

CHASE TERRACE PRIMARY SCHOOL



Information for
Nursery parents

Contents

Page 3	Welcome
Page 4	Preparing your Child to Start Nursery
Page 5/6	30 hours Free Childcare Funding
Page 7/8/9/10	Tax-Free Childcare
Page 11	Ready for School/Ready for the Toilet
Page 12	Snacks and Lunchtime in School
Page 13	EYFS Curriculum
Page 14	Tapestry
Page 15	Characteristics of Effective Learning
Page 16	Early Reading/Writing Skills
Page 17	RWI Sound Mat
Page 18	Home Reading
Page 19	Early Mathematical Skills
Page 20	Behaviour
Page 21/22	ParentPay
Page 23	School Uniform
Page 24/25	Attendance and Absences
Page 26	Safeguarding
Page 27	Operation Encompass
Page 28/29	Information from the School Office



Welcome to Nursery

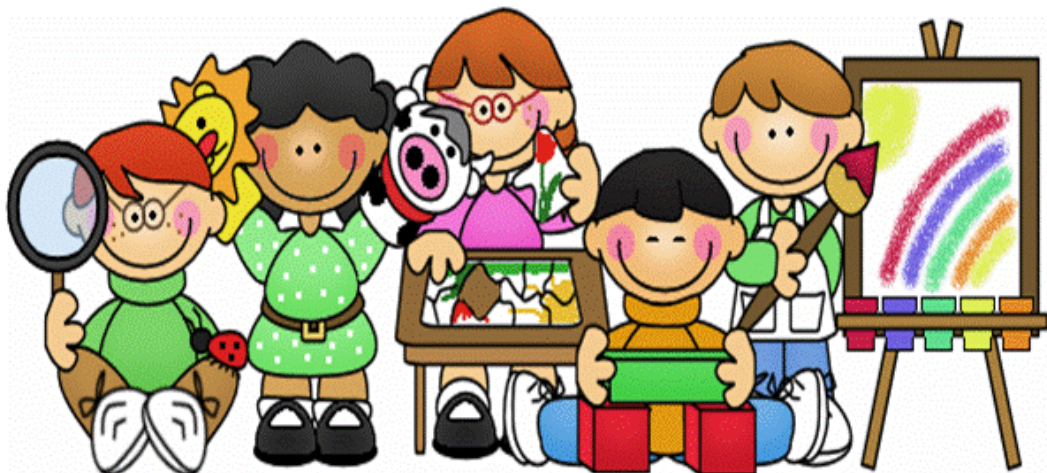
A very warm welcome to all the parents and carers and children.

We take pride in ensuring that your child settles in as quickly as possible in Nursery in September. The information you provide us, will help us do our very best to ensure a good transition.



How to prepare your child to start Nursery

- Label everything your child brings into school such as school uniform, coats, gloves, hats, scarves, school bag and PE bag, PE kit, water bottle and lunch boxes.
- **Children will take part in PE every Tuesday!** They will need to come into school in their PE kit. The school PE kit includes: black shorts, white top, black pumps, joggers, zip-up jacket, trainers and spare socks. In addition to weekly PE lessons, children will also take part in a yoga lesson once a week.
- Ensure your child brings a water bottle into school every day.
- Encourage your child to become independent with dressing and undressing themselves.
- Encourage your child to be more independent when going to the toilet and wiping themselves.
- Please see the forms provided on how Chase Terrace Primary School teaches basic mathematical and literacy skills and how you can support them at home.
- Once your Tapestry account has been set up, please use this regularly to see what your child is doing at school and to upload pictures and videos to show us what your child is doing at home.



30 Hours Free Childcare Funding

We offer extended provision for parents who want their child to access Nursery on a full-time basis. These places can be funded through the Government 30-hour funding provision or as a paid place.

For funded entitlement please see the below criteria provided by Gov.UK

When to apply for 30 hours free childcare

You can apply from when your child is 2 years and 36 weeks.

For further information please go to [Free Childcare for Working Parents: When to apply - GOV.UK](#)

Your child's 3 rd birthday	When you can get your hours from	When to apply
1 st September – 31 st December	Term starting on or after 1 st January	The term before 1 st January
1 st January – 31 st March	Term starting on or after 1 st April	The term before 1 st April
1 st April – 31 st August	Term starting on or after 1 st September	The term before 1 st September

You must apply for a code by the end of the month before a new term starts. Where children start in September the eligibility code must be given to school in June so that funding codes can be checked prior to the summer break.

Please speak with the school office to find out the exact date your free childcare starts.

What you need to apply

You'll need your details (and your partner's, if you have one), including your:

- National Insurance number.
- Unique Taxpayer Reference (UTR), if you're self-employed.

You'll also need:

- The UK birth certificate reference number (if you have one) of any children you're applying for.
- The date you started or are due to start work (this can be approximate if more than 3 months ago).

If you're a director

You'll need to show you meet the [minimum income requirements](#) to be eligible. HM Revenue and Customs (HMRC) will try to check this using your PAYE records.

If you do not submit regular PAYE information, you may have to provide evidence to show you are working and expect to meet the minimum income requirements for the next 3 months. This could be:

- wage slips
- bank statements
- a statement from your accountant
- copies of invoices

If you're not paid regularly (for example, once a year) you may need to send other evidence to show you'll meet the minimum income requirements, such as:

- annual wage slips
- year end payroll
- a letter from your tax agent or adviser confirming your salary has been paid and taxed. You'll need to do this the first time you apply, and every time you reconfirm your eligibility.

If you have a partner

You must include your partner in your application if you're:

- married or in a civil partnership and live together
- not married or in a civil partnership, but living together as though you are

Their employment and income will not affect your eligibility if they:

- are or will be absent from your household for more than 6 months
- are a prisoner

You and your partner cannot both have a code for the same child.

If you are separated

You and your ex-partner need to decide who should apply if you are jointly responsible for your child.

If you cannot decide, both of you must apply separately and HM Revenue and Customs (HMRC) will decide who gets a childcare code.

Apply for a code

Follow [Sign in using Government Gateway - Government Gateway - GOV.UK](#) find out if you are eligible.

It usually takes 20 minutes to apply. You may find out if you're eligible straight away, but it can take up to 7 days.

Once your application has been approved, you'll get a code for free childcare to give to your childcare provider.

What you need to know

You have to reconfirm your eligibility every 3 months. If you apply more than 3 months before the term starts, you'll have to reconfirm your eligibility in your account in order to keep your code valid.

What to do next

Provide the details of your funding code and NI number to the school office.

Tax Free Childcare

You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).

If you get Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

You can get Tax-Free Childcare at the same time as 30 hours of free childcare through [Free Childcare for Working Parents](#) if you're eligible for both.

What you can use Tax-Free Childcare for

You can use it to pay for [approved childcare](#), for example:

- childminders, nurseries and nannies
- after school clubs and play schemes

Your childcare provider must be signed up to the scheme before you can pay them and benefit from Tax-Free Childcare.

Check with your provider to see if they're signed up.

If your child is disabled

You can use the extra Tax-Free Childcare money you get to help pay for extra hours of childcare. You can also use it to help pay your childcare provider so they can get specialist equipment for your child such as mobility aids. Talk to them about what equipment your child can get.

Eligibility

Your eligibility depends on:

- whether you're working (employed, self-employed, or a director)
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

If you're working

You can usually get Tax-Free Childcare if you (and your partner, if you have one) are:

- in work on sick leave or annual leave

If you're on maternity, paternity, shared parental or adoption leave

You can usually get Tax-Free Childcare, but you should apply from a certain date. That date will depend on when you return to work.

Date of returning to work	When to apply
Between 1 May to 30 September	From 1 April
Between 1 October to 31 January	From 1 September
Between 1 February to 30 April	From 1 January

If you're not currently working

You may still be eligible if your partner is working and you get any of the following:

- Incapacity Benefit
- Severe Disablement Allowance
- Carer's Allowance or (in Scotland only) Carer Support Payment
- contribution-based Employment and Support Allowance

You can apply if you're starting or re-starting work, but you should apply from a certain date. That date will depend on when you start or re-start work.

Date of starting work	When to apply
Between 1 May to 30 September	From 1 April
Between 1 October to 31 January	From 1 September
Between 1 February to 30 April	From 1 January

Your income

Over the next 3 months you and your partner (if you have one) must each expect to earn at least:

- £2,539.68 before tax if you're aged 21 or over (equivalent to £195.36 per week)
- £2,080 before tax if you're aged 18 to 20 (equivalent to £160 per week)
- £1,570.40 before tax if you're under 18 or an apprentice (equivalent to £120.80 per week)

This is the [National Minimum Wage or Living Wage](#) for 16 hours a week on average.

You can use an average of how much you expect to earn over the current tax year if:

- you work throughout the year but do not get paid regularly
- you're self-employed and do not expect to earn enough in the next 3 months

Your child

Your child must be 11 or under and usually live with you. They stop being eligible on 1 September after their 11th birthday.

Adopted children are eligible, but foster children are not.

If your child is disabled and usually lives with you, you may get up to £4,000 a year until 1 September after their 16th birthday. They're eligible for this if they:

- get Disability Living Allowance, Personal Independence Payment, Armed Forces Independence Payment, Child Disability Payment (Scotland only) or Adult Disability Payment (Scotland only)

are [certified as blind or severely sight-impaired](#)

Your immigration status

To be eligible for Tax-Free Childcare, you must have a National Insurance number and at least one of the following:

- British or Irish citizenship
- [settled or pre-settled status](#), or you have applied and you're waiting for a decision
- permission to access public funds - your UK residence card will tell you if you cannot do this

If you have a partner, they must have a National Insurance number too.

If you're living in an EU country, Switzerland, Norway, Iceland or Liechtenstein, you (or your partner if you have one) might still be eligible for Tax-Free Childcare if:

- your work is in the UK
- the work started before 1 January 2021
- you've worked in the UK at least once every 12 months since you started working here

This is known as being a '[frontier worker](#)'. You must show your Frontier Worker permit to the Childcare Service when you apply for Tax-Free Childcare.

If you get Universal Credit, a childcare bursary or grant, or childcare vouchers

You cannot get Tax-Free Childcare at the same time as claiming Universal Credit or childcare vouchers.

Which scheme you're better off with depends on your situation. Use the [childcare calculator](#) to work out which type of support is best for you.

Childcare vouchers

You must tell your employer within 90 days of applying for Tax-Free Childcare to stop your [childcare vouchers or directly contracted childcare](#).

They'll then stop the vouchers or directly contracted childcare.

You may have to give HMRC evidence of leaving the childcare voucher scheme. For example, a copy of the letter telling your employer you're leaving the childcare voucher scheme.

If you have a partner who gets vouchers or directly contracted childcare, they'll need to tell their employer to stop this within 90 days too.

Universal Credit

Wait until you get a decision on your Tax-Free Childcare application before cancelling your Universal Credit claim.

Bursaries

If you or your partner get a childcare bursary or grant or expect to do so within the next 3 months, you cannot get Tax-Free Childcare.

How to apply

[Apply online for Tax-Free Childcare.](#)

If you apply for Tax-Free Childcare and someone else already gets [Free Childcare for Working Parents](#) for that child, their free childcare will stop at the end of the next term. You will then be eligible for Free Childcare for Working Parents instead.

If you have a partner

You must include your partner in your application if you are:

- married or in a civil partnership and live together
- not married or in a civil partnership, but living together as though you are

Their employment and income will not affect your eligibility if they:

- are or will be absent from your household for more than 6 months
- are a prisoner
-

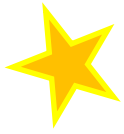
You and your partner cannot both have accounts for the same child.

If you are separated

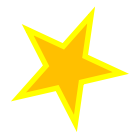
You and your ex-partner need to decide who should apply if you are jointly responsible for your child.

If you cannot decide, both of you must apply separately and HMRC will decide who gets a childcare account.

READY FOR SCHOOL, READY FOR THE TOILET



Help your child gain confidence and independence before starting nursery



Top tips for toilet training:



Start early - begin training a few months before starting nursery.



Dress for success - easy-up pants help with independence.



Practise, Practise, Practise - encourage regular toilet trips.



Make it fun - use stories, songs or reward charts.



Stay positive - praise effort, not just success.



Be patient. Every child learns at their own pace.

Accidents are normal! Stay calm and encourage your child to try again.

Need more support?

Ask your health visitor, GP or local children's centre for advice.



Snacks and Lunchtime in School

Fruit is offered daily to all children as part of the Free Fruit Scheme. This enables children to access a wide variety of fruit at no cost to parents.

Children up to the age of 5 will have access to a cup of milk each day provided by Cool Milk.

Please provide your child with a named water bottle and send it to school with them each day. We ask that the bottle contains water only.

Pack your child a **HEALTHY LUNCH BOX**

Choose a variety of foods from each food group



Fruit



Vegetables



Dairy



Wholegrains



Lean meat
& alternatives



A Healthy Lunch Box



EYFS Curriculum

What is the Early Years Foundation Stage?

EYFS is for children from birth to aged five. It is a very important stage in your child's development.

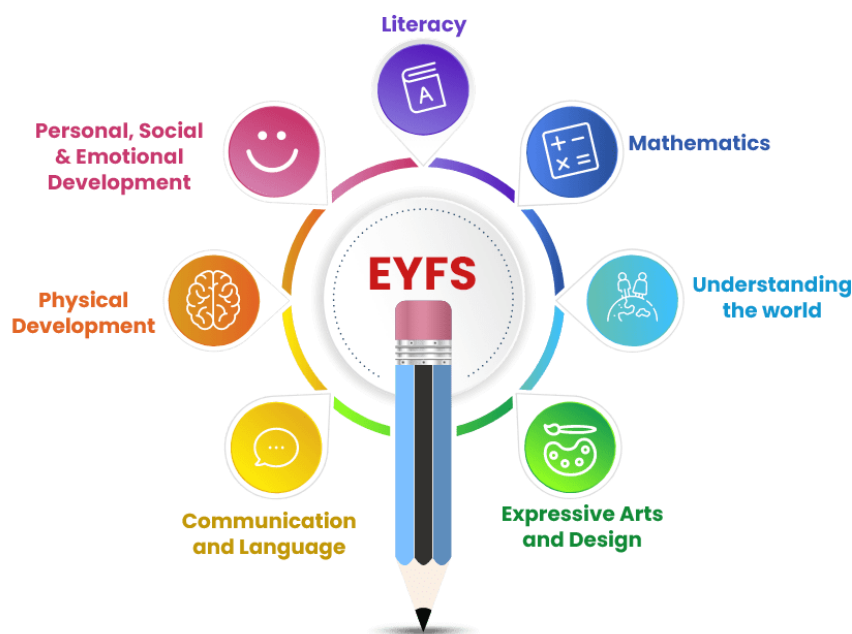
The EYFS sets the standards that all schools must meet to ensure that children learn and develop well.

The EYFS is about what children learn, as well as how they learn.

Through EYFS our school provides; quality and consistency, a secure and fun foundation, support for every child's development, high quality care and teaching.

At Chase Terrace Primary we use the EYFS guidance to develop a broad and balanced curriculum for all children. We work in partnership with families to create a community where we are all working together to ensure the best possible outcome for all children.

We support children to gain knowledge through 7 areas of learning which are divided between prime areas and specific areas:



Tapestry

Tapestry is an online learning journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum.

Tapestry allows us to capture a child's activity and identify the learning that is happening. It is also possible for parents/carers to comment on the activities that have been shared as well as enabling parents/carers to add photos about special moments and things that you have been doing at home.

Parents and carers are given their own log-in using their email and password (which is pre-set by us but can be changed by you to make it more secure). All our teachers are given a secure pin log-in number. They can record and assess children linking to the EYFS curriculum and can upload photos or videos. Once saved and completed each observation is approved by the manager, an email is then automatically generated to parents/carers set up to their child's account and they are informed when an observation has been added so they can have a look and add any of their own comments to it.

A screenshot of the Tapestry website interface. The background is a light blue sky with green grass at the bottom. On the left, there are four colored boxes containing text: a yellow box about #EYFS2021OnTapestry, a pink box with a quote from Plato, a green box about teenagers learning about babies' brain development, and a pink box with social media links. On the right, there is a white login box with the Tapestry logo, email and password fields, a "Log in" button, and a link for "Having trouble logging in?". Below the login box is a "Child log in" button with a child icon. At the bottom, there are buttons for "Need help?" (Tapestry Tutorials) and "New to Tapestry?" (What is Tapestry?), and a link for "Need help with a whole topic?".

Use #EYFS2021OnTapestry to search through helpful resources and tips on [Twitter](#) and [Facebook](#) about implementing the revised EYFS on Tapestry and in your provision.

"Do not...keep children to their studies by compulsion but by play."
Plato, Greek philosopher, 427-347 BC

Teenagers learn about babies' brain development
A link to a short article to support reflection.

Check out our website and follow us on social media for news, tips and resources:

- Website: [tapestry.info](#)
- Twitter: [Tapestry_FSF](#)
- Facebook: [Tapestry Online Learning Journal](#)
- Instagram: [tapestry_fsfs](#)
- LinkedIn: [The Foundation Stage Forum & Tapestry](#)
- YouTube: [Tapestry Online Learning Journal](#)
- Independent Facebook Group: [Tapestry Support Group \(TSG\)](#)

 **TAPESTRY**
ONLINE LEARNING JOURNAL

Email address

Password

[Log in](#)

[Having trouble logging in?](#)

 [Child log in](#)

Need help?
[Tapestry Tutorials](#)

New to Tapestry?
[What is Tapestry?](#)

[Need help with a whole topic?](#)

Characteristics of Effective Learning

The characteristics of effective teaching and learning underpin the EYFS curriculum. Effective teaching will enable children to engage in learning and become confident and enthusiastic learners for life.

The three characteristics of effective teaching and learning are:

- **playing and exploring** - children investigate and experience things, and 'have a go'
- **active learning** - children concentrate and keep on trying if they encounter difficulties and enjoy their achievements
- **creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

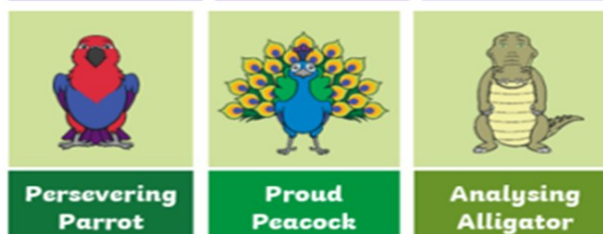
At Chase Terrace Primary School, we introduce these to the children by using animal characters.

The children are often excited to be a persevering parrot or a creative chameleon.

Playing and exploring



Active learning



Creating and thinking critically



Early reading and writing skills

At Chase Terrace Primary School, we teach early reading and writing skills through a scheme called Read Write Inc.

Children learn the sounds each letter makes and are taught a rhyme to remember how to form each letter- see 'RWI sound mat' sheet included.

Children will be sent home individual sounds as they learn them in school. As your child learns to blend sounds to read words such as c- a- t 'cat' they will be sent home green words and red words to practice reading and writing at home.

Green words - These are words that your child can sound out.

Red words - These are words that your child cannot sound out.

How to support your child with reading and writing:

- Your child will be read with weekly in school and their books will be changed. Please ensure your child has their book bag in school every day.
- Picture books allow your child to tell the story in their own way, using the pictures as clues - please encourage them to do this by asking lots of questions about what is happening and see if they can notice how characters are feeling by their expressions.
- Encourage your child to turn the pages of a book to help them to develop good book handling skills.
- Please fill in your child's reading record by commenting on how well your child has read at home. They will receive rewards for reading at home.
- Practice the sounds in your child's word wallet and encourage them to read words when they are sent home with a word wallet.
- Encourage your child to use the correct letter formation using the rhymes for letter formation sheet included.
- If you would like further information on how to support your child at home in phonics please visit the website below:

<https://www.ruthmiskin.com/en/parents-copy-2/>



RWI Sound Mat

								
Maisey mountain mountain	Around the apple, down the leaf	Slither down the snake	Round his bottom, up his tall neck and down to his feet	Down the tower, across the tower	Down the body, dot for the head	Down Nobby and over his net	Down the plait and over the pirate's face	Round her face, down her hair and give her a curl

								
All around the orange	Curl around the caterpillar	Down the kangaroos body, tail and leg	Down and under, up to the top and draw a puddle	Down the laces, to heel, round the toe	Down the stem and draw the leaves	Lift off the top and scoop out the egg	Down the long leg	Down the head, to the hooves and over his back

							
Down his back, then curl over his arm	Down the body, curl and dot	Down a wing, up a wing	Down a horn, up a horn and under his head	Down up, down up	Zig-zag-zig	Round her head, up past her earrings and down her hair	Down the arm and leg, repeat the other side

Home Reading

- Your child will read weekly in school. Each book your child brings home has already been shared and discussed.
- Picture books allow your child to tell the story in their own way, using the pictures as clues.
- Ask your child questions about what is happening and notice how characters are feeling by their expressions.
- Encourage your child to turn the pages of a book to help them to develop good book handling skills.
- Comments about how well your child has read at home are important and enable us to monitor how often your child is reading at home.
- Your child will have a reading chart and will gain stickers each time they read at home.

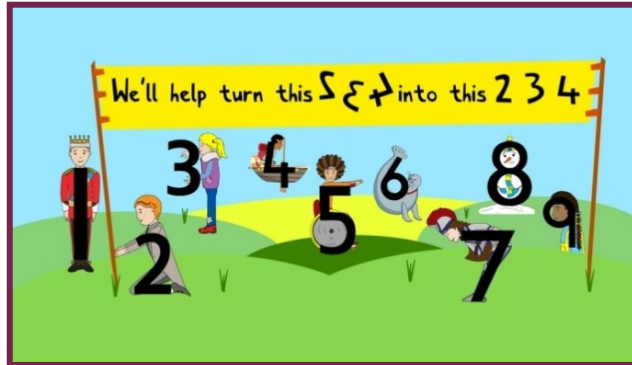
Your child will also bring home a chosen library book to be shared at home.

Please ensure your child brings both their reading record and reading book to school every day.



Early Mathematical Skills

At Chase Terrace Primary School, we teach early mathematical skills through a scheme called Ten Town. This is a unique numeracy scheme designed for number formation and number recognition. Children learn each character which represents a number. They are then taught a rhyme to remember how to form each letter.



Children will be sent home with individual ten town number cards so you can help them practice writing, recognising and ordering numbers. You will also be given login details for your child to login to Ten Town at home.

Do maths together every day...

Maths is everywhere! Helping your child get dressed, baking together, going to the shops, singing counting songs, building with blocks, practically every activity we do with our children involves maths. Try and find the learning opportunities in these activities and you'll be helping your child develop into a happy and confident mathematician!

BBC Bitesize have made a handy guide for parents with mini-videos explaining how children's maths skills develop and suggest many fun activities you can do with your child to help them develop the following skills:

- Number recognition
- Counting up and down
- Ordering numbers
- Matching number to quantity
- Grouping and sorting
- Ordinal numbers
- Simple addition and subtraction
- Number bonds to 5
- Shapes
- Mathematical Language
- Solving problems with maths

Please visit <https://www.bbc.co.uk/cbeebies/grownups/help-your-child-with-maths>

Behaviour



Respect, determination,
honesty, friendship, pride and
enthusiasm.

School Rules

We are kind, polite, helpful and aware of others' feelings.

We listen carefully to others without interrupting them.

We look after our own and others' belongings.

We try our best, work hard and learn from our mistakes.

We treat other people the way we would like to be treated.

We always tell the truth.



ParentPay

We are a cashless school and use ParentPay for dinner money, school trips, consent and wraparound fees. To access the ParentPay system, you will need a username and password which will be sent home in a letter. Please see below for further instructions on how to activate your account.

To create a new account, you will need to have the account activation letter provided by school to hand. You will also need to be able to access your email as your email address will become your new username and is used for the verification process.

If you have lost your activation letter or not yet received it, please contact your school.

Navigate to parentpay.com

1. Select Login at the top right corner of the screen.
2. Enter the username and password (activation codes) provided in your account activation letter and select Login.

Complete the activation as detailed on the screen.



ORDERING SCHOOL MEALS

School meals need to be ordered **in advance** via ParentPay.

ALL CHILDREN including those in receipt of Free School Meals and Universal Infant Free School Meals **need to order in advance**.

SCHOOL MENU

The school menu will be on ParentPay for children and parents/carers to decide what they would like to order.

You can order **a day at a time** or **a week in advance**.

MON	TUE	WED	THU	FRI
✓	✓	✓	✓	✓

Cut off for ordering is **MIDNIGHT EACH DAY** for the following day.

Children will be **UNABLE TO ORDER** at the school office or in class.

Children in KS1 receive **free fruit** for break daily.

Children in Nursery and Reception receive a **free cup** of milk daily.

Thank you for your support in helping us make mealtimes run smoothly. 😊

HEALTHY CHILDREN LEARN BETTER!

School Uniform

- Burgundy sweatshirt
- Burgundy polo style shirt
- Black trousers (not jeans or tight fitting trousers or trousers with studs or any decorations)
- Black shorts (no cycling shorts)
- Red and white 'summer dress'
- Black skirt of a sensible length
- Plain black tights



Footwear

Plain low-heeled black sensible shoes suitable for active play. This does not include trainers, sandals or open-toe footwear of any type.

Children may also wear sensible flat-heeled black boots. (eg. Ugg boots are not acceptable).

P.E. and Games Kit

- Black shorts (no cycling shorts)
- Plain white t-shirts
- Black plimsolls or trainers with non-marking soles (ie soles that do not mark the hall floor)
Astro-turf trainers are not permitted
- Tracksuits or tracksuit bottoms may be worn in the winter for outdoor P.E.

A & J Designs (Staffs) Ltd
Apex Business Park
Units 1
Walsall Road,
Cannock,
Staffordshire
WS11 9PU



Uniforms Plus
Burntwood Town Shopping Centre
Chase Terrace

Telephone: 01543 677068

UNIFORMS
Plus

We have a selection of pre-loved uniform in the reception foyer for you to take items from.

Are you eligible for Early Years Pupil Premium?

Scan the QR code below to apply now!



DID YOU KNOW?



Attendance

The Importance of Good Attendance

Attending school regularly helps children succeed academically and socially. Every day in school is a valuable learning opportunity!

How Can You Support Good Attendance?

Create a morning routine to help your child start the day smoothly.

Prepare the night before by laying out clothes and packing school bags.

Set a reasonable bedtime to ensure your child gets enough sleep.

Plan holidays outside term time to avoid missing education.

Attendance 'Traffic Light' System

To help track attendance, we use a Traffic Light system. This is used to identify children whose attendance falls below target.

Chase Terrace Primary School Attendance		
0 days off school	100%	Outstanding
2 days off school each year	99%	Excellent
5 days off school each year	97%	Good
10 days off school each year	95%	Slightly concerned
20 days off school each year	90%	Concerned
30 days off school each year	85%	Very concerned

Even missing 10 days per year can have an impact on learning. We're here to help if you have any concerns about attendance.

Punctuality Matters

Did you know that being 15 minutes late each day adds up to two weeks of lost learning over a school year?

Good Time Keeping Matters Lost minutes= Lost Learning

5 minutes late	3 days lost
10 minutes late	6.5 days lost
15 minutes late	10 days lost
20 minutes late	13 days lost
30 minutes late	19 days lost
Over one full academic year	

Why Arriving on Time is Important

If your child arrives late, they may:

- Miss key learning at the start of the lesson.
- Find it harder to settle into the school day.
- Feel embarrassed walking into class late.
- Disrupt the flow of learning for others.

Attendance and Absence Information

We understand that sometimes children may need to miss school due to illness or exceptional circumstances. If your child needs to be absent, please let us know in advance whenever possible and notify us daily if they are unwell.

How to Inform School of Absentees?

- Contact the school office at **01543 227150** if we are unable to answer your call, please leave a voicemail with your name, your child's name and the reason for their absence.
- Send an email to **office@chaseterrace-primary.staffs.sch.uk**

We're Here to Help!

Penalty Notices for Unauthorised Absences

Once a child reaches the age of 5, any absence that is not authorised by the school may result in a penalty notice. This is in line with government guidelines, which aim to support schools in maintaining high standards of attendance.

A penalty notice may be issued if:

- A child has 10 sessions of unauthorised absence within a 10 week period (please note that there are 2 sessions in 1 school day).
- A holiday is taken during term time without prior school approval.
- A child is persistently late after the register has closed.

If your child receives 10 sessions of unauthorised absence within a 10-week period, you may receive a notice to improve attendance or penalty notice, which could result in a fine.

As a school, we must report repeated unauthorised absences to the county council.

What Are the Fines?

First offence: £80 per parent, per child if paid within 21 days, rising to £160 per parent, per child if paid between 21-28 days.

Second offence within 3 years: £160 per parent, per child if paid between 28 days.

Further offences within 3 years: May lead to prosecution, with a possible fine of up to the £1,000 per parent, per child. **These guidelines, set by Staffordshire County Council and the Department for Education, came into effect on 19th August 2024.**

We are here to help!

We know that starting school can be an adjustment, and we're here to support you. We understand that sometimes things don't go to plan, and occasional absences or lateness happen. If you're struggling with attendance or punctuality, please reach out, we are happy to work together to find solutions that support you and your child.

Safeguarding

The school's designated safeguarding lead- Mrs Grunda (DSL) is responsible for overseeing safeguarding and ensuring that effective procedures are in place to keep children safe.

The school's Safeguarding Policy underpins the school's robust safeguarding procedures and ensures that all staff and other relevant individuals are aware of them.

The school also has several other safeguarding-related policies and procedures that are all in place to keep your child safe, including the following:

- Child-on-child Abuse Policy
- Prevent Duty Policy
- Online Safety Policy
- Child friendly safeguarding Policy
- Whistleblowing Policy
- Staff Code of Conduct
- Safer Recruitment Policy

You can find a copies of these policies on the school website or you can request copies by contacting the school office on 01543 227150.

If you have any safeguarding concerns, you should report them to the DSL or their deputies as and when they arise. Where it is likely that there is an immediate risk to a child's safety, you should contact the emergency services.

The DSL makes appropriate referrals, e.g. social services and works with external agencies where necessary to ensure the safety and wellbeing of all pupils at the school.

The DSL and deputy DSLs are specially trained in safeguarding practices and hold the necessary qualifications.

The DSL team is as follows:

Staff	Role
Mrs Jamie Grunda	Designated Safeguarding Lead
Mrs Tania Harrison	Deputy Designated Safeguarding Lead
Miss Lucinda Pountney	Deputy Designated Safeguarding Lead
Miss Kirsty Handsaker	Deputy Designated Safeguarding Lead
Mrs Tina Powl	Designated Children Looked After Officer / SendCo
Mr Philip Moore	Deputy Designated Safeguarding Lead

Operation Encompass

Our school is part of Operation Encompass, which is a national scheme that operates jointly between schools and police forces.

Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has experienced domestic abuse.

As a school, we have ensured that a member of our staff, Mrs. Grunda (Designated Safeguarding Lead) known as a Key Adult, has been trained in the Operation Encompass procedures allowing us to then use the information that has been shared, in confidence, to support the child/ren in our care.

This places a statutory obligation on police forces to share Operation Encompass notifications with school settings.

We are keen to offer the best support possible to all our pupils and through Operation Encompass we will be able to provide the best possible support to our children.



General Information

Contact Information

School telephone	01543 227150
School email	office@chaseterrace-primary.staffs.sch.uk
School website	www.chaseterrace-primary.staffs.sch.uk

Arrival and collection

For your child's safety they will only be released to an adult that is named on the Data Collection Form unless you have contacted school and informed us in advance of any alternative arrangements. In the event of another adult collecting your child we would ask them to provide us with the password that you have set on your data collection form.

Absence

If your child is absent due to illness please contact the school via telephone or email to give a reason for the absence. If your child has any form of sickness or diarrhoea they must be kept at home for 48 hours after the symptoms have cleared. ***Parents/carers should contact the school each day your child is absent unless advised otherwise.***

Children's health

If your child is asthmatic and requires the use of an inhaler, please discuss this with your child's teacher. We will need an inhaler to be kept in school which should have the pharmacy label on with your child's details and instructions for use. A medical form will also need to be completed by you and held on our records.

If your child has any other medical conditions, a special diet for medical reasons or has any known allergies, please inform the school.

Medication

We are able to administer prescribed medication. Please complete a parental agreement form which can be obtained from the school office. If these are antibiotics we can administer 1 dose in school if they are required to be taken 4 times per day.

Accidents

If your child has an accident in school they will receive First Aid by a qualified member of staff. Your child will be sent home with an accident slip and you will be informed upon collection of the accident.

In the event of an injury above shoulder height you will receive a text message. Your child will receive First Aid and be monitored throughout the day. In the event of a more serious accident or any cause for concern we will contact you immediately by telephone to come into school.

General Information

Spare clothes

Sometimes children have toileting accidents. It would be beneficial to send your child to school with a spare change of trousers/skirt, underwear & socks each day in case of any accidents. We do have some spare uniform in school but this is limited.

Newsletters

Newsletters are published every 2 weeks and sent out to all parents via Email, these are also uploaded to our school website.

Curriculum newsletters for each key stage will also be sent out termly by email, these will help you to understand what your child is being taught.

Parent Consultations

Parent consultations take place in Autumn and Spring term to discuss your child's progress.

Updates

We keep in touch with parents via email about any important matters. Teachers may also put any updates and reminders onto Tapestry.

Policies

These can be found on our website. Please scan the QR code for direct access.

