

THE SMALL
SCHOOLS



MULTI ACADEMY TRUST

PARENT HANDBOOK



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Parent Handbook

Welcome

Thank you for choosing a Small Schools Multi Academy Trust for your child. We hope your child will be very happy during their time with us.

The Trust allows the schools within it to provide real support to each other and share best practice whilst maintaining their own unique identities. Encouraging collaboration and a commitment to developing shared systems, moderation and school to school support, the Trust ensures a culture of continuing professional development and better outcomes for children.

We believe that small schools can deliver the highest quality learning for pupils in an environment that values the friendliness and familiarity that small numbers allow. In such environments, progress and attainment can be maximised. We want every child within our schools to enjoy and achieve through learning. Our goal is that every school in the Trust is judged as excellent by the children, the parents and carers, and the local communities, as well as outstanding by Ofsted and SIAMS. We recognise that excellent schools don't believe in excellence, only in continual improvement and change.

We understand that a child starting a new school for the first time can be daunting for both child and parents, and that you will have a lot of questions. We hope that this pack, along with our prospectus, gives you the answers you need, but if there's anything you want to clarify further, or a question that isn't answered, please don't hesitate to ask one of our team.

Best wishes

Mr P J Lovern
Chief Executive Officer

Our People

Anyone you entrust to care for your child must see themselves as an extension of the care and support provided at home. Our schools are staffed by qualified and enthusiastic staff, who ensure the children in our care receive the best possible education. We have an open door policy, and are happy to discuss any concerns or questions you may have, as well as sharing your child's success stories with you. Staff can be contacted via email or telephone to make an appointment.

The Environment

You want your child to be in a safe, secure environment that you are confident your child can thrive in. We aim to provide a caring and nurturing environment, where learning is part of all activities, and is made enjoyable. Displays around the school are changed regularly, we have a Star of the Week display in the Hall, and the School Council also has a display. We work hard to ensure the environment is clean, safe and stimulating. The schools are fortunate in having excellent outdoor space, where children are encouraged to explore and play under supervision.

Ethos & Values

“Believe and Achieve”

Our schools aim to foster a Christian, caring ethos in which children thrive by celebrating achievement and making sure they feel valued and secure. All children are taught to respect others and they are provided with exciting learning opportunities. Standards and the expectations of behaviour are high.

We aim to foster and nurture the children's spiritual and moral growth, and they are encouraged to adopt friendly, caring and considerate attitudes to one another, and a respectful, polite manner to adults, while at the same time developing a sense of self-reliance, self-respect, and a sensitivity to other people around them and in the wider community.

We think that each person is special and we provide equal opportunities for every individual member of our school family to develop to their full potential within guidelines of acceptable behaviour and a set of values, which will fit each child for life, and the society in which they live. We strive to serve our young people by setting the highest standards of teaching, learning and community life.

The aim of the staff and directors is to create a happy and stimulating learning environment in which children are helped to develop their natural curiosity and academic ability, as well as to learn physical, intellectual, social and aesthetic skills.

We operate an 'open door' policy and you should always feel welcome to approach staff with any concerns or questions you may have.

Christian Values

Although not all schools within the Trust are Church of England schools, we all share a commitment to Christian values, and these are promoted throughout our schools through themes each term. Typical themes include Compassion, and Friendship.

Safeguarding, Security, & Safety

We take Safeguarding very seriously, and all staff are trained as part of their induction. We hold refresher training regularly. There is a Safeguarding Lead, and a Safeguarding Deputy Lead in each school, and notices showing our Safeguarding Team are displayed in offices, and around the school.

The safety and security of your child is also taken seriously. We have Internet Safety policies in place, and regularly undertake Health & Safety inspections. The environment is made as safe as possible, and the school's external gates are locked once registration is complete.

Fire Drills

Fire drills are held once every half term. Staff and pupils are not informed in advance, in order to simulate a real situation as closely as possible. The drill is timed and recorded, and any issues are discussed with the Health & Safety Officer, Headteacher and other relevant staff.

Lockdown

All our schools have a Lockdown Policy in place, and children will be reminded of these procedures every term. We will inform parents prior to this, to let you know in case your children come home with any questions. A drill is carried out once a year, and all staff are trained annually on how to deal with situations which may arise.

Communication

We aim to have an open door policy, where you are free to approach staff with concerns or questions at any time. Appointments to see staff can be made through through the school office, or at the school gate at the end of the day.

In order for you to be fully informed about what's happening in your school, we have a number of communication channels.

Websites

Our website addresses are below. The website should be your first port of call for whatever information you are looking for.

All websites are updated frequently, and will contain latest news, class information (including homework and spellings), a calendar of school events, the term's lunch menus, assessment information, our policies, vacancies, Minutes of Director's meetings, and a host of other information.

All letters and planners sent home will be uploaded to the website.

The Small Schools Multi Academy Trust:	www.tssmat.staffs.sch.uk
Richard Crosse:	www.richardcrosse.staffs.sch.uk
St Mary's:	www.st-marys-colton.staffs.sch.uk
The Howard:	www.howard.staffs.sch.uk

Weekly Planners

All schools produce a weekly planner, which detail upcoming dates of interest, attendance for the week, the Stars of the Week, what each class has been up to, and other relevant information. These are emailed to parents weekly, and are available on the school websites.

Newsletters

EYFS classes produce a regular newsletter for parents. KS1 and KS2 classes produce a termly newsletter, which is sent to parents, and is available on the website. These newsletters will tell you about the topics your children are undertaking, as well as other information about what your child is learning.

Parent Surveys

Each year we send out Parent Surveys to gather your views on the school and how it is serving your child or children. We are really interested in what you have to say, and would encourage you to complete and return these to ensure we have a wide range of responses to work with. We look carefully at what you say, and will make changes where possible. We will keep you informed of the outcome of the Survey and what we are doing in response.

Teachers2Parents

We use Teachers2Parents as a short form of communication. It can be downloaded as an App for Android or Apple phones. In App form, it has a message board, which will show brief messages, as well as a notice board, which will have information on upcoming events. Term dates can also be found on this.

If you do not download the app, messages will come to you as a text message. Unfortunately, these will not always show as from the same number. Messages are limited to 240 characters, so messages will always be brief. Typical messages sent out via Teachers2Parents will include notification of cancellation of clubs, reminders for events, school closures, or to remind you if you have an outstanding balance on ParentPay.

We also use Teachers2Parents to inform you if your child has had a non-serious accident within school. These are for minor bumps and accidents only, and are not cause for concern.

Class Dojo

Class Dojo is linked to our behaviour strategy (more detail elsewhere in this pack), but is also used as a form of communication between your child's teacher and parents regarding activities undertaken in class. Photos are often posted of activities your child has been involved in. You will be given a code to log in when your child starts at school, and will need to download the App. Your child will have an avatar which they can alter at any time. Parents are able to see dojo's awarded each day for a period of two weeks.

Email

All staff can be emailed through the office email address. Staff will aim to reply within 24 working hours of receipt. All staff will set up an out of office notification to let you know if they are not going to be available for any length of time.

Please bear in mind that teachers may not be able to access email regularly throughout the day, and that this will delay responses.

School Life

Uniform

Uniform is required at all schools within the Trust. Details of required uniform and suppliers can be found on the school websites. Please ensure your child has the correct uniform, and that it is all clearly labelled with their name.

Lost property boxes are held in the school office – lost property will be kept for one term before being recycled.

Food

We believe that mealtimes should be social, happy times, where new skills are developed and new foods can be tested. Our schools produce fresh meals every day using fresh produce. Menus change termly and run on a two week rotation. Our staff also produce special menus for certain events, such as Chinese New Year.

Healthy eating is encouraged and promoted throughout Trust schools, and is embedded within the curriculum. Universal Free School Meals are offered to all children in Key Stage 1, as per Government policy.

EYFS children are provided with a healthy snack of fruit or vegetables in the morning and in the afternoon. KS1 children will have a healthy snack in the morning.

The Trust is pleased to partner with Phunky Foods (www.phunkyfoods.co.uk) to embed a healthy lifestyle within the curriculum.

Assembly/Worship

Assembly/Worship is held every afternoon, with each school holding an Achievement Assembly/Worship each week, where children are recognised and celebrated for their achievements in and out of school. We encourage parents/carers to attend these Achievement Assembly/Worships, and to send in any certificates etc. that your child has gained outside of school. Birthdays are also celebrated at this time.

Richard Crosse – Thursday at 2.45pm

St Mary's – Friday at 3pm

The Howard – Tuesday at 3pm

We ask that parents arrive at 10 minutes early for Achievement Assembly/Worship.

All 3 schools have strong links with the villages they are based in, and with the village Church. The Howard with St Peter's, St Mary's with St Mary's, and Richard Crosse with All Saints. The children attend services to celebrate important times and festivals in the Christian Church's year, including Harvest, Christmas, Mothering Sunday, and Easter. We also hold a Leaver's Service at the end of the school year. Everyone in the school family, friends, relatives and the community are invited to join us at these events, and details will be in the weekly planners.

If you do not wish your child to take part in Worship, or in church services, please let us know.

Library

Each school has a Library, run by pupil Librarians.

Librarians run a programme of activities within the Library, including story time, and other activities.

All children can borrow a book from the Library, using the processes set out by the Librarians. We encourage children to make use of their school libraries.

Promoting Responsibility

The Trust is keen to promote responsibility in children, and as such operates a School Council, Eco Monitors, Librarians, Junior Health & Safety Officers, and Playtime Monitors.

The School Council meets regularly to discuss matters affecting the school or children. There are 2 representatives from each year group, and they are voted for by their peers.

Year 6 children are asked to nominate themselves for various jobs. These include Eco Monitors, Playtime Monitors, and Librarians. They are then interviewed by the Headteacher and Year 6 class teacher. The interviews are formal, and children have to prepare, and come smartly dressed.

Promoting Active Children

The Trust encourages active children, and as such time is given to outdoor activities. You will be asked to ensure you child has the appropriate sun hat, sunscreen, winter hats, scarves, gloves & wellington boots at the appropriate times. We ask that you apply sunscreen before your child arrives at school. Children are expected to apply their own sunscreen while in school, and staff will remind children to do this before they go outside.

Care Club

Care Club is available Monday to Friday in term time, at the following times:

- Richard Crosse – 7.30am – 8.30am, 3.30pm - 6pm,
- St Marys – 8am – 8.30am, 3.30pm - 5pm,
- The Howard – 7.30am – 8.30am, 3.30pm - 6pm

Bookings can be made in advance using the Booking Form. Charges are updated every year and are on the Booking Form. Charges should be paid a month in advance, with alterations (additional sessions) paid for the following month.

Specialist Provision

We are proud to offer specialist provision in Music, PE, and Modern Foreign Languages within the Trust.

Physical Education

Our PE provision includes football and netball teams, and cross country running. After school PE clubs are run every term.

Swimming

Children are taken swimming in classes from Year 3 upwards. Please see the Uniform List for correct attire. Incorrect attire will result in your child not being able to take part in the lesson.

Children will not be permitted to wear goggles without a signed form from parents. This will be sent to you with the information regarding your child's swimming lessons.

Children will be taken to The Friary Leisure Centre for swimming lessons, in the school minibus. You will need to have given permission for your child to travel on the minibus in order for them to attend the lessons.

Music in the Curriculum

We offer specialist music provision across the Trust, with a specialist Music teacher. Each class will have a music lesson each week with the specialist teacher, who also organises additional events, such as a recent junk percussion workshop. Standard music items in the school calendar include participating in the Young Voices concert, and working with Manchester Camerata, a professional orchestra.

Young Voices (www.youngvoices.co.uk) has been going for over 20 years, and brings together schools in one concert. Between 5000 – 8000 children perform on stage with a live band, and well known musicians. Usually held at the Resorts World Arena, Birmingham, the Trust offers this opportunity to all Key Stage 2 children.

Peripatetic Music

Children are offered the opportunity to partake in peripatetic music lessons from Year 2 onwards. We offer keyboard, piano, and guitar, but please come and speak to us if you are interested in another instrument.

Children are released from their lessons for 20 minutes for peripatetic music lessons. Children learning instruments are encouraged to take part in the twice yearly guitar concerts and choir concerts, to which parents are invited.

We will send out letters in the Spring Term asking relevant parents to let us know if they would like their child to have music lessons, or continue with music lessons in the following school year. Fees are charged for these lessons, as we buy in teachers to deliver them. Charges will depend on the number of children taking part, and you will be informed of the approximate cost as soon as we have determined how many children are interested, following responses to the Spring Term letter.

Letters detailing costs will be sent out in the Summer Term for the following year. We will ask you to return your consent slip with the proviso that if anyone drops out at this stage, the cost may

increase. Once you have returned your consent slip, you will be held liable for the year's fees, regardless of whether your child has lessons for the full year.

Academy Choir

The Academy Choir is made up of children from Richard Crosse, St Mary's and The Howard, and has won a number of awards, including the opportunity to sing at Lichfield Cathedral with Aled Jones. Children are invited to join the Academy Choir from Year 2. A letter will be sent home in the Summer Term asking current Year 1 parents if their child wishes to join the Choir in Year 2. Children in other years are welcome to join Choir at any point, and should do this by speaking to their class teacher, or parents can speak to the school office.

Weekly choir practice is held at Richard Crosse. Minibuses will be provided to transport children from St Mary's and The Howard to and from choir practice.

The choir regularly takes part in additional activities, including Christmas and Summer Concerts, to which parents are invited. The choir also participates in external events such as a Christmas concert at Lichfield Cathedral, and events at Lichfield Garrick. Letters regarding these activities will be sent home at appropriate times.

School Trips

School trips are held regularly throughout the year, to enhance the curriculum.

Annual trips include:

Trip	Year Group	Approx date	Approx cost	Approx Last Payment Due Date
Kingswood (1 week) (Bi-annual trip)	Y5 & 6	September	£200	July
School Sleepover (1 night)	Y1 & 2	February	£5	January
Chasewater or Whitemoor Lakes (1 night) (Bi-annual trip)	Y3 & 4	March	£65	February
National Adventure Farm	Y6	July	N/A	N/A
Borth (2 nights)	Y6	July	£115	June

Children who receive Free School Meals are entitled to free educational trips. This is not the case for children in receipt of Pupil Premium.

If you feel you are unable to pay the part or full cost of a trip, please make an appointment to discuss this with the Headteacher.

If a deposit is not paid in time, and you have not notified the school of an issue, your child will not be able to attend the trip.

Promoting Positive Behaviour

The Small Schools Multi Academy Trust takes good behaviour seriously in all of its schools. Some schools may differ slightly from the schemes outlined below, but all follow the same basic outline.

We praise and reward children for good behaviour in a variety of ways:

- Positive affirmation from staff - pupils may be sent to another member of staff to re-enforce the praise and may receive a sticker. The Headteacher and the CEO actively encourage staff members to send children to them for good behaviour, improved attitudes to learning, and outstanding achievement.
- Use of the traffic light system, and Superstar
- A colour coded chart is displayed in every classroom
- Use of Dojo points
- Use of Golden Time
- Star of the Week
- Outstanding Achievement certificates

All of our behaviour systems are focused on rewarding and recognising good behaviour and effort.

For serious incidents and continual disruptions in lessons, pupils will be referred to the Headteacher, who will decide the consequence. The Headteacher will also contact parents.

A behaviour log is kept to track behaviour and identify concerns.

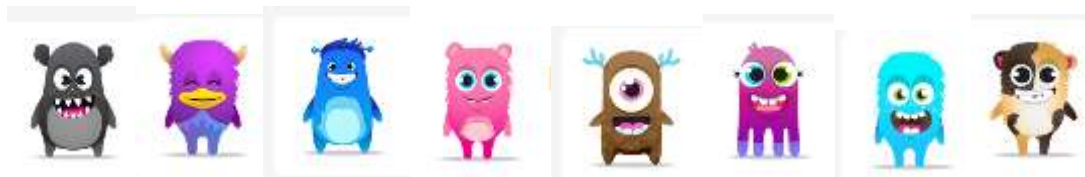
Outstanding Achievement Certificate

Outstanding Achievement Certificates are awarded for amazing achievements, such as completing the Big 60 spelling text with no mistakes. These certificates are presented in Achievement Assembly/Worship.

Class Dojo (<https://www.classdojo.com/en-gb/>)

You will be given a code to log in to Class Dojo once your child has started school. You can then download the app to your phone, or access on a PC.

Positive and negative behaviour is rewarded with our online Dojo points system. Each child has their own unique emoji character, which they can modify, through which they attempt to reach targets in order to receive certificates.



The children earn points based on the following over-arching principles

Positive Needs work

- Christian Value (+1)
- Kind and Helpful (+1)
- Resilience (+1)
- Teamwork (+1)
- Working Hard (+1)

Children will lose points for the following behaviours:

Positive Needs work

- Disrespectful (-1)
- Disrupting Others (-1)
- Hurting Others (-1)
- Lateness (-1)
- Not Working Hard (-1)

Through your app, you can see how many Dojo points your child has earned in a day, and what it was awarded for.

Dojo points are collected throughout the school year. Certificates are awarded at Achievement Assembly/Worship once the below number of points are reached:

50 Dojo Points	Bronze certificate
100 Dojo Points	Silver certificate
150 Dojo Points	Gold certificate
200 Dojo Points	Gold pin badge

Golden Time

Golden time is awarded to children who have shown good behaviour. It is approximately 20 minutes at the end of a Friday afternoon, where children can choose what they would like to do.

Star of the Week

Each week one child from each year group is nominated by their teacher to receive 'Star of the Week'. This award is presented in Achievement Assembly/Worship, and celebrates good behaviour, attitudes and achievement. Teachers will explain to the school what in particular a child has done to receive Star of the Week. We encourage family to attend Achievement Assembly/Worship. You will be notified in advance if your child will be receiving Star of the Week.

Consequences for poor behaviour

Children lose Dojo points and/or Golden time for poor behaviour, and if they are put on the red traffic light they are sent to the Headteacher. If a child's behaviour is a cause for concern, parents will be invited into school to discuss this further.

School Calendar

All school events and important dates are on the school calendar, on the school website.

Important dates for your calendar, regarding your child's progress at school are as follows:

Term Dates

Term dates are available on the Teachers2Parents App (free to download), or on the website. You can also request a copy from the School Office. Please note that our term dates are not the same as Staffordshire County Council term dates.

Parent's Evenings

Parents evenings are held in November and February. Informal parents evenings are held in between these, where parents with a particular issue regarding their child are able to come and discuss with teachers.

For formal parent's evenings, you will be sent a text message with a link to the parent evening system in the weeks prior to the date. You can book your appointments with teachers through this link. If you are having trouble with the link, please contact the school office in good time.

For informal parent's evenings, which you need only attend if you feel there is a particular concern or issue with your child, the school will send a letter home, and appointments can be booked through the school office. Please note, there will be fewer appointments available for this event.

If you feel there is a concern or issue with your child at any point, please make an appointment with your child's teacher to discuss this at your earliest convenience.

SATs

The children in Year 2 and 6 sit the National Tests (SATs) in May/June. The results of these tests will be in the end of year school report, which is sent home in July. Please note the school is not allowed to release the actual scores for Year 2 children, and so you will receive an overview of the school's results against the national results.

The dates of these tests will be in the school calendar on the school website.

School Day

The School Day starts at 8.30am and ends at 3.30pm. Assembly/Worship is held every day, usually at 3.05pm.

The school day is timed differently for children in different stages.

Foundation Stage One (Nursery)

- Morning session: 8.30a.m. to 11.30a.m.
- Afternoon Session: 12.25p.m. to 3.30p.m. (3.25pm at Richard Crosse)

Foundation Stage Two (Reception)

- Morning session: 8.30a.m. to 12.p.m.
- Lunchtime: 12.00 noon to 1.15p.m.
- Afternoon Session: 1.15p.m. to 3.30p.m. (3.25pm at Richard Crosse)

(Breaks are given but times are flexible according to the children's activities.)

Key Stage One and Two

- Registration: 8.30a.m. to 9.10a.m.
- Lesson 1: 8.45a.m. to 9.45a.m.
- Playtime: 9.45a.m. to 10.00a.m.
- Lesson 2: 10.00a.m. to 11.00a.m.
- Playtime: 11.00a.m. to 11.15a.m.
- Lesson 3: 11.15a.m. to 12.15p.m.
- Lunchtime: 12.15p.m. to 1.15p.m.
- Registration: 1.15p.m.
- Lesson 4: 1.20p.m. to 2.10p.m.
- Playtime: 2.10p.m. to 2.20p.m.
- Lesson 5: 2.20p.m. to 3.05p.m.
- Assembly/Worship: 3 p.m.
- End of school day: 3.30p.m.

The school day ends at 3.25pm for Key stage 1 at Richard Crosse.

Registration

The school day starts at 8.40am with registration. School gates will be open from 8.30am for your child, and there will be a member of staff present to welcome children into the school. Children arriving after 8.45am will be marked late.

Registration ends at 9.10am. If your child is unable to attend school, we ask that you let the school office know by 9am of the day of absence, for each day of absence. Schools within the Trust will not authorise absences for holidays within term time.

Daily Timetables

All classrooms will show a daily visual timetable for children, typically with three lessons in the morning, and two in the afternoon, and our curriculum is broad based. Registration is taken again after lunch.

Breaktimes

At playtimes and lunch times, older children are encouraged to support the younger children in their play, devising and organising games or activities for them. This includes use of the library, where Year 6 children act as Librarians.

Coming into and leaving school

We ask that parents do not come into school when dropping off or picking up children at usual school times. This is for a number of reasons – it is difficult from a safeguarding point of view to know who is in school if parents come in with children, making it harder for staff to spot any dangers, or unauthorised visitors. At drop off, it is easier for staff to get children settled in to the first lesson of the day if there is a set routine, and parents are not in the classroom. For Nursery and Reception we do make an exception at the start of the first term, but the aim is to enable your child to come into school independently.

Staff are always available to talk to you about your child, and this can be done through making an appointment via the school office.

All of our schools have different entrances and exits for different year groups. This is to reduce congestion at any one entrance.

Children who are late must use the main school office entrance.

At all schools, the main school entrance is used for Care Club.

Staff will be outside the school to welcome children to school every morning, and can direct you to the right entrance where necessary. A member of staff will escort children out of school at the end of the day.

Richard Crosse

For Nursery and Reception, entrance and exit is through the door to the right of the main school gate, which leads directly into a cloakroom.

For Key Stage 1 (Year 1 & 2), entrance is into the KS2 playground, to the left of the school. Exit is from the main school gate.

For Key Stage 2 (Year 3, 4, 5 & 6), entrance is through the gate by the school office door, and exit is through the KS2 playground to the left of the school.

St Mary's

For Nursery and Key Stage 1 (Reception, Year 1 & 2) entrance and exit is through the Class 1 cloakroom door, this is the door on the left, to the left of the gate.

For KS2 (Year 3, 4, 5 & 6), entrance and exit is through the front porch of the school, to the left of the gate.

The Howard

For Class 1, entrance and exit is through the EYFS playground gate situated to the right of the main school door.

For Class 2 & Class 3, entrance is through the main school door, and exit is through the classroom door to the left of the main school door.

First aid

All Trust Schools and Care Clubs have designated First Aiders on site at all times, who have been appropriately trained. The majority of Trust staff hold a paediatric first aid qualification.

A first aid kit is taken on all outings, and at least one member of staff on the outing will hold a current paediatric first aid certificate.

Procedure for a minor injury or illness at school

The first aider present will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.
- If a child suffers a minor injury, first aid will be administered and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.

Procedure for a major injury or serious illness at school

In the event of a child becoming seriously ill or suffering a major injury, the first aider present will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child. The staff member will take the child's **Medical Form** with them and will consent to any necessary treatment (as approved by the parents on the **Medical Form**).
- We will contact the child's parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.

Taking Medicines in School

The school is only allowed to administer prescribed medicine to your child, and only where it is required to be taken 4 times a day. Medicine that needs to be taken three times a day should be given at breakfast, immediately after school and again at bedtime. Only prescribed medication, which needs to be taken four times a day, can be administered in school. If your child has been prescribed medication, please bring it into the school in the original packaging, so that the medication clearly has your child's name on it. You will be asked to fill a medication form in, outlining timings and dosage, and other relevant information, and the school will ensure that an appropriate person administers the medication.

School are not able to give your child any other medication (including Calpol), although you are welcome to come to the school office at play or lunch times to give your child medication yourself if required.

Inhalers should be sent in to school in original packaging, with the inhaler itself clearly labelled with the child's name. It should also be in date. The school will check inhalers termly, and send home any out of date medication.

Head Lice

If a case of head lice is found, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

Minimum exclusion periods for infectious conditions and diseases

Disease/Condition	Exclusion period
Chicken Pox	5 days from first appearance of rash
Cold Sores	None. Avoid contact with sores
Conjunctivitis	24 hours or until the discharge from eyes has stopped
Diphtheria*	Until certified well by doctor
Diarrhoea and Vomiting	48 hours after symptoms cleared
Glandular Fever	Until fully recovered
Gastro-enteritis, E. Coli, Food Poisoning, Salmonella and Dysentery	Until certified well by doctor
Hand, Foot and Mouth disease	While rash and ulcers are present
Hepatitis A*	Until certified well
Hepatitis B* and C*	None
High temperature	24 hours
HIV/AIDS	None
Impetigo	Until the skin has healed
Influenza	Until recovered
Measles*	5 days from onset of rash
Meningitis*	Until recovered
Molluscum Contagiosum	None
Mumps*	5 days from onset of swollen glands
Pediculosis (lice)	Until treatment has been given
Pertussis* (Whooping cough)	21 days from the onset or 5 days from commencing antibiotic treatment

Poliomyelitis	Until certified well by doctor
Ringworm of scalp	Until cured
Ringworm of the body	Until treatment has been given
Rubella* (German Measles)	5 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever*	5 days from start of the treatment
Shingles	Once rash has stopped weeping
Slapped Cheek, Fifth Disease	None
Streptococcal infection of the throat	3 days from the start of the treatment
Threadworm	None
Tonsillitis	None
Tuberculosis*	Until certified well by doctor
Typhoid*, Paratyphoid*	Until certified well by doctor
Warts (including Verruca)	None. Verruca sufferers should keep feet covered

* Denotes a notifiable disease.

If in any doubt contact local health services for further information.
For more detail, please see our Illness & Accident Policy.

Absence & Lateness

Absence

Schools are required to take registers twice a day, and mark absence as either authorised or unauthorised. Only school can authorise the absence. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason, such as illness or another unavoidable cause.

If your child is unable to attend school due to illness, we ask that you let the **school office** know **by telephone**, by no later than **9.10am**, for each day of illness. Please do not use any other method of communication for this, or contact anyone instead of the school office.

Unauthorised absences are those which the school does not consider reasonable and for which no school permission has been given. This includes, but is not limited to:

1. Parents keeping children off school unnecessarily.
2. Truancy during the school day.
3. Absences which have never been properly explained.
4. Children who arrive at school too late to get a mark.
5. Parents taking children out of school for unauthorised holidays.

The school will monitor attendance each half term, and discuss the issue with parents where necessary.

Holidays during term time

If you wish to take your children out of school for a holiday or trip during term time, please complete the Request for Leave form, and return to the school office at least 4 weeks before the first date of the proposed leave. Statutory guidelines state "Headteachers may not grant leave of absence during term time unless there are exceptional circumstances". The Trust will not grant leave of absence during term time outside these guidelines. Please note that cost is not an exceptional circumstance.

If the school believes you have taken your children out of school for a holiday or trip without completing a request for leave form, or where a request for leave form has been completed and denied, the school will ask the Local Authority to issue a penalty notice.

Medical appointment absences

We would ask that, wherever possible, doctor and dental appointments are made outside the school day. If this is not possible, you should provide evidence of the appointment to the school, and must sign your child out at the school office and sign in when returning to school following the appointment.

Other planned absences

Should a request be for other planned absences such as participation in sporting or other educational representative activities such as a dance or music exam, then the school will need a notification of the exam date, such as the confirmation letter, and the child will need to be signed in and out of school.

Lateness

Children will be marked as "Late" in the register if they arrive later than **8.45 am**.

Persistent lateness will be monitored. Should a student be late on three occasions within a half term then this will trigger a letter home. If persistent lateness continues, the Headteacher will become involved and actions will be taken to overcome any barriers to improve punctuality. Ultimately, continued unauthorised lateness could result in records being provided to the Local Authority which may result in Statutory Action being taken.

Morning registration closes at 09:10. Students arriving after 09.10 will be marked as an unauthorised absence, unless there is an acceptable reason verified by a parent / carer.

School Fees & ParentPay

During the school term, there will be items and events that are not covered by school funding. Examples include school dinners for Nursery & KS2, nursery wraparound fees, Care Club, peripatetic music lessons, sporting events and trips.

ParentPay is used within school for all school related payments. ParentPay is not just a system for showing outstanding balances, it will also show items you may wish to buy at some point during your child's school life.

It does not include sponsorship payments, charity events, or payments for events run by the PTA.

You will be provided with log in details when your child(ren) starts at the school. You will only need one account, and this can include multiple children. If you have a child at another school which uses ParentPay, you will still only need the one account.

Once you have your account details, you can log in online at parentpay.com . Look for the 'Login' button at the top right.

ParentPay has been designed from the ground up to work on tablets and phones as well as desktop computers, so there's no need to use up memory downloading extra apps. The vast majority of Android, iOS and Windows Phone devices will be able to run ParentPay.

Text messages are sent to all account holders where there is debt, on Friday afternoons.

Payment for Trips

Trip balances are due at least a week before the trip. Extracurricular trips will be added to your ParentPay account once a consent form has been received. It is imperative that you complete the full payment of the trip if you return a consent form, as the school will already have paid based on the number of consent forms returned.

For curriculum based trips, the cost will be added to all relevant ParentPay accounts up front. The school is committed to providing additional learning opportunities for your child, which extend their understanding of the curriculum being taught. As such, these trips are linked to the curriculum, but are not a part of it, and the school will receive no funding. Therefore, it is necessary to ask for a voluntary contribution per pupil. There is no obligation to contribute, and no pupil will be omitted from a trip because they do not pay, or do not pay in full. However, the visit will not go ahead if the school has not received sufficient parental contributions. If you feel you are unable to pay the full cost, or part of the cost, please speak to us about it.

Residential visits are charged in full and the voluntary contribution policy does not apply, as much of the visit takes place outside of the normal school day.

Nursery Fees

Fees are uploaded to ParentPay monthly in advance. You will receive a text notification that the fee has been added as soon as it is added. Fees are payable monthly in advance.

Nursery sessions must be booked in advance for each half term in order to allow us to plan appropriate staffing.

The Trust accepts childcare vouchers and Government tax free childcare scheme for Nursery fees.

Care Club Fees

Fees are uploaded to ParentPay monthly in advance. Adjustments are made every Monday for the week prior where additional sessions have been requested. Fees are payable monthly **in advance**.

The Trust accepts childcare vouchers and Government tax free childcare scheme for Care Club fees.

Payment for School Dinners

School dinner fees are uploaded daily, and are payable weekly in advance. For Nursery children, Nursery fees, and school dinner fees are uploaded separately, and you will receive notifications for both.

Children in Reception and Key Stage 1 are entitled to Universal Infant Free School Meals.

If you have questions about ParentPay, please contact Alison Hodgson on finance@tssmat.staffs.sch.uk or 01543 472 245.

Voluntary Contributions to Resources

Unfortunately, school funding is decreasing year on year. We ask all parents to make a £10 voluntary contribution per term towards resources to be used in your child's school. A form will be sent home every September for you to return if you are agreeable to this. If your form is returned, the contribution will be added to your ParentPay account for payment.

If you have questions about ParentPay, please contact Alison Hodgson on finance@tssmat.staffs.sch.uk or 01543 472 245.

Policies

All School and Trust policies can be viewed at www.tssmat.staffs.sch.uk/policies or you can request paper copies, or copies in alternative formats from your school office. If there's a policy you think is missing from our list, please let us know.

Social Media

In the interests of promoting a caring and positive attitude, in line with the ethos of the Trust, we ask that parents and carers respect the school's community, and avoid negativity about other families, children, or staff in their activity on social media. We also request that at school events, parents do not post photos of other children, without relevant parental permission.

If you have an issue with the school or Trust we ask that you speak to us before posting on social media.

Parent Teacher Associations

All of our schools have active parent teacher associations, either called PTA's, or Friends of... All parents are automatically members of the PTA, and are encouraged to actively participate. This may involve attending meetings and coming up with ideas, giving an hour or two to support an event, or donating prizes. PTA's desperately need support, and the more parents who support, the less work there is to go round. We would encourage all parents to try and get involved where possible.

Usually, PTA's will have a Chair, Secretary and Treasurer, who organise the regular meetings, and a series of events throughout the school year. The PTA will spend any money raised on equipment, resources and experiences for the children at the school. Parents and the school all have a say in what the money is spent on.

Information on PTA activities can be found on the school websites, or in the school weekly planner. To get involved with your PTA, please contact your school secretary if details are not found on the website or planner.

Volunteering at a Trust School

We welcome volunteers into all schools, to support teaching and learning. Typical activities for volunteers include 1-1 reading with children, supporting spellings, or accompanying on school trips.

If you are interested in being a volunteer at one of our schools, we would love to hear from you. As little as an hour a week would be gratefully received.

A volunteer pack is available from the school office. Once you have completed and returned this, we will undertake our safeguarding checks. This will involve contacting referees, and asking to see 3 identity documents.

Once this is complete, the Headteacher, or a nominated teacher, will contact you to arrange coming in.

Appendices

- Term dates
- Uniform list
- Request for Leave form
- Voluntary Contribution form