



Parent/ Carer Handbook 2019/ 20

We are *kind*:

Together we make friendships and work with everyone using compassion and humility. We are restorative: we communicate calmly and listen to each other.

We are *brave*:

Regardless of where we begin, everyone at Grasmere has the courage to aim high and achieve with confidence. We are not afraid to make mistakes and learn from them. We feel safe to take on a challenge and push our talents with determination and a thirst to question and satisfy our curiosity.

We are *creative*:

We make our learning exciting! We enjoy many enriching opportunities through a broad curriculum. We feel engaged and enthusiastic to discover and enhance our skills and knowledge.

We have *respect*:

We are a diverse community. Our staff, students and entire school community work in harmony, inclusively shaping the way we behave, to grow, understand and celebrate difference and contribute to society in a meaningful way.

Grasmere Primary School:

Growing Minds, Promoting Success

Dear Parent or Carer,

Grasmere is a true community of staff, Governors and families. Together we strive to provide the highest levels of care and academic and emotional growth for your child. Key to this happening smoothly is the relationship the school has with you, the parent or carer. This handbook serves to be a point of reference for you and the school and to provide you with the some key information about school life. More detailed information around some of the areas covered can be found on the website [www.grasmere.hackney.sch.uk] or by looking at the relevant policy.

If you feel there are things that should be included in this handbook which currently aren't, please do let us know. Equally if you feel there are things that might be stating the obvious, we would welcome the feedback.

We hope you find it of use and we look forward to working with you to ensure the very best care, learning and growth for your child.

Thank you for your fantastic continued support,

The Grasmere Staff

[NOTE: to find out more about whom we are and our roles and responsibilities, please see the website!]

Part 1: Communication

NOTE: A school priority this year is to improve on the current communication systems to ensure they are as effective as possible.

1.1 There are a number of ways you can communicate with the school, both formal and informal:

Daily quick chats at the end of the day:

Brief chats can be had at the end of the day with teachers. We would discourage extended discussions at this time. Your teacher would happily arrange to see you in the class if you would like a longer discussion. PLEASE NOTE: it is very challenging for staff to have a chat in the morning as their priority is to get the children up to class as soon as possible. Please avoid this time and instead use pick up time if you require a quick chat.

Meetings with your teacher

As stated above, your teacher would happily meet at a convenient time if you would like a longer discussion. Your class teacher is always the first point of contact if there is an issue or query.

Email

You are welcome to email the school about any concerns. The email address is info@grasmere.hackney.sch.uk. This will ensure your email will go to the office and then confidentially passed on to the relevant person.

1.2 There are also ways the school aims to communicate with you:

Newsletters and curriculum letters

We do our best to keep you fully informed about all school events through regular newsletters and the notice board in the playground. Teachers also write half termly curriculum letters about what they are teaching and how you can support your child at home.

Parent Evenings

Formal parent consultation evenings are held twice a year, in the autumn and spring terms and you will receive a written report about your child in July, with an opportunity to informally discuss this if needed or requested.

Coffee mornings

Regular coffee mornings are held across the school year about key school priorities. If you feel there is a need for a coffee morning on a particular area, please do let Nick know.

Website, Twitter and text service

We try to keep our website up to date and it is a good place to find out more about the school and its policies. We also have a Twitter profile [**@GrasmerePrimary**] which often includes pictures and summaries of some of the exciting things that are happening in school and we would welcome any new followers. We use a text service <https://eduspot.co.uk/product/teachers2parents/> to keep you up to date with things that might be happening. Please ensure we have your current mobile number so you don't miss out.

1.3 Confidentiality and Online Safety Notice:

At Grasmere, we undertake to communicate with you in a confidential manner about anything concerning your child. If further action is needed regarding a specific or sensitive issue, all member of staff have been trained to be discrete and respect confidentiality at all times.

We ask you as parents to respect confidentiality and the children's privacy and not to post personal information on social media (e.g. Whatsapp groups). Social media networks can be great places for parents to share information on school-related activities e.g. jumble sales or homework, and it can be exciting and rewarding to connect with and feel part of the Grasmere parent community. However, please remember when posting: 1.) you are talking about young children; 2.) don't say anything online that you wouldn't say to someone's face; 3.) consider all your comments, always thinking twice - reply in haste, regret at leisure.

If any peer group issues arise, please in the first instance talk to your child's class-teacher about this, and if you feel you need to take it further, then please refer it to Nick.

Part 2: Getting Involved

If you are interested in getting more involved with the work of the school there are a number of ways in which you may wish to help.

2.1 Parent Helpers

We are always keen to receive offers of help from parents. Parents are a valuable support to the teacher, both in and out of the children with their work and help with art and crafts. Parents also assist with the library, help with clubs and accompany day visits, but you may have something else to offer!

If you feel you would like to get involved please let your child's class teacher know. Regular parent helpers will require a DBS check and need to maintain confidentiality. Please speak with Gaye if this is required.

2.2 FROGS

FROGS is a very active committee that organises social and fundraising events. Every parent gets automatic membership and is eligible to serve on the committee. An Annual General Meeting is held to report on their work and to seek new members for the committee.

Over the years FROGS has provided many extras for the children. We hope new parents will be interested in serving on the committee or lending their support to fundraising events.

2.3 Assemblies

Here is an overview of weekly assemblies:

Day:	Type of assembly- who leads:		Time:
Monday	Values assembly/ Special event/ Religious celebration	These alternate. Class assembly dates are in the 'useful dates' section below.	9.10-9.30am
Tuesday	Class Assembly		

Wednesday	Music/Singing Assembly – Lisa Bannon	9.10 – 9.30am
Thursday	No assembly	
Friday	CELEBRATION ASSEMBLY- HT/ AHT	9.10 – 9.30am

You are welcome to attend all assemblies. If your child is directly involved you will receive a text to let you know.

Part 3: The Governing Body

The Full Governing Body meets at least once a term to plan the strategic development of the school. In addition, a number of sub committees meet on a regular basis to review every aspect of the work of the school. The Governing Body is responsible for formulating many of the school’s policies, and quality assuring the school’s performance.

If you are interested in knowing more about being a School Governor, speak to Nick or another member of the Governing Body and look out for recruitment notices. Please email Jenn Flandro: chairofgovernors@grasmere.hackney.sch.uk

Part 4: Other useful Information

4.1 Food at Grasmere

We work with Chefs in Schools [www.chefsinschools.org.uk] to help transform food, food culture and food education at Grasmere. Children are provided with healthy food that is nutritionally balanced, ensuring your child has the energy needed to fulfil the demands of a school day. In the same way, we expect packed lunches to be healthy without hidden sugar or salt. We understand the importance of being properly hydrated. Children are welcome to bring in water bottles although there are opportunities throughout the day to get water in class and in the playground. We are a nut free school. Please inform the office if your child has an allergy and we will work with you to cater for them effectively.

4.2 Extended school provision

Breakfast club

Breakfast club is still run by the school from 8am at a cost of £3 per child per day. Please pay via the office. **Only children aged 5 and above can attend.**

Fit For Sport [child care provision]

We will no longer be running play based after school provision [KIDZ club] through Grasmere but instead handing it over to **Fit for Sport** [www.fitforsport.co.uk/extended-school-clubs]. You will have already received information about their offer. Fliers are available in the office. They run sessions every weekday from 3.30-6pm. **All children aged 4 and up can attend.**

NOTE: All pricing information and booking is done through their website.

Enrichment clubs

These are separate to the play based provision from Fit for Sport. All children are welcome to attend, even those who attend Fit for Sport. They are skill based clubs where children learn or improve skills or have enriching experiences. These clubs run from 3.30pm- 4.30pm and cost £5 per session. Please see the office for more information. This offer is able to expand term on term [and we hope to include options for younger children very soon]. Please note there are limited places available and bookings are done on a first come first basis.

NOTE: You pay for these through www.scopay.co.uk unless otherwise stated.

4.3 Illness and Injury

Please do not send children to school if they are unwell or have suffered sickness or diarrhoea in the last 48 hours. They should not return to school until 48 hours since the last episode of sickness or diarrhoea have passed. This rule helps to stop the spread of illness. In additional, children will not cope with their lessons and it is not fair to other pupils.

Please inform the school office, either in person, by telephone or by e-mail if your child's off school due to illness so that the registers can be marked accordingly. You must inform the school office **every day** that your child is absent.

We will do our best to deal with any illness or injury that occurs at school but we do not have qualified medical staff, only first aiders. If a child is injured in a manner that requires further medical attention or a child is too ill to continue at school, we will attempt to contact you immediately. For this reason, all parents are asked to provide two alternative emergency telephone contacts in case they cannot be contacted in person.

4.3 Medicines

Our school is obligated to accept responsibility for administering prescribed medicines to children **only** if a medication form is completed from the office. The medicine will then be passed to the class teacher. If not, then medication should be given at home or a parent may attend school to administer it.

The school should be notified in writing of children suffering from asthma. Children with this condition may take their own medication. It is important that other medical conditions from which your child may suffer, such as nut allergies, epilepsy, diabetes etc. should be noted on the child's admissions form.

4.4 Holidays and absences

We would remind parents that we ***strongly discourage families from withdrawing their children from school for any purpose during term time because it causes considerable disruption to their learning.*** Not only do they miss the work from their time off from school but also when children return, they often have difficulty understanding their tasks because of the teaching they have missed whilst they were away. Children may also find it difficult to settle on their return. Staff are not obliged to provide work for children who are taken on holiday during term time.

In cases of **absolute necessity**, authorisation for absence should be sought in advance from Nick.

If your child has a medical appointment during school time, please inform the school office in person, by telephone or by e-mail.

4.5 SEND

Some children may have a physical, sensory, medical, behavioural or educational need that requires them to have additional support in school. This support may take a variety of forms. We always involve parents in any discussions regarding the needs of their child and his/her progress.

If you have concerns your child might have additional needs, please speak to Debbie our SENDCO.

4.6 Payments

We are a cashless school and have an online system: SCOPAY. You can use this when paying for things such as lunches, trips and enrichment clubs. This is our preferred method of payment. The system is quick and easy to use. Please go to: www.scopay.com and register as a new user or ask Patsy to create your login details.

We prefer not to receive cash or cheque payments unless absolutely necessary. If you are paying by cheques, they should be made payable to London Borough of Hackney.

4.7 Contact details

It is important that we have up-to-date contact information for all pupils and parents. Please inform the school office immediately for any changes to your address, e-mail address, landline or mobile telephone numbers. Please also inform us of any changes to your child's medical history or dietary requirements so that we can keep our records up-to-date.

4.8 Safeguarding

The school works in partnership with parents to support children in every way possible.

However, the Children's Act 2004 places a responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children.

If concerns are raised within the school or a child or parent reports a situation involving possible neglect or abuse, we have a statutory duty to refer the matter to social services for investigation.

4.9 Uniform

We are a non-uniform school. Children should wear comfortable, practical clothes that are appropriate for them to work and play in. We advise against any jewellery for health and safety reasons. Stud earrings can be worn but should be removed for PE lessons. Children should bring PE/ swimming kit in a separate bag on the days they have those lessons. Long hair must be tied back during PE and no sandals or sliders please.

Part 5: Complaints and Compliments

The school aims to work closely with parents and we hope you will be extremely pleased with the education and quality of your child's provision at Grasmere. If this is the case, please feel free to express your feelings of satisfaction, either verbally or in writing to the office or Nick. We need to know what is appreciated in order to continue it!

However, if you are unhappy with any aspect of your child's education, we also need to know. In this case you should **first speak to your child's teacher**. We find that many concerns or potential complaints can be resolved happily through discussion.

If your concern is of a broader nature, or you have already raised it with the teacher and are not satisfied, please discuss it with Nick.

The Governors of the School have arrangements for considering complaints and if you are still dissatisfied when you have discussed the matter with Nick you should ask for a copy of the school's complaints procedure from the website, the school office or write to the Chair of Governors via chairofgovernors@grasmere.hackney.sch.uk .

Part 6: Useful dates

Autumn Term 2019

Start - Monday 2 September 2019/ Tuesday 3 September 2019 INSET Days
Children return: Wednesday 4 September 2019
Half Term - Monday 21 October - Friday 25 October 2019
End – Thursday 19 December 1.45pm 2019

Spring Term 2020

Start – Monday 6 January 2020 INSET DAY
Children return: Tuesday 7 January 2020
Half Term - Monday 17 February - Friday 21 February 2020
End – Friday 3 April 1.45pm 2020

Summer Term 2020

Start – Monday 20 April 2020
Half Term - Monday 25 May - Friday 29 May 2020
School end – Friday 17th July 1.45pm 2020

Parent's meetings:

Tues 12th Nov/ Thurs 14th Nov 3.45-6.00pm
Tues 10th March Thurs 12th March 3.45-6pm
Tuesday 14th July 3.45pm

Coffee Mornings:

Sounds Write Thursday 21st November
Restorative Approaches Thursday 19th March, Maths Mastery Thursday 11th June

Head teacher drop in sessions:

Monday 23rd September 9.00am
Monday 20th January 9.00am
Monday 4th May 9.00am

Class assembly dates:

Tuesday 15th October Y6 Silver Birch
Tuesday 3rd November Y5 Oak
Tuesday 11th February Y4 Aspen
Tuesday 24th March Y3 Willow
Tuesday 19th May Y2 Cherry
Tuesday 30th June Y1 Rowan
Tuesday 7th July Rec Holly

Tuesday 14th July Nursery Graduation

Other dates:

Meet the teacher: 19th Sept 3.30pm

Black History Month Assembly: Tuesday 5th Nov

Winter performance: Wednesday 11th December 2pm and 6pm

Nativity: Tuesday 17th December

World book day: Thurs 5th March- dress up day

St Patricks Day troupe: Week of 16th March

International Evening: Wednesday 1st April

Art week and Family learning afternoon: Week of 22nd June with family learning on Tuesday 23rd June

Sports Day: Tuesday 7th July

Part 7: Our Values and Behaviour

We have a set of values that all children should reflect in their behaviour. Please reinforce the importance of these at home. These values help to make the vision for our school [see front cover].

We have a **zero tolerance on bullying**. If you feel your child is being bullied, speak to your class teacher or a member of the leadership team and we will work swiftly to ensure your child feels safe and happy to come to school.

We have high expectations of behaviour and have a whole school policy that promotes a restorative approach. This is reinforced by positive rewards and clear sanctions if rules are broken. Please refer to the 2018 Policy on the website for further information.



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