



# Parent Handbook

Taking you step-by-step through starting school

*A Brighter Future*



Executive Head Teacher, Tom Canning OBE; and Head Teacher, Sarah Lack say...

Its great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

**We need some information from you**

Please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

**Answering your questions**

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 020 8472 6298 and we will be happy to help!

**Policies and term dates**

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

**Welcome**

Welcome to Cleves Primary School and I look forward to getting to know you and your child.

**Step 1**

Information on Child:	
Name of Child:	Known as:
Date of Birth:	Sex: Male/Female:
Country of Birth (see birth certificate):	Nationality (as seen on passport):
Home Languages:	First Language:
Address:	
Postcode:	
Religion:	
Position in family:	
1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th Out of:	
Brothers and sisters:	
Names	Date of Birth School
1.	
2.	
3.	
4.	
5.	
6.	
For Office use only:	
<ul style="list-style-type: none"> <li>• Proof of date of birth <input type="checkbox"/></li> <li>• Registration group _____</li> <li>• Date records sent for _____</li> <li>• Admission date _____</li> <li>• UPN _____</li> <li>• Proof of address <input type="checkbox"/></li> </ul>	

Please tear here



Information on home and family	
Mother's/Carer's Name:	
Address:	
Home Telephone:	Work Telephone:
Mobile:	
Skills you can offer school:	
Father's/Carer's Name:	
Address:	
Home Telephone:	Work Telephone:
Mobile:	
Skills you can offer school:	
Who has parental responsibility?	
<input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Both <input type="radio"/> Other	
If 'Other' please give full details:	
Name of Carer(s):	
Relationship to child:	
Is the child looked after by the local authority? <input type="radio"/> Y <input type="radio"/> N	
Name of local authority:	

Emergency Contacts:
We need details of two people other than the parents/carers who we can contact if there is an emergency. You must have their agreement.
<b>Emergency Contact 1</b>
Name:
Relationship to child:
Home Language:
Address:
Home Telephone:
Work Telephone:
Mobile:
<b>Emergency Contact 2</b>
Name:
Relationship to child:
Home Language:
Address:
Home Telephone:
Work Telephone:
Mobile:
<b>Educational/School Experience</b>
Last school/nursery attended:
(including mother/toddler, playgroups)
Date of admission to school/nursery/playgroup:
Date of leaving school/nursery/playgroup:

Please tear here

Other educational experiences:  
(Schools in other countries, supplementary school, religious school, Saturday school)

Additional information:  
(SEN, use of home language, favourite activities, areas of strength, areas of development etc)

Who will bring your child to school and collect them?  
 Mum  Dad  Grandparent  Sister or Brother  Auntie  Uncle  Cousin  Friend  Carer

How will you bring your child to school?  
 Car  Public Transport  Walking

**What is your child's ethnic group?**

Our ethnic background describes how we think of ourselves. This may be based on many things, including for example: skin colour, language, culture, ancestry or family history. Ethnic group is not the same as nationality or country of birth.

Please study the list below and tick one box only to indicate the ethnic background of your child.

<p><b>White</b></p> <p>British <input type="radio"/> WBRI</p> <p>Irish <input type="radio"/> WIRI</p> <p>Traveller of Irish heritage <input type="radio"/> WIRI</p> <p>Gypsy/Roma <input type="radio"/> WROM</p>	<p><b>Black or Black British</b></p> <p>Caribbean <input type="radio"/> BCRB</p>
--	--

<p><b>Other White Background</b></p> <p>Kosovan <input type="radio"/> WKOS</p> <p>Turkish/Turkish Cypriot <input type="radio"/> WTUR</p> <p>White Eastern European <input type="radio"/> WEEU</p> <p>Any other White background <input type="radio"/> WOTW</p>	<p><b>African</b></p> <p>Nigerian <input type="radio"/> BNGN</p> <p>Somali <input type="radio"/> BSOM</p> <p>Other Black African <input type="radio"/> BAOF</p> <p>Any other black background <input type="radio"/> BOTH</p>
--	--

<p><b>Mixed</b></p> <p>White and Black Caribbean <input type="radio"/> MWBC</p> <p>White and Black African <input type="radio"/> MWBA</p> <p>White Asian <input type="radio"/> MWAS</p> <p>Any other mixed background <input type="radio"/> MOTH</p>	<p><input type="radio"/> CHNE</p> <p><b>Chinese</b></p> <p><b>Other Ethnic Backgrounds</b></p> <p>Afghani <input type="radio"/> OAFG</p> <p>Filipino <input type="radio"/> OFIL</p> <p>Kurdish <input type="radio"/> OKRD</p> <p>Iranian <input type="radio"/> OIRN</p> <p>Iraqi <input type="radio"/> OIRQ</p> <p>Other Arab background <input type="radio"/> OARA</p> <p>Vietnamese <input type="radio"/> OVIE</p> <p>Latin, South or Central American <input type="radio"/> OLAM</p> <p>Any other ethnic group <input type="radio"/> OOEG</p>
--	--

<p><b>Asian or Asian British</b></p> <p>Indian <input type="radio"/> AIND</p> <p>Pakistani <input type="radio"/> AKPN</p> <p>Bangladeshi <input type="radio"/> ABAN</p> <p>Sri Lankan – Tamil <input type="radio"/> ASLT</p> <p>Any other Asian background <input type="radio"/> AOTA</p>	<p><b>I do not wish an ethnic background category to be recorded.</b></p> <p><input type="radio"/> REFU</p>
---	---

**Medical Information**

Doctor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Health Visitor: \_\_\_\_\_

Medical conditions? (Eczema, Asthma, Syndromes, conditions etc)

Regular medication: \_\_\_\_\_

Please tear here

School Meal

Home Dinners       Packed Lunch       Free School Dinner

---

Educational Visits

During the academic year, it is expected that various trips will be organised during the school day to support and enhance the teaching of the National Curriculum. All trips will be subject to the general conditions set out below, unless specifically notified otherwise in writing with an additional permission required.

- I agree to my child taking part in local visits and day trips which may occur from time to time during the course of the school year.
- I understand that the school and organisers will take all reasonable and proper precautions for the care and safety of my child and of his/her personal property. I also understand that the Council and organisers will only be responsible for any injury or loss of personal property if this is caused by the Council's negligence.
- I agree to inform the school of any relevant medical or other special circumstances affecting my child, including any treatment required during the course of the visit.
- I understand that if my child should need emergency medical treatment, every effort will be made to contact me before treatment is given. If, however, this is impossible, I give consent to my child undergoing emergency medical treatment.

I have read and understood the statements above for Educational School visits. Please sign and confirm that you have read and understood the general conditions set out below.

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

**Data Protection Act 1998**

The information provided on this form will be used to monitor student performance whilst studying at Cleves Primary School and for administration and educational research purposes. This information will also be disclosed to other professional bodies in order to effectively manage the provision of education services. If you require further information, please contact the Head Teacher.

Step 1

Step 2-3

In order to keep administration to a minimum, Cleves School is introducing a system of annual permission slips. This means that you can complete one permission slip which will cover your child for off-site education for the entire school year. Of course, base teachers will inform you at least two weeks in advance of any pending off-site activities but there will be no need for you to complete a separate permission slip each time.

**THIS IS A REMINDER AND THERE IS NO NEED TO RETURN THIS SLIP AGAIN IF YOU HAVE ALREADY DONE SO!!**

**Cleves School Annual Permission Slip 2018-2019**

Pupil's Name: \_\_\_\_\_

Class: _____	Teacher: _____
--------------	----------------

I/We give permission for our child to attend off-site educational activities for the academic year 2018-2019. I understand that the school will inform me of any pending trips at least two weeks in advance.

Parents' /Carers' Name(s): \_\_\_\_\_

Signature(s): _____	Date: _____
---------------------	-------------

**STEP 3: Permission to take photographs at School  
Cleves Primary School**

I would be grateful if you could complete the permission slip below to confirm whether you are happy for your child's photograph to be taken in school for educational purposes. On some occasions we may want to use these photographs for our website and publications.

If you have any queries regarding this matter, please do not hesitate to contact me.

Yours sincerely  
Sarah Lack  
Head Teacher

Please return reply slip to the School Office.

I give permission for my child's photograph to be taken at school for educational purposes.

Name of Child: _____	Date: _____
----------------------	-------------

Parent/Carer's Signature: \_\_\_\_\_

I do not give permission for my child's photograph to be taken at school.

Name of Child: _____	Date: _____
----------------------	-------------

Parent/Carer's Signature: \_\_\_\_\_

Please tear here

## Your child may be entitled to £1320 whilst at Cleves

Dear Parent/Guardian

We would like to inform you that your child could receive £1,320 whilst at Cleves if you register for free school meals. This money is set aside by the government to support your child through primary school to secondary school. The school uses this money to support your child's learning. Please be aware that this funding lasts for 6 years, meaning eligible children will benefit across their time at school. You need to actively register for your child to receive this. We now need your help to make sure we can access this funding for all children who are entitled. We are asking you to complete this application online at [www.newham.gov.uk](http://www.newham.gov.uk) and click on the link for free school meals. This will confirm whether your child is entitled to claim the pupil premium. Your information is held securely at the school and shared only with The London Borough of Newham for checking eligibility. If you find it difficult to apply online, we have enclosed a data form for you to complete and we will use this information to help you in your application.

Yours sincerely,

Sarah Lack  
Head Teacher

### THIS FORM MUST BE COMPLETED EVEN IF YOU ARE NOT RECEIVING ANY BENEFITS

Please write in Block Capitals

Are you receiving any benefits:  Yes  NO

(If you are receiving benefits please ensure that the parent whose details are being used is the person who is in receipt of the benefit)

Title: (please circle your answers) Miss Ms Mrs Mr
Parents forename:
Parents Surname:
Parents D.O.B:
National Insurance number:
Address:
Email address:
Contact telephone number:
Childs Forename:
Childs Surname:
Childs D.O.B:

I declare the information I have given on this form is accurate. I understand that the local authority will only use the information to establish pupil premium, which will be claimed to improve the education for my child.

Parent/Carer's Signature:
---------------------------

Step 4

Step 5



**Cleves** regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies. We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be responsible users to help keep everyone safe and to be fair to others. The Student / Pupil Acceptable Use Agreement is attached to this form for reference.

### Parents Acceptable Use Agreement

**Internet and IT:** As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the Internet at school
- the school's chosen email system
- the school's online managed learning environment <<name of system>>
- IT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

**Use of digital images, photography and video:** I understand the school has a clear policy on "The use of digital images and video" and I support this.

I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.

**Social networking and media sites:** I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.

I will not take and then share online, photographs, videos etc., about other children (or staff) at school events, without permission.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe and responsible use of the Internet, online services and digital technology at home. I will inform the school if I have any concerns.

My daughter / son name(s):
----------------------------

Parent / guardian signature:
------------------------------

Date:
-------

## The use of digital images and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

**Cleves Primary School** rules for any external use of digital images are:

**If the pupil is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the pupil.**

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity; e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.
- Your child's image being used for presentation purposes around the school; e.g. in class or wider school wall displays or PowerPoint© presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators; e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website.

In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission.

e.g. if your child won a national competition and wanted to be named in local or government literature.

## Step 6

## Step 7

## The use of social networking and online media

This school asks its whole community to promote the 3 commons approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

*How do we show common courtesy online?*

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

*How do we show common decency online?*

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory. This is online-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

*How do we show common sense online?*

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)

In serious cases we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP process for reporting abuse:

[thinkuknow.co.uk/parents/](http://thinkuknow.co.uk/parents/)



## School Rules

- Come to school everyday
  - Be on time
- Treat everyone, including yourself with respect including each other's cultures and beliefs
  - Always listen to others and tell the truth
  - Work hard and do your best at all times
  - Help staff and others to help you learn

Pupil's Name:

### As a school we will do our best.....

Encourage good attendance and punctuality

Follow up absences and lateness

Provide a secure and stimulating environment

Teach good lessons that help your child and other children to learn

Encourage and support your child/ren in their learning

Promote high standards of behaviour

Support children and families by listening and responding to any concerns from children and parents/ carers

Hold regular parents/ carers meetings and report at least termly on your child's progress

Inform you about any concerns or worries we may have about your child and be available to meet with you.

Send you a regular newsletter informing you about the work of the school

School signature:

### As parents/ carers we will do our best to.....

Make sure our child/ren attend school every day and are on time.

Encourage our child/ren to always do their best at school

Make sure that our child/ren completes any homework and returns it to school

Hear our child/ren read every day

Ensure that our child/ren behave well at school

Let the school know if there is anything likely to affect our child/ren's well being

Attend parents/carers meetings

Support the school in promoting respect for all children, families and staff

Read and respond to letters from school

Support school events and activities

Parents/Carers signature:

## Key information

### What are our school times?

- Start of the day: 9.00am.
- Morning break of 15 minutes.
- Lunch break: 12.00noon-1.00pm (Reception and KS1).
- Lunch break: 12.30-1.30pm (KS2).
- End of day: 3.30pm

### Nursery sessions

- 8.45am – 11.45 am 12.30 am – 3.30 pm

### Arrivals and Departures

All children must be accompanied to and from school by an adult. Please make sure your child is lining up in class lines by 8.55am for school. Children are only released at the end of the day to a relative/carer or known adult.

### Wraparound Clubs

#### Breakfast Club

Our popular Breakfast Club runs daily from 8.00am and is free. Children are provided with breakfast and activities and they are then taken to their class for the start of the school day.

#### After-School Club

Our after-school provision runs daily from 3.30pm-5.30pm. Children will have a healthy snack, receive support with their homework and take part in fun activities. The cost is £8 a session or £40 per week. The after-school provision provides a fun, happy and safe environment, where children can play. They are supervised by our staff in activities that includes art and craft, outdoor and indoor play, games, board games and construction toys. Many of these activities are designed to support our pupils learning. If you are interested please come to the school office and put your child's name down.

### Uniform

We believe that school uniform helps children to look smart and promotes a strong sense of community within the school. We expect all children to wear the school uniform which is sensible, practical and good value. It also helps to create a purposeful working atmosphere.

### Our school uniform

- White shirt.
- Red tie - 1st tie is free (supplied free by school) £2 after.
- Grey or black trousers.
- Royal blue cardigan or sweatshirt with school logo.
- Blue blazer with School logo (optional).
- Black shoes.

### Girls' Summer Uniform

- Blue gingham dress.

### P.E.

- Black shorts.
- White t-shirt.
- Trainers or plimsolls.

Please ensure all items of uniform are named.

### Where to buy

Uniform with the school logo can be purchased from Ian Howard Schoolwear, High Street North, East Ham, London. Tel: 020 8472 1729. Web: [www.ianhowardschoolwear.com](http://www.ianhowardschoolwear.com).

### Food in school

#### School dinners

We provide a free lunchtime meal for all children in our school. We are committed to healthy eating for children and strive to provide fresh and exciting menus for your child. The menus are available to view on our school website ([www.cleves.boleyntrust.org](http://www.cleves.boleyntrust.org)) under the 'Parents' section.

#### Packed lunch

Children may bring a packed lunch. Advice on contents is available from staff or the school. This school does not use nuts in school meals. Please ensure that you **do not give your child packed lunches that contain nuts**, particularly peanuts, in any form, e.g. peanut butter, Nutella. Parents are asked to provide a plastic lunch box (clearly named) for packed lunches.

#### Break-time and drinks

We provide a healthy snack for nursery children during the session. Reception children are offered fruit during the day. Older children may bring a healthy snack such as a fruit, a breadstick etc to eat at break time. Chewing gum, sweets and chocolate bars are not allowed in school. We encourage children to drink water regularly during the day.





# Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## School attendance

At Cleves Primary School we have high expectations of attendance from all pupils. Regular attendance is essential to ensure children reach their potential both academically and socially. Pupils with good attendance records generally achieve higher grades and enjoy school more. Having a good education will help to give your child the best possible start in life.

### What can parents do to help?

- Parents must support the value of education, including the importance of regular attendance.
- Please do not expect school to approve of shopping trips, birthday treats etc. during school hours.
- Please arrange family holidays so that your child will not miss any learning.
- Please ensure that your children are in school on time. Children who are late are often distressed which makes a poor start to the school day.

### Illness

If you suspect that your child is unwell please do not send them to school. Some illnesses are infectious and the child must stay at home. Please consult your doctor regarding the period of exclusion. Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhoea.

### Report your child's absence

Please inform us by telephone or email before 9.00am on each day of your child's absence. If we are not aware of any reason of your child's absence the School Administration staff will telephone parents. This contact will ensure all children have arrived safely at school.

## Holidays

Headteachers can no longer authorise absence for holidays in term time. It should be remembered that this is a Government led directive. Children are required to attend school for 38 weeks each year, leaving 14 weeks to attend family holidays.

### Request for absence

If you are considering leave within term time, please put the request in writing and addressed for the Attention of the Headteacher stating the exceptional circumstances. This should be received at least four weeks before the date of the requested absence; earlier if possible. Leave for holidays and travel during term time will not be authorised as these do not constitute exceptional circumstances. Please be advised further evidence may be required for any authorisation given due to exceptional circumstances.

## Medical appointment

If an absence relates to a medical appointment, the school requests sight of the appointment card or letter; but wherever possible these appointments should be arranged outside school hours.

## Jewellery and other valuables

In the interests of safety children should not wear jewellery to school as this can be very dangerous in any play situation. Children with pierced ears are asked in the interest of safety to wear studs at school. Watches may be worn and given to the class teacher during PE and swimming. No other jewellery is to be worn. Coloured nail varnish is not to be worn at school.

The school can accept no responsibility for any items of jewellery or other valuables which are lost at school.

## Internet safety

We apply strong and age-appropriate filters, and children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

### Enlisting parent support

Parent attention will be drawn to the school online safety policy in policy documents, school communications and on the school website.

## Charging policy

### School trips

When organising school trips, the school may invite parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, it may be necessary to either subsidise or cancel a trip.

### Extracurricular activities and optional extras

Charges may be made for "optional extras" e.g. extracurricular clubs, lessons, materials, equipment, transport etc. Optional extras relate to activities outside of the normal school curriculum. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

## Helping to support children's learning at home

Home learning supports learning in class and is set according to children's ability, is often open ended and differentiated by outcomes. Homework also provides a link between home and school which allows parents to directly support the work of the school. We recognise that all children need leisure time and hope that our policy reflects a balance so children can extend and consolidate their learning with parental support while still allowing 'down time.' It is important that children and parents are clear about what is set and the school's expectations for its completion.

### The aims of homework

- It gives opportunities to practice tasks that were covered in class – this consolidates and reinforces learning.
- It extends school learning by supporting work carried out in the classroom or preparing for new areas of study.
- It encourages children to develop confidence, a sense of responsibility and the self-discipline to study on their own.
- It provides parents with an opportunity to take part in their children's education.
- It contributes to the development of an effective partnership between home and school.
- It prepares children for their future education.

## Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the Class Teacher. If it is a confidential or complex matter, please do not try to deal with it immediately before or after school, but ask to see the Teacher at a suitable time.

## What to do if you have a concern/complaint

If you or your child ever experience problems with our school, then please contact the Class Teacher as soon as possible or speak to the Headteacher. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, the Headteacher will be able to provide parents with a copy of the school's formal complaints procedure.

## Sport

Children at Cleves take part in a varied range of sports within class PE lessons, as well as clubs, intra-school and inter-school competitions. We strive to provide new and varied physical activities for children as we believe that PE and sport enhances academic learning and leads to healthier, happier and more productive lives. Our range of sports activities includes football, athletics, fun sports, table tennis, dance and much more.

# Frequently Asked Questions

### Specialist coaches

We also bring in Specialist coaches for lunchtime and afterschool clubs and we maintain links with: NASA basketball club, Newham and Essex Beagles, Royal Falcons football club, Newham District Teams, West Ham United, East London Rugby Club and The Olympic Park to ensure we offer a rich and stimulating PE and sports curriculum. Our most able children are given the opportunity to compete in local and national tournaments.

## Music

Music is an important part of school life. We often find it easier to learn through songs, sounds and rhythms. We also teach music as a discrete subject which has lots of benefits for our pupils. The children enjoy regular singing sessions where traditional and new songs are learnt and enjoyed by all. Music makes a powerful contribution to the quality of life within the school community and beyond. All of our children are encouraged to learn a musical instrument. We have developed our school steel pan orchestra which performs at events across the borough. Our annual music festival in June showcases some of our talented children.

## Special Educational Needs

Cleves School is a fully inclusive primary school in the London Borough of Newham and follows the inclusive policy of all Newham schools. Inclusion looks at the needs of all pupils; children with learning disabilities such as dyslexia, children who are Gifted and Talented, children who have English as an additional language, children who have issues with their behavior and children with social and emotional needs. Cleves also has provision for children with High level needs.

### Our Principles

- All pupils will be given the opportunity to reach their full potential educationally, emotionally and physically.
- All teachers view themselves as teachers of pupils with special educational needs; teaching such pupils is a whole school responsibility.
- All pupils with Special Educational Needs will have their needs met.
- Pupil's Special Educational Needs will normally be met in the mainstream classroom.
- Pupils' and parents' views will be sought and taken into account.

### Special Educational Needs

Children with Special Educational Needs will be assessed with parental involvement and be given an Individual Education Plan. This will give them specific targets to work towards. These targets are reviewed every term and a new Individual Education Plan written. Parents will be informed of their child's targets and the teachers or the Inclusion Manager will always be available to talk them through the targets. The targets are also shared with the children and they are encouraged to work towards them.

### More Able

Cleves is keen to promote the learning and skills of children deemed as being More Able whether it be on the academic side or the arts and sports. Cleves is currently developing links with local universities through partnership with Into University. This is an area that Cleves is keen to develop and promote with after school clubs, links within the community and local secondary schools as well as extending the learning of the children within the mainstream classroom.

### Children with English as an Additional Language.

Cleves is a multi-ethnic school and promoting equality is one of our highest priorities. Our teaching takes into account pupils' cultural and religious backgrounds, linguistic needs and varying learning styles.

### Behaviour, Social and Emotional Needs

Inclusion takes into account all the needs of the children and these include how a child behaves. Cleves promotes an ethos towards positive behavior management and the children and staff are encouraged to use the 5Cs: courtesy, co-operation, commitment, consideration and care. Children's social and emotional needs are supported by our Learning Mentors. They run Nurture and Self-esteem groups, assist in the classroom where required and are available to those in need, including parents.

### How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

## Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access our essential services, closure may be unavoidable. During severe weather we will advise you via an email or text message whenever possible. Details will also be available on the local radio and the school website.

### Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

## Health and welfare

### Health

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

### Medicines

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Parents will be required to complete a permission letter for the school to administer medication to their child. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

### Ill at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. **Please make sure that contact numbers are kept up to date.** Teaching and support staff have received Emergency Aid Training in line with policy guidelines.

### Health interviews/school medicals

Regular visits are made by the School Health visitors for weight, sight and hearing tests. Health interviews by the School's Nurse are arranged for Reception children after their first term in school.





# Working with parents

## Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together. We have an 'open door' policy and welcome parents into school to talk to staff, to work in classrooms or to help support activities.

## Parents as partners in their child's learning.

We value parents' opinions and the information they can give us, and we involve them whenever we can. Our opportunities for parental involvement include:

Parenting classes and other training.

- Support for bi-lingual families and those who do not speak English.
- Support and advice for parents of children with special needs.
- Parent help in school activities.
- Parental involvement in homework activities such as shared reading.
- Parent classes that are offered by the children's centre.
- Parent and toddler groups.
- Parent time in the nursery every day and in Reception twice a week.
- Initial home visit.
- Child profiles are available to parents at all times.
- Parents are invited to contribute to their child's profile in the comments.

## Parent volunteers

We value the contribution of parents and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping with activities and acting as extra pairs of hands on educational visits. Parents are also encouraged to share their skills and interests with the children. Please contact the Class Teacher or the school office if you are interested.

## Friends of Cleves

Friends of Cleves are a dedicated group of staff, parents and people from the local community trying to inspire children to learn and help young people to reach their full potential. We engage young people in constructive activities that build safe, strong communities. We use the local community and school to encourage learning and promote healthy lifestyles that will make a real difference to the lives of disadvantaged children, young people and their families. Any help that could be given would be very much

appreciated by the Friends of Cleves, the children and local community. Please speak to school office staff who will be delighted to introduce you to existing members.

## Governance

We have a full and active Governing Body, which includes parent governors as well as representatives from staff, the local authority and the local community. The governing body has a range of duties and powers and a general responsibility for the conduct of the school with a view to promoting high standards of educational achievement including setting targets for pupil achievement, managing the school's finances, making sure the curriculum is balanced and broadly based, appointing staff and reviewing staff performance and pay.

Vacancies for Parent Governors are advertised as they arise.

## Your child's achievements

Teachers make ongoing assessments of all children in order to help them better plan the next unit of work. Children are assessed at the end of the: Early Years Foundation Stage (Reception class) against the Early Learning Goals; at the end of Key Stage 1 and Key Stage 2, children are assessed in the core subjects by their Teachers; and at the end of Key Stage 2, by Standard Assessment tests (SATs) against the requirements in the National Curriculum. At the end of the academic year, parents will receive information on their child's progress as well as school results.

## School reports

We provide all parents with an extensive report from the Class Teacher which provides information about your child's academic achievement and summarises their personal and social development. You are welcome to arrange to see the Teacher at other times if you have particular questions.

## Parent evenings

We offer a range of opportunities for parents to see and hear feedback on their child's progress. We also hold termly parents' evenings when we meet with parents on a more formal basis to discuss their child's progress and keep them informed about the school curriculum.

## News

Our website ([www.cleves.boleyntrust.org](http://www.cleves.boleyntrust.org)) has lots of useful information including news updates, term dates and information on our activities. Please see the 'Parents' and 'Our School' sections where you will find a collection of useful information and details of events and activities available to parents.

## Newsletters

Every week we will send a school newsletter home with the children. These will ensure you keep you up to date with school information, activities and upcoming events. Copies of the newsletters are also available on our website under 'Our School' and then click on 'Latest News'.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents.

## Cleves Primary School Safeguarding Statement

We have a legal responsibility to inform Children's Social Care of any Child Protection concerns in relations to children who come to Cleves School.

Should any staff have Child Protection concerns regarding a child who comes to the setting we will in the majority of cases discuss those with you as the parent/carer and if necessary make a referral to Children's Social Care.

Sarah Lack  
Head Teacher

# Policies

## Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

## Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

## High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can contact the school office or visit the school website:

[www.cleves.boleyntrust.org](http://www.cleves.boleyntrust.org) and click on 'Key Information' then select 'Policies' to read our policies.

## Key policies

Some of our key policies are:

- Equality and Diversity.
- Child Protection and Safeguarding.
- PSCHE.
- Information Management.
- SEN.
- Positive Behaviour.
- Admissions.
- Complaints.
- E-Security and On-line Safety.
- Inclusion.

## Step 1



## Step 2



## Step 3



# 2018/19 Academic Year Term Dates

## Autumn Term 2018

Starts: Tuesday 4 September 2018

Half Term: Monday 22 October- Friday 2 November 2018

Ends: Friday 21 December 2018

## Spring Term 2019

Starts: Thursday 3 January 2019

Half Term: Monday 18 February – Friday 22 February 2019

Ends: Friday 5 April 2019

## Summer Term 2019

Starts: Tuesday 23 April 2019

Bank Holiday: Monday 6 May 2019

Half Term: 27 May – Friday 31 May 2019

Ends: Friday 19 July 2019





## Our Mission and achievements

- We are an Outstanding (Ofsted) school with the highest expectations and aspirations for all our pupils.
- Our learning environment celebrates and reflects the high emphasis we place on the creative arts, sciences and sports to enrich the learning experience. Our annual Science fair winners can be seen on our website.
- We aim to reflect the diversity of the community we serve through strong and powerful community cohesion with high parental involvement. We hold international evenings at least twice a year across our whole school in a celebration of our community.

## Our Vision

We want:

- To promote an inclusive and effective learning community with high expectations.
- Our school to reflect the local area, to welcome and celebrate diversity and to provide an inspirational environment where pupils feel happy, valued and secure in their learning.
- To enhance children's life chances through a stimulating, supportive parental partnership that nurtures each child to achieve his/her full potential.
- Children to become responsible, confident members of a global society who can apply their experiences at Cleves to all future learning.

## Aims

Our aims include:

- To enable the acquisition of skills, knowledge and understanding which will be of use to all future learning.
- To promote a wide range of creative experiences which enable children to make full use of their imagination in gaining the sense of the possibilities that their own creative engagement with the world can bring.
- To recognise and respect individual religious and cultural values and to celebrate the rich diversity within our multi-faith community.
- To promote positive attitudes, good behavior and moral understanding, and to establish a sense of pride and achievement in being part of our school community.
- To nurture a sense of caring for others and to distinguish between right and wrong, and to be aware of the consequences of any action.
- To create opportunities where children can develop a sense of awe and wonder.



Cleves Primary School  
Arragon Road  
London  
E6 1QP

Tel: 020 8472 6298

Fax: 020 8472 9177

Email: [info@cleves.boleyntrust.org](mailto:info@cleves.boleyntrust.org)

Web: [www.cleves.boleyntrust.org](http://www.cleves.boleyntrust.org)