



Parent and Carer Handbook 2020-2021

Easebourne C.E. Primary School

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Welcome to Easebourne

Dear Parent/Carer

Choosing the primary school for your child is a significant decision as, all being well, your child will spend up to the next seven years of his or her life learning and playing in this school community. It is important that these are happy years, both for the children and their parents and carers. If you are reading this, you will have taken the decision to send your child to Easebourne CE Primary School and I am delighted that your child will be joining us. It is now up to us to justify your choice and make sure that you and your child feel at home as quickly as possible.

The school is very much about the community and we passionately believe in the partnership between children, staff, parents and governors. I would urge you to take advantage of our open door policy and contact the school whenever you have questions or concerns; your child's primary education will be all the richer if it is supported by a strong parent-teacher relationship.

We also work hard to build strong relationships with the wider community. We are a Church of England school; our broad and balanced education is underpinned by strong Christian values and the vicar, Derek Welsman, is one of our governors and actively involved in the school, taking weekly assemblies and several services over the year. In recognition of the school's strong historic relationship with the Cowdray Estate, Lord Cowdray became the school's patron a few years ago and he sponsors one of our two minibuses which proudly bears the Cowdray logo.

This handbook is overhauled each year and will answer many of your questions but it is only a starting-point and it won't answer all of them. So do ask us any questions that it doesn't seem to help with and please do give us feedback on how to improve it for next year. Meanwhile, welcome again to Easebourne.

Best wishes

How We Are Organised

Classes

The school is organised into seven classes which are named after native British creatures. For 2020/21 academic year the classes are arranged as follows:

Dragonflies	Reception	EYFS	Mrs Catchpole
Hedgehogs	Year 1	KS1	Mrs Clipston
Squirrels	Year 2		Mrs Venn (Maternity cover for Mrs Coates)
Rabbits	Year 3	KS2	Mrs Hulbert
	Year 3		Mrs Daley
Badgers	Year 4		Mr McGarrigal (Maternity Cover for Mrs Payne)
Foxes	Year 5		Mr Taylor
Otters	Year 6		Mrs Bedford

EYFS = Early Years Foundation Stage

KS1 = Key Stage 1

KS2 = Key Stage 2

Teaching Staff

Headteacher	Johnny Culley
Deputy Headteacher & Rabbits (Y3H)	Caroline Hulbert
Dragonflies (YR)	Amanda Catchpole
Hedgehogs (Y1)	Jacky Clipston
Squirrels (Y2)	Gemma Venn
[Squirrels (Y2) – maternity leave	Heidi Coates]
Rabbits (Y3D)	Theresa Daley
Rabbits (Y3H) – 1 day DHT release	Anne Nixon
Badgers (Y4)	Lee McGarrigal
[Badgers (Y4) – maternity leave	Tanya Payne]
Foxes (Y5)	Andy Taylor
Otters (Y6)	Tia Bedford
SENDCo	Gemma Ralph
Music & Dragonflies (YR)	Katie Stevens
French	Sarah Watson
PE	South Coast Sports

Teaching Assistants

Lou Ashcroft	Lizzie Mayhew
Val Cella	Liz Mitchell
Sue Cobbold	Cindy Pilcher
Elaine Ford	Gemma Purser
Alison Hill	Emma Sharp
Natalie Lane	Rachael Wildman
Shirley Manning	

Additional Staff

School Business Manager	Elaine Pimm	
School Secretaries	Sharon Bennington	Debbie Waugh
Reception	Libby Harvey	
Premises Manager	Richard Parr	
Midday Meal Supervisors	Kim Ford	Donna Laycock
	Gemma Dummer	

Early Days Nursery/Easebourne Owls

Supervisor	Annie Beadle	
Deputy Supervisor	Sue Budd	
Childcare Practitioner	Gemma Chamberlain	Annie Ford
	Mandy Hill	Nicole Turner
Assistant Childcare Practitioner	Emma Allen	

School Governors

Easebourne Primary School has a strong and active Governing Body whose members work in partnership with the Headteacher and Senior Leadership Team. The Governors help determine the strategic direction of the school, set priorities for development and improvement and visit the school to ensure the best learning outcomes and environment for each child.

The Governing Body has 11 members comprising two Foundation Governors (including the Vicar of the Benefice of Easebourne Lodsworth & Selham), three Co-opted Governors, one Local Authority Governor, three Parent Governors, one Staff Governor and the Headteacher. Governor terms of office run for three years, except in the case of the Local Authority Governor and the second Foundation Governor whose terms of office are four years. Two governors, the Headteacher and the Vicar, are ex-officio.

Governing Body

Victoria Hampshire
Sheila Cooper
Heidi Coates
Johnny Culley
Kay Goldsworthy
Hannah Miller
Sarah Naym
Phil Stringer
Rupert Titchmarsh
Derek Welsman
Vacancy
Vacancy

Parent Governor & Chair
Co-opted Governor & Vice-Chair
Staff Governor
Headteacher Governor
Co-opted Governor
Foundation Governor
Parent Governor
Clerk to the Governors
Co-opted Governor
Foundation Governor
Local Authority Governor
Parent Governor

Term Dates for 2020-21

Autumn Term 2020:

Half-term

Monday, 7th September – Friday, 18th December
(INSET Days on 3rd and 4th September)
Monday, 26th October – Friday, 30th October

Spring Term 2021:

Half-Term:
May 4th - RV inset

Monday, 5th January – Thursday 1st April
(INSET Day on 4th January)
Monday, 15th February – Friday, 19th February

Summer Term 2021:

Bank Holidays:
Half-Term:

Monday, 19th April – Friday, 23rd July
(INSET Day on 7th June)
Monday, 3rd May and Monday, 31st May
Tuesday, 1st June – Friday, 4th June

On five days within the term dates, schools will be closed for pupils, but teachers will be required to undertake in-service training or other approved activities.

School Day

Timings

	YR	KS1	KS2
	(Arrive from 08:40)		(Arrive from 08:40)
Morning	08:50 – 12:05		08:50 – 12:10
Morning Break	10:30 – 10:45		
Lunch Break	12:05 – 13:00		12:10 – 13:00
Afternoon	13:00 – 15:05	13:00 – 15:15	
Afternoon Break		14:30 – 14:45 (Except Friday)	
Daily Time in Class	5 hrs 20 mins	4 hrs 55 mins (Mon-Wed) 4 hrs 50 mins (Thu) 5 hrs 05 mins (Fri)	5 hrs 15 mins (Mon-Wed) 5 hrs 10 mins (Thu-Fri)
Weekly Teaching Time	26 hrs 40 mins	23 hrs 50 min	25 hrs 15 mins

Assembly

Monday	09:45 – 10:00	Whole School (Mr Culley)
Tuesday	09:45 – 10:00	Singing Assembly (Mrs Stevens)
Wednesday	10:15 – 10:30	KS1 (Teaching Staff)
	14:50 – 15:05	KS2 (Teaching Staff)
Thursday	10:10 – 10:30	Whole School (Reverend Derek Welsman)
Friday	14:45 – 15:05	Whole School Celebration Assembly

NB Dragonflies Class joins the whole school assemblies later in the year.

Uniform and Equipment

Easebourne Primary School has a pleasant uniform, which we hope all children will wear.

We believe in uniform because it gives children an equal smartness, it provides sensible clothing and it makes children easily recognisable from other schools whilst on educational visits.

Our **personalised** school uniform is available from www.myclothing.com. The office will hold a stock of items for sizing purposes only. There is a 5% cash donation to the school on every purchase.

How to order:

It's easy to shop online with the Uniform Embroidery Service.

1. Go to www.myclothing.com and register or sign in.
2. Select your school from the list and you'll see all the customised items you can buy.
3. Choose the quantity and sizes you'd like, and then add them to your basket.
4. Pay easily with a debit or credit card at the checkout.
5. Your embroidered items will be delivered within 14 days but may arrive earlier.

Boys

- White polo shirt or long/short-sleeved white shirt
- Green sweatshirt with school badge (available at www.myclothing.com from £9.50)
- Grey trousers or shorts
- Grey socks
- Sensible, black school shoes – no trainers

Girls

- Grey skirt, grey pinafore dress (knee length) or long trousers
- Green sweatshirt or cardigan with school badge (available from www.myclothing.com from £9.00)
- White polo shirt or long or short-sleeved blouse
- White socks or grey/green tights
- Summer option: green and white striped or checked dress
- Sensible, black school shoes – no trainers, heels or open-toed sandals

P.E. Kit

- House T-shirt with school badge (available from www.myclothing.com from £5.50)
- Green or black shorts
- PE bag
- Plimsolls
- Trainers for outdoor use
- Plain tracksuit bottoms and hoodie (preferably green, grey, black or navy) for outdoor use only (optional)

Optional Items

The following are also available from www.myclothing.com

- Book bag with school badge £5.50 – **we recommend a book bag for Reception Class and KS1**
- PE bags with school badge £5.50
- Rucksack with school badge £8.50
- Cap with school badge £5.50
- Reversible fleece with school badge from £16.50

Sundry Items:-

- Wellington boots (kept at school for playtimes/Forest School)
- Art apron or old shirt
- Swimming kit – you will be advised, when required
- Forest School kit – you will be advised when required

Please note:

- We do not allow jewellery. For pierced ears, small **stud** earrings are allowed but must be taken out or taped for PE. Watches may be worn but must be removed for PE.
- We do not allow nail varnish, jewellery, make-up, body transfers or tattoos.
- Hair that is shoulder length or longer must be tied up. Hair accessories should be small and school colours.
- Hair should not have shaved shapes, including straight or squiggly lines cut into it.
- We do not allow toys, electronic gadgets or trading cards.
- Only pupils in Years 5 and 6 who are walking home are allowed a mobile phone. These should be handed into the office at the beginning of the day and collected at home time.

Equipment

All KS2 pupils (Years 3-6) require the following equipment in school. Please make sure everything is clearly named. All items should be plain, standard school equipment (not novelty or scented). Any unsuitable items will be returned. Please do not include Tipp-Ex.

- | | |
|---------------------|---|
| • Plain pencil case | Small enough to fit in your child's drawer |
| • Pens | When a pen licence has been achieved, two black handwriting pens i.e. Berol/Manuscript (black ink only, not biro) |
| | Green biro |
| • Pencils | At least four (HB type) |
| • Rubber | Plain white |
| • Pencil sharpener | Canister style |
| • Ruler | 15 cm (6 inch) |
| • Glue Stick | One |
| • Whiteboard pens | Two, black |

All children will also require a sports top type water bottle in school, clearly named, that they can manage themselves. Please contact the school if you have any difficulties with providing this equipment.

Attendance

At Easebourne we believe regular and punctual school attendance is important if pupils are to take full advantage of the educational opportunities available to them. It is our aim that all children achieve a minimum of 95% attendance, apart from those with chronic health issues. Children who are persistently late or absent soon fall behind with their learning and often develop large gaps in their education which will impact on their progress and their ability to meet age-related learning expectations.

School starts at 8.50am. The register officially closes at 9.05am. If a child arrives between these times, they will be marked as Late (L) and the minutes late noted in the register. After this time, pupils are marked as Unauthorised (U).

A record of attendance, in the form of a print out from SIMS (School Information Management System), will be sent home to parents termly highlighting any concerns using the traffic light system below:

Red	Cause for concern	94% or below
Amber	Not up to required standard	Between 94.01% and 94.99%
Green	Highly satisfactory	95% or above

Initially, concerns about attendance are raised with parents via letters which are sent home. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the West Sussex Local Authority Pupil Entitlement Investigation Team.

Absence from School

It is the parent's responsibility to inform the school if their child will be absent for a genuine reason, such as illness or a medical appointment, by contacting the school by 09:05 on the first day of absence. Parents can leave a message on the absence line.

If you are planning to take your child out of school during term time for any reason, permission must be sought from the Headteacher in advance. An absence request form is available from the office. There is no entitlement to take a child out of school for a family holiday. Absence will only be authorised in exceptional circumstances and the advice is that these should be rare, significant, unavoidable and short.

If a child is taken out of school and the absence is not authorised in advance by the Headteacher, then the absence will be recorded as unauthorised. Parents could be issued with a fixed penalty notice by West Sussex County Council if a pupil has accrued a minimum of 10 school sessions recorded as unauthorised in a 10 school week period; a school day consists of 2 sessions, am and pm.

Drop-off and Pick-up Arrangements

Drop-off

- Y1-6 08:40-08:50 Children to enter via the front entrance of the school
- YR 08:40-08:50 Children to enter classroom via their outside play area (first 2 terms then as above)
- Early Days 08:50-09:00 Early Days main outside entrance

The rear gate will be locked at 09:15.

If you need to speak to a member of staff, you should go to the front desk to make an appointment.

All visitors must report to the school office to sign in and will be given a visitor's badge to wear.

Pick-up

Children must be picked up from one of the three exits: the rear canopy area (KS1), the side gate at the front of the school (KS2) and the Early Days main outside entrance (YR). When there is a KS1/KS2 sibling group, the older child(ren) will walk to the KS1 release point.

Children will only be released directly into the hands of their parents or other adults who have been authorised to collect them. Parents should not wait in parked cars for their children. In exceptional cases, if, for example, a parent is disabled, we may give children permission to walk to a parked car.

Children in Years 5 and 6 who have written permission to walk home will be the only children released through the gate without an appropriate adult there to pick them up. They must sign to confirm that they have left the site.

Please note that the staff responsible for releasing KS2 children at the end of the day will unlock the gate when they arrive. Parents should remain on the outside of the gate. The gate will be locked at 15:30 in the afternoon.

School Clubs

If children attend a club before school, they should enter by the front of the school and parents should hand them to a member of staff.

If your child attends after-school clubs, parents/carers should collect them from under the canopy at the rear of the school.

Easebourne Owls Out-of-School Club (Wraparound Care)

Drop-off Arrangements

Children should be brought in by the rear gate to the Early Days entrance. Parents should leave by the same route and not through the school.

Pick-up Arrangements

Children should be collected from the Early Days entrance. Again, parents should leave by the same route and not through the school.

Parking

We have the good fortune to have a car park larger than many of our neighbouring schools. To make sure it is safe for both pupils and parents, please could you adhere to the following rules:

1. Please do not park in the drop-off zone but use it appropriately. If we can keep it free for dropping off, the traffic will flow more smoothly and cars will be able to leave the site quickly, reducing congestion. There should be absolutely no need to park in the drop-off zone at 08:30 or 14:30 when the rest of the car park has spaces.
2. Please could drivers refrain from parking in front of, behind and over the crossing as this makes it dangerous for pupils and parents who need to cross.
3. Please do not park on the yellow hazard lines in the car park. This area is kept clear in order to make it safe for our pupils and parents to leave safely through the rear gates.
4. We have three disabled parking bays, two next to the minibuses and one at the end of the staff parking area. Please could drivers leave these spaces free and be mindful that not all disabilities are obvious.
5. Please do not park in the staff car park across the staff cars preventing members of staff from exiting the car park and sometimes blocking the access for our neighbours who live in the houses behind our car park.

Children are encouraged to walk to school, when possible. Each day your child records their method of travel to school on 'Travel Tracker'. At the end of each month, children who have recorded the allocated number of active journeys will receive a badge. Active journeys include: walking, riding a bike, scooting and 'parking and striding' the rest of the journey.

Medicines and First Aid

If your child is sick, please keep them at home until they have recovered enough to attend school. If a child has suffered from sickness or diarrhoea, they must not attend school for 48 hours after the last episode.

If a child needs essential, prescribed medication in school time, parents are required to fill in the appropriate form, which can be obtained from the office or parents may call in to school and administer medicine to their child. Antibiotics are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Pupils should not bring any medication to school for self-administration. The school will keep a small stock of paracetamol (Calpol) and antihistamine (Piriton) which can be administered if parents have given permission to do so. All other medication must be supplied by the parent in the original pharmacist's container, clearly labelled and including details of possible side effects, e.g. manufacturer's instructions and/or patient's information leaflet (PIL).

If a child is unwell in school and it is felt necessary to send the child home, the office will phone the parent or emergency contact number.

If a child is injured, they will be tended to by a member of staff with First Aid Training. Unless the injury is very minor, a red note will be sent home with the child with details of any injury sustained and the treatment given. Parents will be contacted if the injury is serious.

Please refer to our Managing Medicines and First Aid Policy on our website for further details.

Houses

We have four houses (Red, Yellow, Green and Blue) and your child will be allocated a house when they join the school. Membership is reinforced through the wearing of a t-shirt of the appropriate colour in PE and siblings are placed in the same house.

Over the year, there are a range of house challenges where the efforts of all children contribute towards winning house points and the scores are displayed in the Hall. Children may also earn house points each week for good work or kind deeds. Year 6 pupils are elected by their class as House Captain and Vice-Captain, and one of their main duties is to organise fundraising events for their chosen house charity in the spring term. At the end of the academic year, the winning house receives the House Cup.

Class and School Council

The aim of the School Council is to give children a chance to be able to voice their opinions and suggest positive ideas for the school. Two children from each class are elected by their class to be a School Councillor. The children only represent their class once during their time at Easebourne. The Year 6 School Councillors also represent the school at the joint Rother Valley School Council meetings held at MRC.

Topic Overview

		Year A (2019-2020)			Year B (2020-21)		
		Autumn	Spring	Summer	Autumn	Spring	Summer
YR	Dragonflies	Topics are child-led Harvest Advent Christmas Diwali	Topics are child-led Easter Chinese New Year Mother's Day	Topics are child-led	Topics are child-led Harvest Advent Christmas Diwali	Topics are child-led Easter Chinese New Year Mother's Day	Topics are child-led
		Topics from 'Development Matters in the Early Years Foundation Stage', such as Feelings, Fairness, Special Events, Environment, etc, will be covered at some point each year, as the opportunities arise					
Y1	Hedgehogs	All about Me and Celebrations	Fairytales	History Of Flight	All about Me and Celebrations	Fairytales	History Of Flight
Y2	Squirrels		Explorers and The Titanic	Minibeasts and Special People and Places		Explorers and The Titanic	Minibeasts and Special People and Places
Y3	Rabbits	The Victorians	Storms & Shipwrecks	Africa	Stone Age to Iron Age	Dragons, Knights & Castles	Ancient Egypt
Y4	Badgers						
Y5	Foxes	Space	Romans	Mountains	World War II	Mayans & Ancient Greece	Water & Rivers
Y6	Otters						

Compulsory national curriculum subjects at primary school are:

- English
- Maths
- Science
- Design & Technology
- History
- Geography
- Art & Design
- Music
- Physical Education, including swimming
- Computing
- Modern Foreign Languages (at key stage 2)
- Relationships Education (as from September 2020)

Schools must also provide Religious Education though parents can ask for their children to be taken out of the whole lesson or part of it.

As a school, we also choose to teach:

- Personal, Social, Citizenship, Health and Economic Education (PSCHEE)
- Modern Foreign Languages (at Key Stage 1)
- Forest School

EYFS Curriculum – *Development Matters in the Early Years Foundation Stage* comprises 7 areas of learning:

- Personal, Social & Emotional Development
- Communication and Language Development
- Physical Development
- Literacy
- Maths
- Understanding of the World
- Expressive Arts and Design

Forest School

All children experience Forest School to develop their knowledge and skills through taking part in exciting outdoor activities. In the forest, children can develop their independence as well as teamwork skills. The school has its own woodland beyond the play area and every week, for half a term, each year group receives a half-day of Forest School teaching. These sessions are led by an external trained Forest School Lead.

Music Lessons

Our music teacher works with the children on a weekly basis in the music room and plays a major role in the preparation for plays, concerts and services. At present, the Year 3 children all learn the ukulele together in a weekly lesson. Paid lessons with peripatetic teachers are available for a wide range of additional instruments including woodwind, brass, strings, piano, drums and guitar.

Home/School Communication

Teachers2Parents

The school uses the Teachers2Parents communication system to send both texts and e-mails to parents. Therefore, it is important that you inform the office of any changes to your contact details.

Newsletter and Diaries

Newsletters are emailed to parents on a fortnightly basis and can also be found on the school's website. As well as detailing upcoming events and information, they will list dates for the fortnight ahead. Diaries are e-mailed at the end of each term for the following term. There is also a school calendar which can be accessed through the school's website.

Homework, Kit Book and Supporting Your Child at Home

The KIT (Keep in Touch) Book moves between school and home with details of children's targets, reading and homework. Parents and pupils are asked to sign the contract at the front of the book to show that they agree to work with the school to support good progress in learning. Support with reading, tables and spellings is also always helpful. Parental comments in these contact books, when appropriate, are also useful to teaching staff.

Older children are issued with usernames and passwords for Times Tables Rock Stars (TTRS), Accelerated Reader (AR) and Espresso, websites which enable children to boost their maths skills, and to Accelerated Reader, a programme which quizzes KS2 children's comprehension after they have read a book. The schemes are online and have different motivating systems involving avatars (TTRS) and targets (AR).

All children are encouraged to take their reading books home and we ask parents to enter into partnership with the school to ensure that their children's reading is regularly listened to, at home as well as at school. Teachers liaise with parents regarding progress and strategies using the KIT Book. Children also have regular spelling and multiplication tables for home practice and are often asked to research and find information or items at home which will help them on school projects. Parental support and encouragement in all of these areas is crucial to the children's motivation and success.

Library

We are very fortunate to have a well-stocked library. Each child, from Year 1 upwards, has a library card which allows them to borrow up to two books by scanning them out and on return, back in, to the library system. This system is monitored closely and children will receive reminders of any overdue books, either verbally or through their KIT Book. If your child's book is overdue for over half a term, you will be asked to replace or cover the monetary value of the book. It is therefore imperative that children remember to scan their books back in; younger children will be supported with this procedure.

Accelerated Reader (KS2)

AR is a computer program that helps teachers to encourage and monitor independent reading practice. This involves half-termly online Star Tests which track children's reading ability and generate individualised, half-termly targets for each child and Quizzes which children take, having read a book, and which generate points towards the child's targets.

Star Testing (KS2)

The Star Test is a computerised reading assessment where questions continually adjust to your child's responses. After testing, each child will be given a ZPD range (Zone of Proximal Development). The scheme is designed to support children's reading development and the range is judged to provide optimal reading challenges for your child without frustration or loss of motivation. It is important for children to read within their ZPD's.

Quizzing (KS2)

Your child picks a book at their level and reads it at their own pace. Once finished, your child takes a short quiz on the computer which gives both children and teachers feedback on the level of comprehension achieved.

How will I know how my child is doing?

Meet the Teacher

For Years 1-6, at the beginning of each term, the class 'Meet the Teacher' PowerPoint presentations will be sent to parents via the Teachers2Parents communication system and will also be loaded on the relevant class pages on Moodle. This gives parents a chance to find out what is planned for the term, including ways in which parents can support their child's learning. This will be followed up with an 'Open Door' session where parents are welcome to come in and discuss any points raised. For Reception Class, there will be a meeting at the beginning of each term to discuss EYFS matters.

Parent Evenings

In the Autumn and Spring Terms, parents are invited to attend consultation evenings where you can discuss your child's progress with their class teacher. Parents will receive a link on their mobile phone which takes them to our online booking system. You are then able to select a time that is convenient to you.

Reports

In the Summer Term, your child's report will be sent home to you. The following week, there will be an opportunity to discuss the report with your child's class teacher.

Parent Request for Second Copies

In the case of families where parents are separated or divorced, it is the school policy to provide second copies of correspondence if requested by the parent who is not the primary carer. Please provide the school with an up to date address, e-mail and telephone number and keep us informed of any changes to the information provided. We will send:

- a newsletter, fortnightly by email
- a diary, termly by e-mail (dates can also be found on the website)
- an invitation to parent evenings in the Autumn and Spring Terms
- a report, which will be posted at the end of the Summer Term

We will also e-mail or post any other important letters or invitations but will not send second copies of general letters regarding trips, swimming, Forest School, etc.

After-School & Breakfast Clubs and Extended School Clubs (Years 1-6)

We believe in the value of enriching the curriculum through after-school and breakfast clubs. We try to offer as wide a range as we can, involving teachers, coaches, parents and volunteers. Clubs take place throughout the year and broaden the curriculum, giving the children the opportunity to try out a variety of sports and pastimes. Activities offered vary according to the season but typically include clubs such as recorder, choir, gardening, football, netball, tennis, cricket, table tennis, stoolball, athletics, Goblin car, longball, dance, computing, tag rugby, multi-skills, Lego, pottery, basketball, arts and crafts, coding and digital media. Where possible, the school aims to keep clubs as affordable as possible.

Extended School

Easebourne Owls Out of School Club provides 'wraparound' care from 8.00am to 5.30pm. The before school part is open from 8.00am during term time. Children can choose breakfast and enjoy quiet activities before school. Children are then escorted to their classrooms for registration. After school, the club runs to 5.30pm

and there are a range of activities on offer. Children are provided with refreshments and snacks. In the school holidays, Easebourne Owls Holiday Club runs from 8.30am to 4.30pm on selected days. Please contact ect@easebourne.w-sussex.sch.uk for more information and charges.

Educational Visits

Visits and visitors play a significant role in enhancing the curriculum and classes will enjoy outings linked to their current topic work during the course of the year. We are fortunate enough to have two leased minibuses to help reduce the cost of trips. We follow the West Sussex Policy for charging for school activities and therefore no compulsory charge can be made for any activity that takes place during school hours. However, we do ask parents for voluntary contributions in order to help meet the cost. We appreciate that some families may find it difficult to contribute all or part of the suggested sum and stress that no child within a class for whom the trip is intended will be disadvantaged. If there were not enough voluntary contributions to make the trip viable, it would be cancelled but, happily, this has not had to happen to date.

In addition, every child in Year 5 and Year 6 will enjoy a residential visit in the Autumn Term. We also ensure that our oldest pupils enjoy a final two-night camp under canvas at the very end of their time at the school. As a first step, we also organise a sleepover under canvas for Year 4 pupils in the Summer Term.

Food & Drink

Food and drink form an important part of a child's day. There is a clear link between physical well-being and the readiness to learn and achieve and we recognise the importance of all children having easy access to drinking water. Each morning, milk is provided through the Cool Milk Scheme, free of charge to children until their 5th birthday, after which parents can choose to pay a small charge so that their children can continue to receive milk. We are also members of the Government Funded Fruit and Vegetable Scheme which provides a free piece of fruit each day to all children aged 4 to 6.

Our hot lunch provider, Chartwells, operates a three week menu rota. The meals are healthy and balanced with vegetarian alternatives available. If your child is in Reception, Year 1 or Year 2 you are entitled to Universal Infant Free School Meals. You do not need to register and order through the website; the school will order these meals for you. For children in Years 3-6 parents/carers can order and pay on-line at www.mealselector.co.uk.

Alongside those children having hot meals, others will be eating packed lunches. We encourage healthy lunches so please can parents refrain from including sweets, chocolate bars or fizzy drinks as part of your child's packed lunch. In hot weather, we encourage the use of ice packs in lunch boxes as we do not have classroom fridges.

Almost every school in the country has at least one pupil with a nut allergy and we have an above average number of sufferers. Although it is impossible to guarantee that we are a nut-free school, we do ask that parents **do not include nuts or products containing nuts in their child's packed lunch or as a snack**.

When it is your child's birthday, parents often like to send in cakes or treats for the class to share. Please check with the class teacher for children with allergies and avoid products containing nuts.

Free School Meals

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

This provides funding to the school not only to fund a free meal but also to support eligible pupils with their learning and help towards the cost of school trips, buying educational equipment and with the purchasing of school uniforms.

Parents of children in Reception, Year 1 and Year 2 in receipt of state benefits which give entitlement to free school meals for their children should register even though their child is entitled to Universal Infant Free School meals.

Parental Involvement

Parents are a key part of the school community and we aim to involve them as much as we can. One key area is the support parents and grandparents can give the school by volunteering: hearing children read, helping groups of children with activities such as cooking, gardening, art/craft and sport, accompanying trips and supporting major initiatives like Environment Day or Community Week. Please let the office or your child's class teacher know if you would like to volunteer.

PTFA

Easebourne Primary School is fortunate to have a thriving PTFA which actively promotes co-operation between parents, staff and friends of the school for the welfare of the children. All parents, carers, governors, staff and volunteers are automatically members of the PTFA.

All are welcome at meetings where we discuss fundraising ideas and how to spend the money raised. Meetings are held at least once per term. It's also a great opportunity to meet other parents. We encourage all to contribute to the success of our events which include Summer and Christmas Fairs, children's discos and film nights, sponsored events and family and adult socials.

The dedication and hard work shown by our PTFA has enabled us to purchase a wide range of items to enhance the school and the children's learning, including a new play area, a pond-dipping platform and equipment in our forest school area, instruments for the music room, new books and furniture for our school library, workshops, visiting plays and pantomimes for the whole school, the rental of a second minibus, enabling more off-site visits and reducing costs of trips to parents, new computers and CleverTouch Whiteboards for every classroom and a Formula Goblin Car!

The Church Community

Formally, the school's title is Easebourne Church of England (Controlled) Primary School. As a Church of England School, links between St. Mary's Church, Easebourne and the school are strong. The Reverend Derek Welsman is one of our two Foundation Governors and visits the school regularly to take weekly assemblies and work with the classes to support relevant areas of their learning.

The school visits St Mary's Church, Easebourne for services to mark Harvest Festival, Remembrance, Christmas and Easter and there is a final service in the summer for our leavers. Classes also visit the church to support their study of Christianity, as part of our provision for Religious Education. Our Year 6 also attend the Diocesan Leavers' Service at Chichester Cathedral.

The Wider Community

We have an ever increasing number of volunteers from the local community that come in to support our children. We also have strong links with the Cowdray Estate and were fortunate that in 2015 Lord Cowdray accepted the role of Patron to the school.

Rules, Rewards and Consequences

Every year, the children in Years 1-6 discuss and agree a set of class rules. These are displayed in the classroom and referred to regularly. Whilst these will be different in each class, they will generally cover similar themes and will be known to the children as 'Easebourne Essentials'.

All classes follow these general rules which focus on behaviour and social responsibility:

In School:

- Always show respect and courtesy towards staff and each other
- Always walk quietly in and around school

- Take turns to learn and share
- Remember your manners, say 'please', 'thank you' and 'excuse me.'
- Be friendly, co-operative and care for each other
- Be honest
- Be polite to visitors
- Listen to staff and each other and don't interrupt
- Always ask permission to leave the classroom
- Help each other to tidy up after lessons
- Take care of all books, belongings and equipment

In the Playground:

- Play nicely together
- Play sensible games that everyone can enjoy
- Avoid playing with sticks, kicking, picking other children up and play fighting
- Follow the instructions carefully for use of the Trim Trails, sports games and play equipment
- Always do as you are asked by all staff straight away
- Look out and help people on the buddy bench
- Do not drop litter

At Easebourne, we recognise, reward and praise effort and good behaviour and support children in a fair and consistent way with a view to modifying undesirable behaviour.

Rewards (Years 1-6)

Star Awards are awarded by class teachers for specific areas of good work or notable examples of behaviour.

Merit Awards (bronze, silver and gold) are used throughout the school and run over the course of each term. They are awarded for by class teachers for academic achievement and/or good participation in all curricular areas. When children have accumulated sufficient merits, the next certificate is awarded.

Headteacher Awards are awarded by the headteacher to celebrate work, effort or behaviour that he/she has noted. Occasionally, staff may also recommend that children are considered for these awards.

Other Awards are given out which include the weekly Little Cup of Kindness and the Reading Cup, annual termly prizes for recitation, spelling bee cups, sports cups and the overall house point cup.

Consequences

Wherever possible, the class teacher will deal with problems as they arise. Parents will be informed in the early stages so that the teacher, parent and child can work as a team and try and rectify the problems. The class teacher will work closely with the teaching assistants to ensure consistency of approach. This approach will also be maintained at lunchtime. With extreme cases of undesirable behaviour, the child will be sent to the Headteacher.

Staff will follow an **ASK, TELL, ACT** pattern:

1. Look for a model of appropriate behaviour and praise.
2. Explain what is wrong with the situation and **ASK** the child to change the behaviour, giving help to avoid the situation, perhaps by suggesting an activity which will redirect attention.
3. If the behaviour persists, **TELL** the child that he/she needs to change the behaviour. This is the second warning. Writing his/her name on board as a reminder may be helpful.
4. If the behaviour still persists, **ACT**. How this will look will depend on the circumstances. It may involve staying behind at the end of the lesson, finishing work in break time, thinking time etc. It may even involve being sent to see another member of staff, e.g. the Headteacher. There is, however, a consequence of some sort.

Other Important Information

Please refer to our website for other important information and statutory policies including:

Safeguarding and Child Protection
GDPR
Privacy Notice

Special Educational Needs
Complaints Procedure
School Prospectus