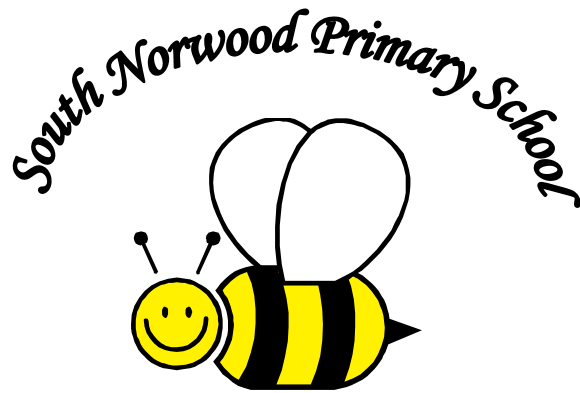


SOUTH NORWOOD PRIMARY SCHOOL



We Work Together To Succeed

SCHOOL HANDBOOK 2010 / 2011

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South Norwood
London SE25 5QP

T: 0208 654 2983

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E: office@southnorwood.croydon.sch.uk

W: www.southnorwoodprimaryschool.co.uk



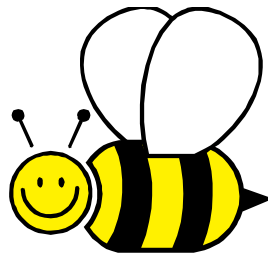
SOUTH NORWOOD PRIMARY SCHOOL SCHOOL HANDBOOK 2010/2011



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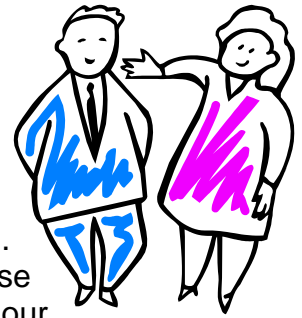
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HEADTEACHER'S WELCOME

Dear Parent/Carer,



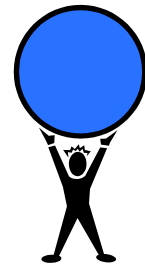
Welcome to South Norwood Primary School.

The aim of this handbook is to summarise the key procedures for the children at our school. Should you require further information on any of the areas covered, we will be only too happy to provide you with a more detailed overview of our procedures.

We are a vibrant school that offers an increasingly creative and innovative curriculum, ensuring that our children benefit from every possible experience to secure their optimum development at each stage of their learning.

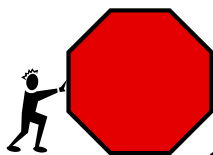
During the Foundation Stage (Reception), their learning is underpinned by the six Areas of Learning:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and understanding of the World
- Physical Development
- Creative Development



As the children go into Key Stage 1 (Years 1 & 2), learning is further embedded and extended through the transition from Reception into Year 1. As the children progress through to Year 1 and into Year 2, their learning is structured in a more formal way. At the end of Year 2, children are teacher assessed to produce their end of Key Stage 1 Assessments, before moving into Key Stage 2.

Key stage 2 consists of Years 3, 4, 5 & 6. Throughout these years, children continue to enjoy the diversity of a creative and increasingly thematic curriculum. The quantity of homework, known at South Norwood as 'Learning Links' increases (with which we ask for your support) and we start preparing the children towards the end of the Key Stage for their transition to secondary school. At the end of Year 6, children sit the SATs as an assessment of their end of Key Stage 2 attainment.



It is our aim to support our children to become life-long learners. Learning is ongoing and we strive to promote enquiry, independence, self-belief and high self-expectation to equip children as they progress through South Norwood Primary School as well as for their future.

Mrs Della Williams
Headteacher



We Work Together To Succeed

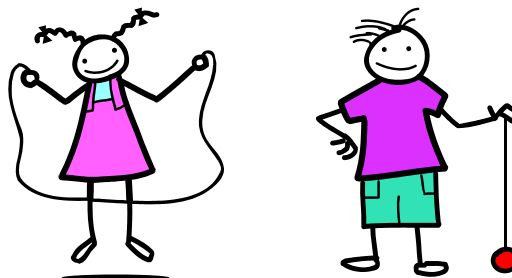
OUR MISSION STATEMENT

We are kind, helpful and well-mannered
Working hard...to make ourselves proud
Together we can achieve our best
To care for all that is around us
Succeeding means we can celebrate our achievements

SAFEGUARDING CHILDREN

We are committed to securing our children's emotional and physical wellbeing and take this responsibility very seriously.

We expect all parents/carers in the school to understand our Safeguarding Children Policy and work with us in the event of a concern being raised; understanding that the school, will at all times, act in the best interest of the child.



All of the information in this Handbook is important, but wherever you see the South Norwood Primary School bee, please pay particular attention to the guidance/request.

'We Work Together To Succeed' was generated by our children with the aim that all members of our school community work co-operatively. This includes **all** members: children; parents/carers; governors; teachers; teaching assistants; administrative staff; midday supervisors; site supervisor; cleaners and kitchen staff.

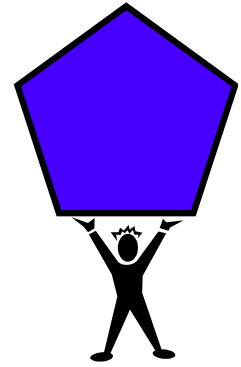
SCHOOL AIMS

At South Norwood we believe in respecting diversity, promoting equality and inclusion and pursuing high achievement and attainment. We aim to achieve this by:

- making our school a welcoming place where everyone feels secure, valued and respected;
- providing opportunities for all children to develop as independent, confident, self-disciplined, creative and successful members of society;
- fostering individual development – socially, emotionally, physically, intellectually and spiritually – whilst promoting collective responsibility for the school community and the wider environment;
- reflecting and celebrating the cultural diversity of the school's community in order to encourage mutual respect through knowledge and understanding;
- encouraging all children to value and believe not only in their own abilities and achievements but also those of others;
- involving parents/carers as fully as possible in their children's learning;
- offering a structured, stimulating, challenging and inclusive curriculum that scaffolds children's visual, auditory, sensory and kinaesthetic learning;
- ensuring equal access to the curriculum and all elements of school life;
- setting the highest possible standards available for teaching and learning;
- praising and rewarding hard work, effort and behaviour and encouraging children to recognise and acknowledge these qualities in themselves and in others;
- encouraging children to have a sense of pride in their school so that they respect and care for their surroundings;
- motivating children to develop lively, enquiring minds and discover the joy and fun of learning.;
- striving to foster links with the local community.



EQUALITIES, INCLUSION AND ACCESSIBILITY STATEMENT



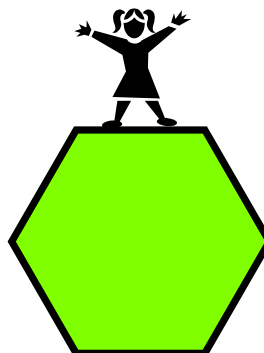
The community of South Norwood Primary School is drawn from a wide range of racial, social and religious backgrounds and we welcome this diversity as a strength upon which we can build. We value and draw upon the variety of backgrounds and positive experiences brought to our school. We encourage members of our community to respect others' beliefs and customs and we want all members of our community to take pride in their family history and cultural heritage.

We oppose any form of racism, sexism or discrimination against any groups. All children and adults are to be valued as individuals and as members from a range of community backgrounds and experiences. The ethos and atmosphere of the school reflects the respect to which all members of the community are entitled.

We have appropriate access arrangements for children and visitors with physical disabilities and in line with our ethos of equality and inclusion, expect all members of our school community to treat all members or visitors with respect and dignity. The School Office can be contacted to arrange appropriate access to all areas of the school. Our Accessibility Policy gives more information and is available on request.

At South Norwood Primary School, all members of our community must be treated with equal status regardless of their gender, racial, social or religious background and irrespective of their differing levels of physical, sensory and academic abilities. Any discriminatory behaviour: words or actions, which devalue a person on grounds of race, gender, background and disability is unacceptable. The school's Behaviour Policy includes sanctions, which will be taken against such behaviour. The school will also identify ways in which we can learn why such behaviour is unacceptable. Racist, sexist or discriminatory behaviour will never be condoned or overlooked by a member of our staff.

We therefore reject the activities of any organisation or group whose activities and policies do not support this Equalities, Inclusion and Accessibility Statement.



OUR SCHOOL

South Norwood Primary School is a Community School in the London Borough of Croydon, for girls and boys aged 4 - 11 years.

There will be approximately 370 children on roll in 2009/2010. There are fourteen classes (8 Juniors and 6 Infants) and the children are organised in mixed ability year groupings. There are approximately 30 children in each class.

The buildings date from 1938 and many adaptations have been made over the years, to ensure that we offer an aesthetically pleasing environment that is conducive to promoting learning.

The school is well resourced with the facilities and equipment necessary to provide a stimulating and exciting learning environment:

- two halls with stages for drama productions;
- an Interactive Whiteboard and at least one computer in each classroom;
- our Lobster Library, full of exciting fiction and non-fiction books;
- an Infant and a Junior computer suite promoting at least two ICT sessions for each class each week;
- an outdoor learning sensory area;
- a stimulating outdoor learning area for Reception;
- a nature garden with a pond for pond-dipping;
- a Fitness Trail;
- a new Drama & Music Room;
- our STAR room which provides additional support for children who have English as an Additional Language;

We also offer a specialist provision in both the infants and juniors, catering for a small group of children with Special Educational Needs (primarily children on the autistic spectrum), who can cope within a mainstream class yet who require additional support for social and communication development. The Local Authority provides staffing and resourcing for these children.

The Local Education Authority is:

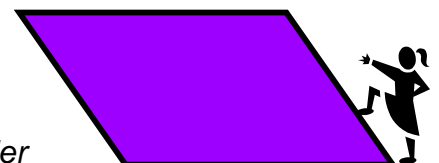
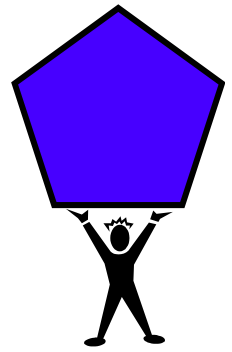
*Croydon Education Dept
Taberner House,
Park Lane
Croydon CR9 1TP
Tel: 081 686 4433*

Director of Children, Young People
And Learners:

Mr Dave Hill

The School's Improvement Partner is:

Mr David Butler

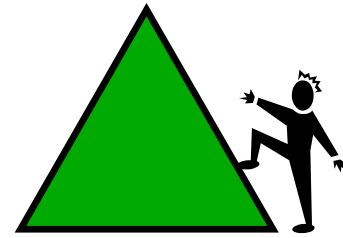


SCHOOL STAFF

Teaching Staff

Senior Leadership Team:

Headteacher
Deputy Headteacher
Assistant Headteacher
(Infant Co-ordinator)
Junior Co-ordinator
English Subject Leader
Maths Subject Leader

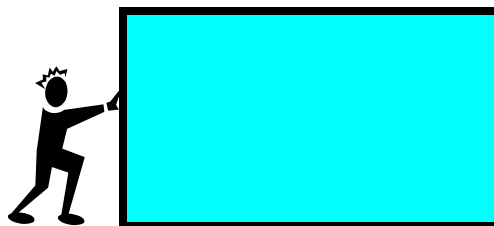


Mrs D Williams
Miss K Hayward
Mrs C Jones

Ms S Banfield
Miss N Smith
Mrs S Rhys-Davies

Class Structures:

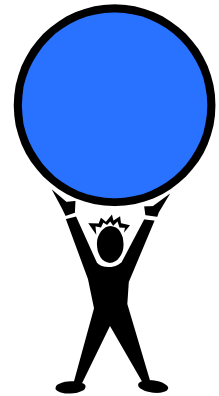
<u>Year Group</u>	<u>Class</u>	<u>Teacher</u>
Reception (4-5 years)	RG RJ	Mrs A Glover Mrs C Jones
Year 1 (5-6 years)	1R 1W	Mrs S Rhys-Davies Miss A Woodhouse
Year 2 (6-7 years)	2M 2S	Mrs A McDonald Mrs J Simms
Year 3 (7-8 years)	3C 3T	Mrs G Carew Ms A Taylor
Year 4 (8-9 years)	4B 4S	Mrs E Brock Miss N Smith
Year 5 (9-10 years)	5B 5S	Ms S Banfield Mrs T Shaikh
Year 6 (10-11 years)	6B 6M	Miss M Barrett Miss S Mondo



Subject Leadership/Responsibility:

English
English Infant Support
Maths
Science

Miss N Smith
Miss A Woodhouse
Mrs S Rhys-Davies
Miss M Barrett



Professional Development Co-ordinator
Curriculum Development Co-ordinator
Assessment Co-ordinator
Inclusion Manager
EAL/BME Co-ordinator
Educational Visits Co-ordinator
Child Protection Officers

Mrs D Williams
Mrs D Williams
Mrs D Williams
Miss K Hayward
Miss K Hayward
Mrs D Williams
Mrs D Williams and
Miss K Hayward
Miss K Hayward

Fully Qualified First Aider

Please note that there may be some changes over the course of the Year 2009/2010.

Office Staff:

Mrs J Munson

Office Manager, School Admissions Officer,
Personnel Health & Safety Representative
School Meals/Administration
Finance Officer
School Administration
Reprographics

Ms J Brown

Mrs J Stringer
Mrs M Fretwell

Premises:

Mr S Smith

Schoolkeeper

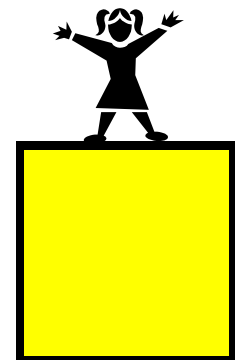
Nursery Nurses:

Mrs K Nelms
Ms C Kellman

(in Reception J)
(in Reception G)

Education Welfare Officer
Education Psychologist

Mr N Clark
Mrs A Gardener



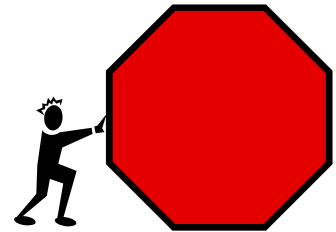
Teaching Assistants

Mrs S Kalsi	(Special Needs, Infant Group)
Mrs V Evans	(Special Needs, Junior Group)
Ms R Hall	Black & Minority Ethnic Pupils (BME)
Ms A Boyd	English as an Additional Language (EAL)
Mrs G Morgan	Mrs T Gleig
Mrs S Farnon	Mrs C Busby
Mrs C Neeson	Mrs J Smith
Ms M Slipp	Mrs Gretton
Mrs K Blewett	Mrs N Meseih
Ms S Finch	Mrs E Bristow

Please note extra Teacher Assistants may join the school during the course of the year.

Midday Meals' Supervisors

Mrs J Munson	Senior Meals Supervisor
Mrs C Neeson	Senior Meals Supervisor
Mrs G Morgan	Senior Meals Supervisor
Mrs E Bristow	Mrs K Blewett
Ms A Brown	Mrs C Boyd
Ms M Slipp	Mrs S Farnon
Mrs N Meseih	Mrs K Mughal
Ms R Hall	Mrs T Gretton
Mrs T Gleig	Mrs C Busby
Mrs J Stringer	Mrs M Gallagher



The school also welcomes student teachers, nursery nurses and work experience students to work with our children. This is an integral part of students' training and happens at different times throughout the school year. All work under the direct supervision of the teaching staff and we welcome the experiences that they bring to our school.

The information in this brochure is relevant only in relation to the 2009/2010 school year, and is correct at the time of printing. It must not be assumed that

there will be no change in the arrangements before the start of, or during the school year in question, or in subsequent years.

GOVERNING BODY OF SOUTH NORWOOD PRIMARY SCHOOL

Chair of Governors
Headteacher
Clerk to the Governors

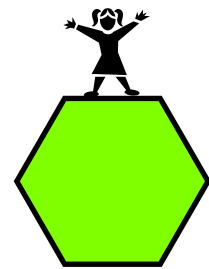
Mrs S Takwani
Mrs D Williams
Mr T Jenkins

Elected by staff of the school

Mrs P Howard-Knight
Mrs J Stringer
Mrs E Brock
Miss K Hayward

Elected by the parents of pupils attending the school

Mrs K Eliatamby
Mrs D Dillin
Mrs S Takwani
Mr A MacIntyre
vacancy



Community Governors

Mr J Lavabre
Ms R Morley
vacancy

Elected by the London Borough of Croydon

Mrs B McCraw
Mr P Menelas
vacancy

Why does the school have Governors?

The Government stated in the 1986 Education Act that schools should have volunteer governors to give people the opportunity to become involved in the running of their local school. The Governors are an integral part of the management structure working closely with staff and parents to ensure that South Norwood is a thriving and successful school.

Who are the Governors?

There are four types of Governor: Parent Governors; Teacher Governors; LEA appointed Governors and Co-opted Governors from the local community. The Headteacher is also a Governor. All Governors share a common interest in, and a commitment to, the school, the staff, the children and the education they receive. They meet at least four times a year but a lot of work is carried out in various committees.

What do the Governors do?

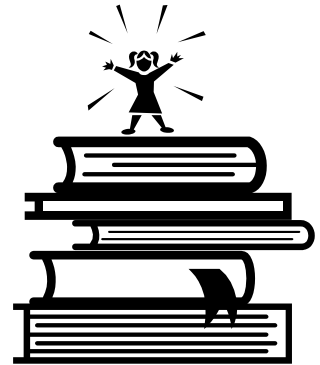
The Governing Body has responsibility for:

- content of the curriculum;
- deciding the aims and curriculum policy of the school;
- the care, health & safety of the children;

- ensuring good maintenance of the school building and grounds;
- allocating the school budget.

ADMISSIONS

Children are admitted to the school as rising fives during the Autumn Term or at the beginning of the Spring Term at the discretion of parents/carers. Parents of new children are invited to visit the school with their children to meet teachers and the other children they will work with before they start school.



During the first weeks of the Autumn Term, before any of the children start school, the Reception teachers ask parents if they may visit them at home, by appointment, to discuss any matters which may help the school with its care for the individual child. This is to help the child overcome any worries and to foster links and co-operation between home and school. Prior to their home visits, the teachers will have visited the majority of the children at Crosfield Nursery and Portland Bill Playgroup, with whom we have close links.

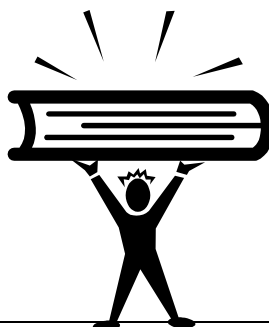
For the same reason, the intake of Autumn entrants is staggered, building up from part-time to full-time until the intake is complete.



Prior to children starting school a meetings are arranged during the Summer Term, when the Headteacher talks to parents about starting school and she and the staff are available to answer questions or give help where needed. A further 'activity afternoon' for both children and parents just before the children start, allows children to visit and familiarise themselves with their future school and get used to their surroundings.

All admissions to the school are decided by the Local Authority under specific selection criteria. Any queries about this can be made to the Primary Admissions and Transfers Section at Taberner House.

The maximum Reception year admission figure for the school in 2009/2010 is 60.



SCHOOL HOURS AND BRINGING YOUR CHILD TO SCHOOL
AND COLLECTING YOUR CHILD FROM SCHOOL

**Infants (Foundation Stage
& Key Stage 1):**

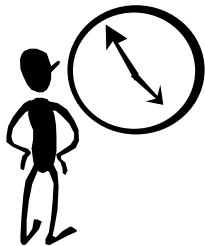
Reception, Years 1 & 2
9.10am to 12.15pm
1.15pm to 3.15pm

Juniors (Key Stage 2):

Years 3, 4, 5 & 6
9.00am to 12.00pm/12.30pm
1.00pm/1.30pm to 3.20pm

Morning playtimes:

Years 3 & 4	10.25am – 10.40am
Reception, Years 1 & 2	10.30am – 10.45am
Years 5 & 6	10.45am – 11.00am



Please ensure that children are in school on time. Infant children must be brought to and collected from school by a known, responsible adult. Please contact the school office if a different person will be collecting your child or inform the class teacher.

The Infants' total weekly teaching time is 21.5 hours (DCFS recommendation 21 hours).

The Juniors' total weekly teaching time is 24 hours (DCFS recommendation is 23.5 hours).

Infant children should not arrive in the playground before **8.55am**, when a member of staff will then be on duty. On wet mornings the children should be escorted into the Infant Hall from 8.55am and left with the teacher on duty.



Junior children should not be in the playground before **8.45am**, when a member of staff will be on duty. In the event of rain, Junior children will be allowed into their classroom at 8.45am.



It is important for children to be at school on time. Being just 5 minutes late each morning means that your child misses 25 minutes a week, nearly 2 hours over a month and nearly 3 hours in a half-term!

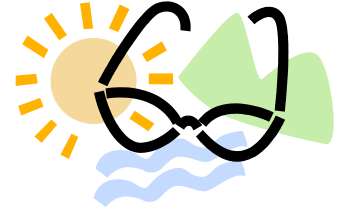


Please let the school know by telephone, in advance, if you know your child is going to be late.

Parents/carers of children who are persistently absent or late will be contacted by the school. Absence and punctuality is monitored closely by the Headteacher and the school's Educational Welfare Officer. In line with school policy, we expect parents/carers to work with us to ensure their children attend school regularly and arrive punctually.

Holidays

All family holidays should be taken during the school holidays. If this is not possible, the school may authorise up to five school days' absence. This is dependent on the child having achieved 90% attendance during the previous 12 months. More than the five days will be regarded as unauthorised absence unless there are exceptional circumstances and will be reported to the Education Welfare Officer. A penalty fine of £50.00 may then issued. Holiday forms are available from the office. Please submit them one month before the holiday absence starts.



Please note that the end of Key Stage 2 Assessments take place during June. The exact dates will be given to parents, so please avoid booking a holiday during these months if you have a child in Year 6.

Collection of Children during school time

If a child has to receive medical or dental treatment please tell us in advance. If a child has to leave school during school hours for these purposes, then a responsible adult must collect the child from school. Children cannot be allowed to leave school unaccompanied.



Wherever possible, please try to make doctor and dentist appointments out of school time.

Please fill in your Emergency Contact Form each year and keep us informed at all times so that we can make contact if and when necessary.

Collection of children after school

Parents/carers collecting their children are requested to wait in the playground – the gates are unlocked at 3pm. Before this time, classes may still be participating in PE in the playground.



Would parents/carers also note that the Sensory Learning Area and Fitness Trail and nature garden are not to be used either before or after school. The school is not responsible for any injury incurred by any children.

Late Collection

If you have not arrived at the close of school to pick up your child, a member of staff will make every effort to contact you on the telephone numbers provided by parents/carers. If you are just delayed then appropriate arrangements will be made for your child to wait for you. Please try to arrive on time to collect your child, as waiting can be worrying for children.

SECURITY

All external doors are closed immediately the last child in line enters the building, whether before school, at playtime or lunchtime.

The main entrance to the school located in Crowther Road is not open before 9.30am or after 3.00pm. Between these times access to the school is by a side gate to the left of the main entrance doors.



Children and/or parents wishing to enter the building outside these times must report to the office so that their presence on the property may be recorded.

Children who need to leave the school premises during the school day must be signed out at the office. They will not be allowed to leave the premises without an accompanying, designated adult.

All parents collecting their children during school hours will need to use the Crowther Road entrance.



Parents should not park or drop off their children near the school gates in Birchanger Road, Crowther Road or Gresham Road. Parking on the yellow zigzag lines outside the school is both dangerous and illegal and endangers the safety of our children as well as blocking access for any emergency vehicles.

SCHOOL DINNERS

Children have the option of a cooked school dinner, bringing a packed lunch or going home for lunch.



School dinner money must be paid in advance. We have adopted the new cashless system called 'ParentPay'. This system allows parents to pay in advance online or by using a Card that can be topped up at local shops.



We can not provide a child with a meal if it has not been paid for in advance.

Free school meals are provided if you are in receipt of Income Support, Job Seekers Allowance (income based) and entitlement to Child Tax Credit where there is no entitlement to Working Tax Credit. This is subject to periodic review. Applications for free school dinners should be made to the office.

Croydon Authority takes a tough and firm line with people who do not pay for their school dinners on time and those who do not provide suitable documentation. We are supportive of this action.

1. **NO FREE MEALS** are to be given to pupils whose Parents/Carers have not presented completed documentation to the office.
2. **NO DISCRETIONARY FREE MEALS** are to be given to pupils as this is not legal.
3. **ALL DINNER MONIES MUST BE PAID IN ADVANCE THROUGH THE PARENTPAY SYSTEM.**

A menu is provided termly and gives a broad indication of meals on offer (subject to occasional variation). The caterers do provide alternative meals for children who do not eat meat for either medical or religious reasons. Please advise the school by letter should this be the case. The daily price of a meal is £1.90 at present.

Booking Dinners

In order that we know exactly how many dinners to book each day a dinner register is taken. If your child is not in class for registration or your child will be coming into school late but will require a dinner, it is imperative that you contact the school office before 10.00am (the time that meals are ordered).

Unfortunately if you do not contact the office a meal cannot be booked and you will need to provide your child with a packed lunch on that occasion.



Water is the only drink allowed on the school premises. Children having packed lunches may bring their own still water (nothing else) in a plastic (not glass) container. All water should be drunk from a plastic cup – these are provided. Sweets, canned foods or nuts, bars of chocolate etc. are not allowed. A packed lunch should consist of sandwiches / roll, a piece of fruit, yoghurt / crisps - basically as healthy as possible.

Please note that due to an increase in nut allergies, we urge all parents/carers to refrain from sending in packed lunches that may contain traces of nut.

HOUSES

All of the children are allocated to a House when they start at South Norwood. The Houses are named after trees and allocated colours:

Maple – blue; Oak – green; Willow – red; Cedar – yellow.

Each house has a House Captain and a Vice House Captain (from Year 6).

Children can earn House Points by being nominated as the class 'Pupil of the Week', or for demonstrating particularly good behaviour and/or attitudes.

PLAYZONE

Playzone run a breakfast club (7.30-9.00am) and an after-school club (3.15-6.00pm). They aim to provide a high standard of care for children in the immediate locality. They have a high staff:child ration and offer a safe and



stimulating environment for children during these times. Further details are available from the school.

LIAISON BETWEEN SCHOOL AND HOME

Children progress best at school when there is a close relationship between parents and teachers. Parents' Open Evening is held each term. This is an important opportunity for you to discuss your child's progress with the teacher, so please do come along. There are also half-termly 'Drop-In Sessions' where you can come into your child's classroom on a Wednesday after school to have a brief chat with the teacher and look at your child's work.



During the Summer Term, parents receive a written end-of-year report of their child's achievements. This can be discussed with the teacher and any comments documented at the final open evening of the year. In Years 2 & 6 parents will be informed of their child's level of attainment in the National Curriculum Assessments.

During the year, Open Mornings and Open Afternoons are held where parents can visit their child's class. This is an opportunity for parents to come into class and observe or join in with the lesson.

We will inform you in good time of any events to which you are invited: class assemblies; curriculum meetings; special events etc. The fortnightly Newsletters keep parents informed of such activities.

If parents have any concerns about their child they are welcome to see the class teacher, preferably by prior arrangement. This allows sufficient time and privacy to discuss concerns thoroughly. If after talking to the class teacher the concern persists, then parent/carer may wish to speak to the relevant Key Stage Co-ordinator, Deputy Headteacher or to the Headteacher.



Please could you ensure that you do not try to have a long discussion with the class teacher when she is collecting the children from the playground. Please arrange a mutually convenient time to talk – thank you.

We would welcome any interest or help you can give to the school, e.g. hearing children read, helping with craft work, accompanying children on outings etc. If you would like to help, please come and see one of us. A 'List 99' check will need to be carried out on all volunteers and in some circumstances it may be necessary to carry out an enhanced CRB (Criminal Records Bureau) check. This is in line with our Safeguarding Children procedures.

Newsletters are distributed regularly to parents so as to keep them informed of events, curriculum news and updates. Year groups also produce half-termly letters outlining the curriculum and how parents can be involved in supporting and extending this work at home.



If parents/carers have a complaint/concern about a child or children other than their own, they are NOT to reprimand them. These complaints must be passed on to a teacher or the Headteacher to be investigated. We do not condone parents/carers telling off other people's children especially on the school premises as this causes bad feeling and upsets all parties concerned, often making the situation worse.

Learning Links

Homework is known at South Norwood as Learning Links. We have a Learning Links Policy which we expect all parents and carers will support. We believe that for learning at home to be effective, parents, children and teachers all share responsibilities. A Guidance Leaflet for our Learning Links is sent home to parents annually and is available on request.



The school uses a system whereby children take books home regularly to read with their parents. Teachers inform parents of these days and you can help greatly by taking an active part in your child's reading. Children benefit enormously from someone taking an interest in their reading and asking questions, both when they are learning to read and when they have become independent readers.

We would ask that games/activities/books/worksheets etc, which are sent home are returned in good condition. If an item is damaged or lost then the school would need to be reimbursed.

On children's initial entry into school at reception age a free book bag will be provided. Special book bags are available from South Norwood Parents' Association: SNAPs. These cost £2.50. Clear plastic book bags are available from the school office for 50p.

Behaviour

Our School Council, indeed, all of our children have been involved in creating our Golden Rules. We expect all children to observe these rules at all times, in and around the school.

- 1. We listen and do as we are asked.*
- 2. We are kind and helpful in what we say and do.*
- 3. We take care of everything in our school.*
- 4. We try our best at everything we do,*
- 5. We keep our hands and feet to ourselves.*

Copies of the Behaviour Policy are available from the office.

If misbehaviour occurs, a 'Quiet Time', a 'Time Out' or an 'Isolation' may take place, depending on the severity of the incident. Where the safety of other children may be involved, a child may be excluded from school. We also have

introduced 'Internal Exclusions' as an option to an Exclusion where a child may not be in school.

Parents will be informed of repeated misbehaviour and asked to discuss the problem with the teacher, Headteacher and child to help resolve it. In some cases the support of the Schools Psychological Service, Child Guidance or Social Services may be recommended.

A charge to parents will be requested in the event of a child wilfully or carelessly damaging school property or other children's property.

EDUCATIONAL WELFARE OFFICER

Our Educational Welfare Officer, Mr Clark, visits us regularly. It is his role to check school attendance and punctuality and to help with any family problems, which may be affecting a child's education. He can be contacted through the school.

Mr Clark also helps to foster close relations between parents and school and to provide help if problems arise.

SOUTH NORWOOD ASSOCIATION OF PARENTS: SNAPs

All parents are automatically members of SNAPs. Through its social and fund-raising activities, it assists the school in subsidising additional activities for the children, as well as encouraging co-operation between home and school. SNAPs also funds visiting theatre groups. Elections to the Committee are made at the Annual General Meeting held early in the Autumn Term. Active membership of SNAPs is much encouraged, if you would like to be an active member please contact the Office. There is a SNAPs room and this is located in the Infant building.

INSURANCE

The school does not have a policy to cover:

1. loss or damage to children's personal property and clothing;
2. personal accident to pupils.

MEDICAL MATTERS

When children are admitted to the school parents/carers are asked to complete a confidential medical form if their children suffer from any chronic or recurring medical conditions. These forms provide us with information such as the symptoms which might occur, the appropriate action to take and details of medication. Class teachers are fully



informed. Parents/carers are asked to notify us of any changes or new developments with regard to their children's health so that our records can be kept up to date.

Asthma inhalers for children of infant age are always readily available and kept in the School Office.

Parents/carers are requested to ensure that where more than

one child in the family suffers from asthma each child is provided with their own inhaler so that one child is able to take the inhaler off the premises e.g. when swimming or on an educational visit - without putting another child at risk.



If children need to take **prescription** medicine three times a day this must be given at home i.e. morning, after school and at bedtime unless it has to be taken at specific times.

If your doctor advises that medicines must be administered at school please ask your doctor for a note to this effect. We are willing to help when antibiotics are required **four** times a day or at specific times (see above). Your child must be well enough to come to school. In all cases prescription medicine will only be given provided:

- a) medicine is brought in to school by a parent/carer
- b) written instructions as to the child's name, dosage required and time are given by a parent/carer.

Letters and medicine should be given to the office by the parent/carer (not the child).



Teachers are NOT allowed to give medicines. These will be administered by the office staff or the Deputy Headteacher. The details of all medicines administered are written down in a medical book.

Please note that all staff have been trained in the use of an EpiPen to counter severe allergic reactions for specified named children.

School staff are under no obligation to give medicines to children at school, but will do so to co-operate with parents in the best interests of the child. Neither the school nor the Local Authority accept any responsibility for any problems which may result from them so doing.

The school needs to be informed as soon as possible if your child catches what is classed as a contagious disease such as ringworm, measles, german measles, chickenpox, whooping cough, mumps, scabies and tonsillitis etc.



Head lice are unfortunately an unpleasant fact of school life everywhere. Education Authorities no longer take responsibility for checking head lice infestation. Please examine your child's hair frequently.

Look particularly at the back of the neck and behind the ears for eggs or egg cases. Should there be signs of infestation the appropriate lotion can be obtained from your local Health Centre, G.P. or from the chemist. Sometimes lotion is not appropriate and we have leaflets in the office outlining other methods of dealing with head lice.

The school has a qualified First Aider who will deal with any injuries, which are more serious or worrying. General First Aid will be administered by

teaching assistants, meals supervisors or the office staff. All First Aid administered is written in a special medical book. If a child receives a knock



to the head or eye area the child will be given a note to alert the teacher and parent/carer that an accident has occurred. If the injury appears more serious, parents/carers will be contacted by telephone to come and collect their child.

SCHOOL UNIFORM

It is expected that all children will be dressed in school uniform. We expect all children to be neat and tidy in appearance e.g. making sure shirts/tops are tucked into trousers and skirts.

When the weather is hot and sunny we encourage children to wear a hat whilst playing in the playground. This not only protects their head from the sun but also shields their eyes. Hats are removed once the children enter the school building.



If your child needs to wear sunglasses for health reasons please let us know either by coming into school or writing us a short letter informing us of these reasons. Sunglasses are not to be worn as a fashion item.

**ALL ITEMS OF CLOTHING MUST BE MARKED WITH THE OWNER'S NAME.
(NOT INITIALS PLEASE)**

The school uniform comprises:

- White shirt, blouse or polo shirt or a designated South Norwood T-shirt (for the summer months) available from the Parents Association.
- Grey or black trousers (no leggings, jeans, jogging trousers etc. are permitted).
- Grey or black skirt or pinafore
- Blue and white dress in summer
- Royal blue pullover or cardigan or sweatshirt (special South Norwood sweatshirts are available from SNAPS).
- Grey, white, navy, black socks or tights only
- Overall – to protect clothing during art and craftwork (this could be an old shirt cut to size).
- Sensible school shoes, preferably black (not trainers or boots) without high heels or wedges and certainly no higher than 4cms.
- Sensible sandals which may be worn in the summer months but with socks at all times.

- Hair which is long enough must be tied back securely with a plain scrunchy or elastic.
- Only one pair of plain, small stud earrings are allowed. Multiple earrings are not allowed. Rings, chains and bracelets are not allowed for safety reasons.
- Children may wear watches but any watches worn are not to be of the 'play' variety. The school cannot take responsibility for watches which are broken or stolen whilst on the school premises.

PE KIT:

- PE shorts (plain white, navy, royal blue or black)
- T-shirt (plain white, navy or royal blue (with no printing or pictures) or plain leotards.
- Trainers/plimsolls for outdoor P.E and plimsolls for indoor PE .

Most of the uniform items on the can be obtained from chain stores. These items (both new and second hand) can also be bought from SNAPS on Monday afternoons from 3.30-3.45pm and Wednesday morning 9.30-10.30am in the PSA Room in the Infant Building, and Friday afternoon 3.30-4.30pm in the playground.

If children continuously come to school without the prescribed uniform, letters will be sent home to parents/carers.



Please support our efforts to ensure that our children are smartly dressed at all times.

PE



It is important that children are properly dressed, and changed for PE lessons, both for hygiene and safety reasons. All children are to wear trainers/plimsolls. No tights or leggings are allowed except for girls of particular religious denominations who may wear leggings beneath their shorts. Tracksuits may be worn during the winter months only for outdoor PE. Children change back into school uniform after the PE lesson.

Each child should have a named bag in which their games kit can be kept. A PE bag is now available from the P.A. at a cost of £2.00. PE kits should be taken home periodically for washing.

Children going swimming need a towel, swimming costume and a separate bag to carry their swimming kit in. Verruca socks must be worn when children are being treated for verrucae. Children with long hair must wear swimming hats. Swimming kits should be taken home to be washed after usage. All

children **must** take part in PE and swimming lessons unless a note is provided to excuse them on health grounds.

LOST PROPERTY

Clothes, which are clearly marked, are less likely to go missing. All clothes and plimsolls must be clearly labelled with the child's name (not initials) and class. There are Lost Property drawer units in the infant and junior buildings. We are sorry but we cannot be held responsible for lost property. (Please see the separate section on Insurance.) ***Please encourage your child to take more responsibility for his/her uniform.***

SAFETY

All children are given formal training in all years through the school regarding keeping safe on the road, rail and in everyday life. This is taught by their teachers and outside visitors including the Police, specialist road safety staff employed by the Authority, Fire Officers and rail safety staff employed by British Rail.

EXTRA-CURRICULAR ACTIVITIES

A number of exciting extra-curricular activities are offered to children in various years covering a variety of subjects. These clubs take place either before school, after school hours or during the lunch time break. Parents and Carers will be informed of these extra-curricular activities at the start of each term.

SCHOOL TRIPS AND ACTIVITIES

Under the Education Reform Act 1988, with some exceptions, activities taking place within the school day are free of charge to parents. The exceptions are the costs involved on school journeys and residential visits. A residential school journey is arranged for Year 6 pupils. Details of costings for this are sent to parents nearer the time.

Day visits are arranged to various places of interest throughout the school year. These visits are always integral to what is being studied and are a crucial element of our children's learning. The school requests a voluntary contribution from all parents/carers concerned, so that the visit may take place.



We can also charge for the cost of materials where parents have indicated a wish to receive the finished product of an activity, such as in cookery or craftwork or music lessons.

COMPLAINTS ABOUT THE SCHOOL CURRICULUM AND RELATED MATTERS

Under the Education Reform Act 1988 parents can make a complaint if they think the Governing Body or Education Authority has failed to perform any of its duties. Our policy is in line with Croydon's Complaints Procedure and is included in this Handbook as an Appendix (Appendix A).

SPECIAL EDUCATIONAL NEEDS (S.E.N.)

The needs of the children at the school are as varied and individual as the children themselves and class teachers deal with the majority of these needs by providing appropriate activities and resources to ensure individual development and achievement. There are, however, some children who at some time or other in their school career experience difficulties which give cause for concern. These difficulties may be educational, behavioural, emotional, social or physical.

The school's Special Educational Needs Policy is based on a code of practice which all schools are required to follow. It sets out the procedures for early identification of needs, assessment, provision, planning and review, co-operation with other agencies, partnership with parents and children and arrangements to ensure access to a broad and balanced curriculum for all children.

A Special Needs Register is kept, which lists children who have been identified as having special educational needs, the stage on which they have been placed and any other relevant information.

Croydon provides staffing and resources for a Special Needs Group for children with moderate learning difficulties in each of the infant and junior departments. These groups support children with Statements of Special Educational Need. Each group caters for up to six children, all of whom are integrated into mainstream classes. Each group is provided with one full time teacher and one full time learning support assistant who work with the children at various times during the day, either within the classroom or by withdrawing them individually or as a part of a small group. A meal supervisor is also attached to each group.

Copies of 'Special Educational Needs - A Guide for Parents' , a booklet giving further information, may be obtained free of charge, by writing to : Department for Education, Freepost 435, London EC1B 1SQ, or by telephoning (0787) 880946. The booklet is also available in the nine most widely spoken ethnic languages, in braille and on audio cassette.

SECONDARY SCHOOL TRANSFERS ALLOCATIONS JULY 2008

A total of 49 children transferred to Secondary School from our Year 6.

School	Number of Children
Ashburton Community School	9
Harris Academy South Norwood	22
Coulsdon High	1
Bensham Manor	1
Selsdon High School	2
Bridge	1
Norbury	1
Westwood	1
Haling Manor	1
Shirley High School	2
Harris CTC	2
Edenham High School	3
Westwood Girls, Croydon	1
Unknown	2



END OF KEY STAGE ASSESSMENTS

YEAR 6 - 2008

Number of children eligible: 49
Results given as percentages

SATS Results 2008	<i>Number of Children Absent</i>	<i>Below Level 3</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Level 5</i>
English	0	18%	18%	45%	18%
Maths	0	14%	33%	41%	12%
Science	0	8%	24%	57%	10%

SATS Results 2007	<i>Number of Children Absent</i>	<i>Below Level 3</i>	<i>Level 3</i>	<i>Level 4</i>	<i>Level 5</i>
English	2	12%	17%	59%	10%
Maths	2	19%	39%	35%	3%
Science	2	14%	22%	47%	16%

National SATS Results 2007	<i>Level 4 & above</i>
English	80%
Maths	77%
Science	88%



YEAR 2 - 2008

(Please note that from 2006 KS1 SATs results are included in Teacher Assessment results and do not provide separate statistical information)

Number of children: 54
Results given as percentages

TASKS/TESTS 2008	<i>W</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>
Reading	6%	22%	61%	11%
Writing	6%	30%	59%	6%
Mathematics	2%	20%	69%	9%
Science	4%	33%	57%	6%

TASKS/TESTS 2007	<i>W</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>
Reading	2%	9%	59%	30%
Writing	13%	6%	72%	9%
Mathematics	4%	2%	72%	22%
Science	2%	6%	83%	9%

W – Represents children who are working towards Level 1, but have not yet achieved it.



SOUTH NORWOOD PRIMARY SCHOOL 2009/2010 HOLIDAY DATES

AUTUMN TERM 2009

INSET Days: Thursday 3rd and Friday 4th September 2009

School Opens Monday 7th September 2009

School Closes Friday 23rd October 2009

Autumn Half-term: Monday 26th – Friday 30th October 2009

INSET Day: Monday 2nd November 2009

School Opens Tuesday 3rd November 2009

School Closes Friday 18th December 2009



SPRING TERM 2010

INSET Day: Monday 4th January 2010

School Opens Tuesday 5th January 2010

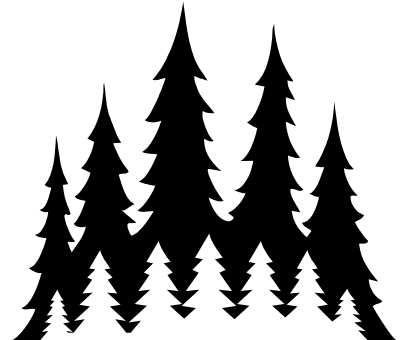
School Closes Friday 12th February 2010

Spring Half-term: Monday 15th – Friday 19th February 2010

INSET Day: Monday 22nd February 2010

School Opens Tuesday 23rd February 2010

School Closes Thursday 1st April 2010



SUMMER TERM 2010

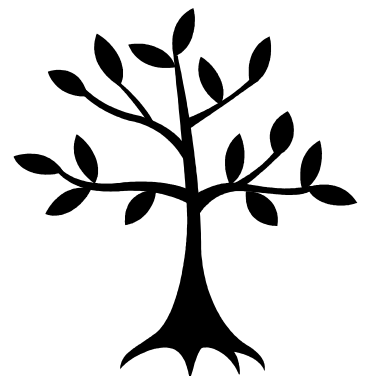
School Opens Monday 19th April 2010

School Closes Friday 28th May 2010

Summer Half-Term: Monday 31st May – Friday 4th June 2010

School Opens Monday 7th June 2010

School Closes Friday 23rd July 2010



(INSET) TEACHER TRAINING DAYS

Thursday 3rd September 2009

Friday 4th September 2009

Monday 2nd November 2009

Tuesday 5th January 2010

Monday 22nd February 2010

SCHOOL CLOSED FOR USE AS A POLLING STATION

Thursday 6th May 2010

Appendix A

COMPLAINT PROCEDURE

AIM

To resolve a complaint.

What is a complaint?

A complaint is an expression of dissatisfaction from parents, pupils, neighbours or anyone who has been associated with the school. It may be about an event that has happened, failed to happen or the way in which something was handled.

If a complaint occurs then a formal procedure needs to be followed to ensure all are treated fairly and the situation can be resolved.

General Principles

- ✓ School complaint procedures must be clear and easily accessible for all groups including children. If applicable procedures may need to be available in different languages or other media such as audiotape, Braille or large print.
- ✓ They should be well publicised to all staff, parents and pupils.
- ✓ A complaints register must be maintained for formal complaints.
- ✓ Should parents/others contact the LA before school procedures have been followed, they will be referred back to the school.
- ✓ There are set response times at each stage for those involved.

Confidentiality

- ✓ All parties must handle conversations and correspondence with discretion.
- ✓ In principle, anonymous complaints will not be afforded credibility. However, if such a case relates to child protection issues the Head Teacher/Governing Body should review these to decide whether further investigation is required and log accordingly.

Investigating A Complaint

- ✓ Any individuals, including Governors who provide assistance must remain apart from any later stages of the procedure.
- ✓ Talking to witnesses and others involved and making an accurate record in the appropriate form must be completed as quickly as possible to ensure quality and accurate recall of events.
- ✓ Dated records of meetings, telephone conversations, e-mails and other documentation **must** be kept.

Complaints Committee

- ✓ In Croydon, Governing bodies are recommended to form a complaints committee. This will be formed from at least three people who have had no prior involvement with the complaint.
- ✓ A majority of the members must be Governors, but at least one member of the committee must be a member of the complaint panel. This may be someone who is not a Governor of the school or possibly a Governor from the Governing Body of another school.
- ✓ At least one member of the committee must be a parent of a pupil at the school.
- ✓ The complaints officer (if the school has one) or Head Teacher may not be a member of the committee.

- ✓ The committee must appoint a chair.
- ✓ Governing bodies should appoint reserves to the committee to ensure that at least three people are available to carry out their task within a set time.

COMPLAINT PROCEDURE

Stage 1: Informal

- ✓ Expression of concern made to the school.
- ✓ Complainant to talk to teacher most closely concerned.

Stage 2: Complaint

- ✓ Concerns raised formally with Complaints Officer (who may be Head Teacher)
- ✓ Investigation conducted and the outcome given to complainant within 20 school days.
- ✓ If unresolved the complainant to put concerns in writing which should then be acknowledged within 3 school days.

Stage 3: Formal Complaint to the Headteacher_(proceed to Stage 4. if H.T. is Complaints Officer)

- ✓ Complainant makes formal written complaint to the H.T. within 10 school days of the decision letter from the Complaints Officer.

Stage 4.: Governing Body

- ✓ Complainant makes formal complaint within 10 school days of the decision letter from the school.
- ✓ School to provide background papers to the chair within 5 days of receipt.
- ✓ Chair to write to Complainant to acknowledge receipt of request within 3 days.
- ✓ Committee consider complaint and chair communicates outcome within 7 working days from the meeting.
- ✓ An oral hearing can be requested and 7 days notice must be given.

Role of Local Authority

- ✓ Complainant can refer to Local Authority within 1 month of the Governors response.

Stage 5: Further Representation

- ✓ Complainant can approach Ofsted, the Secretary of State for Education and Skills or the Ombudsman if unhappy with the process or outcome.