

Plumpton Primary School



Parent Handbook

2023 – 2024

Plumpton Primary School
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The Skylark Federation

Plumpton Primary School

Stewart James BA (Hons), QTS – Executive Headteacher

Jonathan Hughes MA (Hons), QTS – Head of School

June 2024

Dear Parents and Carers,

We are excited to welcome you to Plumpton Primary School and hope that, during your time with us, both you and your child will enjoy being part of our school community.

As a school we want to work closely with parents and carers. Whether you are a new or existing family, we hope that you find this booklet useful. It is designed to give you important information about our school. Please keep it in a safe place and refer to it when required.

If you have any further questions about any aspect of school life, please feel free to get in contact with the school office.

Kind regards,

Mr Jonathan Hughes
Head of School

Mr Stewart James
Executive Headteacher



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Our Vision

Our vision is to be a small school with big ideas and an excellent reputation. We offer a unique range of learning opportunities. Working closely with parents and carers, supports the needs, strengths and interests of all our children so that everyone can aim high. Our children are happy, thoughtful, confident, independent learners, who leave us prepared for the future.

We're kind and outward looking: learners today, leaders tomorrow

Our Values - 'Plumpton 5'

1. We are polite, friendly and helpful.
2. We are keen to take care of our school environment (and everyone in it).
3. We are always trying our very best.
4. We are respectful.
5. We are honest.

We're kind and outward looking: learners today, leaders tomorrow

Staff

Executive Head Teacher	Mr Stewart James
Head of School	Mr Jonathan Hughes
SENDCo	Mrs Sian Williams
Deputy Head of School/Class Teacher Monday – Wednesday	Mrs Briony Williams
Deputy Head of School/Class Teacher Thursday – Friday	Miss Laura Newnham
Class Teacher	Mrs Holly Phillips
Class Teacher	Miss Jen Daley
Class Teacher	Miss Jen Ross
Federation Business Manager	Mrs Ann Hill
School Secretary	Mrs Penny Ketley
Federation Bursar	Mrs Christina Hadden
Federation Finance Assistant	Mrs Katie Firrell
Caretaker	Mr Dave Higham
Cleaner	Miss Sharon Rose
Higher Level Teaching Assistant/Sports Lead	Mrs Emma Taplin
SENDCo Teaching Assistant	Mrs Natasha Bruce
Teaching Assistant/MDSA	Mrs Gemma Rogers
Teaching Assistant/MDSA	Mrs Christel Crowhurst
Teaching Assistant/MDSA	Miss Amelia Carter
Teaching Assistant/MDSA	Mrs Sue Dinh
Individual Needs Assistant	Mrs Penny Young
Midday Supervisory Assistant	Mrs Denise Bishop
Bank Staff - Teaching Assistant/MDSA	Mrs Lyn Cornford
Breakfast Club Leader	Mrs Penny Young
After School Leader	Miss Natasha Bruce
Forest School Leader	Mrs Maxine Hunt
Forest School Assistant	Mr Toby Elford

THE SCHOOL DAY

7:45am	Breakfast Club	Breakfast Club is open every day until 8:30am. Children can enjoy a healthy breakfast with their peers.
8:30am	School Opens	The front school gate is unlocked. Children can socialise on the playground, or for younger children, in the Robins outside area. If it is raining, they go straight into their classrooms. The Head of School, Deputy Head of School or another member of staff is available at the school gate to welcome children and talk to families. Parents and carers leave their children at the gate in the morning and do not enter the school premises. Members of staff will help to guide children if they are unsure of where to go.
8.40am	Registration	Children should be in school by this time. The gate is locked at 8.40am and any children arriving late should come into school via the school office.
8.55am	Lessons Start	It is important that all children are in school, on time, ready to learn.
10.15am	Assembly	Our Assemblies include Singing, British Values and Celebration.
10:30am	Morning Break	Please provide a healthy snack to enjoy at break time. Children in Reception and KS1 receive a free piece of fruit.
10:45am	Lessons Continue	Children return to classes, ready for their next learning adventure!
12:00pm	Lunchtime	Children eat in the school hall.
1:00pm	Registration Afternoon Lessons	Afternoon learning begins.
3:00pm – KS1 3.10pm – KS2	School Finishes	Children are collected from the brown wooden outer gates at the end of the day. Please arrive promptly to collect your child. Children are not allowed to leave the care of staff until their parent/carer has arrived and personally collected them. Sometimes a different person will need to pick up a child. Please inform the school office if there is a change to the normal collection arrangements. Staff will only release children to known adults.
3pm – 4pm	After School Clubs	You should collect your child from outside the school office at the club's set finishing time. The club leader will dismiss your child into your care from the school.

3pm – 5.30pm	School Wrap Around Care	Please collect your child from the front entrance. There is a bell to alert the After School Leader.

Coming to School

We encourage as many local families as possible to walk to school. The school has no parking available so if you use a car you will have to park on the road. Wherever you park, please be considerate and ensure you do not block access to driveways. Please do not park across the school gates or use the school car park – this is for staff only. Please do not leave your child unattended in the mornings – you need to wait until the gate has been opened at 8:30am to ensure the safety of all children.

Scooters and Bikes

We have a scooter and bike park where these can be stored for the day.

- Scooters and bikes are left at the owners’ risk – the school cannot be held responsible for loss or damage.
- Parents/carers are responsible for supervising children using scooters on the way to and from school.
- Scooters and bikes should not be ridden on the school premises.

Seeing Class Teachers

The start of the school day is very busy, as teachers need to spend time with the children and liaise with Teaching Assistants. Therefore, if you need to get a message to the class teacher, please leave this with the school office or SLT on the gate. Parents and carers are always very welcome to speak to teachers, particularly after school. However, if you feel you need to talk at length, please arrange a mutually convenient time via the school office.

Playtimes

All children have a morning break when Teaching Assistants are on duty. Our very youngest children are allowed to play in Robins outside area until they feel confident to venture on to the big playground. There are different sittings for lunch (see drink, snacks, lunch etc.). Our Teaching Assistants are responsible for lunchtime supervision, both in the dinner hall and outside. We use our field for playtimes whenever it is dry enough. When it is raining and too wet for the children to play outside, they are supervised in the classrooms, where they have a range of activities and games to play.

Important Happenings at Home

Please do let us know about happenings at home that may affect your child’s well-being at school. Don’t forget to share the happy news as well!

Running late?

Occasionally you may get delayed when coming to pick up your child. If this happens, please try to ring the school so that we can explain to your child why you are late. Any children not collected by 3:15pm will be sent to After School Club until you arrive. Repeated instances of late collect may mean that you are charged for After School Club.

STARTING SCHOOL

Induction – Reception Children

We aim to ensure that all children settle quickly and happily into Robins Class. Our induction programme provides several opportunities for you and your child to share information with our staff and get to know them. This includes:

- **Welcome Meeting** – parents and carers will be given information as well as being able to ask questions.
- **Stay and Play Session** – this an opportunity for children to join Robins Class and explore the environment.

Settling in

Our staff members have plenty of experience to help your child come happily to school. Some children can find it difficult to settle into Reception at the beginning of the day, particularly when they are new. This is perfectly normal and try not to worry about this. Children usually settle very quickly when their parent or carer has left. We will let you know if your child does not settle quickly. Be positive and encouraging, even over the smallest of achievements!

Top Tips:

- Some children go into school more easily with a friend, so you could arrive a couple of minutes early and try and link up with your child's chosen friend.
- Tell your child what you are going to be doing when he or she is at school. Tell them that you will be at work, shopping or meeting someone and tell them that you (or someone else) **will** be back and **will** pick them up.
- When you say "goodbye", smile, be positive and don't prolong it.
- Sometimes it can be hard to 'let go' when your child starts school. Confidently handing over your child to a member of staff demonstrates your trust in that person to your child and they will pick up on these 'vibes' and this will help them settle.
- Remember to ensure that your child gets enough sleep and has plenty of time to play quietly when starting school. Children do get tired when new routines and challenges are introduced!
- Ask your child how they got on at school but remember that they may want to simply switch off. Sometimes asking them one thing that they did, or what made them happy today or who they played with, may be enough.

Breakfast Club

We run a breakfast club from 7:45am - 8.30am. This is open to all ages, please enquire at the school office for further information.

After School Care

We offer wrap around provision for Reception to Year 6 children after school each day. Please contact the school office for the information leaflet, prices and booking form.

Fruit and Vegetable Scheme

We participate in a government funded Fruit and Vegetable Scheme. Each morning break, children in EY and KS1 are offered a piece of fruit or vegetable such as an apple, carrot, banana, pear or occasionally a packet of raisins. You are not charged for this. Occasionally older children are offered fruit if there is a surplus.

Cool Milk

All children under 5 years will receive a portion of milk each day, free of charge.

Snacks

Parents/carers do not need to provide Key Stage 1 children with a snack because of the schemes outlined above. However older children may bring an alternative but healthy mid-morning snack such as fruit, vegetables, or cheese. Please note, we are a NUT FREE school. Snacks should be kept separate from their lunchbox, where possible.

School Meals and Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to universal free school meals. Unless you state otherwise, we will register your child for these, but they are not obliged to have them.

The school offers hot lunches through a local authority approved catering company and all food is prepared in our kitchen. For those children having school dinners, the meals for the day are read out at registration and adults in the class are always ready to help the children understand the menu and make a choice. Children who have school cooked meals can still sit with friends who have packed lunches. Please ask at the office if you need more information.

If you are in receipt of Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance or other some other forms of support your child may be entitled to free school meals throughout Primary School and possibly beyond. If your child does qualify, they also receive Pupil Premium for at least 6 years. Please ask for advice or an application form from the school office.

Packed Lunch

If not opting for school dinners, children will need a named lunch box. When preparing lunch, please note that the following are not allowed: glass bottles or jars; fizzy drinks; sweets or chocolate; NUTS. If your child has a food allergy, please make sure this is noted on the Medical Form.

Food in the curriculum

We regularly use a wide range of food to support teaching and learning. If your child is a vegetarian, vegan or has any food allergies/intolerances, religious reasons or any other reasons for avoiding certain foods or food products, please let us know.

Water Bottles

Children are encouraged to have a named water bottle which is kept in the classroom during the day. Please ensure this comes to school each day, freshly filled.

MEDICAL INFORMATION

Absence

It is extremely important that you help us in knowing the whereabouts of your child.

Good attendance is essential for academic progress and emotional wellbeing.

Please phone the school office by 8.45am to let us know of any absence due to illness. We also need details of the nature of illness e.g., sickness, temperature, as we cannot merely state a child is unwell.

Sickness

Please consult your doctor if you are in any doubt whether to send your child to school or not. Please note that if your child is suffering from sickness/diarrhoea they cannot return to school until 48 hours after the last 'episode'. This is to stop the spread of infection.

Sickness/Accidents

The school has some staff who are trained First Aiders. In the event of an injury/illness which requires immediate attention, you will be informed at once. If you cannot be contacted, the emergency contact numbers you have given the school will be used. Please note, we need two different numbers/people to contact. If no contact can be made, appropriate action will be taken by the First Aider as deemed necessary at the time. In an emergency, the emergency services will be contacted. All accidents are registered in the accident book. If your child bangs their head at school, we will inform you. You should also tell the school if a child has banged their head on the way to school, or of any other noteworthy injuries sustained outside of school.

Medicine in School

As a rule, children in need of medicine are usually not well enough to be in school. However, there are exceptions and if your child needs to take any prescribed medicines, such as antibiotics or anti-epilepsy medication, which are to be administered during the day, they must be delivered to the school office. Schools are not obliged to administer medicines but at Plumpton Primary School we have trained staff who are willing to do this. We ask you to sign a permission form and any medicine administered is recorded. Medicines must be in the container from the chemist labelled with the child's name and clear instructions. Children are not allowed to keep medicines, including cough sweets in their bags. Parents/carers are responsible for ensuring that medicines are within the use by date.

Inhalers

Inhalers are kept in the class First Aid Kit, and where appropriate, are taken outside for PE lessons. It is helpful if inhalers are sent to school in a small, named plastic box. When children are off site for any reason inhalers are always taken with them. Use-by dates are adhered to.

Analgesics and Unprescribed Medicines

We are not able to administer analgesics and other unprescribed medicines to children because of any possible allergic reaction. This includes homeopathic medicines.

Individual Health Care Plans (IHCPs)

For some medical conditions, the school is required to use Individual Health Care Plans to identify the level of support needed in school. It is the responsibility of parents/carers to inform the school of their child's medical needs if treatment or special care is needed at school. Following identification of a child with a medical need the Senior Leadership Team will refer to the School Nurse for advice on the individual pupil's care requirements. School Nurses will be asked to support the school with the development of health care plans and may draw upon the expertise of other specialists to assist them in complex cases.

Head Lice

Please regularly check your child's hair for head lice. As per our uniform policy, long hair should be tied back at all time, to reduce the spread of head lice. Further information about head lice is available from school, the school nurse, health visitor, pharmacist or family doctor. It can be helpful to let the office know if you find head lice – we can then (confidentially) alert other families.

Sun Safety

Parents/carers are encouraged to apply sun cream before school in the morning as a base cover. Children may bring sun cream into school provided the bottle is labelled - spray sun cream is not allowed. Children should be taught at home how to put sun cream on - you will know how much your child needs. In general, members of staff cannot put sun cream on your child. Children should also have a sun hat at school in the hotter months.

ATTENDANCE AND ABSENCE

Extracts from our Attendance Policy. The full policy is available on our website.

- Children should be at school, on time, every day, unless the reason for the absence is unavoidable.
- You are required by law to ensure your child attends school every day, unless there is a valid reason why they cannot be in.
- Every half-day absence must be classified by the school, (not by home), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.
- Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.
- Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given.

SCHOOL UNIFORM AND EQUIPMENT

Wearing school uniform is an important factor in helping children to develop a sense of pride and belonging in their school and ensures that children are wearing practical, appropriate clothes. School uniforms also promote equality and inclusivity by removing the differences in dress that may exist between students from different economic backgrounds.

We kindly ask that parents and carers send their children to school according to the uniform code set out below:

Clothing

- Grey or black school-style trousers or shorts
- Grey or black school-style knee-length skirt or pinafore dress
- Royal blue and white school-style gingham dress
- Plain black leggings or tights may be worn under skirts, pinafores or dresses
- Plain white polo shirt (with or without the Plumpton logo)
- Royal blue sweatshirt, cardigan, or fleece with Plumpton logo
- The PTA hold second-hand uniform sales at points throughout the year

Footwear

- Sensible black school-style shoes.
- Toes must be covered at all times for health and safety reasons
- Black boots can be worn in winter, provided they are sensible and plain
- Wellies can be worn to school in wet weather, but children will need to carry appropriate footwear to change into once they arrive at school
- Trainers can be worn on PE days only

Jewellery, Make- up and Hair

- The only pieces of jewellery allowed are a wristwatch (no smartwatches) and plain stud earrings
- These should be removed (new studs can be covered) for PE
- Long hair should be tied back
- Hair accessories should be modest and suitable for an active school day
- No make-up is permitted, including nail varnish

PE Uniform

On PE days, children can come to school wearing their PE uniform:

- Plain white t-shirt or white t-shirt with Plumpton logo
- Navy pull-on cotton shorts or navy tracksuit bottoms
- Royal blue sweatshirt or fleece with Plumpton logo or Navy Skylark Federation hooded sweatshirt
- Trainers

Please ensure that all belongings are clearly labelled with your child's name to ensure missing items can be easily found!

Plumpton School Uniform can be obtained from Intersports in Lewes or online at www.gameforlife.co.uk.

Accidents

Occasionally children have accidents, and a change of clothing is necessary. We keep a small supply of clean clothing at school. If your child does have an accident, please wash and return the clothing as soon as possible. If your child is prone to this, please provide a spare set of clothes in a bag and speak to your child's class team.

Labels and Lost Property

Please, please make sure that every item of clothing and equipment is **clearly labelled** and encourage your child to become self-reliant about possessions. Each day we pick up lots of items of clothing left lying around: if it is named, we can return it to the child.

Book Bags

Your child will be given a book bag in their first week of school. These are used to help keep reading books and reading record in good condition. Your child is expected to have their reading record, reading book and book bag at school with them every day.

Equipment List

All pens, pencils and books, etc. are provided so your child does not need to bring these to school. Your child's class teacher will inform you if there is any special equipment that they need.

Personal Items

Please do not let children bring toys into school unless there is a separate arrangement with the class team. If your child would like to bring something else in that is of particular interest, but not necessarily related to a current topic, please check with the teacher first. We cannot be responsible for items that get brought into the school which then get swapped, lost or broken.

Valuables

The school cannot be responsible for valuable items brought into the school by children or parents/carers.

THE CURRICULUM

STAGE	AGE OF CHILDREN
Early Years Foundation Stage (EYFS)/Reception	Age 4-5
Key Stage One (KS1)	Age 5-7
Key Stage Two (KS2)	Age 7-11

Forest School

We have wonderful school grounds and are committed to developing learning outside of the classroom, including Forest School. Children across the school experience Forest School sessions at different times throughout the year. Children need suitable old clothes, shoes and outerwear for Forest School, and we will let you know in advance when your child needs these.

Homework - Reading

We ask that you read with your child at home every day – little and often is best. Children will be sent home with a phonics home reading book twice per week. These books may also be supplemented by other reading books which are not linked to our Rocket Phonics scheme. Please speak to your child's class teacher if you require further information.

Curriculum Enrichment

We try to make your child's learning as exciting as possible by arranging visits away from school and visitors to come to the school on a regular basis throughout the school year, as well as taking the children to sporting events. We ask for contributions for enrichment activities and to keep costs down we sometimes ask parents/carers to support with transport for children. Please see information about child car seats in the section about volunteer drivers.

Assemblies, Religious Education (RE) and Relationships, Sex and Health Education (RSHE)

Most of our curriculum is statutory. There are some exceptions where a parent/carer has the right to withdraw their child. This is exceptionally rare at our school, and we hope that you will choose not to withdraw their child from any of the following areas:

1. The school provides the teaching of Religious Education (RE) to all children. RE is learning about religion and learning from religion. Understanding of a range of different faiths is taught so that children develop sensitivity and awareness of the needs and beliefs of people across the world.
2. Assembly is an important part of the school day when we meet as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us.
3. The Governing Body has the responsibility to agree the Sex and Relationships Education in the school. The school will inform parents/carers in advance of the contents and organisation of this programme. Parents/carers can withdraw their children from this, but not from parts covered by the National Curriculum for Science. **Relationships education has been compulsory for pupils in primary education since September 2020.**

Responsible Online Use

We believe that there are considerable educational benefits to be gained from the directed use of the internet within the curriculum, although there are understandable concerns about undesirable materials. We take reasonable precautions to protect your child, including supervising their internet use, teaching them about how e-safety. Staying safe online is part of our safeguarding work at Plumpton, and we want to ensure children remain safe online both in and out of school.

Checklist:

Put yourself in control

Make use of parental controls available on your home broadband and any internet-enabled devices. You can find out how at your broadband provider's website or [by visiting internetmatters.org](https://www.internetmatters.org).

Set boundaries

It's never too early to start setting rules about when and for how long your child can use devices and start to introduce the subject of internet safety at the same time. Encourage children to use devices in shared spaces like a lounge or kitchen. Make sure to keep other devices out of reach and use passwords so they can't go online without asking you first. It's also a good idea to have tech-free mealtimes and not to allow children to have devices in their bedrooms at this age.

Explore together

Set your homepage to a child-friendly site such as CBeebies and give them a user account which only allows access to sites and apps you've chosen.

Help them learn through games

Games are a great way for young children to explore the internet and learn about the world around them. **Choose a variety of safe and educational online games and apps to play with your child** so that you'll feel more comfortable with them exploring. Make use of websites and platforms designed specifically for pre-schoolers like CBeebies, YouTube Kids, Nick Jr, and use [age ratings](#) and reviews in the app store to check app suitability.

Search safely

Use safe search engines such as [swiggle.org.uk](https://www.swiggle.org.uk) or [kids-search.com](https://www.kids-search.com). **Safe search settings can also be activated on Google and other search engines** as well as YouTube and it is possible to lock these so that they can't be inadvertently removed. You can find out more by [visiting the Google Safety Centre](#). Once you've put all of these controls in place have a browse and search for a few things to see what your children might see, if they were to do the same. Remember that voice-activated search works really well now.

Know this stuff matters, but don't know where to turn?

Internet Matters is a free online resource for every parent in the UK. We'll show you the best ways to protect your children online – with information, advice and support on all the big online safety issues.



PTA

Plumpton Primary School has a very active PTA that plays an important role in the life of our school. The PTA's aim is to not only raise funds for the school but to provide social opportunities for the whole family. The PTA regularly organise activities such as refreshments, Christmas Fairs, Halloween parties and more. All parents/carers and members of staff of the school are automatically members of the PTA and we encourage everyone to get involved in events and activities.

Volunteering

Adult volunteers are always welcome in school to help with a range of activities, either on a regular basis or for one-off special events. We particularly welcome volunteers to come and read with children across the school, especially in the afternoons. All need to undertake enhanced disclosure and barring checks (DBS) and an induction process before they start.

Signing in

Please note that all visitors and volunteers must sign in and out at the school office.

No Smoking or Alcohol

Smoking and vaping is not permitted on the school premises. When working with children, adults (staff and volunteers) must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Volunteers are not permitted to use a mobile phone on the premises.

Students

The school has a number of students from local universities, colleges and secondary schools who work across the school for periods of time throughout the year. They make a valuable contribution to children's learning as well as gaining work experience or professional qualifications. All students undergo checks and an induction process. The class teacher always remains accountable for the welfare and progress of the children in their class.

Parental Permission

Parental permission is required for all off-site visits such as trips and sports events. We will notify you in advance of any such activity and all permissions will need to be given via ParentPay. We will provide you with login details.

Global Consent

To ensure the safety and wellbeing of your child whilst attending Plumpton Primary School, we have policies and procedures in place covering a variety of related issues, some of which require parental consent. We have created a global consent form which will remain in your child's file for the duration of their attendance at Plumpton Primary School and will only need updating should a change to the information occur. It is the parent/carer's responsibility to inform the school of any changes.

School Health Programme

Our school nurses undertake routine health checks from time to time. We will ask your permission for any health checks undertaken in school.

Home-School Agreement

We are legally obliged to have a Home-School Agreement. This is reviewed periodically by pupils, parents/carers, staff and governors. When circulated, please read it and discuss it with your child as appropriate.

THE SCHOOL OFFICE

School Secretary – Mrs Ketley



The school office is an important hub of the school and is a particularly busy place.

Mrs Ketley has a constant stream of deliveries, visitors, phone calls, notes and letters, money, parcels, first aid requirements, emails, lost property, request forms, children and families.

We would really appreciate it if you could help us in the following ways:

- Read our weekly Friday Bulletin, it contains all the information you need to be kept informed about upcoming activities and events.
- Check your child's bag daily.
- Complete permissions and payments via ParentPay.
- Reply to letters and emails promptly.
- Inform the school by 8.45am if your child is absent.
- Ensure lunches, breakfast club and after school club are paid for in advance via ParentPay.

ParentPay

Parents/carers will receive unique log in details once their child starts school.

Emergency Contacts

Please ensure that the school office always has up to date emergency contact names and numbers. This is particularly important if you, or other emergency contacts, change phone numbers. Again, we ask for a minimum of two emergency contacts please.



I hope that this handbook has given you an overview of life at Plumpton.

I look forward to getting to know you and your child.

Mr Hughes – Head of School