



## **Parsons Down Partnership of Schools**

Key Stage 2  
Parent Handbook  
2022/2023



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**Welcome to**

**Parsons Down Partnership of Schools**

On behalf of all governors and staff we welcome you and your child to Parsons Down Partnership of Schools.

We hope that your child will be happy and successful, and that you too will enjoy a growing involvement in your child's education through your association with the school.

This handbook will give you an idea of our vision, which underpins everything we do at Parsons Down Partnership of Schools. It will also give you details of how the school is organised, practical information about the school and curriculum content.

Please do not hesitate to ask if you have any further queries.

Mrs Catherine Bull  
Headteacher

Mrs Marilyn Cornwell  
Chair of Governors

Herons Way, Thatcham, Berkshire, RG19 3SR  
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## Our Vision, Mission and Core Values

On 4<sup>th</sup> February 2013, Parsons Down Schools officially became a Federation under one Headteacher and one governing body. After an extensive building project, completed in 2022, both the infant and junior schools now operate on one site. The schools continue to operate as two separate entities but the ethos and learning journey flows between the two schools, both of which benefit from being under one roof.

<p><b>Our Partnership Rules</b></p> <p>Be kind. Be safe. Be respectful.</p>	<p><b>Our Vision</b></p> <p>Learn together. Grow together. Succeed together.</p>
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The governing body actively encourages and supports the opportunities for staff and children to learn together through the sharing of resources, the sharing of ideas and creations or the sharing of achievements and successes. As a Federation, we have agreed upon partnership rules, a vision and a set of learning behaviours. These underpin all that we do in school.

### Learning behaviours

Ruby 	Ruby learners are kind.
Topaz 	Topaz learners value themselves and other.
Emerald 	Emerald learners attempt new challenges.
Sapphire 	Sapphire learners manage their distractions.
Amethyst 	Amethyst learners work together as a team.
Diamond 	Diamond learners solve problems.

## Our Open Door Policy

Please do contact us at any time when you have a concern, even if it appears to be minor. The 'little' difficulties are easy to deal with - do not let them become major concerns.

The Open Door Policy is alive and well at Parsons Down Partnership of Schools. If you wish to talk about your child please:-

1. Approach the class teacher, making an appointment if necessary.
2. For SEN,D queries speak to Miss Street
3. Miss Shepherd, Deputy Headteacher
4. Mrs Bull, Headteacher

Our school is a busy place and it may be that someone is not available to talk to you straight away. However, someone will get back to you as soon as possible if you leave your contact details with our receptionist.

## School Calendar

Term Dates for 2022 / 2023

<b>Autumn Term 1</b>	Monday 5th September – Thursday 20th October
<i>Half Term</i>	<i>Friday 21st October – Monday 31st October</i>
<b>Autumn Term 2</b>	Tuesday 1st November – Tuesday 20th December
<i>Christmas</i>	<i>Wednesday 21st December – Tuesday 3rd January</i>
<b>Spring Term 1</b>	Wednesday 4th January – Friday 10th February
<i>Half Term</i>	<i>Monday 13th February – Friday 17th February</i>
<b>Spring Term 2</b>	Monday 20th February – Thursday 30th March
<i>Easter</i>	<i>Friday 31st March – Friday 14th April</i>
<b>Summer Term 1</b>	Monday 17th April – Friday 26th May
<i>Half Term</i>	<i>Tuesday 30th May – Friday 2nd June</i>
<b>Summer Term 2</b>	Monday 5th June – Thursday 20th July

The total number of specified pupil days will be 190 days for the academic year 2022-2023.

### Holidays

Parents and carers are requested to arrange holidays to coincide with the school holidays. If, in **exceptional** circumstances, holiday arrangements must coincide with pupil term days, please contact the school and complete a holiday form. Holiday forms are available from reception and should be completed **at least 3 weeks in advance** of the dates being requested.

**Please note that holidays during term time cannot be automatically authorised.**

## **The Partnership uniform is as follows:**

Red sweatshirt with a V-neck and school logo

or

Red cardigan with a school logo

White polo shirts at the infant school

White shirts / blouses at the junior school

(it is not a requirement to have a polo shirt, shirt or blouse with the logo on)

Grey skirts, trousers, shorts or pinafores

Red gingham summer dresses

Black, grey or white socks

Black or grey tights

School shoes should be black. For health and safety reasons, shoes should fit securely and have a low heel. Trainers or boots will not be allowed. Children are able to wear any colour of coat or hat to school.

### **P.E. and Summer Games:**

Black shorts

Plain white t-shirts

Plimsolls or training shoes are essential for outdoor PE

(Most indoor work is done barefooted, but if your child has a medical condition which could be contagious, please ensure he/she comes with plimsolls.)

### **Winter Games:**

Shorts or tracksuit and white t-shirt.

Warm sweatshirt or sports top.

Suitable footwear for wet ground

**Skoolkit in the Kennet Centre in Newbury is the stockist of our school sweatshirts and cardigans.**

A school-wear range comprising of polo shirts, fleeces and shower proof jackets with the school logo may also be purchased from the Skoolkit store in Newbury. Baseball caps and beanie hats are also available.

**Please note these items are optional and are in no way compulsory.**

# Partnership Organisation

## Early Years Foundation Stage (EYFS)

The Foundation Stage covers children from 4 years of age to the end of the Reception Year. We take children into our Foundation unit from 4 years of age (if they turn 5 within that school year).

In accordance with the school's admission arrangements, children whose fifth birthday falls between 1<sup>st</sup> January and 31<sup>st</sup> August may take up a full-time place in the autumn term.

The maximum class size is 30 children. The children follow the Foundation Stage curriculum, working towards the Early Learning Goals. In both EYFS and Key Stage 1, phonics is an important part of the daily timetable.

The teacher is supported by a trained Educational Support Assistant (ESA).

## Key Stage 1

Key Stage 1 covers children from 5 to 7 years - Years 1 and 2. The maximum class size is 30 children.

Children in Years 1 and 2 work within the class at their own rate in groups of varying sizes and abilities, depending on the activity.

The teachers plan programmes of work together for all the children within the team.

There is a weekly timetable, which is carefully structured to ensure the right balance of all curriculum activities but is still flexible enough to be changed when anything unusual crops up.

Trained Educational Support Assistants provide extra support in all classes throughout the school.

The school teaching week is 21 hours, as recommended by the Department for Education and Skills.

## Key Stage 2

Key Stage 2 covers children from 7 to 11 years, Years 3 to 6. There is a partnership between both schools and the children due to transfer in September have opportunities to meet their new teachers beforehand. We work closely together to ensure a smooth transition.

# Curriculum Statement

## Our Curriculum Intent

Our policy is to provide a broad and balanced curriculum, in line with the National Curriculum 2014, that will encourage all children to reach their full potential.

We know that at Parsons Down, our children are more engaged in their learning if it has a context and theme that runs through it. Our topic programme is tailored to each age group and ensures that children cover all the required National Curriculum content during their time in Key Stages 1 and 2. In planning units of work and individual lessons across the different subjects, we endeavour to include cross-curricular links where appropriate, building on the children's existing knowledge and experiences. This increases the relevance of what the children are learning and improves their engagement, helping them to make good progress. These cross curricular opportunities provide a chance for the children to further develop their intellectual, imaginative, aesthetic and critical minds.

Outdoor Learning, educational visits and enrichment activities also sit at the heart of what we do. These opportunities are planned out across the year for each topic and build on the children's interests. Wherever possible the books the children read and weekly library lessons are also linked to the children's interests and build on prior knowledge.

## Curriculum Aims

Our curriculum reflects the school's local context. Children begin their educational journey at Parsons Down from a range of backgrounds and life experiences and our curriculum is designed to broaden their understanding of the world they live in. We have high expectations for all children and using the National Curriculum, we aim to help the pupils according to age and ability in the following ways:

- To acquire knowledge, skills and practical abilities while working towards varied end products.
- To use language and number effectively.
- To appreciate human achievements in art, music, science, technology and literature to prepare for their adult lives.
- To develop the capacity to live as independent, self-motivated adults and to become contributing members of society.
- To understand the concepts of health, safety and risk taking.

## Assessment and monitoring

During their time in school the children's progress and attainment are regularly assessed by their teachers. Each child's assessment record is passed on from year to year to ensure continuous progression. Learning is assessed through observations, questioning the children, work produced and more formal assessment where appropriate, including SATs tests for English, Maths and Science. The outcomes of these assessments are used alongside the Teacher Assessments and are reported to parents at the end of the school year.

The SLT, subject leaders and teachers will continue to monitor the effectiveness of the curriculum and gather feedback from pupils, parents and stakeholders, making further developments where needed. School governors are assigned a curriculum area in order to support its development, monitoring and evaluation.

# Practical Details

## School Hours

The school gates open at 8.30am and members of staff are out on duty from 8.30am on the playground to supervise children. The doors open between 8.40am and 8.45am ready for an 8.50am start. Children should enter the school via their class door. School finishes at 3.15pm.

## Clothing

**Please ensure that all items are named.**

## Uniform

Please see the school uniform section.

## Jewellery

Jewellery should not be worn to school. Stud earrings and watches are permitted but not for PE.

## Hair

Hair styles should be suitable for school. We do not allow extreme hairstyles: patterns cut into hair, excessively styled or brightly dyed hair. For health and safety reasons, long hair should be tied back away from the face. This is particularly important for P.E. lessons. Hair bands and Alice bands should be plain black, red or brown.

## Equipment required in school

**Please do not allow your child to bring items to school which could cause harm to other children.**

The following equipment would be useful, although everyday equipment is provided by the school:

- Pencils
- Eraser
- Pencil sharpener (enclosed to catch shavings)
- Coloured pencils
- Ruler (transparent and marked in cm and mm; not inches)
- A few felt tips
- A blue pen (not biro until year 5/6)
- Small pencil case (clearly named)
- Named water bottle (clear with a sports lid – available for purchase from reception)

**Please do not allow your child to bring anything precious into school as we cannot guarantee its safe return.**

## **Valuable Items including mobile phones**

Please do not allow your child to bring valuable items, such as expensive watches, electronic toys, Ipods, etc. into school. **We can accept no responsibility whatsoever in the event of their damage or loss.** Please note that if your child needs to have a mobile phone in school for safety reasons, they **must** switch it off and hand it to their class teacher for the day. They can then collect it at hometime but it should not be used on school grounds. This policy also includes smart watches with call, message, photo and video functions. Again, we accept no responsibility in the event of damage or loss.

## **Found Property**

From time to time items can become mislaid. Please ensure that your child's uniform and possessions are clearly labeled. A 'Found Property' cupboard is situated in the main Reception area where any unclaimed items are kept.

## **Travelling to and from School**

School starts for children at 8:45am. At 8.30am the gates are unlocked and children can enter the school premises. Staff are on duty to supervise the children and should be clearly visible in their high-vis jackets. **Please ensure that your child is not in school before 8.30am** unless they are attending Twilight Club or a school-organised event. The doors open between 8.40am and 8.45am ready for an 8.50am start

The school day ends for pupils at 3:15pm. Pupils are asked to leave the premises as soon as school finishes except when taking part in school clubs or sporting fixtures. Children should not be playing on the adventure playground or the field during these times. If parents or carers are not able to collect children at the end of the day as arranged, **children should wait safely in the Reception area at the front of school.** Please call us and let us know, in plenty of time, if you are running late so we can ensure your child remains on site until you arrive.

## **Picking up and dropping off**

Please do not park your car in the school car park or grounds at any time of day.

The Nature Discovery Centre, in Lower Way, is providing us with the facilities to operate a Park and Stride scheme whereby parents can park their cars and walk their child to school. The Discovery Centre car park is the first turning on the left on driving through the gateway. Parents can make use of the toucan crossing to cross Lower Way and walk through the gate onto the playground.

The areas around our school are mostly residential so please avoid parking in immediately adjacent streets and be considerate of our neighbours. We are an Eco-School so would like to encourage as many children as possible to walk, cycle or scoot to school. We would recommend that all bicycles and scooters are locked and stored in the cycle racks, as we cannot take responsibility for them on site. Please ensure that children wear cycle helmets when cycling to and from school for their own safety.

In some instances, this is not always possible and children are delivered or picked up by car. In accordance with the Highway Code, double yellow lines can be used for picking up and dropping off only – not for waiting. **The zig zag line marking is not to be stopped on at any point during school hours.** We would be most grateful if parents would respect the road markings outside the school gates as well as the double yellow lines painted on the turning circle so we can keep our pupils safe. We are an eco-school and operate a no idling policy. **Please do not leave your engine running when dropping off or picking up your children.**

## Attendance

Regular and punctual attendance is crucial and the Partnership works closely with all parents and families to establish the strong home school links and communication systems to underpin these. Children are expected to attend school each day unless they are unwell. The expected level of attendance is a minimum of 96%. This allows for the occasional day or two of absence through illness, without a child falling behind with their work. At both schools, attendance is monitored regularly and we will notify you if we are concerned about your child's attendance.

Attendance	Days lost over 7 Primary years	Weeks lost over 7 Primary years	Equivalent in terms
95%	66	13	1 term
90%	133	26	2 terms
85%	200	39	3 terms (whole year)

## Absences from school

### Illness

Please do not send children to school when they are unwell. Please telephone the school, select Option 1 for absences and leave a message to report your child's absence, call in personally or send an e-mail to [office@pdp.w-berks.sch.uk](mailto:office@pdp.w-berks.sch.uk), to tell us if your child is ill. Text messages are automatically sent out to parents informing of unauthorised absences at 9.30am by Schoolcomms. If you are unable to contact the school to let us know why your child is absent a note explaining your child's absence should be sent upon his/her return to school. Absences which are not verified by parents must be treated, under current statutory regulations, as unauthorised, and recorded as such on annual pupil progress reports.

Let us know, in advance if possible, when your child has to be absent from school for all or part of the day for medical or dental treatment. Please inform us of any case of infectious disease as soon as it is confirmed and consult us if you are not sure how soon your child can return to school after recovery.

If your child is absent due to vomiting and/or diarrhoea, it is important that they do not return to school for 48 hours from the last time they are sick or have an upset tummy so as not to spread the illness amongst the other children and staff.

## **Leaving School**

Please inform the school if your family is moving away from this area even if you are not sure of the actual date of departure. When children leave, it is helpful to know the details of their new school so that we can liaise with them to ensure a smooth transfer for your child.

## **Holidays**

Parents and carers are requested to arrange holidays to coincide with school holidays. If, in exceptional circumstances holiday arrangements cannot coincide with school closure times, please complete a holiday form which can be obtained from the school office. This form should be completed at least 3 weeks in advance of the dates required. Please also note that holidays during term time cannot be automatically authorised. Holiday during SATs weeks will not be authorised.

## **Emergency Closure**

In the case of very severe weather conditions, or other extraordinary circumstances that make it necessary to close the school, we will notify parents by text message. It is therefore important that you notify us of any change with contact mobile telephone numbers. Radio stations, Heart and Radio Berkshire, will also issue an announcement and notices will be posted at all school entrances. The school website is also a source of up to date information.

Should it become necessary to close the school during the school day we will contact you by text. No child will be sent home without notice or without prior permission before the end of the normal school day.

## **Lunchtime Arrangements**

A choice of hot dinner is available daily and menus are published on the school website, paper copies are available from the school office on request. Some children will be eligible for free school meals according to current regulations. If in doubt, please call in and see our School Business Manager.

Children may bring packed lunches. Drinks may only be brought in closed beakers or flasks - no cans please. We can accept no responsibility for loss or damage to packed lunches or drinks, or their containers.

## **PLEASE DO NOT ALLOW YOUR CHILD TO BRING NUTS INTO SCHOOL.**

**We have children in school who have serious allergies. Please ensure that no products that have nuts as their main ingredient are sent into school for either packed lunches or party food. From time to time, information may come home regarding additional items which are not allowed in school.**

We believe that it is beneficial to pupils' physical well-being and mental alertness if they drink **plenty of water** during the school day. Pupils are encouraged to bring in a small, refillable bottle of water which they can keep with them in their classroom and refresh themselves

when necessary. (Squash is not permitted). Bottles are available for purchase from the school reception.

We have a wonderful playing field which provides additional play space to our hard standing playground. Children are permitted to play on the field during lunchtimes whenever the weather allows.

## **Home-School Contact**

School newsletters are sent home weekly, either electronically or with your child, they are also available to view via the school website. Children do not always remember to deliver letters promptly so please remember to check if there is a letter for you. Please let us know if there are any changes in your circumstances, e.g. change of address, telephone number, emergency contact details, medical information etc. It is essential that the school knows where to contact you during working hours, the name of your family doctor and anything that might affect urgent medical treatment - e.g. allergy to penicillin or certain foods, etc.

Please contact your child's class teacher if you have any problems or worries about your child at school. Remember we are here to help your child.

## **School Website**

Our website address is: [www.pdp.w-berks.sch.uk](http://www.pdp.w-berks.sch.uk)

The school website is a source of valuable information which we, as a school community, try and update on a regular basis. If the school has to close due to adverse weather conditions, information regarding the closure will be placed on the website.

## **Parents' Evenings**

There are two parents' evenings throughout the year; one in the autumn term and one in the spring term. You will have an opportunity to see your child's work and talk to your child's class teacher. In the summer term, you will receive an annual written report for your child. You are welcome to come in and discuss the report with your child's teacher. If there is something that you would like to discuss with your child's class teacher at another time in the year, please contact the teacher directly to make an appointment.

## **Twilight Club**

Twilight Club is open before and after school, offering childcare facilities for children attending the infant and junior schools. If you have any questions relating to this matter or would like to speak to a member of the Twilight Club staff, please contact the Club directly on 07919 803682.

## **Behaviour**

Parsons Down Partnership of Schools is committed to creating a safe and secure environment in which children can learn. We want our children to take responsibility for their actions and to show care and concern for themselves, appreciate the needs of others, the school and its contents and the community around them.

We have a consistent, yet age appropriate approach to behaviour throughout the Partnership, which is designed to foster positive, caring attitudes towards each other and mutual respect. It ensures each child's safety by setting clear boundaries with regards to acceptable and appropriate behaviour.

The full behaviour policy is available on our website.

### **Learning Gems**

To encourage the children to acquire skills to enable them to learn we reward children with 'Learning Gems'. These are small glass pebbles which are given to the children when they have demonstrated a skill. There are 6 learning gems; amethyst for working as part of a group, sapphire for coping with distractions, emerald for attempting a new challenge, topaz for sharing ideas, ruby for being kind and diamond for solving problems.

### **Medical Matters**

#### **Administering Medication**

Medicines can be administered during the school day if a medical form has been completed. Even if this form is submitted, no responsibility can be accepted or implied. It must be stressed that, to comply with the requirements of the Health and Safety at Work Act 1974 as applied to schools, we cannot administer medication without written authority. Medicine must be handed only to a responsible member of staff for safe storage and **must be collected by an adult**. We can only accept medication prescribed by a doctor. Forms are available from the school reception area.

#### **First Aid**

In the event of a child being taken ill or receiving accidental injury at school, every effort will be made to contact parents. Members of staff with First Aid training will assess the injury. If it proves necessary, it is obviously preferable for the parent to take the child for treatment, but, in an emergency, a member of the school staff will, of course, act in loco parentis, and take the appropriate action. We do ask that sick children should be collected and taken home as soon as possible.

From time to time accidents happen and your child may require First Aid. There are qualified First Aiders on site during the whole of the school day who attend to any minor injuries. Every care is taken to make sure your child is comfortable and reassured. Parents will be advised of actions taken. It may be necessary to contact emergency services if an injury is serious and the school will err on the side of caution when making this decision.

### **Healthy School**

We are a Healthy School and we educate and encourage the children to lead healthy lives. We regularly review all aspects of school life to improve opportunities for the physical and emotional health of our children. We encourage:-

- Healthy lunches and snacks
- Regular exercise
- Drinking water throughout the day
- Children to offer opinions and be involved in decision making e.g. through the School Council
- Older children to help younger children
- Children to take responsibility for their environment
- Personal safety
- Participation in clubs
- Contributing to the school community and charities
- Reward systems e.g. Gems, merits and house points
- Involvement in National Initiatives e.g. Walk to School week
- Sharing work within the school community e.g. celebration assemblies, class assemblies
- Learning in a variety of different ways e.g. visits, class work, drama
- Expressing and understanding emotions

## **Safeguarding Arrangements**

All adults who come into contact with children in their work have a duty of care to safeguard and promote their wellbeing. This includes our responsibility to ensure that all adults who work on behalf of children in school are competent, confident and safe to do so. Our Partnership has a strong and positive ethos of care, guidance and support for the children it serves as well as working policy and procedures. Staff all hold a valid Enhanced Disclosure and Barring Service (DBS) check and have due regard to current legislation and statutory guidance in relation to child protection and safeguarding.

## **Services and Support**

Childline	0800 1111	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
Samaritans	0118 926 6333	
NSPCC Child protection helpline	0800 800 500	
NHS Direct	0845 46 47	
Thames Valley Police	0118 953 6000	
Victim Support	0845 3030 900	
Citizens Advice Bureau, Newbury	01635 40205	
West Berkshire Housing and Property Services	01635 519 364	
National Drugs helpline	0800776600	

A number of information leaflets for children and adults are kept in reception.

## **Visits to School**

When visiting school, please remember to sign in at Reception (inside the main door) first. In the interests of safety, we have security fences and gates. The gates are operated by staff fobs and this means that after 9.00am and before 3.00pm there is no access to the school

grounds. All outside doors are kept locked during the school day, although they can be instantly opened from inside in the event of an emergency. Teachers are under instructions not to admit any visitors directly into their class areas. Despite such unfortunate but necessary constraints, we still try to operate an "open door" policy at the school and you are welcome to visit at any time. It is helpful if you can phone reception to make an appointment to see your child's class teacher.

Parents are invited into school on a regular basis to work alongside your child in class.

## **Volunteers**

We are always on the look out for volunteers to help with swimming, reading and art activities. For safeguarding reasons, every volunteer must have a clear Enhanced Disclosure and Barring Service (DBS) check (previously CRB check). All information is available via the school office.

## **Homework Guidelines**

Homework is an important area of our philosophy, it links our children's learning at school with their learning at home and it strengthens the partnership between school and family.

The homework policy at Parsons Down Junior School is that work will be given to all children from Year 3 to Year 6. We see homework as an extension or reinforcement of activities that the children are involved with at school. Please check your child's homework regularly. We rely on parents to support our homework policy and to share this time with their children. All children have Reading Journals which are checked regularly. The school expectation is that children read at least 4 times in a week. In Year 3, this may only be 15 minutes a night, but this could progress to **at least** 30 minutes a night by Year 6.

All class teachers plan a homework routine for children at the beginning of each term. Full details are provided in the autumn term.

To help your child at home you might like to consider the following:

- ✓ Give your child a healthy snack such as a banana before they begin work.
- ✓ Provide a peaceful place to work away from distractions such as the television.
- ✓ Provide a table and chair for your child; try to make it a clutter free area.
- ✓ Ensure that your child has the necessary equipment: pencil, rubber, ruler etc.
- ✓ Find a good time to do homework, this may be as soon as they come in from school, or first thing in the morning if they are an early riser. *Don't leave it till the last minute as something else may get in the way.*
- ✓ Encourage and give guidance to your child; but don't do the work for them.
- ✓ Let the class teacher know if your child is struggling with the work. *Feel free to write comments in homework books.*
- ✓ Value your child's homework. *Please sign your child's book to show that you have seen their work.*
- ✓ Praise your child for their efforts.

### Tips for your child:

- ✓ Find a quiet place to work that has a table and space.
- ✓ Turn off the television and radio.
- ✓ Brothers and sisters can work alongside you or leave the room.
- ✓ Ask your family to tell any friends who call, to call back later.
- ✓ Take regular short breaks to stretch your arms and legs, just a few moments is long enough.
- ✓ Try to finish one piece of work in one go, don't leave it half way through

### **Sun Protection Guidelines for Parents**

We get around 80% of our sun exposure by the age of 21 and much of this exposure occurs when at school. Schools have a responsibility to ensure that pupils are protected from the harmful effects of the sun as much as possible during the school day. Although fair skinned people are more at risk from sun damage, sun protection is relevant to both fair and dark-skinned children.

At Parsons Down Partnership of Schools we want the children to enjoy the sun safely. We wish to work with children and parents to achieve this through the following guidelines:

1. In school the children are given sun safety education.
2. Shade is available during lunch and break times.
3. Sunglasses are not allowed, as they may cause injuries, except on specific doctor's recommendations.
4. The children are encouraged to wear hats provided by the parents. Wide brimmed or legionnaires style hats are recommended as they also give protection to the eyes and neck.
5. High factor suntan lotion (30+) should be applied before coming to school. If you feel that this needs to be reapplied during the day a named bottle of cream or roll-on needs to be sent in with your child. Please teach the children how to apply the lotion themselves. The lotion should be given to the child's teacher. It will be kept in a safe place in the classroom.
6. Summer PE kits must have a short sleeved T-shirt, as shoulders burn easily.
7. All children are advised to bring in a named bottle of water daily.
8. In cases of extreme hay fever, parents must remind their child not to go on the grass at playtimes. Prescribed medication can be administered during the day if necessary.

Drinks, hats and sun lotion will be the responsibility of the child therefore, as with all their belongings, they must be named.

Thank you for your support – together we hope we can have a very happy, safe and sunny summer

## **Complaints Procedure**

The following is the strategy that is suggested if difficulties arise – we have placed them in the order in which we hope you would use when searching for solutions:

1. Talk to the class teacher
2. Talk to the Inclusion Manager for SEN,D related issues.
3. Talk to the Deputy Headteacher
4. Talk to the Headteacher
5. Make representations to the Governing Body personally, or in writing to:

Mrs Marilyn Cornwell  
Chair of Governors  
C/o Parsons Down Junior School  
Herons Way, Thatcham  
Berkshire RG19 3SR

6. Contact the Education Office in Newbury, their address is:

Deidre Devine  
School Improvement Adviser  
West Street House  
West Street, Newbury  
Berkshire  
RG14 1BD

# Pupil Premium Funding

**Register now! Help us to help you!**  
**Further benefits for pupils from lower income families**

The Government is funding schools to help children from lower income families do their very best. This funding is called a 'Pupil Premium'. For every child registered for Free School Meals (or who has been registered for FSM in the last 6 years), our school receives a fixed sum of money which the school can use to assist these pupils with their education. If you are registered you could also get help towards paying for the cost of school trips, school activities that require contributions, school uniform, extra curricular activities and Twilight Club to name but a few.

## **How Does it work ?**

1. First, check if you qualify – it is not just if you are unemployed, so please look at the list below.
2. Registering is really quick and easy – if you think you qualify, phone 01635 503090 and someone will help you to register or you can apply on-line at [www.westberks.gov.uk/freeschoolmeals](http://www.westberks.gov.uk/freeschoolmeals) .
3. If you want your child to have a free, healthy meal at lunchtime, that's great – it could save you up to £389 per year.
4. If you don't want your child to have the school meals they can continue as normal – as long as you qualify and are registered, the school will receive the additional funding which will enhance your child's education.

No one will know you have registered and it will not affect any other benefits you are claiming. Please talk to us about registering today.

## **Do you Qualify ?**

You can register your child for Free School Meals if you get any of the benefits listed below:-

- 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 Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

**REGISTER NOW!! It is quick and easy to register, don't miss out on this opportunity for your child to receive additional support with their education.**

**Come and talk to us if you're not sure.**

