



Parent Handbook

Feniscowles
Primary School



A Very Warm Welcome to Feniscowles Primary School

Dear Families,

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.

Warm regards,



Rob Andrew
Headteacher



Endeavour Respect Integrity Safety Inclusion Forgiveness

At Feniscowles Primary School, our core values of

are at the heart of everything we do. They shape our decisions; guide our actions and help to define the culture of our whole school community. We believe that education is about far more than academic success; it is about helping children develop the character, attitudes and values that will enable them to flourish both in school and beyond. These values provide a shared language and understanding that underpin daily life in our classrooms, on the playground and throughout the wider school community.

Our core values are not just for our children; they are the principles by which we all strive to live and work. Staff, families and governors are committed to modelling and promoting these values in everything we do. Whether showing endeavour when faced with a challenge; treating others with respect; acting with integrity; ensuring safety; celebrating inclusion or demonstrating forgiveness, we work together to create a school where everyone feels valued, supported and able to succeed. By keeping these values at the centre of our work, we build a strong and caring community in which every child can thrive.

Underpinned by our motto:
'Striving for Excellence'

Apps you need to help school life run smoothly



The Arbor Parent App is our main platform for communication and information sharing with families. Through the app, parents and carers can update contact details, report absences, view attendance information, give consent for educational visits and activities, make payments for trips and events, book parents' evening appointments and receive important messages from school. Using Arbor helps us keep information accurate, reduce paperwork and ensure that key updates and permissions can be managed quickly and securely in one convenient place.



ClassDojo is used to celebrate learning, share highlights from school life and strengthen the partnership between home and school. Through ClassDojo, parents and carers can view photographs and updates from their child's class, celebrate achievements, receive reminders and communicate directly with school staff when appropriate. The platform gives families a window into their child's school experience and helps us share the many exciting learning opportunities, events and successes that take place throughout the year. There is a teacher messaging feature built into this and we very much encourage families to use this as "the class chat" rather than a separate WhatsApp groups (which we have sometimes had negative experiences of). Please also be respectful of teacher time commitments when using the app. and avoid over-messaging. We would always prefer face-to-face communication to help solve problems.



SchoolGrid is our online school meal ordering system. Parents and carers can use the platform to view menus, pre-order meals, make dietary selections and manage their child's lunchtime arrangements. The system helps ensure that meal choices are accurate, caters for individual dietary requirements and allows families to plan meals in advance. By using SchoolGrid, we can provide a smooth and efficient service while helping children enjoy healthy, balanced lunches each day.

Our Infant School Uniform

Our school is something special and something that helps us to be unique. Uniform plays an important role in fostering a sense of belonging, pride and community. We ask all families to support us by ensuring that children wear the correct uniform each day and take pride in their appearance. A consistent approach to uniform helps create a positive learning environment, promotes equality and allows children to feel part of the Feniscowles Primary family. We greatly appreciate the support of parents and carers in maintaining our high standards and helping children represent themselves and our school with pride.

Uniform Shopping List Guide

Red Polo T-shirt x5
These can be plain or badged.

Jumper (boys)
Cardigan (girls)

Grey Shorts (boys)

Grey Skirt or pinafore (girls)

Grey Wool Socks with red stipe (boys)

Plain grey socks (girls)

Sturdy black school shoes suitable for lots of playing.
No Boots.

Simple, plain hair accessories in school colours.

No large bows, ribbons or headbands.



We know uniform costs can sometimes get expensive. To support this, the only "branded/badged" item we request is the jumper or cardigan. Any plain-coloured, red polo tops are part of our uniform.

We also frequently organise uniform swaps. Our families donate clean, useable items which children grow out of and these are available at school for free at several points throughout each year.

Our School PE Kit

When it comes to our PE kit, both boys and girls can wear any combination of the items shown in the images and list below. All items are designed to be interchangeable. Our PE lessons take place both indoors and outdoors depending on the weather and which sport which is being taught.

PE Kit Shopping List Guide

Grey Sports T-shirt

Black Shorts

Black joggers

Black and grey PE
Sweatshirt

Black or White
Trainers with non-
marking soles.

Black PE pumps



Scan here for a link to our school PE kit providers.
Footwear can be purchased from anywhere.

Wrap Around Care: The Pit Stop

The Pit Stop – our breakfast and after school club – is run by our own staff at Feniscowles Primary School and exists to provide high quality out-of-school hours childcare for our children and families. It provides a range of stimulating and creative activities in a safe environment, with a focus on a healthy and active lifestyle. The Pit Stop operates from 7.15am – 8.40am and from 3.15pm – 6.00pm term time.

A copy of this policy is available to view on the school website which will give you all the finer details. All parents must complete The Pit Stop & Home Agreement Form for each child attending the club, agreeing to adhere to the terms of this policy. Whilst attending the club, all school policies will continue to be applied, including the Behaviour Policy.

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, we will provide you with a free school bookbag and PE bag. If your child's bookbag is damaged, replacements can be bought from the school product shop on your Arbor App.

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.

Home and 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

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 gold or silver studs (No gems, flower shapes etc...). 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.

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) 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.

We discourage holidays taken in term times. As well as lots learning, this can also have an impact on school aspects for children too.

Lunch Time

School Dinners

Our school meals are freshly prepared on-site in our infant building.

Our meals are provided by a third party provider - Dolce. Meals are ordered by parents via the School Grid app or website. This enables you to control the choice each day and ensure your child has a balanced diet across the week. A link will be provided to you to set up your account.

Dinners can be ordered on an ad-hoc basis through School Grid. You do not need to inform the office of a change between packed lunch and school dinners. This gives maximum flexibility to our families.

We expect a high standard of table manners from children and these will be reinforced by the welfare assistants. Please support your children to use a knife and fork to the best of their ability before they start school.

FREE SCHOOL MEALS



GUIDE FOR PARENTS & CARERS

Worth Applying Even if You Are Not Sure

Free School Meal (FSM) eligibility is changing from **September 2026**. Many families are entitled to Free School Meals and don't realise it? Applying is quick, confidential, and could save your family money while supporting your child and our school.

Why should I apply?

- Your child gets a free, healthy school meal every day
- You could save money on food costs
- The school may receive extra funding to support children's learning
- Applying will not affect your other benefits
- Your application is private

How To Apply - It Takes Just A few Minutes

- Go to our council website and search "Free School Meals" or scan the QR Code
- Complete the online form (you'll need your National Insurance number)
- Wait for confirmation - the school will be informed automatically

Scan me 

Trust
Respect
Ambition
Collaboration
Kindness



Our Children's Services are...



Lunch Time Routines

11:45 EYFS children only go into the hall with their class adults to support them settling-in.

We highly encourage working with your child on knife and fork skills before they arrive.

12:00 The rest of the infant children enter the hall. By this time, EYFS are sat down and eating in their own designated area.

12:15 - 12:30 Most children finish their food and the head out on to the big playground.

12:45 EYFS children only come back into their classrooms for the afternoon learning.

If the weather prevents us from going outside, children will instead remain in their classroom with a lunch time supervisor. During this slot they will do things such as: play games; Show and Tell or watch educational CBBC video clips such as Numberblocks.

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 healthy snacks.

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. The fruits on offer vary and there is usually a choice of 2-3 different things each day. In EYFS we ensure snack time is within close eye-sight of an adult.

School Milk

If you would like your child to have milk at school, please use the QR code below.



Is your child registered for
SCHOOL MILK?

Child
UNDER 5

Every child under the age of five is entitled to free school milk. Simply register your child online.



Child
OVER 5

Every child over the age of five is entitled to milk at a subsidised cost of around £20 per term. Register your child and pay online.

Children in receipt of benefits-based free school meals are eligible for free school milk. Speak to the school for further information.

Free milk for under 5s is funded by The Department of Health and milk for over 5s is subsidised by DEFRA.

REGISTER YOUR CHILD TODAY

Register online
www.coolmilk.com



Need help?
Send us a message
at www.coolmilk.com/contact
or give us a call on **0800 321 3248**

    FIND US ON SOCIAL MEDIA - SEARCH COOLMILKSCHEME

Medical

Is my child too ill for school?

Administration of medication during the school day.

We are aware that, there are occasions when children will be taking medicines to treat a variety of illnesses and infections. Some of our children will receive prescribed medication from a GP or Practice Nurse.

Whilst it is preferable to administer medication at home, we are aware that there are occasions when your child may be prescribed medication that needs to be taken during the school day.

In these instances, we ask that you complete the 'Request for Administration of Medication' form and have it agreed by a member of staff from the School Office - before you leave any medicines with school, medicine should be left with the office staff.

We will only be able to administer medicines that have the dispensing label, clearly showing the child's name and dosage details.

We cannot administer Calpol or other common medicines unless they are clearly labelled as having been prescribed by a medical practitioner.

You can download a copy of the 'Request for Administration of Medication' form from the website or obtain one from the office in the Junior Building.

Once your request has been agreed, we ask that you hand the medication to a member of staff, medicine must not be sent in with your child, and collect it yourself at the end of the day.

Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school when they're unwell. There are government guidelines for schools and nurseries about managing specific infectious diseases at GOV.UK. These say when children should be kept off school and when they shouldn't. If you do keep your child at home, it's important to phone the school or nursery on the first day. Let them know that your child won't be in and give them the reason. If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

Advice for the most-common childhood illnesses.

Coughs and colds

It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes.

Vomiting and Diarrhoea

Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 48 hours as per our School Policy.

Chickenpox

If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.