

Northgate Primary School



School Information Pack

Every child, Every chance, Every day



2015





Time for School

Starting a new school is a significant milestone in the life of a child and an important event for parents. This booklet will explain some of the things that will happen and some of the procedures currently in place.



Morning registers are taken between 8.55am and 9am so we encourage children to arrive for 8.50 am. For safety reasons please use the pedestrian entrances and do not walk through the car park.

At 8.45am the main wooden gate is opened where you will be greeted by a member of staff on duty. Key Stage 1 and 2 children will then walk around to the rear playground and enter school through their key stage cloakroom doors.

Reception children are taken around to the Foundation Stage play area where they will be greeted by the Teachers. Nursery children are greeted by their teacher at the door situated at the front of the school directly opposite the pedestrian gates. Nursery have two sessions 8.45am to 11.45am and 12.25pm to 3.25pm. The children that attend the morning session leave by the door at the front of the school and the children who attend the afternoon session are collected by their parents / carers at the rear classroom door.

This September the Nursery is piloting 3 full days on a Monday, Tuesday and Wednesday for 10 children. If this scheme proves to be successful it will be opened up to all children in future years.

At 8.55am the main wooden gate is closed and bolted to keep the children safe. If you are late please come to the main entrance where you can sign your child in and they will be greeted by the office staff. If you need to collect your child during the school day please go to the school office, where your child must be signed out. If your child is being collected by a different adult please notify the class teacher if they are in Foundation, or send a note in via their book bags, or notify the office.

School finishes at 3.15pm. Foundation and Key Stage 1 parents walk around to the playground and collect their children from the teacher at the classroom door. Key Stage 2 children are escorted to the main wooden gate by their class teachers. If you find that you are unable to collect your child on time please telephone the school office so that we can reassure your child and they will be supervised until you are able to collect them.

Please note that you are responsible for your child until they enter the school building and after they come out. Please don't let them or younger siblings run around unattended while you are waiting.

The School Office

Home to School Correspondence

Please ensure all correspondence is in an envelope with the following information on it:

- **Your child's name**
- **Their class name**
- **Detail of the contents**

Although it is very tempting for you to 'drop in' to the office yourselves we do encourage the children to take responsibility for this as early as possible. Children should take any post to their classroom, unless it is confidential and needs to be sent through the office.

Coming into School

If you are visiting school and not just calling in with money or a message you will be asked to sign the visitors book and must wear the badge that you will be given.



Newsletters and Information for Parents

eSchools is an on-line learning and communication programme which is used throughout the school. We will be using it from September to email / text parents with up to date information. As a parent you can access news about the school and up to date view of your child's progress whenever and wherever you need it.. The office uses SchoolsCall to inform parents to any changes to the school day. Information on how to access SchoolsCall can be found in the registration pack.

The Headteacher writes a weekly newsletter to keep you up to date with what is going on. The Foundation Leader also provides a termly newsletter which updates parents on events that have happened in school and up coming activities /dates.

Medical Procedures

You will need to complete a medical information sheet for your child and it is very important that you notify us of any changes throughout the year. It is very important that we know about any pre-existing medical conditions. All children are seen by the school nurse during their reception year.

Medical and Absence Procedures

Administering Medicines

No over the counter, non-prescription medicines are allowed in school. In exceptional circumstances, depending on the child's condition, some non-prescription medicines will be administered in school. All medicine, including prescription medicine is only administered by the school if we have a completed medicine request form which is available at the office. These forms, with the medication (in original packaging), must be handed to the office and then collected from the office, by an adult, at the end of the school day. Children will not be allowed to collect the medicine. Please ensure that asthma inhalers and epipens are in the original packaging with the original prescription label intact and that they are in date. Asthma inhalers and epipens will remain in school until the end of the academic year and sent home to be returned again in September.

Please note: Medicine is not administered to Nursery children as they are only at school for 3 hours and their medication can be administered by their parents around school hours.



Illness in School

If your child is unwell whilst at school we will contact you and make appropriate arrangements. Please provide us with at least two contact numbers in case you are unavailable (form in pack). If in the case of an emergency we are unable to make contact, a member of staff would seek medical help. In this case we would be acting in loco parentis. The emergency medical form explains what this means and the procedures that we follow.

Pupil Absence Through Illness

Please ring the office if your child is ill. Past experience has shown that messages sent by any other means do not always get through or the incorrect information is given. Your child should not attend school if they have been sick or have an infectious / contagious disease until they are clear.



The school has guidance on the exclusion times, so please ask for advice if you need it. In the case of sickness keep your child at home until 24 hours after the last incident and in the case of diarrhoea, please keep your child at home until 48 hours after their last incident to minimise the risk of spreading the bug.

All reasons for absence must be given to the school office in writing on the child's return to school.

Holiday / Other Leave of Absence

It is very important that your child attends school every day. Where this is not possible through factors other than illness, a request must be made **in advance** by completing an Absence Request form which is available from the office.

The full Attendance Policy is also available on the school website.

Parental Involvement in School

Helpers in School

We welcome parents [and grandparents!] into school and actively encourage your involvement with your child's education. Many of the activities that are carried out in school such as help with reading, trips, sports activities etc would not be possible without our dedicated band of volunteers. All staff and volunteers that work with children are required to have a check by the Disclosure and Barring Service. [DBS]. This is arranged through the school office. If you would like to volunteer please complete the form enclosed in the registration pack.



Consultations with Teachers

Children make the best progress when parents and school work together. The teachers are always available at the end of the school day and will be pleased to discuss any issues or questions you have. At the beginning of the school day teachers like to focus on the children so please don't disturb them for a chat unless it is **very** urgent. The school office or staff on duty are always happy to pass along routine messages. If there is a problem with your child's behaviour or attendance we will contact you to discuss the matter. We will also contact you if we are concerned about their development or progress. Your child's class teacher is always the first point of contact but please ask at the school office if you would like an appointment with the Headteacher or your child's class teacher.

Parent consultation evenings are held twice a year, once in the Autumn Term and again in the Spring Term. This is an opportunity for the class teacher to discuss your child's progress. You will be given next step targets for your child so you can help support your child in moving their learning on. Your child's School Report is sent out at the end of the Summer Term and there is an opportunity for you to discuss this with your child's Class teacher..



Shared Learning

Sharing your children's learning is an invaluable experience for both parent and child.

Parents are invited, at various points throughout the year, to come into school to celebrate the wonderful work that has taken place in relation to your child's class topics.

You will be invited to these events by the class teachers.

Lunchtime and Snacks

School Lunch or Packed lunch

Our school lunches are provided by Hertfordshire Catering Limited who ensure the meals are nutritionally balanced. The menus are rotated on a three week cycle and change several times a year, when menus are sent home for your information. Menus are also available to view on their website at <http://hertscatering.co.uk/schools-academies/primary-schools/>. Meal options are chosen at morning registration so if your child is going to be late to school please let the office staff know which option they would like for lunch. School meals for all children until the beginning of year 3. For children from Year 3 upwards, meals are payable half termly in advance and the cost is notified in the school newsletter at least two weeks before the end of the previous half term.



If you choose to send your child with a packed lunch, please ensure all containers and bags are clearly named and drinks are in a watertight container. Fizzy drinks and confectionery are not allowed. As we have children with nut allergies please be careful not to include food containing nuts or nut products. You can help your child's independence by ensuring items are easy to open.

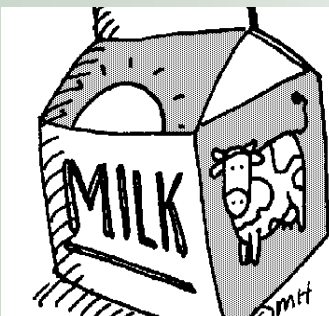
We have a mixed age seating plan which allows the children to mix with children from other classes and also helps younger children as older children are on hand if needed. If your child is taking a long time to eat their lunch or regularly eating very little we will let you know so we can work together to encourage them.

Please note that notice to change lunch choices from a packed lunch to a school dinner (or vice versa) must be given at the beginning of each half term.

Snacks and Drinks

Foundation children are provided with drinking water and children in Key Stages 1 and 2 are allowed to bring in their own water bottle which must be named. The children are encouraged to take their water bottles home daily to be washed and refilled. No other drinks are permitted.

All KS1 children are provided with a free daily portion of fruit by the Government. If you think that your child needs an additional snack or they are in KS2, raw vegetables, fruit, or cheese are acceptable. These need to be prepared and put into a reusable, named container that can be opened by the child and taken home each night for washing. As with



packed lunches, confectionery is not allowed and please do not send in any food containing nuts.

School Milk

Milk is currently free for Nursery children and reception children who are not yet 5 years old. Milk is also available for children over the age of 5 and up to the end of year 2 at a subsidised cost though the 'Cool Milk' scheme. Details of how to register for milk is in the registration pack.

Uniform

Uniform

We encourage all of our children to take a pride in their appearance and to ensure they make every effort to look smart and tidy in their uniform.

You can order school uniform with our logo from Fosters Schoolwear Limited at www.greatforschool.co.uk or www.tesco.com/ues. Uniform without a logo can be purchased from any high street chain or at school monthly, from our local supplier, Mrs Parrish. Full information on how to order uniform can be found in the registration pack.

The School Association run a second hand uniform shop on a Friday where most items can be bought at just £1. School bags for reading books, homework and music, as well as school ties and water bottles can be purchased through the school office.



Nursery

- Gold polo shirts with logo.
- Gold sweatshirt / cardigan with logo.
- Grey trousers or skirts with grey or white socks or grey tights (alternatively bottle green, grey or black jogging bottoms).

No pinafore dresses please.

- Gold checked or striped dress (spring to autumn half term weather permitting).
- Dark shoes / sandals (must be comfortable and sandals must be worn with white or grey socks).

No fashion footwear please.

- A suitable coat is essential all year round.
- Wellington boots.
- Bag for school work and PE kit (available from the School Association).
- White shorts for PE
- White T-shirt for PE



Reception

- Gold polo shirts with logo.
 - Gold sweatshirt / cardigan with logo.
 - Grey trousers or skirts with grey tights.
 - Grey pinafore.
 - Gold checked or striped dress (spring to autumn half term weather permitting).
 - Dark shoes / sandals (must be comfortable and sandals must be worn with white or grey socks).
- No fashion footwear please.***

Uniform Continued

Reception Cont....

- A suitable coat is essential all year round.
- Wellington boots.
- White shorts for PE
- White t-shirt for PE
- Tracksuit
- Trainers for outdoor PE (Reception only)
- School PE bag (Reception only)

Key Stage 1 and 2

- White shirt or blouse.
- Green and gold striped school tie.
- Green sweatshirt / cardigan with logo.
- Grey trousers or skirts with grey or white socks or grey tights.

No fashion trousers or shorts please.

- Green checked or striped dress (spring to autumn half term weather permitting).
- Dark shoes / sandals (must be comfortable and sandals must be worn with white or grey socks).

No fashion footwear please.

- A suitable coat is essential all year round.
- School hat.
- Dark shoes / sandals (must be worn with socks).

Shoes need to be comfortable, with sensible heels to avoid accidents.

No fashion footwear or trainers.

Please Note: For health and safety reasons no jewellery is permitted in school, including stud earrings. In order to avoid competitiveness we do not allow fashion accessories such as nail varnish. Hair braids and hair gel/cream. Long hair must be tied back and decorative hair slides/ties must be in school colours.



Creative Activities

Every child in KS1 and KS2 needs a named overall for Art and Craft work. An old adult shirt with the arms cut shorter and elasticised at the wrists is ideal.

All clothing and belongings, including shoes, need to be clearly labelled, it is amazing what ends up in lost property! Named items can be returned to your child immediately. We keep unnamed items for a short period of term as space is limited and inform parents when we are going to have a clear out so that you can check if anything belongs to your child.

Extended Care/Northgate Association

Breakfast Club

Breakfast Buddies operates a fun breakfast club before school from 7.30am to 8.50am and offers breakfast on arrival. They provide cereals, toast, muffins, bagels and a drink as well as some activities for the children to enjoy once they have finished their breakfast. Activities include crafts, games, construction toys etc. They can also use their spare time to complete their homework! All staff are police-checked for their suitability to work with children and there is always a trained first-aider available. For more information contact Cheryl Johnson on 01279 835305 or 07783069460 or contact the school office.

After School Childcare

Night Owls operates after school on school days from 3.00pm to 6.00pm and offers a snack and a drink on arrival. Home-cooked meals are prepared on site to cater for all needs, using fresh and organic food. The meal is served at 5.00pm and menus can be supplied upon request. Activities include: board games, craft, ball games, role-play area, construction toys, cookery, quiet corner, supervised homework table and lots more. To find out more contact Night Owls on: 07745262676 or Email: hayley@earlybirdsclubs.co.uk or contact the school office.



You can also find out more information regarding parental support groups, pre-schools and day care and registered child minders etc from our local partner Windhill Children's Centres at www.windhillchildrenscentres.org.uk.

After School Clubs

We offer a wide range of after school clubs and activities for children to join for which we send information out half termly. However when children first start school they are often very tired and because of this we limit the after school clubs for reception children. The school office can supply you with details of all our clubs if you are interested.

Holiday Clubs

Sports Xtra now provide holiday clubs which are held here at Northgate during all school holidays apart from Christmas. For more information go to www.sports-xtra.com or telephone 08453 716121.



Northgate Association

As soon as your child joins the school you automatically become members of the Northgate Association. The Association, through its committee, organises fund raising and social activities to support the work of the school. Often the funds support a major project but in addition subsidises trips and workshops as well as purchasing equipment and treats for the children. We hope that all parents will become involved by supporting the events, joining the committee or taking part in the monthly 100 club draw which the Association operates. Further information is in the registration pack.

Travel and Parking

Travel and Parking Arrangements

When dropping off and picking up your children please remember to park safely and considerately. The zigzag lines outside school are not areas for dropping children off and it is illegal to stop on them. We also request that drivers are considerate to our neighbours and **do not** park over their driveways, on pavements or on the grass verges. There are parking bays outside the school which are free to park for up to 4 hours or, if full, we have an agreement with the Bishop's Stortford Rugby & Squash Club that allows our parents to park in their car park and safely walk the children down to the school.

When entering school grounds, please use the pedestrian entrances and not the car park which is for staff use only. Finally, bikes and scooters must not be ridden in the school grounds. You are responsible for ensuring that your child rides with due care and attention to others. You can leave bicycles in our cycle shelter but this is done so at the owners risk and the school cannot accept responsibility for loss of or damage to bikes that are left there.

I am sure you can appreciate that traffic is very busy at school pick up and drop off times and parking is a premium. We really appreciate your cooperation in this matter.

Severe Weather

In the event of severe weather we use a system run by Hertfordshire County Council called the Closure Notification System which allows us to alert you of the situation in school. Please use the following options to check whether or not the school is open:

- Listen to the message on SchoolsCall, you can access this by telephoning 0871 971 2781.
- Check your emails, if it is at all possible the school will send an email message, however this will be dependent on access to a computer and during severe weather email systems can get clogged up and messages slow to go out.
- Check the school website (www.northgate.herts.sch.uk) as we will endeavour to post a message.
- Visit www.hertsdirect.org where you will be directed to a webpage which notifies you of the status of the school.
- Tune in to BBC Three Counties Radio (103.8FM / 95.5FM) or Heart FM (101.7 FM).

Please do not contact staff directly as their telephones become tied up with incoming calls and it becomes difficult for the school office to contact them.





Northgate Primary School

Headteacher: Mrs Louisa Hotson

Cricketfield Lane
Bishop's Stortford
Herts. CM23 2RL

Tel: 01279 652376

Fax: 01279 759033

Email: admin@northgate.herts.sch.uk

Website: www.northgate.herts.sch.uk

