



MISSION STATEMENT

To provide all pupils with the same standard of education and care that we would wish for our own children

Our Vision

There is little in life as valuable as a child's education. At Tunbury our vision is for every child to reach their full potential.

Our School Aims

In partnership with parents, staff and the wider community, we aim to:

- Provide a happy, safe and secure environment for our children
- Create a stimulating climate in which good and outstanding learning can take place
- Have consistently high expectations and match these with quality resources, teaching and learning skills
- Provide a range of educational and social experiences appropriate to the age, ability and needs of our pupils and promote a professional learning environment
- Create opportunities for every individual in the school community to develop his or her maximum potential
- Adopt a philosophy of continuous improvement in every aspect of the school's work and life.



TUNBURY PRIMARY GOVERNING BODY

Every school has a governing body that helps the Head Teacher set the strategic direction of the school. The governing body has 3 core functions:

1. Setting the vision, ethos and strategic direction of the school
2. Holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff
3. Ensuring that money is well spent.

Parent Governors are elected by the parents and serve for a period of four years. Co-opted Governors are appointed by the Governing Body after considering suitable applicants. The Local Authority, which is Kent, appoints LA Appointments.

The Governing Body meet regularly; three times a year as a full committee and many more times in the smaller committees that discuss curriculum, finance, premises and general matters. Governors often take a particular interest and are able to support the school in that area during the year. Vacancies and changes to the Governors are publicised in the school's newsletter.

<u>Parent Governors (3)</u>	<u>Co-opted Governors (8)</u>	<u>Staff Governors (1)</u>
Mrs F Smith (Chair)	Mr T Broadhurst	Miss E Heagren
Mr A Stallard	Miss E Nuttall	
Mrs T Kearey	Mrs Y Jackson	Headteacher
	Mr M Chandler	Miss E McIntosh
	Vacancy	
	<u>LA Appointments (1)</u>	<u>Clerk</u>
	Mrs C Burford	C/o School



SCHOOL PROCEDURES

Beginning and end of the school day

Our school day begins at 8.55am when registration takes place and lessons begin. Children may enter their classrooms from 8.45am. The gates to the playground are closed at 9am so any children arriving after 8.55am should enter the school via the main entrance. The school day ends at 3.15pm. At this time children are dismissed from their classes and meet their parents/carers on the playground under the supervision of the class teacher. The gates to the playground will be opened at 3.05pm. It is at this time that parents/carers can enter the playground and wait for their children.

Attendance

If your child is absent you are required to phone the school on the morning of each day of absence.

A written note explaining the nature of the absence is required on your child's return to school.

The school's Attendance policy is published on our website www.tunbury.kent.sch.uk. Governors do not authorise leave for an annual holiday during term time.

Penalty Notices may be issued to parents of pupils with five or more days unauthorised leave.

Leaving School Early

Sometimes parents ask for their child to be given permission to leave school early to attend medical appointments. Medical appointments should be made outside of the school day, however where this is not possible parents should notify the class teacher and/or school office in writing of the time prior to the day concerned. In the interests of safety no child is allowed to leave school unless collected by a parent or carer. There are no exceptions to this basic rule.

Telephone Messages

It is difficult to give children messages during the day as the school is large and classes are not normally disturbed to deliver non-urgent messages. Please settle your collection arrangements before school and tell your child so you do not need to ring with changes during the day. However in an emergency please phone the office and every effort will be made to ensure your child receives the message.

Parking and Safety

Vehicular access to the school is restricted. Automatic gates are in operation at the main entrance. This means that unauthorised vehicles will not be able to enter the school. If you need to drive please park outside and allow your children to walk into school.

The following suggestions, if adhered to, may help to reduce any congestion at peak times:-



- Share a car with a neighbour or friend.
- Walk to school.
- Cycle to school with your children; leave their bikes in the bike park and cycle home.
- Park in roads around school and walk the last hundred metres.
- Do not park across the pavements or driveways.
- Take care when driving along Tunbury Avenue; give priority to the Road Crossing Patrol warden.

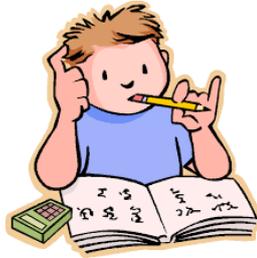
Pedestrians (during the school day)

For pedestrians wishing to enter the school during the school day, we have a buzzer entry system.

As you face the main entrance from Tunbury Avenue the pedestrian gate located on the left has been fitted with an entry buzzer. Please use this buzzer. Your call will be received by the office staff and then the gate will be released for your entry. On exit from the school, please use the exit button located on the school side of the gate.



INVOLVING PARENTS IN SCHOOL LIFE



Parents

Everybody who works within the school cares about the children and their parents. We feel it is vital to develop an understanding partnership with parents or indeed carers. We hope that parents will grow to care for the people who work within the school and support us in every way. Our aim is a successful home-school relationship and to achieve this, parents and teachers need to co-operate fully with each other. Your child needs to feel confident that both are working together in his or her best interests.

Whilst parents are very welcome to contact the School directly, many queries are easily dealt with by the class teacher. Class teachers may be contacted by the contact books, homework diaries, letter, phone calls or a quick word at the end of the day. It is obviously preferable if an appointment can be made, unless matters are urgent.

Parent-Teacher Consultations

Open Evenings are held twice a year in the Autumn and Spring terms. Separated and divorced parents are strongly encouraged to attend together as it is not possible for teachers to provide two appointments to every child with dual homes.

Reports

Written formal reports for each child are sent home annually. This usually happens in July and is followed by an opportunity for parents to see the teacher if requested. Parents receive regular mid-year reports throughout the year.

Electronic Communication

Communicating between school and home directly via email is far more reliable and faster than depending on pupils to deliver letters and notices home. At Tunbury we do the majority of our communication via email therefore it is essential that you provide the school office with a valid email address for you to receive all communication.

Newsletters

A school newsletter is distributed throughout the year. This comprehensive read is compiled by the office manager and aims to keep parents well informed of developments, events, sporting



and pupil news.

The newsletter is distributed electronically and can also be viewed on the school website:

www.tunbury.kent.sch.uk

In addition, each year group provide regular newsletters keeping you up-to-date with the events and learning from that year group.

Payments

During the year the school asks parents to make voluntary financial contributions for charity events and other educational extras. Parents may be invited to pay for up to three educational visits each year. Parents support is much appreciated.

Parents Association

Our parents association is called the Tunbury School Association – hereafter called the T.S.A. All parents are automatically members and the committee is formed at its Annual General Meeting in the Autumn term. The T.S.A is affiliated to the National Confederation of Parent-Teacher Associations.

The activities of the T.S.A. are fund raising with the added benefit of being social occasions for the children and /or adults who participate. The money raised is used to help advance the education of the pupils by enhancing the provision of resources and facilities. The work of the T.S.A is greatly appreciated by the Headteacher, Staff and Governors who support the association by helping at or attending as many events as possible. Major events held most years include: Christmas Fair, Discos and Summer Fair. The TSA have a website detailing all events and fundraising information at www.thetunburyschoolassociation.com

Homework

Without question, parental involvement in their children's education is of great benefit in terms of progress and motivation for learning. Parents who are interested in their children's work and who encourage them with time and conversation gain a much more highly motivated child than the parent who provides a quiet room and then goes out leaving the child alone to get on with their homework. That may come at Secondary School but at Primary School homework is much more about working together.

Parents can help their children by reading to them throughout their primary education, and not just when young children cannot read themselves. In that way the richness of English Literature can be presented to them. Children need to be taken to the Library and given help to choose books to support their school work. Children need their parent's time and genuine interest. Please listen to them and talk with them.



UNIFORM

Tunbury School has a uniform and Governors and staff believe that our school uniform adds to the ethos of the school. It is worn by all the pupils. Any of the local stores such as ASDA and Marks and Spencer stock most of the items so parents can shop around for the best value for money. However, only the school maintains stocks of the school tie.

The full range and description of the uniform is as follows:

BOYS	GIRLS *	Colours
Ties	Ties	Burgundy with blue stripes
Trousers/Shorts	Skirts/Tunics/Trousers	Mid-Grey
Shirts	Blouses/Shirts	Light Blue
Pullovers (v neck)	Cardigans/Jumpers (v neck)	Burgundy
Socks	Socks/Tights	White or Grey socks/Grey tights
Flat Shoes	Flat Shoes	Black

*For summer a blue and white gingham or striped dress is recommended.

Black shoes of a style suitable for school wear are required. Children are expected to change in to shoes if they wear wellingtons/boots to school. Shoes with heels are unsafe, and it is requested that parents do not buy shoes with high heels. Trainers are not suitable footwear as mud becomes trapped in their soles which when dry drops off around the school. Plastic jelly shoes or open toe sandals are not suitable footwear.

For safety reasons the wearing of rings on fingers, bracelets, necklaces or other jewellery is not permitted. Earrings should be small stud type only. Long hair should always be kept tied back whilst in school. Nail varnish is not permitted in school.

Physical Education and Games

Physical Education and Games are compulsory for all children except those temporarily or permanently excluded on health grounds. Such cases must be supported by a letter to the class teacher. Please help your child enjoy Physical Education by providing appropriate clothing. Indoor lessons are performed in bare feet. A bag with your child's name is required for the following suitable items:-

	<i>Indoors</i>	<i>Outdoors **</i>
BOYS	Shorts, Blue or Black PE Top, (tree team colour)*	Shorts and PE Top** Plus trainers or plimsolls
GIRLS	As above or alternatively PE Skirt or leotard	As for indoors** Plus trainers or plimsolls Socks must be supplied for PE. Tights cannot be worn for PE.

* Children wear a T-shirt of their tree team colour.

**In cooler weather children may wear a tracksuit.



ADDITIONAL EDUCATIONAL NEEDS



At Tunbury Primary School we can make provision for every kind of frequently occurring special educational need without a statement of special educational needs / Education, Health and Care Plan, for instance Dyslexia, Dyspraxia, Speech and Language needs, Autism, Irlens, and Social/Emotional needs.

There are other kinds of special educational need which do not occur as frequently and with which the school is less familiar, but we can access training and advice so that these kinds of needs can be met.

A child of compulsory school age or a young person has a learning difficulty if he or she:

- Has a significantly greater difficulty in learning than the majority of others of the same age; or
- Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions. SEN Code of Practice (2014, p 4)

How do we identify individual special educational learning needs?

- When a child has an identified special educational need or disability before they join our school, we work closely with the people who already know them and use the information already available to identify what the possible barriers to learning may be to plan appropriate support strategies.
- The Inclusion Manager works closely with the Early Years Team to identify concerns and develop strategies for supporting pupils either one to one or in small groups.
- Intervention groups are used consistently through Early Years for targeting support for children in speaking and listening and phonics, fine and gross motor skills.
- We ask that parents approach the school if they feel that their child has a special educational need and we will discuss this with you and assess your child accordingly. Often these assessments will be carried out by the school, sometimes school seeks advice from more specialised services such as Educational Psychology, Learning Support Advisory Teacher (LSAT), Occupational Therapy (OT), Speech and Language Therapy (SALT) – parents need to give their permission for any referrals. Feedback from any assessments and the next steps are then shared with parents.
- If your child's teacher feels that your child is not making expected progress they will discuss their concerns with the Inclusion Manager. If your child's teacher becomes concerned about their progress you will be contacted either by the class teacher or the school's Inclusion Manager. The earlier we take action and modify our provision, the sooner we can support your child in making progress. This process will involve the teacher observing your child's learning characteristics and how they cope with our learning environment; we will assess their levels of understanding and where appropriate, use tests to pinpoint specific difficulties.



FOOD AND DRINK



School Meals

Meals, cooked in our own kitchen are of a high standard. They are served in the school hall under the supervision of a Senior Supervisor and other Midday Meals Supervisors. Pupils in Key Stage One and Two eat separately and separate supervision is provided for both groups of pupils. Information about bookings and payments for meals can be obtained from the school office.

Provision is also made for children to eat packed lunches. These packed lunches should be sent to school in a suitable box, labelled with your child's name and class. The food that children eat during the day affects their ability to learn, therefore it is most important that parents give children nutritious food. Sweets are not allowed. Pupils take home the remains of their packed lunch so that parents can see how much food has been eaten. In this way parents are able to plan the evening meal aware of food consumed during the day.

Government's School Fruit and Vegetable Scheme

Under this scheme, each child in Key Stage One is entitled to receive a free piece of fruit or vegetable each school day, at morning break e.g. an apple, a banana, some carrot sticks. It is however essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them. Children in Key Stage Two are allowed to bring a healthy snack (fresh or dried fruit only) from home as part of our commitment to healthy eating. No sweets, crisps or chocolate biscuits are allowed at break times.

Cool Milk at School Ltd

Milk is available for all year groups. Milk is free for all children up to 5 yrs. Registration forms are available from the school office or parents may apply online at www.coolmilk.com. Payment is collected by Cool Milk – invoices are sent to parents. The milk is kept refrigerated until given to the children in Key Stage One. Pupils in Key Stage Two collect their milk from their fridge before going out for morning break.

Tunbury is part of the Kent Healthy Schools programme and committed to healthier living and learning. All children, unless there is a medical reason, are permitted to have **water only** in bottles during the day.



PUPIL PREMIUM FUNDING

The government's Pupil Premium funding is to help children from low income families reach their full potential and to achieve higher academic grades at school.

Although if you have a child in Reception, Year 1 or Year 2 who will be benefiting from a 'universal free school meal', the school and more importantly your child may also benefit from additional funding from central government known as Pupil Premium Grant had your child been entitled to a statutory free school meal.

As always with changes in government, there is the possibility that the funding for Universal Infant Free School Meals will change at any time. It is therefore important that we already have in place an application in order for you to benefit from your child having a statutory free school meal (therefore no payment required) and the benefits that pupil premium funding bring as soon as this change occurs.

In order to determine if your child qualifies and to allow us to claim the funding, it is important that all parents and carers who may meet the criteria below, apply for the funding. The application process can be done very easily online. If you would like any assistance in the application or you would like to make enquiries about the application process then please contact the **School Business Manager, Clare Petrucci** who will be happy to assist with the applications.

Eligibility Criteria

- Income Support
- Income-Based Jobseekers' Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit, providing you are **not entitled to Working Tax Credit**, and have an annual household income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- A "Run-on" of Working Tax Credit - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

The information provided on the application will be used by the council to check for eligibility to claim additional funding for the school (the 'pupil premium') from central government. It will be used for no other purposes and will remain confidential to the council.

This may not be relevant to you now but if at any point your circumstances change and you feel you may qualify please make enquires at the school office.

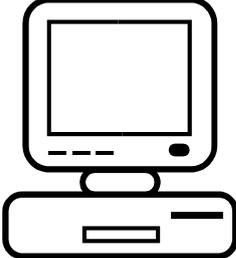


RESPONSIBLE USE OF THE INTERNET

FULL SIZE COPY ATTACHED FOR COMPLETION AND SIGNATURE

As part of pupils' curriculum enhancement and the development of ICT skills, Tunbury Primary School is providing supervised access to the Internet including e-mail. Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet access provider operates a filtering system that restricts access to inappropriate materials. Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the Council cannot be held responsible for the nature or content of materials accessed through the Internet. The Council will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities. The Policy for Responsible Internet Use and e-mail that we operate at Tunbury can be viewed on request from the school office.

Please complete and return the permission slip so your child can use the Internet.

<ol style="list-style-type: none"> 1. I will ask permission from a teacher before I start using the Internet 2. I will only e-mail people I know and my teacher has approved. 3. I will only use the e-mail for schoolwork. 4. The messages I send will be polite and sensible. 5. I will not give my home address or phone number or home e-mail address, or to arrange to meet someone. 6. I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like. 7. I understand the school will check the e-mail and monitor the messages that are sent. 8. I will not be able to access personal mails from school. 9. I will not forward chain letters or use chat lines or chat rooms. 10. I understand that messages sent by e-mail are of the same importance as letters sent on school headed paper. 	
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✂.....
TUNBURY PRIMARY SCHOOL
Responsible Use of the Internet

Parent/carer's permission
I give permission for access to the Internet on the terms set out above.

Signed

Print name

Date

Pupil's agreement
I agree to follow the Rules for Responsible Internet Use.

Signed

Print name

Date



HEALTH ISSUES AT SCHOOL



All staff are required to follow school's policy where health issues are concerned. A copy of the school's policy is available on request.

If children sustain an injury during the school day and require first aid, Tunbury have designated trained first aiders to administer first aid. For injuries that have required first aid, communication will be sent home via the child detailing the injury to enable parents/carers to monitor for further effect.

If children sustain any sort of injury in or out of school that will ultimately have an impact on their normal school day, a care plan will need to be completed in order for all staff to be aware of the needs of the child.

If children require medication to be administered during the school day, a medicine form will need to be completed and our designated members of staff will administer the medication. Please see below an extract from the school's medicine policy regarding medication in school.

Prescription medicines should only be taken during the school day when essential. **They must be in the original container including prescriber's instructions.**

Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours. Parents can ask Doctors for timed-release medication for a minimum number of daily doses.

The National Service Framework encourages prescribers to explore medicines which:

- Need only be administered once a day or
- Provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.

Medicines fall into two types:

a) Prescription medicines and b) Non-prescription medicines

a) *Prescription*

- Named member of staff may administer such a drug for whom it has been prescribed, according to the instructions
- If agreed with the parents Tunbury Primary School may look after the drug on behalf of the child
- Tunbury Primary School will keep the drug safely locked up with access only by named staff and record keeping for audit and safety.
- Prescription drugs should be returned to the parents when no longer required
- Ritalin, a prescription drug known as a "controlled drug" needs to be kept in a more secure environment than suggested above e.g. in a cupboard attached to a structural wall.

b) *Non-prescription*

- Paracetamol can only be given to children when parents have given written permission.
- Tunbury Primary School staff will never give aspirin or ibuprofen unless prescribed by a Doctor.



FULL SIZE COPY AVAILABLE FOR COMPLETION IF REQUIRED

Tunbury Primary School Medicines Policy

Asthma Pumps in Primary Schools

Asthma Pumps

Child's name: _____ has an asthma pump in school.

I am writing to inform you of Tunbury Primary School's guidelines with regard to asthma pumps in school.

1. All asthma pumps will be kept in an asthma box, of which there is one in every classroom.
2. All asthma pumps will be named.
3. With the pump there will be written evidence of the frequency of usage necessary for each individual child. This is to ensure that if a child appears to need their pump rather too frequently, then the parent can be informed.
4. We strongly encourage independence so your child will not be restricted from using their pump during the course of Tunbury Primary School day, but it is considered courteous to make the normal requests of the teacher first.
5. If the child needs their pump during breaktimes, a request to a member of staff must be made first before entering the building. If the child always needs their pump during lunchtime, then the child can give it to a Midday Supervisor for safekeeping. It will be the child's responsibility to ensure the Midday Supervisor is given it and to take back to class following lunchtime.

If you wish to see Tunbury Primary School Medical Policy, please make a request to the office.

Would you please sign and return the slip below indicating either your agreement or your wish not to keep the pump in the care of the teacher or other staff, thereby taking full responsibility yourself.

Yours sincerely

School Business Manager

Tunbury Primary School Asthma Pumps

I / we agree and accept the above guidelines regarding asthma pumps in school

Signed _____ Parent/Guardian

Date _____ Child's name _____



FULL SIZE COPY ATTACHED FOR COMPLETION AND SIGNATURE

Tunbury Primary School

Child's Name

AN AGREEMENT BETWEEN HOME AND SCHOOL

As a school we will:

- ◆ Be welcoming and open to all parents, and encourage you to become involved in school life.
- ◆ Ensure access for everyone to the National Curriculum.
- ◆ Provide opportunities for learning to be extended at home in line with homework policy.
- ◆ Offer a high standard of teaching across the curriculum.
- ◆ Create a school environment that is stimulating and safe.
- ◆ Keep parents well informed about progress and behaviour.

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Headteacher's signature

As a family we will:

- ◆ Ensure my/our child attends school punctually and regularly i.e. above 95%.
- ◆ Contact the school if my/our child is absent.
- ◆ Ensure that my/our child wears the correct school uniform.
- ◆ Encourage my/our child to work hard at school.
- ◆ Support my/our child with homework and other opportunities for home learning.
- ◆ Support the school's behaviour and discipline policy.
- ◆ Support the school's ethos to electronic safety and not upload or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community.



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Parent's signature

As a pupil I will:

- ◆ Do my best at school.
- ◆ Arrive on time with the items I need for school.
- ◆ Keep the school and class rules.
- ◆ Be polite, friendly and helpful to staff, pupils and visitors.
- ◆ Look after the school environment and its equipment.
- ◆ Complete my homework.
- ◆ Wear Tunbury school clothes and shoes with pride.



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Pupil's signature

In partnership we aim to:

- ◆ Help each child grow into a good citizen.