



**Individually Strong, Collectively Stronger**

# **Parent Handbook**

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## Welcome Letter

Dear Parents/Carers

Welcome to the Parent Handbook. Here you will find some key information which can also be found on the school website.

### Overview of the school

Allen Edwards Primary School is a two-form entry school based in the heart of Stockwell in Lambeth, which takes children from Nursery to Year 6. We are an inclusive school which values the contributions made by each child and their family and are proud of the cultural and linguistic diversity of our school and its community. The school also prides itself on its strong community affiliations, collaboration and positive working partnerships.

We offer children a creative curriculum which is fun and stimulating and encourages children to want to learn. We take full advantage of being so close to central London and offer a wide variety of trips and enrichment opportunities, as well as inviting a number of visitors to our school throughout the academic year.

### Our vision and Curriculum Drivers

At Allen Edwards Primary School, we believe that learning should be fun, purposeful and challenging. Through our creative and effective curriculum, we aim to equip each child with the skills they need for lifelong learning.

We aim to develop confident learners, who take ownership of their learning, are proud of their achievements and are well prepared for life in modern Britain and that they understand the possibilities ahead.

We believe that we are a community of learners. Through positive attitudes and partnerships, we endeavour to develop the whole child, meeting individual needs in a safe and secure environment. We believe that all members of our school community should work together to maintain a safe, clean and stimulating environment which encompasses not only the learning environment and school grounds, but the surrounding area also.

We aim to promote resourcefulness and an awareness of wider global issues through our curriculum and the links made with our local and wider communities.

We believe that good collaboration and positive partnerships - with individual children, the whole class, our colleagues, with governors, parents and the wider community will lead to effective teaching, communication, high standards and successful learning.



**British Values** The 5 British Values are:

- **Democracy**
- **The Rule of Law**
- **Individual Liberty**
- **Mutual Respect**
- **Tolerance of others of different faiths and beliefs**

As a school that serves a richly diverse community, we take our responsibility to promote community cohesion, generate a respect for difference and individual rights seriously. Through our Values and Ethos, Allen Edwards ensures that British Values flow throughout the school, in all that we believe and do as a community school.

### **Parent Contact details**

It is imperative that we always have correct and up to date contact details for all parents / carers including emergency contacts.

If you do change your contact details, please complete a “Change of Information” form in the school office.

### **Online payments**

The school operates an online management payment system. You are able to pay for all school related items through our SIMS Agora package

The system is very simple and user friendly, all you need to do is to request a code and self-help handbook form the school office to begin. If, however you do encounter any difficulties the office staff would be more than happy to assist you, an appointment can be booked with them Monday – Wednesday 10-2pm.

### **Uniform policy**

See separate policy

### **Ordering uniform for parents**

We have one provider of our school uniform - A+I Fashions. All information about the A + I Fashions can be found on our website, along with our full uniform list. The school adopts a strict uniform policy incorporating a summer uniform option. When orders are placed the items are delivered to school for you to collect.

### **Admissions**

As a maintained school we follow the admissions guidance set out by Lambeth Council. We operate a single entry point in September for our Reception and Nursery children. Our nursery consists of both full-time and part-time places and we accept children after their 3rd birthday.

If parents are not eligible for a full-time nursery place but would still like one we offer a “Top-Up” option at £8 per hour. For all casual admissions (Yr1-6), parents need to apply via Lambeth Council. The school holds regular open days for prospective parents, alternatively you can book an appointment to view the school at your convenience.

## Attendance and Punctuality

<b>Nursery Morning</b>	8.55 – 11:50	<b>Morning Session</b>
	11:50 – 12:30	
<b>Nursery Afternoon</b>	12:30 – 15:30	<b>Afternoon Session</b>
<b>Reception</b>	8.55 – 12:00	<b>Morning Session</b>
	12:00 – 13:00	<b>Lunch</b>
	13:00 – 15:30	<b>Afternoon Session</b>
<b>KS1 / KS2</b>	8.55 – 09:10	<b>Registration</b>
	09:10 – 10:40	<b>Lessons</b>
	10:40 – 11:00	<b>Break</b>
	11:00 – 12:30	<b>Lessons</b>
	12:30 – 13:30	<b>Lunch</b>
	13:30 – 15:30	<b>Lessons</b>

The School gates open at 8:50am. A member of staff will be in the playground at 8:50am. The premises team will monitor the gate from 8:30am to ensure children are not on site without a responsible adult before this time.

Children are expected to be in line by five to nine, lining up sensibly and waiting for their teacher to collect them at 8:55am.

### Attendance

No holidays should be taken during term time. Please check school term dates when making travel arrangements.

Any daytime absence should be notified to the office. Evidence of appointments or medical treatment should be produced when necessary.

### Punctuality

Late arrival: After 9.30 am will be treated as unauthorised absence. Please ensure that your child / children is in school by 8:55am and ready to go into class. If they come by themselves, please ensure that they leave with sufficient time to arrive on foot or to allow for journey times on public transport/known traffic delays.

Late collection: Children should be collected promptly. If children are still uncollected from late class by 4pm then the child will automatically be placed in the After school club. The casual admission daily fee of £10.00 will be charged to the parent/carer in this situation.

### Absences from school

If your child will be absent from school, please call the office before 9am to inform us. It would also help if you could give an indication of how long your child will be off, otherwise you will need to call in every morning to let us know that they will not be in.

Any absences for up to 4 days needs a letter by the parent upon the child's return and any absences over a week needs to be certified by a doctor.

### **Requesting Leave**

Requests for special leave of absence in term time must be made in writing as soon as possible. Parents can write the letter themselves or alternatively there is a form to complete in the school office. Only if agreed by Head teacher or Assistant head teacher for Inclusion will it be authorised.

### **End of the day**

Children in Nursery and Reception classes, MUST BE PICKED UP BY AN AUTHORISED PERSON (15 years and over).

In Year 1 and 2 children must be collected by a responsible person from the classroom door. In Year 3 and 4 children must be collected by a responsible person at the designated area in the KS2 playground.

Year 5 and 6 parents must make arrangements to meet their children or give permission for them to walk home unaccompanied.

It is important that parents and carers keep school informed about who is collecting children and any changes. If parents give permission for their child to travel home alone or with a sibling, they must complete one of the two forms, available at the school office.

### **Wrap Around Care**

Our extended services provision for families consist of a Breakfast Club, a variety of lunch-time and after school enrichment activities (available for students from Yr1-Yr6) and an After School club. Our Breakfast club starts at 7.30am and our After school club runs from the end of the school day at 3.30pm – 5:45pm.

### **Enrichment Activities**

All clubs are run onsite and are normally after school for one hour. A full list of clubs and prices can be found on our website.

Letters with all details and how to apply for activities are sent out on a half termly basis. Breakfast and Sunflower application forms are available from the school office and also downloadable from our website.

Once you have signed your child up for an activity and paid online the school will not be able to issue any refunds if your child decides to no longer attend.

### **Trips out of school**

Throughout the year all classes will go on trips as part of the learning experience. Teachers will send home consent slips and no child will be allowed to go on an outing without parental consent.

Some trips may incur a small contribution from families which can be paid at the school office or to the class teacher. All trips are risk assessed by the school before children are allowed to go.

## **Special Educational Needs**

All Lambeth maintained schools have a similar approach to meeting the needs of pupils with Special Educational Needs and are supported by the Local Authority to ensure that all pupils, regardless of their specific needs, make the best possible progress in school. All schools are supported to be as inclusive as possible, with the needs of pupils with a Special Educational Need/s and or Disabilities being met in a mainstream setting wherever possible, where families want this to happen. The school has a Special Educational Needs and /or Disabilities Policy (SEND) which sets out the principles and practice followed by the school. This policy is reviewed regularly in a process that involves staff and governors. The school will meet the needs of children with the following SEND:

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory /physical

## **Medicines and First Aid**

Our school has many first aiders who are all qualified to administer medicine for children. There is a form in the main school office and the form is also downloadable from our website to fill in for this process.

In certain circumstances the school may turn down a request to administer medicine, in such cases parents will be notified as to why.

## **Packed lunch Policy**

Children have the option of having a hot lunch from school or being provided with a packed lunch from home. We are a healthy school and promote healthy eating, so all the lunches provided by school are nutritionally balanced; we also expect home lunches to follow this stance

The cost of the school lunch can be found on the website or by asking at the office. All payments for lunches need to be paid online. Children can switch between the two meal options but the school office need a minimum of 2 weeks' notice before this can come in to effect.

Children in Reception, year1 and year2 are entitled to Universal Free Meals, meaning every child in those year groups receives a meal free from school. If your child is in Year 3-6 and you think you are entitled to claim Free School Meals, please enquire at the school office.

If packed lunches are not healthy balanced meals parents will be contacted. If children bring a drink other than water or more than one treat this will be confiscated.

## **School Dojo Rewards system**

At the beginning of each academic year, every class teacher sets up their class on Class Dojo. Each child is represented by an avatar (monster). The Dojo rewards are linked to the school drivers and values. Parents can be given access to their child's record for them to keep track on how their child is getting on. The children can also have personal access in order to adapt their avatar.

## **Assemblies**

An assembly is held every day and led by senior leaders. We aim to teach the children to value all religions, and beliefs, and develop their own moral sense. Every week we have a whole school assembly in which we celebrate children's achievements as 'Stars of the Week' for their class work, highest attendance awards for each Key Stage and Headteacher awards.

Parents are welcome to attend our Thursday Sharing assemblies where each week a different class will perform. You can speak to your child's class teacher to find out when their assembly will be.