



PARENT HANDBOOK

2018/19



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Dear parents,

I hope you find the information included in this handbook helpful.

At Pilgrims we strive to foster mutual trust and understanding between school and home. Parents are always welcome in the school whether it is to discuss your child's progress with a member of staff, offering help in the classroom or supporting Pilgrims Parents.

Our vision is to inspire each child to love learning, within a happy and secure environment. Through a creative and innovative curriculum, we aim to establish a solid foundation for future academic, social, physical and emotional achievements. Curiosity, kindness and respect for others are values that lie at the heart of our school.



In support of one of the work the school is undertaking this year in relation to the pastoral care of our children our chosen charity for this year will be the Mind Map Charity. The charity aims to promote and encourage the improved mental health and emotional wellbeing of children and young people and enable all schools to make mental well-being a priority.

Throughout the year we will also join in with national sponsored events such as Jeans for Genes Day, Children in Need, Red Nose Day and World Down's Syndrome Day. Thank you, in advance, for your generosity and support.

Please do not hesitate to contact the school should you have any further questions or suggestions.

Mrs Jo Webster
Headteacher

1. PILGRIMS SCHOOL VISION, MISSION and VALUES

Vision				
Pilgrims inspires each child to love learning				
Mission	Inspirational and innovative teaching	Recognising each child as an individual	Creating a stimulating environment	Developing a strong sense of community
Aims	<p>Enable all the children to reach their full potential.</p> <p>Stimulate their curiosity, enjoyment, imagination and creativity.</p> <p>Encourage the children to be confident, independent thinkers.</p>	<p>Support individual needs, recognise and enhance potential.</p> <p>Nurture children's interests and develop their ideas.</p> <p>Encourage all the children to open their minds to new opportunities and challenges.</p>	<p>Provide a safe and happy school full of rich and challenging opportunities.</p> <p>Maintain and develop the excellent facilities.</p>	<p>Create an ethos with clear expectations and shared values.</p> <p>Engage the children with the wider community to enhance their understanding of the world in which they live.</p>
Key Targets	<ul style="list-style-type: none"> • Introduction new system to track and monitor children's progress and attainment in relation to national expectations. • Work towards the ICT NAACE award • Continue to develop concept of growth mind-set linking it into curriculum • Introduce and embed new dining experience by creating an area which is an extension of the children's learning environment 			
Values	<p>Kindness We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy, safe and included.</p> <ul style="list-style-type: none"> ▪ Work together to help and support each other ▪ Consider the feelings of others <p>Be kind with our hands, feet and voices</p> <p>Curiosity We celebrate and encourage curiosity and the desire to wonder and ponder, instilling in everyone a lifelong love for learning and the skills to explore the world around them.</p> <ul style="list-style-type: none"> ▪ Think, ask questions, find answers and create solutions ▪ Approach each new opportunity positively <p>Persevere even when the path seems challenging</p> <p>Respect We acknowledge the feelings, interests and beliefs of others within an environment that reflects understanding, honesty and integrity.</p> <ul style="list-style-type: none"> ▪ Stop, look and listen when someone is talking ▪ Take pride in knowing we have tried our best ▪ Take care of each other, our belongings, our school and our environment ▪ Be truthful and display good manners at all times 			

Home / School agreement

We believe it is important to have a close and mutually-respectful partnership between the school, the parents and the children; a partnership which reflects the school's aims and values of curiosity, kindness and respect. Therefore a Home/School agreement has been established to clearly indicate the school's responsibility towards the children, the parents' responsibility towards the school and what the school expects of the children. Parents are asked to read and share this agreement with their child before signing it and returning a copy to their child's class teacher. This process forms part of our admissions and enrolment process. For those parents who have already read and signed it we would ask that you revisit this agreement at the start of each year. For those parents whose children have moved from Pre School to main school an updated agreement will be issued. Copies of the Home / School Agreement have been attached at the back of this handbook for your information. (appendix A – Little Pilgrims & Pre School, appendix B – Main School).

VALUES AND EXPECTATIONS FOR THE WHOLE SCHOOL COMMUNITY

Pilgrims' Values and Expectations define the behaviours we expect from all members of our school community. By demonstrating these, we can all work towards achieving the school's Vision, Mission and Aims. The Values and Expectations are embedded in all we do at Pilgrims; inside and outside of the classrooms. We hope that you will continue teaching and role-modelling these Values and Expectations outside of school.

Kindness

We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy and safe.

Work together to help and support each other

Consider the feelings of others in our actions and our words

Be kind with our hands, feet and voices

Curiosity

We celebrate and encourage curiosity and the desire to wonder and ponder, instilling in everyone a lifelong love for learning and the skills to explore the world around them.

Think, ask questions, find answers and create solutions

Approach each new opportunity positively

Persevere even when the path seems challenging

Respect

We acknowledge the feelings, interests and beliefs of others within an environment that reflects understanding, honesty and integrity.

Stop, look and listen when someone is talking

Take pride in knowing we have tried our best

Take care of each other, our belongings, our school and our environment

Be truthful and display good manners at all times

BEHAVIOUR AND ASSERTIVE DISCIPLINE

We ask parents to work with us to promote and encourage appropriate behaviour, inside and outside of school. Good behaviour is behaviour that does not disrupt the learning opportunities of others and does not hurt or interfere with their safety. It means respect for other people and their property. We encourage good behaviour in our pupils by adhering to our values and expectations as outlined above.

Rewards

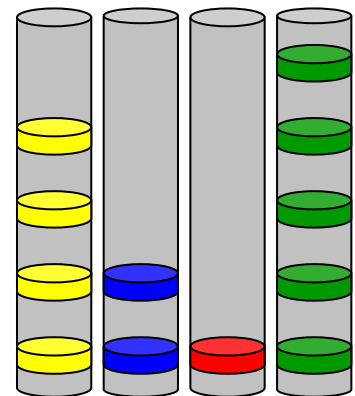
- praise
- praise from other adults
- stickers or smiley faces
- positive comments to the parents
- house point token
- "Golden Time" (whole class recognition)
- Visiting the Head/Deputy Headteacher

Consequences

- warning
- time out
- longer time out
- remove to another class
- speaking to parents
- sending a child to Deputy Head or Headteacher (speaking to parents)

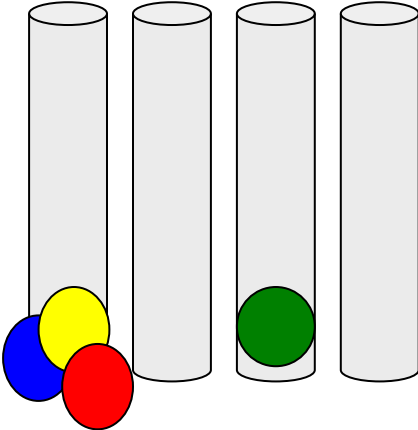
SCHOOL HOUSE POINT SYSTEM

All children and staff from Reception upwards are allocated to one of four Houses: Red, Yellow, Blue and Green. These colours are in keeping with sports day colours used in the summer term. House Point Tokens are awarded for demonstrating an understanding and awareness of the school values and expectations. They can be awarded by any member of staff. Children will deposit their tokens in tubes displayed in the library.



Every week, House points are counted by Mrs Webster and Mrs Quince and the winning house is announced during an assembly each week and awarded a special cup. Details of the winning house colour is shared in the weekly parent newsletter.

At the end of the term, the House who has won the most weeks is allowed to come to school in mufti for a day. The process is repeated each term.



2. THE PILGRIMS' TEAM

Department	Name	Post	Qualifications
School	Mrs Jo Webster	Headteacher	B Ed (Hons), EYP, NPQH
Head's Office	Mrs Barbara Courtney	PA to Headteacher	
	Mrs Karen Sinclair	Registrar/Marketing	

Main School		Mrs Susan Quince	Deputy Headteacher Curriculum Co-ordinator	BA (Hons) in Primary Ed QTS
Year One	1FH	Mrs Mary Hosegood	Class Teacher (Wed-Friday)	BSc (Hons) GTP
		Mrs Melissa Frame	Class Teacher (Mon-Tue)	B Ed (Hons)
		Mrs Dannii Forman	Teaching Assistant	
	1JC	Mrs Jessica Collins	Year Group Leader / Class Teacher	B Ed (Hons)in Ed with QTS
		Mrs Lindsey Bickerton	Class Teacher (Wednesday)	
		Mrs Mags Blythman	Higher Level Teaching Asst	NVQ Level 3
		Mr David Carr	Higher Level Teaching Asst (afternoon)	NVQ Level 3 BSc (Hons)
	1MW	Mr Michael Webster	Class Teacher	BA (Hons) PGCE
		Mrs Carrie Clarke	Teaching Assistant	
Year Two	2TM	Mrs Tracey Marquand	Year Group Leader / Class Teacher Safeguarding Co-ordinator	MA in Ed Studies PGCE, BA (Hons) in Sociology
		Mrs Amanda Stark	Higher Level Teaching Asst	NNEB, HLTA Status
		Mrs Claire Breed	P/T 1:1 Learning Support Asst	BA (Hons) Drama PGCE Primary Ed, QTS, British Sign Language Level 2
	2AS	Mrs Alyssa Scorer	Class Teacher	B Ed (Hons) in Primary Ed
		Mrs Maxine Spriggs	Teaching Assistant	NVQ Level 2
	2BS	Miss Bella Spallis	Class Teacher	
		Mrs Cathy Reddy	Teaching Assistant	NVQ Level 2
	Music	Mrs Angela Knight	Music Co-ordinator & Teacher Reception, Years 1 & 2	BMusic (Hons), PGCE
Mrs Jennie Wilson		EY Music Specialist (Pre School and LPs)	BA Performing Arts	
Mr Damian Fisher		Peripatetic Drum Teacher	VMT	
Mrs Felicity Gibson		Peripatetic Piano Teacher	VMT	
Mrs Emily Groom		Peripatetic Violin Teacher	VMT	
Mr Max Milligan		Peripatetic Guitar Teacher	VMT	
MFL	Mrs Rachel Hosking	Modern Foreign Languages Teacher	BA (Hons) French, PGCE	
IT	Mr David Carr	IT Curriculum Specialist	NVQ Level 3 BSc (Hons)	
Swimming	TBC	Swimming Manager/Instructor		

	Mrs Wendy Coles	P/T Swimming Instructor	FIOS Level 2 Teacher
	Mrs Sarah Francolini	P/T Swimming Instructor	FIOS Level 2 Swimming Teacher
Out of Hours and Lunchtime	Mrs Liz Luxemburg	Lunchtime & Out of Hours Supervisor	SRN, NVQ Playwork Level 3
	Miss Filomena Rozana	Lunchtime & Out of Hours Assistant	
	Mrs Giacinta Marinelli	Lunchtime & Out of Hours Assistant	CACHE Level 3 in SEN, NVQ Level 2 in Playwork
	Mr David Anderson	Lunchtime & Out of Hours Assistant	
	Mrs Suzanne Clarke	Lunchtime Assistant	
	Mrs Maria Esposito	Lunchtime Assistant	
	Mrs Lesley Winslet	Lunchtime Assistant	Level 2 TA
	Mrs Penelope Marshall	Lunchtime Assistant	
	Mrs Caroline Moghtadaii	Pre School Lunch & Tea Asst	NVQ Level 2
	Mrs Wendy Tyrie	Lunch Assistant	
Holiday Club	Mrs Clare Pinnock	Holiday Club Manager	NNEB Level 3, HLTA status BSL Level 2
	Mrs Dannii Foreman	Holiday Club Deputy Manager	
	Mr David Anderson	Holiday Club Assistant	NVQ Level 2

Additional Education Support	Mrs Jacqueline Morales	Pastoral & SENDCo	BA (Hons) QTS	
SEN Dept	Mrs Karen Powell	1:1 Academic Support	NVQ Level 3	
	Mrs Amanda Cremona	1:1 Academic Support	NVQ Level 3	
	Mrs Joanne Kew	1:1 Academic Support	TA	
	Mrs Sarah Aldred	1:1 Academic Support	BTEC	
	Mrs Claire Breed	P/T 1:1 Learning Support Asst	BA (Hons) Drama PGCE Primary Ed, QTS, BSL Level 2	
	Mrs Kim Ross	P/T 1:1 Learning Support Asst		
EYFS	Miss Kim Goodwin	EYFS Coordinator Pre School Teacher	B Ed (Hons) in Primary Ed EYPS	
Rec	RFC	Mrs Frances Culhane	Year Group Leader / Class Teacher	B Ed (Hons) in Primary Ed
		Mrs Clare Pinnock	Higher Level Teaching Asst	HLTA status / NNEB BSL Level 2
	RKC	Mrs Kirsten Coates	Class Teacher	B Ed (Hons) Primary
		Miss Lizzie Barnes	Higher Level Teaching Asst	NVQ Level 3 / CACHE Dip in Childcare & Ed
	RRB	Mrs Robbin Brough	Class Teacher	
		Mrs Chris Bowman	Higher Level Teaching Asst	BTEC Level 3

Pre School	Miss Kim Goodwin	EYFS Coordinator Pre School Teacher	B Ed (Hons) in Primary Ed EYPS
	Mrs Jennie Taylor	Pre School Manager Forest School Co-ordinator	NNEB, Cert of H.E. Level 4/FS Leader
	Mrs Hannah Niro	Pre School Supervisor	NVQ Level 3
	Miss Elise DeWit	Early Years Support Practitioner	NVQ Level 3 & 4
	Mrs Linda Evans	Early Years Practitioner	BA Hons
	Miss Emma Henson	Early Years Practitioner	NVQ Level 2
	Miss Sharon Owens	Early Years Practitioner	BTEC Level 3
	Mrs Bally Momi	Early Years Practitioner	NVQ Level 3
	Miss Laura Strutton	Early Years Practitioner	NVQ Level 3
	Mrs Kim Ross	P/T 1:1 Learning Support Asst	NVQ Level 2
	Mrs Penelope Marshall	Early Years Support Practitioner	
	Mr James Phillips	Early Years Support Practitioner	
	Mrs Caroline Moghtadaii	Early Years Support Practitioner	
	Mrs Ella Wojcik	Early Years Support Practitioner	
Little Pilgrims	Mrs Beth Smith	LPs Manager	BA, BTEC, EYP
	Mrs Jen Cosgrave	LPs Deputy Manager	BA, NNEB
	Mrs Eleanor Wallis	Early Years Lead Practitioner	NVQ Level 3
	Mrs Debbie Endersby	Early Years Practitioner	NVQ Level 3
	Miss Chelsea Denton	Early Years Practitioner	NVQ Level 3
	Ms Claire Denholm	Early Years Practitioner	NVQ Level 3
	Mrs Jo Goodrum	Early Years Practitioner	NVQ Level 3
	Miss Natalie Hewitt	Early Years Practitioner	NVQ Level 3
	Miss Emma Johnstone	Early Years Support Practitioner	
	Mr Patrick Stuart	Early Years Support Practitioner	
	Miss Lore Valerio	Early Years Support Practitioner	
	Mrs Poly Zaman	Early Years Support Practitioner	
	Mrs Hayley Barton	Early Years Practitioner	NVQ Level 3
	Mrs Katherine Bartram	Early Years Practitioner	NVQ Level 3
	Miss Shamima Begum	Early Years Practitioner	NVQ Level 3
	Miss Rachel Perrin	Early Years Practitioner	NVQ Level 3
	Miss Sophie Sinclair	Early Years Practitioner	NVQ Level 3
	Mrs Lena Chinzi	Early Years Support Practitioner	NVQ Level 2
	Mrs Marley Dass	Early Years Support Practitioner	
	Miss Frankie Conte	Early Years Lead Practitioner	NVQ Level 3
	Miss Rebecca Burnett	Early Years Practitioner	NVQ Level 3
	Miss Leah Greenhill	Early Years Practitioner	NVQ Level 3
	Mrs Toni Thandi	Early Years Practitioner	NVQ Level 3
	Miss Sophie Tollman	Early Years Assistant	
	Miss Ally Wallis	Early Years Assistant	
	Mrs Andrea Essam	Early Years Support Practitioner	
	Miss Dawn Murphy	Breakfast Assistant	
	Miss Jenni Grindley	Early Years Lead Practitioner	NVQ Level 3
	Miss Kayley Freame	Early Years Practitioner	NVQ Level 2
	Miss Katie Marshall	Early Years Practitioner	NVQ Level 3
	Jenna Roots	Early Years Practitioner	NVQ Level 3
	Mrs Magda Rusti	Early Years Practitioner	NVQ Level 3
	Mrs Maria Esposito	Early Years Support Practitioner	

Baby Room	Mrs Anita Walsh	Early Years Lead Practitioner	NVQ Level 3
	Miss Emilia Gill	Early Years Practitioner	NVQ Level 3
	Miss Ellie Milligan	Early Years Assistant	
	Miss April Simmons	Early Years Practitioner	NVQ Level 3

Support Staff	Mr Marcin Mieczkowski	Finance & Operations Manager
	Mrs Tracey Boothe	Finance Assistant
	Mrs Sara Cole	Receptionist
ICT	Mr Mark Koujan	ICT Support Engineer
Medical	Barbara Taylor	School Nurse
Site Maintenance	Mr Glen Gray	Estates and Facilities Manager
	Mr Hayden Brice	Caretaker
Domestic	Mrs Magda Goluch	Cleaning Supervisor (4pm-9pm)
	Miss Sigrity Benderiene	Cleaning Operative
	Mrs Margaret Bennett	Cleaning Operative
	Mr Dylan Gordillo	Cleaning Operative
	Mrs Edita Svipaite	Cleaning Operative
	Mrs Kim Ziccardi	Cleaning Operative
Catering	Mrs Pam Bhogal	Catering Manager
	Mrs Margaret Murphy	Sous Chef
	Mrs Turyanne Bateman	Catering Assistant
	Mrs Linda Beckett	Catering Assistant
	Mrs Sigrity Benderiene	Catering Assistant
	Miss Charmaine Devereux	Catering Assistant
	Mrs Gayle Fisher	Catering Assistant
	Mrs Sue Hornibrook	Catering Assistant
	Mrs Emma Johnstone	Catering Assistant
	Mrs Ginette Solowo-Coker	Catering Assistant
Mrs Sue Stone	Catering Assistant	

The following members of staff are currently on maternity leave:

Victoria Esposito, Early Years Practitioner (Pre School)

7. SCHOOL GOVERNORS

The school is managed by a committee of volunteers which consists of governors who are either Trustees of the Harpur Trust or have been co-opted onto the committee by the school. All members of the school committee, which includes staff and parent elected representatives, can be contacted via the school office.



Sue Clark – Chair of Governors

School Committee Members

Sue Clark (Chair)
Tina Beddoes
Rhian Castell
Sarah Wheeler
Mark Jewell
Hanif Patel
Rose-Marie Wellington

3. GETTING TO AND FROM SCHOOL

Parking

Although we do have a car park, inevitably there is some congestion in the morning and at the end of the day. If you can, please walk your child to school. If you live a distance from school you may like to park on Park Avenue or one of the roads off Brickhill Drive and walk from there. The speed limit within the car park is 10mph and we would ask you to observe this at all times. Please do not park on the access road into the school or use other car parks adjacent to the school.

Cycling

We are happy for children to ride their bikes or scooters to school providing they are accompanied by an adult and are wearing a helmet. If left here, there are cycle racks near the school gate. Please ensure that bicycles are locked. Children should not ride their bicycles or scooters across the zebra crossing, into the playground or inside the school.

The school gate

If you are using the gate from Bedford Park into the Pilgrims Centre please ensure that you use the designated safe route through the site into school – this is shown on page 10. Alternatively please use the gate leading from Bedford Park directly into the Pilgrims School car park which is open from 8am through to 6pm.

The school caretaker, opens the main school gate onto the playground at 8.25am. This is then locked no later than 9am. In the afternoon the gate is opened at 3.25pm and locked no later than 4pm.

If access to the school is required outside of these times, you will need to use the main school entrance. Children who arrive late must be signed into the late book which is kept at the main reception desk.

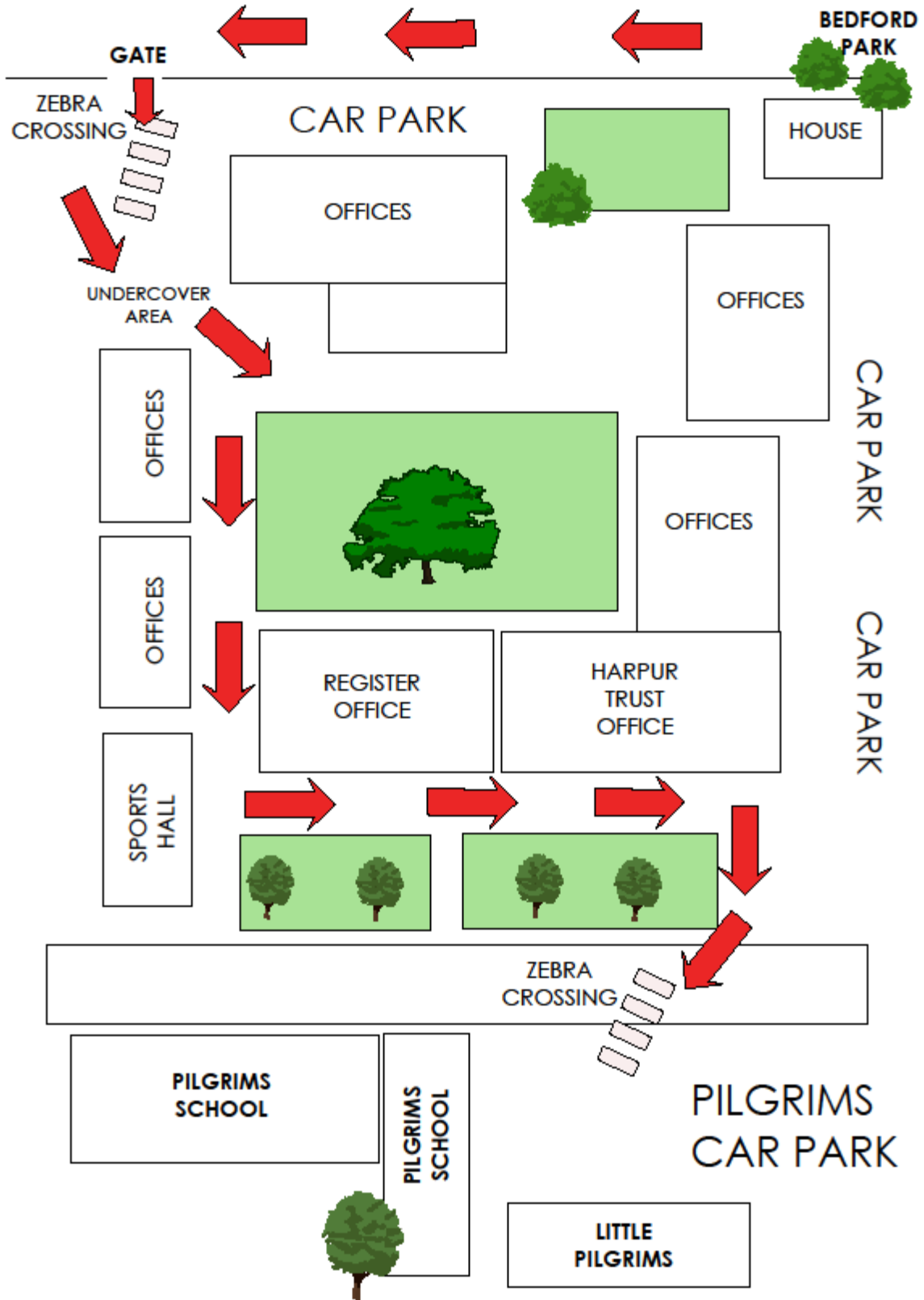
Inter-com systems are used to access Little Pilgrims and Pre School. Please be aware that staff may not be able to answer the inter-com **outside** of drop-off and pick-up times as the children may be enjoying activities in other areas of the school. If you do need to gain access at these times, please use the main reception.

Security: Entering and Leaving the School

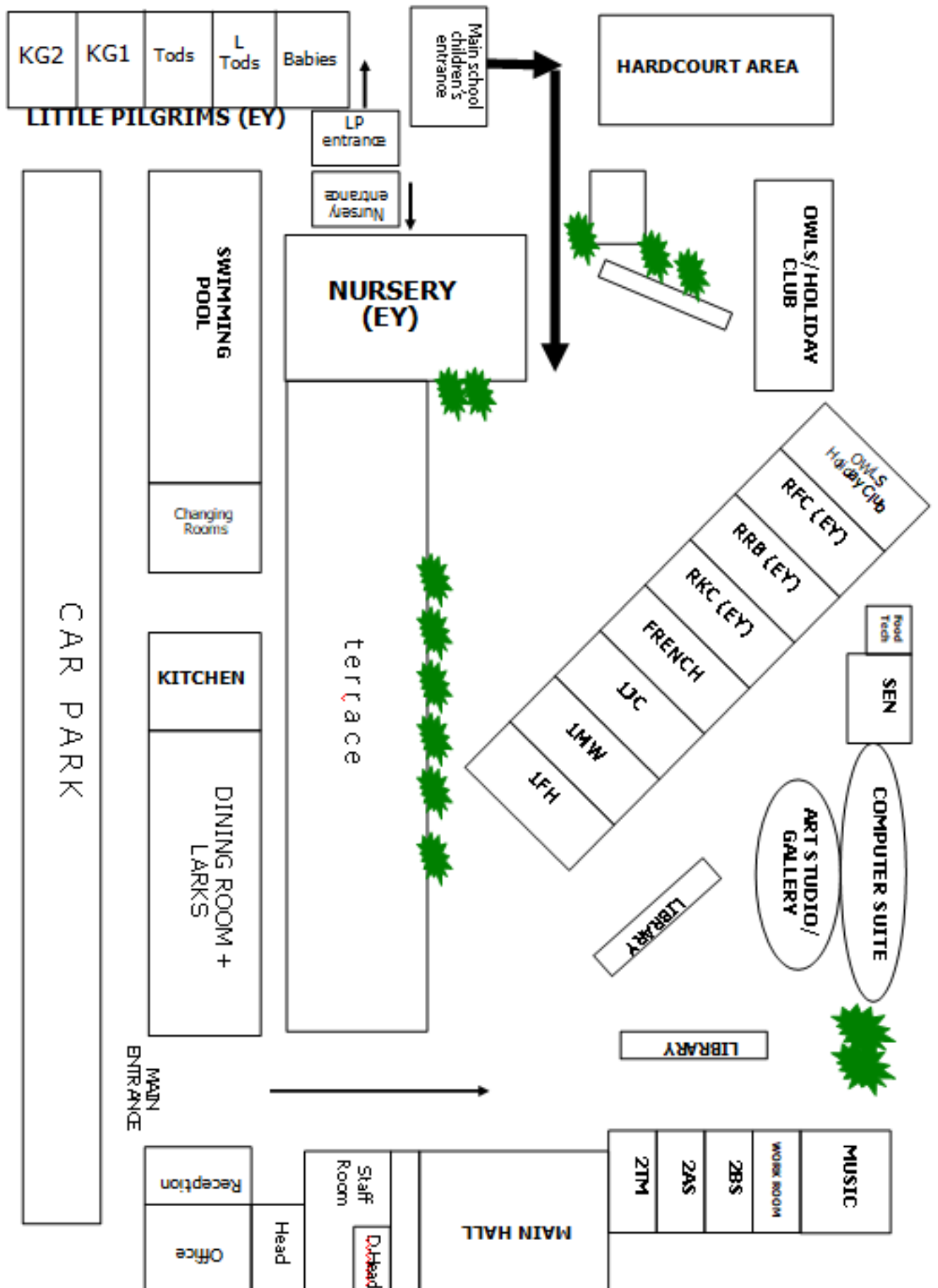
It is extremely important that parents ensure that the school's access gates/doors are closed securely behind them when entering or leaving the school premises. We would ask parents using Little Pilgrims or Pre School gates to be mindful that once granted access you do not allow other people access alongside/behind you. Each parent is required to go through the proper entry approval process to ensure staff members know exactly who is coming in and out of the building.

SAFE ROUTE THROUGH THE PILGRIMS CENTRE

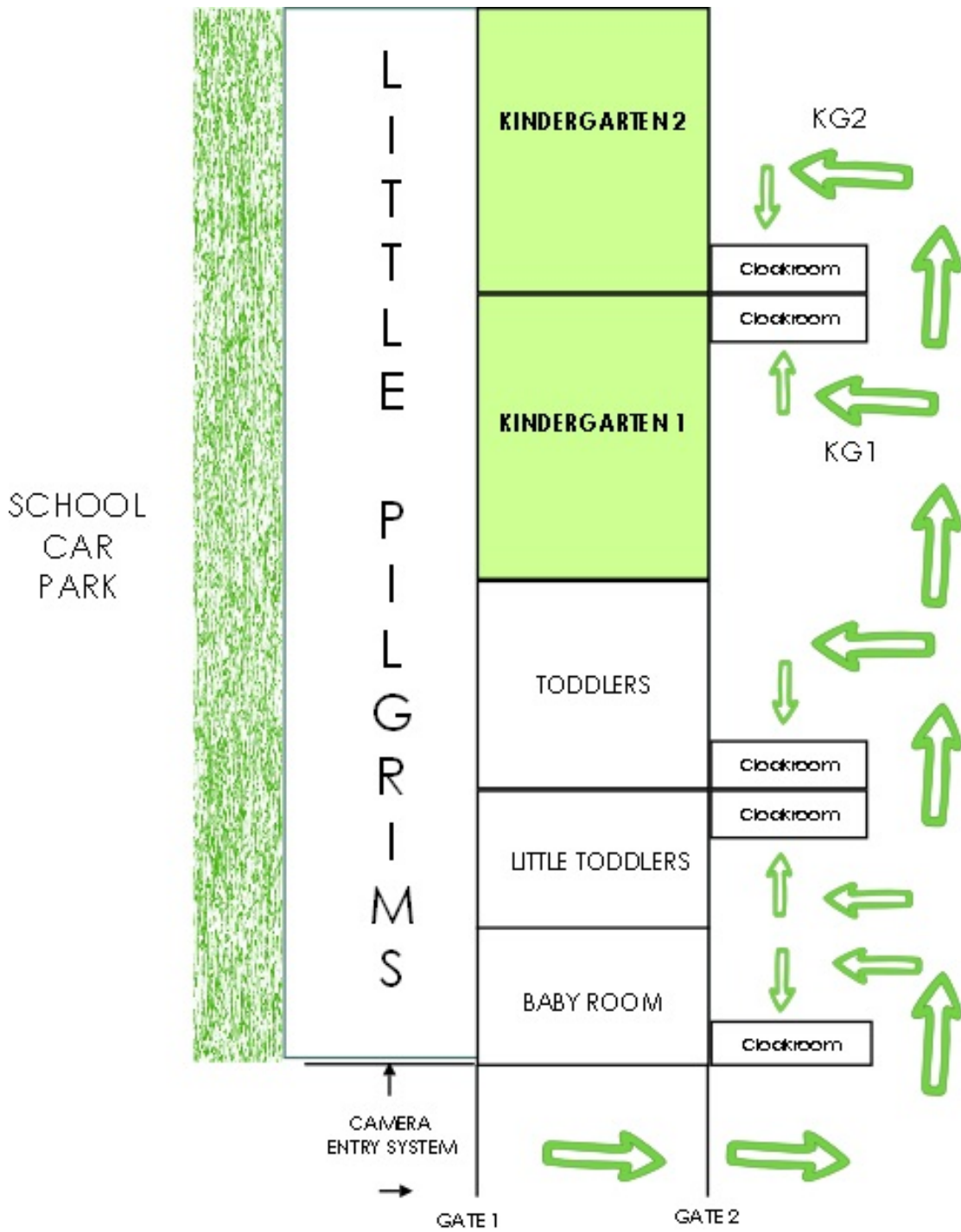
The map below shows the safest route between school and Bedford Park via the Pilgrims Centre.



PILGRIMS SCHOOL MAP



MAP OF LITTLE PILGRIMS



4. SCHOOL LIFE

THE SCHOOL DAY

Little Pilgrims and Pre School are open from 8.00am to 6.00pm. Children arrive and are collected depending on times and sessions booked. Lunch is served from 12 noon. Routines and timetables are displayed on the notice-boards in each room.

	Little Pilgrims	Pre School
8.00am - 8.30am	Breakfast	Breakfast
8.30am - 8.45am		Short day session begins
Mid-morning	Snack	Snack
12.00 noon	Morning session ends	Morning session ends
12.15 - 1.00pm	Lunch (full day children only)	Lunch (full day children only)
1.00pm	Afternoon session begins	Afternoon session begins
3.30pm		End of short day
4.00pm	Tea time	Tea time
5.00pm	Afternoon session ends	Afternoon session ends
6.00pm	Full day session ends	Full day session ends

Parents may change their child's sessions on a permanent basis subject to availability. Forms are available in Little Pilgrims and Pre School. However a full term's notice is required should you wish to reduce your child's sessions. Parents can also book extra sessions on an ad-hoc basis, subject to availability. Extra session forms need to be completed and sent to the Little Pilgrims or Pre School office for processing.

The main school day runs from 8.45am – 3.30pm. Children can be dropped off in the classroom from 8.30am. Breakfast club (Larks) is available in the dining room from 8.00am. After school clubs (Owls and Extra Curricular) are available from 3.30pm – 6.00pm.

8.00am	Larks in the dining room
8.00am - 6.00pm	Gate to Bedford Park open
8.25am - 8.45am	Gate into the main playground unlocked
8.45am	Registration in class
mid-morning	Snack
12.15 - 1.30pm	Lunch
3.30pm	End of school day & Owls commence
from 3.30pm	Extra curricular clubs start
5.30pm	Clubs end
6.00pm	Owls closes

Drop off and Pick Up

Morning registration takes place promptly at 8.45am. Please ensure your child is always in their class/room punctually so they do not miss the introduction to each day. All children must be supervised by their parents/carer prior to drop off and on collection whilst on the school premises. Children must not play on the playground equipment at the start and end of the day without adult supervision. For main school children, there is a late book kept at the school reception which must be signed if your child misses registration. Please also sign children out and back in if you need to take them out of school for an appointment or take them home because they are unwell.

Collection of children

Who can collect your child?

It is assumed that parents/carers will collect their child on a daily basis. However, we recognise that in certain situations alternative collection arrangements may be required.

It is the parent/carer's responsibility to ensure that their child is collected from school by a 'responsible person'. For the sake of clarity we define a 'responsible person' as someone aged 16 or over. The suitability of this person needs to be considered by the parents/carers on a case by case basis, by a judgment of the potential risks of this arrangement; the maturity of the person collecting / child being collected; the length and nature of the journey home, the behaviour and relationship of the person collecting, to the child being collected.

In order to ensure the safety of all children in our care, we are unable to hand over to any person other than you the parent/carer unless you have given us prior permission as outlined below.

Authorisation for other responsible people to collect a child:

1. Pre-authorised collection arrangements

Parents are asked to authorise other 'responsible' people who will be collecting their children from school on a regular or ad-hoc basis by completing the Pre-authorised Collection form (Appendix C). This form should contain details of any responsible person who may be collecting your child from school during the academic year i.e. grandparents, child minder, auntie, family friend, fellow parent etc.

The school will issue this form in the summer term for completion in preparation for the new academic year. It is the parent's responsibility to inform the school of any changes to the form during the year. A child will not be released into the care of any person unless pre-authorised.

2. Changes to pre-authorised collection arrangements

We recognise that on occasions, a person who is not listed on the 'Pre-authorised Collection' form may be required to collect a child. In this instance the parents/carers must give verbal/written consent for another 'responsible' person to take their child home. This information will be recorded by the school

on the Changes to Pre-authorized Collection slip. These slips are available via the school office or to download from the school website. Once completed, slips should be handed into the relevant member of staff or school office.

Passwords

A password is required as an identity check where the person is not known to the school and **all** parents/carers are asked to provide one. There might be an occasion where the person dismissing a class does not know the parents and in this situation they may need to use the password as an identity check on the parents/carers themselves. Parents / carers must ensure that all authorised people are aware of this password. Where an authorised person is unable to provide the correct password, the parents will be contacted to confirm identity.

Absence

Please telephone the school (01234 369555) before 8.45am if your child is absent explaining the reasons for absence. A message will then be put in the register by the office staff. The school will contact parents if the school has not been informed by 9am.

Specialist Lessons

We offer music lessons for a variety of instruments to children in Year 1 and above. All children receive specialist weekly class music lessons as part of the curriculum. We also offer 1:1 tennis lessons before and during the school day and these are arranged around the children's normal curriculum activities. More information is available from school reception.

School visits

As part of the curriculum the children will take part in a variety of visits and trips outside of school. These may include a visit to a London theatre, a farm or day trip to the sea side. Parental permission is always requested for visits beyond the local shops and park. In Year 2 there is an expectation that all children will attend a two night residential. This provides an opportunity for the children to develop their independence and confidence as well as team building skills via outdoor pursuits. This has always been incredibly successful and the children have thoroughly enjoyed themselves – usually highlighting it as one of their favourite memories. The cost of most trips are included in the children's fees however a charge is made for the London theatre trips and the residential trips.

ASSEMBLY TIMETABLE (MAIN SCHOOL)

The children in main school take part in an assembly on a daily basis.

- **Monday:** Values Assembly
- **Tuesday:** 'Open the Book' – includes seasonal events and celebrations from a diverse range of cultures or religions, ie Remembrance Sunday, Divali, Eid.
- **Wednesday:** House point Assembly.
- **Friday:** Singing practice/class assembly (8.50 to 9.30)

Class assemblies on Fridays begin at 8.50am so that it is easier for parents to attend. Class assemblies provide an opportunity for the children to show parents what they have learnt during the term.

If you have any questions regarding the content covered during assemblies please speak to your child's class teacher in the first instance. Mr Webster is the schools Assembly Coordinator.

BEFORE AND AFTER SCHOOL CLUBS (MAIN SCHOOL)

Larks and Owls

Larks run from 8am until 8.45am each morning in the main school dining room. If your child requires breakfast they should arrive before 8.20am. The children are escorted to their classrooms at the end of the session ready for the start of the day.

Owls run from 3.30pm until 6pm. The class teacher will escort the children to Owls at the end of the school day. The children eat a light tea between 3.30pm and 4pm in the main school dining, before enjoying a range of supervised, free-play activities, inside and outdoors. Please refer to the Larks & Owls leaflet available at main school reception for more details.

Please book the sessions you require by the Friday of the previous week. The booking form can be obtained from reception. Children attending Larks or Owls must be signed in/out by a parent, guardian or carer.

Charges for Larks and Owls will be added to your termly fee account. All children need to be picked up by 6pm, otherwise a late fee of £5 per 10 minutes (or part of) per child will be charged. This charge is in place to discourage late pick-ups and is not an optional facility that the school offers. If there is an emergency and you are held up, please ensure that you ring the school to let us know so that we can let your child know and make the appropriate arrangements.

Parents using Larks who need to leave a message for their child's class teacher should use the message slip at the reception desk.

Extra-Curricular Activities (Main School)

Information regarding Clubs and other extra-curricular can be found at the main reception area. In addition, our Little Book of Extras is available to view on our website. Please note that there are a limited number of spaces available within each club.

Mrs Cole, the club administrator, will endeavour to allocate Club places as fairly as possible. It is advisable to book early to avoid disappointment. If you have any questions please contact Mrs Cole or Mrs Quince via the main school contact number on 01234 369555.

UNIFORM

Uniform (Kindergarten upwards)

Purchasing of school uniform is managed by No Limitz, a local independent retailer who specialises in the sale of school wear and sporting equipment. No Limitz offers a complete on line shopping experience, as well as the facility to pop into their shop at Elms Farm Industrial Estate (opposite Waitrose) to pick up any items you need. They are open 6 days a week and appointments can also be made. Full details can be found at www.nolimitz.co.uk.

Children should always be dressed in their school uniform unless they are advised otherwise by their class teacher. Shoes should be black throughout the year. During hot weather your child must have a sun hat in school and during cold weather they need hats, scarves and gloves. Wellingtons and kagouls are also essential. The children need fresh air and will play outside in light rainfall and snow!

Boys and girls hair should be tidy and of an appropriate length and style for school. Please ensure that children's hair which is shoulder length or longer is tied up and in a style which will remain intact all day.

Pilgrims Parents regularly host second hand uniform sales so look out for the notices. If you want to sell items then an instruction pack telling you how to do so is available at reception.

Additional School Kit

Please ensure that your child's PE kit is in school each day and that their swimming kit is brought in on the appropriate days for their class lessons. Swimming kit should consist of; swimming costume or trunk, swimming hat, towel and bag. All items must be clearly labelled, including underwear and towels. A swimming nappy is compulsory for children in Kindergarten and any other child not potty trained. If your child has a verruca please ensure that they have, in their swim bag, a suitable sock to wear. Swimming goggles may be worn by children from Reception upwards if they wish to do so. Pilgrims recommends Speedo sea squad goggles obtainable online from Amazon. Please ensure they are named, using a biro. In addition, each child from Reception upwards will need their own set of watercolours. Although the children use them regularly, each set should last throughout main school. These sets can be purchased from the school's main reception. Please ensure the sets are named and brought to school in a plastic wallet.

Jewellery

Jewellery is not to be worn at school with the exception of a watch which must be of an appropriate style and size and be clearly named. If you wish your child to have their ears pierced please arrange this for the beginning of the summer holiday so they can be removed before the start of the new school term. Please do not send your child to school wearing a Fit Bit band, particularly as there is a danger they may lose these expensive items. If children like to use them to tell the time an analogue watch may be worn to school instead.

5. THE CURRICULUM

From Pre School onwards we teach through a themed contextual approach. Topics are enriched by trips and visits and learning is linked across the curriculum. Parents receive a termly leaflet from their child's class with details of the term's topic and ways to support at home. A weekly email is sent to parents with children in Pre School to Year 2 from their child's year group. This email gives more detail on the skills, topics and activities covered during the week and those planned for the next.

Library - From Pre School upwards, the children have a weekly library session where they can choose a book to bring home and share. Books need to be returned the following week and another can then be chosen. Your child's class timetable will indicate their library day.

Class Reading - scheme books are introduced when a child is ready to read. For most children this occurs in Reception but if they are ready before then it is started earlier. From Reception children read three times a week and daily at home. Parents are encouraged to comment in their child's reading record. In Years 1 and 2 children read in school four times a week and daily at home. The children read in groups and are given a set amount to read at home each evening. It is important to complete the set amount to ensure your child is ready to continue with the group the following day in school.

Phonics and Spellings - As a school we follow Letters and Sounds to teach our phonics.

- In Pre School we use Jolly Phonics to help support the children's learning of initial letter sounds in a multisensory way. From autumn half term the children are introduced to one sound a week and take home a sound book to complete at home. They are taught the sounds of the letters and begin to look at letter formation.
- In Reception the children work on two sounds a week. They use their knowledge of sounds to develop their reading of words, letter formation and early spelling and word building skills.
- In Years 1 and 2 the children continue to work on two sounds a week to develop their reading and spelling skills and they have weekly spelling homework linked to their phonics lessons. The children bring home sound button cards to help practise the sounds they have been working on that week in class. The children use the sound buttons on the cards to help blend the sounds and read the words. They also use the sound buttons to help segment the word into sounds to help with spelling. For example with the word 'chip' they would segment it into three sounds 'ch' 'i' and 'p'. The children are encouraged to try and think of other words, or look in their reading book for other words which use the sounds they are practising. During the weekly test they are given different words from their sound button cards to see if they can apply their knowledge. For example they might be working on the 'ch' sound and have 'chip', 'chin' and 'chick' on their sound button cards at home but are given the words 'chat' and 'chop' to spell in their test.

Children in Years 1 and 2 also have a set of 'tricky' words to learn to spell. These words are sent home on a sheet with a column to practise the words on each day. The children should practise the words using the 'look, say, cover, write and check' technique. This means they need to look at the word, say it out loud, cover it up, have a go at writing it and finally check if they have got it right.

Handwriting - We follow Hemisphere's Thinkwrite handwriting scheme which develops a fully cursive handwriting style. Children in Little Pilgrims and Pre School develop their pre-handwriting skills through exercises and activities. From Reception the children are taught letter formation through four animal families. Children start joining as soon as it is appropriate.

Homework - Parents are asked to support their child with any homework given. Where possible we appreciate the additional time and interest families take to extend and enrich their child's experiences.

Year Group	Homework
Pre School	Sound Book Own choice library book to share at home (if they attend on library days) Reading book if appropriate
Reception	Daily reading Own choice library book to share at home Tricky word flash cards Phonic cards/reinforcement activities Holiday 'Take Home Tasks'
Year 1	Daily reading Own choice library book to share at home Weekly spellings to be practised daily Tricky word flash cards where appropriate Phonic flashcards where appropriate Holiday time 'Take Home Tasks' Maths skill practise (from the spring term)
Year 2	Daily reading Own choice library book to share at home Weekly spellings to be practised daily Tricky word flash cards where appropriate Holiday time 'Take Home Tasks' Weekly numeracy homework Weekly times tables to be practised daily

'Take Home Tasks': Children in Years 1 and 2 are occasionally asked to complete an activity at home which is related to their topic. These are usually fun, hands on tasks which support and enrich their learning in class.

End of Year Expectation for the children in Reception, Year 1 and Year 2 are detailed below. During the year work will be set to support the development

of the various skills in relation to these expectations. Parent information evenings will provide opportunities for parents to discuss their children's achievements and progress to ensure that they are at the expected levels for that point in time. If you have any questions or concerns please speak to child's teacher.

Reception End of Year Expectations:

Please also refer to the Reception EYFS Profile leaflet which is available via the main school office or attached to the Handbook if received by email.

Most subjects are taught through topic-based learning opportunities. Each term a theme is selected to provide a context to learn and to inspire interest and understanding. Example topics covered in Reception include:

- Autumn: Me and my world
- Spring: Rumbling Around the World
- Summer: Animal Tails

Within each topic we focus on the content described within the 17 Early Learning Goals (please see the enclosed leaflet for more information). At the end of the year we will make a judgement based on your child's achievement in each area. This will be expressed as:

Emerging: working towards the ELG
Expected: attaining the ELG
Exceeding: attainment beyond the ELG

Throughout the year we regularly make observations of your child. During these observations we refer to the three Characteristics of Effective Learning, enabling us to identify and understand how your child learns. We use these characteristics to support your child's learning and development. This helps us to focus on their interests, learning styles and personalities, discovering how they process information and learn new things.

Characteristics of Learning are:

- 1) Playing and exploring – observing how children engage with their learning
 - Finding out and exploring
 - Using what they know in their play
 - Being willing to have a go
- 2) Active learning – observing how children are motivated to learn
 - Being involved and concentrating
 - Keeping on trying
 - Enjoying and achieving what they set out to do
- 3) Creating and thinking critically – observing how children are thinking
 - Having their own ideas
 - Using what they already know and to new things
 - Choosing ways to do things and finding new ways

Year 1 End of Year Expectations:

Year One End of Year Expectations for Literacy and Numeracy

The expectations outlined below are the minimum requirements that your child must meet in order to ensure continued progress. All the objectives have been worked on throughout the year and have been the focus of direct teaching.

Reading

- Blend taught sounds in common and unfamiliar words.
- Relate reading to own experiences.
- Re-read if reading does not make sense.
- Re-tell with considerable accuracy.
- Make predictions on basis of what has been read.
- Make inferences on basis of what is being said and done.
- Read aloud with pace and expression, i.e. pause at full stop; raise voice for question.
- Recognise capital letters, full stops, question marks, exclamation marks and ellipsis.
- Know why the writer has used the above punctuation in a text.
- Know difference between fiction and non-fiction texts.

Writing

- Write in clear sentences that can be read with ease.
- Use connectives to join sentences e.g. 'so', 'and', 'but', 'because'.
- Use standard forms of verbs, e.g. go/went.
- Consistently use capital letters, full stops, question marks, exclamation marks.
- Use capital letters for names and personal pronoun 'I'.
- Sequence the alphabet.
- Spell common words correctly.
- Begin to apply their phonic knowledge in their independent writing.
- Write a sequence of sentences to form a short narrative, poem, non-fiction and recount.
- Form and join letters correctly using a fully cursive script.
- Use correct formation of capital letters.
- Use correct formation of digits.

Number

- Count reliably to 100.
- Count on and back in 1s, 2s, 5s and 10s from any given number to 100.
- Write all numbers in words to 20.
- Say the number that is one more or one less than a number to 100.
- Recall all pairs of additions and subtractions, number bonds to 20.
- Add and subtract 1-digit and 2-digit numbers to 20, including zero.
- Know the signs (+); (-) and (=).
- Solve a missing number problem, such as: $5=8-?$
- Solve a one-step problem involving addition and subtraction, using concrete objects, pictorial representations and arrays.
- Solve one-step problems involving multiplication and division, using concrete objects, pictorial representations and arrays.

Measurement and Geometry

- Recognise all coins: £1, 50p, 20p, 10p, 5p, 2p and 1p.
- Recognise and name the 2D shapes: circle, triangle, square and oblong.
- Recognise and name the 3D shapes: cube, sphere, cylinder, cone, cuboid.
- Name the days of the week and months of the year.
- Tell the time to 'o'clock' and half past the hour.

Year 2 End of Year Expectations:

Year Two End of Year Expectations for Literacy and Numeracy

The expectations outlined below are the minimum requirements that your child must meet in order to ensure continued progress. All the objectives have been worked on throughout the year and have been the focus of direct teaching.

Reading

- Secure with year group phonic expectations.
- Recognise simple recurring literary language.
- Read ahead to help with fluency and expression.
- Comment on plot, setting and characters in familiar and unfamiliar stories.
- Recount main themes and events.
- Comment on structure of the text.
- Use commas, question marks and exclamation marks to vary expression.
- Read aloud with expression and intonation.
- Recognise commas in lists, apostrophes of omission and possession (singular noun).
- Identify past/present tense and why the writer has used a tense.
- Use contents and index to locate information.

Writing

- Write different kinds of sentence: statement, question, exclamation, command.
- Use expanded noun phrases to add description and specification.
- Write using subordination (when, if, that, because) and co-ordination (or, and, but).
- Correct and consistent use of present tense and past tense.
- Correct use of verb tenses.
- Write with correct and consistent use of capital letters, full stops, question marks and exclamation marks.
- Use commas in a list.
- Use apostrophe to mark omission and singular possession in nouns.
- Write under headings.
- Write lower case letters correct size relative to one another.
- Show evidence of diagonal and horizontal strokes to join handwriting.
- Write using a fully cursive handwriting script.

Number

- Compare and order numbers up to 100 and use $<$ $>$ $=$.
- Read and write all numbers to 100 in digits and words.
- Say 10 more/less than any number to 100.
- Count in steps of 2, 3 and 5 from zero and in 10s from any number (forwards and backwards).
- Recall and use multiplication and division facts for 2, 5 and 10 tables.
- Recall and use \pm facts to 20.
- Derive and use related facts to 100.
- Recognise place value of any 2-digit number.
- Add and subtract 2-digit numbers and ones, 2-digit numbers and tens, two 2-digit numbers and three 1-digit numbers
- Recognise and use inverse (\pm).
- Calculate and write multiplication and division calculations using multiplication tables.
- Recognise, find, name and write $\frac{1}{3}$, $\frac{1}{4}$, $\frac{2}{4}$, $\frac{3}{4}$.
- Write and recognise equivalence of simple fractions.

Measurement, Geometry and Statistics

- Tell time to five minutes, including quarter past/to.
- Use standard units of measure.
- Solve money problems including giving change.
- Describe the properties of 2 dimensional and 3 dimensional shapes including edges, vertices and faces.
- Interpret and construct pictograms, tally charts and simple table

6. PARENT COMMUNICATIONS

At Pilgrims we value the importance of working in partnership with our parents. We aim to have clear, professional and effective communication with all parents. Effective communication enables us to share our aims and values and keep parents well informed about all relevant aspects of school life.

We understand that effective communication is much more than the exchange of information or the relaying of a message. It requires all those involved to listen and demonstrate appropriate behaviour and attitudes so that an atmosphere of mutual respect, understanding and trust can be created.

All communications should keep pupils, parents and staff informed. It should be open, honest, ethical and professional and reflective of the school values: curiosity, kindness and respect.

Information from School

Most information from school will be sent to you via email so it is important that your contact numbers and email addresses are kept up to date. In some cases, where permission is required, a letter will be sent home via your child's book bag/pigeon-hole or reading record (where appropriate). Please check your child's book bag/pigeon-hole daily.

An emergency contact should be given to the office in case of bad weather or major problems. Where possible this person should be someone who lives relatively close to the school. It is therefore important that parents update the school of any changes to their contact details.

Diary Dates

A comprehensive calendar of dates will be issued to parents on a termly basis and can also be found on our website. If you would like a paper copy, these can be collected from the front desk. Our parents' breakfasts are held termly in the dining room from 9am. This is an opportunity to meet other parents, Mrs Webster and other members of staff in an informal setting. Come along and enjoy a continental breakfast or simply a cup of coffee. The dates for parents' breakfast are communicated by email and posters displayed around the school. Parent teas are held at the beginning of the autumn term and they provide an opportunity for the class teacher to let parents know their class routines and timetables.

Newsletters

Newsletters are emailed home regularly. Pilgrims News is sent out each Friday detailing general whole school information. Year Group Newsletters (Little Pilgrims to Year 2) are also emailed on a Friday. Hard copies are available on request from main Reception for those parents who do not have access to the internet. You can find copies of termly whole school newsletters from the Headteacher on our website.

Curriculum Information

Each year group provides curriculum information to parents via curriculum evenings, termly leaflets and notice boards. If you would like to find out more please do not hesitate to speak to your child's class teacher.

If you would like talk to any of the specialist teacher i.e. Music, French, Swimming, ICT & Computing please speak to class teacher in the first instance.

Consultation Evenings

Consultation Evenings are held during the autumn and spring terms and there will be an opportunity for you to view your child's work during the summer term. Please do not hesitate to contact your child's key person or class teacher should you have any questions or concerns between these formal consultations. The dates for this academic year are:

Main school autumn term:	Tuesday 16 October (4pm to 6:30pm) Thursday 18 October (5pm to 8pm)
LPs & Pre School autumn term:	Thursday 18 October (6pm to 8pm)
Main school spring term:	Tuesday 19 February (4pm to 6:30pm) Thursday 21 February (5pm to 8pm)
LPs & Pre School spring term:	Thursday 21 February (6pm to 8pm)

Reports

End of year reports are sent out towards the end of the summer term. If you have any questions or concerns regarding your child's progress or attainment please speak to your child's key person / Pre School teacher / class teacher.

Website

Our website address is www.pilgrims-school.info. If you need any further information please contact the school office directly.

CONTACTING THE SCHOOL

If you have any concerns or worries about any aspect of your child's care or education please do not hesitate to contact your child's key person or class teacher. Usually an informal discussion can very quickly solve any concerns you may have. Should more time be needed, we would ask that parents make a specific appointment to meet with their child's teacher/key worker.

We would encourage parents to inform the school and / or class teacher of:

- o Changes in family situation
- o Medical / dietary issues that arise or change
- o Illness / notification of absence
- o Safety issues, change in behaviour at home
- o Family emergencies, sleepless nights, play dates, appointments (send a note or email)

Class Teachers are usually available for a brief chat at the end of each school day. However an appointment should be made if you need more than a few minutes.

We operate an open door policy and the Headteacher and the Deputy Headteacher are always happy to talk to parents, but it is helpful to make an appointment. Appointments to see Mrs Webster and Mrs Quince should be made with Mrs Courtney at the office.

If you have any queries or concerns regarding any non-educational area, i.e. fees, health and safety, catering, please make an appointment to speak to Mr Marcin Mieczkowski, the school's Finance & Operations Manager, who will be pleased to help.

All teachers have a school email address and will be happy to give it to you should you find this an easier method of communication. Teaching staff will endeavour to check their emails regularly during the working week. However, if your message is urgent please contact the main office directly. You can also leave a message for your child's Class Teacher at the front Reception desk by using the message slip.

Pilgrims School (Office hours 8am to 6pm – answerphone outside of these hours)	01234 369555	enquiries@pilgrims-school.org.uk
Mrs Barbara Courtney PA to Headteacher	01234 369555	b.courtney@pilgrims-school.org.uk
Mr Marcin Mieczkowski Finance & Operations Manager	01234 369555	m.mieczkowski@pilgrims- school.org.uk
Little Pilgrims Mrs Beth Smith, Manager	01234 369515	b.smith@pilgrims-school.org.uk
Pre School Mrs Jennie Taylor, Manager	01234 369560	j.taylor@pilgrims-school.org.uk
Holiday Club (when operating)	07982 319791	

7. MEDICAL

Infectious disease - If your child has an infectious disease, school should be notified immediately. For other illnesses, children should not attend school if they are unwell or have a temperature to reduce the spread of infection. Children, who are not well enough to go out to play at break and lunchtime, should not attend school.

Swimming - Swimming is part of our curriculum and parents cannot choose to opt-out of this lesson. Children who are well enough to be in school are well enough to swim unless you have a written note from your child's Doctor or your child has any of the following:

- open or infectious wound
- fractured bone
- ear infection (more than two consecutive session missed, a doctor's note would be required)
- eczema (more than two consecutive session missed, a doctor's note would be required)

If your doctor has written a letter to the school explaining why your child cannot swim, this must state a time scale and / or review date.

Head lice - If your child does pick up head lice please tell the class teacher or key worker immediately so that other parents can be notified. Please treat your child before returning them to school.

Verrucas and warts - Verrucas and warts should be covered when taking part in communal activities to reduce the risk of spreading. Wart should be covered with a waterproof plaster and a verruca with a verruca sock when swimming. When doing PE in the hall, trainers should be worn.

Sickness

Children should not attend for a minimum of forty eight hours after sickness/diarrhoea symptoms have disappeared to avoid infecting other children. Children who have had a tummy bug (sickness and/or diarrhoea) will not be allowed to swim for 72 hours. If your child is unwell during the school day we will contact you and request that he/she is taken home. Pilgrims will not allow any child to return to school until they have been symptom free for 48 hours. Parents will be asked to return home with any child who is brought back to school within the 48 hour period without prior permission. Parents will also be asked to collect their child immediately should it become apparent that the child has experienced symptoms within the previous 48 hours. This policy is in line with advice from the NHS and HPA (Health Protection Agency), and is aimed at preventing the spread of infection to other people – both children and staff.

If your child has a significant accident during the school day our priority will be to contact the paramedic service. We will then contact parents using the telephone numbers we have on our records. Please therefore ensure that we

have an up to date telephone number where someone can be contacted if you are not at home, should an emergency arise.

Medical Information

A medical information form must be completed prior to your child joining. The form should give details all medical and dietary requirements. The form will be reissued on an annual basis and we would ask that you complete and return this to your class teacher / key worker so that we can ensure our records are up to date.

If your child's dietary / medical needs change during the year, please inform your child's teacher/Key Person immediately. A new medical form must also be completed.

Administering of medicines

Staff at Pilgrims will only administer medicine that has been prescribed by a Doctor, Dentist or Pharmacist Dispenser. The school can only accept prescribed medicines that are in date, labelled and provided in the original container and include instructions for administration and storage. Medicine will only be administered as described on the label.

A 'Permission to Administer Medication' form must be completed and authorised prior to any medication being administered. This is available from the main reception.

The administration of any medicine by a member of staff will be recorded. Parents are required to sign the record as confirmation that they have been made aware that the medicine was administered. If a child refuses to take medicine from staff, this will be noted and the parents will be contacted as soon as possible.

If a child requires a regular dose of non-prescribed medicines such as Calpol etc., parents are advised that the child should remain at home until they are well enough to attend. Alternatively, parents may visit the school either at break or lunchtime to administer the medicine themselves.

Inhaler or Epipen - If your child requires an inhaler or Epipen please ensure that two are in school at all times – one for class and one for clubs. Please ensure that these are in date and clearly named. A medical form must be completed and signed to ensure that it can be administered properly and appropriately and countersigned by the Headteacher and Deputy Headteacher.

Full details can be found in the Administration of Medicines Policy.

8. GENERAL INFORMATION

Holidays during term time

Parents are asked to arrange family holidays or trips out of term time. It is important that your child covers all aspects of the planned curriculum. However, if you do require leave of absence for your child (Reception upwards) forms can be obtained at the main reception desk. Once completed these should be handed to Mrs Webster for consideration. If you do need to remove your child from school then please allow them to enjoy the holiday and do not ask the school to provide homework. Depending upon the age of the child you could encourage them to continue to read, play number games and keep a diary or scrapbook to share with their classmates upon their return.

Absence of parents

When both parents will be absent from the Pupil's home overnight or for a 24 hour period or longer, the Headteacher must be told in writing the name, address and telephone number for 24 hour contact with the adult who will have the care of the Pupil.

Personal Property

Personal items such as toys, card collections etc should not be brought into school unless requested by the class teacher. Children can become very distressed if their belongings are lost or damaged and the school cannot be responsible for the children's belongings brought from home. As we do not have a lost property box it is essential that all personal items are clearly named or labelled so that they can be returned.

Parent Helpers (Reception upwards)

We welcome parental help in school to support the children during activities such as arts/crafts, props/scenery, gardening, sewing. If you have skills or interests which you would like to share, please contact your child's class teacher in the first instance. All parents who help out in school must sign a Contract of Confidentiality and parents who help on a **regular** basis must also have a DBS check and supply two references. "Regular" is defined as three or more times in a 30 day period. Please note that we cannot always guarantee that volunteer/helpers will be in their child's class.

Bringing Sweets/Cakes into school

Children and parents often enjoy bringing cakes or sweets into school to celebrate birthdays. However, as we endeavour to be a nut-free school please ensure that any sweets come from the following list:

- Rowntrees Jelly Tots
- Nestle Fruit Pastilles
- Nestle Smarties
- Cadbury's White Buttons
- Cadbury's Dairy Milk Buttons
- Kinnerton Chocolate
- Haribos

Home-made cakes must be made without any nut ingredients. Bought cakes brought into school must state that they are made in a nut free environment. All foods that have not come via the kitchen will be distributed by the class teacher at home time as some children may allergic to ingredients other than nuts.

POLICIES

A folder containing all school policies is available for examination in the main school, located outside the staffroom. There is a complaints procedure for parents available from the school office. In addition, the following policies are available to view on our website:

- FIRST AID POLICY
- ANTI-BULLYING POLICY
- BEHAVIOUR AND ASSERTIVE DISCIPLINE POLICY
- GRIEVANCE POLICY
- CURRICULUM
- TEACHING AND LEARNING POLICY
- EARLY YEARS FOUNDATION STAGE
- E-SAFETY POLICY (SEE SEPARATE POLICY FOR STAFF AND SCHOOL)
- SAFEGUARDING CHILDREN POLICY
- HEALTH AND SAFETY POLICY
- COLLECTION OF CHILDREN POLICY (form attached)

9. HEALTH AND SAFETY GUIDANCE

E-SAFETY

Children, ICT & e-safety Information for Parents & Carers

Children of today are using an increasing range of Information & Communication Technology (ICT) devices in schools and in the home.

Using ICT at School

Computing in schools is taught as a subject in its own right and also supports children's learning in other subjects, including English and mathematics. Within Computing lessons children learn to use a wide range of ICT including:

- **Word Processing** to write stories, poems or letters
- **Databases** to record information, e.g. minibeads
- **Multimedia Presentation** to present text, pictures, sound and video
- **Drawing Programs** to create pictures and designs
- **Internet** to find information
- **Email** to contact children and teachers in another school
- **Digital Cameras** to record what they have done in class or on a visit
- **Controllable Robots** to give instructions and make something happen

Using ICT at Home

Children can be helped to develop their ICT skills at home by:

- writing a letter to a relative
- sending an email to a friend
- drawing a picture on screen
- using the Internet to research a class topic
- planning a route with a controllable toy
- using interactive games

This will:

- improve their ICT skills
- offer them choice in what they learn and how they learn it
- support homework and revision
- improve the presentation of their work
- connect learning at school with learning at home
- make learning more fun.

It can also lead to better performance at school and an improved standard of work.

Using the Internet safely at home

Whilst many Internet Service Providers offer filtering systems and tools to help you safeguard your child at home, it remains surprisingly easy for children to access inappropriate material including unsuitable text, pictures and movies. Parents are advised to set the security levels within Internet Explorer or other browsers with this in mind. Locating the computer in a family area where possible, not a bedroom will enable you to supervise your son or daughter as they use the Internet. Also consider mobile phones and games consoles and other devices that can access the internet. However, don't deny them the opportunity to learn from and enjoy the wide variety of material and games available on the Internet. Instead discuss with them some simple rules for keeping safe online and making sure they understand their importance.

We ask parents to read and discuss these safety rules with your child to help them stay safe on the internet:

Acceptable Use Rules for Pupils

These rules help us to stay safe on the Internet

- We only use the internet when an adult is with us.
- We can click or touch the buttons or links when we know what they do.
- We can go to our favourite websites with an adult's permission.
- We always ask if we get lost on the Internet or something odd happens.
- If we find words or pictures that makes us feel uncomfortable or we know we shouldn't see we should:
 - Not switch off the computer or iPad
 - Turn the screen off or turn the tablet over.
 - Tell an adult immediately.
- We treat all ICT equipment with respect and report damages to our teacher.

Year 2

- We can write polite and friendly emails to people we know with our teacher's permission.

For further information go to:

Parents Centre www.parentscentre.gov.uk/usingcomputersandtheinternet.
From the menu choose either **Links by topic** or **Links by age** for details of websites that will support children's learning.

Some useful websites

When searching the Internet we recommend you use one of the following child friendly search engines:

Ask Jeeves for kids: www.askkids.com
Yahoo! Kids: www.kids.yahoo.com
CBBC Search: www.bbc.co.uk/cbbc/search
Kidsclick: www.kidsclick.org
National Education Network: www.nen.gov.uk/tandl
Additional information can also be found on www.childnet.com

MOBILE PHONES

On entering the school premises, all parents and visitors are asked to switch off their mobile phones, and notices are displayed on entrance doors to remind you of this. Visitors to the site are only permitted to use their phones in the main school reception area.

PHOTOGRAPHS

Photographs are taken throughout a child's time at Pilgrims. These photographs help to form part of a child's development folder as well as creating memories of their time with us. Specific consent will be requested from parents if the school wishes to use an image of their child in any advertising or promotional material – this includes leaflets/prospectus or on the school's website.

The school allows parents to photograph their child during class or group performances which take place at school, such as Christmas nativity plays, music performances, summer concerts. Parents should, therefore, be aware that, by default, their child may be included in these photographs.

Completed consent forms are stored in the child's record file and any relevant information is passed on by the Registrar, prior to the child's start date, to all relevant members of school staff. Parents who do not wish their child's photograph to be taken for reasons outside of advertising/promotion should put this in writing to the Headteacher. Again, this information will be shared with all relevant members of staff.

FIRE ALARMS

If you hear the fire alarm whilst in school, please leave the building by the nearest exit and proceed to the fire assembly point which is on the hard court / tennis area backing on to the main school playing fields. You will be required to stay on site until it has been confirmed that the school is safe for the children to re-enter.

If you hear a fire alarm when approaching the school please do not attempt to enter the school premises to drop off / pick up your child. Once the fire alarm has been switched off, you are free to enter the site however please be aware that it may take a few minutes for the children and staff to return to tier rooms. Please do not drop off / take your child before informing their key worker / teacher.



10. PILGRIMS PARENTS

Shortly after Pilgrims School opened, Pilgrims Parents was founded by a group of enthusiastic mums and dads. Since its inception in 2000, the PTA has raised 10's of thousands for the benefit of the school facilities and chosen charities. Last year alone we contributed £10,000 towards the main hall audio system and a further £4000 towards Little P's playground.

Our Principles

The founding principles of Pilgrims' Parents are;

- To encourage the relationship amongst the parents and wider school community
- To support the development of the school and its facilities
- To enjoy ourselves whilst doing it

Our Events

Throughout the year we organise a variety of events.

Autumn Term:

Autumn Tea Party: An early opportunity to meet other parents over a cup of tea and cakes, whilst the children entertain themselves with the many activities on offer.

Fireworks Night: A fantastic display for the children and adults to enjoy with mulled wine

Christmas Fayre: The busiest event of the year, with a grotto and a visit from the Big Man himself.

Elf Event: An ever popular event where the children choose a special gift for mum and dad.

Spring Term:

Cinema Night: An evening without the parents to watch a film, chill and enjoy popcorn.

Art Exhibition: An opportunity to view and buy artwork from the children.

Summer Term:

Camping Night: An exciting evening for the children to camp out and for the parents to let their hair down as we enjoy a BBQ and marshmallows over the camp fire.

Quiz Night: The competition really hots up for the over-competitive parents.

Circus: A great event held every other year on the school field.

Year Book: For those children in Year 2, this is a priceless memory of their time at Pilgrims.

Other Events:

Silent Auction: An opportunity to buy a variety of special opportunities at the school, like serving dinner to your children, front row of a performance etc.

Cake Sale: Held throughout the year by individual classes.

Second Hand Uniform: A fantastic facility for parents.

Communication

On top of all our events and to ensure we stay in touch with and involve as many of the parents as we can, we also look for each class to appoint a 'Class Rep'. The Class Rep manages the class contact list and passes information to parents for events and arranging rotas for events.

What's Involved

Our monthly meetings take about an hour and a half and we try to keep them as informal as possible. We are, after all, just volunteering. Tea, coffee and cakes are provided and children are always welcome.

If you would like to come along to see if you want to become more involved, or if you merely want to volunteer for an event, please feel free to contact me for details.

We always need an extra pair of hands and your commitment can be as small or as large as you like.

I look forward to hearing from you and hope you have a great year.

Clare Henrickson
Chair, Pilgrims' Parents
clarehenrickson@gmail.com

PILGRIMS PRE PREP

HOME/SCHOOL AGREEMENT (Little Pilgrims and Pre School)

At Pilgrims School our vision is to '**inspire a love of learning**'. To achieve this, we believe it is important to have a close and mutually-respectful partnership between the school, the parents and the children; a partnership which reflects the school's aims and values of curiosity, kindness and respect. This Home/School agreement has been established to clearly outline the school's responsibility towards the children, the parents' responsibility towards the school and what the school expects of the children. We ask that all parents read and share this agreement with their child (when age appropriate) before signing it and returning a copy to their child's Key Person/room.

The responsibilities of the school

Pilgrims School will:

- Provide a safe and happy environment.
- Offer a stimulating, broad and relevant curriculum that challenges each child to reach their potential.
- Develop the children's independence and resilience.
- Encourage each child to show kindness and respect to others at all times, reflecting the school's Behaviour Policy, ensuring a safe, caring and inclusive environment for all.
- Keep parents informed about school life, their child's progress, attainment and behaviour and how this can be supported at home.
- Be open and welcoming.
- Respond to parents' questions or concerns in a professional manner and in an appropriate timescale.

Signed:



Mrs J Webster, Headteacher

The responsibilities of the child (when age appropriate)

I will:

- Always try my best
- Share
- Be kind and helpful
- Take care of things.
- Let an adult know if I feel sad /unhappy.
- Ask questions when I don't understand.

The responsibilities of the parent(s)/carer(s)

All parent(s)/carer(s) will:

- Work in partnership with the school, positively supporting its aims and vision.
- Role model the school values to the children, the school staff and wider school community.
- Help their child to understand and demonstrate the school values at all times.
- Ensure that their child arrives for their booked sessions on time and ahead of any timetabled activities and notify the school as soon as possible in the event of any absence.
- Ensure that their child is collected on time at the end of their booked session.
- Address any concerns or problems that may affect their child's learning, behaviour or happiness at school with a member of staff in a professional and courteous manner.
- Be mindful when speaking to a member of staff that the staff's priority is to attend to the needs of the children in the room and so should a longer discussion be required then a separate appointment should be arranged.
- Support the school's policies and guidelines with regards to learning, behaviour, communication and, where appropriate uniform.
- Ensure they read **all** school communication, including weekly and general school newsletters so they are aware of events, requests and key dates relating to their child's school life.
- Refer to the Parent Handbook for general information on policies and procedures prior to contacting their child's key person.
- Contact Little Pilgrims or Pre School with urgent messages i.e. changes to collection arrangements, absence.
- Attend parent/Key Person meetings to discuss their child's progress.
- Ensure that emergency contact and medical details are kept up to date and current.

Accepted and signed on behalf of all parents/carers of the child:

Child's name:

Room:

Signature:

Date:

In establishing this Home/School Agreement, and in line with the Parental Contract, we would like to remind parents /carers and any visitors to the school, whilst accepting these are rare occurrences, we are unable to tolerate the following:

1. Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds, including the car park and school field.
2. Use of inappropriate behaviour i.e. displays of temper/anger or threats including loud/or offensive language.
3. Damaging or destroying school property.
4. Unprofessional or inappropriate tone in emails or other correspondence including voicemail/phone messages or other written communication.
5. Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
6. Smoking or consumption of alcohol or other drugs whilst on the school property.

ONCE SIGNED, PLEASE RETURN A COPY OF THIS AGREEMENT YOUR CHILD'S KEY PERSON/ROOM

(All Policies and handbooks referred to in the agreement are available on the school's website www.pilgrims-school.info/schoollife)

PILGRIMS PRE PREP

HOME/SCHOOL AGREEMENT (RECEPTION TO YEAR 2)

At Pilgrims School our vision is to '**inspire a love of learning**'. To achieve this, we believe it is important to have a close and mutually-respectful partnership between the school, the parents and the children; a partnership which reflects the school's aims and values of curiosity, kindness and respect. This Home/School agreement has been established to clearly outline the school's responsibility towards the children, the parents' responsibility towards the school and what the school expects of the children. We ask that all parents read and share this agreement with their child before signing it and returning a copy to their child's class teacher.

The responsibilities of the school

Pilgrims School will:

- Provide a safe and happy school environment.
- Offer a stimulating, broad and relevant curriculum that challenges each child to reach their potential.
- Develop a 'growth mind-set' culture by promoting independence and resilience.
- Encourage each child to show kindness and respect to others at all times, reflecting the school's Behaviour Policy, ensuring a safe, caring and inclusive environment for all.
- Keep parents informed about school life, their child's progress, attainment and behaviour and how this can be supported at home.
- Be open and welcoming.
- Respond to parents' questions or concerns in a professional manner and in an appropriate timescale.

Signed:



Mrs J Webster, Headteacher

The responsibilities of the child

I will:

- Always try my best
- Do all classwork and homework as well as I can, asking questions when I don't understand.
- Demonstrate behaviour which reflects the school values of curiosity, kindness and respect.
- Look smart and take pride in my appearance.
- Take care of my belongings and school equipment.
- Always let an adult know if I feel sad /unhappy.

Signed in class:

The responsibilities of the parent(s)/carer(s)

All parent(s)/carer(s) will:

- Work in partnership with the school, positively supporting its aims and vision.
- Role model the school values to the children, the school staff and wider school community.
- Help their child to understand and demonstrate the school values at all times.
- Ensure that their child attends school punctually every day, notifying the school in the event of any absence.
- Support the school's policies and guidelines with regards to learning, behaviour, communication and uniform.
- Address any concerns or problems that may affect their child's learning, behaviour or happiness at school with their child's class teacher in a professional and courteous manner.
- Understand that the school's priority is to attend to the needs of the children during the school day (8.45 to 3.30) and agree that any issues or concerns should be addressed outside of this time.
- Be mindful that teaching staff may find it difficult to respond to emails / communications during the school day and that urgent messages should be directed to the main school Reception.
- Ensure they read **all** school communication, including weekly year group and general school newsletters so they are aware of events, requests and key dates relating to their child's school life.
- Refer to the Parent Handbook for general information on policies and procedures prior to contacting their child's class teacher.
- Attend parent/teacher meetings to discuss their child's progress.
- Support their child with homework that is set, including reading.
- Ensure that emergency contact and medical details are kept up to date and current.

Accepted and signed on behalf of all parents/carers of the child:

Signature:

Date:

In establishing this Home/School Agreement, and in line with the Parental Contract, we would like to remind parents /carers and any visitors to the school, whilst accepting these are rare occurrences, we are unable to tolerate the following:

1. Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds, including the car park and school field.
2. Use of inappropriate behaviour i.e. displays of temper/anger or threats including loud/or offensive language.
3. Damaging or destroying school property.
4. Unprofessional or inappropriate tone in emails or other correspondence including voicemail/phone messages or other written communication.
5. Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
6. Smoking or consumption of alcohol or other drugs whilst on the school property.

ONCE SIGNED, PLEASE RETURN A COPY OF THIS AGREEMENT YOUR CHILD'S CLASS TEACHER

(All policies and handbooks referred to in this agreement are available on the school's website www.pilgrims-school.info)

APPENDIX C:

Pre-authorised collection form

Dear parents,

With regard to our Collection of Children's Policy, we recognise that from time to time or a regular basis you may find it necessary for someone else to pick up your child from school. To ensure the safety of all of the children in our care, we are unable to hand over your child to any person other than you the parent/carer unless you have given us prior permission. If you wish to provide the school with a pre authorised list of 'responsible people' that have your permission to collect your child from school in your absence we would ask that you complete the form overleaf. Please note that in doing this you are giving your permission for the school to release your child into the care of any person on this list at any-time provided they are aware of the password.

We ask that you give careful consideration to the people listed and for the sake of clarity we define a 'responsible person' as someone aged 16 or over. The suitability of this person needs to be considered by the parents/carers on a case by case basis, by a judgment of the potential risks of this arrangement; the maturity of the person collecting / child being collected; the length and nature of the journey home, the behaviour and relationship of the person collecting / being collected.

You will be able to amend or update this list at any time should you wish to. We recognise that on occasion a person may be required to collect who is not listed on this form. In this instance you can inform the school verbally or in writing using the Changes to Pre authorisation Slip (Appendix B).

A password is required as an identity check and will be asked for where your child is being collected by a person other than yourself and is unknown to the member of staff. It may also be used on parents themselves where they unknown to a member of staff. **All parents** need to supply a password regardless of whether they are giving permission for additional responsible people to collect. Please specify your chosen password on this form ensuring that is something that you will remember and that it is not shared with anyone other than those listed on this form. The forms should be returned to school via your child's class teacher, key person/room leader.

I give permission for my child to be collected after school by the following responsible people:

Child's name: Class/Room:

Password:

Parents should provide a password whether or not they are the only responsible people collecting. A parent may be asked to provide a password by a member of staff, if they are unknown to them.

Name of responsible person	Relationship to child