



# FENISCOWLES PRIMARY SCHOOL

*STRIVING FOR EXCELLENCE*

Parents' Handbook

# Headteacher's Welcome



At Feniscowles Primary School we pride ourselves in creating a vibrant school that **'Strives for Excellence'** in all areas in pursuit of developing a **'Feniscowles Child'**. A child with academic ambition and exceptional character.

Our staff team are committed to providing your child with the first class education they deserve. We are **'professionally restless'** in order to achieve this and continually reflect on how things could be even better. This professional habit defines our school.

At Feniscowles Primary School we provide our learners with a broad and balanced education: academically, creatively and socially. We have strong values that ensure a **'Feniscowles Child'** is morally principled and credit to their community.

I believe the success of your child's education is built on strong relationship between parents and school. We should have high expectations of each other, providing the right level of support and challenge, in the right way. Through an 'open door' policy we look to secure these relationships, building trust, which enables us to navigate any moments when the relationship strains.

It is with a warm heart and a big smile that I welcome you to our fantastic school as we begin our journey together, **'Striving for Excellence'**.

Please do not hesitate in getting in contact with me at any time.

Rob Andrew  
Headteacher

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All schools have their own distinctive culture and ethos, which makes each one unique. We believe that our distinctive culture is rooted in a shared understanding of 'The Feniscowles Way'. An approach that drives our actions, decisions and aspirations. An approach shared by governors, staff, children and parents alike.

**This starts with a simple statement of intent:**

To be a highly effective school that ***'Strives for Excellence'*** in all it does. A school where academic ambition meets exceptional character education, allowing the ***'Feniscowles Child'*** to live life in its fullest.

Supported by values that define our culture and ethos,  
shaping the ***'Feniscowles Child'***:

**Endeavour   Integrity   Respect   Diversity**  
**Compassion   Forgiveness**

Underpinned by our motto:  
***'Striving for Excellence'***

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# HOME SCHOOL PARTNERSHIP

A welcoming environment has been created throughout the school and we believe that a partnership between parent/carer and the teacher is essential within education.

Please approach your child's teacher about any queries you may have or let us know about changes and events at home that may affect your child's happiness at school.

We also have a family support team that can offer help when times are tough at home. Mrs Edwards is available for a coffee and a chat at any time to co-ordinate this work, allowing us to work closely with you to ensure your child has the best possible start to life. Being a parent isn't easy - let us help you through the tough times.

Please contact her on:

[w.edwards@feniscowles.blackburn.sch.uk](mailto:w.edwards@feniscowles.blackburn.sch.uk)

## OUR SCHOOL VALUES

**We have an agreed set of values within school that we expect adults and children to promote.**

**Endeavour:** Nothing in life comes for free, hard work and dedication is required

**Integrity:** Doing the right thing because we believe it is the right thing to do.

**Compassion:** Taking pride in helping those in need,

**Diversity:** Celebrating the fact we are all different and this makes the world a fascinating and exciting place.

**Respect:** Treat each other as we would want to be treated ourselves.

**Forgiveness:** Making mistakes is part of the learning process for both children and adults.



# Our School Rules

Being a 'Feniscowles Child'

We always try to...

1

Be Ready

2

Be Respectful

3

Be Safe

# The School Day

Please ensure your child arrives in time for the start of the school day. Arriving late can be upsetting for your child, disruptive for the class and result in lost learning time.

## *EYFS (Reception)*

Your child's teacher will meet your child at the Reception Classroom door and bring them into school.

08:40 School open

**08:45 School starts**

12.00 Lunch

13:00 Afternoon session

15:15 School finishes.

The children will wait in their classroom with the class teacher until you arrive on the small playground area outside the Reception Classes, where you will line up, a member of staff will then release the children one at a time

## *KS1 (Year 1&2)*

The children should wait on the main playground with their parent or carer who has accompanied them to school.

8:40 School opens

**8:45am School starts**

12.00 Lunch

13:00 Afternoon session

15:15 School finishes, children will be dismissed from class onto the main playground.

## *KS2 (Year 3 to 6)*

8:40 School opens – the children should make their way to their classroom.

**8:50am School starts**

12:00 Lunch

13.00 Afternoon session

15:20 School finishes, parents can wait for their children on the playground.



# Attendance

At Feniscowles Primary School we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them. Our expectation is that a child's level of attendance should be at least 98%. Good attendance is vital; a child with 90% attendance misses the equivalent of  $\frac{1}{2}$  a day per week, a child with 80% attendance misses the equivalent of one day per week and, if their attendance remains at this level, by the end of year 4 they will have missed a full year of education.

It is your legal responsibility, as a parent/carer, to ensure that your child attends school regularly and arrives in plenty of time for the start of the school day at 8.50am.

If your child is unable to attend school, due to illness, you must contact the school office before 9.30am on their first day of absence and each subsequent day; on their return, send a letter or email ([office@feniscowles.blackburn.sch.uk](mailto:office@feniscowles.blackburn.sch.uk)) confirming the dates and reason for the absence.

If for any reason your child needs to leave school during the school day, please send a letter in to school stating why, what time your child will be collected and by whom. It is school policy that on these occasions an adult must collect all children from school.

The Headteacher can only authorise an absence under exceptional circumstances e.g. a family funeral, any mention of family holidays has been omitted from the statutory regulations reinforcing that a family holiday is not considered an exceptional circumstance.



# School Uniform

Children need to feel comfortable if they are to work well, and all clothes need to be practical. We however have underpinning core principles that we will not erode:

- Uniform (including accessories) should not become a focus of fashion
- Equality for all children, irrelevant of economic position.
- Uniform (including accessories) should not cause difficulties for the effective running of school, safety of children or the quality of teaching and learning.

It would help if difficult fastenings or complicated straps could be avoided. Long trousers worn by boys of this age often become untidy and in wet weather can result in boys sitting and working all day in trousers that have been soaked on the way to school. Mainly because of these reasons, short trousers must be worn inside the building although we have no objection to long ones being worn on the journey to and from school. For similar reasons, the school rules do not permit the wearing of long trousers by the girls.

## EYFS/KS1 - Reception + Yrs.1&2

**SHORT** grey trousers, grey school cardigan or jumper over a red polo shirt, grey socks (plain or with red trim).

or

Grey skirt or pinafore dress, grey school cardigan or jumper over a red polo shirt, white or grey socks or grey tights.

## KS2 Yrs 3 - 6

**SHORT** grey trousers, grey school jumper (as above) over white shirt and school tie, grey socks (plain or with red trim).

or

Grey skirt or pinafore dress, grey school cardigan or jumper as above) over a white shirt and school tie, white or grey socks or grey tights.

As an alternative for summer, a suitable school summer dress (Red and white check or stripes) or a short sleeved white shirt (with tie) can be worn.

Please ensure your child has a suitable coat.



## Footwear



Please ensure that your child is able to spend the day in comfortable and practical shoes, these should plain black flat heeled, lace up, buckled or Velcro fasten shoes; please avoid "ballet pump" style shoes, these often come off very easily during play. If wellingtons are necessary in winter, it is essential that a pair of shoes is also brought to school. Trainers/boots are not a satisfactory alternative to school shoes and are not suitable for school use, if your child comes to school wearing trainers or boots they will need to change into their pumps whilst in school. The children in Early Years have an opportunity to play outside, please send in a pair of wellingtons and a spare pair of socks, which should remain in school, to ensure your child can access the reception playground whatever the weather!



# PE KIT

## All Children

Red school school (badged) t-shirt and shorts; in addition, for cooler weather a plain, unbranded, black hoodie.

PE pumps for indoor lessons and trainers for outdoors; trainers can be brought into school on the day of lessons. a specific pair is not required for school.

PE kit should be sent into school each Monday. This will be returned each week, in Friday or after their last PE lesson of the week, to be washed for return the following Monday.


## Uniform Stockists

All badged items are available from Grays and Whittakers, all other items (trousers, skirts & shirts) are widely available from supermarkets and general retailers.

## Pre-Owned Uniform

Once your child has outgrown their uniform we are keen that, if it is still usable, it is re-used or recycled. We are happy to accept any badged items of clothing and ties, for re-sale at a heavily discounted price; all non-badged items, please recycle through charity collections or drop-offs. Periodically we will hold a "sale" of pre-owned uniform; this allows parents to buy lower cost uniform whilst raising funds for school; by the nature of donated items we cannot guarantee all sizes will be available

## Jewellery

Children should not wear necklaces or bracelets for school, these can get caught during PE or play and cause injury and/or get broken or lost. We strongly advise against the wearing of earrings however, if your child ears are pierced, their earring must be plain, modest studs. Your child will need to be able to take their earrings out for PE, if they are unable to do this, please remove their earrings before school on the days they have PE/Games. Magnetic earrings must not be worn or brought to school. 

Watches - We would encourage children to wear watches if they want to. This can include basic fitness trackers (steps etc.) but children should not wear smart watches such as apple watches. There are some safeguarding considerations around this decision, but most importantly it contradicts our core principles behind our uniform policy.

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# Your Child's Belongings

Your child will have a labelled cloakroom peg and drawer in the classroom. We will encourage your child to look after their own belongings, as this is an important life skill. Please encourage your child to carry their own belongings and hang them on their peg.

When the children join school, each child is provided with a school bookbag; if your child's bookbag is damaged, replacements can be bought from school for £7.00( currently). On arrival in school the children put their bookbag in a box in the classroom; this allows for quick, easy access to reading books and records; we have limited space in school, particularly in cloakrooms where there is just sufficient room for the children's PE bags, and cannot accommodate bulky bags and backpack.

**It is extremely important that all children's clothing and belongings are labelled, or clearly marked with their name using a permanent marker; this can save time in school, looking for lost belongings, and parents' considerable expense when clothing or belongings are lost and need to be replaced.**

## Pupil Management Information System (MIS) Arbor

We use Arbor for our MIS. This allows parents to view their child's personal details and manage contacts, consents etc. Through Arbor you can keep track of your child's attendance and, in future, progress and behaviour. We will use Arbor to communicate with you via email, in-app messages and texts; it is therefore vital that you ensure your contact details are up to date, you can check who we have registered for emergency contact however, due to data protection restrictions, you are unable to check their personal (contact) details.

Payments to school - most payments can be made on-line via Arbor, if you are unable to pay on-line payments can be made by cash or cheque at the school office. There may be some times when Arbor cannot be used e.g. replacement equipment, on these occasions cash can be paid to the school office.

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# Lunches

The School is fortunate in having its own kitchen so that meals can be freshly prepared. We are in the process of changing our supplier of school meals. From September meals will be provided by Dolce and we will be communicating with all parents later this term July, regarding the new system.

We expect a high standard of table manners from children and these will be reinforced by the welfare assistants.

## Universal Infant Free School Meals (UIFSM)

As from September 2014 all pupils in reception, year 1 and year 2 in state-funded schools in England, such as Feniscowles Primary School, are eligible for Universal Infant Free School Meals. We hope as many children as possible will take up this opportunity, however it is not mandatory and you may still choose to send your child with a packed lunch.

## Free School Meals/Pupil Premium

In addition to receiving the UIFSM a child may be entitled to free school meals if their parents are in receipt of certain benefits, this entitlement generates additional income to school, in the form of Pupil Premium, which is used to support your child's learning. Please check the list below and if you feel you may be entitled to, or would like to apply for, free school meals please use this <https://www.gov.uk/apply-free-school-meals>, put in your postcode to be directed to your local authority benefits service.

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the compulsory age for starting school
- in full-time education

If your child is eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they are in on 31 March 2023.



## **Packed Lunches**

If you prefer to provide your child with a packed lunch, please consider healthy alternatives to traditional crisps and snacks; follow the link for healthy lunch box ideas - <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes#lunchbox-recipes>

Children who bring a packed lunch are also permitted to bring a cold drink, not fizzy, which must be in a plastic container with a securely fitting lid. For safety reasons, and to prevent damage to books, children are not allowed to bring cans, or drinks in glass or other fragile containers. If your child will need cutlery to eat their packed lunch, please ensure this is provided from home.

## **Snacks**

### **Early Years Foundation Stage and KS1**

As part of our Personal, Social and Health Education, the children can all enjoy milk and a piece of fruit together during the morning. All of the children are provided with a free piece of fruit daily, as part of the Healthy School's Scheme and as such there is no need for additional snacks to be sent in.

Infant milk is available to children in Reception, Year 1 and Year 2. This is subsidised and the cost is currently £12.15 per year. However, all children are entitled to free milk until the term after their 5th birthday; as a result, Reception children born in the Autumn Term will pay £8.10, those born in Spring Term will pay £4.05 and those born in the Summer Term and holiday will pay nothing in Reception. You will be contacted in September for confirmation whether you would like your child to have milk at school and pay as required. Children who are entitled to benefits related free school meals are also entitled to free milk throughout EYFS and KS1. Whilst we actively encourage the children to take up the offer of subsidised milk, we do understand that some children do not like milk and if this is the case, your child will be encouraged to drink their water.

## **KS2**

Although children in KS2 are no longer entitled to free fruit or subsidised milk, they are welcome to bring a piece of fruit to enjoy at their morning break.

## **Water Bottles**

We encourage all children to bring a water bottle into school, this should be clear plastic or metal with their name clearly marked, the children are encouraged stay hydrated and have access to their water bottle throughout the day. Your child should not bring juice or cordial, in the event of a spillage, water is less damaging to books, equipment and furniture.