



**Parent Information  
Booklet  
2024-25**

## School Times

School gates open	8:45-9:00	
Registration	9:00 (anyone arriving after this time must sign in at the office)	
Break	10:40-10:55	
Lunch	12:15 – 1:15	
End of school	Reception/KS1: 3:30	KS2: 3:35

***Please let us know if your child will be collected by someone other than a parent.***

## Our Vision and Values

Our Vision:

***As a community, we are working together to ensure educational excellence underpinned by our Christian ethos and values, enabling all to live a rich and abundant life and to achieve their full potential. Each individual should leave us fully prepared for the next stage of their life.  
(Reflecting John 10:10)***

**Jesus said, 'I have come to give life – life in all its fullness.'**

Our Values ('The Snarestone Way'):

The 'Snarestone Way' was created in partnership with our pupils and reflects our **core Christian values**. It is a set of five 'child friendly' statements that are posted around school, and are integral to school life.

<b>FRIENDSHIP</b>	I smile and say hello
<b>TRUST</b>	I care and have respect for everyone and everything
<b>ENDURANCE</b>	I work hard and challenge myself
<b>HOPE</b>	I have a positive attitude
<b>WISDOM</b>	I listen and I learn

## Character Education

Character education is about recognising, understanding and developing the character traits that make us unique and then using these 'character muscles' to allow us to be the best version of ourselves. At the heart of character education is creating a culture in and out of school where pupils are given every opportunity to rehearse and strengthen their sense of themselves.



We have worked alongside our pupils and staff to create a set of character traits which are displayed in every classroom. Lessons will often have activities to warm the character muscles up and these are referred to constantly.

The character vocabulary that we use with the children builds up as they move through the school.

## Character Vocabulary

Words to help us build our character muscles:

imagination and creativity	humility	problem-solving	perseverance	integrity
self-esteem	empathy	reasoning	confidence	inclusiveness
courage and risk-taking	co-operation	listening and communicating	resilience	self-control
curiosity	kindness	concentration	independence	respect
<b>HOPE</b>	<b>FRIENDSHIP</b>	<b>WISDOM</b>	<b>ENDURANCE</b>	<b>TRUST</b>

### Absence and Medication

If your child needs medical attention, he/she should usually be kept at home until they are well. Please ensure your child has had 48 hours free from sickness/diarrhoea and has managed to eat something before returning to school.

If your child is well enough to attend school but needs to take medication that has been prescribed by a doctor, staff may administer medicine (but only once a medication form has been completed and received by school). It must be understood that all staff are acting voluntarily in administering medicines. Please ask at the office if you require a form. Occasionally we are asked to supervise the self-administration of un-prescribed medicines (e.g. Calpol, anti-histamine) and children should, where possible, administer this themselves. This needs to be given to the office and a form completed.

Please always remember to call the office, or email if before 8:45am, if your child won't be attending school due to illness.

### School Meal Information

School lunches this year will cost £2.55 per day for children in Years 3-6. Payment for school lunches can be made on Arbor by topping up your child's school dinner account. Please make sure that your children know if they are having a packed lunch or school dinner.

### Rise Behaviour Curriculum

We have adopted the Rise Behaviour Curriculum and expectation, as follows:

Follow instructions from an adult **FIRST TIME, EVERYTIME**

- First time – pupils know they should follow an instruction straight away and that it should not need to be repeated.
- Every time – pupils know that adults in school will only ask them reasonable requests so they should always follow them.
- Everywhere – pupils know that the same expectations apply in class, in corridors, in halls, playgrounds, schools, in church, outside in the community and on school trips.
- Everyone – pupils know that they should follow instructions from every adult in school no matter what their job title or position.

### FIRST TIME

-  **FIRST TIME**
-  **EVERY TIME**
-  **EVERYWHERE**
-  **EVERYONE**

Listen well using STAR listening.

- Sit up straight in their chair, hands together on the table, two feet are flat on the floor.
- Track the speaker – pupils know they need to look at the person who is speaking including their peers.
- Answer questions – pupils know that everyone is expected to answer questions to the best of their ability.
- Respect others – pupils know they must never interrupt others.

## BE A STAR



Show excellent STEP manners.

- Speak politely – pupils know the importance of manners and that they and the adults are expected to use them at all times. This includes thank you, excuse me, please.
- Thank you.
- Excuse me
- Please

## STEP



Speak well using SHAPE your answer.

- Sentences – pupils know they must answer in full sentences when appropriate.
- Hands down – pupils know that anyone could be called on to answer questions.
- Articulate – pupils know they must pronounce words clearly.
- Project – pupils know they must speak with a voice that is loud enough for everyone to hear.
- Eye contact – pupils know that it is polite to look at the person they are speaking to (we recognise that this is a challenge for some pupils and would always respect and support the needs of individuals when modelling eye contact)

## SHAPE



Walk calmly around the school using FANTASTIC WALKING

- Facing forward – pupils know that they need to look where they are going to make sure everyone is safe.
- On the left – pupils know that they need to walk down the left-hand side of the corridor.
- Hands by side – pupils know that they should have their hands down by their side or behind their backs when walking around school.
- Steady pace – pupils know that they should walk at a steady pace and never run in school so that everyone is safe.
- Not talking – pupils know that corridors need to be calm and quiet so learning in classroom is not disrupted.

## FANTASTIC WALKING



## Rewards and Sanctions

Individual children are rewarded with stickers and stamps daily in their classes. House Point tokens are also issued for a wide range of achievements - including academic, sporting, social, friendship and behaviour - and these feed into the House Points system which is celebrated termly. Children may also use their House Point vouchers to purchase items at the House Point shop.



VIP (Very Important Pupil) Awards are celebrated during fortnightly VIP Assemblies, whilst Headteacher stars recognise 'in the moment' exceptional achievement. These stars are collected in a class jar ('Stars in a Jar') and are recorded in the Golden Book. Once a class has reached 25 stars, they will be rewarded with a class treat. This approach encourages a positive atmosphere as adults and children recognise and celebrate the good behaviour of individuals, groups and whole classes. The encouragement of good behaviour, self-discipline and the care of our school and those in it is a constant aspiration of those who learn and work at Snarestone Primary School.



Children who consistently demonstrate 'The Snarestone Way' in all aspects of school life may be nominated for the prestigious 'Spirit of Snarestone Award'.



One major change this year is that we no longer use the Behaviour Ladder system in school. Instead, teachers will log behaviour on a tracker which is kept private from other children. Please refer to our Behaviour Policy for more details, including an example of what the tracker looks like.

## Bumped Heads

Children who get a bump to the head will be given an orange 'I've bumped my head' wristband, and an orange form. This will make it visible to all staff that a bumped head has occurred. This will be particularly useful if a child attends an after-school club or Kids' Cabin. The wristband also notifies you that one of our First Aiders has looked after and assessed your child. Children will be told that this band must remain on their wrist until they get home to show parents/carers, including if they attend an after-school club. Parents will also be phoned if we deem it necessary.

In rare circumstances, symptoms can develop up to 24 hours after the injury. Should any of the following conditions occur please refer the child to a doctor, preferably at the local A&E Department:

- Severe headache (persistent)
- Does not like bright light
- Vomits
- Dizzy, double or blurred vision
- Becomes disorientated or confused or unable to remember the recent past
- Their conscious level changes



**Headache or Dizziness**



**Difficulty Concentrating**



**Sensitivity to Light**



**Ringing in the Ears**



**Fatigue**



**Vomiting**

## **Healthy Schools**

As a 'healthy school', we encourage children to:

1. Bring their own water bottle which:
  - ✓ Ideally, should be filled with water only and should not be single use plastic;
  - ✓ Should be taken home at night for washing and refilling with water;
  - ✓ Should be different and in addition to their lunchtime snack;
  - ✓ Should be clearly labelled with a non-spill top.
2. Have a healthy snack such as fruit and vegetables (e.g. apple slices, carrot sticks, sugar snap peas etc.), healthy grains (e.g. crackers, rice cakes, healthy cereal bars, granola) or low-fat dairy (e.g. low-fat cheese or yogurt). Children should not have sweets, crisps, biscuits etc. for a break time snack.

## **Nuts**

We may have pupils who are allergic to nuts; therefore a 'No Nut Policy' is in place. We ask that nuts or products containing nuts, including all chocolate spreads, are not brought onto the premises. The school acknowledges that, due to complex food processes, it is impractical to entirely eliminate nut products from an environment where food is present. Our school dinner provider operates a strict No Nut Policy in all their food production kitchens.

## **Hair and Head Lice**

All children are expected to wear their hair sensibly and neatly. Long hair should be tied back.

Head lice are a problem in all schools and can affect a child, however clean the hair is. Children's hair should be checked regularly. Current advice is to avoid lotions. Simply comb eggs out of the hair with lots of conditioners and a nit comb. This must be repeated 2/3 times per week for several weeks to be effective. Everyone in the household must also use conditioner and comb.

To reduce risk:

- ✓ Tie back hair at school
- ✓ Check your child's hair regularly
- ✓ If your child gets head lice, treat all the family
- ✓ Encourage children to keep their heads apart
- ✓ Inform school so we can let parents know by the end of the day

## **School Uniform**

Our policy for children's school uniform is based on the belief that a school uniform:

- Promotes a sense of pride in the school
- Engenders a feeling of community and belonging
- Is practical and smart
- Identifies the children with the school
- Is not distracting in class (as fashion clothes might be)
- Makes children feel equal to their peers in terms of appearance
- Does not discriminate based on gender, race, disability, sexual orientation or belief
- Is regarded as suitable, and good value for money, by most parents and carers
- Has been designed with health and safety in mind.

All children (Reception to Year 6) need:

- Navy Snarestone sweatshirt, cardigan or fleece

- Light blue polo t-shirt (logo optional)
- Grey/black school trousers/skirt/pinafore dress
- Black, grey or white socks/tights with flat, black sensible school shoes
- During summer months, pupils may wear a blue gingham dress or black/grey shorts
- During winter months, pupils may wear wellington boots to school but these **MUST** be stored in a bag and indoor shoes be worn whilst inside the building.
- Optional navy Snarestone zip fleece and shower-proof jacket

For PE all children (Reception to Year 6) need:

- T-shirt in the colour of their house team
- Navy/black PE shorts or navy/black tracksuit bottoms
- Plimsolls/trainers
- Navy sweatshirt
- Gym bag to keep PE kit in

PE kit should be worn for after-school sporting clubs. All PE kits should be free from any logo or brand name, apart from school logo.

***It would be helpful if PE bags were not too big and bulky as large rucksacks take up a lot of cloakroom/locker space.***

Please see our school website for further information on school uniform, including how to order.

### **Jewellery and Hair Accessories**

On health and safety grounds, we do not allow children to wear jewellery in our school (***in line with county policy we allow watches in KS2, and earrings that are simple studs or hoops***). The exception to this is for religious/cultural reasons, in which case parents will need to contact the school. Earrings need to be taken out for PE, or covered up with tape which needs to be provided. Nail varnish is not permitted. All headwear needs to be appropriate to school, i.e. hair bands / Alice bands and hair slides are only to be worn where hair needs to be tied back. These items should be in line with school colours.

### **Footwear**

Black school shoes are to be plain with no logos and they should fasten securely across the foot. Black boots are accepted. Plain black leather-look trainers are acceptable, but footwear must be changed for PE. **Heels and trainers should not be worn.** All footwear should, for health and safety reasons, have good grip on the sole.

In colder weather boots are acceptable, but these should fit securely to a child's foot, and for health and safety reasons, should have appropriate grip on the sole.

In warmer weather sandals are acceptable, but again these should fasten securely to the foot and have good grip on the sole.

**All clothing and footwear should be clearly labelled with your child's name.**

This is especially important, as uniform items look similar and can easily be confused. The school cannot accept responsibility for any lost items.

### **Swimming and Goggles**

Although it is the recommendation of the local authority that children should not wear goggles for school swimming lessons, it is acknowledged that some parents would wish their children to wear goggles. If your child needs to wear goggles, please ask for the appropriate form at the office. Children should be able to put on and adjust their own goggles.

No money, aerosols or talcum powder should be brought to swimming. Trunks, not beach shorts, are needed.

### **Communication**

Other than letters that your children receive, we communicate through:

- ✓ Our school website, [www.snarestone.org](http://www.snarestone.org)
- ✓ Regular newsletters
- ✓ Twitter @SnarestoneP
- ✓ Facebook
- ✓ Arbor
- ✓ ClassDojo

### **Homework**

The quantity of homework given will reflect the age and learning stage of the child. Homework will be set on Fridays for completion the following Friday, as follows:

#### **RECEPTION**

- Regular reading (minimum of three times a week, but daily if possible). Parents are expected to record this in their child's reading diary.
- Sharing books at home (including weekly 'bedtime books'), nursery rhymes and flashcards.
- Phonics practice, and practice of rainbow words (from Animaphonics).

#### **KEY STAGE 1**

- Regular reading (minimum of three times a week, but daily if possible). Parents are expected to record this in their child's reading diary.
- Sharing books at home (including weekly 'bedtime books').
- Phonics and/or spellings (from Animaphonics); practice of rainbow words.
- Numbots practice (online maths). *Children will have an individual log-in to access Numbots.*
- From the spring term onwards:
  - Year 1 children will have homework linked to prepare them for their end-of-Year 1 Phonics Screening Check,
  - Year 2 children will have homework linked to prepare them for their end-of-KS1 tests in reading, maths and spelling, punctuation & grammar.

In both cases, this will be fully discussed with parents so that appropriate support can be given.

#### **KEY STAGE 2**

- Regular reading at home. Parents are expected to sign their child's reading diary at least three times a week.
- Practising their times tables through 'Times Tables Rockstars' (TTRS), at least three times a week. *Children will have an individual log-in to access TTRS.*
- Weekly spellings (Spelling Shed). *Children will have an individual log-in to access Spelling Shed.* Sometimes children will have a personalised spelling programme.
- From the spring term onwards:
  - Year 4 children will have homework linked to prepare them for their end-of-Year 4 Multiplication Tables Check,
  - Year 6 children will have homework linked to prepare them for their end-of-KS2 tests in reading, maths and spelling, punctuation & grammar.

In both cases, this will be fully discussed with parents so that appropriate support can be given.



## CREATIVE HOMEWORK

From time-to-time, teachers may set 'one-off' homework projects linked to a class theme or topic, or there may be a whole-school creative task set (for instance, linked to an event such as World Book Day). These projects may involve a practical, creative approach. Any tasks set will:

- Have a very clear focus and time guideline, which will be clearly shared with pupils and parents;
- Be open-ended, and give opportunities for all pupils to succeed.

Parents/carers are also encouraged to share any additional homework that their children have carried out through Class Dojo, for instance, going on a woodland walk or doing some cooking at home. Additional work at home may be shared and celebrated by the class teacher.

## Positive Attendance Information

School is an important part of the lives of children and young people. It is where they begin to develop new skills, make friendships and helps prepare them for the future. When a child misses school, they can miss out on vital opportunities and their learning, their friendships may also suffer.

Whilst 90% is an excellent result in a test, an attendance level of 90% and below is poor, children are classed as persistently absent and their outcomes can be badly affected. Any absence not authorised by the school is a reason for concern.

Parents and carers have a legal responsibility to ensure that their child attends school regularly and on time. Absence taken during the school term can have a negative impact on a child's education.

### **Please note:**

Schools rarely agree to parents taking their children out of school for the purposes of leave of absence/holidays in term time. This is not an entitlement and only the Headteacher can authorise this if they deem it to be an exceptional circumstance.

**If your child misses school for the purpose of a holiday or a trip and the absence is not agreed, you may be issued with a penalty notice, or you may be prosecuted.**

**Penalty notices may also be issued to parents whose children have 20 or more unauthorised absences in a 12-week period. Penalty notices are a fine of £160 per parent, per child if paid in full within 28 days (reduced to £80 if paid within 21 days).**

If a penalty notice is not fully paid within 28 days and there is no reason to withdraw the notice, the local authority has no option but to prosecute a parent in the magistrates' court for failing to ensure regular attendance. In court, if a parent pleads guilty, or is found guilty, they will have a criminal record. A fine of up to £3,000, up to 3 months imprisonment or a community penalty could be imposed together with a parenting order.

You can help your child by ensuring that they arrive on time and that you arrange any appointments for them (e.g. dental check-ups) outside of school hours. If your child has regular absences, the school will request medical evidence.

If you have any questions or would like to discuss any attendance related issues, please contact the school in the first instance, or the Rise Multi Academy Trust Attendance Lead.

# Home School Agreement 2024-25

We work hard to be a caring school community underpinned by our Christian values, where children participate, excel and take pride in their achievements.

Our Vision:

*As a community, we are working together to ensure educational excellence underpinned by our Christian ethos and values, enabling all to live a rich and abundant life and to achieve their full potential. Each individual should leave us fully prepared for the next stage of their life. (Reflecting John 10:10)*

Jesus said, 'I have come to give life – life in all its fullness.'

Our Values:

<b>FRIENDSHIP</b>	I smile and say hello
<b>TRUST</b>	I care and have respect for everyone and everything
<b>ENDURANCE</b>	I work hard and challenge myself
<b>HOPE</b>	I have a positive attitude
<b>WISDOM</b>	I listen and I learn

By working in close partnership with parents and carers, we aim to provide a high-quality education for your child.

## Parents/Carers will...

- See that my child arrives at school on time and has the necessary equipment;
- Let the school know about any concerns or problems that might affect my child's work or behaviour;
- Support the school's policies and guidelines for behaviour;
- Read with my child at home on at least three days per week;
- Support my child with homework and other opportunities for home learning;
- Attend parents' evening and discussions about my child's progress;
- Endeavour not to take my child on holidays during term time;
- Support the school in any school-based activity.

## Snarestone School will...

- Contact parents if there is a problem with attendance, punctuality or equipment;
- Let parents know about any concerns or problems that may affect their child's work or behaviour;
- Towards the end of the summer term, provide parents with an annual written report on their child's progress;
- Hear your child read regularly, at least once per week and more often for younger children and where the need arises;
- Ensure that homework is manageable and that it follows a regular pattern;
- Arrange parents' evenings during which your child's progress will be discussed;
- Keep parents informed about school activities and special events through regular communications and updates.

*As a parent or carer of a child in our school, you agree that we will work together to achieve these aims.*



SNARESTONE  
CofE  
PRIMARY  
SCHOOL

