at home for a cold lunch or tea and pack their lunch box accordingly.

It may take a while for your children to get used to a healthy lunch but it will be worth it for their health, so keep trying. If you are stuck for ideas why not try:

<http://www.schoolfoodtrust.org.uk/schools/projects/packed-lunches/packed-lunch-ideas>



Privacy notice for Parents / Carers – use of your child’s personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Newtown School, are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Simon Barker (see ‘Contact us’ below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils’ personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils’ personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual’s vital interests (or someone else’s interests)

Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils. You can request a copy of this schedule from the School Office.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet legal obligations to share information with them, such as pupil details and assessments
- Parents who have parental responsibility for their child such as assessment data, progress reports attendance and behaviour analysis.
- Educators and examining bodies – for example KS1 statutory testing information
- Our regulator, Ofsted, to meet our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Survey and research organisations – enabling School to obtain parental views
- Health authorities, to enable them to satisfy Government Regulations and to support pupil wellbeing
- Health and social welfare organisations, where they support the welfare of individual pupils
- Professional advisers and consultants where they are contracted to support pupil wellbeing
- Police forces, courts, tribunals where there is a legal obligation to share pupil data
- Professional bodies when there is a legal obligation to share pupil data

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents / carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Parents / Carers also have a legal right to access to their child's **educational record**. To request access, please contact Mrs Julia Antrobus, Headteacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the school in the first instance.

Julia Antrobus, Headteacher, Newtown School, Berkhamstead Road, Chesham, HP5 3AT.

To make a complaint, please contact our data protection officer.

Simon Barker, Data Protection Officer, Newtown School, Berkhamstead Road, Chesham, HP5 3AT

simon.barker@newtown.education

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Simon Barker, Data Protection Officer, Newtown School, Berkhamstead Road, Chesham, HP5 3AT

simon.barker@newtown.education

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.