



Parent Handbook

Taking you step-by-step
through starting school





Mrs Caroline Polley and Mrs Joanna Crabbe (Co-Headteachers) say...

It's great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

We feel privileged to be the Co-Heads of Covingham Park Primary School: a good school that puts the success and well-being of our pupils at the heart of all we do.

Our key mission is: 'Caring for Pupils Promoting Success' and our vision is to provide every child with an outstanding education which equips them with the necessary skills to meet changes and challenges throughout their life.

At Covingham Park, we are a hardworking community with high aspirations. Children are encouraged and guided to achieve their very best through developing skills related to our school 'drivers' of:

INDEPENDENCE

We take responsibility for our choices.

ASPIRATION

We strive to be the best that we can be.

ENQUIRY

We actively participate in learning.

COMMUNITY

We are kind and respectful to people and property.

We aim to work closely with parents, carers and members of our local community for the benefit of all our pupils.

All members of staff and all governors are committed to providing a broad, balanced and relevant curriculum for our children within a supportive, caring and safe environment. We are committed to equal opportunities and work well with our local cluster of schools to provide support for pupils.

We are very lucky to have a committed group of parent/carer helpers, 'The Friends of Covingham Park Primary School', who provide a range of support for our pupils both within the classroom and beyond. Members of our school community and visitors comment on our welcoming environment and how well our pupils act as ambassadors for our school and for school improvement. Some of our children's achievements to date include securing grants for travel plans and improving our grounds as well as raising money for the local and national communities. Alongside academic achievements, we are proud of our pupils' sporting, dance, music and cultural achievements.

Welcome to Covingham Park Primary School and we look forward to getting to know you and your child.

'Thank you for selecting us!'

We need some information from you

We need some information from you, so please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01793 525465 and we will be happy to help!

Policies and term dates

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

Step 1

STEP 1: PUPIL ADMISSION FORM Covingham Park Primary School

Office use

Admission No.

Birth Certificate noted

Important: Please return this form prior to your child's starting date at school.

Surname Gender

First name/s D.O.B.....

Address

Post code Tel No.....

Who has parental responsibility? (Block capitals please)

Parent 1:..... Work:.....

..... Tel No.....

Address

Mobile No.....

Parent 2:..... Work:.....

..... Tel No.....

Address

Mobile No.....

EMERGENCY CONTACTS: We shall ring home first in an emergency. If the parent cannot be contacted then the first named contact will be (see below).

1. Contact's name Tel No.....

Address.....

Relationship to pupil.....

2. Contact's name Tel No.....

Address:.....

Relationship to pupil.....

Ethnic / Cultural Voluntary information

Ethnicity Home Language.....

First Language Asylum Status.....

National Identity..... English Additional Language.....

Country of Origin..... Religion

MEDICAL DETAILS

Doctor:..... Address.....

..... Tel No.....

Please tear here

Dear Parents

Please read the details below and delete and sign where appropriate, these details will be kept on your child's file and used whilst they are at Covingham Park Primary School.

Local Visits

A teacher may sometimes want the children in her/his class to pay a visit to a place within our local environment (e.g. the church, library, shops, park etc.) as an important part of their learning experience.

On such visits the children would be supervised by a member of staff and assisted by other adult helpers.

N.B. When we arrange Educational visits which require the children to travel some distance away from school we shall inform you in advance by letter to obtain your written consent beforehand.

Please tick as appropriate

I give consent for my child to be taken on supervised visits to local places of interest while she/he is a pupil in Covingham Primary School.

I do not give my consent

Plasters

On occasions it has been necessary for a child to need a plaster to be administered over a cut.

Please delete as appropriate

I do give consent for my child to have a plaster administered on her/his injury if necessary.

My child is NOT ALLERGIC to plasters.

I do not give consent

Tapestry

We use an online learning journey called 'Tapestry' to record each child's progress and achievements during their year in Foundation Stage. It is also used across the school for homework and home learning, if required.

E-safety is extremely important to us, so we ask you to sign the agreement to show that you understand and will agree with our guidelines:

As a parent I will...

- Not publish any of my child's observations, photographs or videos on social media sites.
- Allow my child's photographs in other children's journeys, if they are in group photos.
- Keep the login details within my trusted family.
- Agree that my child's photographs will remain on Tapestry until their account is closed when they leave school.

An email address and signature is required from each person who would like an account.

Child's name.....

Parent's/ Carer's signature

Name in block capitals please

Email address

Parent's/ Carer's signature

Name in block capitals please.....

Email address

Date.....

Please return as soon as possible as this will help the admin staff.

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- **that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.**
- **that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.**

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

EYFS and KS1 acceptable use agreement KS2 acceptable use agreement (pupils and (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil: _____

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - o I click on a website by mistake
 - o I receive messages from people I don't know
 - o I find anything that may upset or harm me or my friends
- Use school computers for school work only
- I will be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil): _____

Date: _____

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer): _____

Date: _____

KS2 acceptable use agreement KS2 acceptable use agreement (pupils and (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil: _____

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
 - Only use them when a teacher is present, or with a teacher's permission
 - Keep my username and passwords safe and not share these with others
 - Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
 - Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
 - Always log off or shut down a computer when I'm finished working on it
- I will not:**
- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
 - Open any attachments in emails, or follow any links in emails, without first checking with a teacher
 - Use any inappropriate language when communicating online, including in emails
 - Log in to the school's network using someone else's details
 - Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil): _____

Date: _____

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer): _____

Date: _____

Please tear here

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- **that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.**
- **that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.**
- **that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.**

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

As the parent / carer of the pupils named below, **I give permission for my son / daughter to have access to the internet and to ICT systems at school.**

I know that my son / daughter has been asked to sign an Acceptable Use Agreement and will receive ongoing e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that **the school will take every reasonable precaution**, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my **son's / daughter's activity on the ICT systems will be monitored** and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Student / Pupil Name	
Parent / Carers Name	
Signed	
Date	

Step 4

Step 5

Consent to take photographs and retain photographs

Photographs may be used in school, placed on the school website or Twitter and used in publicity material for school. Photographs may be used to celebrate your child's success.

We also have photographic companies come into school twice a year to take photographs for parents/carers to purchase.

In order to continue to record and celebrate pupils' successes, we are asking you to complete and return this form, giving your consent.

We are also asking for your consent to keep photographs of your child after they have left Covingham Park Primary. These will be used for an historical record of the school.

You may withdraw your consent at any time by emailing the school at: admin@cpps.swindon.sch.uk

Consent to take photographs and retain photographs

I consent for photographs of my child to be taken and used within school only for assessment and to celebrate successes	<input type="checkbox"/> Yes <input type="checkbox"/> No
I consent for photographs of my child to be taken and used on the school website and school social media to celebrate successes (Photographs on Twitter, Facebook and Instagram cannot be removed)	<input type="checkbox"/> Yes <input type="checkbox"/> No
I consent for photographs of my child to be taken and used within school and outside of school (eg local paper) to celebrate successes	<input type="checkbox"/> Yes <input type="checkbox"/> No
I consent for photographic companies to take photographs of my child for me to purchase.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I consent for photographs of my child to be kept after they have left Covingham Park Primary	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student / Pupil Name	
Parent / Carers Name	
Signed	
Date	

Agreement

I also agree that if I take photo or video images of school events, which include images of children other than my own, **I will not publish or distribute these images** (on social networking sites, etc, via e-mail, or in any other format).

Parents not completing this section will not be allowed to take photo / video images at school events.

Student / Pupil Name	
Parent / Carers Name	
Signed	
Date	

Please tear here

Key Information

Child’s Name.....

School will:

1. Encourage children to do their best at all times.
2. Encourage children to take care of their surroundings and others around them.
3. Encourage and develop children’s understanding of aspiration, independence, enquiry and communication.
4. Inform parents/carers of children’s progress at regular meetings and if needed at other times.
5. Inform parents/carers about what children will be learning.
6. Provide a curriculum, including homework, which meets the needs of the children in accordance with the school’s policies.
7. Encourage children to adopt a healthy life style.
8. Inform parents/carers if a child fails to arrive at school without prior notification.
9. Teach children how to keep safe and what to do if they’re concerned.

School’s signature.....

Family will:

1. Ensure children attend regularly, and arrive punctually at 8.45 am.
2. Ensure children arrive and are picked up on time.
3. Make sure they provide an absence note.
4. Inform school in writing of planned absences or by telephone before the start of the school day when this has not been possible.
5. Attend meetings to discuss children’s progress and behaviour.
6. Support children and school in completing homework tasks in accordance with school policy.
7. Encourage children to adopt a healthy life style.
8. Encourage children’s understanding of inspiration, independence, and enquiry and communicate.
9. Encourage children to stay safe and help them to know what to do if they’re concerned.

Parent’s signature.....

Children will:

1. Aspire to be the best they can (going for goals).
2. Be effective members of our school community (look after others).
3. Ask questions about their learning.
4. Develop their independent learning (keep on trying).
5. Help keep themselves and others safe.

Child’s signature

Date.....

What are our school times?

Lower School

Foundation Stage and Key Stage 1

- Monday- Thursday: 8:45am-3:00pm.
- Fridays: 8:45am-2:10pm.

Upper School: Key Stage 2

- Monday- Thursday: 8:45am-3:10pm.
- Fridays: 8:45am-2:00pm.

Break

The children have a fifteen minute break in the morning.

Lunch

Lower school children have an hour for lunch. Upper school has 45 minutes. On Fridays there is a one hour lunch break at 12.00.

Late arrivals

Children arriving at school after 8:50am must sign in at the main entrance; this is so we know your child is in school.

From September 2023, our school hours will be increasing to 32 hours per week. However, for our new foundation stage children they will be as listed above for the first part of the year.

Arrivals and departures

Start of the school day

Children should arrive in time for doors opening and registration at 8:45am.

Lower School: Foundation Stage and Key Stage 1

At the end of the school day, the classroom doors will be opened to allow each child to be met by a named person on the patio. Children must be accompanied to and from school by an adult.

Upper School: Key Stage 2

Children can be collected from school gates. Alternatively, older children may make their way to and from school.

Bikes and scooters

We encourage children to cycle to school or use their scooters. There are racks in upper and lower school where these can be left and locked up. We do ask that the children are considerate when entering and leaving school, and not to mount their bikes or scooters until they are off the school site.

Wraparound Care

Breakfast and afterschool care is provided by KeyTime: Privately owned by Kamla Ladwa 07712 781211.

Breakfast care runs from within the school Mon – Fri 7:30 am to 8:45 am. Children are escorted to their classrooms at the start of the school day.

After School Club

KeyTime operates from Mon – Fri 3pm to 6pm. For rates please contact Kamla Ladwa.

Lower school children are taken to after school club by school staff; upper school children are collected by Key Time staff. Upper school children make their way (through the school building) to the agreed meeting point.

Children will be escorted by a KeyTime member of staff to the club. Other Care providers are available, please contact the school office for details.

Uniform

Uniform provides our children with a sense of belonging to the ‘school family’. When in school uniform our children are encouraged to conduct themselves both during and beyond the school day according to the values we promote at school.

School Dress Code

- Dark grey or black trousers, shorts, skirts, pinafore.
- White polo shirt or white shirt.
- Maroon sweatshirt or cardigan, with an optional logo.
- Maroon fleece (optional), with optional logo, this will mainly be worn outside.
- Red and white summer dress.
- Maroon book bag (optional).
- Sensible black shoes.
- Sun hat (optional).
- A coat will also be required for cold/wet weather.

The uniform will be available at: Dress My School, 6, Rockhaven Park, Kembrey Street, Swindon SN2 8BB 01793 490852 sales@dressmyschool.co.uk and The Famous School Branches, Unit 1B, Plaza 21, Sanford St, Swindon SN1 1HE Tel 01793 520843 swindon@famousbranches.com

P.E. Kit

- White T-shirt.
- Navy or black shorts.
- Rubber-soled plimsolls.
- Trainers for outside PE (Upper school).
- A tracksuit or joggers and sweatshirt may be required in colder weather.

The P.E kit in a drawstring bag is kept on your child’s peg, and taken home for washing regularly. We recommend comfortable safe footwear; fashion boots, trainers, high heels and flip flops should not be worn. Please label all items, including footwear. This helps us reunite lost property with its owner. Long hair should be tied back, especially for PE.

Lost Property

There is a lost property box in Upper school.

Food in school

School meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best they need a balanced and nutritious diet. Our school meals are cooked on site by Edwards and Ward; all meals are made with locally sourced, fresh produce and the menu includes a vegetarian option as well as a sweet course. We provide all children with fresh water. School meals are ordered using ParentMail and should be ordered 2 weeks in advance. If you need more information, please call the school office (01793 525465) or email lunches@cpps.swindon.sch.uk.

Free school meals

All children in Foundation Stage and Years 1 and 2 can have a Universal Infant Free School Meal. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support.
- job seekers allowance.
- child tax credit.
- or be asylum seekers or refugees.

For more information, please contact the school office. All applications are treated confidentially.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child’s name and class. Please avoid fizzy or sugary drinks, milk, milk shakes or hot drinks.

Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. If your child has any dietary needs or allergies, please ensure your child’s class teacher is made aware so that an alternative fruit may be provided that day.

Year 3, Year 4, Year 5 and Year 6

Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit. Please ensure children do not bring in biscuits, crisps or chocolate bars for snack time.

Water and milk

We provide all children with fresh water. Children up to the age of five are entitled to free school milk.

Water bottles

Hydration is important and aids learning and we encourage children to keep hydrated during the school day by bringing a water bottle to school. Bottles should contain water only for use in classrooms.

Learning

Caring for Pupils, Promoting Success

We strongly believe that all children’s achievements are valued and celebrated; we also believe that children’s well-being is paramount in ensuring they are ready to learn and succeed in the classroom and beyond. We implement a knowledge – engaged approach to learning, through subject led themes; rooted in our School Drivers of: Aspiration, Independence, Community and Enquiry.

As a team, we know children well, invest resources in developing their emotional well-being and appreciate the value of experiences such as visits, visitors, sporting and community events. We are a welcoming, ‘happy, harmonious’ school where staff care for children.

We are also a proactive school where staff are forward thinking and always looking at ways to improve the curriculum we offer to ensure children’s success. Our curriculum is responsive to the needs of our children, helping prepare them for the next stage of their education.

Knowledgeable subject leaders are responsible for designing their area of the curriculum to support staff to plan and deliver planned progression and develop our four school drivers of:

- **Aspiration**
- **Independence**
- **Community**
- **Enquiry**

We know the importance of planned progression in individual subjects as well as making meaningful links between different areas for the curriculum. To enable effective links between English and other areas of the curriculum, our learning is divided into 6 main themes, led by the humanities and focusing on DT and Art and Design where the links make learning memorable for children. Children have the opportunity to study subjects in depth as well as revisiting the skills and knowledge throughout the year and Key stage. We believe this approach is particularly important because we want opportunities for repetition, revisiting and building on prior learning. Class teachers bring learning alive for children, translating plans into meaningful, memorable learning. Our maths curriculum focuses on the basic skills, alongside maths themes.

For further information on our curriculum, please look at our plans under each subject area and at topic overviews on class pages. You can also contact your child’s class teacher for more detailed information.

In planning learning opportunities, we ensure all children are able to access the learning and activities. Please see section on SEND for more information or contact our SENDco.

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

Attendance and absence

Good attendance is fundamental to a successful and fulfilling school experience. Positive behaviour and attendance have a significant impact on our children's attainment and the life chances as it maximises their learning opportunities. Absences, authorised and unauthorised are monitored regularly. If there are concerns, our attendance officer will discuss this with parents/carers. In some cases the Local Authority may become involved. Our Attendance Officer liaises with representatives from the Local authority to discuss patterns of absence.

Ill child

Please phone or email the school before 10:00am, to let us know that your child will not be coming to school.

Holidays

We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. Parents are notified, in advance, of proposed dates for School Assessment Testing (SATs) and they should make every effort to ensure their child attends school during that period.

Request for absence

With this in mind, the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for on the application form available from the school office. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this may result in a penalty notice and parents will be fined.

Medical appointment

There are times when children need to attend medical appointments during the school day. Please inform the school office or your child's teacher prior to the appointment.

Jewellery and other valuables

Decorative jewellery should not be worn in school except small studs in pierced ears. Nail polish, hair gel, tattoos and wrist bands should not be worn. We know that some older children may need to carry their mobile phones to and from school, for safety reasons. These are handed in at the start of the school day and stored securely. Cameras, iPods and other electronic equipment are not allowed in school; this is for health and safety as well as safeguarding reasons. Wrist watches may be worn to school, but we cannot accept responsibility for their safekeeping.

We understand that children can become very upset if something important to them is lost or damaged, therefore please do not let your child bring toys,

money or valuables to school. The school cannot accept liability for their loss or damage.

Sport

We strive for excellence, promote a healthy lifestyle and fundamentally enjoy being active. Children follow a programme of physical education which includes dance, gymnastics, games, swimming and adventurous outdoor activities. PE is taught both indoors in the school halls and outside on the courts or playing fields. All year groups are given an opportunity to be taught by a professional coach as part of their PE sessions. It has given all children an opportunity to experience something 'different' in order to increase enjoyment and participation; examples are:

- Gymnastics
- Martial Arts
- Netball
- Athletics
- Football

Additional Government funding enabled us to provide each class with spare PE kits. And, as a result, the percentage of children now participating in PE sessions is at 100%.

Music

We want children to be able to enjoy, appreciate and participate in a range of musical experiences which help to develop their knowledge and understanding of this subject. Music is taught throughout the school in a variety of situations: music lessons, singing assemblies and topic work. Children have the opportunity to participate in school productions and after school music clubs. Children can also participate in instrument lessons from visiting peripatetic teachers.

Clubs

We have a varied menu of after school clubs including:

- Art
- Choir
- Computing
- Dance
- Football
- Gardening
- Homework
- Mindfulness

These clubs may be run by members of staff or by an outside agency.

Seek Consent

We will always seek your permission if any activity takes place after school. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for their child to get home from school.

Special Educational Needs and Disabilities (SEND)

Staff aim to identify children who require additional special educational needs provision as early as possible, and to organise appropriate programmes of study to match individual learning needs. Some pupils join us from their pre-school settings having already been assessed for special needs provision. High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. We make use of the expertise available from professional outside agencies where appropriate.

Access

All pupils are admitted to our school in the same way regardless of ability. The main entrances to the school have disabled access and we have easily accessible disabled toilet facilities.

Gifted and Talented

We recognise that several of our children are gifted and talented. The school's major form of identification of gifted and talented pupils is through the class teacher via observation of the child or work produced. This may be influenced by the views of parents and of other teachers in the school. As for all children, we aim to provide appropriately challenging activities. Enrichment opportunities are provided within topic work and extra-curricular activities are provided through a wide range of school clubs, residential visits and a variety of musical and sporting opportunities.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access our essential services, closure may be unavoidable. We will inform you of this through ParentMail emails and texting service and through local radio and social media. We may also put information on the school website and leave a pre recorded message on the school answer phone.

Collecting your child

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

Health and Welfare

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing /vision tests and health interviews. The nurses' team is also available for any advice or issues you may want to discuss.

Medicines

For safety reasons please do not send your child in with medicines, tablets, vitamin pills or any other medication to school. You can request that members of staff from Covingham Park Primary School can assist your child in the administering of their medicine. You will need to complete a prescribed medicine/treatment consent form. If your child needs an inhaler in school, please make arrangements with the Headteacher about procedures and put these in writing for our records. Please ensure you label your child's inhaler, which will either be kept in the school office or with your child.

Some children may need individual arrangements for their health care and we work very closely with families and our school nurse team to produce appropriate care plans for children's needs.

Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the sickness.

Ill at school

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Please make sure that contact numbers are kept up to date.

Data Protection

We collect and process a range of data about your child; we also hold information about parents and carers (eg names, addresses, telephone numbers).

We collect and process your child's data for a range of reasons eg: A legal obligation – we are required to submit data to the DfE and the Local Authority; a vital interest – we need to be able to contact you if your child is unwell. For more information and to see our privacy statements, please see the Data Protection section of our website.

Please check that we hold up to date and accurate information about your child.

An easier way for you to make school payments

Our school uses a system called +Pay on ParentMail – an online payment service which allows you to pay for school items on your smartphone, tablets or computer.

Over 90% of parents say they would prefer to pay for school items online, because it's easier and more convenient than sending cash or cheques into school – and you can be sure that your money is being spent on the right things!

We will inform you about items you need to pay through ParentMail, and you will then be able to pay electronically, with money transferred directly into the school bank account – it's all very easy, safe and secure. ParentMail doesn't store credit or debit card details and works in the same way as other large retailers who accept online payments.

Another great thing about +Pay on ParentMail is that you can also make payments using PayPal or PayPoint. This makes the payment process easier than ever before!

If you have an Android or Apple smartphone, we would highly recommend you download the free ParentMail App so that you can make easy, online payments on the go. To do this, simply search for "ParentMail" in your App store.

If you do not wish to make payments online, you can of course, continue to make cash or cheque payments.

If you have any issues or queries with the process please contact Mrs Bacon in the school office as soon as possible.

Pupil Premium Grant (PPG)

What is the Pupil Premium Grant?

The Pupil Premium Grant is targeted at pupils from disadvantaged backgrounds to ensure they benefit from the same opportunities as pupils from less deprived families. The main purpose of the funding is to raise the attainment of disadvantaged pupils by closing the gap with their peers.

What difference could it make for my child?

The Pupil Premium Grant could make a big difference to your child's future; with this money Covingham Park Primary School could provide the following for your child:

- School funded day visits
- School funded residential visits
- School funded workshops and theatre performances etc
- Additional resources or equipment for your child
- School funded after-school activities.
- School subsidised peripatetic music lessons
- Subsidies for school uniform
- Where appropriate, the school will also provide access to additional support for your child's learning and/or well-being.

Your child will receive these benefits for six years even if you are only eligible for free school meals for a short period of time.

Parents/carers can register for free school meals by completing a short online form using the web address: www.swindon.gov.uk/schoolmeals or by visiting the school office for support with a paper copy.

If you have any further questions regarding the PPG, please contact us at admin@cpps.swindon.sch.uk or jcrabbe@cpps.swindon.sch.uk



Why do we need policies?

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

Parents need policies

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

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can visit the school website: www.cpps.swindon.sch.uk and click on 'About Us' and 'Key Information' to read some of our policies which will either be under policies or safeguarding.

Key policies

Some of our key policies are:

- Anti-Bullying.
- Child Protection.
- SEN.
- Behaviour.
- Admissions.



Working with parents

Parental involvement

The most important partnership is with parents. Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment.

Partnership with parents

Parents can get involved with the school in many ways:

- Signing up as a regular classroom helper.
- Helping on school visits.
- Helping with out of school activities and clubs.
- Participating in school pupil/parent events day e.g. Mothers' Monday and Fathers' Friday

Friends of the School

The Friends of Covingham Park Primary School are a group of people, mostly parents, who support the school by raising funds and organising social events for pupils and their families. As you look around the school you will see playground equipment, library books, musical instruments, digital cameras and much more which the Friends have bought or to which they have made a contribution as a result of fundraising events. The Friends of the School need your help to organise events and raise funds. We are always looking for new members even if you can only help at the odd event. Please ask at the school office for more details.

Communication with parents

Throughout the year you will receive letters, newsletters and other communication through ParentMail (which is an electronic communication system) or as a hard copy containing essential information about special events and dates etc. Additional letters and notes remind you about forthcoming events. Please contact the school office in person, by phone: 01793 525465 or by email: admin@cpps.swindon.sch.uk to update your details and to collect a ParentMail form.

Tapestry and Class Dojo

In Foundation Stage, staff regularly use 'Tapestry' to keep parents up to date with their child's achievements. It is now also used across the school for notices, information, homework, and home learning, if required. You can also use it to contact your child's class teacher via the Memo facility. Please complete the consent section and provide your email addresses on page 6 to enable us to add you to the system.

Across the school, we use Class Dojo as a behaviour reward system. Children are rewarded Dojos for displaying positive attitudes and learning behaviours. Children work towards a set total each term to receive an end of term treat.

What do I do if I have concerns?

We understand that your child and their happiness are extremely important to you. We share this and want to address any concerns or questions you may have as quickly as possible. With this in mind, please use the following as a guide to discussing any worries or concerns:

- Write a note or speak to the class teacher briefly in the morning or at the end of the day.
- Arrange a meeting after school with the class teacher.
- If you still have a concern after meeting with the class teacher, make an appointment with a member of the Senior Leadership Team and then the Headteacher if necessary.

The Home School Agreement

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

Assessment

We provide opportunities for you to discuss your child's progress at least three times a year, November, February and July. We also provide a full written report at the end of the year. Our school has an open door policy, should you wish to discuss your child's progress you are welcome to make an appointment to see members of staff.

Safeguarding

We are committed to helping parents/carers understand school's responsibility for the welfare of all pupils and our duty of care. Concerns about the welfare or safety of pupils will usually be discussed with parents/carers. Our first priority is the child's welfare and therefore there may be occasions when concerns about a child means that we have to consult other agencies before we contact the parent/carer.

When a safeguarding or child protection concern is reported to the safeguarding team a record of this concern is kept on file in our CPOMS system. These records are stored securely and confidentially with restricted access. Parents and carers are almost always informed of any concerns arising, unless to do so would increase the risk of harm to the child or there is information to suggest that a criminal offence has been committed. In these instances we will consult with Swindon's Multi Agency safeguarding Hub in the first instance to seek advice. When a child transfers to a new school, this information transfers as well, separate to academic information and confidentially.

AUTUMN TERM 2023

- Friday 1st September
- Monday 4th September
- Wednesday 18th October
- Thursday 19th October
- Monday 30th October
- Wednesday 20th December

- School closed- TD Day
- Pupils return to school
- School closed- TD Day
- School closed- Half term
- Pupils return to school
- School closed- Christmas break

SPRING TERM 2024

- Thursday 4th January
- Monday 12th February
- Monday 19th February
- Tuesday 20th February
- Thursday 28th March
- Friday 29th March

- Pupils return to school
- School closed- Half term
- School closed- TD Day
- Pupils return to school
- School closed- TD Day
- School closed- Easter break

SUMMER TERM 2024

- Monday 15th April
- Monday 6th May
- Friday 24th May
- Monday 27th May
- Monday 3rd June
- Thursday 25th July

- Pupils return to school
- School closed- bank holiday
- School closed- TD day
- School closed- Half term
- Pupils return to school
- School closed- Summer break

Teacher Training Days

- Friday 1st September 2023
- Wednesday 18th October 2023
- Monday 19th February 2024
- Thursday 28th March 2024
- Friday 24th May 2024



We feel that Covingham Park has some unique qualities and provision that make it the ideal school for your son or daughter to begin their educational journey. The staff in our school promote our curriculum drivers of community, enquiry, independence and aspiration.

Our Values, Vision and Aims

- Independence (Have high expectations of myself) Resilience, Self determination, Individuality, Perseverance, Honesty.
- Aspiration (Going for Goals) Ambition, Hopes and dreams, Purpose, Enterprise, Enthusiasm, Initiative, Courage.
- Enquiry (Asking questions) Knowledge of the world, Review, Probe, Explore, Investigate, Analyse, Examine, Reason.
- Community (Looking after each other) Citizenship, Collaboration, Empathy, Listening, Belonging, Respect, Tolerance, Responsibility, Fairness Caring for Pupils, Promoting Success

At Covingham Park Primary School, our vision is to provide every child with an outstanding education, which equips them with the necessary skills to meet changes and challenges throughout their life.

Covingham Park Primary is full of new opportunities and is a great place for your child to be.

Covingham Park Primary School
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