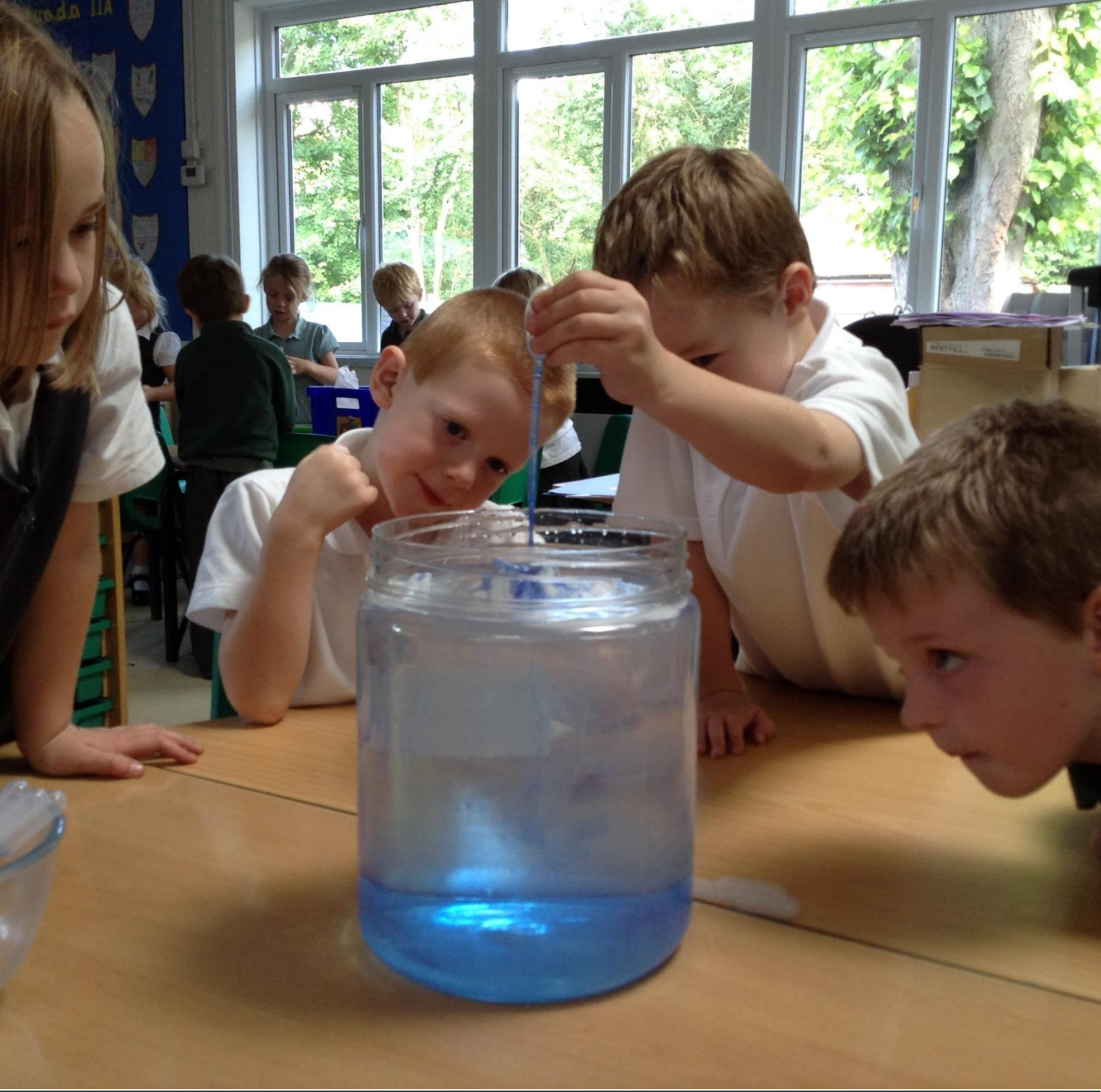


Parent Handbook

Taking you step-by-step
through starting school

MELDRETH
Primary School

Key Information

What are our school times?

Start of the day	8:50 (the doors are open from 8:40am)
Morning Break	10:45 - 11:00
Lunchtime	12:00 - 13:00
Afternoon Break	14:30 - 14:45 Robin, Jay & Kingfisher
End of Day	15:00 Robin, Jay & Kingfisher
End of Day	15:10 Swallow, Chaffinch & Woodpecker

Arrivals and departures

Children are allowed in to school from 8:40am onwards. We ask parents to be prompt to school as our children begin working in shared spaces from the start of the day.
We appreciate all children being in school by 8:50am when the school doors are locked.

Safety: arriving late

In the interests of safety, all the doors are locked immediately after the start of morning and afternoon school. Children arriving late, and parents visiting the school during the day, should sign the visitors' book on arrival and departure and wear a visitors' badge.
We do not allow children to leave the premises during school hours without supervision. If any child is taken out of school for any reason we ask you to sign the 'Pupil Signing Out' book which is kept in the entrance.

Wraparound care

In offering wraparound care our aim is to provide an invaluable service for our many working parents.

Breakfast Club – The Lookout club opens at 7:40am and closes at 8:40am at a cost of:
£5.00 for first child; £3.50 for second child.
Breakfast is provided.

After school care: The Lookout club opens at 3:00pm and closes at 6:00 pm, at a cost of
3.00pm-4.30pm – £5.00 per child;
3.00pm-5.15pm – £7.50 per child;
3.00pm-6.00pm – £10.00 per child. Food is provided.

Uniform

We encourage all children to wear a school uniform which the Governors consider promotes a sense of pride in the school; gives a sense of community and belonging; is practical and smart; identifies children with the school; is not distracting in class (as fashion items can be); makes children feel equal to their peers in terms of appearance; is regarded as suitable, and good value for money, by most parents; and has been designed with health and safety in mind.
At Meldreth Primary the colour is predominantly green and black.

Our School Uniform

- dark green sweatshirt, cardigan or fleece, embroidered with the school logo
- white or dark green polo shirt, or white blouse
- grey or black trousers, skirts or shorts
- green and white check or striped summer dress
- flat, dark shoes with a good grip and proper support
- jewellery is not permitted. The exception to this rule are small earring studs/ and/or a watch in KS2, that can be easily removed by the child for PE lessons
- a named apron or old shirt is recommended for use in Art lessons to protect clothing

PE Kit

- dark blue shorts
- white T-shirt
- plimsolls or trainers for outdoor work
- long hair should be tied back (both boys and girls)
- tracksuit for outdoor PE in colder weather
- swimsuit, swimming cap and towel (summer term)
- all in a named drawstring PE bag

We ask that all clothing, including vests, socks and plimsolls is named so that we can return lost items to you.

Where to buy

Uniform can be ordered on-line from:
http://www.schoolwearforless.com
Blue PE shorts, white T-shirts for PE and checked/striped summer dresses are readily available in most supermarkets and uniform retailers.

Book Bag

Our PTA kindly buy a green book bag for all children when they start school. This is used daily to carry reading books, letters and completed work. Children do not need a bulky rucksack or pencil case as we cannot store these and all stationary is provided by the school.

Painting Apron

A named apron or old shirt with sleeves cut short is necessary to protect your child's uniform when doing creative activities. If you wish to buy an apron, we suggest nylon not plastic as in our experience they are longer lasting.

Toys from home

We discourage children bringing personal belongings to school. We have 'Show and Tell' sessions every week to encourage children's speaking and listening skills. Children can bring in items of interest to tell their classmates about and occasionally we will ask for topic related items.

Nature Detectives

In Robin, Jay and Kingfisher classes, no matter what the weather, our Nature Detectives head to Melwood to explore, build, problem solve, work with others…the list of learning is endless. We spend up to two hours outside so it is essential that children are appropriately dressed for the weather. To help keep uniforms looking clean, we ask that children are

sent to school in non-uniform/suitable clothing for woodland exploration. Be prepared for this clothing to get mucky!

Suggested clothing-

- Jeans, tracksuit bottoms or similar.
- Long sleeve tops
- Several layers during the cooler months.
- Warm socks (two pairs are often needed!)
- Wellies, snowboots (not just for snow)
- Warm waterproof gloves (fleece or wool gloves just get wet)
- Hat and scarf
- Waterproof coat with a hood

We ask that even in warmer weather, children still wear long sleeved trousers and tops to protect themselves from plants such as stinging nettles.

Food in school

Lunch time is from 12:00 noon - 11:00pm. Children may bring a packed lunch or have a school meal cooked on the premises. During the lunch break the children are supervised by midday staff. School lunch is healthy and tasty; we have vegetarian options and can cater for special dietary requirements. We operate an on-line cashless system called ParentPay. Parents will be given log in details and required to set up an account to pay for dinners in Year 3-6.

School meals

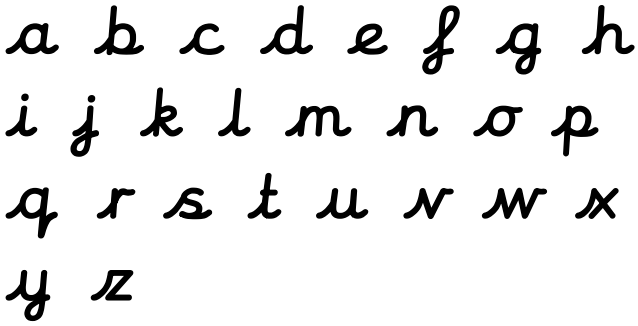
For children in Robin, Jay and Kingfisher classes, the government provides free school meals for every child. We are proud that 99% of our children take this up.
In certain circumstance a free school meal may be available for older children
(please enquire if you require further details).

Packed lunch

Children who bring sandwiches must bring the entire lunch, including a drink and spoon if required, in a named lunchbox. Cans, glass bottles, fizzy drinks, chocolate bars and sweets are not permitted. At present we do not have any pupils with nut allergies. We are a healthy school.

Handwriting

We use the following cursive handwriting style. We find that if children start school already having learnt to hold a pencil in an awkward grip, or they are forming letters incorrectly, then it is very hard for them to correct this, even at such an early stage. It is useful if you use the same handwriting style and write in lower case when modelling writing, only using capital letters for the initial sound in their name.



Mathematical development involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures. We provide children with the opportunity to extend their maths learning at home through using mathletics online games. A log in for this will be provided by your child's class teacher.

Helping your child in school

A close working partnership between parents and teacher is essential to learning, particularly in these early stages. If you have any information, questions or concerns, please do not hesitate to speak to us. Teachers are usually in class at the end of every afternoon and this is a better time to speak to us informally, rather than in the morning when teachers are busy preparing for lessons and greeting the children. You are welcome to make an appointment at any time.
We will also be asking for your feedback about your child's development and achievements at home. Watch out for the Little Stars work beginning in the Autumn.

Classroom helpers

Once all the children have settled into school, we will welcome helpers into the classroom. In order for our Nature Detectives learning to take place, it is essential that we have volunteers to accompany us. This might be just one a month, or more regularly depending upon your commitments. Perhaps you have a special skill or interest that you would be able to share with the children? Or maybe you would just like to be part of things, generally helping, so that you know what your child is getting up to and have a better insight into how you could help them.

Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

School Attendance and absence

All schools are held accountable for the levels of pupil attendance in school. We take pride in our good levels of attendance (95.4%) and we are grateful for the support we receive from parents and carers.

Illness and appointments

Where absences are unavoidable due to illness, medical appointments etc. please help us by:

- informing the school on the first day of absence by 9:15am
- keeping us informed of any appointments which result in your child being absent for whole or part of a day.

Holidays

We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. If you do need to go away in an emergency, there are forms to complete at the school office, and should be completed in advance.
Holiday requests during term time are not usually granted apart from very exceptional circumstances.

If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

Religious Education and Collective Worship

At Meldreth Primary School our children's education is underpinned by spiritual and moral development.
The school's religious education follows the programme of study as agreed by our local SACRE (Standing Advisory Council on Religious Education).
Parents have the right to exercise their statutory right of withdrawal of their children from acts of worship and religious education.

An act of worship, which is broadly Christian in character, is held every day and is valued by all.
We also hold worships in the local Church to celebrate key events in the Christian calendar to which everyone is welcome.

Jewellery

For safety reasons we request that only small studs are worn in pierced ears and that these are covered with medical micro pore tape during PE. In addition to this we do not recommend the wearing of rings or necklaces. Watches can be worn in Key Stage 2 classes but should be clearly named.

Road safety

Road safety teaching is experienced by all year groups in school. Additionally there are two specific courses: in Year 3 children undertake a pedestrian skills course, and a practical cycling proficiency course takes place, usually in Year 6. Children will be able to cycle to school when they have passed their 'safe cycling' tests; or if they are accompanied by an adult. These children may leave their cycles at school in the bicycle store - but parents must understand that the Governors and school can accept no responsibility for loss or damage.



Residential visits

At Meldreth Primary School we consider educational visits to be both valuable and an important aspect of the curriculum. Each year the children in Year 6 spend . a week on a residential visit to Scarborough. Children in Year 4 spend 3 days on a residential visit to Grafham Water Outward Bound Centre. We believe this is a very valuable aspect of the children's broader education, and we always try to keep costs to a minimum and will support families, wherever possible, to ensure every child who wants to go can.

Class visits

All children will be given the opportunity to visit exhibitions, places of interest, the theatre etc. in connection with the work they are doing. On most of these occasions a request may be made for voluntary contributions from parents towards the cost of the transport and/or entrance fees.

Charging policy

The staff and Governors of the school feel very strongly that no child should be omitted from any visit because of financial reasons. However, if insufficient money is collected to cover the costs, the visit will have to be cancelled. If this is something you would like to discuss please do not hesitate to contact Mrs. Howard.

Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We may ask you to organise this between parents/carers to ensure that you are happy with the organisation. We will ensure that children are brought back to school in an emergency but it is parents' responsibility for ensuring that appropriate arrangements are made for their child to get home from and after school event.

Frequently Asked Questions

Homework

The partnership between home and school is vitally important, to ensure all children achieve their potential. For this reason we believe it is important that some work is done at home on a regular basis.

KS1

In KS1 activities are fun and practical carried out with mum, dad or grandparent. Alongside this your child will have reading, learning spellings or maths challenges. Please support us by hearing your child read regularly, at least twice a week, and write a comment in the Reading Record book.

KS2

In KS2 we use Signpost homework which are linked to the curriculum being taught and therefore meaningful to the children. These give the children opportunities to research and gather information which may be used in lessons. The children can present this work in a creative way. As in KS1, the children are also expected to read three times a week with an adult at home.

Assessment

Every child's progress is regularly assessed and detailed records are maintained. In addition to this Parent/Teacher consultations are held in the Autumn and Spring terms for you to discuss the progress of your child. A record of this meeting and any concerns are written in the child's Pupil Profile. A formal written report is issued at the end of the summer term. Following the report there is an opportunity for you to meet with your child's class teacher to discuss any further concerns.

Special Educational Needs

Mrs Samways is the lead teacher for Special Education Needs and Disabilities in our school. Her role is to support staff in ensuring that additional support is given to any child who requires it in accordance with our policy and guidelines. It is important to remember that a lot of children have special needs at some time in their education and they all need individual attention. By working together, and occasionally with the support and advice from external agencies, many of these problems can be overcome.

We work to the Code of Practice for Special Educational Needs (DFE).

Parent/carer involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides, and contribute to the progress and success of its pupils.

The most important partnership is with parents.
Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment.

We provide regular contact through formal and informal parent evenings and will contact you if there are any problems. Our policy is to keep an open door for parents at all times.

Parent Teacher Association (PTA)

As a parent you are automatically a member of our active Parent and Teacher Association (PTA). Our PTA organise events to support the school by providing community activities and helping to provide items that the school cannot readily afford.

The association has in the past been very successful, supplying the school with many items and subsidising our annual puppet show visit. The AGM is held in October each year, at which everyone is welcome.

Partnership with parents

In addition to all of this many parents and other volunteers come into school to share their skills.
Even a few hours a week is very much appreciated.

Perhaps you may like to join us by:
- signing up as a regular classroom helper
- helping on school visits
- supporting the PTA at fundraising/social events
- helping with out of school activities and clubs
- helping to prepare materials for children to use

Communication

Email address: office@meldreth.cambs.sch.uk

Website: www.meldreth.cambs.sch.uk

A notice board is situated near the main entrance to keep parents informed and advertise forthcoming events. A weekly newsletter is emailed to all parents/carers and placed on the school website. Also on the website there is a school calendar of events.



eschools is a communication service we use in school which enables us to email parents any important information. Please keep us up to date with any changes to your email address or contact numbers.

If your child becomes ill or has had an accident in school we will ring the named persons, in priority order, as stated on your child's record details form.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. Head Teacher also issues each class with a signed copy of The Rights Of A Child Charter.

Working with parents

Pupils with a disability

All pupils are admitted to our school in the same way regardless of ability or disability. The main entrances to the school have disabled access and we have easily accessible toilet facilities. This procedure is detailed in our Admission Policy and includes home visits, liaison with outside agencies, etc. in order to discuss specific areas of concern.

New parents and children are welcomed into school for preliminary visits. We always aim to meet the needs of any SEND pupil in the most appropriate way to ensure that everyone, whatever their needs and capabilities, is included and catered for – compassion and respect

Health and Welfare

School Nurse Team:

To Contact your local School Nurse please ring:
Melbourn Health Centre Telephone - 01763 260827

School Nurse Continence Team
The School Nurse Service provides community based clinics for children experiencing problems with enuresis (night-time wetting) and soiling. Please contact the School Nurse continence team- 01223 884180

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing /vision tests and health interviews. The nurses' team is also available for any advice or issues you may want to discuss.

Medicines

If your child is asthmatic and requires medication during the day, then an inhaler should be kept at school. Robin, Jay & Kingfisher classes the teacher will look after the inhaler, but by Key Stage 2 we would prefer the child to be responsible for their own inhaler. A medical form must be filled in when children start school or have a change to their medication. Please make sure your child's teacher is aware of any inhalers used.

The inhaler should be marked with the child's name and be taken on any visits off the premises. Where a child has a short-term illness such as an infection and requires antibiotics parents may make arrangements to come into school to administer it, or alternatively request that the child goes home for lunch. On no account should medicine be sent to school with your child as school staff are not allowed to administer any medication or creams.

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Please make sure that contact numbers are kept up to date. The majority of our staff have completed an Emergency First Aid at Work course and a number of staff hold a Paediatric First Aid Certificate.



Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, procedures and protocols.
Policies are also useful to parents. Please visit the school website: www.meldreth.cambs.sch.uk and click on 'school information' and then scroll down to 'School Policies' to read some of our policies.

Key policies

- Our admissions Policy
- Our Safeguarding and Child Protection Policy
- Our Positive Behaviour and Ant-Bullying Policy
- Our Charging & Remissions Policy
- Our Equalities Statement
- Our Accessibility Play
- Our Assessment Policy

"



There is a good nurturing environment at the school"

"My child comes out of school every day with a huge smile on her face."

Term Dates

Autumn Term 2016

Staff Training	Thursday 1st and Friday 2nd September (school closed)
Autumn term begins	Monday 5th September
Staff Training	Monday 26th September
Half term	Monday 24th - Friday 28th October
Autumn term closes	Tuesday 20th December

Spring Term 2017

Spring term begins	Wednesday 4th January
Half term	Monday 13th - 17th February
Spring term closes	Friday 31st March

Summer Term 2017

Summer term begins	Tuesday 18th April
May Day	Monday 1st May (school closed)
Staff Training	Thursday 25th - Friday 26th May (school closed)
Half term	Monday 29th May- Friday 2nd June
Summer term closes	Friday 21st July

"Having superb enthusiastic teachers is the reason for our child's good progress."

"Friendly, happy school with a great community feel. Keep up the good work!"





Meldreth Primary School,
High Street,
Meldreth,
Nr Royston,
Hertfordshire,
SG8 6LA

Headteacher: Mrs Sasha Howard

Chair of Governors: Dr. Debbie House

School Office staff: Mrs Chris Robinson and Mrs Karen Plumb

Telephone: 01763 260432
Email: office@meldreth.cambs.sch.uk
Website: www.meldreth.cambs.sch.uk
School App (apple version): https://itunes.apple.com/gb/app/eschools/id824220621?mt=8;
School App (android version):
https://play.google.com/store/apps/details?id=uk.co.eschools.eschools&hl=en_GB