




Swalecliffe Community Primary School
Child first, pupil second



Information for Parents Guide

Absence	Please contact us by 8.45 a.m. on the first day your child is going to be absent. You can telephone, visit the office, deliver a note or email – office@swalecliffe.kent.sch.uk . The explanation for absence must come from the parent or carer. If you have completed the form giving your child permission to walk to school unaccompanied by an adult, please contact the school daily if they are unable to attend.
Attendance	It is expected that children are in school every day and arrive at school in the morning before the end of registration. We are expected to monitor your child's attendance and will contact you if your child is not meeting the expectation. If there are any issues relating to your child's attendance please let us know so we can work together on ensuring your child is in school. If you arrive after registration with your child you will need to bring them to the school office. Here the children will be marked in the register and accompanied to class. The gates around the site need to be locked to keep the children safe (8.45 a.m.)
Behaviour	Swalecliffe has a Good Behaviour Policy. This is available on the school website and outlined in the Home / School Agreement. Throughout the school, we use praise and reward to promote positive behaviour and work closely with our pupils and parents to maintain the very high standard of behaviour throughout our school.
Birthdays	At Swalecliffe we love to celebrate special days including birthdays. We will always have a celebration for each child and give them time to talk about their special day. Instead of bringing in cakes or sweets, the birthday child will choose the class story for the day. This can be one from the class reading book corner or one that they have chosen to bring in which, if parents wish, can be donated to the class. We have a wish list of books for anyone who

	<p>would like to purchase a book for the class so that you have some guidance with choices, please scan the link for details. We hope that in this way the child will feel special and can share something lovely with the class.</p>	
Celebrations	<p>We love to celebrate your child's achievements and will tell you both informally and through their report how well they are doing. We also like to tell them! We have a raffle ticket system throughout the school to reward good behaviour and a celebration assembly each week.</p>	
Child Protection	<p>The safety and protection of your children is paramount to us. All staff have had Child Protection training and every adult working or volunteering in our school has undergone rigorous DBS checks. If you have any information that will support us in keeping our children safe please see a member of staff.</p>	
Clubs	<p>We have a range of clubs on offer for the children after school. Information is sent home termly giving details of available clubs. You can sign up to reserve a place online at https://swalecliffe.parentseveningsystem.co.uk. These are allocated purely on a first come, first served basis so check your emails regularly!</p>	
Cycling & Scooters	<p>We love to see children walking, cycling or scooting to school. Please ensure that children are wearing a helmet if cycling and are accompanied by an adult. Children in Year 5 and 6 only may cycle unaccompanied once they have completed their Cycling Proficiency Training. Bikes and scooters must be stored in the areas provided and the school cannot take any responsibility for the loss or damage to your property. No riding on School property please.</p>	
Dogs	<p>Please do not bring dogs onto the school site (except for medical assistance dogs) or leave them tied up near the entrance to the school.</p>	
Emergency Contacts	<p>Please ensure that the office have all your contact details and that they are always up to date. We want to be able to contact you immediately if your child is unwell.</p>	
Healthy Schools	<p>At Swalecliffe, we actively promote health, fitness and wellbeing throughout the school. All the children run the daily mile. Children in Reception and Early Years are provided with daily fruit. Children throughout the school may bring a piece of fruit for break times but no other snacks please. Children are not permitted to have sweets in school – even in lunchboxes.</p>	

Holiday	We will send you home a calendar with all the diary and holiday dates so you can plan ahead. This is also available throughout the year on the school website.
Homework	<p>All the children will have reading books to share at home on a daily basis. Reading with an adult everyday makes a huge difference to the progress children make in school. Otherwise, we have deliberately reduced the amount of homework set. The priorities are as follows:</p> <ol style="list-style-type: none"> 1. Regular daily reading 2. Regular practise of spellings 3. Regular practise of times tables (3 x 10 minutes a week minimum) or other maths work for older children 4. Other homework tasks set <p>Hopefully, this minimises the burden on parents and focuses on the learning that is best supported by practice at home.</p>
Letters	<p>We try to keep parents informed of everything going on in school through letters. Email is the best way to ensure you always receive our correspondence. Please give the office your current email address and we will set you up on our database. For families without email, letters will come home in the book bags upon request. If you have letters to return you can send them in with your child to give to the class teacher. Though letters may come home on any day, we always send emails out on a Friday including a copy of the Week Ahead, which is a <u>must</u> read. This is displayed on the school noticeboards. Please check especially carefully on Fridays. If you don't get an email on Fridays, then check with the office that they have your email address.</p>
Library Books	<p>Children will often bring home a library book from the school library. This book has been chosen by your child as an area of interest. It may not be at their reading ability but the idea is for them to enjoy looking at it or sharing with you.</p>
Lost Property	<p>Please name all your children's belongings; even shoes and gloves. Sometimes, in a school this size, children misplace items and it is easier to return them if they are named. We do have an area for lost property for the children and parents to look if something has not made its way back to them. We ask children to take responsibility for their own belongings.</p>
Lunch	<p>The school has its own kitchens where our caterers cook dinners on site every day. There is a fantastic range of meals over the week and children help themselves to fruit, salad, rice and vegetables.</p>

	<p>We really encourage children to try the lunches as a cooked meal at lunchtime, this will help with their concentration in afternoon lessons. If you prefer, your child can bring a healthy packed lunch. Please avoid chocolate and fizzy drinks. Lunch is free for all children in Reception, Year 1 and Year 2.</p> <p>We have a number of children in school with severe nut allergies (Anaphylaxis). Therefore, we would ask that you avoid peanut products in your child's lunch. Thank you for helping us keep these children safe.</p>
Medical Appointments	<p>If possible, please arrange medical appointments outside of school hours as these count as an absence from school. Where this is not possible please let the class teacher or the office know that you will be collecting your child during the school day. If you come to the office on arrival, your child will be collected and brought to you.</p>
Medicine	<p>Very occasionally your child may need some medication that has to be taken during the school day. Please bring the medicine to the school office. You will be asked to write the dose instructions down and sign a consent form- these forms are also available for you to complete online. If the medication is in tablet form please only bring one dose per day in the interests of safety. Please note it will be your child's responsibility to come to the office for their medicine although we will of course do our best to remind them- younger children will be brought to the office. Medicine can only be collected by an adult and not be sent home with the child.</p>
Mobile Phones	<p>Please do not allow your children to bring mobile phones to school. Please be assured that we have all the procedures in place to deal with any emergency. If they do bring phones to school, they do so at their own risk and must keep them switched off in their bags and not use them in school.</p>
Money	<p>Paying online by your sQuid account is our preferred option for payment, saves the school office time and prevents cash brought in from going astray. All such payments are phrased as contributions. However, without parental contributions from all parents who can afford it, there will come a time where a trip has to be cancelled. So please do contribute when we ask, if you can afford to, and if there are any issues with your sQuid account, we are here to help.</p> <p>Payment for trips, contributions, etc is via the Arbor App.</p>

Parking	<p>We are surrounded by small roads lined with residential housing. We try very hard to have good relationships with our neighbours but we are very conscious that parking outside the school is ridiculously busy and unfortunately sometimes dangerous. Please, please be respectful of the residents who live there and consider the dangers to the children who are trying to cross safely and get to school. Ideally families would walk to school and where this is impossible please consider parking a few streets away and walk in the last short distance. Under no circumstances are you permitted to stop on the zig zag lines outside the school. If you are a blue badge holder, please show this to the office staff to enable you to have access to the one disabled parking space in the car park. We have an unofficial one-way route around the school to help with traffic issues, so please only access Bridgefield Road from Kemp Road between the times of 8.35-9.00am and 2.30-3.30pm. Thank you.</p>
PE	<p>Children wear their PE Kit into school on their PE days, which you can find on the Week Ahead. Sports activities are key to our curriculum and help the children to be fit and healthy. Children need a Herons (yellow) Gulls (Blue) or Puffins (Red) T Shirt, blue shorts and a tracksuit or similar for winter. They also require plimsolls/trainers.</p>
PFA	<p>Our Parent and Families Association is fantastic. They are a terrific group of parents who organise a whole raft of events for our children and families throughout the year. The money they raise has made a significant difference to the resources our school has to offer and continues to do so. Please support them by attending events or offering help when you can or even better... joining! You will find their information on notice boards around the school or on their website page on the school site.</p>
Photographs	<p>In our modern age, photographs are a fantastic way to document the events in the school. We take photos all the time. We love to share what we are doing by celebrating in the local press and on our website. Please sign the consent form so that we can use your child's photo. We are of course incredibly safety conscious in whatever we do publish. We also keep a photo with your child's record and contact details, so that we can identify them in an emergency in line with all other schools.</p>
Uniform	<p>Our uniform is stocked at Barnums and the Coastal School Uniform Company. It consists of a blue school polo shirt and a navy-blue</p>

	<p>school jumper or cardigan. Boys should wear dark grey trousers and black shoes or trainers with grey, black or navy socks. Girls can wear dark grey or navy trousers or a dark grey skirt with flat, black shoes, grey, black or navy tights/socks (or white socks). In the summer they may wear a blue and white checked summer dress and white socks and boys or girls may wear grey school shorts. All hair bands should be simple and in any of the school colours (blue, black or grey).</p> <p>Please avoid jewellery. Watches and plain, stud earrings may be worn but must be removed for PE and we are unable to take any responsibility for lost or damaged items. Children should not wear nail varnish or make up of any kind.</p>
Volunteers	<p>We love having parents and family members in to help. If you have an hour to spare please speak to your child's teacher to arrange the checks. Children really benefit from having extra helpers around school to hear them read, support with art or creative activities or even to help behind the scenes in the library for example.</p>
Water	<p>All the children are given a school bottle when they first arrive. This can be brought to school daily with fresh water for them to sip throughout the day. There are also water fountains throughout the school to make sure children get plenty to drink. If your water bottle becomes old or damaged they can be purchased from the school office.</p>
Website	<p>The school website is a fantastic source of information throughout the year. It holds all the letters that have been sent home as well as policies and privacy notices. Outings, assemblies, newsletters, diary events, photos and pieces of work are displayed for the school community to view. There is a list of who's who and lots of information about the curriculum and every aspect of school life. The Parents section provides the latest news and information about school clubs, how to help your child at home, and links that parents will find useful. Information about our governors and our facilities for hiring, can be found in the Community section.</p>