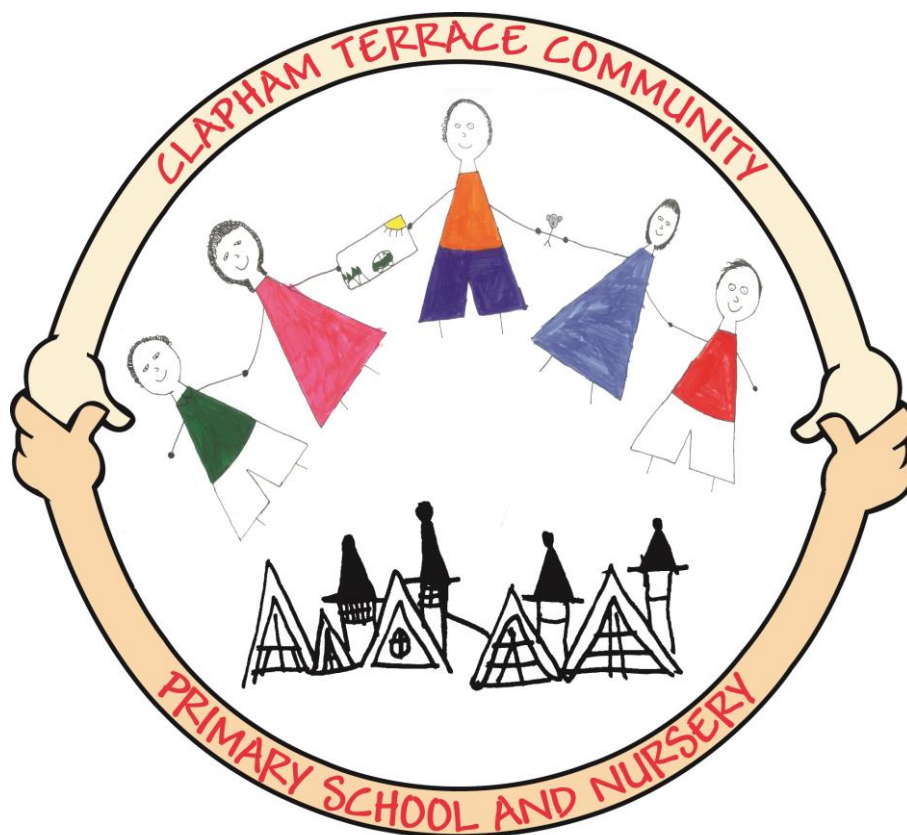


Clapham Terrace
Community Primary School and Nursery
Clapham Terrace,
Leamington Spa,
CV31 1HZ.
Telephone: 01926 423404
Website: www.claphamterrace.info

School Information 2016-2017



This information booklet is designed to provide parents/carers with useful information with regard to all aspects of our school.

School Timetable

Children supervised on playground from	8.45am
Whistle blown & children line up at The external doors are closed at 9.05am after this children must enter school via the school office as they are late	8.50am Please make every effort to use the external entrances before 9.00am and not the front office
Registration Closes	9.05am after this time a late will be issued Once External gates are shut you will have to enter through the main school doors at the front. A detailed record of late arrivals is collected. Being late is detrimental to the children's education if this happens regularly.
Nursery hours	9 – 12 noon
Lunch begins	12.10pm
Lunch Time ends	13.10pm
Reception & KS1 End of school	15.15pm
KS2 End of School	15.20pm
External Doors close & After School Clubs begin at	15.30pm If children are collected after 15.30 it is recorded as a late collection

Clapham Terrace House Groups

We have three houses at Clapham Terrace:

GOBLIN

UNICORN

PHOENIX

DRAGON

Your child will be allocated into a group upon arrival in Nursery or Reception and will remain in this house whilst they are at Clapham Terrace. The House Cup is awarded weekly to the House which earns the greatest number of House points. The Sports Day Shield is awarded to the winning House Team. There are many events throughout the year that the children's house groups are used to generate opportunities to work across year groups.

School Calendar



Autumn Term

Teacher Training Day Thursday 01st September and Friday 02nd September 2016

School returns on Monday 05th September 2016

Half Term—Monday 24th October 2016—Friday 28th October 2016

Teacher Training Day – Monday 31st October 2016

School finishes for Christmas on Friday 16th September 2016



Spring Term

School return on Tuesday 03rd January 2017

Half Term—Monday 20th February 2017—Friday 24th February 2017

Teacher Training Day – Friday 17th February 2017

School finishes for Easter on Friday 07th April 2017



Summer Term

School returns on Monday 24th April 2017

Monday 01st May 2017—May Day Bank Holiday

Half Term—Monday 29th May 2017—Friday 02nd June 2017

Teacher Training Day – Monday 05th June 2017

School finishes for the Summer Holidays on Friday 21st July 2017

Who's who at Clapham Terrace Primary School

Name	Role	Subject Responsibility	
Julie Miles Headteacher			
Teaching Staff			
Miss Mary Ryan	Nursery Teacher	Music	
Mrs Lisa Clarke	EYFS leader	Art & DT / Arts Mark / NQT Mentor	
Miss Neerun Braich	Year 1 Teacher		
Miss Katie O'Kelly	Year 2 Teacher		
Mrs Jenny Bailey	Year 3 Teacher	PE	
Mr Matthew Parker	Year 4 Teacher / TA Line Manager	Numeracy / NQT Mentor	
Mr Tim Filby	Year 5 Teacher	Computing	
Miss Caroline Beale	Year 6 Teacher	Literacy / NQT Tutor	
Mrs Anoushka Clarkson	SEND and PPA Cover	Humanities / Inclusion Manager & PSHE	
Ms Emma Place	Year 3 Mon/Tue		
Mrs Sarah Batchelor		Currently on Maternity Leave	
Teaching Assistants			
Mrs Julia Morris	SEYE	First Aid	
Miss Rheanne Sutton	Teaching Assistant	First Aid	
Mrs Angie Bench	SEYE	First Aid	
Mrs Suzanne Rooney	Teaching Assistant	RE	
Mrs Maria Hall	Teaching Assistant	First Aid	
Mrs Gayle Smith	Teaching Assistant	First Aid / CAF Officer / CP	
Mrs Dawn Powell	Teaching Assistant	First Aid	
Mrs Maria Ozaslan	Teaching Assistant	First Aid	
Mrs Jane McArthur	Teaching Assistant	First Aid / CAF Officer / CP	
Mrs Julie Ingram	Teaching Assistant	First Aid	
Miss Kate Fletcher	Teaching Assistant	First Aid	
Mrs Helena Paxton	Teaching Assistant		
Office Staff			
Mrs Annie McAteer		Mrs Alison Roberts	
Kitchen Staff			
Mrs Sam Walton	Mrs Laura Brown		
Midday Supervisors			
Mrs Jane McArthur - SMDS			
Mrs Varsha Agnihotri	Mrs Suzanne Rooney	Mrs Maria Hall	
Mrs Caroline Taylor	Mrs Sue Heydon	Miss Kate Fletcher	
Mrs Angie Bench	Miss Rheanne Sutton	Mrs Sarika Agarwal	
Site Staff			
Mr Kenny Rockcliffe	Mrs Linda Hall	Mrs Carol Reading	
Speech and Language Staff			
Miss Anne Cunningham	Mrs Sue Finley	Mrs Yvonne Mobley	Mrs Jude Sunner Mrs Claire McMullen
	Mrs Lauren Leigh		
Designated Child Protection Staff			
Mrs Julie Miles	Mr Matthew Parker	Mrs Anoushka Clarkson	
Mrs Jane McArthur		Mrs Gayle Smith	

A-Z of Useful Information

A – Attendance and Absence



Absence

You must call the office (**01926 423404 or 01926 430854**) providing a reason for your child's absence. If we have not heard from you by 9.30am, we WILL call you to establish the reason for the absence.

There may be times when your child has to miss school because he or she is ill. On these occasions, please call the school on the first day of absence between 8.30 am & 9.30 am. (01926 423404) or leave a message at any time on the absence line (01926 430854).

If we have been unable to establish a reason for the absence within 10 days, the absence will be recorded as unauthorised. You will be issued a letter from the Headteacher for unauthorised absences.

Appointments

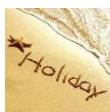
Please make every effort to make doctor and dentist appointments after school hours or in school holidays wherever possible. We appreciate that this may not always be possible but it does disrupt the children's learning.



Attendance

By law all children between 5yrs and 16yrs must be in school and receive a full time education. As a parent, you are responsible for making this happen.

Once your child is registered at a school, you are responsible for making sure he or she attends regularly and on time. If your child does not attend regularly, or is repeatedly late, the Local Authority (LA) may take action against you.



Holidays in Term Time

Clapham Terrace Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is Law that any term time holidays can only be approved by school in extremely exceptional circumstances. If a holiday is taken without this approval, the parents could be subject to a significant fine and criminal record as every unauthorised absence is reported to the local authority.

Clapham Terrace Primary School would interpret "extremely exceptional circumstances" in this context as being of unique and significant emotional, educational or spiritual value to the child, outweighing the loss of teaching time. This interpretation will have different parameters from one case to another but in most cases the request for authorised absence is most likely to be refused.

An appointment must be made with the Headteacher to discuss any Leave of Absences. We advise that you do not book any travel arrangements until you have made an application and discussed the situation with the headteacher.

% Attendance:

- ❖ If your child's attendance falls below 95%, we will write to notify you of our concern.
- ❖ If your child's attendance falls below 90%, we will invite you to meet with the Head teacher and other relevant staff to discuss any issues or concerns you may have.
- ❖ If your child's attendance falls below 85%, we will refer the matter to the Local Authority who will work with your family to help resolve any issues regarding attendance that your child may have.
- ❖ If you have any questions or concerns regarding attendance, please contact the office on 01926 423404.

B - Behaviour

We pride ourselves on our positive behaviour managements systems, the children are awarded House Points for good behaviour, there is also 5 minutes additional playtime on a Friday for the all those children who have stayed on 'Green' all week with perfect behaviour.

Occasionally children need sanctioning for behaviour that is not acceptable, we take this very seriously and are very consistent with our systems and procedures. For those children who move to 'Orange' (warning) or 'Red' there is a session to discuss behaviour on a Friday with the Headteacher as these children have not earned their additional 5 minutes play.

We pride ourselves on strong communication and partnership with parents, you will be informed if we are concerned about any behaviour that is causing an issue.

We have a positive PSHE programme, this educates the children about the wide range of issues around bullying and cyber bullying. We focus on how to keep children safe and what they can do to seek support. Any behaviour that is classed as Bullying is dealt with very seriously. Parents are informed and support is given to those involved with appropriate sanctions applied. The children have a worry box as part of their PSHE provision so they can inform us if they have any concerns.

Our Behaviour Policy and our Anti Bullying Policy are both on the website with more information.

B – Break Time



Break Time Snacks

The children can bring a **HEALTHY** break time snack to school which should be taken to their class rooms in the morning and placed in their trays. Please note that this should be separate from their lunch as they can't access their lunch boxes during the morning. We do not allow chocolate, crisps or drinks.

On Friday we have a Healthy Tuck Shop where snacks and drinks can be purchased for 35p.

C – Communication

There is no such thing as a silly question and often your child's class teacher can answer these very quickly. Your child's class teacher is always the first point of contact, he or she is available

every morning on the playground and after school. If you need longer than a quick chat please arrange an appointment with them around their timetable.

Appointments to speak to Mrs Miles, Mr Parker or Senior Management Team can be made directly with the school office.

D- Dinner Time



School Dinners

Dinners can be ordered at a cost of £2.10 per day. We ask parents to order and pay in advance for dinners. Weekly cost is £10.50 or payments can be made for the half-term or term. If your account reaches £10.50 we will ask you to provide your child with a packed lunch until you have paid the outstanding amount. Please keep your payments in credit if you can.

The current menu is a single choice menu. If your child is vegetarian or has special dietary requirements they must be registered as such, with school, to enable them to have the vegetarian or a special meal. A copy of the menu is available from the school office.

All children in Reception, Year 1 and Year 2 automatically receive a Universal Infant Free School Meal. Therefore no payment is required from these year groups.

We urge you take up the Free School Meal but for those parents who feel that this is not the right option for their child you can provide them with a packed lunch in a named lunch box. Children are asked to take home their leftover food so that you are aware of what they have eaten (not including opened yogurt pots or unfinished drink cartons - so you will need to ask them if they finished these items). Please provide a plastic or metal spoon if your child requires one to eat part of their lunch – school is unable to provide cutlery for pupils having packed lunches.

D – Dress Code



Governors request that all children in uniform or not, come to school appropriately dressed ready to focus on learning and not being distracted by fashionable items. The school day is very varied, and children need to be comfortable and able to carry out activities.

- Sensible footwear, ie no flip flops, open toe sandals, ballet pumps, trainers with wheels, high heels or knee high boots
- Wellington Boots for wet or snowy weather. these should not be worn in school so a change of footwear is required
- Sensible clothing lengths
ie knee length skirts / long shorts / no 'low cut' or strappy tops
- During winter months children should have a warm, named, waterproof coat with them at all times
- During hot weather shoulders should be covered, no spaghetti strapped tops
- No hoods up, or hats are to be worn inside school
- No jewellery other than small ear studs, a watch or compulsory religious items may be

worn – these should be removed for PE activities

- No make-up
- Hair should be tied back
- No role play outfits unless, of course it's a dress up day. No onesies.

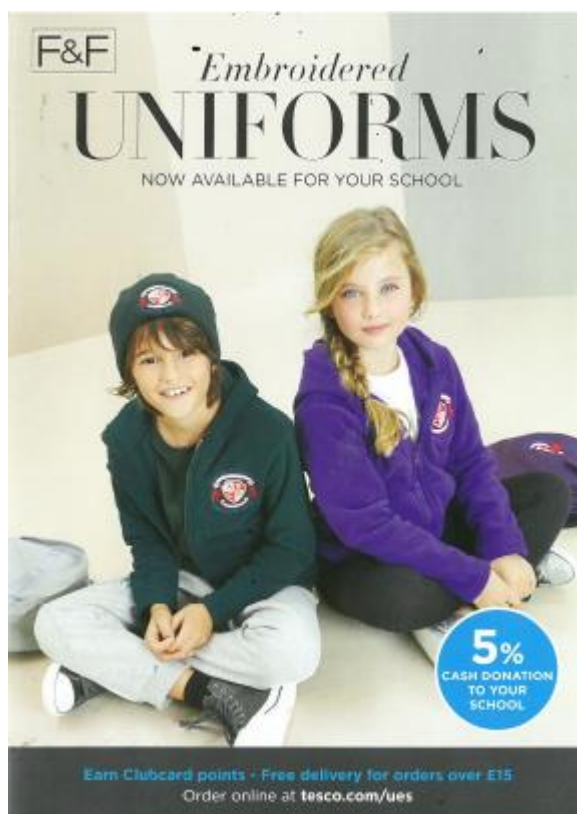
Uniform

We have an optional Royal Blue school uniform which children can choose to wear.

This consists of:

- Grey, black or navy trousers/skirt/pinafore
- pale blue polo shirt or shirt
- royal blue jumper/cardigan/sweatshirt

Uniform can be purchased without the school logo from local supermarkets and stores at very reasonable prices or through TESCO.



Prices from

- Unisex Embroidered School Polo Shirt £3.75
- Unisex Embroidered School Sweatshirt £6.50
- Embroidered School Book Bag £6.00
- Embroidered School PE Bag £4.50
- Embroidered School Rucksack £8.00
- 2 Pack of Boys Long Sleeve Shirts £3.50
- 2 Pack of Girls Long Sleeve Shirts £3.50
- Girls Permanent Pleat Skirt £3.50
- Boys Pleat Front School Trousers £3.50

It is easy to shop online:-

- Go to www.tesco.com/ues
- Select Warwickshire from the County
- Select Clapham Terrace
- Choose the quantity and sizes you'd like, then add them to your basket
- Pay easily with a debit or credit card at the checkout
- Your embroidered item will be delivered within 14 days

Governors require ALL children to have ONE ROYAL BLUE SWEATSHIRT/CARDIGAN OR JUMPER with or without logo to wear when taking part in a school trip or off site visit.

E – Extra Curricular Clubs



Lunch Time and After School Clubs

Each term your child will be provided with a list of lunch time and after school clubs that they can take part in. Children are asked to sign up for the activities and then spaces are allocated prior to the club commencing.

F- Friday Celebration Assembly



Friday Celebration Assembly

On most Fridays we have a Celebration Assembly at 2.40pm and parents/carers are very welcome to join us. If your child has been nominated for a Headteacher's Award we will endeavour to let you know in advance by text message.

On occasions, Class Assemblies and special assemblies take the place of a Celebration Assembly – these will be identified in the Diary Dates and any time changes will also be advertised in Newsletters and on the school website.

H – Home Learning



Home Learning

Children benefit greatly from the mutual support of parents and teachers in encouraging them to learn both at home and at school. We see homework and home activities as an important way of establishing a successful dialogue between teacher and parents/carers.

One of the aims of our school is for children to develop as independent learners and we believe that homework is one way in which children can acquire the skill of independent learning. Class teachers send out homework information each term or half term.

Support for reading

Reading videos to support you with helping your child to read can be found on our website using the following link:-

<http://www.claphamterrace.info/reading-with-your-child>

Home School Association

The Home School Association (HSA) is Clapham Terrace's name for the Parent Teacher Association or PTA. We have a very active and welcoming group of parents and carers who organise social events and fun activities to raise money - normally about £10,000 a year - to help fund extra-curricular activities and equipment that the school isn't able to include in its normal budget. This helps to promote the family and community atmosphere that is so important to our children's experience of school. The school newsletter, the Clapham Terrace Primary School Home School Association (HSA) facebook page and the HSA page on the school website provide details of events.

L – Letters Home



Letters Home

Letters home are colour coded so that they are easily spotted in your child's bag.

Green Paper indicates IMPORTANT SCHOOL LETTERS

Red Paper indicates INFORMATION ABOUT SPORTS FIXTURES

L – Lost Property



Lost Property

Coats, jackets, cardigans and jumpers do get mislaid at times and we try to reunite found items with their owners. Un-named lost property items will be placed in the blue lost property box situated in the entrance hall for a maximum 2 week period – if they remain unclaimed after this time they will be given to a charity shop. Please ensure all items are named as they have a much better chance of being returned.

M – Medical



The health, safety and well-being of children is paramount and we do require up to date information about medical needs and illnesses. It is important that you inform the office of any allergies or dietary requirements so that our information is accurate at all times. This information is passed on to the kitchen staff.

There are children in school who have severe nut allergies (including peanuts) and could have an allergic reaction simply by contact with the hand of a child who has eaten nuts. For this reason we ask that children do not bring nut items to school. If your child has any allergies it is essential that we know about them.

Medical Appointments

Please make every effort to make doctor and dentist appointments after school hours or in school holidays wherever possible. We appreciate that this may not always be possible but it does disrupt the children's learning.



Medicine

Where possible we ask you to try and administer medicine yourselves fitting in dosages around school hours. We know that on occasion this may not be possible and therefore the following procedure is applicable.

Clapham Terrace are happy to administer prescribed medicine if the parent/carer has completed a Administration of Medicine Form, however, could we ask that where possible required dosage of medication should be administered before and after school hours.

Staff must always administer medication to a child with a witness and sign the Administration of Medicine Form.



Asthma

Children requiring inhalers keep these located in their classrooms and can access these at all times. Please can you inform Mrs McAteer as all children with an inhaler in school require a care plan

It is essential that we have up to date emergency contact numbers for parents/carers in case a child is ill or has an accident during the school day.



EPI Pens

If your child suffers from Allergic Reactions it is important that the office has all of the details of their condition and all medication is in school with an up to date care plan. We have a strict procedure for Care of Children with severe allergies and it is extremely important that communication is tight between parents and carers.

M – Mobile Phones



Mobile Telephones

Mobile phones are not allowed in school – individual arrangements will only be made in exceptional circumstances. Please contact the Headteacher if you need to discuss this.

N – Newsletter



Newsletter

A newsletter is produced every week and this provides you with information concerning what is going on in school and forthcoming events. The Newsletter is a vital source to communicate to you all important dates and updates to any changes in school, it is extremely important that parent/carers read the newsletter each week.

The newsletter is published on the school website www.claphamterrace.info.

Class Newsletters

At the start of each year your child will bring home a Class Newsletter which contains lots of information applicable to their class. Each term this newsletter is updated and includes information with regards to Home Learning, dates specific to that term and other important dates.

N – Nuts



Nuts

There are children in school who have severe nut allergies (including peanuts) and could have an allergic reaction simply by contact with the hand of a child who has eaten nuts. **For this reason we ask that children do not bring nut items to school.**

P – Parents Evening and Reports

Parents are invited to attend 2 parents evenings each academic year. One in the Autumn term and one in the spring term. Letters are sent out so you can request an appointment to meet with your child's class teacher.

Reports for the end of each academic year are sent out in June.

P – Payments to school



Payments to school

The office receives money for various items and activities taking place in school and payments received need to be in a sealed envelope, clearly labeled stating what the money is for, who it is from and how much is being paid.

- Please send payments **into school with your child**, their teacher will collect payments during registration and send them to the office.
- Please send all school dinner payments in on a Monday. School dinners must be paid for in advance for the week, month or term and **NOT DAILY**.



Cheques should be made payable to **Clapham Terrace Primary School WCC**. We do encourage bulk payments for dinners, ie termly/half termly.

Bulk payments can also be made for Swimming Lessons and Music tuition.

Our online payment system is called Agora, parent/carers are provided with log on details to activate their account. The system can be used to pay for Dinners, music, swimming and trips.

P- PE Kit



PE Kit

The children must have a PE bag and a change of clothes and footwear for PE.

Kit must include:

- Black or Navy PE shorts
- White T-shirt
- PE Pumps or trainers
- Jogging Bottoms and a sweatshirt for the winter months

All items should be named and should remain in a bag in school.

KS2 children who go swimming require:

- a swimming costume (not a bikini) for girls / trunks (not long shorts) for boys

P – Permission to Walk to School



Permission for children to walk to and from school on their own.

Children in Year 5 & 6 can, with your consent, walk to and from school on their own. If you wish your child to walk to and from school unaccompanied you must notify us in writing giving your

consent for this arrangement. This must be done immediately at the beginning of each school year or in advance of the arrangement being set up.

P – Pupil Premium Funding



If you qualify under the following criteria:

You should apply for the additional funding (Pupil Premium) which is allocated to schools. This is a significant amount of money and it allows the school to provide the high level of adult support that we are keen to maintain. It also enables us to pay for trips, music tuition, extra curricular activities and swimming for all children who qualify for support.

- Family receives Income Support or Income-Based Job Seekers Allowance. Please note, Contribution-Based Job Seeker's Allowance does not qualify for free school meals (unless you receive both Income-based & Contribution-based JSA on an equal basis)
- Family receives the Guarantee element of State Pension Credit.
- Family receives Child Tax Credit and has an annual income, as assessed by HMRC, not in excess of £16,190. Please note, families who are also entitled to Working Tax Credit do not qualify to claim free school meals regardless of income.
- Support under part VI of the Immigration and Asylum Act 1999.
- Employment and Support Allowance (Income Related). Please note, Contribution-Based E&SA does not qualify for free school meals (unless you receive both Income-based & Contribution-based ESA on an equal basis).

If you need help applying please contact Mrs McAteer in the school office who will be able to assist you with your application.

R – Rockets



Breakfast Club – Blast Off / Rockets After School Club

Rockets provides care for 4 to 11 year olds at the end of each school day until 6pm. Based in the Early Years hall, children are cared for by qualified staff and supervised as they take part in outdoor activities and crafts. These sessions cost £3.60 up to 4pm, £6.90 up to 5pm and £8.60 up to 6pm. The Breakfast Club also offers before school care from 8am, for £3.50 per session. For more information please ask for a leaflet at the School Office or read their Ofsted report at www.ofsted.gov.uk/reports/

T- Text Service



Teachers2Parents

We use our text service to notify parents of important information and also to remind you of events. **It is essential that we have your correct mobile number so that you receive text messages.**

You will receive messages about Friday Achievement Assembly, School Closures, Home School Association events, Clubs and other class information texts

Volunteers

We welcome any parents who would like to help us. We have a valued team of volunteers who help us with readers, cooking and art projects. Please contact the school office if you would like to help us.

W-Website

We encourage parents to log on to our website

The address is www.claphamterrace.info

You can find lots of useful information, class information and policies on our website.

There is also a wonderful video, which the children have made promoting our school.

This can be found using the following link:-

<http://www.claphamterrace.info/about-us>