




**Handbook
for
Parents and Carers**

Edward Feild Primary School
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Welcome to Edward Feild Primary School

This handbook provides practical information for parents and carers of children joining or applying to join our school.

If you have any queries which are not answered in this handbook, please contact us and we will be delighted to give you further information.

Our vision

At Edward Feild Primary School we aim to provide an education that allows all our children to reach their full potential and flourish academically, physically, socially and emotionally, so they leave us as caring, confident members of society with a lifelong love of learning. The values which drive our curriculum are Challenge, Curiosity, Perseverance, Teamwork, Equality, Health, Kindness and Creativity.

What we provide

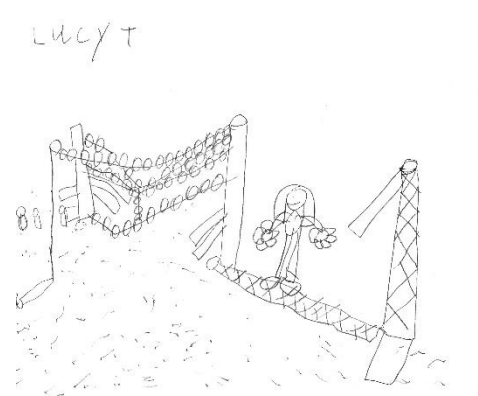
We work in close partnership with Robin Preschool to provide education and wraparound childcare on site from 2 to 11 years old.

The majority of our children start in Robin Preschool at 2 years old before joining the primary school in the September following their 4th birthday, although children can join us at any stage. Provision for 2 year olds is 9 am - 3.15 pm term-time only. Provision for 3 years old upwards is also available before and after school, including Inset days and most holidays.

We recognise how important it is that there should be continuity in children's education from Preschool into Reception, through Key Stage 1 (5-7 years old) and Key Stage 2 (7-11 years old) and on to secondary school. We work hard to achieve a seamless handover from one setting to the next at the end of each year and also as children move between settings on a daily basis.

Our facilities

The school is built on a spacious site. We have a large hall with elevated stage, lighting and sound systems and P.E. facilities, a separate dining hall, and a very well-stocked library. All classes have interactive whiteboards and access to laptops and ipads. There are separate playgrounds for older and younger children and our extensive grounds include a large playing field, raised pond and two Forest School areas. The Foundation Stage (2-5 years) has its own outdoor learning areas.



Starting School

Robin Preschool

Robin Preschool admits children from 2 years old throughout the year and has its own admissions policy. There are two classes, one for 2-3 year olds and one for 3-4 year olds. To find out more information please call 01865 371515 or email admissions@robin-preschool.co.uk

Edward Feild Primary School

Admission to the primary school is conducted by the local education authority (0345 2412487 or www.oxfordshire.gov.uk). Edward Feild Primary School is a community school with no special admissions criteria for entry and the Oxfordshire County Council admissions policy applies.

Parents of children starting school for the first time (age 4) will receive an admissions pack from the authority in the autumn term after their child's third birthday, and places are allocated in late spring for the following September.

If your child is joining us later you need to apply through the authority but do let us know you have applied so that we can liaise with them.

We are always willing to help parents with the admissions process so if you need any advice or help with forms please ask at the Office or email us!

Prospective parents are welcome to telephone or email the school at any time for more information or to book a tour of the school.

Once your child has been allocated a place at the school you will be contacted with further details about arrangements for starting school.

Out of School Childcare

We run our own out of school childcare at The Beehive, including breakfast club, after school short and long sessions and some weeks in the school holidays. Please see the website for session times and prices. Preschool children aged 3+ can also attend The Beehive.

What our children learn

At Edward Feild we follow the National Curriculum for Early Years, Key Stage 1 and Key Stage 2. A curriculum newsletter is sent out every term so that parents know what the children will be learning about. Please see our website “What we are Learning” pages for further details.

In addition to curriculum subjects the children in Reception and KS1 have regular Forest School sessions. We run an excellent PE and sporting provision, including swimming lessons from Year 1 to Year 6, with opportunities to take part in joint sports events at various levels. There are regular class assemblies and school productions, singing in class and in choir, and the opportunity for instrumental lessons through the County Music Service, including free lessons for all in Year 5/6.

School Trips, Visits and Workshops

We are always looking out for opportunities for children to experience additional workshops or challenge days within or outside of the school day, for example sports tournaments, maths challenge competitions, art club, music days, history workshops etc.

We arrange for the children to go on several educational visits each year, and to experience workshops, linked to the topics they are exploring. We are fortunate to have so many exciting things to see locally, but we also venture further afield. Year 4 go to a local activity centre for an overnight stay, and Year 6 attend a week long residential.

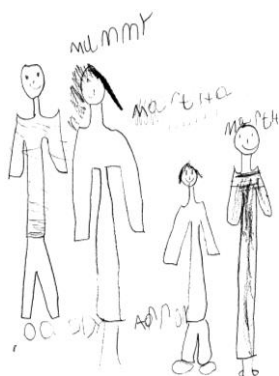
Voluntary contributions are requested from parents to cover costs of school visits and generally these are very well supported, however a lack of sufficient voluntary contributions may lead to a visit being cancelled.

The Year 6 residential costs significantly more than any other visit. Full information is given to parents who then indicate their willingness for their child to take part and what contribution they are able to make towards the cost.

Homework

The homework we set is in line with the DfE recommendations, increasing gradually as your child moves through the school. We encourage daily reading and regular spelling and On the Boil maths practice. This consolidates your child's learning and will benefit them in class.

Our School and the Community



The school has many links with the community. Integrated with our curriculum we have visits to and from the local schools, churches, library, museums, emergency services and businesses. We work closely with our partnership primary schools in Kidlington to provide sporting, music and other curricular events. Students from Gosford Hill School work in classes regularly as part of their work experience and members of the community come in to school regularly to work with groups of children.

Inclusion and pastoral care

At Edward Feild we believe that every child is entitled to equal opportunity of access to all areas of the curriculum. All children have individual needs and teachers plan carefully to ensure that each child is working at a level suitable to his/her needs.

All teachers are caring towards the children they teach and carry prime responsibility for the pastoral care of children in their class. Our pastoral support worker also works with children of all ages and their families. A statement on the school's safeguarding of pupils is available on our website.

The school has a Special Educational Needs Co-ordinator who oversees special needs identification and provision. There is regular review of all the children so identified to ensure that the needs of the children are being met as well as possible with the resources available.

Children with emotional and behavioural difficulties or learning difficulties will be assessed by the class teacher with the help of the Special Needs Co-ordinator. A Pupil Profile will be drawn up which details any support which is needed. Planning will be undertaken by the class teacher.

Children with English as an additional language are assessed by the class teacher, to establish what support may be required.

All areas of the school are wheelchair accessible.

If your child has additional needs and you are considering Edward Feild School please do contact us in advance of your child starting and we will be happy to discuss any concerns or questions you may have.



Behaviour

At Edward Feild we aim

- to develop good behaviour through positive attitudes and praise leading to self-discipline and high self-esteem.
- to encourage children to form good relationships among themselves and with adults so that a supportive approach to learning is created.
- for the whole school community to respect all its members regardless of gender, race, religion, sexual orientation and disability.
- for all the members of the school community to respect property and opinion of others and to accept responsibility for their actions.

Our School Rules

At Edward Feild we all.....

1. Try our best
2. Do and say kind things
3. Look after our school and property
4. Listen to each other
5. Help each other to learn

This helps us learn, stay safe and have fun.

This is what good behaviour looks like at Edward Feild

- Listening
- Walking sensibly round school
- Taking pride and care over the presentation of work
- Being polite to other children and adults

Rewarding children for good behaviour

We use house points to reward children for following the rules. The house team with the most points at the end of each year will get a special lunch in the last week of term.

Children work towards awards as they earn house points over each year: bronze, silver and gold certificates and, if they get all the way to 100 house points, a book from the Governors.



When behaviour falls short of expectations

The aim is to get the child back in class and learning as quickly as possible. There is a clear system of reminders of the rules using positive language, timeouts and missed play which children are aware of and usually respond to well.

If we have concerns about a child's behaviour we keep parents informed and involve them resolving these.

For those children who have behavioural issues a clear behaviour management plan will be put in place to help support them in being part of the class. We ensure that information about children who are having difficulties with behaviour is displayed in the staffroom so that all staff can access it.

A full copy of the Behaviour Policy, including Use of Reasonable Force and Exclusion, is available on the policies page of our website.

The Home-School Partnership

At Edward Feild we believe in a working partnership between home and school and involve parents throughout their children's time with us. When children accept a place at the school the following agreements are made:

As a pupil I agree to:

Follow the rules: try my best, do and say kind things, look after our school and property, listen to each other and help each other to learn.

Follow the behaviour expected of pupils in the school behaviour policy

As a parent/carer I will

Make sure my child is at school on time and attends school regularly

Ensure my child is appropriately dressed and has the correct equipment

Attend pupil progress meetings and other parent meetings that will help me to support the learning and development of my child

Inform the school of any events that may affect the behaviour of my child

Ensure that my child completes homework activities and understands the importance of extending their learning

Treat all members of the school community with respect, so everyone feels safe at all times, and follow the school's parental code of conduct.

As a school we will

Encourage your child to achieve their best

Respect others and their surroundings

Communicate regularly with pupils and parents through annual reports, pupil progress meetings, target setting, newsletters, notices and other letters

Regularly set home/school tasks that will complement and extend the learning that is taking place in the classroom

Follow the behaviour expected of staff in the school behaviour policy



Support for families

The school employs a pastoral support worker, Mrs Doyle, who is available to provide extra support to families and individual children. She is usually available to speak to parents and carers on the KS2 playground at the beginning and end of the day, but can also be contacted through the school office or email s.doyle@efs.oxon.sch.uk

Arrangements for Parents to see a Teacher or the Headteacher

Parents should not wait for a scheduled parents' evening if they have anything they need to discuss or are concerned about. Please see your child's teacher, or contact the office to make an appointment to see the teacher or the headteacher. Teachers can also be contacted by email (addresses are available on the website contacts page)



Complaints Procedure

In the unlikely event that a matter of concern is still not resolved after full discussion with staff, a referral may be made to the school governors. Oxfordshire County Council has a formal complaints procedure for any parent wishing to make a complaint. Details of this procedure can be obtained from the school office or from the website "Statutory info and policies" page. Letters should be addressed to the Clerk to the Governors, c/o School Office and marked "Confidential".

Communication

Parents and carers are kept well informed about school news and events. We subscribe to ParentMail, an online communication and payment system, which we encourage parents to sign up to. We send a “Friday newsletter” every week with information about what children have been doing, what has been happening at school and upcoming events. Each class sends out a termly curriculum letter informing parents about the topics covered and any trips planned. We have a website containing information about the school and anything of immediate interest is put on Twitter.

We hold a ‘meet the teacher’ session early in the autumn where parents have the chance to go into their child’s class, meet the teacher and have a look at the children’s work. Each term we hold parent consultations to discuss children’s progress.

If parents have any concerns about their child – things happening at home that they may be worrying about, friendships, academic progress or any other aspect of their schooling they should contact the class teacher in the first instance.

Other Information Available to Parents on Request:

- any of the school policies;
- any schemes of work and syllabuses in the school
- any statutory instruments, circulars etc from the DfE
- information we hold on your child – please see the privacy notice in your packs for further information.





The Primary School Day

Parents will be advised about the arrangements for their child's class before the start of term in September.

Please ensure your child arrives in good time for school so that they have a calm start to the day. Children arriving after their class has gone in must report to the School Office to be entered on the register and will be marked as Late.

Children should not arrive in the playground before 8.35 am. Children in Year 2 and below must be delivered to class and collected at the end of the day by an adult. Children in Years 3, 4, 5 & 6 must be delivered to and collected from the playground unless (for Year 5 and 6 only) their parents' have given permission otherwise to the office.

Children arriving or being collected during the school day e.g. for medical appointments must sign in and out at the office.

Travel to school

We strongly encourage families to walk or cycle to school rather than drive. Parents bringing children by car must park away from the marked entrance zone on Bicester Rd and are asked to park considerately, especially when parking in Cleveland Close. **Please be aware that NO cars are permitted to be parked in the school grounds between 8.30 am and 3.30 pm** unless they have an authorised parking permit from the school or a Blue Badge: there are two disabled parking spaces by the front entrance. People who have temporary or permanent difficulty in walking may apply for a permit at the office. Children coming to school by bicycle must be accompanied by an adult until they are in Year 6 and **must** wear a helmet. Bicycles, scooters and trikes must not be ridden in the school grounds between 8.30 am and 3.30 pm.

What to wear

Children wear school uniform which is designed to be affordable and comfortable. A full list of clothing and other equipment required is published on our website. A wide selection of uniform (with and without the school logo) is available online from Mapac, but you can also purchase clothing from other retailers.

Jewellery: We ask parents to support the governors' policy that jewellery is not permitted in school apart from a watch or small stud earrings. If you wish to have your child's ears pierced this is best done at the beginning of the summer holiday giving a six week period during which the ears can heal.

Money and valuables

Children should not normally bring money to school. Payments can be made directly to the school bank account. Payments are also possible through ParentMail for specific items (e.g. trips).

Snacks and Lunches

We have a no nuts policy in place – please avoid including these in snacks or lunchboxes.

Children in reception or KS1 are provided with a free mid-morning snack of fresh fruit or vegetables. Children in KS2 may bring in a similar healthy snack - no sweets, packets, crisps or biscuits please, and minimal packaging.

At lunchtime children can choose between a school meal or a packed lunch from home. Children take their water bottles with them to lunch.

School meals include a choice of two main courses and pudding and are prepared in our fully equipped kitchen. The menu for the following week is included in the weekly newsletter. **All children in Reception, Year 1 and Year 2 are provided with free school lunches.**

Parents may still choose to provide a packed lunch if preferred. We encourage healthy eating, so please avoid chocolate bars and crisps. We currently have a nut-free policy for lunchboxes.

Families who pay for school meals for their older children are given a family account which may be topped up at any time. It is helpful if families can pay weekly or half-termly.

If your child has any special dietary needs please speak to the Office.

Eligibility for Free Meals and the Pupil Premium

Families on low income can register with the school and, as well as receiving free school meals, are given one free sweatshirt or cardigan per child per year and a free bookbag and house PE t-shirt. Registering means that the school will be given extra money which is used to provide support in school and outside school (eg to pay for day trips, residential trips, or clubs) specifically for your children, so it is very important that everyone registers even if you don't want to take up the free meals! If you think you may be eligible please give the parent's surname, NI number and date of birth to the office and we can check for you.

Absences

Please email absence@efs.oxon.sch.uk or send a ParentMail message or telephone when your child is ill. If you need to take your child out of school for any other reason please ask at the office for a form in advance. Please note that holiday absence during term time will not be authorised.



Medicines, Accidents and Illness

Staff are regularly trained in first aid. Please let us know the details of any significant or recurring medical condition or allergy on admission.

If your child is ill they should be kept at home to avoid spreading infection. For sickness and diarrhoea please keep your child off school for 48 hours after the last bout of illness.

If your child needs medication of any sort (including cough sweets, lip salve, skin lotion, inhalers, antibiotics etc) these MUST be handed in at the office by an adult and not left with your child. Parents must complete a medication form and the office must sign to authorise it before it can be administered in school. Parents should note that it may take some days to be authorised, especially if staff training is required, and they should be prepared to come into school to administer medicines themselves in the meantime. Staff administering medicines do so on a voluntary basis. (Sun protection cream should be applied before school and children can keep this in their bags to re-apply if necessary.)

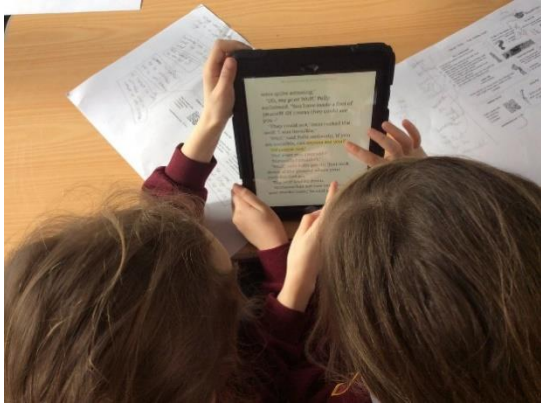


Extra-Curricular Clubs and Activities

We have a variety of extra-curricular activities. These run at lunchtimes or after school and vary from term to term. Clubs we have had in the past include French, football, tennis, running, rugby, dance, school council, art, choir, chess, cookery, games, gardening, music clubs and lessons, keep fit and many other activities.



Many hirers use our school premises which allows us to offer the children a wider variety of extra-curricular activities. Please keep an eye out for letters home with details of new clubs. We also send out information about local events e.g. holiday sports clubs, museum workshops.



Insurance

The Council has Third Party Insurance, which will operate if an incident is said to have occurred because the Council, its employees or volunteers caused it through their negligence. This insurance will not operate if the person's own negligent actions cause injury to themselves or damage to their own property. Any damage or injury caused by a chance occurrence, for which nobody can be held responsible, would not be covered under this insurance. The safety of personal property of pupils, or of people visiting school premises, remains their responsibility. You may wish to take out Personal Accident Insurance for your child.

How you can help our school

Many of our families are extremely supportive of the school – helping in class, accompanying trips, going swimming, making and mending resources, helping to run clubs, doing practical jobs in school, fundraising, joining the Friends or being governors.

Parents and carers are always welcome to help in the school. There is a huge variety of activities from week to week and you should talk to your child's teacher to find out how your skills can be best used. With your help we are able to offer extra activities which cannot happen without additional adult support. Regular volunteers will be required to undergo safer recruitment checks.

Friends of Edward Feild School

Most of the fundraising and social events that happen is the work of the Friends of Edward Feild School, of which all parents are members. Further information is available in the leaflet in this pack. Please support us whenever you can – keep an eye on the Friday letter for dates and requests for help!

Governors

The governing body monitors the work of the school to ensure that the curriculum is delivered to our children, and helps the head teacher in formulating policies, planning the development of the school as a whole and making budget decisions. There is a list of governors on the website. Please contact the governors on governors@efs.oxon.sch.uk or via the school office if you would be interested in finding out more about being a governor or have any other questions.