



PUNNETTS TOWN COMMUNITY PRIMARY SCHOOL
Battle Road
Punnett's Town
Heathfield
East Sussex
TN21 9DE
Headteacher: Mrs C Kinsella
Chair of Governors: Mrs M Pell

Tel: 01435 830361

E-mail:

Head@punnettstown.e-sussex.sch.uk
office@punnettstown.e-sussex.sch.uk



Guidance for Parents & Carers

The School Day

School begins at 8.55am. The gates open for drop off at 8.40am.

The school day ends at 3.15pm for all children.

Lunchtime is one hour for all children.

- Children should be punctual and arrive between 8.40am and 8.55am.
- **Children should enter school through the front gates.**
 - There is an early morning breakfast club (chargeable, and subject to minimum numbers) from 7.45am. Please enquire with the office for more information.
 - If pupils arrive late they should report to the office with their parent or carer.
 - Parents and carers should drop off and collect using the one way system.
 - EYFS Beech children can be dropped off to the classroom door. All other children from year 1 to year 6 should be dropped off by the main school building door.
 - All pupils will be collected from their classroom 'back door' at the end of the school day. (Hazel class parent/ carers should collect from the courtyard area at the front of the school).
 - Please collect promptly so the children can settle into activities quickly.
 - Please leave your child promptly, and vacate the site and car park promptly, frees up valuable space for other parents to park easily.

School finishes at 3.15pm. Children then become the responsibility of their parent or carer. In the interests of safety and the wellbeing of the children we request that parents and carers:

- Collect children from the **classroom exits** promptly at the end of the school day.
- **Children** should leave the school site with their parent or carer through the school gates.
- **Play areas are not to be used by children after school.**
- Parents who are ***unavoidably delayed*** should contact the school as soon as possible to inform us of the circumstances and the alternative arrangements made for their child to get home and how he/she will be cared for.
- If someone different is to collect a child from school, staff should be informed at the **earliest opportunity**.





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After school Clubs

After school, clubs will be offered throughout the academic year. Termly club letters will be sent sharing the available clubs. These will be subject to cancellation if there are not enough participants.



Parking



There are car parking spaces in the Recreation Ground car park opposite the school.

The school has a **Crossing Patrol** currently in the mornings only. Parents and children should use the designated crossing point under the supervision of the Crossing Patrol when it is in attendance.

We ask all drivers coming to school:

- To park considerately away from the school.
- To park thoughtfully in the car park opposite.
- Not to park on the zig-zag lines at the front of the school, or on the pavement or white lines near the school.
- Not to obstruct our neighbours' driveways and gates.
- Not to park in the turning space at the rear of the school, opposite the rear gates (this space is required for vehicles that need to enter the school grounds).
- Not to park in front of any other cars in the car park that block them in .

"What should my child bring to school each day?"



All children should bring:

- A **named** water bottle ~ this should be taken home each day, emptied, cleaned and re-filled
- A waterproof coat to wear at playtime (all year)
- School book bag or back pack (These can be obtained from the office)
- PE kit (see: school uniform) in a named drawstring PE bag – These can be obtained from the office
- School lunch booked on parent pay or a packed lunch
- All KS2 children should bring in a healthy mid-morning snack. All KS1 children are provided with a healthy snack.





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Jewellery, Watches and Personal Possessions



Jewellery should not be worn. Children with pierced ears **may wear a simple, single ear stud earrings** to school:

- They must be able to take stud earrings out and replace them, **independently, at the beginning and end of a PE lesson;**
- Be responsible for them, by keeping them in a small box, during a PE lesson
- During the time when ears have just been pierced (usually a 6 week period) children should use micro-pore tape to cover the stud and ear area during PE lessons (Parents to supply).
- Watches, if worn, are the responsibility of the child.
- Charity bands or pins are not to be worn unless authorised by the school

Children should not bring their personal property, including toys, to school.



School Uniform



The uniform is a practical set of clothes suited to life at school. It underlines the idea that the child is coming to school wearing special clothes ready for work. It is a form of self-discipline, not a fashion statement. The uniform also helps develop the idea of belonging to a community.

All school uniform, including the PE kit, should be named.

- Grey skirt, grey pinafore, grey culottes or grey trousers.
 - Summer uniform option: Green and white checked dress or grey shorts
 - White polo Shirt *
 - Year 6 ONLY** to wear a yellow polo shirt
 - Bottle-green jumper, cardigan/sweatshirt *
 - Bottle-green school fleece *
 - White socks, grey/bottle green tights or black/grey socks

 - Sensible shoes, i.e. no raised heels, no opened toe sandals, sling backs or trainers
 - School base-ball / legionnaires cap *
- N.B. Skirts/dresses/pinafores/culottes should be knee length.
This is practical for the varied activities during the school day.





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PE kit

- White t-shirt *
- Black shorts or black skirt
- Plimsolls, Black or White plain Trainers
- Black or Grey Track suits may be worn for games, during cold winter weather, by all pupils
- The PE kit can be kept in school for the term, in a named drawstring PE bag* – NO plastic bags please**

Other things to note:

- Boys and girls should attend school with their hair in an appropriate style
- Children with shoulder length hair must wear it tied back, as simply and securely as possible at all times during the school day. Hair ties/bands should be school colours or neutral i.e. brown/black/green and plain. Hair bands are not worn in PE.
- Children should bring one bag to school. School backpacks and bookbags can be purchased from the office.
- All articles brought to school should be clearly named (and renewed after washing)

*** Items available for purchase via the school office**



Attendance



Our full attendance policy is available on our website or ask the office for a copy.

- Secure their entitlement to the curriculum
- Develop a responsible attitude that will be beneficial when they enter the world of work

It is the responsibility of parents to secure their child's regular attendance at school. Pupil's attendance at school is closely monitored. If necessary the **Education Welfare Officer**, will be called in to discuss irregular attendance **including persistent lateness**.

Valid reasons for absences are:

1. Sickness

- Parents should inform the school, **before** 9.30 am on the first day of absence on Studybugs, on the school absence line or through the school office.
Parents should inform the school of the expected duration of absence over one day and should inform the school if any illness continues past this time.

2. Medical Visits (Doctor, Dentist or Hospital)

- The school should be notified, in advance, of the appointment





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- ❑ As far as possible dental visits should be arranged for after school or in the school holidays
- ❑ Parents/Carers should report to the school office to collect and return their child

3. Educational

- ❑ The school should be notified in advance of the date of external examinations

4. Leave of absence

- ❑ All absences apart from illness should be advised to the office prior to the event and a leave of absence form completed.
- ❑ Parents are only expected to apply for leave of absence if there are exceptional circumstances. All holidays are not authorised.
- ❑ Leave of absence can be granted for **compassionate reasons**. In such circumstances parents should contact the Headteacher to explain the circumstances and for the absence to be considered for authorisation

Absence for reasons other than the ones set out will be deemed unauthorised.



Adverse Weather Conditions

We always endeavour for the school to stay open. However, there are occasions when the weather is so severe that travelling is hazardous and it is not possible to safely open the school. On occasions such as this, an announcement will be given on the local radio services to inform parents and carers that the school will be closed. The announcement will be given on:

- ❑ BBC Sussex Radio
- ❑ Heart FM
- ❑ East Sussex County Council Website
- ❑ A message from the school will also be sent via Studybugs

On occasions, we do remain open if sufficient staff can attend to enable the school to run for the benefit of the pupils. On these days, parents will only be asked to bring their child/ren to school if they consider the journey to and from school safe to undertake.

If the school is open, parents, who make the decision that it is not wise to make the journey to school, should telephone the school so that we know the child/ren is/are safe and we can authorise the absence. Teachers will update Google Classrooms and the children should complete the tasks online.





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If the weather deteriorates during the school day, parents who are concerned about the safety of their child/ren travelling home should contact the school office to request that they take them home early.

If the decision is made to close the school, the announcement will be made via Studybugs and the local radio stations listed above, and the East Sussex County Council website.

Please remember that we will only allow a child to go home with another child's parent or carer if parental permission has been given before collection. In these circumstances, parents should telephone or StudyBug the school to advise.

Visiting the School

We request that parents and carers who need to visit the school during the school day should:

- Enter the school site via the front gates.
- Use the buzzer in the middle post between the main front gates. The buzzer will be answered and the left hand gate will be released to enable access. The main door will then be released to enter the school building.
- On admission visitors should report to the school office.
- Sign into the electronic register.
- After the visit you must sign out and leave the premises.

Health

Occasionally a child may become ill during the course of the school day. We will always contact you in such circumstances so that your child can be taken home. If your child is physically sick or has an upset stomach, please ensure that they have a **clear 48 hours before they return to school.**

It is **essential** that parents and carers keep the school up to date with telephone numbers at home and at work, including the emergency contact numbers.

Children are expected to take part in all school activities. If a child is not fit enough to take part a letter/ email or StudyBug should be sent prior to the day so the child can be excused and alternative arrangements can be made during the lesson.





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School Medicine Policy



The Administration of Medicines in School

The administration of medicines is the responsibility of parents/guardians. However, it is occasionally necessary for a pupil to require medicines during the school day. In such circumstances the following applies:

The school follows East Sussex County Council's Administration of Medicines Policy.

Under 8s

Non-prescribed medicine will not be administered. (Medicines such as Calpol will need to be prescribed by your GP)

8 Years and over

Non-prescribed medicine will be administered with parent consent by office staff. (Parental consent forms available from the office)

Ibuprofen

Medicines containing Ibuprofen will not be administered to any pupil under 16 years of age unless prescribed by a Doctor.

Prescribed Medicine

The school will not accept medicine that had been removed from its original container. The school will not make changes to the dosages stated on a parent's instruction.

Parental Consent

Medicine (prescribed or non-prescribed) will not be administered without parental consent (Parental consent forms available from the office). Medicines are administered by office staff.

We ask that pupils do not bring their own medicines into and out of school. **Parents/carers must deposit and collect medicines from the office.**

Please do not put the office staff in an awkward position by asking them to administer medicine outside of these guidelines.

Maintenance Drugs

- ❑ The parent/carer should consult the Head teacher about the administration of long term medication





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- ❑ The parent/carer should advise the Head teacher immediately if there is any change in the long-term drug to be administered



Head Lice



Like other schools, from time to time we have outbreaks of head lice. We depend on all parents and carers following the recommended procedures to overcome the problem.

- ❑ The children's heads should be checked regularly. This is best done after a hair wash using a detector comb.
- ❑ If head lice are detected every member of the family should be checked.
- ❑ Parents should treat affected heads, using their preferred form of treatment. There are a range of possibilities, e.g. treatment lotions available from the GP by prescription, electric combs or aroma-therapy treatments
- ❑ The school should be advised immediately
- ❑ We will then discretely inform all parents of the relevant class so that they can check heads in their family straight away and apply their preferred treatment

School Meals



We have our own on site kitchen and meals are provided every day. Please see the Chartwells menu.

If a special diet needs to be provided, for medical reasons this can be arranged with Chartwells please liaise with the school office and school cook.

A cooked meal is prepared daily the options are all shown when booking the meal via Parent Pay. Children can select from a pudding or fresh fruit or yogurt for their second course. In Terms 5 and 6 they will also have the option of a baguette with a filling

Lunches need to be booked and paid for via Parent Pay and currently cost £2.10. Children in Reception and KS1 are eligible for Universal Free School Meals.

Families on Income Support should apply for free school meals ~ even if they do not wish to take up the option of a school meal. Information on this is enclosed. These matters are always dealt with confidentially. Please speak to Mrs Saunders in the school office about this matter.





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Packed Lunch

Some families prefer to send their child with a packed lunch.



- ❑ Please send the meal in a suitable container, preferably insulated
- ❑ Ensure that drinks are in a safe, non-breakable container. The children should bring their own cup. Cans of drink are not allowed.

Free School Meals

The school is keen for parents to understand the differences between 'Universal Free School Meals' and 'Free School Meals'.

Universal Free School Meals (UFSM)

Every child in their reception year or years 1 and 2 is entitled to a 'Universal Free School Meal'. This was introduced in September 2014.
This is funded by the Government.

Free School Meals (FSM)

Children may get free school meals if their parents or carers get any of these benefits:

- [Universal Credit](#) – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- [Income Support](#)
- Income-based [Jobseekers Allowance](#)
- Income-related [Employment and Support Allowance](#)
- Support under [Part VI of the Immigration and Asylum Act 1999](#)
- The Guaranteed element of State [Pension Credit](#)
- **[Child Tax Credit](#) only**, if your annual household income (assessed by HM Revenue & Customs) isn't over £16,190.

[Anyone getting [Working Tax Credit](#) **won't get** free meals regardless of income]

- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Children will get free school meals if they meet the criteria and are in school both before and after lunchtime.

Children eligible for free school meals on or after 1 April 2018 will remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2023 even if your circumstances change.

- [Apply for free school meals online](#)



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Mid-morning Break

The school has been involved in the “Healthy Schools” project since September 2003.

In the interests of healthy eating children must not bring sweets, crisps or biscuits to school for their mid-morning break. They may bring fresh fruit, vegetables or bread sticks/ crackers as a healthy snack.

Reception and KS1 children are provided with fresh fruit or vegetable at break time each day, through the ‘school fruit & vegetable scheme’.

Children who have not reached the age of 5 years are entitled to a free, 189ml of milk for their mid-morning break. Children who are 5 years + may purchase milk A Coolmilk leaflet is enclosed with this pack.



Research has shown that it is advantageous for children to drink water regularly. It aids concentration and enables messages to pass efficiently across the brain. Children are encouraged to bring water in a small container with a drinking spout each day, a sports bottle is ideal. The children are expected to keep the bottle with them throughout the school day to enable them to maintain a healthy state of hydration.

A water bottle will ensure that a drink is available throughout the day for your child.

Fire Safety

In the case of the fire bell sounding (one, long, continuous tone), parents are asked to make their way to the nearest fire exit. Do not collect your school children, but keep non-school children with you. School children will assemble in the playground in class groups to be checked against the register, under the supervision of staff. Parents will gather away from their school children, in the playground, keeping non-school children with them. When all are accounted for, and the school is safe to re-enter, the fire officer will give a signal to return.



School Discipline



We aim to develop self-discipline, tolerance and respect for self and others, including property. We expect the children to behave with courtesy and good manners. We reinforce positive behaviour to encourage responsible and caring behaviour.

Our School Expectations are that children will follow our school values -

Punnett's Town School Values		
Love and Care	Respect	Friendship
Resilience	Enjoyment	Curiosity





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If we are following the school values we are

- being kind and helpful
- showing respect to people and property
- listening
- being honest and working hard

Misbehaviour will be dealt with by the class teacher, or if felt necessary by the Head Teacher, in line with our Positive Behaviour Policy.

Behaviour causing persistent concern would be discussed with the parent or carer and a behaviour support programme would be agreed, which would include targets for good behaviour for the child.

We hope this information will help you with the day-to-day life at Punnetts Town. Please remember if in doubt ask! We are here to work in partnership with you for the development and well-being of your child.

Special Education Needs

All children access *Quality First Teaching* – differentiated teaching and learning through the class teacher.

A child has special educational needs (SEN) if he or she has learning difficulties or disabilities that make it harder to learn than most other children of about the same age.

We will identify children with SEN and/or a disability on our SEN register, detailing specific need and support.

Children with SEN may be supported from within our own resources under SEN support or if needs are more complex we will seek specialist involvement. Sometimes it may be in the best interests of the child to trigger an Educational Health Care needs assessment through the local authority to identify the provisions/support the child requires.

Every child on the SEN register will have an individual provisions map, a personalised plan, describing learning and support in smaller steps. These plans are regularly reviewed and adjusted based on the child's progress and shared with the child and the family.

Currently the Special Needs/Disabilities Coordinator, or SENDCo, and Inclusion manager is Susan Conaway.

