

Parent Handbook

Key Information & Frequently Asked Questions

Pre Covid 19 Information - some of this may change.



Welcome to
Clifford All Saints
C of E Primary
School



Learning, Creativity and Love

KEY INFORMATION

Clifford All Saints C of E Primary School

What are our School times?

Start of the day:

Psalter Lane 8:50am

Ringinglow Road 8.40am

Morning Break: 10.30am-10.45am. Lunch time is from 12 noon to 12.55pm.

End of Day:

Psalter Lane 3:00pm

Ringinglow Road 3.25pm

Wraparound Clubs

Breakfast and After School Club

We encourage all new parents to register their children with our Kids Club in case of any emergency.

Our Breakfast Club is available from 7.30am till the start of school, Monday to Friday at a cost of £5 per day, per child, and includes

breakfast or from 8.20am with no breakfast at a cost of £2.

Our After-School Club runs Monday to Friday from the end of school till 5.45pm at a cost of £10 per day, per child, and includes refreshments. There is also the option for 1 hour at a cost of £5.50. If you would like to book your child a place you can do so by calling in the school office or by completing the relevant booking form available to download from the school website and return it to the school office. **Bookings must be made one week in advance wherever possible.**

Arrivals and departures

Morning drop-off

Psalter Lane: Reception parents queue up outside the Reception classroom and hand their child over to a member of staff. Y1 parents use the side entrance to drop off.

Ringinglow: Parents and carers can leave their child/ren in the playground from 8:30am where there will be a member of teaching staff to supervise them.

After-School Pick-up

Parents and carers need to come into the school playground to collect their children after school. The teachers will make sure the children are let out of their classroom only when the parent or carer can be seen. If you are unable to pick your child up from school, please inform the school as to who will pick your child up at the end of the school day, there is a board in each classroom to record any pick up changes and we will only release your child to someone who is authorised to collect them.

Uniform

As a small Church school, we feel it is important to generate a feeling of community and belonging for the children. Part of the way we can do this is to increase their sense of identity by the children wearing School Uniform i.e. Clifford All Saints sweatshirts or polo shirts. This means the children have a more immediately visible connection with the school, both to them and to other members of the community.

It is also felt that if the children have specific clothes for school, it does encourage them to have their "school head on". The clothes help to indicate and reinforce the message that a certain level of behaviour and hard work is expected of them during the school day.

The school uniform is as follows:-

A navy blue school sweatshirt

A white or navy blue plain shirt/blouse

(this to include polo shirts)

Navy/black/grey bottoms

(this to include

trousers/jogging

bottoms/shorts/skirt/pinafo

re/leggings) In summer blue

gingham summer dresses may be worn.

Suitable footwear (this should be safe, comfortable and appropriate for the

season). (It should not include high heels and high

platform shoes, flip-flops

and slip-on shoes without

backs, other fashion boots

or shoes that do not

facilitate active

play). Coloured or patterned

tights/ socks may be worn.

School Uniform is available to order through school and direct online at

www.logoleisurewear.com.

Orders are collected every Thursday and delivered the following Thursday

There is also some second hand uniform available. If you have spare uniform you no longer need, please bring it into school so it can be passed on to someone who may need it.

Clothing for PE

Drawstring bag (This can be any colour, pattern or design that your child will instantly recognize as their own and should be named)



P.E. KIT (Indoor use)

T shirt (preferably white)

Shorts in blue or black or grey

Black or white plimsolls

Spare socks

P.E KIT (Outdoor use)

Joggers (Black or Navy)

Sweatshirt (Black or Navy)

no hoodies please

Trainers

The complete indoor kits are available to order on the uniform order form. For the outdoor kit you can purchase from most supermarkets.



Book Bags

Children are to bring their book bags into school every day. Parents are reminded to check their child's book bag every day for

communications, homework and home reading books.

Wherever possible school will communicate by email, however some things do have to be sent out as hard copies. KS2 children may bring school rucksacks.

Food in school

School Meals

As you may be aware all Infant children are entitled to a free school meal. KS2 children can bring a packed lunch or pay for a school meal at a cost of £2.00. We are part of the Local Authority contract and our school meals are cooked on site by Taylor Shaw.

To help minimise waste we ask that you decide on a termly basis what dinners your child wants and select their dinner choice from the menu.

In your pack is a copy of the current provision which will stay this till October half term. Please could you choose carefully WITH your child a choice of one main daily and a hot pudding if required. If the hot pudding is not selected your child will have a choice of fruit or yoghurt. Vegetables are

offered daily along with a salad bar and bread.

If you are entitled to Income based free school meals and milk or if you are on benefits please apply for them as we receive extra funding called Pupil Premium to support your child.

Fruit and Drinks

We feel that all children benefit from a healthy snack. Therefore we allow all children to bring fruit or vegetables to eat during the morning playtime, should they so wish. This should be washed and ready to eat with your child's name on it. The children will then collect this and take it out to eat at playtime. This should be suitable for your child to eat without any help from an adult (i.e. removing peel). Please note no other foods will be allowed as a snack

Fruit and Vegetable Scheme

Our school takes part in the School Fruit and Vegetable Scheme. This means all children between four and six are entitled to receive a piece of free fruit or vegetable every day. This will help the children towards ten portions a day which can help keep them healthier. They will get the chance to have this in the afternoon in addition to the snack they bring to eat at morning break. You must let us know if you don't want your child to have this fruit or vegetable and also if they are allergic to anything.



Milk and Water

Milk is available to all children at a small cost and is paid for termly. Children under the age of five receive milk free of charge.

Children who are entitled to Income Based Free School Meals are also entitled to free milk. We would appreciate it if you could provide a water bottle for your child. On a Friday please take it home to be washed and bring it back to school on Monday morning. If they feel thirsty they can have a drink at any time.

Assemblies

Every day we have an assembly. Assembly starts at 9:05am or 9:30am. On Church Assembly is on Monday morning at Psalter Lane and Tuesday afternoon at Ringinglow, someone from St Andrew's Psalter Lane or Ecclesall all Saints come to take this. Every Wednesday is Birthday Assembly, so if your child has had a birthday the week before, or if it falls on the day, then we celebrate it. You and your family are welcome to

come in and share this assembly.

Another assembly that you can come to on a Friday is our Family Assembly. This is when all the classes show some of the work they have done over the week.

Occasionally we will hold this on a Thursday for parents who can't attend on Fridays. These dates are on the Year Planner and on the school website. We also have lots of different visitors who come in to take assembly, so assembly is never dull!

TERM DATES 2020/2021			
			Holidays
Autumn Term 1	Tuesday 2 Sept	Friday 23 Oct	Monday 26 - Friday 30 Oct
Autumn Term 2	Monday 2 Nov	Friday 18 Dec	Monday 21 Dec - Friday 1 Jan
Spring Term 1	Monday 4 Jan	Friday 12 Feb	Monday 15 - Friday 19 Feb
Spring Term 2	Monday 22 Feb	Tuesday 1 April	Monday 05 - Friday 16 April
Summer Term 1	Monday 19 April	Friday 28 May	Monday 31 May - Friday 04 June
Summer Term 2	Monday 7 June	Wednesday 21 July	Weds 22 July - Friday 29 Aug

Training Days

Tuesday 1 September 2020
Monday 4 January 2021
Monday 19 July 2021
Tuesday 20 July 2021
Wednesday 21 July 2021

Bank Holidays

Friday 25 December 2020
Monday 28 December 2020
Friday 1 January 2021
Friday 2 April 2021
Monday 5 April 2021
Monday 3 & Friday 31 May 2021
Monday 30 August 2021

FREQUENTLY ASKED QUESTIONS

Clifford All Saints C of E Primary School

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance and absence

Clifford All Saints Church of England Primary School is committed to maximising the achievement of all children. There is a clear link between good attendance and educational achievement. Regular attendance and good punctuality are vital to educational achievement. For any absence, parents are required to inform the school **before 9.30am**. Parents can send in a written note,

email or telephone explaining the absence. If a child has sickness or diarrhea, parents are requested to keep their child out of school for **48 hours** after the last symptoms. This helps to reduce the spread of 'bugs' throughout the school community.

Request for absence

Legally there is no entitlement for parents to take their child on holiday during term time.

The Government and Local Authority have put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, to the Headteacher. Holiday requests during term

time are not granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this could result in a penalty notice and parents could be fined.

Religious Education

Religious education encompasses many aspects of the world in which we live. Fundamentally, it is the teaching of belief and, as a Church of England School, that of the Christian faith. Religious education helps lay the foundation of concern for others whatever their colour, creed or background and teaches the children to work in partnership. We endeavor to prepare every individual for the multi-ethnic society in which we live. Where possible we invite speakers in to give the children their

first hand experiences. We also use artifacts and visits to places of worship to help teach RE.

Jewellery and other valuables

No Jewellery is allowed including earrings.

Lost Property

Please ensure all items that come into school are clearly named, so any lost items can be reunited with their 'owner'.

Sport

We encourage children to be physically active for sustained periods of time, to lead healthy and active lives and to engage in competitive sports and activities.

Music

Music is important to us and we have a specialist music teacher who

teaches music in each class. The same teacher and another teacher also takes private music tuition for piano and violin tuition during school time. We also teach Flute, Cello, Drums etc.

Clubs

A variety of after-school clubs are provided - some run throughout the school year, others only for a term. The clubs that have run this year are:-

- * Choir
- * Art
- * Orchestra
- * Yoga
- * RuggerEds

School trips

The children go on a variety of school trips throughout their time at Clifford All Saints. The

school will send a letter to parents either via book bags, or by email with details of the trip and the cost if applicable. Attached to the letter will be a return slip that parents are to sign to authorise attendance on the trip.

Behaviour

Clifford All Saints school seeks, through its Behaviour Policy to develop an ethos of good behaviour and discipline. Good behaviour is recognised through certificates, stickers and awards and in KS2 may be given as housepoints. Any incidents of poor behaviour are dealt with immediately and appropriate sanctions are put in place.

Special Educational Needs

At Clifford All Saints we recognise that all children have individual needs and should, as far as possible, be treated as individuals.

All children have the right to an inclusive broad, balanced and relevant curriculum including extra-curricular activities where appropriate and full access to the National Curriculum. We believe in providing every possible opportunity to develop the full potential of all our children, within a supportive, secure and stimulating environment. Staff aim to identify children who require additional special educational needs provision as early as possible, and to organise appropriate programmes of study to match

individual learning needs.

Bad Weather Arrangements

In the event of poor weather:

The school will be kept open whenever possible. In the event of severe weather, the local radio station will be informed that the school is closed. If the weather deteriorates during the school day, we may need to close the school early, and this information will be on local radio so that you can collect your child early.

Alternatively you may telephone the school to verify the situation, or we will send a text to parents. In these circumstances, your child must be collected by you or by someone else with your permission. If your child is going to be late due to weather conditions, please inform the school so that we can order dinners etc.

Medical conditions

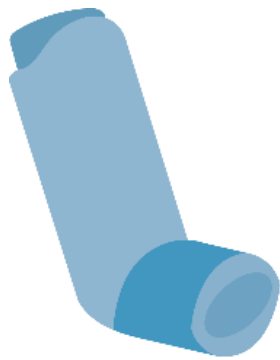
In line with other schools in the Sheffield area and recommendations from the Trade Unions, we will not usually administer medicines in school. Medicines, other than asthmatic medicines or medicines for allergies should not need to be given in school. To help avoid unnecessary taking of medicines at school, parents should be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime, for example: - breakfast, after school and bedtime. Parents should ask the family doctor if it is possible to adjust medication to avoid school time doses. If it is unavoidable to give the medicine in school time parents must complete a permission to give medication form. The medication must be provided in its

original packaging with the prescription label attached detailing the dose and frequency allowed. Parents are responsible for ensuring the medication held in school is within date. The school accepts no responsibility for out-of-date prescribed medication. Please inform the school office of any medical changes.

Asthma

This school takes its responsibilities to pupils with asthma very seriously. If your child is suffering from asthma you will need to let school know on the emergency contact form. On entry to school you will be given a copy of our Asthma policy and will be asked to have a school asthma card completed by your doctor. We will also ask you to provide a spare reliever

inhaler, to be kept in school. This must be in the prescribing box with the named dispensing label on. We will keep this inhaler to use in case of emergencies in school and on school outings.



Sickness

If a child has sickness or diarrhea, parents are requested to keep their child out of school for 48 hours after the last symptoms. This helps to reduce the spread of 'bugs' throughout the school community.

Rashes

Due to changes in legislation with Public Health England, if your

child develops a rash which has not been seen by a GP, we will contact you to collect your child from school.

If you are a GP yourself you cannot self-diagnose your own child.

Illness/accidents

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Parents are required to complete an 'Emergency Contact Information' form (at the beginning of this booklet) when starting school. This is to ensure the school has up to date information to contact the appropriate person in an emergency. Parents are required to provide alternative emergency contacts (other than themselves) and provide updates when

those contact details
change.

First Aid in school

Any child requiring first aid will be dealt with by a first-aider. An 'accident report form' will be put into your child's book bag. If the accident is serious, the school will contact parents and/ or ambulance service if necessary.



Fire Procedure

We would like to draw your attention to the fire alarm procedure within Clifford All Saints School. As most of you are aware we carry out termly fire drills so the children and members of

staff know what to do should there be a real fire. During school hours and after school clubs your child will be under the care of teachers, TA's, afterschool club staff etc. and they have a duty of care towards your child. As such they follow a practiced protocol regarding fire evacuation. Should you be in school or on the school premises when the fire alarm sounds please follow these simple steps at all times.

Do's

- Parents... Please make your way to the main yard and form an orderly group. Your child will be swiftly led out of the building by a member of staff where they will perform a roll call
- When the building has been given the all clear your child will be taken back into school where he/she can then be collected

- Don'ts

- Do not take your child should the fire alarm sound even if it is pick up time (staff need to know all children are accounted for.)
- Try not to distract your child (they need to be kept calm)
- Do not enter the building until you have been given the all clear
- Listen for further instruction should there be any
- And above all Don't panic !! We are also aware that some children will be collected by other members of their family or friends and as such they need to be made aware of the above procedure. If this is the case please ask in the office for further copies of this procedure. Should you have any queries regarding the fire procedure please see Mr Howard/Mr Moore (Building Supervisors) or any member of staff who will guide you through the process.

Links with Parents

Successful education involves a partnership between teachers and parents and for this reason the involvement of parents in the life of the school is welcomed. Parents are always welcome to help in the classrooms with craft work and educational games, seasonal activities and some educational visits. Please let a member of staff know if you would like to help in any way. To help parents in school we have produced a useful guide to inform parents about their role in school and how to achieve the best results. This is available from the office. All parent helpers are DBS checked. Parents, teachers and the children themselves have a key role to play in making school a productive and happy place. Children are regularly reminded of Clifford's Commandments.

CLIFFORD ALL SAINT'S

4 Commandments

1. Do your best all of the time and never give up.
 2. It doesn't matter if you get things wrong because that's how you learn to get things right.
 3. Be kind to one another and listen to each other.
 4. Enjoy school and have fun!
- These commandments are given to you by Year 2 but are not written in stone!

Parents are kept informed of their child's progress throughout their time in school. There is a meeting for new parents before their children start school and individual meetings with the teacher. This is followed early in the autumn term by a meeting for all parents on Helping Your Child at Home and there are also Phonics and Maths workshops. Also in the Autumn Term parents are

given the opportunity to meet their child's teacher with a view to alerting the teacher to any problems. There is a second formal parents' evening in the spring, with an informal open session for children and parents during the Summer Term. In addition, formal written reports are issued annually, assessing levels of achievement in all core and foundation subjects of the National Curriculum with SATS results when applicable. The report also makes reference to behaviour, attitude and interests. Individual files are kept on each child's academic progress. Staff and Governors of the school are always willing to see any parent who has a problem or a query, by mutually agreed appointment.

Access

All pupils are admitted to our school in the same

way regardless of ability or handicap. The main entrances to the school have disabled access and we have easily accessible disabled toilet facilities

News

The school sends out a termly school newsletter. The newsletter is emailed directly to parents. Hard copies are also available from the school office.

Clifford All Saints Parent Teacher Association (CASPTA)

Clifford All Saints School are very lucky to have a very busy Parent Teacher Association who work hard to raise lots of money to buy extra things for school.

They have bought computers, toys to play with, and furniture to make the school brighter and remarked the playground plus too many other things to mention! Every parent is automatically a member and we appreciate any help you can give. There is a room in school where they can meet and have coffee and chat.

STAFF AND GOVERNORS

Mrs Sue Preston	Headteacher and Governor
Mrs Hannah Wood	Assistant Headteacher / Y4 Teacher
Mr Simon Hall	Y5 Teacher
Miss Loren Longden-Stent	Y3 Teacher and Staff Governor
Mrs Rachel Atkinson	Y2 Teacher
Mrs Nicole Brown	Y1 Teacher
Mrs Sue Howard	Foundation Teacher
Mrs Rhiannon Pettinger	Teacher
Mrs Beki Birch	Teaching Assistant
Mrs Rachael Woodward	Teaching Assistant
Mrs Angel Mackay	Teaching Assistant
Mrs Kirstie Marsland	Teaching Assistant
Mrs Catherine Harvey	Teaching Assistant
Miss Emily Fox-Bonas	Teaching Assistant
Mrs Claire Lant	Finance Clerk
Mrs Helen Hudson	Administrator
Mrs Helen Brankin	Office Admin
Mr Graham Noble	ASC Co-ordinator/Lunchtime Supervisor
Mrs Amarjit Kaur	ASC Co-ordinator/Lunchtime Supervisor
Mr Carl Borg	Playworker/Lunchtime Supervisor
Mrs Julie Noble	Playworker/Lunchtime Supervisor
Miss Ifra Mohammed	Playworker/Lunchtime Supervisor
Mrs Kaltun Gass	Lunchtime Supervisor
Mr Peter Howard	Building Supervisor-Psalter Lane
Mr Gary	Building supervisor-Ringinglow Road
Mr Craig Burton	Chair of Governors - (Foundation-Diocese)
Rev Gareth Jones	Governor - Foundation (Ex-officio)
Mr Alistair Stevenson	Governor - Foundation
Mrs Janet Himan	Governor - Foundation
Mr Roger Watkin	Governor - Foundation
Mr Philip Smith	Governor - LA
Mrs Lisa Royle	Governor - Parent