



Tudor Grange Primary Academy  
**Meon Vale**

## Parent or Carer Handbook

### Useful Contacts

	<b>Position</b>
Mrs J Bolter	Principal
Mrs D Fellows	Associate Principal Designated Safeguarding Lead SENCO
Mrs R Russell	Trust Primary Executive Lead
Mrs C Cotton	EYFS Lead/Reception Class Teacher
Miss V Wood	Reception Class Teacher
Miss J Middleton	Year 1 Class Teacher
Miss L Hodges	Year 2 Class Teacher
Mrs S Harris	EYFS Nursery Teacher
Miss A Green	PA to the Principal
Mrs S Walker	Educational Welfare Officer



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### Key Information

<p>Accidents</p>	<p>If your child is unfortunate enough to have an accident and suffer an injury, then they will be dealt with in line with the TGAT Health and Safety policy.</p> <p>For minor injuries they will be seen by a trained first aider and they will be issued with an accident slip, which is given to the pupil to take home.</p> <p>If a child suffers a more serious injury, then you will be contacted as soon as possible by a member of staff. All serious accidents, or those suspected of causing serious injury, are highlighted to the Leadership team and a review of procedures will take place within 24 hours.</p> <p>Toilet ‘accidents’ are dealt with by staff who are familiar to the child. Please ensure that your child has a change of clothes, including underwear, at school every day. Even if your child is fully toilet trained they may fall outside or be unwell and require a change of clothes. No pupils are permitted to wear nappies or ‘pull up’ style underwear. Please speak to a member of staff if you have any concerns around toileting.</p>
<p>Arrivals and departures</p>	<p>Pupils are welcomed into the building anytime between 8.30am and 8.45am. It is advised that when you arrive in the playground you help your child find a friend or their teacher, then say a brief goodbye. We have found this helps prevent the children from getting upset when you leave. If you feel your child may struggle with this to begin with, it is advised that you arrive just before 8.45am so they can join their class in lining up and entering the classroom. If your child is finding the separation process challenging, please be assured that a familiar adult from their class will be on hand to comfort them. After 8.45am the external door is secured and any pupils arriving later will need to be taken to the main office, where they will need to be signed in.</p> <p>All EYFS pupils are collected from the EYFS / KS1 entrance at the end of the school day. Pupils are handed directly to their parent / carer to ensure their safety. Pupils who are not collected by 3pm will be taken to the office in order for their parents to be contacted. Pupils who are repeatedly left uncollected on time will be put into wraparound care and charged at the current rate.</p> <p>If you are unable to collect your child at the end of the day you must inform the office by email or telephoning as soon as possible. If you know in advance that someone different is collecting your child, such as a friend or grandparent, you can issue the Teacher a hand written note when dropping off that morning.</p>
<p>Communication between school and home</p>	<p>The majority of families normally elect to receive communication by electronic means – please ensure we have up to date contact details in order for this to be effective. If you would prefer, you may choose to receive a hard copy instead (please inform the office). Occasionally some communication will be sent to all families as a hard copy. It is the responsibility of the class teacher to give these to the relevant pupils in a timely manner, and parents / carers to retrieve these items. Additional copies of letters are available from reception.</p>



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	<p>If you would like communications (such as reports, Parents' Evening letters etc.) to also be sent to a parent who lives at an address other than the pupil's main residence, please speak to the office who will be able to arrange this.</p> <p>Newsletters are a useful communication to parents and go out fortnightly. The newsletter communicates events that are coming up and also informs families about interesting events that have happened.</p> <p>Should you have any queries or concerns, please contact your child's class teacher in the first instance. However, if, after speaking to your child's teacher, you feel that the issue is unresolved please contact a member of the Leadership Team for additional support. In the absence of the Principal, the Deputy Head of School is empowered to act in the full capacity of the Principal.</p>
Dress code	<p>The academy has a clear dress code for pupils (for full details see online guide to uniform, available on the website).</p> <p>Tudor Grange Primary Academy Meon Vale are very proud of the standards it maintains with uniform. It is designed to promote high expectations of the pupils as well as a sense of belonging. This is achieved through the partnership between the Academy and home.</p> <p>To enable you to support the Academy the full uniform requirements are listed below as a reminder:</p> <p><u>EYFS Uniform</u></p> <p>Bottle green blazer with school logo – year 1 upwards Bottle green tie with yellow stripes – year 1 upwards Bottle green sweatshirts with school logo * White polo shirt with school logo * Grey trousers/skirts/pinafores Black shoes School Book Bag* School Ruck Sack Plain dark coats with no logos or fur. Hoodies and sleeveless coats are not permitted</p> <p><u>Summer Uniform</u></p> <p>Green/white checked dress and boys may wear grey shorts</p> <p><u>Jewellery</u></p> <p>In the interests of safety and security children should not wear jewellery. If earrings are worn only one pair of plain gold/silver studs are permitted for girls only. These should be removed for PE, games and swimming.</p> <p><u>Hairstyles</u></p> <p><u>Extreme hairstyles, cut and colour are not allowed on any occasion.</u> Examples of extreme hairstyles would include close shaved (less than a number 2 cut), decoratively shaved, as well as, for boys, hair length below the collar. Two tone colouring, extensive highlighting and decorative braiding are not allowed. Hair below the collar should be tied back and hair ribbons should be black, dark brown or bottle green, if worn. Hair slides should be plain if worn.</p> <p><u>Turbans</u></p> <p>Black or dark green</p> <p><u>Hijabs</u></p> <p>Black or pinned under the chin to stay on the head comfortably</p>



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	<p><u>Hats</u> Plain black or dark hats only</p> <p>Uniform is available to order online. Please visit <a href="http://www.schoolwearsolutions.com/">http://www.schoolwearsolutions.com/</a> If you require assistance with making payment please speak to the office staff.</p>
Enrichment activities	<p>A range of enrichment activities are available, details of which will be provided at the beginning of the term.</p>
Homework diaries	<p>Pupils are expected to have their Homework Diary in school every day, and offer an opportunity for communication between the class teacher and parent, as well as recording reading etc.</p> <p>Pupils in Reception will gradually be introduced to reading homework as the first term progresses. They will bring home a phonics pack, high-frequency words and reading/ library books. Once every half term the children will receive homework in the form of a fun investigation linked to current topic or maths learning in class.</p> <p>Pupils in Year 1 will continue to receive reading homework. They will be given a weekly maths task on a Friday which needs to be completed and returned by the following Thursday. In Year 1 the children will also have a weekly spelling test. These words will be sent home in advance for the children to learn.</p> <p>Pupils in Year 2 will receive a weekly homework task on a Friday which needs to be completed and returned by the following Thursday. In Year 2 the children will also have a weekly spelling test. The words will be sent home a week in advance for the children to learn.</p> <p>Please be aware - homework which is not returned on time may not be marked. Please speak to your child's class teacher if you have any questions.</p>
Illness resulting in absence	<p>In the event of your child being unwell please contact the main office, either in person or by telephone on 01789 721 060 on the first day of absence to give notification that they will not be present in school that day.</p> <p>Parents of any pupils who are not registered as present by 10.30am will receive a phonecall to enquire of the pupil's whereabouts. We have a duty to safeguard all our pupils and therefore it is important that we are aware of why a pupil is absent.</p> <p>If your child has a stomach upset, or has been vomiting, they must remain off site until 48 hours after the last bout, in order to reduce the risk of passing on the infection to others.</p> <p>Any pupil arriving late or leaving the site within normal school hours will need to be signed out / back in at the office by a responsible adult, with a clear reason given. Requests for absence due to medical appointments will need to be supported by an appointment letter.</p> <p>Whilst we understand that on occasion pupils may need to be absent from school due to illness or unavoidable circumstance, those students whose attendance falls below 95%, or are persistently late, will be closely monitored. If it continues to decline further, additional</p>



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	<p>intervention will be required and this may involve a referral to the Tudor Grange Academy Trust Attendance and Welfare Officer.</p> <p>To enable pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time every day that the Academy is open unless the reason for absence is unavoidable, as poor attendance results in students making less progress. Securing good attendance is a fundamental responsibility within our duty to safeguard and promote the welfare of the children in our schools.</p> <p>In the case of snow, or other extreme adverse weather conditions the decision to close the school or to open late is made as soon as possible. This is always a last resort and the Academy will only be closed if it is unsafe for pupils and / or staff to access the site. Notifications will be posted on the Warwickshire County Council school closure webpage, Academy website, via email and text message for those parents who receive electronic communication, and via Twitter.</p>
Lunch	<p>All pupils from Reception to the end of Year 2 are currently entitled to a Universal Free School meal. As well as this your child may be entitle to Free School Meals. This is where the school could be entitled to additional funding. Please ensure that you have completed the form found at this link <a href="https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals">https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals</a> to ensure the school does not miss out. Pupils in Nursery are not entitled to Universal Free Meals however, your child may still be eligible for Free School Meals. Please follow the same link above and complete the necessary form. Menus are posted on the Academy website for you to view in advance and all dietary requirements are catered for, and Miss Green is happy to support you with choosing an appropriate meal for your child.</p> <p>As an alternative you may wish to provide your child with a packed lunch. We encourage pupils to make healthy choices and therefore politely request that sweets, fizzy drinks and full-size chocolate bars are not included in lunch boxes.</p> <p>More information and inspiration for healthy lunchboxes can be found at <a href="https://www.nhs.uk/change4life/recipes/healthier-lunchboxes">https://www.nhs.uk/change4life/recipes/healthier-lunchboxes</a></p>
Medication	<p>Most medication for children is now prescribed so that the doses can be administered around the school day. When unavoidable, medication can be given during the school day. However, in line with Academy policy, prescribed medication will only be administered by a qualified first aider. All medication must be given directly to the office by a responsible adult, and a parent / carer must complete the relevant paperwork. Staff receiving the medication will check the names and dosage on the containers in your presence. Medication will need to be collected from the office by an adult, and will not be sent home in pupil bags.</p> <p>We have been advised that over the counter medicines not specifically prescribed by a doctor should not be administered by school staff, except in exceptional circumstances.</p>



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Parking	<p>As you may be aware parking at busy times of the day, such as the start and end of the school day, can be challenging. We want to work with our neighbours and families to ensure that everyone continues to keep the safety of all our pupils in the forefront of their minds and park responsibly. Whilst we appreciate many of you are short of time when delivering or collecting your child from school, those extra few minutes involved in parking in a safe and responsible manner will help increase the safety of everyone. This also applies to those who use wraparound services.</p>
Payments	<p>Here at TGPAMV we are a cashless school. Therefore, we are unable to process payments through the school office. All payments are processed through MyChildAtSchool, or via PayPoint which will require a barcode to be issued by the administration team. Miss Green will be able to answer any queries you have.</p>
Positive behaviour / rewards	<p>Rewards are offered for exceptional effort, attainment or conduct. In EYFS/Year 1 this may be through praise, special privileges, stickers, wristbands, or other tangible rewards.</p> <p>Each week, during assembly on a Friday, a special postcard is given to one pupil from each class, by the class teacher. This is for the pupil which has stood out amongst their peers during that week. It is not a requirement that every pupil has a postcard over the academic year – they need to be earned, and therefore a pupil may receive more than one. Additional post cards may be awarded in exceptional circumstances.</p> <p>AT TGPAMV we take great pride in supporting all our pupils to make correct choices. Class teachers are responsible in the first incidence for dealing with poor behaviour, and will contact you directly if there are any concerns. As before, should you have any queries or concerns, please contact your child’s class teacher in the first instance.</p> <p><i>Further information can be found in the Behaviour Policy.</i></p>
Phonics	<p>TGPA Meon Vale we use Letters and Sounds which is a systematic, synthetic phonics programme published by the Department of Education. The children’s learning is enhanced using the 'Jolly Phonics' resources where the children learn the actions, pictorial prompt, letter formation and the correct pronunciation for each phoneme (the smallest unit of sound in speech). There are six overlapping phases which the children work through, usually starting in the pre-school setting. In the Nursery class children are introduced to Phase 1, Reception children work within Phases 1-4, in Year 1 Phase 5 and in Year 2 Phase 6. As children learn at different rates it is not uncommon for children within the same class to be working on a different phonic phase and the teaching is targeted accordingly. Letters and Sounds enables children to see the relationship between reading and spelling, meaning they learn to blend and segment words successfully.</p>



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<p>Reading books</p>	<p>FS1 / Nursery – Pupils are able to select an age-appropriate book from the EYFS library on a Monday, which is to be returned on a Friday. Your child is not expected to read this book independently, and will enjoy sharing the text with an adult over the week. During the summer term your child may be introduced to a textless reading book from our reading scheme in preparation for Reception.</p> <p>FS2 / Reception – Pupils in FS2 are able to select an age-appropriate book from the EYFS library on a Friday, which is to be returned on a Monday. Once phonics teaching has commenced children will gradually be introduced to the school reading scheme. The selected books will promote reading behaviour, the application of phonics skills, word recognition and comprehension. The children will be listened to on a weekly basis and bring home a small selection of books and accompanying words to learn. It is expected that children read at least 4 times a week at home and parents communicate their child’s reading progress in their Homework Diary which is brought to school each day.</p> <p>KS1/Year 1 – In Year 1 the children continue to bring home a book to enjoy from the class library once a week. As their reading maturity progresses they may choose to read this book to their parents instead, however listening to adults read is as equally important at this stage. Children continue to read books from our reading scheme and as they progress they are introduced to a wider range of texts, including fiction, non-fiction and poetry. In class they will be taking part in guided reading sessions with the teacher and will continue to bring home a selection of texts which match the reading needs of individuals.</p> <p>KS1/Year 2 – In Year 2 the children will continue to read books from our reading scheme, which will include a wide range of texts covering a variety of fiction, non-fiction and poetry. The children should read their books from the reading scheme at home and these will be changed regularly throughout the week. The children will also have the opportunity to bring home a book from our class library once a week.</p>
<p>Requesting a Leave of Absence</p>	<p>From the 1st September 2013 in accordance with the Education (Student Registration) (England) Regulations 2013 amendment of the 2006 Regulations, TGAT will comply with the amendment in that the Principal will not be authorising leave of absences unless there are “exceptional circumstances”.</p> <p>TGPAMV has a responsibility to safeguard every child on roll at the Academy and therefore a Leave of Absence form must be completed in all circumstances, 3 weeks before the planned leave, and submitted to the office for the Principal’s decision. A letter confirming that the Leave of Absence form has been received and whether the holiday has been either authorised or unauthorised will be sent to parents within 7 days of receipt of the Leave of Absence form.</p> <p>If your child has already been referred to the Local Authority for any form of legal action, the holiday will not be authorised even if it falls into an exceptional circumstances category. You should also be aware that if your child does take a holiday in term time and it does not fall into the category of exceptional circumstances, it will lead to the pupil being automatically marked as unauthorised absent. The Academy will then consider whether to refer the matter to the Local Authority to take the appropriate legal action.</p>



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Snacks	<p>Pupils in EYFS are provided with milk and a snack of fresh fruit or vegetables every day. Please ensure your child also brings a named water bottle which your child will have access to throughout the day.</p> <p>For more information about choosing healthier snacks for young children visit <a href="https://www.nhs.uk/change4life/food-facts/healthier-snacks-for-kids">https://www.nhs.uk/change4life/food-facts/healthier-snacks-for-kids</a></p>
Special Educational Needs	<p>If your child has, or you are concerned that your child may have, identified Special Educational Needs and / or a Disability, please contact our SENCO Miss S Wright via the office. All pupils requiring additional intervention or support benefit from a pupil passport, which is formed in consultation with parents and support services.</p>
Visits	<p>During their time here at TGPAMV your child will be offered the opportunity to benefit from a number of experiences and visits. Whilst all contributions are voluntary, if we are unable to raise sufficient funds to cover a significant portion of the cost then some visits may not be able to go ahead. If you are ever having difficulty making payment, please speak to Miss Green in complete confidence.</p> <p>No pupil will be prevented from participating purely due to financial reasons.</p>
Wraparound services	<p>Please see the full brochure on the Academy website for details.</p>



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## Structure of the school day

8.30am	School opens
8.45am	Registration
8.50am	Assembly
9.10am	Morning session begins
10.15am	Break
10.30am	Second morning session begins
11.45am	Lunch
12.30pm	Afternoon session
1.45pm	Break
2.00pm	Second afternoon session
3.00pm	End of school Day

\*please note these timings may differ if we have to adhere to staggered timings due to covid restrictions/class bubbles