

Starting School at Pashley Down

All the classes at Pashley Down are named after woodland birds and animals; the three EYFS classes are called Squirrels, Hedgehogs, and Rabbits, the Year 1 classes are Foxes, Badgers and Moles and the Year 2 classes are Robins, Woodpeckers and Owls. They are taught by qualified teachers, supported by a skilled team of full-time Learning Assistants.

PARTNERSHIP BETWEEN HOME AND SCHOOL

PARENT HELPERS - Pashley Down is well known for its strong partnership between school and home. At any time of the school day you will see parents and other volunteer helpers (including grandparents), busily occupied with small groups of children; hearing reading, making models, writing, cooking, painting, on the allotment and so on. We value this extra help very much.

All volunteers need to complete a Disclosure and Barring Service (DBS) form. DBS forms are available from the school Office. We encourage parents to get involved, please do let Zoe in the office know if you can help out regularly in school. We'd love to have you on board (as would your child!)

KEEPING PARENTS INFORMED - We hold Parent Consultation afternoons and evenings in the autumn and spring. We operate a 10-minute appointment system at these meetings. At our Drop-In Afternoon, held towards the end of the school year, parents are invited to visit the school informally to look at their child's work.

Progress is assessed against the Early Years Foundation Stage and Key Stage 1 framework. On-going assessment for children will be shared with parents/carers at consultation evenings throughout the year so that you can see how your child is progressing. Your child's progress will be recorded in a learning journal where observations of your child's learning and their work can be seen.

We also hold Parent Workshops throughout the year. These will be on key areas of learning for example reading, phonics, writing and maths.

TEXT MESSAGES/ NEWSLETTERS/EMAILS- News, details of coming events, holiday dates, appeals for help, and all sorts of other information, is circulated through monthly school newsletters and emails so please make sure we are kept up to date with your e-mail address. We also keep in touch using text messages where appropriate, so please ensure we have an up-to-date mobile number.

PARENTAL CONCERNS - There may be times when parents become concerned about their children's educational progress, health or happiness. We recommend that parents arrange to talk to their children's class teacher at the earliest possible opportunity. If this doesn't resolve your concerns, contact the Office to arrange a meeting with Mrs Godding, the Headteacher or Mrs Lewis, the Deputy Headteacher.

SCHOOL FUND - Each school year we ask parents to make an annual donation of £8.00 to the School Fund. With this money we buy all the extras which mean so much to the children - award stickers, birthday cards, certificates, ingredients for cookery, Christmas decorations, prizes and so on.

FRIENDS OF PASHLEY DOWN - The school is fortunate to have the FRIENDS OF PASHLEY DOWN, (FOP) We hope that you will want to become involved in the Friends' social and fund-raising events. Our traditional style Christmas Fairs and Summer Fun Days are legendary.

The money raised by the Friends is used to purchase a range of equipment and materials for use in classrooms and in the school grounds such as the Pashley Pirate Ship.

GOVERNORS - The governors of Pashley Down are committed to supporting all members of staff in the provision of a high-quality education for all pupils. There are governor committees which deal with finance, curriculum matters and special educational needs, health and safety, and the premises. At least once a term, representatives of the Governing Body visit the school to look at specific aspects of teaching and learning.

Parents are represented on the Governing Body. Five parent governors are elected by parents for a maximum period of four years. They represent the views of parents and take an active part in leading the school.

THE SCHOOL DAY

START OF DAY – Playground opens at 8.40am – class doors open 8.45a.m

A member of staff will always be at the door to see the children in and take messages.

END OF DAY – The children are brought to the door that they entered through and released to their parents. If someone else is collecting your child we ask parents to inform the Office or the staff on the door in the morning. **Please note we will not release a child, even to a family member, without parental consent.**

Parents are asked not to leave their children unattended in the playground at any time before and after school.

PLAYTIMES –When the children go out as a year group or a class, playtime is not shared with pupils in other year groups. Playtimes are supervised by Learning Assistants. At playtimes, we encourage co-operative play and engage the children in traditional and modern games. During the lunchtime play sessions the children are looked after by our dedicated and kind team of Midday Supervisory Assistants (who are also the class learning assistants.) A wide range of toys and equipment (e.g. bikes, balls, skipping ropes, hoops etc.) are available at lunchtime to make these playtimes focused and enjoyable. We are very lucky to have five playtime zones around the school and these are rotated so children have different play opportunities.

MORNING SNACKS AND MILK – A piece of fruit or vegetable e.g. apple, pear, carrot, orange, banana is supplied daily for every child in the school. School milk is provided at a subsidised price by Cool Milk. Milk is ordered and paid for by parents/carers directly with Cool Milk. Free milk is available to Reception children until the Friday before their fifth birthday.

We also encourage the children to drink water and ask parents to send in named water bottles. **We do not allow any drink other than water to be sent into school unless it is for documented medical reasons.**

SCHOOL MEALS – ALL children at Pashley will be given a free school dinner, known as a Universal Free School Meal. Ours are supplied by Harrisons Catering, they are prepared and cooked on the premises.

Each day there is a choice of a main meal, vegetarian option or a jacket potato/ pasta pot, plus a choice of dessert and fresh fruit is always available. Water and milk are provided for children having school dinners. A copy of the current menu is on the school website. The Midday Supervisory Assistants (MSAs) help the children with drinks and cutting up food. We encourage, but never force, the children to finish the food on their plate. We inform parents if their child is not eating much. We try to teach the children good table manners and encourage politeness.

If your child has medically diagnosed dietary needs, please fill in an Information Form, available from the Office

PACKED LUNCHES – need to be in a named lunchbox. Please do not include sweets, chocolate and fizzy drinks in lunch boxes. We encourage children to eat the food you have packed, but we never force them to eat what they do not want. We leave all uneaten food in their lunchbox, so that you can keep a check on what they are eating.

PLEASE NOTE WE ARE A NUT FREE SCHOOL – WITHOUT EXCEPTION.

PUPIL PREMIUM

APPLYING - Please apply online at

<https://www.eastsussex.gov.uk/educationandlearning/schools/school-life/meals/free/>

Although all children will be given a universal free school meal, the school can access additional funding if you are in receipt of certain benefits. The school uses this funding to provide additional benefits for Pupil Premium children.

SERVICE CHILDREN, ADOPTED CHILDREN -The school is able to claim a Pupil Premium for children with parents/carers in the Armed Forces and for children who have been adopted. If this applies to you, please let the Office know.

SCHOOL RECORDS

We ask parents to keep us informed of any changes in the information supplied when your child joins the school. In the event of separated parents, we require addresses and telephone numbers of **both** parents. It is important that we are kept informed of legal agreements concerning parental access to children - we cannot, for example, refuse a parent access to a child unless the request is supported by a court order.

ATTENDANCE AND PUNCTUALITY

We expect parents to make every effort to get their children to school by 9am. It is a legal requirement for us to take the register to keep a record of the attendance of each child. Classroom doors are shut at 9am. Children arriving after the doors have been shut are asked to come in through the school Office.

If your child is unable to attend school, please let us know before 8.30am by leaving a message on the absence line or e-mail the school on absence@pashley.e-sussex.sch.uk Please give the reason for the absence. If we have not been informed of the reason for absence by 9am your child's absence will be recorded as unauthorised.

Please inform the office if your child has a medical appointment during school hours. We ask for appointment cards/letters to corroborate the absence and ask parents to make non-urgent medical appointments and dental check-up appointments after school or in the holidays.

HOLIDAYS IN TERM TIME -. Schools are directed to only consider authorising an absence in term time for 'exceptional circumstances'. The Department for Education guidance states that 'exceptional circumstances' do **not** include the following:

1. *The availability of cheap holidays*
2. *An absence or holiday paid for, or booked, by someone else;*
3. *An overlap with beginning/end of term;*
4. *A mix-up in term dates*

If you still wish to take your child out of school during term time, please fill in a Withdrawal From Learning Application, available from the Office.

MEDICAL MATTERS

Please keep us informed about changes in medical conditions and ongoing medications. If medication is necessary during school hours please fill in an Administration of Medication form available from the Office

Medication must be brought to and from school by an adult and given in at the Office. It **must** be in its original container with original pharmacy label indicating the child's name and dosage instructions. The school is not able to accept medicines that have been taken out of the original container, or make changes to prescribed dosages on parental instruction. Please include spoons and syringes.

Please note we cannot administer non-prescription medications.

Please keep children suffering from sickness and/or diarrhoea at home until symptoms have completely cleared - currently it is recommended that children stay at home for 24 hours following the last bout of sickness/diarrhoea..

SAFETY

PARKING – Using your car to drop off and collect children at Pashley can be a frustrating business. We ask all drivers to conform to a voluntary one-way (up Beechy Avenue and down South Avenue). **Please don't drive up the narrow road leading to the school staff car park and please do not use the Staff Car Park, even for turning around in, as children come and go to Earlybirds and Ladybirds via the Car Park gates.**

SCOOTERS/BICYCLES - Children are able to come to school on scooters/bicycles but please walk with them on the school grounds. We have a scooter/bicycle park (near the year one entrance) where you can leave scooters/bicycles during the school day.

PLAY EQUIPMENT - The slide, Adventure Playgrounds and music area are for use in school time, when children are supervised by members of staff. Children are not allowed to use this equipment before and after school

DOGS - Dogs should be kept outside school premises. When they are left outside the school, they should be tied up well away from the main gates and not tied up near each other.

JEWELLERY - Children with pierced ears should wear studs rather than earrings to school. Watches and jewellery should stay at home, as we cannot be responsible for losses or breakages.

SCHOOL UNIFORM

Our uniform consists of:

- white polo shirts with/without school logo
- long or short grey trousers (boys and girls)
- grey pinafore dresses or skirts
- green and white or yellow and white checked dresses
- emerald green cardigans/jumpers
- white or grey ankle or knee socks/tights
- flat soled black shoes
- yellow or green legionnaire-style school sun-hats
- plain black/navy P.E. shorts
- plain white P.E. shirt
- any colour trainers
- green or yellow book bag - please don't bring rucksacks/holdalls – we do not have room in the corridors.
- Winter PE kit- plain black/navy jogging bottoms, plain black/navy hoodie/jumper

Uniform, school hats, bookbags and water bottles can be purchased from the school office.

Please name all clothing and PE kit!