



Everything you  
need to know for your  
child's first year at  
Even Swindon



# Even Swindon Primary School

*Believe, Achieve, Inspire*



## Everything you need to know...

# Mrs Alison Lowe, Head Teacher, says ...

Welcome to our school where we Believe in your child, encourage them to Achieve in all areas and Inspire them to love learning.

### Support

To help you better understand how our school works, and to remember what we need you to do, we have written this directory. It contains practically everything you will need to know for your child's year at school.

### Refer to this directory

Refer to this directory regularly. If you have a question or query, the answer should be in here. If not let us know and we will include it in next year's directory.

### You and your child

I look forward to getting to know you and your child over the coming year.

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## Working with Parents

### Communication with parents

We recognise the importance of communication to optimise the accessibility to pupils, parents/carers and the wider community. The school operates an 'open door' policy to discuss any issues. Parents', carers' and pupils' views are sought on a regular basis and acted upon. Even Swindon Primary School also has very strong links with outside agencies which enables productive working and signposting to other services where appropriate.

### Parent Evenings

We hold three parent interviews during the year, to give you the opportunity to meet with your child's teacher and to review their progress. A written report is sent out to parents at the end of the Summer Term. If you have any concerns, at any time, please do not wait for parent interviews. Arrangements for an appointment to see your child's teacher, the Head Teacher or another member of staff can be made by contacting the school office.

### News and newsletters

We have in place a range of communication formats including ParentMail, Facebook, Instagram, Twitter, regular newsletters and via our website. Our website is a great resource for keeping updated with events at school. You'll find regular updates on our website at: <http://www.evenswindon.co.uk> under the 'Parent Information' drop-down menu.

### At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

### The Home/School Agreement

At Even Swindon Primary School we would like to form a genuine partnership with you and your family members, to enable your child to continuously achieve and flourish whilst they are with us. To demonstrate the importance of this partnership, we ask for a copy of our Home/School Agreement to be signed by the child, their teacher and their parent/carer. The agreement outlines the responsibilities of everyone in helping to create a safe, happy and positive learning environment.

### Contacting parents

In order to make contact between the school and parents easier and faster we use Parentmail, an email and text messaging service. This service works by sending an email to your chosen email address (you may nominate more than one email address) making sure you receive the correct information about activities and events. We believe parents find this service very useful. We use the text messaging service to inform you of school closures, trips returning back late to school and other exceptional circumstances. Please ensure we have an up to date email and mobile telephone number for you which you are able to access during the school day.

We also use 'Ourschoolapp', an app specific to our school that contains all the information and links that you need to access our website, newsletters, calendar, Parentmail and Parentpay. The app is free to download and simple to use.

### Payments to School

At Even Swindon we use an online payment system called Parentpay. Once your child is enrolled at school you will be given a registration code for you to set up an account.

# Key Information

## Breakfast Club

Children will need to arrive at school at 8.00am and be booked in by a responsible adult. They will be given a choice of a healthy breakfast and drink. This will be served until 08.15am. Breakfast will consist of a choice of:

- White or wholemeal toast.
- Selection of low fat spread, jam or marmite.
- Healthy cereals.
- Semi-skimmed milk.
- Fruit juice.
- Water.

Once breakfast has been cleared away, the children will have the opportunity to take part in a variety of activities until the start of the school day. Activities will consist of a range of Arts & Crafts, board games, homework etc. At 8.40am, KS2 pupils will be sent, through the school, to their classrooms. At 8.50am, KS1 and Reception pupils will be taken to their classrooms.

Breakfast club is booked and paid for a term in advance on Parent Pay. Please be aware that we will take the booking as a firm booking for the selected day, and that refunds will not be given for absence for any reason.

## After School Clubs

We offer a large range of clubs including sports, crafts etc and these vary from term to term. Children in receipt of pupil premium funding may select a club of their choice for free (subject to availability), otherwise clubs are charged at a rate of £10 per term. Clubs can be paid for by Tax Free Childcare payment schemes.

## Arrivals and departures

Children should not arrive on school premises before 8.30am as we do not accept responsibility for pupils before that time and cannot guarantee the building will be open. Late arrivals must report to the Main Reception Desk and reasons for lateness explained. For security, the perimeter gates are normally locked when Registration starts. Classroom doors for KS1 children will open at 8.45am and the register is taken at 8.55am.

For children in KS2, doors open at 8.40am with the register taken at 8.45am

School lessons normally finish at 3.00pm (KS1) and 3.05pm (KS2).

## Uniform

We have a uniform to provide a practical and smart appearance for all the children. Our school specific uniform (with the school logo) is available to purchase online through our supplier, Price and Buckland. A link is available from our website. We have samples available at the Main Reception Desk for viewing and sizing purposes.

Uniform should consist of:

- Shirts/blouses/polo shirts - White or navy, long or short sleeves.
- Sweatshirts/cardigans - Navy.
- Trousers/skirts (knee length) - Grey or black.
- Shoes - Black, sensible flat heels. No trainers. If boots are worn, children will need to change into shoes whilst in school.
- Summer dresses - Blue/white striped or checked.
- Shorts (in hot weather) - Smart grey or black.

### P.E.

- Shorts - Black or navy.
- T-shirt - House colours.
- Tracksuit top or school jumper - Navy.
- Plimsolls or trainers.

P.E. kit should be kept at school all week as lesson days can be changed due to the weather or availability of facilities.

All P.E. kit and footwear must be a change of clothes (i.e. not day wear) for hygiene reasons.

### Outdoor and protective clothing

Children should at all times be cleanly and sensibly dressed, especially in terms of shoes. Please make sure they can manage their clothes as children are expected to dress and undress themselves. During bad weather, please make sure your child has a warm coat to wear at playtimes.

### Labelling of uniform

Please ensure that all items of clothing are clearly labelled with your child's name as the school cannot accept responsibility for any articles lost or damaged on school premises.

## Food in school

Even Swindon Primary School holds the National Healthy School Award and as part of this process we encourage children to eat healthily. All our school meals are prepared daily from fresh ingredients in the school's kitchen by our dedicated catering team. A detailed menu is available on our website.

Meals must be ordered 4-weekly in advance. We are not able to provide credit and meals must be booked and paid for through ParentPay. For children not eligible for Free School Meals, the cost is £2.30 per day.

### Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to a free school meal. For older children, the family must be in receipt of certain benefits. If you believe your child may be eligible for Free School Meals please ask at the Main Reception Desk for a registration form.

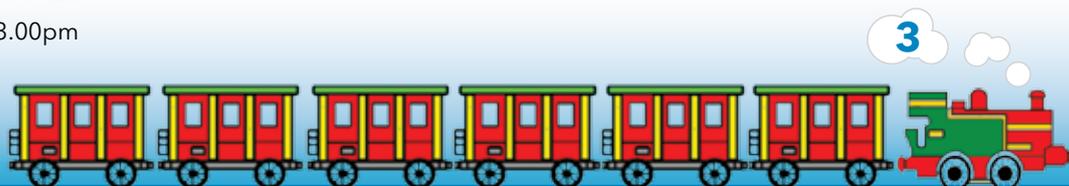
### Packed lunches

Those children in Reception, Year 1 and Year 2, and those entitled to free school meals, are encouraged to take up their free school meal every day. Children are welcome to bring in their own packed lunch and we ask that this complies with our Healthy Packed Lunch Policy. Suggestions for what this might include can be found on our website. Chocolate bars, sweets and fizzy drinks are not allowed in school, and nuts are not permitted because of other children's allergies.

### Drinks and mid-morning snacks

Children in Key Stage 1 are provided with a piece of fruit or vegetable under the Government-funded scheme, and Key Stage 2 pupils may bring their own from home.

Children should bring only water to school. Hydration is important and aids learning and we encourage children to drink water regularly. We also have a school milk scheme which is run by a company called Cool Milk. Pupils under 5 years old, and those who are entitled to free school meals linked to their benefit entitlements are provided with a free cup of milk every day. Parents of pupils over 5 years may purchase milk for them each day via Cool Milk. Please register your child on coolmilk.com.



# Who's who

Mrs Alison Lowe - Headteacher



Miss Jo Shaw - Deputy Head



Mr Rob Hicks - Assistant Head



Miss Naomi Sly - Assistant Head



Mrs Sharon Baker - SRP Manager



A full list of staff can be viewed on our school website.



## The Foundation Stage Curriculum

Your child in Reception will be taught the Foundation Stage Curriculum. The guidance lists three prime areas and four specific areas:

### Prime areas

- Communication and language.
- Physical development.
- Personal, social and emotional development.

### Specific areas

- Literacy.
- Mathematics.
- Understanding of the world.
- Expressive art and design.

Activities will be based around these areas and planned very carefully, allowing children to develop first-hand experiences, taking into account each child's individual needs and development. The Early Learning Goals set out what is expected attainment by most children by the end of the Early Years.

## Key Stage 1 and 2

From the age of five years until your child leaves at the age of 11, the framework for learning will be the Key Stage 1 and Key Stage 2 curriculum. Subject areas are whenever possible blended together into memorable topics that aim to inspire learning. We want the children to have varied experiences which they will encounter both inside and outside of the classroom.



## Understanding how our school works

### Assessment: what processes are used to track progress and how this feeds into the classroom?

At Even Swindon Primary School, we believe that assessment forms an integral part of effective teaching and learning, allowing children to achieve their full potential. Ongoing assessment is carried out as part of daily teaching practice. This is in addition to more formal methods of assessment, which include English and maths written tests, which are performed regularly throughout the year. At the end of Years 2 and 6, children sit the National tests known as Key Stage 1 and 2 SATs. Please see our website for the latest school and comparative national figures. Every child's progress is reviewed through our Monitoring and Assessment framework and interventions are put into place if required.

### Attendance and the impact of taking term-time holidays

Parents have a duty to ensure their children attend school. Schools must also follow clear guidelines to record any pupil absences and to explain the reasons for a pupil's absence. It is therefore essential that the school is informed of the reason for an absence; please telephone the school before 9.00am on the morning of the child's first day of absence and leave brief details on the answerphone. If we have not been notified by this time we will attempt to contact parents/carers. This system is designed to safeguard children so we know their whereabouts and the reason for them not being at school.

#### Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected by a responsible named adult. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the main reception desk.

### Holidays and request for absence

Current Government rulings are that any discretionary days are no longer allowed and that schools may not grant leave of absence except in exceptional circumstances. If you wish to apply for authorised absence for your child please complete a form at the Main Reception Desk. Please ensure you request absence and receive permission before making any bookings. Unauthorised absences may result in a referral to the Education Welfare Department and/or the issuing of a fixed penalty notice.

Even Swindon School will consider each request on a case by case basis. Some of the reasons we may consider as supporting an application for an absence in term time are:

- Forces' Personnel on leave from a foreign posting.
- Significant family events or circumstances - these will need to be considered individually.

All other requests for holiday in term time will be unauthorised.



# Understanding how our school works

## Support for SEN children

A child or young person has Special Educational Needs (SEN) if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or young person has a learning difficulty or disability if they:

- Have a significantly greater difficulty in learning than the majority of others of the same age.
- Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post 16 institutions.

### Aim

Even Swindon Primary school aims to embrace the needs of all pupils through a whole school approach to special educational needs and disabilities. We recognise that our pupils have a variety of needs and aspirations. We are committed to the inclusion of all our pupils in a broad and balanced curriculum, made accessible through differentiated activities.

### Objectives

- To ensure that all pupils have access to a broad and balanced curriculum appropriate to their individual needs and ability.
- To ensure the identification of all pupils requiring SEN provision as early as possible in their school career.
- To work within the guidance provided in the SEND Code of Practice 2014.
- To operate a whole-school approach to the management and provision of support for SEN.
- To provide support and advice for all staff working with SEN.
- To ensure that parents of SEN pupils are kept fully informed of their child's progress and attainment and that they are fully involved in the identification and reviewing of targets.
- To ensure that SEN pupils are involved, where practicable, in decisions affecting their future SEN provision.
- To develop and maintain partnerships with a range of professionals supporting the children in our school.

We recognise that many pupils will have special needs at some time during their school life. In implementing this policy, we believe pupils will be helped to overcome their difficulties. Whilst many factors contribute to the range of difficulties experienced by some children, we believe that much can be done to overcome them by parents, teachers and pupils working together.

## Identification

Many pupils with SEND will have had formal assessments at pre-school. Early years teachers have developed good links with local Preschools and liaise with them so that the appropriate support can be put in place when they join Even Swindon. Pupils and key workers are visited in settings before they enter Reception and staff are involved in transfer reviews as required.

Where a pupil is identified as having SEN, schools should take action to remove barriers to learning and put effective special educational provision in place. In some cases a pupil without previously identified SEND will not make adequate progress, or teachers may consult the Special Educational Needs Co-ordinator (SENCO), who will arrange monitoring, assessment and observation as needed, and if appropriate will arrange for further testing or referrals. The four broad categories are:

- Communication and interaction.
- Cognition and learning.
- Social, mental and emotional health.
- Sensory and/or physical.

These four broad areas give an overview of the range of needs that should be planned for. The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category. When identifying the needs of a pupil we consider the needs of the whole child, which will include them and not just focus on the special educational needs of the child.

### Targeted Support for pupils with SEN - a graduated approach

Targeted support in most cases means differentiated delivery, questions, resources, or tasks managed by teachers in class settings. It may also involve in class support or targeted group interventions, such as literacy and numeracy catch up groups, or work on areas such as social skills, self-esteem, speaking and listening. A small number of pupils with SEND will have been assessed as needing specific support and allocated additional funding for dedicated provision or resources. These pupils may have specific support in class on an individual or group basis. They may also be withdrawn from class for specialist teaching, social development or social skills programmes. In many cases, pupils with SEND will have medical or educational assessments designed to identify their areas of need and report on how parents/carers, schools, therapists and external experts and activities can contribute to helping them make progress.

Our full policy on SEN can be found on our website under the 'Our School' drop-down menu.

## How to become a Governor

Governors are elected and any parent governor vacancies advertised to all eligible parents. The Clerk to the Governors can be contacted by email at [clerk@evenswindon.co.uk](mailto:clerk@evenswindon.co.uk).

## Friends of Even Swindon

The Friends of Even Swindon are a group of parents and staff volunteers who organise and run social and fundraising activities for the whole school community. Our aims are to raise funds that enhance the experiences and education of all children whilst having fun and getting together as a whole school community.

You can make a real contribution to your child's school. If you can give some of your time, we are always grateful. Some of our members cannot attend meetings but a helping hand at the school fete, etc, is a great contribution.

Becoming a 'Friend' is an excellent way to get to know people, become involved and make new friends. You don't need any qualifications or experience of how the school is run to help. As a member you can have more influence on choosing what events we organise, and how the funds are then used to help the children.

## Volunteering in our school

We welcome parental help in school. Parents help by reading with children, working with groups in the class, artwork and many other activities such as school trips. However, it must be borne in mind that there may be occasions when it is best for a pupil to develop independently from their parent and for the parent to work with a different group or class. Parent helpers must obtain an enhanced DBS clearance, be prepared to undertake training and be approved by the school. To become a volunteer parents can speak to their child's teacher or ask at the Main Reception Desk for more information.

## What to do if you have a concern or complaint

### Complaints Procedure Stage 1 - Raising a concern informally with a staff member and/or Head Teacher

Most complaints are best dealt with informally. If you have a concern or complaint about the school or the education provided, you should discuss the matter with your child's class teacher at the earliest opportunity or if you are a member of the community, you should contact the School Office. The vast majority of concerns will be satisfactorily dealt with in this way. If you feel unable to discuss the issue with the class teacher you should make an appointment with the Head Teacher, who considers all complaints seriously and will make every attempt to resolve the matter at this stage. If you are not satisfied with the result at Stage 1, your complaint should be sent in writing to the Head Teacher within 10 school days of receiving the Stage 1 response from the school.

### Stage 2 - Formal Complaint heard by the Head Teacher

Formal complaints should be put in writing and addressed to the Head Teacher who will investigate the complaint. Depending on the nature of the complaint, the Head Teacher may request a meeting with the complainant within 10 school days of receipt of the formal complaint. Following his/her investigation, the Head Teacher will send a written response to the complainant which will inform the complainant of the Head Teacher's decision and if appropriate the action to be taken to resolve the complaint. If you are not satisfied with the result at Stage 2, and wish to appeal the decision, you should inform the School Office in writing. The complaint will be heard by the Governors' Complaints Appeal Panel (Stage 3) as outlined below. This request must be made within ten school working days of receiving the school's written response.

### Stage 3 - Formal Complaint heard by the Governing Body Complaints Appeal Panel

A panel of three Governors will consider the complaint and make a final decision on behalf of the Governing Body. The meeting will normally take place within 15 school days of your request, but you will be notified if the panel requires more time to consider the complaint. You will

have the opportunity to submit written evidence on the complaint prior to the meeting of the panel and also to attend part of the meeting, accompanied by a friend/partner if wished, to put your case forward. The Panel's intention will be to resolve the complaint as quickly as possible, although inevitably some issues will be more complex and require more detailed investigation. In this situation, you will receive an interim response from the Panel within five school working days of the meeting outlining what is being done to deal with the matter. The decision of the Governors' Appeal Panel is final. However, if you feel your complaint has not been handled correctly you have a right to complain to the Local Authority.

### Complaint about the Head Teacher

If your concern or complaint is about the Head Teacher, then it may be appropriate for you to write to the Chair of Governors. All correspondence must go via the School Office and will be passed onto the Chair, who will make arrangements for your complaint to be investigated. Following the investigation, the Chair will give a written response within ten school working days. If the matter is not resolved to your satisfaction, the complaint will be heard by the Governors' Complaint Appeal Panel as outlined above.

### What to do if you are not satisfied with how your complaint has been dealt with

If you consider that the governing body has not acted properly in carrying out its investigation into your complaint you have a right to complain to the Local Authority (LA) as it has a responsibility to ensure that governing bodies act properly. The LA does not have the power to instruct a governing body to reverse its decision but will want to satisfy itself that the governing body has conducted the investigation fairly. In the unlikely event that you will need to complain to the LA about the governing body's handling of a complaint please write to:

Group Director: Children Services  
Swindon Borough Council  
Beckhampton Street  
Swindon SN1 2JH

Please note that the LA can only act when each step of the school's complaints procedure has been followed. A full copy of our Complaints Policy can be found on our website under the 'Our School' drop-down menu.

## Pupil Premium: why it's important

Pupil Premium additional funding is given to schools for:

- Pupils who have been registered as being entitled to Free School Meals (FSM) at any point in the last six years. You must register for Free School Meals so we can receive this funding.
- Children whose parents are currently serving in the Armed Forces.

### Extra money for extra support

Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers. We can use this funding to support children in a wide variety of ways which are tailored to the individual child's needs.

### Free School Meals

Free School Meals can be provided if parents/guardians are in receipt of certain Income Support benefits. We encourage parents to apply for FSM even if their children do not take up Free School Meals because we can then access this additional funding to benefit your child. Further information about how the school spends these monies can be found on the school website. Please contact our main reception desk who will assist you with the application process.

### Pupil Premium for adopted children

The government have recently announced that they are extending this to provide additional funds for children who have been adopted from care. However, funding will only be received should parents elect to inform their child's school that their child has been adopted and they would like the school to receive additional Pupil Premium Funding. From April 2014, schools in England can receive the Pupil Premium for children adopted from care or who left care under a Special Guardianship Order (SGO) on or after 30 December 2005. Schools can also claim the Pupil Premium for children who left care under a Residence Order (RO) on or after 14 October 1991. To claim the Pupil Premium for adopted children, and those who are the subject of an SGO or RO, parents will need to inform the school and provide supporting evidence, for example, the Adoption (Court) Order.

### Covid Catch-up Grant

For the academic years 20/21 and 21/22, the school will receive additional catch up funding to ensure that we close learning gaps due to covid school closures. This money will be used to run after school clubs, interventions groups and tutoring support.



# What to do if ...

## My child is having difficulty making friends

For many children, difficulty making friends can have a detrimental effect on their self-esteem and confidence, and also keep them from trying new activities. It can also be difficult for them to manage intense feelings.

### Talking

Encourage your child to talk about their feelings, and what has happened in the school day. Just knowing that these feelings are normal, and that they have someone to talk with, can help a lot!

### Invite friends over

Ask your child who they enjoy spending time with at school. Start by inviting one or two of these friends over to your house, or arrange a get-together at a local park.

### Talk to your child's teacher

Contact the school office and ask to talk with your child's teacher. Have a chat about your concerns. Don't be worried, we deal with friendship difficulties regularly; it's part of being a teacher!

### Have your own friends over

Since children pay close attention to what grownups do, model friendship behaviours for your child by having your friends over, especially in ways that include the younger generation.

### Try not to expect too much

Take it slowly and don't 'force' your child to make friends. Sometimes making friends can take time! Get help if you sense a real problem. In the majority of cases, shyness or difficulty making friends in childhood is perfectly normal. If your child rarely holds eye contact, is unusually withdrawn, throws tantrums or cries whenever other children are around, or seems terrified of going to school or the playground, then please talk to us again.

## I'm struggling to help my child with their homework

If you are finding it difficult to help your child with their homework... don't worry! Lots of parents have difficulties with this.

### Talk to us

The way subjects are now taught is probably different to when you attended school. The first thing to do is talk to the school office. All conversations are confidential. They will then either book you an appointment to come and chat with your child's teacher, or book a time for your child's teacher to phone you.

## We will help you

It's nothing to worry about. We will help you understand how children learn in a modern school, and you can then enjoy helping your child with their homework.

### If I think my child is struggling with school work... or not being challenged enough?

The first thing to do is contact the school office to talk with your child's teacher. We also hold parent workshops to support with maths, phonics and reading teaching methods.

### Ongoing assessment

Your child is assessed regularly by their teacher, so we will be able to tell you how they are performing and how this relates to what is expected at this stage of your child's education.

### Activities at home

Your child's teacher can provide you with some fun activities to do at home that will complement what is happening in class, and give your child that extra help.

### Ongoing problems

It may be that your child needs glasses in class, or is dyslexic. All of these concerns can be discussed with your child's teacher. We want to help your child, as much as you do!

## How to develop a bedtime and morning routine, so children get enough sleep for school

The most important thing is that children get enough sleep for school.

### Getting enough sleep

Children of school age experience enormous growth, are very active and need lots of sleep. A child aged 3-6 years needs to be asleep from 6pm-8pm, and a child aged 7-12 years needs to be asleep by 7.30pm-9pm. Most experts agree that children need between 9 and 10 hours of sleep each night to be at their best, with 8 hours being the absolute minimum.

### Routine

By establishing a bedtime routine, you can relax your child. For example, bath-time, reading a book, listening to story tapes or music can all relax a child and be part of such a routine. Children will soon associate a repeated activity with relaxing and going to sleep.

### In bed

Once your child is in bed, dim the lights or put on a lamp. Perhaps read a story or talk to them about school that day.

## Getting up

Breakfast is very important. If you have a routine for morning, it helps the child to get up and dressed and downstairs for breakfast. If you don't have much time in the morning, it may be an idea to prepare as much as you can the night before. You can make packed lunches, sort breakfast food, lay out school clothes and even assign a shelf or hook for school essentials (so you don't have to go searching for things as you're due to go out the door!).

### List chart

It may seem like overkill, but a morning routine chart is great for children to follow. They enjoy following lists and ticking off what they have done. You could always give them a reward on Friday for following the list. Your list could feature some of the following:

- Getting dressed.
- Combing hair.
- Eating breakfast.
- Brushing teeth.
- Washing face.
- Putting shoes on.
- Grab backpack/lunchbox... then off to school!

### When a child doesn't want to eat breakfast

If your child doesn't want to eat a full breakfast, find foods that they can eat quickly but that will still provide the nutrients that their body needs. Most experts recommend eating a serving of protein first thing in the morning. Scrambled eggs on toast, yogurt and fruit, or a peanut butter and jam sandwich on whole wheat bread are good options for breakfast. Be creative with breakfast!

## What happens when my child transfers to secondary school?

Pupils complete their primary education at Even Swindon Primary School. When they are eleven years old they generally transfer to Secondary School. The majority of children from Even Swindon attend either The Commonweal School or Nova Hreod School. Parents will receive a letter from the Director of Education in their child's final year inviting them to make a first and second choice of Secondary School. Later in the year, parents will be sent details of admissions arrangements, Induction Days and information about when they can visit their child's Secondary School.

# Frequently asked questions

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!

## Jewellery and accessories

For safety and security reasons no jewellery should be worn at school. If children have pierced ears we expect them to manage removing and inserting studs themselves as earrings must be removed for certain activities. Only studs are allowed as hoops can pose a safety risk.

If your child has long hair, please keep it tied back and held in place with a hair band.

## Mobile phones

Pupils are not permitted to have mobile phones at school or on trips. If in the rare event of a parent wishing for their child to bring a mobile phone to school on a particular day for a particular exceptional reason, you will need to arrange for your child to have special dispensation for this to happen. Mobile phones will need to be handed in and collected from the school reception at the beginning and end of the day, and parents will need to sign a declaration form to accept responsibility for leaving the phone. The phone is left at the owner's own risk.

## Emergency arrangements

Should the school have to close either before the start of the day or during the day, we notify parents via the school app, website, local radio stations, emails and the text messaging service.

### Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

## Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

## Medication in school

Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school. Please note:

- Only prescribed medicines in the original container labelled with the child's name and dosage will be accepted in school.
- Medicines that require medical expertise or intimate contact will not be allowed in school unless through prior arrangement.
- All medicines must be brought to the Main Reception Desk by an adult and never in a child's possession.
- The adult must complete a Parental Agreement Form for the medicine to be administered by school staff.
- The Head Teacher must be informed of any controlled drugs required by children.
- Tablets should be counted and recorded when brought to school and when collected.
- Painkillers may not be brought in to school unless prescribed and four times daily.
- Parents may come to the school office to administer medicines if necessary.
- Some children may self-administer medication if this has been directed on an Individual Health Care Plan.
- If a child refuses to take medicine, staff will not force them to do so and will inform the parents.

- Class teachers will arrange administration of most medicines. Ritalin must be administered by a qualified First Aider.

## Charging Policy

Many school activities, for example educational visits or visiting speakers, cannot take place unless voluntary contributions are made to cover the cost. Although no child will be excluded from an activity, if sufficient funds are not received activities may have to be cancelled. Our charging policy is available on the school website. If your child is entitled to pupil premium funding through free school meals, then your contribution is subsidised and you will be entitled to a reduction of 20% off the cost of a school trip.

At Even Swindon we request payments for school meals, trips etc. to be made via our secure online and convenient service called ParentPay, which offers you the freedom to make payments whenever you like. The school office will issue you with a log-in code.

## Clubs and activities

We offer a large range of clubs and activities sporting, craft etc. These vary from term to term, from football club, cycling club and Miss Kel's Dance Academy Dance Club. Clubs can be paid for using Child Care Vouchers if you wish.



# Term dates 2021-2022

**Autumn Term** - 1st September - 17th December finishing at 1:30pm

**Mid-term holiday** - 21st - 29th October

**Spring term** - 4th January - 8th April finishing at 1:30pm

**Mid-term holiday** - 21st February - 25th February

**Summer term** - 25th April - 25th July finishing at 1:30pm

**Mid term holiday** - 30th May - 3rd June



# What we stand for

## Mission statement

Even Swindon's journey to success; Believe, Achieve, Inspire

We Believe in your child, encourage them to Achieve in all areas, and Inspire them to love learning.

## Aims and values

- We believe in the development and well-being of every member of our school community.
- We achieve by developing confident, independent, and resilient learners with high aspirations.
- We inspire all learners through an experience rich, relevant curriculum.

## British values

At Even Swindon Primary School we actively promote British Values through our school vision, ethos, agreed rules, curriculum and teaching. These values are defined as:

- Democracy.
- Rule of law.
- Individual liberty.
- Mutual respect.
- Tolerance and respect for those of different faiths and cultures.





# Believe, Achieve, Inspire

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