

-----"Inspiring each other, creating opportunities"-----

Tickford Park Primary Information for Parents



Dear Parents

I am delighted to be able to write to you as the headteacher of Tickford Park Primary School. It is a great honour and privilege for me to be the headteacher of such a wonderful, happy, friendly school with a deeply caring ethos at its heart. We are a school in the heart of the community who put our children at the centre of everything we do.

At Tickford Park, all of the staff take a great pride in working in a fully inclusive school, where all children, irrespective of ability, are welcomed. We aim to develop the whole child - intellectually, socially, morally, aesthetically, physically and spiritually and to equip them with the skills needed for life. The children are well cared for and every effort is made to help them feel safe and secure. We are committed to providing the best possible learning environment to ensure that every single child reaches their full achievement potential. At Tickford Park we strive to nurture our pupils so that they become caring, compassionate human beings ready to make a positive contribution to the wider community. All children are given every opportunity to succeed and are encouraged to be lifelong learners. We strive to open young minds to be experimenters, researchers, explorers and discoverers.

At Tickford Park we believe that good behaviour is crucial to maintain the positive and calm ethos of our school. Our priority is to engage children in their learning whilst helping them develop a positive attitude towards the school, learning and other pupils. We insist that the children treat the staff and each other with respect and demonstrate good manners at all times. Our teachers are dedicated, enthusiastic and have a wealth of experience to offer all our pupils, and to inspire them with well-planned and exciting lessons. All the staff are committed individuals who work as a positive team to promote healthy, happy, well-adjusted and caring citizens who are equipped to make a positive contribution to their community and to society at large. We work hard to ensure that all children feel good about themselves and acquire a high level of self-esteem. Parental satisfaction is high. Parents believe that their children enjoy school and are pleased that they are learning well. Although our school is popular and well-established, we are never satisfied and are constantly seeking ways to improve our provision.

We aim to be a centre of excellence in the community as well as forward-looking in our attitude towards education. We are committed to the partnership in education between home and school and prospective parents are encouraged to visit the school and meet the staff and children. We have an 'open-door' policy and aim to ensure that communication is a two way process involving parents in their child's education.

The school is served by a committed, pro-active Governing Body whose members execute their duties in a highly professional and supportive manner. The governors' dedication to the school ensures effective strategic management and accountability at all levels. We want your children to love school; we want our school to be a place where they make friends, laugh, enjoy being and want to return to over and over again. I look forward to meeting you and your child. Please do not hesitate to get in touch if you have any queries, concerns or if there is anything I can do to help and support you with your child's learning and school life.

Kind regards

Mrs Sally Ahmad B.Ed. (Hons)
Headteacher



A WORD FROM OUR CHAIR OF GOVERNORS:

*Chair of Governors
Tickford Park Primary School
Avon Close, Newport Pagnell,
Buckinghamshire, MK16 9DH.*

Dear Parents & Carers

We at Tickford Park Primary are extremely proud of our school. We provide a safe, stimulating and exciting learning environment in which our children thrive. Our highly motivated staff strive to help every child reach his or her academic potential, while also developing into happy, well rounded and respectful children. We encourage our children to express themselves, develop independence and work collaboratively with each other. We aim to prepare our children for the challenges of secondary school education and beyond.

We have a track record of delivering academic success. Our high levels of attainment at Key Stage 1 and Key Stage 2 are a reflection of the quality of education provided within our School and we aim to instil a life-long love of learning that will stay with our children throughout their lives.

We are not complacent as a School and all staff and Governors are committed to building on our successes. We also value the strong partnerships we have built up between children, parents, staff and governors.

To discover more we invite you to come and see us. The children and staff will be delighted to show you why their school is so special. Please make an appointment with the school office and we look forward to welcoming you to our School.

Best wishes
Emma Whyte
Chair of Governors

Ethos of TPPS

"Inspiring Each Other, Creating Opportunities"

At Tickford Park Primary School we enable our children to become confident and achieve their potential. We help them develop life skills in order to meet the challenges of today's and tomorrow's society. Our children are nurtured within an exciting, caring and dynamic environment which encourages academic learning and achievement. The qualities of each individual child are valued and developed.

It is important to us that we create effective partnerships with all our parents and stakeholders. We value strong personal relationships between all the members of our school family and local community.

We provide an excellent educational experience for our children and as a school strive for improvement by continually challenging ourselves to make our school the best it can be.

GENERAL INFORMATION

Address:	Tickford Park Primary School Avon Close Newport Pagnell Buckinghamshire MK16 9DH
Telephone:	01908 610431
Fax:	01908 617094
Email:	office@tickfordpark.milton-keynes.sch.uk
Headteacher:	Mrs Sally Ahmad
Education Authority:	Milton Keynes Council Learning and Development Directorate P.O. Box No 106, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes MK9 3HS
Telephone:	01908 691691
Chair of Governors:	Mrs Emma Whyte (The Chair is contactable by message through school or LA)
Parent Appointed Governors:	Miss Emily Hodgkins, Mrs Emma Whyte, Ms Anna Henderson

SCHOOL HOURS

The school day begins at 8.40 am for every child

Foundation & Key Stage 1	finishes at 3.00 pm	(Foundation, Years 1 and 2)
Key Stage 2	finishes at 3.05 pm	(Years 3 - 6)

Doors are opened at 8.40 a.m. Parents are asked to ensure that children do not arrive any earlier than 10 minutes before the start of school. The children are asked NOT to use the playground apparatus before or after school unless they are supervised by their parents/guardians. There is supervision on the playground from 8.30am - 8.40am. Should children arrive before this time they will not be supervised on the playground.

SAFEGUARDING STATEMENT

TPPS is committed to delivering good outcomes for children and young people by providing a safe learning environment that promotes their welfare and helps them to develop socially and emotionally so that they can make the most of their life chances.

TPPS recognises that children cannot achieve their full potential if they do not feel safe and that they may face many barriers to learning that may affect their prospects in later life. TPPS will safeguard and promote children's welfare by focussing on preventative actions and services so that all children and young people are able to fulfil their potential.

On rare occasions our concern about a child may mean that we have to consult other agencies, we will endeavour to discuss this with you first, but sometimes it is necessary to contact these agencies before we have discussed our concerns with you. The procedures, which we follow, have been laid down by the Milton Keynes Safeguarding Children Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures or the policy, please speak to the Headteacher.

At Tickford Park pupils are encouraged to raise any concerns or worries by:

- Talking to their class teachers
- Talking to a teaching assistant
- Talking to a lunchtime supervisor
- Talking to Peer Mediators who work on the playground at break and lunchtime.
- School Council meetings.
- Headteacher's hour (when classes meet with Headteacher).
- Open access to all members of staff including Headteacher.
- We aim to keep children safe by maintaining positive relationships, a climate and culture of mutual respect and trust and treating all children equally and maintaining safe and secure environment.

SCHOOL GOVERNORS

Governors play a strategic role in the development of the school whereas the Friends of Tickford Park Primary School run events to give the members of the school opportunities to socialise and simultaneously raise funds. Both are important, but quite different roles and we are delighted to be able to reap the benefits of such commitment from these two groups.

Some Governors have particular responsibilities. For example, one Governor takes responsibility for Inclusion, Assessment, Child Protection. They visit the school and keep up to date with developments in these areas.

The governing body is made up of a combination of appointed, elected and co-opted governors which represent the various groups which have a vested interest in the success of the school, i.e. parents, LA, staff and the wider community.

Parliament has given school governing bodies a range of duties and the power to carry them out. Broadly these are:

- helping to establish (with the Headteacher) the aims and policies of the school, and how standards of education can be improved;
- helping to draw up (with the Head and staff) the School Improvement Plan;
- helping to decide how to spend the school budget;
- making sure that the National Curriculum and Religious Education are taught;
- acting as a link between the local community and the school.

ADMISSIONS

The area served by Tickford Park Primary School is Newport Pagnell east of the River Ouse/Lovat, bounded on the west by Marsh End Road and the village of Moulsoe.

For pupils transferring at the end of year 2, the villages of North Crawley, Sherington, Stoke Goldington and Gayhurst are our catchment area.

Parents who live outside this area and who would prefer their children to be admitted to this school are very welcome to apply. We highly recommend visiting the school. Open Days are arranged in the Autumn Term, please bring your child with you if you wish.

Applications should be made online through the MK Council website - www.milton-keynes.gov.uk/schooladmissions

Please ensure you are aware of the deadline for applications, this information is also available on the MK council website.

Our Admissions Policy is available on our website - www.tickfordpark.org.uk



SINGLE POINT OF ENTRY

In line with the Milton Keynes 'Single Point of Entry' policy children are admitted in the September of the academic year in which they become 5. The academic year runs from September 1st to August 31st, therefore any child born between 1st September 2011 and 31st August 2012 will start school in September 2016, and so on.

HOW DOES INTAKE WORK?

Our classes operate all day from Foundation Stage to Year 6. If a parent wishes to consider part-time induction they can discuss the possibility with the Headteacher.

Deferred entry for children starting school for the first time can also be discussed. However, you need to apply for a place in the normal way, including a request for a later start date, e.g. January or April.

Induction is thorough with home visits, pre-school and nursery visits for Foundation children. Visits to feeder schools for Year 3 intake and many fun activities aid seamless transfer. Visits to secondary school and transfer projects assist children at TPPS with their transfer to senior school.

Tickford Park is one of the Ouse Valley schools, a group that feed into Ousedale School, Newport Pagnell. The majority of our children transfer to Ousedale in the September following their eleventh birthday, assuming they meet the admission criteria.

DISABLED ACCESS

Ramps to some entrances facilitate wheelchair access and parents of disabled children should seek an appointment with the Headteacher as soon as possible to discuss how their individual needs can be met. Disabled toilets are available.



THE CURRICULUM

The Foundation Curriculum identifies play and personal and social skills as critical to young childrens' educational development. At Tickford Park we believe strongly that young children learn by *doing and talking* and that their learning should take place in a lively stimulating context. At four years old our children are offered daily opportunities to develop their language and literacy, mathematics and thinking skills. This prepares them for the National Curriculum.

In year one and year two the children are taught what is called the **Key Stage 1 National Curriculum** and from year 3 the **Key Stage 2 National Curriculum**. In both key stages children are taught the following subjects: English, Mathematics, Science, Computing, Design Technology, History, Geography, Physical Education, Music, Religious Education, Art & Design, Personal Social and Health Education (PSHE) & Citizenship and French. These subjects are integrated into cross curricular themes.

In years two and six at the end of Key Stage 1 and Key Stage 2 all children are assessed under the national system called **SATs** (Standard Attainment Tests). These consist of some test papers and some teacher

assessments in English, Mathematics and Science. We also carry out Non Statutory tests in Year 3, 4 and 5. **Please do not take your child on holiday in term time** as it will affect their performance and be unsettling for them.

There are many opportunities for educational visits, creative arts activities, events and performances as well as activities designed to promote: Personal Social and Health Education, Citizenship, Social, Moral, Spiritual and Cultural Education and British Values. We have day visits into the community and residential visits which all enhance learning.

CURRICULUM ORGANISATION

The staff plan in teams to ensure similar experiences within each year group. We are very aware that children are individuals so close attention is paid to each child's progress. By continuous teacher assessment we aim to set appropriately challenging individual targets. Termly tracking progress activities and meetings with parents help child, teacher and parent be clear about the next steps of learning and long term predictions. Home learning is encouraged and activities are set weekly for our children, involving many areas of the curriculum.

TEACHING METHODS

In all areas of learning there is an emphasis on interactive learning and the tasks are differentiated to suit the needs of the children. Children are grouped in different ways in different subjects including friendship groups, mixed ability groups and ability groups.

The style of teaching and type of grouping is dependent upon the nature of the learning intention. At times, children will be taught by other teachers, and adults, this will allow for specialist teaching and enrichment/enhancement activities.

The expertise of the staff is shared and this is achieved by the staff planning together and pursuing continued professional development together. Children in the same year group access the same planned lessons. As a school we monitor very closely the outcomes of the learning process; this involves regular sampling of work and classroom observations. There is regular monitoring and evaluation of all our teaching by the School Improvement Team.

OUR CHARTER OF RIGHTS

Everyone at Tickford Park has the right to:

*Be treated kindly
Not to be bullied
Be cared for
Be different
Be happy
Have friends
Be treated the same*

BEHAVIOUR

The school encourages the children to be self disciplined by rewarding appropriate behaviour. However, should children behave in an unacceptable manner privileges may, on occasion, be withdrawn. This may involve a child missing playtimes or some of their golden time. Behaviour is managed in a stepped way which normally avoids the

need to resort to exclusions.

The staff and pupils have agreed a 'Code of Behaviour'. All adults including visitors and parents are asked to be aware of it and provide a daily example.

Bullying is rare at our school. However, if you suspect that your child is being bullied, act promptly: see the class teacher and take the problem to the Headteacher if necessary. We will deal with the issue sensitively but **we will not tolerate bullying, including racism**. Incidents of racism will be reported to the LA, as required.

Please do not exacerbate any deteriorating situation by approaching other children or their parents, see the Headteacher who will assist you in improving the matter.

Golden time has become the core of the school's Code of Conduct for behaviour. Children who follow the Golden Rules earn the privilege of 'Golden Time' on Friday afternoon. This consists of choosing an activity from a set of activities selected by the teacher. Where children infringe the Golden Rules they lose 5 minute blocks of their Golden Time. The Golden Rules at Tickford Park are:

Golden Rules	
Do be gentle	Do not hurt anybody
Do be kind and helpful	Do not hurt people's feelings
Do work hard	Do not waste your or other people's time
Do look after property	Do not waste or damage things
Do listen to people	Do not interrupt
Do be honest	Do not cover up the truth

Playground Golden Rules	
Do be gentle	Do not hurt anybody
Do be kind and helpful	Do not hurt people's feelings
Do play well with others	Do not spoil others' games
Do care for your playground	Do not damage or spoil anything
Do listen to people	Do not interrupt
Do be honest	Do not cover up the truth
Do keep to the playground safety rules	Do not break the playground safety rules

When a child consistently loses *Golden Time* through poor behaviour, the school will contact parents to create a partnership which will help facilitate an improvement in behaviour.

The aim of the behaviour policy is to encourage a quiet, calm working atmosphere where children feel valued and safe and are able to work to the best of their ability.

Children are encouraged and guided to develop a sense of responsibility for themselves, their class and their school community. In this way we foster their self-discipline. We take pride in our school and endeavour to offer exciting, interesting challenges that will ensure the motivation of the children, stimulating them to take a pride in their work.



WHERE CAN I FIND INFORMATION?

Newsletters - sent home fortnightly with your child or via Parentmail.

Tickford Park Primary school website: www.tickfordpark.org.uk.

Facebook and Twitter

UNIFORM/SCHOOL COLOUR

Appearance is important and pupils are expected to wear the correct uniform for school, including P.E. which should be appropriate and clean. Long hair must be tied back off the face and tied up.

Make up and jewellery are not allowed, unless for religious or medical reasons, with exception of earrings, studs and watches.

Green sweatshirts, polo shirts and tee shirts (with the school's logo) can be purchased by going to the website www.yourschooluniform.co.uk or from Maisies in Wolverton. Year 6 children wear a similar sweatshirt but in burgundy. Grey/black trousers/pinafores and white/green blouses/shirts are easily obtainable from local shops or larger chain stores.

Boys	Girls
☺ Plain grey/black trousers (long or short)	☺ Plain grey trousers/skirts/pinafores
☺ White/TPPS green shirts/polo shirts	☺ White/TPPS green blouses/polo shirts
☺ Green sweatshirt/cardigan (foundation to year 5)	☺ Summer dress (green gingham)
☺ Burgundy sweatshirt/polo shirts (year 6 pupils)	☺ Green sweatshirt/cardigan (foundation to year 5)
☺ Plain dark school shoes (not black trainers, canvas pumps, boots, open toe sandals or flip flops)	☺ Burgundy sweatshirt/polo shirts (year 6 pupils)
☺ Plain dark school shoes (not black trainers, canvas pumps, boots, open toe sandals or flip flops)	☺ Plain dark school shoes (not black trainers, canvas pumps, boots, open toe sandals or flip flops)
PLEASE MARK ALL ITEMS OF CLOTHING AND FOOTWEAR WITH YOUR CHILD'S NAME	

Appropriate footwear means that your child will be comfortable in school. **KS2** school children can change into trainers for break times. If children wear boots to school, they should bring a change of footwear to wear around school. **Please mark all items of clothing and footwear with your child's name.**

A change of clothes is essential for PE. Plimsolls/dark trainers, black shorts (with no logo), bottle green tee shirts, (no logo) or bottle green Tickford Park tee shirt, long jogging trousers and a dark/green sweatshirt/green hoodies for outdoor PE, all kit should be named and brought to school in a **named** drawstring PE bag (no logo). Most of these items are available on the easy to use website above or Maisies in Wolverton.

Children with pierced ears may wear studs. Parents should be aware that when wearing studs there is a small possibility that their ears could be hurt. Parents can remove studs on PE days, or cover the earrings with micropore tape which should be provided from home. Watches can also be worn in school and removed for PE and games. **For safety reasons no other jewellery is permitted.** Make up and nail varnish is not allowed to be worn by children.

Please do not give your child a large bag or rucksack to bring to school. They do not fit on the pegs and cause the children more problems than they solve!

ASSESSMENT FOR LEARNING

Assessment is a continuous process and is concerned with what children **can** do and their "next" steps in learning. Children are assessed daily on an informal basis so that appropriate work can be planned. Periodically children are assessed on a formal basis. Assessment covers all areas of the curriculum and involves pupils, parents and teachers.

Formal assessment of each pupil consists of:

- Assessment at the beginning and at the end of Foundation stage.
- Assessment each term
- Assessment using tests at the end of each year in Year 1, Year 3, Year 4 and Year 5.
- National assessments in Year 2 and at the end of Year 6 in accordance with statutory assessment at the end of Key Stage One and Key Stage Two (SATs).
- Statutory Phonics Screening in Year 1 (and retakes for children in Year 2 who did not read to the national expectation at the end of Year 1)

Recording includes:

- Tickford Park characteristics of learning against New Primary Curriculum Key Stage 1, lower Key Stage 2 and upper Key Stage 2 milestones.
- Reading Record/Journals
- Termly progress reports
- Annual Report to Parents
- Pupil Progress meeting records.

Reporting Assessment

To Staff Pupil's records and progress tracking records are passed to the next teacher.

To Pupils This is an important part of the process and is achieved through comments made when marking children's work during lessons, discussing pieces of work and achievements with children, as well as setting targets with them.

To Parents Parents receive a termly progress report during the consultation evenings in the autumn and spring terms. **This tells parents whether their child is making progress and also whether they are achieving at the appropriate milestones for a child in that year group.** Parents and teachers set targets for improvement in order to make sure that all children continue to make progress. The Summer Term report details every subject and comments on attitudes to work,

personal and social development and behaviour. Parents are asked to comment on the report and this contribution is highly valued.



PARENTAL INVOLVEMENT

Tickford Park parents and carers are an integral part of school life as partners in their child's development. We encourage this partnership in a variety of ways. Some parents are able to help regularly in school, involved in such activities as mathematics, listening to children read, language games, cooking, art or helping in the library. Each term you will receive a curriculum newsletter, this allows you to support your child by bringing in appropriate artefacts, books, taking them on visits etc.

Please contact school if you would like to help and we will carry out a DBS check and induct you.

Staff are always happy to discuss any aspects of school life which you feel you would like further information on. Periodically, a questionnaire is sent to parents. This helps us evaluate how you view the school. We want you and your child to be happy and confident that Tickford Park is a caring, effective school.

Family members are welcome at our **Open Sharing Assemblies**, **Open lessons** and our **Ladies and Lads in Lessons** day are ideal opportunities for the family to get involved.



HOME LEARNING

Home learning is an opportunity to further develop the partnership between home and school. We see it as an extension and enrichment of the curriculum and an opportunity to develop and to meet the needs of individual children. Home learning may encompass a range of activities from sharing books together to talking with your child about the current topic. Curriculum Newsletters are sent to parents each term, giving suggestions to support your child. Regular support in the basic skills of spelling and tables and reading will help your child tremendously. Children bring spellings and times tables home each week from year one.

All parents need to read with their children regularly; about 5 times a week for ten minutes makes the real difference. Little and often is very effective.



CHARGING ARRANGEMENTS

Visits and Events

The school may request the payment of an appropriate contribution on a voluntary basis to enable an event to

proceed. Under this arrangement no child may be excluded from an event on the grounds that his/her parent is unwilling or unable to pay the voluntary contribution. The Governors recognise the value of educational visits in supporting the curriculum and putting much of the work in school into context. We believe that these activities should continue to be available for our children so that they can enjoy a wider range of educational opportunities. The school budget does not provide adequate funds to allow financial support of educational visits or events, therefore, should the level of voluntary contributions be insufficient the activities will not take place.

When making a voluntary contribution please pay by cheque (if possible) and put the cheque and slip into an envelope marked with child's name, class and the activity. Thank you.

If a child makes something in school, a charge may be made for that item where parents have indicated in advance a desire to own the finished product. In practice this means we may continue to invite a contribution of money or materials from time to time.

Parents will be asked to meet the costs of breakage, damage and loss where this is the result of the child's behaviour.



RESOURCES/MATERIAL

In the event of loss or damage to school property (e.g. library or reading books) the Governing Body reserves the right to request a voluntary contribution to cover replacement costs. The Governing Body also reserves the right to request a voluntary contribution towards the cost of specialist material as deemed necessary to enhance the curriculum.



Milton Keynes Music Co-operative is a not-for-profit organisation, who provide a wide range of instrumental and vocal tuition in this area. They aim to develop each pupil's musical potential according to their individual needs and aspirations. They help to deliver the National Music Plan, offering value for money whilst delivering a quality service. Their teachers are competent performers and teachers on their specialist instruments. All the teachers are checked by the Disclosure and Barring Service before commencing teaching. Lessons take place here at Tickford Park during the school day. Lessons are also available at other venues after school.

Tuition available here at Tickford Park is strings (violin, viola, cello, double bass), woodwind (recorder, flute, clarinet, saxophone), brass (trumpet, cornet, trombone, French horn, euphonium, baritone, tenor horn, tuba), keyboard (piano, electronic keyboard) and guitar (classical, acoustic, electric and bass).

When choosing which instrument to learn, the age and size of the pupil needs to be taken into consideration. You may need to seek advice from one of the teachers, you can arrange this by contacting the Music Co-op at the website below.

The Music Co-op do not hire or sell instruments, however, the staff can give advice on this matter.

Lessons and Fees - Prices vary according to the type and length of lessons given. Prices are set out on the application form. Payment of the first invoice is required before lessons commence; you will receive an invoice for the balance of payment due once the lessons are confirmed by the teacher. To ensure continuity of lessons,

prompt payment should be made on receipt of invoices.

Applying for lessons - your child will be given a demonstration of many of the instruments that are offered. To book lessons please complete an application form and return it to MK Music Co-op, Simpson Road, Simpson, MK6 3AF or email mkmusiccoop@gmail.com.

Where a teacher does not have availability, you will be informed and the application will be placed on a waiting list for 6 months.

All correspondence should be made directly with the Milton Keynes Music Co-operative and not with the school.

Please visit their website for any further information: www.mkmusiccoop.com.

SCHOOL TRANSPORT

Children who live in the villages of Moulsoe, Sherington, North Crawley and Stoke Goldington can travel to school by a coach organised by the Local Authority who issue the necessary bus passes free of charge.



USING THE SCHOOL BUSES

We take great care when looking after and registering the bus children at the end of the day. Unless we hear to the contrary, we assume that you expect your child to be put on the appropriate bus. If your child has your permission not to catch the bus we must receive a note telling us that and we can put it in the bus register.

The Council issues children with a bus pass, which must be shown to the driver of the vehicle on demand. Children are expected to behave well on the bus and obey instructions given by the driver. They must wear their seat belt at all times.



PRIVATE CARS

We have signs on the school gates, requesting that in the interests of the safety of all the children who use our site that parents do not drive onto school premises between 8.15am and 9.15am and 2.45pm and 3.30pm. We also ask parents to park appropriately when using Avon Close and the roads around the school for dropping-off or picking-up children. The reason for this is that we have three buses using the site to deliver and collect children, as well as catering vehicles arriving and departing at various times. The difficulty of manoeuvring such large vehicles can be compounded if there are parents' cars on the site. We also try to be good neighbours to the residents in Avon Close and Blythe Close and ensure that visitors to our school do not obstruct access. We encourage families to park and walk if it is necessary to travel by car.

YEAR GROUP PARENTAL REPRESENTATIVES

A group of parents meet regularly with the headteacher to assist in school improvement. If you would like to take part please contact the school office.



MEDICINES

All medication must be prescribed by a doctor and must have the prescription sticker on them.

Parents please check the expiry dates on medication that we have in school (inhalers, epipens etc) and replace if necessary.

Please ensure that we have two epipens and/or inhalers in school. These should be in a box with the correct prescription sticker on.

Asthma

Parents of children who need regular treatment for asthma should provide two inhalers and appropriate medication to be left in school at all times. Can you please provide written information at the beginning of the school year regarding the administration of any medication. Please update us regularly should there be any changes. All inhalers should have the correct prescription sticker on.

Allergies needing medication.

If your child requires an Epipen, parents need to give the school **two** Epipens, clearly labelled with their expiry date. They should renew these as necessary. We will return out of date medications. All Epipens should have the correct prescription sticker on.

Children need to be fit to cope with a busy day in school. If a child is not well enough to take part in PE or go out to play they should be kept at home.

If your child becomes ill at school we will, of course, contact you. **It is important that you keep us regularly updated of any changes to the emergency contact numbers** we hold on file. It is also important to make the school aware of any medical or personal problems that may affect your child.

Please be aware that if your child has sickness or diarrhoea they must be kept away from school for 48 hours after the last episode of diarrhoea or vomiting.



MILK

Milk is provided free of charge until the child is 5, from then on, with the help of an EU subsidy, we can offer the milk at a small cost. The milk is provided through the scheme called Cool Milk. Parents fill in an application form and are invoiced directly by 'Cool Milk' on a termly basis. You can visit their website at www.coolmilk.com. Children are given the carton of milk at morning break time.

PLAYTIME ARRANGEMENTS

Foundation Stage and Key Stage 1 children may bring **one pocket sized toy** to play with. However, should the toy become damaged or get lost the school is not responsible. Valuable learning time will not be spent searching for lost toys. No balls or electronic games are to be brought into school.

We have trees to provide shade but during hot weather we advise that children bring sun hats. Parents are advised to apply sun block first thing in the morning prior to the children coming to school.



MORNING SNACK

Children are encouraged to have a snack at breaktime because of the length of the morning sessions. The snack should consist of food that meets the requirement of healthy eating. Therefore the following snacks only are acceptable:

- ☺ Fresh fruit
- ☺ Raw vegetables, such as peas and carrots.

Under a Government initiative, a portion of fruit or vegetable is provided daily, free of charge, for children from Foundation to Year 3. They are also allowed to bring their own fruit or vegetable, which is kept separately from their lunchbox to avoid them eating their lunch! No other snacks are allowed.

Children are encouraged to bring in a healthy lunch that provides a balance and variety.

Children who have a notified medical condition, will of course, bring in snacks appropriate for their needs.

In Foundation Stage, we have a rolling snack programme, in which children can help themselves to a variety of fruit or vegetables daily. They also help themselves to water. No other snack or water bottle needs to be provided.



When it is your child's birthday, you may bring in healthy snacks for their friends. Unhealthy treats are not permitted. There is no obligation for gifts to be handed out at birthdays.

Cooking at School - Children may take part in a range of cooking activities during lessons and will eat the food item in school or take it home to be eaten.

Tickford Park is a Healthy School. We are constantly seeking ways to promote health and well-being as central to the life of the school. It includes all aspects of the life of the school and its relationships with the surrounding community. Tickford Park is committed to ensuring that children are educated about all aspects of healthy living including the interaction of physical, mental, social and environmental health.

The school is committed to ensuring that opportunities will continue for all children to be involved in sport and physical education, drug awareness, promotion of self-esteem, eating healthily, a safe and happy environment and knowledge of sex and relationships education.



WATER IN THE CLASSROOM

All children have access to water throughout the school day but each child may also bring into school a bottle which they can fill and refill through the day, which should be taken home at the end of each day for cleaning or replacing. It has been shown by research that access to water during lessons benefits learning.



LUNCHTIME ARRANGEMENTS 11.55 a.m. - 12.50 pm

We are very fortunate to have a hot dinner facility on site. If parents would like their child to have a hot meal they can order from Cygnet Catering from a range of meals, including a vegetarian option. Food provided meets all Food Standards regulations. Alternatively, children can bring their own packed lunch (sweets, chocolate, fizzy drinks, cans and glass bottles are not allowed). Please consider all the healthy options.

Foundation Stage and KS1 have the opportunity of ordering a free school meal for each week day.

Please ensure the lunch box is clearly labelled. Many are the same! Our Lunchtime Supervisors will encourage children to eat but never force them.

Children may go home at lunchtime. If a child is going home **please send a letter or ring the office** and collect from the front entrance at 11.55 a.m. **They should return no later than 12.50 pm.**

THE LUNCHTIME CODE

Look after your own space.

If you drop something always pick it up.

Use a quiet voice.

Wait for the Lunchtime Supervisor to tell you to put your lunch box away.

Go out only when you have been told.

Always think of others.

ATTENDANCE

Number on Roll: The number of children on roll is 400.

What do I do if my child is not well enough to come to school?

Please telephone on the morning of each day of absence. If we are not notified of the reason for an absence we are obliged to register it as unauthorised. Attendance figures of all schools are collected and analysed nationally and locally.

Parents must ensure that their children attend school regularly.

When shall I phone?

It is best if you phone between 8.40 - 9.15 a.m. Please leave a message if the answer phone is on.

If your child is absent and you have not notified us we will phone the priority contact number. If we do not hear from you, your child's absence will be registered as unauthorised.



HOLIDAYS/EXTENDED LEAVE IN TERM TIME

As you know, the law requires that pupils must attend their school regularly. We would not expect you to take your child on holiday or for a period of extended leave in term time. A pupil's absence from school can seriously disrupt their continuity of learning. Not only do they miss out on taught lessons, but many children find it difficult to catch up when they return to school.

Below are the amended regulations from the Government which came into force 1st September 2013.

"Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances."

The Headteacher cannot agree to absence for a holiday. The Headteacher can however authorise leave of absence for exceptional circumstances. When requesting leave of absence please do not ask for "holiday" please explain the exceptional circumstances. You can be sure however, that the Headteacher will consider your request individually. Where a pupil fails to return promptly and there is no good reason for this such as an illness, we may remove your child from the school roll. This means that your child would no longer have a place at this school.

If you withdraw your child for a holiday/period of extended leave during term time and the Headteacher has not agreed that absence it will be recorded as unauthorised and will appear in both the school register and in your child's school report.

Every child has the right to receive full time education 190 days a year, (380 sessions).

Children can only make the most of the educational opportunities we provide if they attend school regularly and on time.

Lessons lost will never be made up.

85% attendance or below is a cause for concern.

Parents are asked not to seek approval for term time leave unless there are exceptional circumstances. All holidays during term time are unauthorised and could be subject to a Fixed Penalty Notice (FPN) of up to £60.

WHAT IF YOUR CHILD IS LATE?

They miss registration which may cause an absent mark.

They miss the beginnings of lessons which contain the introduction to the work from the teacher.

They will be "catching up" for the rest of the lesson.

They miss the social part of the beginning of the day.

They may be reluctant, or refuse to enter the classroom.

They may feel self-conscious and humiliated.

They may miss important information about events.

They disrupt the lesson going on.

CHILDREN REALLY DO NOT LIKE BEING LATE FOR SCHOOL

If there are 5 late marks recorded a letter will be sent by the Headteacher. If two letters are received then parents will need to attend a meeting with the Headteacher.

Parental responsibility

Education Act 1996, Part VI Chapter II, Section 444.

(1) If a child of compulsory school age who is a registered pupil at a school fails to regularly attend the school, his parent/carer is guilty of an offence.

When a child persistently misses school and parents/carers are aware of the situation, the parents/carers may be prosecuted in the Magistrates Court.

Any person guilty of an offence against Section 444 (which deals with the duty of parents/carers to secure regular attendance of registered pupils) of this Act shall be liable on summary conviction of a fine not exceeding Level 4 on the standard scale (at present £2,500), a Community Service order, a Parenting order or up to three months in prison.

Most common acceptable reasons for absence:

Illness of the child (not the parent/carer)

A medical or dental appointment.

A religious event.

The following reasons for absence will not be authorised:

Looking after the house.

Looking after other family members.

Illness of another family member.

Shopping during school hours.

Birthdays.

Day trips/family holidays.

Parents/Carers are legally required to ensure their children are educated.

WHAT DOES THE SCHOOL DO?

Provides 190 days of planned curriculum delivery - not a day should be missed.

Listens and supports.

Tries to help with any problems you are having.

Reports levels of school attendance to:

The Governing Body.

The Department for Education; and OFSTED.

Monitors attendance.

Reports a child's attendance, at least annually, to parents.

Informs parents/carers of their child's unacceptable absence.

Invites the parents/carers to a meeting to discuss the issue.

LET US KNOW IF YOU HAVE A PROBLEM, PERHAPS WE CAN HELP.

WHAT CAN YOU DO TO HELP?

Report the absence of your child before 9.00am.

Make sure your child is in school for registration - don't let them miss out on the first part of the day.

Arrange an appointment after school if you need to speak to the teacher.

Do not take term time holidays.

Understand that beginnings and ends of terms are as important as any other time in school.

Avoid applying for any leave of absence in May/June when SATs/national examinations are held.

Don't allow your child more time away from school than is absolutely necessary.

Encourage a pattern of punctuality and good attendance with your child - let them see it matters.

When one of your children is off school, make sure you get the others into school - ask a friend to take them.

When a family member is ill, make sure you get your child into school.

Take notice of how much time your child has been away from school.

Let us know if you are about to leave the area, change your address or any of your contact numbers.

BE CONCERNED ABOUT YOUR CHILD'S ABSENCE.

SCHOOL CONTACT NUMBER:

Tickford Park Primary School

(01908) 610431

In law, parents/carers have the primary responsibility for ensuring that child/ren of compulsory school age (5 - 16) receive a suitable education, either by regular attendance at school or otherwise (section 7 of the Education Act 1996). If a pupil of compulsory school age fails to attend school regularly the Local Authority can prosecute a parent/carer. When a child is persistently late, and arriving in school after the close of registration, the parent/carer is again guilty of an offence and can be prosecuted.

A parent/carer is responsible for ensuring that their child/ren arrive at school on time. Lateness can disrupt the learning of others and can result in a pupil feeling stress, and achieving poorer outcomes. The following time is lost through lateness -

Minutes late per day	Equivalent of missing
5 Minutes	3.4 school days a year
10 Minutes	6.9 school days a year
15 Minutes	10.3 school days a year
20 Minutes	13.8 school days a year
30 Minutes	20.7 school days a year

Please be aware of the following:

- 8:40am - Children must be on the playgrounds ready to line up (or in the Foundation Area for Foundation Stage children)
- 8:40am - 8:50am - Registration in class
- 8:50am - 9:05am - Children arriving during this time are registered as 'late'.
- 9:05am - If a child arrives after this time the session will be marked as **unauthorised late arrival at school after the register has closed (this counts as an unauthorised absence)**.

If a child has 6 or more unauthorised absences, whether lateness after the register or otherwise, in 12 weeks the school will inform the council, a warning letter will be sent and on the next unauthorised absence their parents/carers will be subject to a fine of £60 (payable in 21 days), rising to £120 if paid after 21 days but within 28 days. The same fixed Penalty Notice may also apply if a child has 5 consecutive days of unauthorised holiday.

We are aware that while there may be an exceptional circumstance for a child being late, the following, if **occurring persistently**, are not valid reasons:

- Over sleeping
- Poor traffic
- Public transport
- Living a long way from school
- The child wasn't ready
- Had to go to the shop to buy lunch
- Having to walk to school
- Inability to park
- The weather
- Problems with your car
- Family members have to be dropped off elsewhere

If you require support to help you and your child get to school on time **please do not hesitate to contact the school**; the following may also help you

- We have a breakfast club on site
- Key Stage 2 children can be on Martin playground from 8:30am
- Parents and children can be on the playground from 8:30am
- Remind children they will get a certificate for being on time 100% of the time.

If something happens locally which could impact on the child/ren being late (e.g. snow or an accident in town) the school will 'hold' the registers open so that, although children may receive a late mark, it will not be an 'unauthorised late arrival at school after the register has closed'. If children are late due to the **authorised school** bus being delayed we will mark the children as late, but it will not be unauthorised.

If you know that your child is going to be late into school for a valid reason (dentist, optician, doctors etc) please write a letter to your child's class teacher, phone the school or send us a copy of the appointment card/letter **BEFORE** the day of the appointment - this will then be marked as a medical appointment in the register.

If your child is absent and we do not receive a telephone call (the answer phone is always on for you to leave a message) or letter, and we cannot reach you on the day of absence (the office will make one telephone call to the first contact number from the contact details you supplied) we will send a letter asking you to inform us of the reason for your child's absence. If we do not receive a response your child's absence will be marked as an **unauthorised absence**. It is **VITAL** that you let us know why your child is not in school for safeguarding reasons.

The school has a legal duty and is accountable for all children's attendance. We have to ask and record why children are late, therefore parents are asked to complete the book situated in the main reception.

We are aware that some parents may feel that these are extreme measures but it is vital that every child is given the best opportunity to learn and reach their full potential; persistent lateness and absence has been shown to have a significant impact on a child's progress, attainment and future.

If you would like to discuss this matter please do not hesitate to contact the school.

Working together with you to ensure that your child receives the most from his/her education is our aim.

CHILD PROTECTION POLICY

Tickford Park has a Child Protection Policy which aims to safeguard and promote the welfare of all our pupils. We work in partnership with families and other agencies for the benefit of the children.

This requires us to refer a child to the statutory agencies when there are significant issues in respect of a child's welfare and safety (physical, emotional, sexual, neglect). This has happened very rarely in the history of our school and a referral would not normally be made without the involvement of the parent(s)/guardian(s).

COMPLAINTS POLICY

We endeavour to do our best for your child. We encourage parents to share any concerns sooner rather than later. It is normally appropriate to talk to the class teacher in the first instance. However, if the issue isn't resolved, speak to the Headteacher.

The school has a Schools Complaints Policy, which is available to parents on request and on the school website.



EXTENDED SCHOOL PROGRAMME

A variety of activities take place after school on selected days of the week. At present clubs cater for many interests. A timetable is distributed separately by our Extended Schools Administrator.

All staff offer a club on a voluntary basis and the Governors appreciate the extra time staff give in order that the children can participate in meaningful sporting and educational activities.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Our commitment is to enable each child to achieve his/her full potential. We assess all children within the first half of the term of them joining Tickford Park and at regular intervals thereafter, so that teaching and learning activities can be appropriately matched for each child.

A number of children in school are identified as having special educational needs and disabilities. Early identification of children with difficulties usually leads to successful intervention and, if children need additional support we involve parents fully and work closely with them. This will mean that the Inclusion Manager will be working with the class teacher, teaching assistants alongside you and your child to plan, monitor and review the special educational provision and progress made.

As well as supporting children with a range of resources within the school we also support children (where necessary) by calling upon external specialist agencies such as Educational Psychologists and other Specialist Teachers from the MK SEN team.

Assessments of individual children's progress are made on a regular basis and where appropriate Personalised Pupil Plans (PPPs) are drawn up to ensure that the needs of each child are met.

Parents will be involved at all stages and asked to contribute to these reviews. If it is felt a child has complex,

long term needs an application for an Education and Health Care plan will be made to MK SEN teams. This will only apply to a minority of children. If you have any concerns about your child you should discuss these in the first instance with the class teacher. Transition meetings are held to support the successful transfer of children with Special Educational Needs to their secondary school.

The school works to ensure that our most able children are challenged and extended.

Please see our local offer on our website for further information on our SEND provision.

WORSHIP

Collective worship is a daily act of celebration which is broadly Christian. Sometimes speakers from local churches and organisations will visit.

Parents who wish to have their children withdrawn from daily worship should put their request in writing to the Headteacher and alternative arrangements would be agreed. The child will not be given extra work.

Assembly is also a time to celebrate each others successes. We think about the theme for the week, we sing and end with quiet reflection.

