

ANSTEY FIRST SCHOOL



JOINING OUR SCHOOL 2021-2022



**“I love everything about this school and what’s more so
does my child”**

Parent quote

Welcome to Anstey First School, Nursery and Pre-School



We believe that education is a partnership between home and school. To this end we hope that this booklet will begin to forge the links between us for a lasting relationship which will be of great benefit to your child.

Included with this booklet are a few of our policies which will guide and inform you, e.g. our homework, behaviour, e-safety and medicine policies. These and others can also be found on our website. It is a legal requirement for schools to have a Home-School Agreement. We include ours and invite you to sign it. Owlets' parents may prefer to wait until their Owlet is ready to start Reception to do this.

Children at Anstey First School are organised into the following Classes:

- Owlets class: pre-school children, age 2-3 years
Owlets Lead: Mrs Tansley
- Fledglings class: Nursery and Reception
Class teachers: Miss Fell
- Little Owls class: Year 1 and Year 2
Class teacher: Mrs Modeste
- Wise Owls class: Year 3 and Year 4
Class teacher: Mr McKelvey

We have 4 teaching assistants (TAs) who help in our classes every day as well additional 1:1 support through Exceptional Needs funding.



Anstey First School are offering the 30 hours free child care for 3 year olds

Response to Covid19

We have adapted school life, in line with government guidance, in order to respond to the Covid-19 pandemic and will continue to constantly review our practice as the virus mutates. We ask our school community to work with us to ensure the safety of everyone and thank you in advance for your cooperation and understanding.

All adjustments are for the safety of all pupils, staff, parents and visitors. The main changes are summarised here but please, when reading the rest of our prospectus, bear in mind that references to visitors in school and parent attended assemblies are no longer current. We adapt our practice according to the prevailing guidance for example virtual visits and online assemblies when necessary – some of our virtual assemblies can be seen on Facebook. Please contact the office if you have any questions about current practice.

Arrivals, Departures and Moving round the school

In response to Covid-19 guidance, we are treating our whole school as one bubble due to our small size and are maintaining the following changes: Children enter school through their designated entrance at the agreed time. Pupils will be dropped at their entrance point (identified gates and staggered times) parents should maintain reasonable distance from any other individual and wear masks according to current guidance. There will be signage to alert parents and pupils to social distancing guidelines at gates and within school.

At their designated home time, children will leave the building from their designated exit gate.

Movement around the school will be limited. When the children leave their classroom to go outside for break, lunch or outdoor learning, they should ensure they stay a safe distance from peers and adults if possible. Children will follow an adult from their classroom in their designated route.

Children will be expected to tell a member of staff if they feel unwell and adults will check children's temperature if we have any concerns, notifying parents accordingly.

Children in Little Owls and Wise Owls must have a responsibility for their own equipment (an individual equipment pack has been supplied to each child) and for their water bottles and they ensure that these are not shared with other pupils.

Lunches

Lunches are being eaten in the children's respective classrooms, at the class tables.

Hand washing and Hygiene

Children will be expected to follow all hand washing and hygiene routines while in school. Children will wash hands /use antibacterial gel before entering school, after returning from the outside, before and after eating and at regular intervals during the day.

Visitors

Parents are currently not allowed in school and are being asked to hand over their children at the relevant gate.

Peripatetic Staff eg Speech and Language or Occupational Therapy, Music Therapy and Music tutors have been given a separate room to work in in our School House building and are ensuring ventilation and wearing masks according to current guidance. Generally, visits to the school are being minimised to protect our 'bubble' (we are a small school and more than 2 positive cases risks our ability to function as we would like).. New parents will

be shown round at the end of the school day after children and staff have left and will be required to wear a mask.

All of these adults will be asked to wear a mask and leave their contact details which will be stored in the office to aid Track and Trace should this be necessary.

School Hours

School starts at 9.00 a.m. The teachers can be available to talk to before and after school at the gates and we encourage you to do this rather than letting any potential worries grow. (Currently, however, due to Covid-19 guidance, we are asking for any queries to be emailed as this is probably easier and more confidential. We can also arrange telephone conversations with your child's class teacher – thank you for your understanding.) School finishes at 3.30pm.

Pre-school children in Owlets Class and Nursery children in Fledglings Class have the following sessions available:

Pre-school and Nursery:

Morning - 9am till 1.15pm (bring packed lunch from home)

Nursery only:

Afternoon - 1.15pm till 3.30pm

Parents/carers collecting from pre-school and Nursery at 1.15pm are requested to collect from pre-school first.

Coming In To School

Wise Owls, Little Owls and Fledglings:

For families not walking to school, parents/carers should park in the bottom car park (not the area beside the village hall which is used for staff).

Due to Covid-19, we are only opening the side gate opposite the village hall. Parents of children in Years Nursery to Year 2 are asked to walk up the drive towards the Village Hall in a socially distanced fashion. You can drop off your children one family at a time and then walk back down the opposite side of the drive. Year 3 and 4 children should come to the front (Reception) gate at 9am. Late arrivals should go to Reception at the front of the school.

Children should be collected from the gate at which they were dropped off at 3.30pm.



Owlets Preschool Class:

Owlets parents too can enter from the road - through the wooden garden gates. There is a separate bell on this gate in case you should arrive after the gates have been closed. For families who are not walking to school, there is limited parking at the front of the school but it seems to work as not all the pre-school children arrive at the same time. Otherwise parents can use the car park at the bottom of the playground. Due to Covid-19 we are asking pre-school families to drop off and collect 10 minutes later to avoid congestion at the gates (ie 9.10 and 1.25pm)

What Will My Child Need?

Break Times

Children need a jacket or coat. We go out to play in light drizzle. Even when it is raining, we can use our outdoor classroom, "The Cabin", to ensure that the children get some fresh air.

Your child will receive a piece of fruit as a snack until the end of Y2 (Owlets children also receive breadsticks, rice crackers, etc). Milk is free until the term in which your child is 5 years old. Once your child has turned 5, milk can then be ordered and paid for at the subsidised rate (notified termly) up to and including Year 2. Water is the only other drink allowed at this time.

Children can bring in a healthy snack (such as a flapjack or muesli bar) for break time if they wish. **Please note, however, that we are a NUT FREE SCHOOL – do not include products which contain nuts, peanut butter sandwiches, Nutella or similar spread etc.**

Our Water fountain is currently closed due to Covid-19. Your child should bring in to school a refillable sports water bottle and use it to drink from regularly throughout the day without having to leave the classroom. **Children can ask a member of staff to top up their bottles as required while the fountain is closed.** Please only put water in the drinking bottles – sipping from juice or squash continuously is bad for children's teeth and is sticky if spilled.

Equipment is available for the children to play with and when it is dry enough the equipment on the school playing field is used. In wet weather the children they can continue to play on the field as long as they wear wellies.

From Reception class your child will need a **P.E. kit** (see the list on the following page) plus trainers and black joggers/tracksuit for the cold weather.

It is vital that all items of clothing are named otherwise we cannot identify and return lost clothes. Children should keep their P.E. kit in bags on their pegs at all times. Children might like to bring their own equipment such as a pencil case, rubber, pencil sharpener and colouring pencils when they are in Wise Owls Class.

Dress Code

For children in Nursery and above, we have a uniform at Anstey School and ask that parents support our uniform policy to maintain the high standards of dress that we have in school. For Preschool Owlets children the uniform is optional although we do encourage a school sweatshirt. Owlets and Nursery children should have a change of clothes in case of accidents or getting wet with water play. They should dress appropriate to the weather as we go outside in almost all weather conditions.

UNIFORM PRICE LIST 2021

Order online via our website or follow the link below

<http://webshops.saffronapparel.co.uk/anstey-first-school-48-c.asp>

Branded

Burgundy Polo-shirt	£ 7.50
Burgundy Sweatshirt	£ 9.50
Burgundy Cardigan	£10.50
Burgundy Book Bag	£ 6.50
Burgundy drawstring PE Bag	£ 5.50
Burgundy Cap	£ 4.50
Burgundy Legionnaire's Cap	£ 5.50

Unbranded

Burgundy Reversible Jacket	£20.00
Black Shorts (drawstring)	£ 6.50
White Polo-shirt	£ 7.50

Uniform items marked with an asterisk * are available to order online from our website.

Girls

- Grey skirt, pinafore or grey tailored trousers
- White shirt or polo shirt* beneath a
- Burgundy school sweatshirt/cardigan* with school logo
- Burgundy and white checked dress if preferred in warmer weather
- Grey tights or white socks

Boys

- Grey trousers/shorts
- White shirt or polo shirt* beneath a:
- Burgundy school sweatshirt/cardigan* with school logo
- Grey socks

PE

- Burgundy polo shirt with school logo* (can also be worn as summer uniform)
- Black shorts*
- Trainers
- Black tracksuit or sweatshirt and joggers

In warmer weather, the white polo shirt (beneath the burgundy sweatshirt) can be replaced with the logo'd burgundy polo shirt used for PE all year round* – ie keeping a logo'd burgundy outer layer at all times. We appreciate the darker layer can be preferred when playing with paint or in the mud kitchen

In addition, we stock burgundy **book bags*** for books and letters. We now stock **PE kit bags*** too. They bear the school logo. Please use the kit bag and do not send your child with a rucksack for PE as there is not enough room on the coat pegs to accommodate these.

Additional, optional items in the school colours are available on the uniform site – reversible waterproof/fleece jacket and sun hat.

For health and safety reasons, jewellery is not permitted in school with the exception of stud earrings and, in Key Stage 2, a watch may be worn. Boys and girls will be asked to remove stud earrings for physical education and swimming or to tape them up.

Other Items Your Child Will Need In School

- Water Bottle - filled with water not juice please
- Plain wellies labelled with the size on the outside to go into our wellie share.
- Plain waterproof trousers and jacket to go into our outdoor pursuits share (allow growing room as these will be worn over clothes and with wellies).

Messy Play and Mud Kitchen

We believe that children learn best when fully engaged in an activity and provide a range of resources, both indoor and outdoor, to stimulate all of the senses. These often take the form of messy play using items such as our mud kitchens, paint, cornflour, jelly, glue, cooking ingredients, shaving foam and similar substances. (Please let us know if there is any reason why they should not handle any of these sensory substances.)

Whilst we have aprons available for the children to wear, some children will not put them on (and sometimes decide not to engage in messy play if they have to and we therefore do not insist). We feel it is very important to offer children sensory resources and therefore ask that you do not send your child in clothes that you want to keep very clean..... please also bear in mind that the British weather can be unkind (!) and clothes, coats, boots, etc can become muddy.



Special Assemblies

Periodically, we have special assemblies where the parents are invited to join us to see what learning your child has been taking part in. At the end of half term assembly we will award our Dimsdale Award to the child we believe has best fulfilled the criteria (on display in school).

Parents Helpers in School

We welcome parents helping in school. All parents need to be DBS checked to be able to do this - please speak to your class teacher if you feel you can help. Ad hoc help is also welcomed.

When Your Child Is Unwell

It is very important that we know about any pre-existing medical conditions and we ask that you complete the form at the end of this booklet. Day to day guidance is:

You should ring the school office when your child is not coming to school due to illness. Your child should not attend school if they have been sick or have an infectious/contagious disease until they are clear. The school has guidance on the exclusion times, so please ask for advice if you need it. In the case of sickness, vomiting should have ceased for 48 hours before a return to school.

Prescription medicine is only administered by the school if parents complete the medicine request form available at the office or from the school website. Non-prescription medicines are not allowed in school (for example we cannot give Calpol unless it has been prescribed by a doctor).

If your child is unwell whilst at school, we will contact you and make appropriate arrangements. Please make sure you keep us informed of any changes in telephone numbers for who to contact in an emergency for your child.

Clubs

Available daily, we offer both Breakfast Club (from 8am with breakfast or from 8.30am drop off only) and a variety of Afterschool Clubs (till 5pm Monday to Friday). Afterschool Clubs can be booked termly via the office and paid for by cash, cheque or (our preferred method) via the School Gateway. Breakfast Club can be booked by emailing Mrs Tansley on ltansley@anstey.herts.sch.uk or via the Office and sessions are billed via The Gateway termly in arrears.

School Gateway Online Payments

We use The Gateway – an easy-to-use online payment system.

What you need to do to activate your School Gateway account

It's quick and easy to do. All you need are the same email address and mobile number that we hold on record for you at school. The account will not activate until these details have been entered by the school so you will need to wait until you have supplied the completed forms attached and given us time to enter them onto the system.

Visit the website: www.schoolgateway.com (there is also a login button on the school website in the 'Office' tab). Click on 'New User'. You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

Download the app: If you have a smartphone, you could download the School Gateway app from your app store (Android and iPhone). The app shows the same information as the website. Please do not use the app to message school – continue to use the school email address. This is because we are not planning to use the text service due to the extremely poor mobile reception in Anstey.

Please note that you can only make one payment at a time using the app but can make multiple payments using the website – this is actually cheaper for the school.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call us and we'll update the details on our system.

Introducing Tapestry - An Online Learning Journey

Tapestry is an immediate and very intuitive way of recording children's progress in the Early Years classroom and is very 'in the moment' as we can capture and comment upon activities very quickly using iPad technology. *More interestingly for parents, you can see the results of this on line whenever you want to log in and are likely to have many more photos to view.*

Tapestry is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add your own by uploading photos and comments, or commenting on observations made by us.

Where do I start?

- Using the email address that the school holds for you, your child's class teacher will set up your account and will send you your username and password.
- Once these are received, go to <https://eylj.org> on your computer. Alternatively, if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the education section (search for TapestryMobile).
- Log in using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

Changing Your Settings

On the computer

- At the top right of your screen you will see your name, and selecting this will give you the option to "Edit Preferences".
- Choose this option and you will be presented with a screen giving you the option to change your email address and password.
- You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or un-tick the relevant box if you would like to change this setting.

On iPhone/iPad

- To change your settings on the iPhone/iPad app click the "cog" button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing my child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to – and we would love to receive such comments or just click the "like" icon.

Adding an entry to my child's Learning Journey

Choose the "Add Observation" option (or the "plus" icon on your iPhone/Pad) and add the relevant information in the boxes on the screen. Photos and videos may be uploaded by choosing the "add media" option. When you have saved your observation, you may go back to the home screen at any time by choosing home.

And finally

Please feel free to call in or telephone to discuss any matter concerning your child and their education or wellbeing. Appointments can be made with the Class Teacher, the Business Manager or the Head Teacher, depending upon the nature of your enquiry.
T: 01763 848 346.



WELCOME TO OUR SCHOOL

2021 – 2022 ACADEMIC YEAR

Dates	Autumn Term 2021	Spring Term 2022	Summer Term 2022
Inset Days	Wednesday 1 September Thursday 2 September Friday 22 October	Wednesday 5 January	Friday 22 July
Term Begins	Friday 3 September	Thursday 6 January	Tuesday 19 April
Half Term Break	Monday 25 October to Friday 29 October	Monday 14 February to Friday 18 February	Monday 30 May to Friday 3 June
Half Term Begins	Monday 1 November	Monday 21 February	Monday 6 June
Occasional Day/Bank Holiday	Occasional day: Friday 3 December		Bank holiday: Monday 2 May Bank holiday : 6 June re (in lieu re Platinum Jubilee)
Term Ends	Tuesday 21 December at 2pm	Friday 1 April at 2pm	Thursday 21 July at 2pm

2022 – 2023 ACADEMIC YEAR (remaining 4 inset days t.b.c.)

<u>Dates</u>	<u>Autumn Term 2022</u>	<u>Spring Term 2023</u>	<u>Summer Term 2023</u>
Inset Days	Thursday 1 September		
Term Begins	Friday 2 September	Thursday 5 January	Monday 17 April
Half Term Break	Monday 24 October to Friday 28 October	Monday 13 February to Friday 17 February	Monday 29 May to Friday 2 June
Half Term Begins	Monday 31 October	Monday 20 February	Tuesday 8 June
Occasional Day/Bank Holiday	Occasional day: Friday 2 December		Bank holiday: Monday 1 May
Term Ends	Wednesday 21 December at 2pm	Friday 31 March at 2pm	Friday 21 July at 2pm

ALL ABOUT ME - JOINING BOOKLET FOR CHILDREN AGED 2-4 YEARS

ME

My name is:

I was born on:

I go to (nursery/pre-school):

Photo (home or school to
insert as you prefer)

Things I would like you to know about me

I like:

I don't like:

My special skills are:

Things I need help with (e.g. getting dressed for games):

I sometimes get scared (e.g. balloons, Father Christmas):

If I am upset, I (e.g. do/don't like to be cuddled):

People who are important to me (including outside agencies)

My family:

My Friends:

**Other people who
are important to
me:**

**During the week I also go to (this should include any child minding
arrangements as well as activities):**

Day	Before pre- school	a.m.	p.m.	After pre- school/school:
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

People who are allowed to collect me from school



School Admissions & Emergency Contact Form

CONFIDENTIAL

Please complete and return to the school office, on or before the first day that your child attends school along with your child's birth certificate.

PUPIL INFORMATION

Forename

Surname.....

Middle name.....

Chosen name.....

Male/Female.....

Date of birth.....

Home address

.....

..... Postcode

Land line home telephone number.....

1st Parent/Guardian full name

Mobile number.....

e-mail address

2nd Parent/Guardian full name

Mobile number.....

e-mail address

Details of other children in the family (please include full names and date of birth):

..... Date of birth

..... Date of birth

..... Date of birth

..... Date of birth

Marital status of parents/guardians

(We may request a copy of any legal custodial arrangements if parents are divorced or separated.)

Address of 2nd parent/guardian (if different from child)

.....

.....

..... Postcode

Telephone number

Workplace and Address

(In case of illness/injury please indicate the priority in which you would like us to contact you)

1st Parent Guardian

Telephone number..... Priority.....

2nd Parent/Guardian

Telephone number..... Priority.....

Other Emergency Local Contact (s)

In case of illness/injury (in order of preference):

Name..... Relationship to child (e.g. Grandmother)

Telephone number..... Priority.....

Address.....

.....

Name..... Relationship to child (e.g. Grandmother)

Telephone number..... Priority.....

Address.....

.....

Medical Information.

Please give details of any health problems that your child has e.g. allergies, asthma, nose bleeds, hearing loss, sight or speech problems. If your child needs to take medication in school, e.g. for asthma, we will ask you to complete a separate medical consent form.

.....

.....

Child's NHS number (needed to access funding)

Has your child received a tetanus injection within the last 5 years? Y/N

Doctor's name

Address.....

.....

Telephone number

Health Visitor name and contact details

Other Information

First Language of family

Language/s spoken at home.....

Language spoken by child.....

Religion (e.g. Christian, Roman Catholic, no religion)

Country of birth

National Identity

Name and address of previous Playgroup/Nursery/School

.....

.....

Dietary Requirements (medical/religious etc.)

.....

.....

Other Relevant Information

Is there any other information that the school should be aware of (e.g. family circumstances, matters which may affect your child's growth and development etc.) which you think the school should be aware of?

.....

.....

.....

Service Children in Education (i.e. is either parent in the Army, Navy or Airforce)

YesNo (please specify)

Mode of transport to school

Bus..... Walk..... Car..... Other (please specify)

DECLARATION TO BE SIGNED BY PARENT/GUARDIAN:

For Parents of All Children

I undertake to inform the school as soon as possible of any change in any contact details or and change in medical circumstances.

I acknowledge the need for my child named to behave responsibly and agree to the establishment's procedures in this respect.

I agree that my child may leave the school premises for local, curriculum-related, regular or routine visits, during which correct staff:child ratios will always be maintained. **Yes/No**

(I also understand that my child may leave the school premises at other times when I will be informed separately by email and when further consent via The Gateway will be required from me.)

I agree that my child may be photographed or videoed as part of the school's observations and monitoring whilst participating in their school day or during school visits. Some of these will appear on Tapestry for you to view as a parent. **Yes / No**

I agree that, if chosen, my child may be a part of a picture with other (un-named) children which may be published on the school's website or school literature. **Yes / No** These photos may remain on the website after my child has left the school **Yes/No** I agree that, if chosen, my child may be a part of a picture with other (un-named) children which may be published on the school's Facebook **Yes/No** *(We occasionally use photographs in the local newspapers and you will be contacted separately for your approval in this instance.)*

I agree that my child is in good health and fit to participate in all school activities **Yes/No**

I agree that my child can receive medical treatment as necessary - in the event of your child requiring professional medical treatment or advice from either the local doctor's surgery or hospital, we will first try to make contact with yourself and other named emergency contacts. However, if we are unable to make contact, we will seek appropriate medical attention **Yes/No**

When my child is in Reception or above:

I agree that my child may leave the school premises for sports fixtures when representing the establishment or as part of a team, and hereby give my consent for my child to participate in such events **Yes/No** (I understand that I will be informed of such events and that further consent via The Gateway will be required from me).

I agree that my child, when attending visits or sports fixtures, can be transported in the private vehicles of staff/volunteers supervising such visits **or** can be transported by minibus/coach driven by a either a qualified member of staff or a qualified minibus driver **Yes/No**

Sharing Information

I understand that every child has the right to have their individual needs met. In order to do this, I give permission, when it is necessary, for staff to talk to and share information with outside agencies, other professional bodies or settings your child has attended. Wherever possible, we will always discuss with you in the first instance, any information that needs to be shared except in Child Protection cases where it is judged that the child may be placed further at risk **Yes/No**

Forest School

I agree to the school applying Anthisan cream to bites or stings which can occur in the woodland **Yes/No**

For Parents of Children in Owlets and Fledglings

I give permission for Anstey First School staff to apply sun cream to my child if required during the summer months. I agree to provide a suitable sun cream, labelled with my child's name. I understand that children should attend pre-school with sun cream already applied so the need for re-application is minimal. (Anstey First School will not provide sun creams, due to the possibility of allergies, under any circumstances.) **Yes/No**

I give permission to Anstey First School to change my child's clothing if required, for example: exuberant messy play or wet/soiled clothing **Yes/No**. Where applicable, I give permission to Anstey First School to change my child's nappy during a session as and when required. Details are to be recorded in the Nappy Change Log **Yes/No**

Child's Name:

Name of parent/guardian

Signature of parent/guardian **Date**.....

Ethnic Background Record Form

(based on the new national population Census ethnic categories)

*Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.** The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.*

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil

(a) White

- British ☐
- Irish ☐
- Traveller from Irish heritage ☐
- Gypsy ☐
- Any other White background ☐
 - Italian ☐
 - Turkish ☐

(b) Mixed

- White and Black Caribbean ☐
- White and Black African ☐
- White and Asian ☐
- Any other mixed background ☐

(c) Asian or Asian British

- Indian ☐
- Pakistani ☐
- Bangladeshi ☐
- Any other Asian background ☐

(d) Black or Black British

- Caribbean ☐
- African ☐
- Any other Black background ☐

(e) Chinese ☐

(f) Any other ethnic group ☐

I do not wish an ethnic background to be recorded ☐

This information was provided by:

Parent ☐ Pupil ☐ Other ☐

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools to save it having to be asked for again.

No Nuts Policy

Peanut allergy is the second most common food allergy in children and this is increasing. It now occurs in 1 in 50 children.

As we have pupils in school who suffer from a severe nut allergy our school has a “No Nuts Policy.” Those pupils if they come in contact with a nut product, can suffer life threatening consequences. It can be easily contracted from a simple handshake or touching of a pupil’s table who may have had some nuts in their food.

We ask **that you do not** provide the following foods in your child’s lunch box:

- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- Nutella
- Peanut butter
- Cakes made with nuts
- Chocolates
- Muesli bars
- Baklava
- Any nuts
- Nougat
- Biscuits
- Turkish Delight

Examples of foods that you can put in your child’s lunchbox which are nut free:

- Marmite or Vegemite sandwiches
- Cheese sandwiches
- Dried fruit
- Yoghurt
- Cheese sticks
- Chopped or tinned fruit
- Fruit strips
- Check all biscuit labels and if you are not sure please leave it out.
- Any bread based foods

Your child’s teacher will be making regular checks on the children’s lunches to ensure these rules are being followed.

If your child has a nut allergy could you, please inform the school and their teacher as soon as possible so that we can ensure your child does not come into contact with any triggers.

We have a policy not to use nuts in any of our food prepared on site at our school or by Herts Catering whose suppliers provide them with nut-free products, however, we cannot guarantee freedom from nut traces.

Administration of Medicine in School

School staff are happy to administer *prescribed* medication, e.g. antibiotics, to children when they are needed, in line with the guidelines from the Local Authority:

- No medication will be given unless a consent form has been correctly filled in and signed. A copy of this form is attached and more copies are available to download from the website or from the School Office.
- Non-prescription medication (over the counter) of any kind CANNOT be given. This includes creams.
- Parents are responsible for the disposal of any left-over medicine/tablets or any drugs which have exceeded their-use-by date.

Asthma Inhalers

In the case of asthma inhalers, and in accordance with the County Council guidelines, we would expect Key Stage 2 children to be responsible for keeping their own inhalers safe during school. If they leave one in school permanently, it should be kept in their tray in the classroom. They must ask an adult before using it.

Key Stage 1 and younger children should hand their inhalers to the class teacher for safe keeping and should ask an adult in the room if they need to use it.

It is the responsibility of parents to ensure that the children have the relevant inhalers in school and that a consent form has been completed including clear instructions of dose and regularity. A doctor's letter should be supplied and this needs to be updated annually.

Children are not encouraged to take their inhalers outside during P.E. lessons or break/lunchtime but will always be allowed in to use them if they need to.

Inhalers will always be carried during school trips. Key Stage 1 inhalers will be kept by the adult responsible for the group, Key Stage 2 children will carry their own inhalers.

Inhalers (NOT JUST the boxes) should be clearly marked with your child's name. A permanent marker or pen on masking tape wound around the inhaler works quite well.

Epipens

We have been advised that because of the rural location and the longer response time for the emergency services we should hold two epipens in school for any children that need them. This would ensure that, if needed, the second dose can be given at school fifteen minutes after the first dose as is required if the symptoms haven't subsided. If your child should have an antihistamine drug, for example Piriton, before the Epipen is given, please ensure that this has been prescribed by the doctor in order for us to administer it and that the consent form has been filled in and given to school.

The medication will be kept in an individual zipped bag in the School Office, with a photograph of the child and the contents and how to administer them listed on the outside. All other relevant information will be kept inside the box. An up to date consent form must be kept in school and this should include any special instructions for the administration of the medication. This needs to be updated annually.

All parents are asked to complete a new consent form if your child has any form of medication in school on a long-term basis and to return it to the office as soon as possible.

Request for School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form and the Head Teacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname:

Forename(s):

Address:

.....

.....

M/F: Date of Birth: Class:

Condition or illness:

MEDICATION

Name/type of Medication:
(as described on the container)

For how long will your child take this medication:

Date dispensed:

Full directions for use

Dosage and method:

Timing:

Special precautions:

Side Effects:

Self-administration:

Procedures to take in an emergency:

.....

CONTACT DETAILS

Name:

Daytime tel. no.: Address:

.....

.....

I understand that I must personally deliver the medicine to the Head Teacher or Business Manager and accept that this is a service which the school is not obliged to undertake.

Date: Signature:

Relationship to pupil:

Free School Meals and Pupil Premium

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra **£1,320** for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form and return to the school office.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth		

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth		
National Insurance Number*		
National Asylum Support Service (NASS) Number*		
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this ☐.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes ☐ No ☐ Unsure ☐

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes ☐ No ☐ Unsure ☐

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box. ☐

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

How the information in this form will be used:

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school. You should contact the school or local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

- (please tick) I give permission for Anstey First School to register my details at www.hertfordshire.gov.uk/freeschoolmeals

Primary Pupil Acceptable Use Agreement/e-Safety Rules

I will only use ICT in school for school purposes

I will only use my own school email address when emailing.

I will only open email attachments from people I know, or who my teacher has approved.

I will not tell other people my ICT passwords.

I will only open/delete my own files.

I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.

I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.

I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe

I know that my use of ICT can be checked and that my parent/carers are contacted if a member of school staff is concerned about my e-Safety.



HERTFORDSHIRE COUNTY COUNCIL

ANSTEY FIRST SCHOOL

Anstey, Buntingford, Herts, SG9 0BY

Tel: (01763) 848346

Email: admin@anstey.herts.sch.uk

Head Teacher: Mrs A Myers

Dear Parent/Carer

e-Safety Rules

ICT including the internet, email and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss the enclosed e-Safety rules with your child and return the slip at the bottom of this page. Our e-Safety and Social Media Policies are available in the statutory information section of our website. If you have any concerns or would like to discuss this further, please contact the Head Teacher.

Parent/Carer signature

We have discussed this and (child's name) agrees to follow the e-Safety rules and to support the safe use of the internet and ICT at Anstey First School.

Parent/Carer signature

Date



ANSTEY FIRST SCHOOL HOME-SCHOOL-CHILD AGREEMENT

Child's Name _____

The School will:

- Encourage children to do their best at all times and value what they achieve.
- Encourage children to take care of their surroundings and others around them.
- Encourage children to work co-operatively, have confidence in themselves and develop good self-discipline.
- Inform parents of the children's progress at 2 termly meetings plus a Summer report.
- Always inform parents at an early stage of any concerns we may have about a child so all parties are fully involved.
- Inform parents what the teachers aim to teach the children each term.

The Family will:

- Make sure child arrives on time for school in the morning at 9.00am and is collected promptly at 3.30pm.
- Make sure child attends regularly and provide a note of explanation if child is absent.
- Make sure that family holidays are arranged to coincide with school holidays unless there are unavoidable reasons, and there has been agreement in advance with the Head Teacher.
- Support the child's learning including ensuring the completion of any homework set.
- Make sure that the child reads at home on a regular basis.
- Make sure that child has equipment needed for lessons, e.g. plimsolls, games kit, forest kit, reading book etc.
- Support the Behaviour Policy of the school and ensure that the child is smartly dressed in school uniform.

The Child will keep the school rules:

1. Follow the instructions of adults.
2. Use kind hands, feet and words.
3. Respect each other and the school environment.
4. Be the Best You Can Be.

Together we will:

- Tackle any special needs.
- Support child's learning to help them achieve their best.
- Listen and attend to child's worries.
- Make learning and school fun.

Head Teacher's Signature Date:

Parent/Guardian's signature Date:

Privacy Notice – Pupil Data

What is this Privacy Notice for?

Anstey First School is committed to protecting the privacy and security of personal information. We collect a lot of data and information about our pupils so that we can run effectively as a school. This privacy notice explains how and why we collect pupils' data, what we do with it, who we share it with and what rights parents and pupils have.

Why do we collect and use pupil information?

We have a legal obligation to submit pupil data to the Department for Education (DfE) and the Local Authority as well as other regulatory bodies.

We also use pupil data to support our function of running a school and for safeguarding purposes.

Where we collect data not covered by these reasons, e.g. for publishing photos on our website, we will ask for your consent. This consent can be withdrawn at any time.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

What pupil information do we collect, hold and share?

This is a wide range of information from name, date of birth, ethnicity etc. to attendance, assessment, medical and safeguarding information.

How long do we keep the information?

We hold pupil data securely for specific periods, as recommended by both national and local guidelines. Certain types of data may be held for longer, e.g. safeguarding. For more information on the recommended timescales please ask to see the longer version of the policy – available from the school office and the Records Management Policy.

Who do we share pupil information with?

We may share pupil information with the DfE, the Local Authority, and other bodies and organisations. We do not share information about pupils with anyone without consent unless the law or our policies allow us to do so. When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required. For more details, please ask to see the longer version of the policy – available from the school office.

How can you request access to the pupil information we hold?

Parents and/or pupils have the right to request access to pupil information that we hold via a Subject Access Request (SAR). To make a request for your or your child's personal data, contact Lynne Vinton who is the Data Controller for Anstey First School.

The legal timescales for the school to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage parents to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible. For further information about how we handle Subject Access Requests, please see our GDPR Policy available on our website.

For more information about Data Protection Regulations and your rights see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If you have a concern about the way we are collecting or using your personal data, please raise with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer for Anstey First School is: Natalie Punter
(Contact telephone number: 07711 282 040)

A more detailed version of this privacy notice is available from the school office.

Anstey First School Charging Policy

1. Introduction

All education during school hours is free with the exception of activities as in section 2 for which we may ask for a voluntary donation.

2. Voluntary contributions

a) Trips and events

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

b) Swimming

If the school organises swimming lessons for pupils these take place in school time and are part of the National Curriculum. We subsidise the cost of any necessary transport.

3. Activities for which there is a charge

a) Residential trips

If the school organises a residential visit in school time, or mainly in school time, we make a charge to cover the costs. Parents in receipt of certain state benefits (see below) will be exempt from the cost of board and lodging.

b) Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of certain state benefits may apply for remission of fees. We give parents information about additional music tuition as necessary

c) Extended Schools Activities

Breakfast and after school clubs run daily. Prices are available on our website.

4. Charging and Remissions Policy

To ensure that access to activities reflects intentions, Anstey First School will implement the following Charging and Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of education activities for their children.

Where parents are in receipt of benefits from the list below, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours. There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

5. Owlets Pre-school

We run a non-profit making pre-school on site. Hours in addition to those covered by eligible funding are charged at the current hourly rate. Hours for children under the age of 3 who are not eligible for government funding are also charged at the current hourly rate (published on our website). Occasionally, due to unforeseen conditions, we may need to cancel a session. Regrettably, we are unable to refund payments made but, where possible, alternative sessions will be offered. Holidays or other circumstances causing children not to attend cannot be refunded.

Charges are made 1/2 termly and need to be paid in full within 7 days of billing, unless otherwise agreed in writing.

6. Staff Discount

Where staff have children in school, we offer a discount of 1/3 of the cost of Owlets and Breakfast Club sessions for those sessions where staff are working in Anstey School. When a staff meeting is being held, we offer a free after school club to the children of staff involved in the meeting.

This offer will be reviewed with this policy to ensure the school budget can continue to support the discount.

7. Monitoring and review

This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.

WHOLE SCHOOL FOOD POLICY

Aim

To ensure that all aspects of food and nutrition in school promote the health and well-being of pupils, staff and visitors to our school.

Objectives

- To ensure that we give consistent messages about food and health
- To give our pupils the information they need to make healthy choices
- To promote health awareness
- To contribute to the healthy physical development of all members of our school community
- To encourage all children to take part in the '5 a day' campaign

Snacks

Children in FS and KS1 are offered fruit each day from the free fruit scheme. KS2 children are encouraged to continue to be part of the scheme.

School lunches and packed lunches

All our school meals are provided by Herts Catering who have a healthy food policy as part of their tender. Where possible, this includes the use of fresh fruit and vegetables each day as a choice for the children. Menus are designed for both appeal and nutritional balance. They are on view to parents so that they can discuss with their children what they are going to choose to eat.

When children bring packed lunch to school they are encouraged to include healthy options.

Water for all

All children are encouraged to bring water bottles to school daily. Water is freely available throughout the school day to all members of the school community. Children may drink their water at any time except during the 20-minute assembly. Regular water breaks are built into the school day and curriculum by class teachers. FS and KS1 children are also reminded to drink water at their snack time.

Food across the curriculum

In FS, KS1 and KS2, there are a number of opportunities for pupils to develop knowledge and understanding of health, including healthy eating patterns and practical skills that are needed to understand where food comes from such as shopping, preparing and cooking food.

Literacy provides children with the opportunity to explore poetry, persuasion, instructional and narrative work using food and food-related issues as stimulus, e.g. writing recipes for favourite meals.

Maths can offer the possibility of understanding nutrition labelling, calculating quantities for recipes, weighing and measuring ingredients.

Science provides an opportunity to learn about the types of food available, their nutritional composition, digestion and the function of different nutrients in contributing to health and how the body responds to exercise.

RE provides the opportunity to discuss the role of certain foods in the major religions of the world. Children experience different foods associated with religious festivals.

ICT can afford pupils the opportunity to research food issues using the internet and other electronic resources. Pupils design packaging and adverts to promote healthy food choices.

Food Technology as part of DT provides the opportunity to learn about where food comes from and apply healthy eating messages through practical work with food, including preparation and cooking.

PSHE encourages young people to take responsibility for their own health and well-being, teaches them how to develop a healthy lifestyle and addresses issues such as body image.

Music can provide pupils with knowledge about different properties of cooked and uncooked foods where pulses and grains are used in unpitched percussion instruments.

Geography provides a focus on the natural world and changing environment, offering the chance to consider the impact our consumer choices have on people across the world that rely on growing food as their source of income.

History provides insight into changes in diet and food over time.

PE provides pupils with the opportunity to develop physically and to understand the practical impact of sport, exercise and other physical activity such as dance and walking

School visits provide pupils with activities to enhance their physical development e.g. to activity centres.

Partnerships with parents and carers

The partnership of home and school is critical in shaping how children and young people behave, particularly where health is concerned. Each must reinforce the other.

Parents and carers are regularly updated on our water and packed lunch policies through school and class newsletters. We ask parents not to send in fizzy drinks and we remind them that only water may be drunk during the school day, except at lunch time when children may drink juice or squash.

During out of school events e.g. school parties etc., the school will encourage parents and carers to consider the Food Policy in the range of refreshments offered to the children.

Role of the Governors

Governors monitor and check that the school policy is upheld and can also offer guidance where a member of the body has particular expertise in this area.

POSITIVE BEHAVIOUR

It is our expectation that children, staff, parents and governors will all to work together to ensure a safe and happy school. Our Behaviour and Relationships Policy is available on our website (or through the school office).

Aims

- To encourage a calm, purposeful and happy atmosphere within the school
- To foster positive and caring attitudes and to create a school community where we treat one another with care, sensitivity, consideration and politeness.
- To encourage increasing independence and self-discipline so that each child learns to accept responsibility for his or her own behaviour.
- To have a consistent approach to behaviour throughout the school, which is understood by staff, pupils and parents.
- To raise awareness about appropriate behaviour and to help make clear boundaries of acceptable behaviour and ensure the safety of all members of the school community.

Children

Children's opinions are valued at this school. The way children behave in school is discussed, both in assembly time and during PSHE, with the children's opinions being actively sought.

The children understand that they have the right to be treated in a fair and consistent manner and that they are expected to treat all people in the school in a similar manner.

All children are encouraged to show a caring attitude towards each other with Years 3 and 4 particularly acting as good role models.

Expectations

Staff

The treatment of children by adults will be positive. Our aim is to be a model for behaviour and to build confidence and self-esteem. We will not ridicule children or reward bad behaviour with undue attention. We aim to encourage children to become self-disciplined but, in order to support and build that, staff will actively acknowledge and reward positive and appropriate behaviour with praise. Staff are expected to help create a safe, caring and pleasant environment where children's physical and emotional needs are met and where children feel valued. We recognise that children are individuals and that we should be aware of any social needs.

The school has anti-bullying and anti-racism policies which staff are expected to follow along with this policy.

Children

Children are expected to keep the school rules:

- Follow instructions of adults
- Kind hands, feet and words
- Respect for all and the school environment
- Be the Best You Can Be

Parents

It is the school's aim to work together with parents to build a strong school community. They are asked to:

- Encourage independence and self-discipline in their children
- Make their children aware of appropriate behaviour in all situations
- Foster good relations with the school
- Be aware of the school's expectations and rules

Positive Behaviour

Positive behaviour and the role of a good citizen are also addressed through the curriculum. In every subject area, positive references are made to encourage respect and responsibility wherever possible. Personal and social education and citizenship have a large part to play.

Problematic Behaviour

When a child has been hurt emotionally or physically, the incident will be investigated by the adult informed and both the victim and the child being hurtful will be interviewed. Parents will be informed wherever possible. If the hurt was deliberate, the incident will be recorded in the incident file in the Head Teacher's office. For other serious incidents or repeated breaking of the school's code of behaviour, the child's parents/carers will be informed and invited to work with the school to set targets for the child which will help him/her to improve. This may also involve some action to repair the situation and/or the withdrawal of privileges. In more serious cases the school may need to seek professional advice from outside.

If a pupil has behaviour issues related to SEN or disability, staff will understand. These will be addressed sensitively through the IEP or Care Plan.

Continuous and repetitive hurting, inappropriate behaviour, continuous breaking of rules or excessively violent behaviour can result in a fixed term exclusion, not exceeding fifteen days in any school term, after which a formal contract of expectations will be drawn up by the Head Teacher, parent and child.. Deliberately breaking this contract may result in permanent exclusion from school.

Discipline

Adults may never punish children by physical contact but we reserve the right to use physical intervention with a child if it is felt reasonable that to do so may prevent them from hurting themselves or others with regard to the County Guidelines and training for physical restraint. This could include:

- A gentle guide by staff
- A safe hold
- A physical restraint

Corporal punishment is forbidden at all times and in all circumstances.

Problems with behaviour are dealt with initially by the member of staff who sees the problem. They are likely to deal with minor problems by:

- reminding the child of the school rules
- time away in the Cosy (our sensory room), removing from the scene of the incident, working in another classroom or with the Head Teacher

- losing minutes of playtime or Golden time
- talking about the consequences of the child's behaviour with their teacher or the Head Teacher
- a child will be asked to reflect upon and to repair the situation as a learning consequence, ie a written apology

A child's level of understanding will always be taken into consideration for example a pupil's age, pupils with SEN or a disability.

COMPLAINTS PROCEDURE FOR PARENTS

Introduction

The Governors and Staff make many decisions regarding the management and running of the School during the course of the year. Central to these decisions are the well-being, education and development of all the children in the school

Parents are encouraged to keep in touch with the school through Parents Consultation Evenings, Parent Governor meetings and Reports and Newsletters. However, we recognise that there may be occasions when parents are concerned about an aspect of school life and need to discuss the matter with a member of staff. It is proper that, at these times, they should feel able to express their concerns in the appropriate way and through the recognised channels so that the issue can be resolved promptly. Our full Complaints Policy is available on our website (or from the school office).

Parents are encouraged to discuss all matters in the first instance with the class teacher.

Complaints

The Governing Body has adopted the Hertfordshire County council's Complaints Policy which is summarised in this leaflet. Should parents have any doubts about the correct procedure to follow for a particular complaint, especially if it concerns a member of staff or the Head Teacher, the Chair of Governors will be able to give advice.

It is hoped that parental complaints can be resolved in discussion with the class teacher. We recognise, however, that there may be occasions when, even after such discussions have taken place, the parent feels that a satisfactory outcome has not been reached. At this point parents should make an appointment through the school office to meet the Head Teacher for further discussions.

If the complaint still remains unresolved, a further meeting with the Head Teacher together with the Chair of Governors will be arranged to consider the matter more fully. It is expected that most complaints would normally be settled at this stage.

Formal Procedure

In exceptional circumstances parents may feel it is necessary to take the matter further. In which case, the Formal Complaints Procedure will be implemented as follows:

1. The complaint should be made in writing on the official form, which together with the guidance notes, is available from the school office.
2. The completed form should then be sent to the Chair of Governors.
3. The investigation will then follow. All details regarding the timing, documentation and procedure are given in the guidance notes.
4. The result of the investigation is reported to the full Governing Body, who will recommend any necessary action.

Appeals

The Governing Body makes the final decision, following a complaint investigation, from which there is no further appeal procedure. The exceptions to this rule, however, are complaints relating to Special Educational Needs, the National Curriculum for Collective Worship. In these cases, parents may appeal to the Local Education Authority.

In Conclusion

It is hoped that complaints will be made with fairness and clarity, with the interests of the children always paramount.

The Governors give parents their assurance that all complaints will be treated confidentially, honestly and courteously and care will be taken to investigate matters thoroughly, fairly and promptly.

Contacts

1. The Chair of Governors of Anstey School
The Business Manager will inform you who this is and will pass on any correspondence
2. Conciliation and Appeals Unit
(Children Schools and Families)
County Hall, Hertford, SG13 8DF

Complaints Officer
Tel: 01992 588 542
3. SENDIASS
The Special Educational Needs and Disabilities Information, Advice and Support Service

Tel: 01992 555 847
info@hertssendiass.org.uk