



'Working and Growing Together'

Parent Handbook

Vision

'Working and Growing Together'

Mission Statement

At Fitzwilliam Primary School we believe that every child must be provided with an enriched curriculum which creates opportunities to develop socially, emotionally, academically and physically in order to achieve the highest possible standards. We are an inclusive learning community that is forward thinking, innovative, confident and committed to ensuring that all of the children in our care are happy, enthusiastic and purposeful learners.

At Fitzwilliam Primary School our Statement of Aims are:

Pupil Achievement	Quality of Teaching and Learning	Behaviour and Safety	Leadership and Management
<p>At Fitzwilliam Primary School we aim to create a school which:</p> <ul style="list-style-type: none"> • Sets challenging targets in order to maintain and raise achievement and attainment for all pupils. • Has high expectations of all learners, so that the achievement and progress of all pupils is above national expectations. • To provide inclusive and fully integrated curricular provision to enable children to fulfil their potential. 	<p>We aim to provide a school in which:</p> <ul style="list-style-type: none"> • The curriculum is aspirational, inspirational, challenging and inclusive meeting the needs of all children. • Teaching is outstanding and provides opportunities to apply basic skills across the curriculum in order to deepen learning. • Teachers promote a stimulating and enriched learning environment where children feel safe to take risks, learn from their mistakes and understand that hard work and effort make a difference. 	<p>At Fitzwilliam Primary School we aim to create a school in which:</p> <ul style="list-style-type: none"> • A culture of equality of opportunity ensures all learners are valued and supported to develop the social skills needed to assist them throughout their lives. • All learners feel happy, safe and secure and demonstrate confidence, a positive attitude and a love of learning. • All children are well behaved, and demonstrate respect for and between all individuals regardless of race, religion, age and gender. 	<p>At Fitzwilliam Primary School the Leadership Team aim to:</p> <ul style="list-style-type: none"> • Continue to provide strong, cohesive and effective leadership with a clear direction on raising expectations and improving standards, provision and achievement across the school. • Promote the involvement of parent and carers in children's learning. • Ensure subject and middle leaders rigorously monitor, and evaluate learning in order to ensure high standards. • Ensure performance management is effective in building capacity and supporting professional development for all staff.

The Staff:

Headteacher: Mr Paul Quarry

Deputy Headteacher: Mr Tim Downes

Teachers:

- Mr Adam Stockhill**
- Mrs Amy Boulton**
- Mrs Sarah Jones**
- Miss Jenny Burns**
- Miss Stephanie Crossley**
- Miss Charlotte Roberts**
- Miss Vikki Scott**
- Mr Tim Downes**
- Miss Helen Abbott**

Inclusion Manager: Mrs Tracey Morgan

Nursery Nurse: Mrs Dawn Reape

Higher Level Teaching Assistant: Mrs Jayne West

Teaching Assistants:

- Mrs Joanne Kelly**
- Mrs Liz Jordan**
- Mrs Sharon Scott**
- Miss Charlene McIlhoney**

**Mrs Joanne McCarron
Miss Bobbie-Jo Watson
Mrs Jennyfer Watson
Miss Sophie Davis
Mrs Sonia Cave
Mrs Sharon Oates
Mrs Christina Davis**

School Business Officer: Mrs Ruth Addinall

Administration Assistant: Miss Vicky Freer

Receptionist: Miss Ashleigh Wilby

**Lunchtime Supervisory Assistants: Mrs Sharon Scott
Mrs Lorraine Hurst
Mrs Lea Day
Mrs Lisa West
Mrs Debbie Walton
Mrs Sonia Cave
Miss Bobbie-Jo Watson
Mrs Sharon Oates**

Premises Manger: Mr Dale Stones

Cleaning Staff: Mrs Sharon Scott

**Mrs Sheena Marsden
Mrs Lea Day**

Kitchen Staff: Miss Mellissa Shand

The Governing Body

The Governors of Fitzwilliam Primary School are very involved in all aspects of school life. School has nine Governors and three of these are parents who serve as Parent Governors. Governors' meetings take place each half term. The Governors are committed to continual improvement and the development of high standards and quality in all aspects of school life.

Headteacher	Mr Paul Quarry
Chairperson	Mr Matthew Holland (parent governor)
Vice Chairperson	Mr Ian Jordan
Teacher Governor	Mr Adam Stockhill
Parent Governor	Miss Ekanem Kofi Ikpeme
Co-opted Governor	Miss Vikki Scott
Co-opted Governor	Mrs Sally Henshall
Co-opted Governor	Mrs Suzanne Lewis
Co-opted Governor	Miss Cheryl Scott
Associate Member	Mr Tim Downes

Sessions Times:

Nursery (part-time)	8:45am to 11:45pm, 12.00pm to 3.00pm
Upper Foundation Stage	9:00 to 3:15
Year One	8:45 to 3:15
Year Two	8:45 to 3:15
Year Three	8:45 to 3:15
Year Four	8:45 to 3:15
Year Five	8:45 to 3:15
Year Six	

This includes an hour's lunch break.

Currently, due to Covid-19 restrictions, adjustments have been made to help promote social distancing.

Nursery (part-time)	8:45am to 11:45pm, 12:00 to 3:00
Upper Foundation Stage	9:00 to 3:15
Year One	8:40 to 3:00
Year Two	9:00 to 3:20
Year Three	8:50 to 3:10
Year Four	9:00 to 3:20
Year Five	8:40-3:00
Year Six	8:50 to 3:10

This includes an hour's lunch break.

Before and After School Provision

School runs a breakfast club 7.15am – 8.45am

Schools runs after school care 3.15pm to 4.30pm

Please ask at the school office for more details.

Safeguarding and Child Protection

All staff members must follow the school's Safeguarding and Child Protection Policy.

The Designated Safeguarding Lead is Paul Quarry. Other designated safeguarding leads are the Deputy Headteacher Mr Downes, Inclusion manager Tracey Morgan and KS1 manager, SENDCo and teacher Miss Vikki Scott. A copy of our Safeguarding policy can be found on our website.

Whistle Blowing

All staff are expected to follow the Trust's Whistle Blowing Policy. Employees who have concerns about suspected wrongdoing within the School are encouraged to come forward and report those concerns. This process is commonly referred to as "whistleblowing" and the aim of this Policy is to give detailed advice and reassurance to persons who wish to "blow the whistle" by reporting wrongdoing to those who can make a difference. By knowing about wrongdoing at an early stage, the School has the chance to take necessary steps to safeguard its interests. The message the School wishes to give its employees is that they must not hesitate to "blow the whistle" on wrongdoing and do so as early as possible.

On Line Safety

The wider use of emerging technologies is important in order to enhance teaching and learning in schools. Access to the internet and a wide range of resources for learning is considered essential and plays a major role in any learner's development. Schools need to have good management processes in place to ensure safe and effective use of the Internet by staff, pupils and other stakeholders. All staff are expected to adhere to the Online Safety Policy and to sign an Acceptable User Agreement.

Equality and Diversity

School upholds and adheres to The Equality Act 2010 and the 9 protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Racism, Homophobia, Transphobia

Racism, homophobia and transphobia in any form is not acceptable. Any incidents should be reported immediately to Mr Quarry.

Gender Equality

School promotes gender equality. Please see Equal Opportunities Policy on the school website.

Curriculum

Details of the curriculum can be found on our website:

Behaviour

A copy of our behaviour policy can be found on our website:

Complaints

Details of our complaints procedure can be found on our website:

Charges and Remissions

A copy of our charging and remissions policy can be found on our website:

School Meals

School Meals are provided by Dolce. School meals can be ordered at home online and they are served on the premises and delivered from a central kitchen. All school meal payments are made online. Special dietary requirements e.g. due to cultural, religious or medical needs can be catered for by special arrangements. Children can bring sandwiches , although no facilities exists for warming food brought in, or for chilling food, except in exceptional circumstances.

Free School Meals

If your child is / children are entitled to free school meals please inform the school, in the strictest confidence, whether or not you wish to take up the option. Application forms for assistance for school meals are available from the school office. Children in Reception, Year 1 and 2 are all entitled to universal free school meals. However, parents/carers are still encouraged to apply for free school meals based on eligibility even if their child is in Reception, Year 1 and 2 as the school can then benefit from additional funding for these pupils, which helps with the schools budget.

The school is also part of the government's School Fruit and Vegetable Scheme, which provides a piece of fruit or vegetable for every child in Nursery and Key Stage 1 each day. Children in Key Stage 2 are encouraged to bring fruit to eat during morning break.

Healthy Eating

The school promotes healthy eating. Children are not allowed to bring sweets to school.

School Uniform

In our school we aim to provide, for all partners: We believe that children should feel a sense of 'belonging' to our school and that they should wear their uniform with pride. We also think that children should feel equal, and a school uniform contributes to this. Having a uniform also clearly states what the governors, staff and parents feel to be appropriate clothing for the school. It also helps to clearly identify pupils when travelling to or from the school and on school visits. It is an expectation that all children where possible wear the official school logo. www.myclothing.com is our chosen Uniform provider and the school logo can be added to your uniform when your order is placed. Our school uniform is detailed below:

Navy sweatshirt with logo

Pale blue or navy polo shirt

Plain navy trousers

Plain navy skirt/pinafore

Black footwear

Summer

Optional navy or grey shorts

Optional Blue and white check dresses

P.E.

Navy round neck T-shirt with logo

Navy shorts

Outdoor

Plain tracksuit

Black Trainers Black Trainers

Swimming (Year 4 children)

Swimming trunks (not shorts)

One-piece swimming costume

Please clearly name all items of your children's clothing.

The only items of jewellery children are allowed to wear are a watch and plain studded ear-rings. Extremes of fashion clothing and footwear, e.g. high heels, large platforms, mini-skirts or trendy high street uniform items are not acceptable. Long hair should be tied up.

Academy Health

The school nurse monitors children's hearing, vision, height and weight.

Hair and feet need to be inspected regularly by parents.

Illness/Injury at School

When a child becomes unwell at school, parents will be informed and the child should be collected as soon as possible. It is vital that contact numbers (home, places of work, and other contacts/carers) are kept up to date. If parents refuse to give emergency numbers the school will act 'in loco parentis' should an accident occur. This may result in referral to Family Services. Teachers do not administer any form of medication. If a child is being treated by a family doctor and has to take prescribed medicine four times a day, this can be arranged subject to parents completing the necessary authorisation form. Should an accident occur at the school it will fall into one of two categories - minor or major. With a minor accident basic first aid is carried out. The wound will be cleaned and a dry dressing applied if necessary. With a major accident, e.g. a suspected broken arm/fracture, we will try our best to contact parents or nominated representatives. If, however, no contact can be made the school makes the appropriate decision (in loco parents) advising the parent afterwards.

Members of staff will not take a child to hospital. When a child becomes seriously unwell or is injured, an ambulance will be called immediately, and parents or relatives informed. Whenever a child sustains an injury or a knock to the head, a form advising of the accident is forwarded to the parent for information. A list of more common illnesses and recommended absence is included at the end of this document.

Attendance

School monitors and encourages good attendance. We recognise that sometimes a child may be unwell and needs to stay at home (please see the end of this document for medical information regarding when a child should be absent from school.) it is the expectation that parents contact the school office to inform us of the absence. If school is not contacted, for whatever reason, we conduct first day response. Your child's absence will be unauthorised until school has a valid reason for the absence.

School does not authorise holidays during term time unless there are exceptional circumstances. A penalty notice is served by school if a term time absence due to holiday equates to 5 days or more. It is the expectation that parents inform school of any planned holiday in term time. If parents fail to do this, it could be viewed as a safeguarding issue and school would act accordingly.

Health Protection Agency Advice

(Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care Settings. HPA: London.)

Exclusion table Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	Five days from onset of rash	Blisters on the rash must be dry and crusted over
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.

Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Meningococcal meningitis*/septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.nhs.uk). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ www.nhs.uk) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information

Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff.
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Four days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.nhs.uk). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health protection
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms

Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing
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