



PARENT HANDBOOK

2017 - 2018

Herd Lane
Corringham
Essex
SS17 9BH

Tel: 01375 672157

Fax: 01375 677409

Website: <http://www.tscst.co.uk/Corringham-Primary>

Email: admin@corringhamprimary.com

Welcome to Corringham Primary School

Welcome to Corringham Primary School. I joined the school as Head Teacher in March 2014 and I am so proud to be part of this school. Our school is located in the heart of Corringham and we are proud that our school reflects and celebrates our community which we have served since 1970.

We are a great school and my vision is to give every child coming into our school an education they enjoy which prepares them for academic and personal success now and in the future. We are highly ambitious, passionate and determined to achieve success in every aspect of school life. All our staff and Governors share this vision and work together to make sure this becomes a reality.

Our children are our greatest asset and they achieve because of their attitude and commitment to learning. Our children are supported by our highly committed and passionate team.

As a school we are very privileged to have such supportive parents. Our parents are involved in school life including supporting learning at home and volunteering in school. Our PTA is wonderful they work hard to ensure extra resources are available for our children and to help the school continue on its journey to be outstanding.

We hope you will find this handbook useful. It covers most of the general questions that parents ask us:

- Term Dates & times, punctuality, absence & holidays
- Play times & lunch times
- Children's medicine & jewellery
- Parents helping in school & speaking to teachers
- School Uniform.

However, if there is any other information you need, please contact us.

Welcome to Corringham Primary School

If you need to contact us:

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Term Time Dates 2017 - 2018

Autumn Term:	Monday 4th Sept 2017 - Wednesday 20th Dec 2017 Children return to school Wednesday 6th Sept 2017 <u>Inset Days:</u> Monday 4th September 2017 Tuesday 5th September 2017 Half Term 23th October to 3rd November 2017 Children return to school Monday 6th November 2017
Spring Term:	Tuesday 2nd Jan 2018 - Thursday 29th March 2018 Children return to school Wednesday 3rd Jan 2018 <u>Inset Days:</u> Monday 2nd January 2018 Half Term 12th February to 16^h February 2018 Children return to school Monday 19th February 2018
Summer Term: May Day Holiday:	Monday 16th April 2018 to Thursday 20st July 2018 Half Term 28th May 2018 – 1st June 2018 Monday 7th May 2018 <u>Inset Days:</u> Thursday 19th July 2018 Friday 20th July 2018 CHILDREN LAST DAY OF SCHOOL WEDNESDAY 18th July 2018

TEACHING STAFF



Mrs Lorna Hamilton Headteacher

SENIOR LEADERSHIP TEAM

- Mrs Kelly Hamilton - Deputy Headteacher
- Mrs Cathy Smith - Assistant Headteacher - Inclusion
- Mrs Mo Wakeling - Assistant Headteacher - EYFS/KS1
- Mr Robinson - Assistant Headteacher - KS2

Pre-school

- **Pre-school** - Mrs Tracey Butcher

Reception

- **Holland** - Mr Paul Low
- **Belgium** - Miss Amie Newby
- **Switzerland** - Ms Debbie Clark

Year 1

- **Ireland** - Mrs Carol Lamb
- **Jersey** - Miss Sarah Hall

Year 2

- **Portugal** - Mrs Helen Swindells/ Mrs Rachel Turnbull
- **Italy** - Mrs Mo Wakeling/ Mrs Cath Smith

(Ms Jo King from January)

- **Intervention** - Mrs Mo Wakeling/ from January

Year 3

- **Japan** - Mrs Claire Coultous/ Mrs Claire Summers
- **Canada** - Mr Richard Miller

Year 4

- **China** - Miss Jen Wilson
- **Peru** - Ms Sue Pittman

Year 5

- **Spain** - Mr Jeremy Puncher
- **Egypt** - Mrs Sarah Rumble

- **Germany** - Mr Shaun Robinson / Mrs Vicky White

Year 6

- **New Zealand** - Mr Neil Davies
- **Australia** - Mrs Cheryl Pankhurst
- **Papua New Guinea** - Ms Gwen Perfitt

SLEP

- Mrs Sandra Clancy
- Ms Louise Pearce/ Ms Emma Roberts (Speech and Language Therapists)

LEARNING SUPPORT ASSISTANTS

Mrs Sarah Bramley

Mrs Beverley Hynd

Mrs Sarah Tomkins

Mrs Susan Carver

Mrs Lisa Jackson

Mrs Stevie Waple

Mrs Karen Crome

Mrs Tara Russell

Mrs Helen Wilson

Mrs Clare Davison

Mrs Tracey Richardson

Mrs Terri Window

Mrs Maria Eaton

Mrs Jayne Tate

Mrs Elaine Fuller

Mrs Nicola Tillet

PASTORAL SUPPORT TEAM

Mrs Tracy Lawrence

Mrs Dawn Webster

Mrs Kristie Gibbs

PE TEAM

Miss Sophia Drake

Mr Dan Brock

Pre-school and Wrap Around Care Team

Mrs Janice Kentish—Deputy Pre-school Manager

Ms S Filby

Mrs Sue Peaceful—Senco

Mrs Gail Grant

Ms Becky Brooks

Mrs Jane Oversby

Ms E Cook

Ms S Paker

Ms S Cunningham

Ms G Phillips

Mrs Donna Drury

Ms Janie Rixson

Mrs Lisa Evans

Ms L Royffe

OFFICE

Mrs Lindsey D'Arcy - PA to Headteacher

Mrs Demi Smith - Administration Assistant

Mrs Vicky Longman - Finance Manager

Mrs Julie Painter - Finance / Administration Assistant

Mrs Julie Oliffe - Administration Assistant

Mrs Jean Smith—Administration Assistant

SITE SERVICES

Mrs Beverley Bennett—Site Manager

Mrs Estelle Rands

Mr Chris Thompson

Mrs Samantha Wheeler

Miss Sam Hoskins

Ms Lorraine Brown

Mrs Joanne Livermore

Ms Helen Norman

CATERING TEAM

Mrs Kelly Hare—Supervisor

Mrs Connie Wolf—Supervisor

Ms Emma Sheldon

Mrs Tanya Chamberlain

Mrs Natasha McMeeking

Mrs Deb Roberts



Be the best that we can be

We are proud to be part of The Stanford & Corringham Schools Trust



Our Trust is the result of our passion to transform educational and social outcomes for children for the better. We know that together, we have the capacity to make a difference and are morally bound to do so. We believe in the life changing power of education and our determination to ensure that even more young people receive an exceptional education as a result of systemic partnerships between schools, is strong.

Our Trust, which is made up of a primary school, two secondary schools and a sixth form college .

The schools in the TSCST are unified through:

- a shared vision and shared objectives and values
- a relentless focus on an exceptional quality of learning and teaching
- joint working in key areas such as student leadership, staff professional development and pedagogy, as well as parent and community empowerment and the raising of aspirations
- We will provide the very best possible education and training for every student and ensure that all succeed well enough in school to go on to university or to a career of their choice. We value excellent teaching, underpinned by sound staff continuous professional development, which will ensure that we constantly move forward in deploying the best ideas and practice, eliciting the best outcomes for our students.
- We believe in achievement in its broadest sense. We know that success in English, Maths, the Sciences and the Humanities play a vital role in securing raised aspirations and we will prioritise success in these areas. We know from experience that enjoyment enhances success and we will use our excellence in the Performing Arts and Sports as drivers for raising achievement, securing student enjoyment and engagement, enhancing community cohesion.
- We want our students to have high aspirations for their own futures and within society. We want our students to develop leadership skills and lead their lives to its full potential. We nurture and challenge our students to take responsibility for their learning, make decisions and grow into accomplished citizens of the world in the 21st Century. The development of leadership skills is at the heart of how we will raise aspirations and achievement.

We are proud to be part of the Stanford and Corringham Schools Trust. We know that this model works and is socially sustainable.

We enjoy welcoming visitors to all our Academies. Please contact us if you would like more information.

Mr Steve Nash

(Chair of the Board of Trustees)

Information about the School

Type of School:	Academy (Academised in October 2013)
Type of Control:	Academy (The Stanford and Corringham Schools Trust)
Age range of children:	2 to 11years
Number on roll:	420 full time mainstream 70 Pre School 20 full time Speech and Language Base 510 total
Gender of children:	Boys and Girls

Governing Body

Our Governing Body members are:-

Chair of Governors - Mr Tony Eatherton

Vice Chair - Mrs Georgina Clark

Headteacher - Mrs Lorna Hamilton

Trust CEO - Dr Sophina Asong

Trust Governor - Mrs Georgina Clark

Trust Governor—Mr Matthew Poli

Staff Governor - Mr Shaun Robinson

Parent Governor - Mrs Shona Duce

Parent Governor - Mrs Jo Solendar

Clerk to Governors—Mr Ian Buckmaster

If you would like to contact the Governing Body please email ldarcy@corringhamprimary.com or telephone the school on 01375 672157.

Aims and Ethos

Our school is an exciting place to learn and our pupils work hard and behave well.

We are proud of our focus on traditional values, good manners and enthusiasm.

We are highly ambitious, passionate and determined to achieve success in every aspect of school life.

In order to be successful we have a shared ethos of:

‘BE THE BEST THAT WE CAN BE!’

At the end of our assemblies our children promise:

‘WE TRY OUR HARDEST EVERYDAY, TO BE THE BEST THAT WE CAN BE’

Our core values support our ethos:

RESPECT

RESPONSIBILITY

HONESTY

COMPASSION

COURAGE

SCHOOL SESSION TIMES

All teachers will be in class for 8:30am to welcome the children for early morning work. Early morning works allows the children to respond to marking and work on their next steps.

LSAs will be participating in a Road Duty Rota at this time to make crossing the road safer.

Gates are opened at 8:30 on both sites. Gates are closed at 8:45am on both sites.

At the end of the school day Lower site is opened promptly at 2:55pm and Upper site gates opened at 3:05pm

Children must be met by a responsible adult at the end of day. Older children, with parental permission (letter to be given into the school office), may walk home alone.

Following feed back from our children we have staggered lunchtime to enable children to sit and eat first and then go out to play.

KS2 also have staggered break times to allow them to have more space.

RECEPTION

8.30	Children arrive with parents or carers, and wait in the Reception playground outside their classroom. For the classroom door to open.
8.45	Registration.
12:30—1:30	Lunchtime for Reception
3.00	End of school – Reception parents collect children from classroom doors.

Year 1

8.30	Children arrive with parents or carers, and wait outside their classroom for the classroom door to open.
8.45	Registration.
10:30-10:45	Playtime
12:00-1:00	Lunchtime for Year 1
3.10	End of school – Year 1 parents collect children from classroom doors.

Year 2

8.30	Children arrive with parents or carers, and wait outside their classroom for the classroom door to open.
8.45	Registration.
10:30-10:45	Playtime
12:15-1:15	Lunchtime for Year 2
3.10	End of school – Year 2 parents collect children from classroom doors.

Year 3

8.30	Children arrive with parents or carers, and wait outside their classroom for the classroom door to open.
8:45	Registration.
10:15 - 10.30	Playtime
11:45-12:45	Lunchtime for Year 3
3.15	End of school – Year 3 parents collect children from classroom doors.

Year 4

8.30	Children arrive with parents or carers, and enter the school via the playground gate - straight into class.
8:45	Registration.
10:45 - 11.00	Playtime
12:00-1:00	Lunchtime for Year 4
3.15	End of school – Year 4 parents collect children from playground—teachers to walk the children out to meet parents.

Year 5

8.30	Children arrive with parents or carers, and enter the school via the playground gate - straight into class.
8:45	Registration.
10:45-11:00	Playtime
12:15-1:15	Lunchtime for Year 5
3.15	End of school – Year 5 parents collect children from playground—teachers to walk the children out to meet parents. Children who have permission to walk home alone must be dismissed from the playground.

Year 6

8.30	Children arrive with parents or carers, and enter the school via the playground gate - straight into class.
8:45	Registration.
11.00 - 11.15	Playtime
12:30-1:15	Lunchtime for Year 6—preparation for secondary lunchtime of half hour.
3.15	End of school – Year 6 parents collect children from playground—teachers to walk the children out to meet parents. Children who have permission to walk home alone must be dismissed from the playground.

N.B. Please note that for the security of your children, any children arriving after 8.45 am must sign in at the school office.

Corringham Primary

Admissions to school

Children are admitted to the school's Reception classes in September following their fourth birthday. Applications are made through Thurrock Council Education Department. Admissions through the year or to other year groups are also through Thurrock Education Department.

Admissions to Speech and Language Base

We have a specialised Speech and Language Enhanced Provision for 20 primary school aged children. Children in this provision have a diagnosed Speech and Language Impairment. To be admitted to this unit check our website for criteria and admission policy (Academic Section—Speech and Language Enhanced Provision)

Attendance

It is the parent/carers responsibility to ensure their child is in school every day. There may be occasions where your child may be unavoidably absent due to, for example illness. The following procedure must be followed.

- Parents are to telephone the school by 9:30am on the morning of the first day of absence. A message can be left on the absence answer phone stating clearly your child's full name, class and specific reason for absence ("unwell" or "sick" are not acceptable).
- If the school has not received a call, your child will be deemed "not accounted for". It is the school policy to contact parents to establish a reason for your child's absence.
- If we receive no information about the reason for your child's absence, the absence will be recorded as unauthorised or "truanting" and other agencies including Social Services may be informed.

If your child is unwell with vomiting and/or diarrhoea, it must be 48 hours clear from the last episode of sickness/diarrhoea before your child returns to school. This complies with Health Protection Agency guidance. Please note it is a legal requirement by the DfES that we record all children's absences and the reasons given by parent/carers.

If your child does require prescribed medicines during the school day, an adult must bring the medicine to the office and sign a consent form detailing the dosage. For long term medication, for example inhalers, which need to remain in school over time, please ensure they are labelled clearly with your child's name and dosage instructions. Please refer to the policy on our website.

Absence due to illness

When a parent or carer gives the reason for a child's absence on the first day of that absence, a note of the reason must be sent to the School Office. After 10.00 a.m., the office will ring parents of children who are absent without an explanation to find out the reason. A note may then be brought on their return. If no contact is made or note forthcoming then the absence remains unauthorised. Absences are authorised by the school and not by parents and absences for family holidays are always unauthorised. If there are any doubts about an explanation for absence, the absence must be left unauthorised and the matter referred to the Head teacher. All requests for absence during term time must be made through the School Office..

If possible try to arrange hospital, doctors and dentist appointments for after school. If this is not possible try and arrange appointments after registration times as this means your child will receive their attendance mark.

Medication Administering During School

To enable your child/children to return to school we are happy to administer any medication/care they may require to help them recover. Please obtain a form from the office and we will advise those necessary to ensure the medication/care is given.

Should your child require on-going medical support a care plan will be developed; please make an appointment with Mrs Smith our Inclusion Leader if this is required.

Days off school add up to lost learning!

100% Attendance	0 weeks of learning missed	Best Chance of Success WELL DONE
95% Attendance	1 week, 4 days of learning missed	
90% Attendance	3 weeks, 4 days of learning missed	Poor attendance I'm worried
85% Attendance	5 weeks, 3 days of learning missed	
80% Attendance	7 weeks, 3 days of learning missed	Very poor attendance I'm seriously concerned
75% Attendance	9 weeks, 1 day of learning missed	

Please note that there is no right for parents to take their children out of school for holidays during term time. In line with DfES guidance, the School Governing Body has determined that holiday leave during term time will not be granted.

The Local Authority has the right to prosecute parents of children where attendance is poor.

Corringham Primary

Class Organisation

Our classes are arranged into single year groups in Reception, KS1 and KS2. There are two classes in each year group.

To support our children when they begin their school life with us we have 3 teachers teaching in our 2 reception classes and a dedicated Learning Support Team. Our reception children are further supported by our Specialist Speech and Language Teacher.

In Year 5 and Year 6 we have 3 teachers in each year group which enables us to stream for Reading, Writing and Mathematics and the children work in smaller groups. Our additional teachers also teach intervention groups therefore our children receive support from the highest qualified and experienced teachers.

As part of developing the children's social skills and to ensure classes have a balance of gender, ability and other factors, classes are re-organised for each new school year. To allow for a smooth transition we have a whole school transition week where children work in their new classes and with their new teacher.

Content and Organisation of the Curriculum

Our school is an exciting place to learn. Our vision is to give every child coming into our school an education they enjoy which prepares them for academic and personal success now and in the future.

The aim of our curriculum is to provide a broad and balanced subject range which challenges, engages and children enjoy learning.

The curriculum is organised to meet the national requirements in the Early Years Foundation Stage for children aged less than five years, in Key stage 1 for children aged five to seven years and Key Stage 2 for children aged eight to eleven.

Children in the Foundation Stage follow the nationally expected areas of learning. They provide a frame work for later achievement. They are:

Prime Areas of Learning

- Personal, social and emotional
- Physical Development
- Communication and language

Specific Areas of Learning

- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design

KS1 and KS2

As a school we follow high quality schemes of work which our teachers adapt to suit the needs of our children. The aim of our curriculum is to provide a broad and balanced subject range which challenges, engages and children enjoy learning.

As a school we follow high quality schemes of work which our teachers adapt to suit the needs of our children.

Schemes of Work:

Inspire Integrated Curriculum:

This is a skills based topic curriculum which intertwines reading, writing, practical mathematics, science, history, geography, art and design. The curriculum matches the new national curriculum expectations and standards. Year group 1 through to 6 have a 4 week cycle and reception has a half termly cycle.

On the web site you will be able to see the Topic Map Overview for your child's year group. As each new topic is started the new overview will appear on the site.

Mathematics:

In addition to the Inspire curriculum we also have our White Rose curriculum. This supports our discrete teaching of maths and ensures the children are challenged as they are able to access the challenges from the year group above.

Literacy:

We plan literacy and particularly writing using the national objectives. We write across the curriculum using our Inspire topics. Grammar, Spelling and Punctuation is taught both discretely and as part of our on-going writing.

Phonics

As a school we teach phonics which supports systematic synthetic phonics teaching as a discrete lesson in Reception and KS1. We use Letters and Sounds as our scheme. Year 3 also has uses Letters and Sounds for those children who need further support in developing their phonics knowledge.

Curriculum Information Continued

Reading as part of Literacy:

During reading teachers work with small groups of children on specific reading skills and whole class for reading strategies and reading at speed with stamina.

KS1 (Year 1 and Year 2) use Rigby Star and KS2 (Year 3 to Year 6) use Rigby Navigator. Guided Reading is now also supported by our new online reading scheme, Bug Club and this will shortly be available for children to use at home as well.

Handwriting:

We believe the skill of handwriting is important. We teach handwriting every day using the Cambridge Penpals handwriting scheme. Children in Upper KS2 are encouraged to use pen for the majority of their writing. We want children to leave with a practical, fluid handwriting style.

Specialised Subjects:

Computing:

Many of you will already be aware the major changes in Computing throughout the primary curriculum. The new curriculum standards are met by the scheme our teachers use 'Switched on ICT'. This scheme shows clear progression and the children enjoy the practical application learning.

PE:

Our PE lessons are taught using the Val Sabin PE scheme which leads our children through the many aspects of PE including gymnastics, athletics and developing a wide variety of skills.

RE:

Schools have to decide the scheme and syllabus they use for teaching RE. In this school we use Thurrock RE Syllabus.

Queries about the Curriculum Provision

Although we aim to do our best for your child, you may have occasion to question what we do or even make a formal complaint. In the first instance, it is best to discuss the matter with the class teacher. If this does not resolve the issue, you should make an appointment to discuss it with the Headteacher or the Deputy Head teacher. However, if the matter is still not resolved, we have a formal complaints procedure available from the office.

Homework

Homework involves regular activities that link between the home and school. These are often set so that parents can work with their child, for example in sharing a reading book, learning spellings, times tables, mathematical challenges or finding information to support work in the classroom.

There are government no longer state the time children are expected to spend on homework, however an approximate guidelines are:

- Foundation Stage - Reception, approximately 30 minutes per week
- Key Stage 1 - Years 1 and 2 one hour per week
- Key Stage 2 - Years 3 and 4, one and half hours per week
- Key Stage 2 - Years 5 and 6, two hours a week.

Year group	Homework
EYFS	•Reading at least 3 times a week (including Bug Club) •Reading tricky words (sent home as and when appropriate) •Any other small task or activity sent home as and when appropriate.
Year 1	•Reading at least 3 times a week (including Bug Club) •Reading and spelling of tricky words and high frequency words •Any other small task or activity sent home as and when appropriate. •Begin to learn times table (X2 and X10)
Year 2	•Reading at least 3 times a week (including Bug Club) •Spelling – tricky words and high frequency words •Times tables – particularly X2, X5 and X10 multiplication and division facts. •One literacy or numeracy task a week
Year 3	•Reading at least 3 times a week (including Bug Club) •Spelling - learning the list of year 3 and 4 words (or words given more specifically for your child) •Times tables – particularly X3, X4 and X8 multiplication and division facts •One literacy or numeracy task a week (Maths or GPS homework book)
Year 4	•Reading at least 3 times a week (including Bug Club) •Spelling - learning the list of year 3 and 4 words (or words given more specifically for your child) •Times tables –all multiplication and division facts up to 12X12 •One literacy or numeracy task a week (Maths or GPS homework book)
Years 5 and 6	•Reading at least 3 times a week (including Bug Club) •Spelling - learning the list of year 5 and 6 words (and consolidating year 3 and 4 words) •Times tables –all multiplication and division facts up to 12X12 •One literacy task a week (GPS homework book or Reading comprehension homework book) •One maths task (Maths homework book)

Corringham Primary School

Homework Continued

How will I know?	How often?
You will receive a weekly notification explaining your child's homework each week.	Homework is set each week on a Friday and is due in by the following Tuesday.

How can I help?	Where will I find it?
<p>Set a time aside to complete the homework.</p> <p>Make sure they have a suitable place in which to complete it.</p> <p>Support your child in the completion of their homework.</p> <p>Guide them with the help of the success criteria.</p> <p>Question them about their homework.</p> <p>Ensure it is returned.</p>	<p>Your parent letter should explain where the homework is set each week.</p> <p>The following websites will be useful to you:</p> <p>http://www.bugclub.co.uk/</p> <p>Your child should have been given their log ins.</p> <p>If you lose these, please come to the school office where we will happily provide you with a reminder.</p> <p>Spelling lists for years 3 to 6 will be on the school website.</p>

Reading with your child

We emphasise the importance of regular reading to and with your child. This is one of the most valuable activities that will help your child to make good progress. We encourage you to make comments in the Home Communication Book when you have heard your child read or shared a book with them. Older children should also read and they can record in their Home Communication Book.

Sport

Physical Education is an important part of the curriculum. Our children have the opportunity to enjoy and take part in many different types of physical activity. These are chosen carefully to meet their ages and experience and include gymnastics, competitive games and dance. Your child must have the correct PE kit in school for their PE lessons. Year 3 will also participate in swimming lessons which is part of the national curriculum. We ask parents to support this with a contribution for transport.

We hold a sports day each year that includes a variety of team and individual races. We hope as many of our families can join us for the day.

Some of our children are selected to represent the school in sporting activities e.g. football or netball. Selection for these events will be on ability (selected by our teaching staff), child's behavior throughout the whole school day and attendance. For after school matches and tournaments, we need parents to take their children to these events. Unfortunately, if we do not have enough parents offering to assist in the transport, we may have to forfeit the match.

Collective Worship and assembly

Collective act of worship and assembly is held within the school for all children to attend. This is broadly Christian in nature and both supports and celebrates our Ethos and Vision as a school. However, it is your right to withdraw your child from the worship element within these activities. Please speak to the Headteacher so alternative arrangements can be made.

Health, personal and sex education

Health and sex education is provided as part of a continuing program throughout the infant and junior years. In Key stage 1 and Lower Key Stage 2, health and sex education is of a very general nature. In upper Key Stage 2, the human reproductive system is taught and linked to Science and to Personal, Social and Health education. Our approach is continually under review to take account of children's differing needs. A copy of the school policy is available on the website or from the school office. Parents/carer have a right to withdraw their child from sex education. Please contact the Headteacher.

Children with Additional Needs

There are children whose needs vary from those of their peers and who need additional support to fully access the curriculum. All children are carefully assessed to ensure the school will meet these needs. This is always carried out in consultation with parents/carers. If you have concerns regarding your child in the first instance speak to your class teacher and for further information or support speak to the Inclusion Leader (SENco).

Corringham Primary School

Uniform

Here at Corringham Primary, we believe that the wearing of school uniform gives the children a sense of identity within the community. The wearing of uniform sets a general standard, which we expect parents of Corringham Primary to support. Our school Governors have approved our uniform policy. Uniform is a non-negotiable and if parents need assistance please speak to the pastoral team.

Children may wear small stud earrings and a watch – no other jewellery is permitted unless for specific religious reasons which must be agreed by the Headteacher.

BOYS

White polo / Logo t-shirt

Navy Trousers/Tailored Shorts

Royal Blue Logo V Neck Jumper

GIRLS

White polo / Logo t-shirt

Navy Skirt/Pinafore Dress

Royal Blue Logo Cardigan

Blue/White Gingham Dress

Flat Heeled Black Shoes

PE KIT BOYS AND GIRLS

PE logo t-shirt

Dark Tracksuit Blue/Black

Dark PE shorts

Trainers

Please ensure ALL items of clothing are labelled clearly with your child's name using a sewn-in embroidered name tag.

Please Note:

Trainers are not permitted to be worn for school, however they can be worn at break and lunch times.

Children are not permitted to wear nail varnish or make up and will be asked to remove it.

All earrings must be removed

Children are allowed to wear a watch of appropriate size.

How to Buy Our School Uniform

School uniform is available to buy from Uniformwise at the Five Bells Roundabout, Tesco online and also from Little Sprogs in Corringham Town Centre. Details are on the website.

Charges and Payments

As a school we are not allowed to provide credit facilities. All due payments must be made in advance - dinner money, pre-school, before and after school clubs and educational visits. Please see the website for costs.

As a parent you can pay in cash at the office or via our online payment facility. Contact the office for help to register for our online facility which is the securest method of payment. Unfortunately we do not except cheques.

If you are having difficulty with payments contact the school immediately. Debts will be chased and payments expected. As a last resort we will take legal action to recover monies due.

Charging for school activities and educational visits

We do not impose a charge for activities during the school day, although we may ask for voluntary contributions for activities such as educational visits or visiting speakers.

We aim to provide activities that build on the subjects of the National Curriculum and are important to the children's experience. No child will be penalized if you cannot contribute, but if insufficient voluntary contributions are received the activity may not go ahead. If there is a specific reason you are unable to make a contribution and you would like to discuss this with the Head Teacher, please feel free to make an appointment.

Dealing with any allegations of bullying

Any allegations of bullying are taken seriously. Incidents are investigated with the aim that matters should be resolved immediately. The Headteacher is involved in dealing with any incidents of bullying. We follow the guidance set out in our policy, which is available on request.

Mobile Phones

All mobile phones must be handed into the school office and switched off during the school day. Children are not allowed to keep mobile phones on their person or in their bags.

Social Networking Sites

Many of our parents allow their children to access social networking sites e.g. Facebook, Instagram, Polyvore. **It should be noted all of these sites state users should be over the age of 13 years old.** The reason the sites state an age restriction is to protect your children from accessing sites they might not be emotionally or mature enough to manage. Many children face 'bullying' via these sites. Parent must take responsibility for their child's online actions. As a school we recommend parents know what their children are accessing online.

Parent Support

During the academic year we will hold a variety of Parent Workshops. The aim of these workshops are to help you support your children at home or to inform you of key changes in education. E.g. Homework workshop, How your children are Assessed Workshop, Reading Workshop.

Parent helpers in school

We welcome parent and family helpers in the school. This may be listening to children read, playing number games, cooking, sewing or any one of many activities. If you would like to help in the school on an occasional or regular basis, please contact the Deputy Headteacher.

PTA— Parent teacher Association

All parents and carers are automatically part of our PTA. The PTA organize events for our children and families which are social occasions and raise funds for school projects. Our PTA are wonderful and we always appreciate their efforts. For more information please look at the PTA section on our website.

Speaking to your child’s teacher

We hold two formal parents’ consultation days and one general “Celebration of the year’s work” open evening. These give parents the opportunity to discuss the progress of your child. Every term a short progress report is sent home continuing academic progress and targets, which many of our parents have reported how useful they are. At the end of the academic year you will receive and end of year report summarising progress throughout the year.

If you wish to talk to the teacher at short notice, please remember it is best to do so at the end of the school day as first thing in the morning they will be preparing lessons. However, for urgent matter telephone the school in after 8:30am and a member of our team will be able to help you.

Speaking to the Head Teacher

The Headteacher (Mrs Lorna Hamilton) is always pleased to talk to you. An appointment can be made through Mrs L D’Arcy, PA to the Headteacher. However, for urgent matters the Head teacher or the Deputy Headteacher will always endeavor to be available without an appointment.

Communication to Parents

To help us communicate with you effectively please ensure the school office has your current mobile number for our texting service and an email address, which is accessed regularly, as we email letters, newsletter and resources.

Please visit our website regularly:

<http://www.tscst.co.uk/Corringham-Primary>

Care outside the School

We do ask that you take care outside the school entrances. For the safety of all children, please:

- Do not park, turn , or reverse within the yellow zigzag markings.
- Please park responsibly - do not park in front of the school gates or on the road.
- Do escort your children across the road and use the designated crossing areas.
- Ensure that your children dismount from their bikes or scooters before entry to the school grounds.
- Drive slowly and do not stop on the raised safe crossing area on the road.

Corringham Primary School

ENDNOTE

Thank you for reading this information. We hope you have found it helpful, but if anything is unclear, please let us know. We always value your feedback.

Our website is updated regularly particularly with up coming events and information to help you.

We publish our weekly newsletter on a Friday which include up coming events and celebrating our children's success.

Please visit our website regularly:

<http://www.tscst.co.uk/Corringham-Primary>

Our website also has a link to Ofsted Parent View and we encourage our parents to complete the survey on this site:

<https://parentview.ofsted.gov.uk/>

**Headteacher, Governors, and the staff of Corringham Primary
School**

The information contained in the Parent Handbook is correct at the time of writing (September 2017) but is subject to amendments throughout the year.

Be the best that we can be



Herd Lane
Corringham
Essex
SS6 8BH

Tel: 01375 672157

Fax: 01375 677409

Website: <http://www.tscst.co.uk/Corringham-Primary>

Email: admin@corringhamprimary.com