



Tennyson Road Infant School
Information for Parents

TENNYSON ROAD INFANT SCHOOL
Highfield Road
Rushden
Northants
NN10 9QD

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INTRODUCTION

This booklet is designed to encompass as much practical information about Tennyson Road Infant School as possible. It is primarily designed to serve the needs of parents who have children about to start school for the first time. However much of the information is applicable to children who join us in a Y1 or Y2 class.

Having read this information please do enquire if there is anything you are unsure of or need clarified. I will be pleased to assist you. Thank you.

C Hall
Headteacher BA (Hons)
June 2014

COMING TO SCHOOL

The School Day

School is open to children at 8.50 a.m. and lessons start at 9.00am

Lunch Break 11.45am - 12.50pm

School Finishes 3.15pm

PUNCTUALITY

School starts promptly at 9.00am each day. The children are allowed into school from 8.50am onwards. Children not present for registration, which takes place as close to 9.00am as possible, are marked as late. School gates are locked at 9.00am.

Please ensure that your child arrives on time and is collected promptly at the close of the day. A child arriving late will distract others and not settle into a routine. Although the children are very young they appear to be far more confident about coming into school if they arrive with their classmates and this in turn promotes good practice and reinforces the need for punctuality throughout their lives. Your help and support with this will be greatly appreciated.

WHERE TO COLLECT THE CHILDREN AT THE END OF THE DAY

ALL RECEPTION CHILDREN WILL LEAVE SCHOOL AT 3.10 P.M. Parents should enter the playground via the main gate and collect their child from the class teacher on the playground. **Please do not allow younger children to run around while you are waiting or to play on the tyres / trim trail.**

YEAR 1 AND YEAR 2 CHILDREN LEAVE SCHOOL AT 3.15 P.M. Yellow Class and Red Class leave from the doors in their classrooms on to the playground. Parents should wait outside the classrooms.

Green Class and Purple Class all leave from the side door (facing H.E. Bates Way) and parents should enter the playground via the school gate near to H.E. Bates Way.

ALL CHILDREN MUST BE COLLECTED FROM THEIR TEACHER ON THE PLAYGROUND. CHILDREN WILL NOT BE ALLOWED TO MEET PARENTS OUTSIDE THE GATES.

PART - TIME ATTENDANCE

Children admitted to a reception class in September will in the first instance, attend part - time for mornings only. After a short settling in period they will then attend full time. Towards the end of the part - time attendance they will have the option of staying for their lunch in order to familiarise themselves with lunchtimes at school.

PARENT SUPPORT ADVISOR

Our Parent Support Advisor Carol Hilbourne is available for advice and assistance. Carol also works with other schools in the cluster. If you have an issue that she may be able to help with please contact the school office. All enquires will be treated in the strictest confidence.

SCHOOL HOLIDAYS

A list showing the school holidays for the following academic year can be obtained from outside the main office. Reminders are sent out as the year progresses and in the event that any dates should change parents would be notified in advance.

ABSENCE

Please note that all absences from school must be accounted for. **Please make every effort to contact us on the first day of absence. Ideally, a telephone call as soon as possible.** School can also be contacted via e-mail - bursar@tennysonrd.northants-ecl.gov.uk. Where a reason for absence is not reported, or in the opinion of the Head teacher is considered to be unjustified, then such absence will be counted as unauthorised. All absence affects your child's learning. Your co-operation is appreciated in notifying school on **every** occasion that your child is absent. **School will be very proactive to ensure both punctual and consistent attendance.**

LEAVE OF ABSENCE IN TERM

There is a direct link between attendance and a child's progress. Absences for holidays during term time are not authorised. Should you wish to take your child out of school for any reason in term time please contact the Admin office and request an absence form which, when complete, should be returned to school.

MATTERS OF HEALTH

Illness

Please do not send a child to school when they are clearly not well enough to attend. I regret that this does occur and hence my request. It is obviously unfair that a bad cough or cold etc be 'shared' with the other children and teachers. If your child is actually sick or has diarrhoea at school you will be contacted. **If this happens please ensure they are kept away for 48 hours to ensure that they are fit before they return.** (This request is based on advice given to us by the Health Authority). Your co-operation here is much appreciated.

Head Infestation

You are strongly advised to check your child's hair/scalp at least twice a week. Regrettably infestation does occur from time to time. As there is not, nor has been for some years, a regular school check, the responsibility is now wholly in the hands of the parents. You may of course seek advice from school and/or the School Nurse.

School has written advice on treatment that we would be pleased to give you. Please note that where a head infestation is plainly visible you will be required to collect your child so that they can be treated without delay.

Pre-School Illness

Please notify us of any medical conditions or health problems that may generally affect the well being of your child.

Doctor and Dentist Appointments During School Time

Please give plenty of notice if your child will be late or taken out of school for medical appointments. Where possible please make appointments for later in the day.

Broken Bones!

Children with 'common' fractures may be allowed to return to school whilst still wearing a plaster cast. They would be allowed to stay in school during the playtimes. However in such circumstances we usually ask that the child goes home at lunchtime as we do not have staff available to supervise individuals. We cannot accept the risk to the child, and others, by allowing them in the playground.

Medication

As a general rule school does not undertake to administer medication of **any kind** to the children, unless it is a regular medication prescribed by the Doctor. Where possible, parents are requested to call in during the day when a child requires medication i.e. antibiotics in addition to that which can be taken before or after school.

The self administered inhalers etc for asthma sufferers are allowed but must be accompanied by written parental consent. Please enquire at the school office for any further advice.

PUPIL PREMIUM

Pupil premium is given to schools from the Local Authority to support children from disadvantaged backgrounds to raise attainment and address underlying inequalities. The amount paid to schools for the year 2014/15 is £1300* for each eligible child.

* Details of how this is spent can be found on our website.

The only way schools can obtain this money is by the parent registering for Free School Meals if they are receiving any of the benefits listed below.(*)

If you think you may be eligible please apply even though your child will receive a free school meal through the Universal Free School Meals so that Tennyson Road can obtain the additional funding. Please contact the school office for further advice.

LUNCHTIME

(*)

If you are in receipt of any of the following:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit with no element of working tax credit and a household income below £16190 (as assessed by HM Revenue and Customs)
- National Asylum Seekers Support
- Guarantee Element of State Pension Credit
- Income Related Employment and Support Allowance

you may qualify for free school meals (Pupil Premium). If you think you may qualify please call at the office for an application form. All enquiries are treated in confidence. Please apply so that Tennyson Road can receive Pupil Premium (see above).

Hot dinners:

From September 2014 all children in Reception Year1 or Year 2 will be entitled to Universal Infant Free School Meals - a Government initiative for children to receive a hot dinner each day. All meals must be ordered in advance to ensure that a meal is available. Please call at the office for more information and a hot meal pack.

If you do not want your child to have a free hot dinner then you can if you would like provide a packed lunch for your child each day.

Packed Lunches

Please do:

- √ Provide an ordinary lunch box clearly identified with your child's name
- √ Ensure that any container for drinks has a secure cap in order to prevent leakage
- √ Peel oranges and cut up apples etc if provided as part of your child's lunch

Please do not:

- X Provide too much for your child's lunch as in the majority of cases they will not eat it all
- X Put lunches in carrier bags or backpacks
- X Include hot soup, fizzy drinks or sweets as part of their lunch
- X Use glass bottles or any type of glass container for drinks

National Fruit Scheme

Tennyson Road is part of the Fruit for School Scheme. This is an important part of the government's campaign to encourage children to eat more healthily. Every child will be offered a free piece of fruit at school each day. There will be no charge for this. The fruit will include apples, oranges, pears and bananas and will be distributed to the children during morning or afternoon break.

Cool Milk for Schools

We are able to offer cool milk for children each day through the Cool Milk for Schools scheme. If your child is under 5 years old they are entitled to free milk until their 5th birthday, please ask for a form from the school office. When your child reaches 5 they can continue to have milk through the scheme for a small amount each day (about 19p). You will be invoiced directly each term from the company. If you have registered for Free School Meals (Pupil Premium) and are eligible your child can receive free milk every day if you would like.

Sweets

Please do not allow your child to bring sweets to school for break times or as part of their packed lunch.

CLOTHING

School uniform

The school colours are emerald green, grey and white. We are able to supply sweatshirts, sweatshirt cardigans, and fleece jackets. Shoes should be flat, sensible, black or brown with Velcro fastenings.

You should already have received an order form and full details. If you require any further information please call in at the school office.

School is always willing to receive items of school uniform in good condition for resale. It has become customary for any donations of uniform to be sold for the benefit of school funds.

PLEASE NAME ALL ITEMS OF UNIFORM. I regret that items unnamed, if lost then found, will only be retained a short time before disposal.

P.E.Kit

Every child will need the following please:

Plimsolls, or trainers (slip-ons, not laced please),
Shorts, T-shirt and a P.E. bag to keep everything in.

Weather permitting the children will have some P.E. sessions outside and we would be grateful if you could provide jogging trousers for this purpose. Please ensure that everything is clearly marked with your child's name.

P.E. Bags can be purchased from school at a cost of £2.50.

PLEASE ENSURE THAT P.E. BAGS ARE TAKEN HOME EACH HALF -TERM SO THAT EVERYTHING CAN BE WASHED.

Please note that although we ask for the provision of plimsolls there will be times when activities are done in bare feet.

PLEASE DO CHECK PLIMSOLLS REGULARLY TO ENSURE THE CHILDREN HAVE NOT OUTGROWN THEM.

Please do provide a proper drawstring bag for P.E. kit and not a plastic carrier bag as these do not last and tend to look untidy within the school. Thank you.

DRESSING AND TOILET

We would hope that all children would be reasonably able to dress/undress themselves. This is eased where suitable clothing is provided with fastenings that the child can manage e.g. Velcro. Equally we would hope that every child can use the toilet in a correct manner and is free from wetting or soiling. Please see the class teacher or myself if there are, or maybe, problems here. If a child needs to have a change of clothes at school because of an accident please ensure the clothes are washed and returned to school as soon as possible. If a child soils themselves at school they will be assisted to clean and change. You will be informed and may need to collect your child as we do not have facilities to bath/shower the children after an accident.

SHOES

It is preferred if these can have Velcro or buckle fastenings. Children should not wear lace up shoes until they can tie their own laces. Where shoes are worn please ensure the laces are not too long. *The children find these very difficult to handle and they invariably drag around and trip them up. It also takes staff and helpers much longer to deal with these before and after P.E. and similar activities.* Please ensure Wellington boots are available for your child to wear in times of bad weather. If we do have some snow in the winter the children will only be able to play out if they have the correct footwear.

We have experienced problems with the 'young ladies' wanting to wear fashion shoes with heels. These are totally unsuitable for running around in the playground and resulted in several minor accidents. Please let common sense prevail. Thank you.

JEWELLERY

Children should not wear loose earrings. If their ears are pierced ensure they wear 'studs' at school as these are less likely to cause injury during a fall or bump etc. During PE lessons your child will be asked to remove their earrings. If they cannot manage this on their own then please check with the staff when the P.E. sessions are and leave the earrings at home on those days. Staff are not allowed to remove earrings due to health and safety laws. Rings, bracelets, necklaces and watches should not be worn at any time.

SAFE AND SOUND

Road Safety

It would assist everyone if the following procedures were observed:-

- ❖ Please do not park adjacent to the railings outside school.

- ❖ Please do not lift children over the barrier to gain access to a motor vehicle.
- ❖ Please do not park on H.E. Bates Way (the road leading to the Pemberton Centre) in such a way that you make it difficult for the traffic using that road.
- ❖ Never park on the corner of H E Bates Way and Highfield Road or H E Bates Way and Lydia Court.
- ❖ If bringing the children to school in a car you are requested to park in the Pemberton Centre Car Park and walk the children to the school gates.
- ❖ Parents are requested NOT to use the staff car park when bringing children to and from school. Thank you.
- ❖ Dogs! Please leave dogs outside of the school playground.

OBSERVING THESE POINTS SHOULD RESULT IN THE SAFETY AND WELL BEING OF ALL CHILDREN COMING TO SCHOOL. PARKING ON H.E.BATES WAY CONTINUES TO CAUSE PROBLEMS FOR EVERYONE CONCERNED! PLEASE DO TAKE ADVANTAGE OF THE PEMBERTON CENTRE CAR PARK.

PLAYGROUND

If you wait with your child outside the school gates do not allow them, or other children, to climb on the railings or gate, drop litter or run in and out of the playground.

When your child has become accustomed to school it is better that they are allowed to make their own way into the playground and the school building.

Please do encourage your child to go straight into the playground even if you wait outside until they have gone into school. The main door is opened each morning at 8.50am to signal that the children may come inside. If children are outside on the pavement with their parents there can be a 'rush' through the gates and in so doing accidents may occur.

CHILDREN MAY NOT PLAY ON THE TYRES OR TRIM TRAIL BEFORE AND AFTER SCHOOL.

SECURITY

If you happen to be passing the school at lunch or break times it is not advisable to attract your child's attention away from the playground. The mid-day supervisors or the teachers on duty may not know you and we always discourage the children from talking to 'passers by' through the railings. The children's security is our main concern. If you need

to call into school please always report to the school office as again you may not be known to all staff and we try to ensure the minimum disruption to the school day. The playground gates are locked at lunch and break times to ensure the safety of our children. We appreciate your understanding and patience whilst duty staff unlock for you to gain access.

Behaviour and Discipline

All children will be expected to be tolerant of others - to respect their needs/feelings and behave in a manner that does not upset or distress those around them. If a child continually misbehaves in any way, school will ask to see the parents in order that the situation can be discussed and rectified. Persistent bad behaviour at lunch times may result in parents being told to take their children home for lunch each day!

TOYS

Children are allowed to bring one small toy to school. It is better to choose old rather than new and one that can withstand the 'knocks' of the playground. I regret we cannot accept responsibility for damage or loss however this may occur. Whilst we appreciate that the children will sometimes share toys with their friends, this can sometimes be misinterpreted as 'swopping'. The children will always be encouraged to be responsible for their own property.

FINANCE

School holds several fund raising events throughout the year. In the past these have assisted us in purchasing various items of equipment.

Annual Events

Autumn Term	Harvest Festival - Proceeds to charity
	Christmas Concert - Proceeds to charity
Spring Term	School Photographs - Commission to School Funds
Summer Term	Sponsored Event - Proceeds to School Funds

During the year we also try to organise two or three entertainment events for the children e.g. Starlight Puppets, a Disco, or an outing.

Volunteer Helpers

If you would like to assist in school in any way then please let us know. You will be made most welcome. We really do value your support. We are always looking to enrich the experiences we provide for our children. If you have any skills/interests you would like to share in school, please let us know.

Change of Address

Please inform us immediately of a change of address or telephone number especially that for an emergency contact. We have found that numbers for mobiles often change so it is important to keep us informed. **We must always have a valid home and emergency contact telephone number for every child.**

Reading and Story Books

We are happy to send books home for you to share with your children and indeed you are encouraged to do this. Please respect and care for the books. The reading books can cost up to £4 each. Where books are lost or damaged at home the cost of a replacement must be paid for. Book bags are provided for every child. These remain the property of the school and if lost or damaged the cost of a replacement must be found.

YOU ARE MOST WELCOME...

If you need to see a teacher

We are always pleased to meet and see parents in school but queries etc are best dealt with at the end of the day - 3.15pm. Before school starts staff are busy preparing for the day and may only be able to spare you a brief time as they must be with their classes at 8.50am.

Each week each teacher has a Parent and Teacher hour (PATH). In an effort to improve home school communication we have arranged for all of our teachers to be available one afternoon a week between 3.30pm and 4.30pm to meet with parents/carers to discuss any specific questions they may have relating to their child. 15 minute appointments can be made at the school office.

As mentioned earlier we are always pleased to have volunteer helpers assist in school. If you can spare the time you will be made most welcome.

Reception Welcome Evening

At the beginning of each school year we arrange an evening meeting to explain the organisation and activities that your child will encounter during their first year at school. This allows you the opportunity to raise questions and to understand and build on the partnership between home and school that we all wish will prove successful. All classes will

have a consultation evening in the Autumn and Spring terms. Annual reports for parents are sent home towards the end of the school year - early in July.

Reading

Your child will be given their first book to share with you very soon after starting school. This may be a very simple picture book or one with just a few words. Reading together - "shared reading" can be a very enjoyable and rewarding experience for the child and their parents alike. In addition to books sent home from school you may wish to join the library. They have an excellent selection of books, especially for younger children who will enjoy the experience of a visit and choosing their own books. Look for books with bold and interesting pictures that offer plenty to talk about.

When the children are learning to read the emphasis will be on letter sounds rather than letter names eg:

a as in apple

d as in dog

The learning of letter sounds - phonics - will enable the child to 'build' words when reading and later when writing their own words, sentences and stories.

Writing

Your child may well enjoy the opportunity to trace patterns and bold pictures. This will give them a start with pencil skills and hand/eye co-ordination. Please do not write words completely in capitals but use the correct combination of both capital and lower case letters as appropriate eg:

David and Emma
Not
DAVID AND EMMA

At Tennyson Road we use a published writing scheme in addition to our own materials. This takes the children through the correct formation of each letter to a cursive (joined) style of writing.

Number

Games and rhymes are a good introduction to numbers for young children e.g.

1 2 3 4 5 Once I Caught a Fish Alive

Familiar stories e.g. the Three Bears, give a good introduction to various mathematical concepts e.g. place value - first, second, third and so on and size - big and little. Such

stories are easy to remember, are well liked and give the child much to talk about and question.

Counting familiar objects around the home e.g. plates, cups and cutlery at meal times is both fun and educational. It is also worthwhile taking the time with your child to trace and copy large numerals in order to stimulate recognition and the correct formation.

Colours

Please make the time to talk about the various colours we see around us. Find familiar objects in the home and local environment with bold, common, colours and talk about them. Make a game by, for example, seeing how many red items you can find.

If you need any further advice or information please do not hesitate to contact me. I shall be pleased to be of assistance.

DISCLAIMER

The information given in this booklet was valid at the time of printing. It would be wrong to assume there will be no changes affecting the arrangements generally described, before the start of the school year or in subsequent years. Any anticipated changes have been included as part of the text.