

St Blaise C of E School



Parent/Carer Handbook September 2021

For general queries, contact
the school administrator:
Mrs Caroline Bradbury

Tel: 01235 831368.

Email:
[office.3260@st-
blaise.oxon.sch.uk](mailto:office.3260@st-blaise.oxon.sch.uk)

Website:
www.st-blaise.oxon.sch.uk

St Blaise C of E Primary School
School Lane
Milton Heights
Abingdon
Oxfordshire OX14 4DR

Dear Parents

We hope the information you will read here is both informative and helpful. We have tried to include all the information you might need to have to hand. For more detailed information, including relevant application forms and all school policies, please look on the School Website; or ask the office staff, who will be happy to help.

St Blaise Church of England Primary School

Ethos: Exploring and achieving together

Logo:



Biblical ref: – *The Lord God made all kinds of beautiful trees grow there and produce good fruit with seed in it according to their kinds and God saw that it was good. Genesis V1&2*

School values:

Together we love and respect. We are creative, we are determined, we are confident, we are kind.

STAFF and staffing information

Headteacher	Mrs Ruth Leach Mrs Leach is also the SENCO -special needs coordinator and Designated Safeguarding Lead (DSL)
School Administrator Assistant Administrator	Mrs Caroline Bradbury Mrs Katy McManus
Teachers & Teaching Assistants	
Oak Class - Reception	Mrs Karen Green (Mon- Thu) Mrs Anne Smillie (Friday) TA -Miss Megan Kilpin & Mrs Caroline Burgess
Poplar Class- Years 1 & 2	Miss Jade Pimm TA –Mrs Kelly Kilpin & Mrs Caroline Burgess
Beech class – Year 3	Ms Katie Charles TA -Mrs Gemma Moyes & Mrs Lisa Howard
Willow – Years 3&4	Mrs Ruth Leach (Mon- Tue) Miss Sarah Gerard (Tue- Fri) TA’s –Ms Gemma Wilkins & Connor Gilgory
Maple – Year 5&6	Mrs Anne Smillie (Mon) Mrs Clare Kirkham (Tues- Fri) TA - Miss Charlotte Maisey HLTA – Mrs Rachel Darby
Additional Teaching Assistants	Mrs Abbie Strange HLTA – Mrs Rachel Darby Mrs Margaret Patching
Teaching assistants are based with one class or several classes and pupils and may be approached with information or queries for that class. They also work across the school fulfilling various roles supporting learning in different ways. Rachel Darby is a HLTA (a higher level teaching assistant) and assistant SENCO.	
Support staff	
Lunchtime Supervisors	Mrs Caroline Burgess/ Mrs Rachel Darby/ Mrs Kelly Kilpin/Miss Megan Kilpin/Mrs Lisa Howard
Catering manager	Mrs Linda Bevan
Breakfast Club Supervisors	Ms Charlotte Maisey and Ms Gemma Wilkins
Afterschool Club Supervisors	Ms Charlotte Maisey, Mrs Gemma Moyes & Ellie
Caretaker and cleaners	Mrs Caroline Burgess Mrs Sarah Carter
Mini Bus Drivers	Mrs Rachel Darby/Mrs Lisa Howard/Mrs Kelly Kilpin
Regular visiting teaching staff	PE – Nathan IT – Dan Moran Mandarin – Kiky Guo Music – Katrina

Governing Body

Chair of Governors (co-opted parent)	Mr Mark Smith
Vice Chair	Mrs Fiona Morgan (SEND & Safeguarding)
Headteacher	Mrs Ruth Leach
Staff Representative	Mrs Karen Green
Parent Governors	Mr Steve Hook Ms Claire Hammond Mr James Hodge
Foundation Governors	Rev Phil Sutton (Staff Wellbeing) Miss Jane Robinson
Co-opted Governors	Mrs Fiona Morgan Mr Jeenesh Mistry
Associate Member	Mrs Linda Shatford Mr Tim McGrath
Clerk to the Governors	Ms Gill Brook

The role of the governing board is to set the direction for the school and to support and challenge the headteacher to ensure the school does its best for all pupils and their families.

The governing board currently works together as a whole group and meets monthly. More information on the governors, who they are, their interests and the role they play within the workings of the governing body can be found on the school website. Minutes of meetings are there too.

All governors may be approached for information on any aspect of school life, for help and support, and may be contacted through the school office.

BoBs

Buddies of (St) Blaise School is the name of our school association: parents, staff and friends of the school work together to support fund raising events and social occasions.

We have not been able to fund raise during COVID so we will relaunch BOBs in September.

Learning and Teaching

“Tell me and I will forget, show me and I will remember, involve me and I will understand.” Chinese Proverb

At St Blaise, we aim to ensure that the pupils in our school are provided with high quality, inspirational and purposeful learning experiences that lead to a consistently high level of pupil progress and achievement. High quality teaching lies at the heart of effective learning and makes a significant difference to the lives of the pupils in our school.

We acknowledge that all members of the school community are individuals and come to school with amazing gifts, remarkable talents, and immeasurable potential. We have a moral duty to ensure that each child can discover and build on their potential and in doing so foster the skills to become lifelong learners.

At St Blaise, we believe that the measure of a well-educated child is not only academic success. We feel strongly that a child should have a range of skills, qualities and attitudes that will enable them to be successful, enjoying life’s journey through education and into the adult world.

We believe it is important for pupils to develop and to deepen positive Christian values, and in doing so consider the implications of their choices in relation to themselves, the communities from which they are part, and the wider world. Our school Christian values that were decided by our whole school community are:

love, kindness, respect, determination, and creativity

These values underpin all that we do at St Blaise.

Detailed information on the curriculum can be found on the school website: this includes the school’s Learning & Teaching Policy, subject policies, schemes of work and class topic webs – these let you know what is being taught as each new term comes along.

Collective Worship and Religious Education

It is a statutory responsibility for schools to provide pupils with an opportunity to take part in a daily act of worship. As parents, you have the right to withdraw your child from acts of worship, and from Religious Education lessons, and you should write to the Headteacher if you wish to do so. We would, however, urge you to come and see for yourselves an act of worship and take the opportunity to discuss RE teaching before deciding.

Assemblies, including the daily act of worship, are an important part of the school day, as the whole school comes together to celebrate and promote our Christian Values.

Sharing worship

Parents, family and friends are often invited to join us for special worships and services, some of which are held at St Blaise Church. Our certificate worships are held every other Friday at 9am: these celebrate the success and achievements of all pupils and parents are

always welcome. The dates for these and other events are in the newsletter, on school website calendar.

School Prayer

Our Heavenly Father,

Thank you for the gift of learning here at Saint Blaise,

Help us on the journey of life so that we can do our best,

Give us love in our hearts today,

Amen

Lunchtime Graces

Varies

Assessment

It is essential that work planned for children is appropriate to their needs. Pupils are regularly assessed through on-going activities and through specific tests and tasks. There is also an emphasis on pupils assessing their own achievements to ensure they have a good understanding of their strengths and weaknesses and as a vehicle to raising self-esteem. Progress and achievements are recorded and regularly shared with parents.

Legal Requirements

We have a legal obligation to assess pupils in Reception as a baseline (new from Sep 2021), at the end of KS1 and KS2.

Additionally, Year One pupils are required to participate in a Phonics Test and Year Four – times tables.

Reporting to Parents

There are three parents' evenings each academic year when you are invited to discuss your child's progress, exchange information, ask questions and express views. During our spring meeting we share a midyear report and discuss ways to help children meet their targets.

A written school report is given to parents at the end of the summer term; this highlights your child's progress and attainment, strengths, and areas for development. As part of our school open door policy, we are always happy to meet parent and carers at times that are mutually beneficial to all.

Special Educational Needs and Disabilities (SEND)

At St Blaise we recognise that each child is an individual with needs. From time-to-time children may need extra support and individual help with an aspect of school life. As many as one in five children may have 'special educational needs' at some time during their school careers. These needs may be physical, intellectual, emotional, social, or behavioural and range from the mild to the complex and may be long-term or short term. In our small school, we know our children well and can pick up any difficulties quickly, but we also rely on you, as parents, to keep us informed of any difficulties you notice, and of changes in home circumstances that may affect your child.

Teachers respond to the diverse learning needs of the pupils and strive to remove any barriers to learning, ensuring all can access and participate in the curriculum. If individual support is needed, each child follows a carefully planned and personalised intervention programme. Support may include one-to-one tuition, small group work and support accessing the curriculum within the classroom.

Partnership with parents is a crucial part of a successful school experience for each child and particularly for those needing additional support. Once a child has been identified as needing support, the teacher will work with pupils and parents to draw up an agreed action plan and progress will be monitored and reported on between three and six times a year. As parents you will be kept fully informed of your child's progress and advised how you can support your child at home.

Autism: we now have several pupils who have been diagnosed on the autistic spectrum. Pupils' needs are often wide ranging and very different to other pupils. We have several parent and child friendly books in school, which are available to all parents to support you in your understanding of the needs of autistic children. We hold regular autism parent group sessions and participate in SWIFT (training).

The Headteacher is the SEN co-ordinator. Please see our SEND and Inclusion Policies.

Travel to school

We are currently writing our school travel plan and need to make sure that we are doing all that we can to reduce the number of cars at the school gate. We would like you to consider how you get to school. If you are within walking distance, please walk. If you live in Milton Village, please take advantage of our free school minibuses.

In order to reduce pollution, we would ask you to park away from school gates and walk the last part of the journey. This will benefit everyone. We also have an agreement with the football club at the rear of school to park in their carpark. There is a safe pathway to walk down to get to the entrance.

Mini-bus

The school mini-bus collects children from Milton Village at 8.35am at the St Blaise Church car park and drops them at the same place at 3.35pm.

Places on the minibus are allocated to families with priority going to children who live in Milton Village who are of statutory school age. Additional places will be considered by the Governing Body on an individual basis. The service is free of charge. Please speak to Caroline Bradbury in the school office for a consent form if you wish your child to use the mini bus on a regular basis.

Cycling and scooting

Children who cycle to school should wear a helmet. All cyclists and children riding scooters must dismount when on the school premises. We have a bike shelter next to the entrance to Red Dragon; parents and children are welcome to leave their bikes and scooters in this area.

Children over 9 years will be offered a place on a cycling proficiency course. Places will be allocated on a first come first served basis.

Pupil Premium Grant

This is additional government funding for schools that is allocated for pupils who may be, or have been, disadvantaged in some way during their schooling. These funds are for pupils in receipt of free school meals, children who are being Looked After (those who are unable to live with their birth parents), and children of parents in the Forces who may have moved schools several times. For more information, please ask the Headteacher or see the school website for the Pupil Premium Policy and information on how funds are spent.

School Uniform

The wearing of school uniform helps pupils to feel part of the 'St Blaise family'; it also helps parents avoid those discussions about what to wear! Most items are readily available; items with the school logo are available via SEWorkwear.com or visit their shop in Abingdon.

- Bordeaux sweatshirt or cardigan with school logo (other Bordeaux tops without logos may be worn).
- Light blue polo shirt with school logo or plain light blue polo shirt or blouse.
- Grey trousers, skirt or dress (jogger type trousers and trainers are not appropriate for wear during the school day).
- In the summer, a blue checked dress or grey shorts are optional.

Oak Class

- Children in Oak Class will need a waterproof jacket, over-trousers and Wellingtons in school at all times in order to access the outside area all year round.

St. Blaise Book Bags – can be purchased on line at seworkwear.com

School Uniform can be purchased on line.

This can be purchased from SE Work Wear – www.sewschoolshop.com/collections

There are no minimum order quantities and your uniform will be delivered directly to your chosen address.

Footwear

- Black or brown shoes (no elevated heels please).
- We discourage open-toe sandals in the summer, as they can be a health and safety risk.
- We do not allow 'fashion' boots, or High Tops; (trainers are needed for PE).

PE Kit

Children are expected to have their PE kit (named please), including appropriate foot wear, in school at all times. It is best to bring PE kit to school on a Monday and take home again on a Friday.

- Each child will need: - white polo shirt or plain white T-shirt; plain burgundy, black or blue shorts; and trainers (plimsolls are optional for indoor wear).
- Tracksuits may be worn for outdoor PE when the weather is cold, but not for gym as loose clothing can be a health and safety risk.

- Long hair must be tied back during all PE lessons.
- Small studs must be taped* or, ideally removed for PE and games, and must be removed for swimming.

**Children must bring their own Micro porous Surgical Tape to school in a named box to protect their ears. In the interest of health and safety, if a child wearing earrings does not have any tape, they will NOT be permitted to take part in the PE lesson and a letter will be sent home.*

We take years 3&4 **swimming** in the Spring Term: pupils need a one-piece costume/traditional trunk; all children must wear a hat. We may also take year 5&6 in the summer term.

Continued/

All items of clothing and personal property should be clearly named: this enables staff to return mislaid property!

No nail varnish or tattoos please.

Jewellery should not be worn to school. The school cannot be held responsible for lost items. **Watches** may be worn, but we cannot be held responsible for lost items. Smaller, slim line watches are preferable, as chunky watches may be dangerous when children are playing.

We do not permit **toys** in school unless it is by agreement or as part of a birthday show and tell.

We apologise for all the 'MUSTs' and 'NOs'- but adhering to these requests, does help everyone.

Attendance

School hours

The school buildings will open at 8.40am and registration begins promptly at 8.50am. We respectfully ask that parents and guardians leave their children at the new building door or the playground and not come into the building; this is to encourage independence and a prompt start to lessons.

Doors will be closed at 9am so access is through the main door. Access to the school after this time should be via the main entrance.

The school day finishes at 3.15pm, when children are collected from the area outside the new building (Oak and Poplar classes) or the playground (KS2).

The school offers a breakfast and after school club to support families – please see later sections.

Regular attendance at school is essential to helping your child/ren make progress and reach their full potential. Pupils whose attendance falls below 95% will be monitored by the school and discussed with parents where appropriate. A Parent Contract meeting will be held when attendance falls close to, or below, 92%.

Lateness

Punctuality is an excellent life skill and is encouraged by everyone at school. However, there may be unavoidable reasons for lateness and parents should notify the school if this

happens. Persistent lateness is unhelpful to your child/ren and is disruptive to the whole class.

If your child arrives after the register has been closed they need to report to the office where their attendance will be recorded as late. If your child is frequently late, we will ask to meet with you to identify any issues that are causing your child's late arrival and put support systems in place.

Illness

Please contact the school by 9am on the morning of the first day of absence to allow the school to record the absence accurately and if appropriate, authorise it. The 'phone system has an absence answer-machine; this is the best way to inform us. Parents should give an indication of the probable length of absence if it is likely to be longer than one day. If there is no contact from the parent, the school will telephone to ask for the reason for absence; this is to ensure pupils who have set off for school, have arrived safely.

Please provide a written explanation on your child's return, as we require this for our records. If no written explanation is given, you will be asked in writing to provide one. This helps us to track absences accurately and is a government requirement.

Please telephone the school office on 01235 831368

Sickness

If your child is unwell with vomiting and diarrhoea, the school follows County Guidelines that recommends your child should remain off school until they are symptom free for 48 hours and are feeling well to prevent further spread of the virus.

If your child is unwell during the school day, the school administrator or class teacher will inform you and ask you to collect your child as soon as possible. If you cannot be contacted, an adult who is authorised by you to collect your child/ren from school, and whose telephone number is recorded on the Registration Form, will be contacted.

Medical appointments

Please make every effort to arrange medical and dental appointments out of school hours. If this is not possible, please send a note to school, and collect and deliver your child via the main entrance.

Authorised Absence

An absence can only be authorised for one of the following reasons:

1. Medical, e.g., illness, GPs surgery, hospital, or dental appointments
2. Religious observance
3. Approved sporting activity in which the pupil is taking part.

Although other reasons may seem equally valid by parents and/or the School, in most cases the absence cannot be authorised and therefore the child must be recorded as having an **unauthorised absence**.

Family Holidays – we are not allowed, by government, to authorise absence for holidays except in the most exceptional of circumstances. Requests may be made for absence of one or two days, but these will only be authorised if the child's attendance is over 95%. Parents

must complete an 'Exceptional leave of absence request' form in order to have this absence authorised.

Penalty Notice Warning will be issued in September to all families. If a holiday is taken in that year a Penalty Notice will be issued by the Attendance and Engagement Officer (AEO).

For further information please read the School's Attendance Policy.

Breakfast and After School clubs

Breakfast club is available to all pupils. It begins at 8am and ends as the school day begins. We appreciate booking in advance – preferably at the end of the previous term however we can manage emergency drop off. Breakfast club cost £3 per session; this includes cereals, toast, and a drink.

Afterschool club is now growing rapidly. We would appreciate booking in advance but will be able to cope with emergency sessions. We charge £9 a session; this will include a snack and fruit. Sessions will be from 3.15 – 5.30pm.

If you would like to register your child, please contact the office for the appropriate forms. These need to be done before the start of the new term.

Emergency Closure

In the event of severe weather or other unforeseen circumstances, it may be necessary for the school to close at short notice. In these situations, the school puts into operation an Emergency Closure Procedure. Where possible, parents and carers will be notified by text and further information will also be available on BBC Radio Oxford and Heart FM. Unless advised otherwise, it should be assumed that the school is reopening the next day.

Non-collection of Children Policy

If a child is not collected by an authorised adult at the end of the day, the school puts into practice agreed procedures. These sound very formal but are needed to ensure children are cared for safely by an experienced and qualified practitioner who is known to the child.

Procedure

1. On occasions when parents are aware that they will not be able to collect their child/ren from school, the name, address, and telephone number of the person who will be collecting their child/ren must be put in writing.
2. If a parent, carer or designated adult is more than 15 minutes late in collecting their child the class teacher will phone the parent/carers, they will use the home number and then mobile, work and emergency contacts to try and ascertain the delay. Messages will always be left on answer phones.
3. While waiting to be collected the child will be supervised by a member of staff who will offer support and reassurance.
4. If after repeated attempts, no contact is made and a further period of 30 minutes has elapsed, the Head or senior teacher will call the Police non-emergency number for advice.

5. In the event of the Police/HUB being called the Head or senior member of staff will attempt to leave a message.
6. Under no circumstances will a child be taken to the home of a member of staff or away from school unless it is necessary.
7. The child will remain in the care of the School until they are collected by the parent, carer, or designated adult, or until alternative arrangements are initiated by the Police/HUB.

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Non-collection of Children from School Mini-Bus

If a child is not collected from the School Mini-Bus collection point at the end of the school day, the driver will bring the child back to school and the procedure listed above will be followed.

Clubs

A variety of clubs are offered to families. Details are available the term before the clubs commence. Clubs are run by a variety of teachers, TA's and outside groups. We keep costs to a minimum but cannot afford to run at a loss. All details can also be found on the school calendar.

Medical Information

For more detailed information please read the school's Supporting Pupils' with Medical Needs Policy. Please ensure that the school retains up to date information regarding home and work telephone numbers, and doctor's name and surgery details.

On site we have many paediatric first aiders – Karen Green, Kelly Kilpin, Charlotte Maisey, Rachel Darby, Caroline Burgess and Megan Kilpin.

Other first aiders on site – Lisa Howard, Clare Kirkham, Abi Strange and Gemma Moyes

Medicines

Parents, who wish prescribed medicines to be administered to their child at school, must give written permission for this to be done. Medicines should be handed to the class teacher, or Mrs Bradbury in the school office, for safe keeping. No responsibility, however, is accepted by the school for the keeping or administering of medicines.

Asthma

If your child has asthma, please ensure that their medical details and contact numbers are up to date. We also ask that you provide the school with written details of typical symptoms related to your child by completing an Asthma Record, which is available from the school office.

For older children, inhalers for immediate relief should be always kept with them. This is particularly important during PE and on day visits or at the swimming pool. We also ask you to provide a spare inhaler, clearly labelled which will be kept in the staffroom in case of an emergency.

Head Lice

Unfortunately, there are outbreaks of head lice from time to time. We ask all parents to be vigilant and inspect your children's hair regularly. Should head lice be found, please treat your child's hair immediately and inform your child's class teacher.

Sun Cream

In the summer months, please ensure your child is adequately protected against the ill-effects of over exposure to the sun. Children should come to school wearing sunscreen when appropriate and be encouraged to apply it independently. Children must not share, so please ensure your child is adequately supplied. Because pupils in Oak class spend a large part of their time outside, we will help them to apply cream throughout the day: if you wish us to do so, you will need to supply sun cream in a clearly named bottle.

School Meals

Hot school meals are cooked on site and are FREE to children in Reception, Year One and Year Two. Children may bring their own sandwiches if they prefer but please try school dinners. Dinner money MUST be paid on the first day of each school week or may be paid in full at the beginning of each half-term. Money brought to school should always be brought in a clearly marked envelope indicating the reason for payment. The cost of a school meal is currently £2.30 per day.

Children of parents on income support, and other benefits, may be entitled to FREE school meals. Please contact the school office for further information. These requests are always held in the strictest confidence. Please apply for free school meals if you think your child/re are entitled, even if you think your child will not take advantage of these every day, as their entitlement triggers further funding for the school.

Play-time Snack

Pupils are encouraged to bring a healthy snack to eat at play time. This should consist of fresh fruit and / or vegetables. No fruit bars are permitted. Reception, Year 1 and Year 2 are provided with this snack.

Cakes and Sweets

In line with our Healthy School Policy, we discourage the bringing in and sharing of cakes, sweets or party bags for birthdays or other special occasions. Healthy snacks, fruit kebabs, vegetables and dips are a great alternative.

Water bottles

All children are encouraged to bring water to school as we know that it is important to drink adequate amounts of water throughout the day. No juice is permitted due to the high sugar content. Bottles must be clearly named.

Homework

Homework is actively encouraged to help consolidate, practise and reinforce knowledge and concepts taught in class. It is available on the school website under the classes tab.

Children in Key Stage 1 are expected to:

- read regularly

- learn sounds and spellings
- practise number work
- complete a 'finding out' task.

As a general guide, children are not expected to work for more than 15-20 minutes at any one time. This may vary according to the activity or the children's interest.

Children in Key Stage 2 are expected to:

- read regularly
- learn spellings
- learn multiplication tables
- practise maths skills
- practise literacy skills
- work on projects from non-core subjects
- complete a 'finding out' task.

Children in Key Stage 2 are not expected to work for more than 25-30 minutes at any one time. This may vary according to the activity or the children's interest.

We welcome feedback and comments on homework from children and parents. If for some reason your child is not able to do the work or is having difficulty, this should be noted so that teachers can deal with the problem promptly.

Better homework results will be achieved if you as parents are able to involve yourselves with the work and try to make the activities as enjoyable and stress free as possible. Parent co-operation with homework is very important, on average 85% of pupils complete homework regularly.

Good Behaviour

Our school motto '*exploring and achieving together*' lies at the heart of our ethos at St Blaise.

We believe that pupils have the right to learn, and staff have the right to teach without threat, fear or significant disruption or interruption. We also acknowledge that pupil behaviour and discipline at school is fundamental to raising standards of educational achievement and increasing social inclusion.

Restorative approaches

As a school we strongly believe that effective relationships are at the heart of all we do. We encourage everyone to take responsibility for their actions and to own the solutions to their conflict and problems.

Staff support children through the process by holding restorative circles and acting as mediators. As the children move through the school they gain confidence and an ability to take more responsibility.

Code of conduct - Kind hands, kind feet and kind words.

Rewards

Children are given a house team when they enter school. Teams are based on important STEM figures: Shine, Aderin-Pocock, Backshall and Van-Tulken. Children are placed with brothers and sisters and teams have a family feel. Children will be given house tokens during whole school activities and house team activity days. The team with the most tokens at the end of each term will receive a house reward.

Rewards for all pupils should be used frequently. Praise and other rewards enhance all pupils' self-esteem and are as important for pupils who are good role models, as well as for those whose behaviour is more challenging. All staff should make use of the following:

- ✓ Specific, verbal praise (you have been determined with..., I like the way...)
- ✓ Entries on Achievement Cards
- ✓ Sharing work with other staff and pupils
- ✓ Speaking to parents at the end of the day when pupils are collected or by phone
- ✓ Class reward systems
- ✓ Shine Time book
- ✓ House team points for lunchtime behaviour

Good learning behaviour and achievement are rewarded through personal achievement cards: adults fill these in and when complete the child visits Mrs Leach. These achievements are celebrated in assemblies, and then sent home.

Consequences

The consequence to any inappropriate behaviour should, where possible, be reflected in an activity which helps to model appropriate behaviour. For example, if a pupil cannot follow the rules in a game, the pupil could for a short period of time, be the referee to enable them to learn the rules for themselves. At all times we follow restorative approaches scripts.

Some pupils may need individual behaviour plans, these are for children with very specific social and emotional needs; these pupils may have a Handling Plan, these are agreed with staff, parents and children

Consequences of my behaviour

A reminder of expectations and how to behave – this is when pupils are invited to turn situations round



Verbal warning 1– (name on the board, Poplar/Willow/Maple)



Class teacher/TA's will speak to a parent/carer

Anyone breaking the School Code of conduct and purposefully breaking these rules will be given a red card



A restorative conversation takes place with the child at lunchtime or the end of the day

(these will not be taken into the next day – they are used to create change and an understanding of personal responsibility)



Red cards will always be shared with parents



If behaviour continues, several red cards etc then staff will speak to Mrs Leach who will engage with the pupils and the parents, behaviour contracts/agreements may be put in place

Restorative cards - pupils will spend an age-appropriate amount of time at lunchtime with a member of teaching staff. Pupils complete a KS1 or KS2 incident report form. A copy of the form will be stored in the Restorative Card file kept in the central area. All copies will be sent home to parents. Should low level disruption persist, on completion of a third incident report, the Headteacher will request a meeting with the parents to discuss a behaviour plan and think of ways to move forward.

Any behaviour that endangers pupils or staff will be immediately Red Carded; the Head teacher will decide an appropriate course of action.

Further detail can be found in the School's Behaviour, Bullying and Exclusion Policies.

Educational Visits and Charging Policy

All children have the opportunity to take part in educational visits and can derive a good deal of educational benefit from taking part. They have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits encourage greater independence.

To make the best use of this resource we ask you to give us overall permission to take your children out locally; with specific permission being sought for trips further afield and those that occur outside the normal school day.

Personal Accident Scheme for School Children -

The school's policy provides cover for accidental death or serious injury to an insured Person who is participating in an activity organised by or through the school including the following activities:

- All sports activities
- All playground activities
- Classroom laboratories, work experience etc.
- Education visits etc.

Cover applies both on and off the school premises, in and out of school hours and includes transportation organised by the school to and from the activity.

Visitors to school and workshops of various kinds are also regular features of the school calendar. These ensure children have a rich and varied experience.

It is the Governors' policy that where possible the costs of visits and visitors will be met from school funds. We believe these activities are important and therefore there should be a minimal call on parents/ carers to fund such activities. BOBS – Buddies Of Blaise School - raise funds for the school and often contribute to this type of activity.

The Education Reform Act requires that no charges be made for activities taking place wholly or mainly in school time. Therefore, if funds are needed, we ask for Voluntary Contributions from parents who feel able to help. No child is prevented from taking part because he or she has not contributed; in this situation the school will endeavour to cover the cost.

When we do need the direct support of parents to fund an event, we will inform you as early as possible. If insufficient donations are given and the activity or visit is unable to take place, we will advise parents accordingly.



schoolmoney

School Money

We use the online payment system SchoolMoney. This means that you have the facility to make payments for school expenses, such as trips, online with your debit or credit card. The payment system benefits both of us as a school and you as a parent. Not only will you be able to pay for items from the comfort of your own home, but you will also be able to access your account at any time to see if there is anything you need to pay for. SchoolMoney enables us to experience a more streamlined, cost effective and efficient payment system in a secure and safe environment.

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You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up-to-date contact details, we will send you a password when you start school. This password will give you access to your SchoolMoney account where you can pay for any items, we have requested from you.

To log into SchoolMoney, visit the website www.eduspot.co.uk and click on the sign in button in the top right-hand corner. In the drop down, select the SchoolMoney Parent Login option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent you, and your child's first name.

If for any reason you are struggling to log in, it may be because you have not provided us with the correct contact details. Please let us know immediately if either your mobile number or email addresses changes.



Communication

We email out a newsletter several times a term; a copy is available to view on our website. We also email out information including clubs and local events which may be of interest to you. Paper copies are available from the school office. For more immediate messages and reminders we will send you a text, so it is important we have your correct contact details. Please let us know immediately if either your mobile number or email addresses changes.

Raising Concerns and Resolving Complaints

Your child's education and school experience is extremely important to us, but from time to time you may have concerns or worries you wish to discuss. If this situation arises, it is important that you contact the class teacher or the Headteacher immediately, so that we can resolve the problem as soon as possible. We have an 'open door' policy and welcome everyone to discuss concerns, however trivial they may seem. A problem discussed early is usually more quickly resolved than one that has lingered for some time.

Alternatively, parents with concerns about whole school issues may prefer to talk to one of the Governors of the school who will be ready to listen and act on their behalf. The Governing Body has adopted the Local Authorities 'Complaints Procedure' with the intention it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office or visit the school website. The Local Authority may also be contacted on issues that may be beyond our control, such as Admission to the school.

GDPR

The **General Data Protection Regulation (GDPR)** is a new EU regulation which comes into force on 25 May 2018. Its aim is to improve privacy and give greater control to customers and citizens over their personal information and how it is used.

Please go to our website and read these useful documents

<https://www.st-blaise.oxon.sch.uk/information/gdpr/>

Finally: we welcome feedback on this document. Is there enough information... too much? Is the information easy to access? Are additional documents/ policies/ information readily signposted or are you confused about where to go for more information, help and support?

Please let us know by contacting Parent Governor, Claire Windsor via school.

We are looking forward to working with you and getting to know your children.

Thank you

All at St Blaise