



# **PARENT HANDBOOK**

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## 2019

Downsell Road  
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**Headteacher: Mr Deena Chetty**  
**Assistant Headteacher: Ms Claretta Jean**  
**Assistant Headteacher: Ms Maria Regan**

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Dear Parents/Carers

It is a great pleasure to welcome you, on behalf of all staff, governors, parents and children to our school. As well as reading through this handbook we hope you have taken the opportunity to visit us. This booklet is designed to give you some basic information about the school, its aims, policies, curriculum and organisation.

Downsell Primary School was formed in 2005 following the amalgamation of Downsell Infants and Downsell Junior Schools. Our ethos of respect and care for one another is very strong and underpins all we do. As a result, our children are friendly, well behaved and enthusiastic to learn.

We serve a very diverse multicultural community. We aim to recognise every child's individuality and give them the support, encouragement and challenge they need to fulfil their potential. As well as delivering a strong academic education, extra-curricular activities such as football, choir and arts and crafts give children the opportunity to develop new interests and develop their social skills.

We are committed to raising standards and the cultivation of positive achievements and our talented staff have a shared commitment to achieving the best for the children. We continually strive to create a supportive school that both looks and feels welcoming. Our continual drive is to provide a high quality education for our children. We believe that this is achieved through a close and trusting relationship between home and school, working together at all times to promote the vision, aims and ethos of the school.

The staff and Governors recognise the essential involvement of the local community and extend a sincere welcome to all interested parties to participate and gain a greater understanding of our school's development.

We hope you find the contents of this handbook helpful and informative.

Deena Chetty  
Headteacher

### Staff List – 2018/2019

Mr Deena Chetty	Headteacher
Ms Claretta Jean	Assistant Headteacher
Ms Maria Regan	Assistant Headteacher
Mrs Deanna Williams	Learning Mentor

<b>Administrative Staff:</b>	
Mrs Marina Kaloki	School Business Manager
Ms Jana Robinson	Senior Administrator
Mrs Zohara Tutniwala	Administrator
Mrs Darveen Johal	Admin Assistant
Ms Corinne Harris	Attendance Officer
Ms Alexia Antoniou	PA to Headteacher

<b>Site Services Managed by Kier:</b>	
Mr Michael Pastides	Site Service Officer (Kier)

<b>Midday Assistants:</b>	<b>Breakfast Assistants:</b>
Aisha Abbaw	Deborah Cooper
Mabade Ahmed	Cathy McCloskey
Eman Binbesher	Julie Smith
Mounia Bouchema	Gloria Watson
Ana Bruno	<b>Kids Club Assistants:</b>
Andrea Hughes	Shabina
Gurdev Hunjan	Patricia
Catherine McCloskey	Gloria Watson
Nasreen Mohamed	
Sharon Oliver	
Peara Rahman	
Dalbir Rehncy	
Shazia Sajjad	
Dianne Stephenson (MDA Supervisor)	
Saiqa Wajid	
Tayibat Yusuff	

Year	Class Name 2018/2019	Teacher	TAs/NNEBs	SEN
N	Bucharest	Ann/Maria	Linda Webb (NNEB) Sarah Marcou(NNEB) Qamar Aslam (NNEB) Leah-Marie Camilleri	
R	Rome	Karen	Shabina Iqbal (NNEB)	Roel (Ntembe)
R	Paris	Samia	Mehnaz Akhtar (NNEB)	
R	Edinburgh	Marva	Esther Hylton T,W,T, F Megan N. (NNEB) W,T,F	
Y 1	London	Misbha	Jo Gurney (NNEB)	Hussain 1:1 (Louise) Elisha 1:1 (Victoria)
Y 1	Kinshasa	Flora		Andrei Raul 1:1 (N/A)
Y 1	Bern	Matthew		Anthony 1:1 (Tina)
Y 2	Havana	Maryam Moghal	Hasmita Mehta	Abigail Tovell 1:1 (Zulal) Nicky 1:1 (Kim)
Y 2	Amsterdam	Maryam H /Seema		Usman Mula 1:1 (Carol)
Y 2	Washington	Claretta		Robyn 1:1 (Patricia)
Y 3	Doha	Monwara	Bibi Yasmin Hossen	Asad 1:1 (Rehana)
Y 3	Sofia	Georgina		Yazabelle 1:1 (Kristina)
Y 3	Pristina	Majlinda		Shuraim 1:1 (Marufa)
Y 4	Cairo	Mark	Kanwal Hunjan	Greata 1:1 (Marcellne) Neo 1:1 (M,T Debbie, W,T,F Chanchal)
Y 4	Madrid	Mo		Salar 1:1 (Karen H)
Y 4	Dublin	Sharon		Moinuddin 1:1 (Nassiba)
Y 5	Riyadh	Asma/Sherry	Andrea Miller	Kyran 1:1 (Rodney) Sarah 1:1 (Shama) Enoch 1:1 (Steve Fox)
Y 5	Valletta	Hasina		
Y 5	Beijing	Lauren		Sayo 1:1 (Mya)
Y 6	Tokyo	Heather	Julie Smith M,T,W Hazel Payne	
Y 6	Cape Town	Patius		
Y 6	Reykjavik	Sam		Lewis 1:1 (Tshai)

## **PUBLIC SECTOR EQUALITY at DOWNSSELL**

Welcome to Equalities at Downsell School. You will find here information about how the school ensures it meets its Specific Equalities Duties (These are things our school **must** do).

The Public Sector Equality Duty requires our school to publish information about Equalities.

The Equality Act 2010 clearly states that the following groups must be taken into account. People identified in the following groups are considered to have a protected characteristic.

### **Protected Characteristics – school must take into account when publishing information**

- Disability
- Sex (gender)
- Race (ethnicity)
- Pregnancy and Maternity
- Religion and Belief
- Sexual Orientation
- Gender Reassignment

There are also 2 other protected characteristics that schools do not have a direct duty.

- Age
- Marriage and Civil Partnership

The information we publish and analyse must be clearly linked to the three aims (General Duties) of the Public Sector Equality Duty. General Duties are the things that schools aim to achieve.

### **General Duties**

The three aims of the Public Sector Duty are:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected Characteristic and those who do not.

### **Specific Duties**

#### **Publish Information**

- You will find information about our school community on our school website

#### **Equality Objectives**

- Equality Objectives – Actions we will take are after careful thought (analysis)

All the information and analysis will be from school improvement plans, evaluations and student data – we intend to use the information to improve education for all groups in the school. We want to make sure we know which pupils are doing well and less well so we can plan to improve.

A lot of this information is already being used by the school to develop and become better at making sure we are doing well for all our students. Some of the information may show us that we could be doing better. We will use information which tells us we could be doing better to plan for the future and include these actions in our Equalities Objectives which you will find also published here.

This information is meant to be clear and simple. If you have any problem with the way we have written it and can think of a way we can make the information clearer please let us know.

We would like to hear from you.

Deena Chetty  
Headteacher

## **CHILD PROTECTION – SAFEGUARDING CHILDREN**

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion.

The school has a safeguarding and child protection policy available on the website.

It is important for parents to be aware that:

Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.

There are four categories of abuse: physical, sexual, emotional and neglect.

In some cases the school is obliged to refer children to children's social care staff, for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the school has referred their child to children's social care if it is thought that this might put the child at risk.

Children's social care tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.



## **BRITISH VALUES STATEMENT**

The DfE have reinforced the need “to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs”.

Downsell Primary School is committed to serving its community and surrounding areas. We recognise and celebrate the multi-cultural, multi-faith and ever-changing nature of the United Kingdom. We also understand the vital role we have in ensuring that groups or individuals within the school are not subjected to intimidation or radicalisation by those wishing to unduly or illegally, influence them.

We follow the policies outlined by our Governing Body regarding equal opportunities, which guarantee that there will be no discrimination against any individual or group, regardless of faith, ethnicity, gender, sexuality, political or financial status or similar. The Government emphasises that schools are required to ensure that key ‘British Values’ are taught in all UK schools.

**Democracy** – Democracy is common within Downsell where the promotion of democratic processes, fostering the concept and application of freedom of speech and group action to address needs and concerns, are heard through our School council, pupil voice interviews, think/pair/share and pupil questionnaires. In addition, key to this is the concept of holding others to account, including those in positions of authority and influence.

**The Rule of Law** – The importance of laws, whether they be those that govern the class, the school or the country, are consistently reinforced throughout regular school procedures, as well as when dealing with behaviour and through school assemblies. Pupils are taught the value and reasons behind laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken. Visits from authorities such as the Police, Fire Service etc are regular parts of our calendar and help reinforce this message.

**Individual Liberty** – Within school, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school, we educate and provide boundaries for young pupils to make choices safely, through provision of a safe environment and empowering education. Pupils are encouraged to know, understand and exercise their rights and personal freedoms and are advised how to exercise these safely; for example through E-Safety and PSHE lessons. Whether it is through choice of challenge or participation in our numerous extra-curricular clubs and opportunities, all pupils are given the freedom to make choices.

**Mutual Respect** – Part of our school ethos and behaviour policy has revolved around core values such as ‘Respect’ and pupils have been part of discussions and assemblies related to what this means and how it is shown. These ideas are reiterated through the school and classroom rules, as well as our behaviour policy. Additional support is provided for individual pupils, through our Learning Mentors as well as our School Counsellor. This support helps to develop self-

esteem and to practice strategies pupils can employ to help improve their respect of others.

**Tolerance of those of Different Faiths and Beliefs** – This is achieved through enhancing pupils' understanding of their place culturally diverse society and by providing opportunities to experience such diversity. Assemblies and discussions involving prejudices and prejudice-based bullying have been followed up and supported by learning in RE and PSHE. Members of different faiths or religions are encouraged to share their knowledge to enhance learning within classes and the school.

*Through a wide range of activities the school does secure such standards and uses strategies within the National Curriculum and beyond to secure such outcomes for children.*

*Should you feel that the school is not meeting this requirement, you should contact the school office and request to express your concerns with the Headteacher. Likewise if you feel that anyone working at the school is intentionally or otherwise undermining these values, you should report this to the Headteacher.*

### **Rights, Respect and Responsibilities at Downsell Primary School**

Rights, Respect and Responsibilities is a way of working based on the UN Convention of the Rights of the Child. The Convention provides a global consensus on societal values for all children and can guide our behaviours. It promotes universal principles of the need to protect the rights of all children, help them to understand their responsibilities and offer a framework for teaching and learning.

We discuss Every Child's Rights with the children and learn about their responsibility to respect others rights both in our local and global communities.

These rights form the basis of our 'Class Charters', where the children and staff compose rights and responsibilities for their class. Eg "Every child has a right to be in a clean and healthy environment. We have a responsibility to keep the class tidy and safe."

## **HOME/SCHOOL AGREEMENT**

At Downsell We Believe in  
Learning Today, Leading Tomorrow

Everyone has a duty and a role to play in this. As partners in education we will work together to ensure that everyone enjoys success and recognition for his/her efforts and achievements.

### **As Children We Will...**

- Do our best to improve our work and behaviour.
- Care for each other and our environment.
- Respect everyone within our community.
- Work together as a team to achieve.
- Work hard to make our school the best.
- Wear school uniform.

### **As Parents We Will...**

- Ensure our children attend school regularly and on time.
- Ensure our children wear uniform.
- Ensure homework is done.
- Teach our children good moral values.
- Involve ourselves in a range of school activities.
- Listen to our children's concerns.
- Praise and reward.
- Give permission for group photographs of our children to be taken for educational purposes.

### **At School We Will...**

- Plan work to meet children's individual needs.
- Regularly mark and assess each child's progress and relate this back to the child and his/her parents/carers.
- Set challenging but realistic targets for children to improve performance.
- Meet parents both formally and informally to discuss educational and welfare matters.
- Encourage the children to do their best at all times.
- Take reasonable action to ensure that the school is kept safe and in good order.
- Take children on local Educational visits.
- Seek permission to take children on trips when using public transport.

### **As Governors We Will...**

- Expect every child to be in uniform when they come to school.
- Hold regular meetings to discuss how well the school is going.

- Listen to the views of teachers, children, parents and others on how to make our school even better.
- Visit classes to see the work the children are doing
- Talk to the teachers about what they teach and how well the children are doing in different subjects.
- Involve ourselves in the wider life of the school such as fundraising events and social gatherings.
- We do not allow holidays to be taken in term time.

## **PART B**

### **School Information**

#### **SCHOOL TIMES**

##### **Foundation Stage**

###### **Nursery**

Morning Session: 8.40am – 11.40am

Lunch: 11.40am – 12.30pm

Afternoon Session: 12.30pm – 3.30 pm

###### **Reception**

Morning Session: 8.55am – 11.30 am

Lunch: 11.30am – 12.45pm

Afternoon Session: 12.45pm – 3.15pm

##### **Key Stage 1**

###### **Year One / Year Two**

Morning: 8.55am – 11.55am

Morning Break: 10.30am – 10.45am

Lunch: 12.00pm – 1.00pm

Afternoon: 1.00pm – 3.20pm

Afternoon Break: 2.05pm – 2.20pm

##### **Key Stage 2**

###### **Years Three/Four/Five/Six**

Morning: 8.55am – 12.15pm

Morning Break: 11.00am – 11.15am

Lunch: 12.15pm – 1.15pm

Afternoon: 1.15pm – 3.20pm

**Please be prompt when bringing and collecting your children.**

#### **Registration Times**

##### **Reception and Key Stage 1**

8.55 – 9.00am

1.00 – 1.05pm

##### **Key Stage 2**

8.55 – 9.00am

1.15 – 1.20pm

Doors open at 8:45, children are expected to walk directly to their classrooms.

Children only leave the building with a named adult.

The Head Teacher or Assistant Heads are always willing to see you, though it may sometimes be necessary to make an appointment. This can be done through the school office.

The beginning of the school day is not always a convenient time to have a long conversation with your child's teacher. If you need to speak to the class teacher, please do not hesitate to make an appointment.

## **ADMISSION ARRANGEMENTS**

**Waltham Forest Local Authority allocates school places for children from Reception age onwards.**

### **Foundation Stage**

At present children can start Nursery the term after their third birthday. The Nursery team will visit all prospective new Nursery children before they start. We offer free 30 hours Nursery place for eligible families.

Nursery children do not automatically qualify for a place in Reception. Parents need to apply online with the Local Authority for their child to be admitted to Reception in the school of their choice.

Once you have been allocated a place in Reception, you will be invited to visit the school with your child and be given a date for starting in a class. We operate a staggered intake that allows each child to settle into the new class with his/her teacher.

On admission through the year, other than termly, an appointment is made for the parent/carer and child to visit the school.

### **Transfer of Year Groups**

The new academic year starts in September. All pupils from Reception to Year 6 will automatically transfer to the next year group at the end of each academic year - July.

## **Downsell Primary School TRANSITION ARRANGEMENTS to KS3**

We have links with a number of secondary schools in the local area.

Parents/carers need to apply to the Local Authority for a Secondary School place.

We are always delighted to see 'old pupils' visiting the Primary School and enjoy hearing about their successes.

## **SCHOOL UNIFORM**

Downsell is a uniform school and every child is expected to wear the correct uniform. We firmly believe that a uniform looks smart, wears well and helps strongly to contribute to a feeling of belonging to our school.

### **The uniform is:-**

- Grey trousers/Grey skirt (Jogging bottoms, for Nursery and Reception children only).
- White shirt or blouse
- Royal blue and white check dress
- Blue sweatshirt/Fleece with school logo (available from the online school shop)
- Tie in school colours (available from the online school shop)
- School book bag (available from the online school shop)
- Black Shoes or black trainers

**P.E.** Plain navy or black shorts/jogging bottoms, white t-shirt and black plimsolls

If your child is not able to come to school in the appropriate uniform, please inform the school by letter or telephone. The Governors insist that all pupils come to school wearing the correct uniform.

**All items of clothing must be clearly marked with the child's name and class**

## **SCHOOL LUNCH TIME**

School meals are cooked on the premises using fresh ingredients. We offer a choice of meat, fish and vegetables. ALL meat cooked in school is Halal. Termly School lunch menus are available from the office.

If you want your child/children to have a school dinner or a packed lunch you need to inform the school. This is to enable the school kitchen to make accurate food orders, catering arrangements and for more efficient administration of school dinners. When making this decision please remember that we need children to remain the same dinner type for at least one week. i.e. not to change from packed lunch to dinners on a daily basis.

Parents are asked to arrange for their child/children to have either packed lunch or school dinner for whole terms if possible.

Dinner money must be paid by Monday morning. School meals cost **£2.16 per day, £10.80 per week.**

Payment must be made online via the ParentPay cashless system at <https://payments.atomwide.com/downsellprimary/registration> required

**ANY MONIES OWING MUST BE PAID AS SOON AS POSSIBLE.**

**IF A CHILD OWES MORE THAN 1 WEEK'S DINNER MONEY, THEY WILL NOT BE ALLOWED A SCHOOL DINNER BUT WILL HAVE TO BRING A PACKED LUNCH OR THEY WILL RECEIVE A BASIC SCHOOL MEAL.**

### **Do You Qualify**

You can register your child for free school meals if you get any of these benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are entitled to Working Tax Credit and have an annual income assessed by HM Revenue & Customs.

Please come and talk to us if you are not sure.

### **Packed Lunches**

Should your child have packed lunch, there are provisions for the storage of lunch boxes. Please make sure that your child's name and class number are clearly marked. Lunch boxes should be brought at the beginning of the school day. Please ensure that your child brings a healthy lunch. This could include a sandwich, fruit and drink.



**No fizzy drinks, crisps or chocolate.**

**Home dinner children**

Children who go home for dinner are collected from and returned to the school office.

- Reception children are collected at 11.30 am and returned at 12.45 pm
- Key stage 1 children are collected at 11.55 am and returned at 12.50 pm
- Key stage 2 children are collected at 12.15 and returned at 1.05 pm

**School Fruit Scheme**

The children in our Foundation Stage and Key Stage 1, benefit from the Government's Fruits and Vegetables Scheme which enables all children from 5 –7 years to have a piece of fruit/vegetable each day.

## **KEEPING SAFE**

Keeping children safe in education is at the heart of our Core Values and Aims

Pupils mature into helpful members of the community. They work co-operatively, showing care and consideration.

Pupils are aware of what constitutes a healthy lifestyle, partly as a result of the school's work in achieving National Healthy School Status.

- Children are not allowed to leave the school premises unless accompanied by a parent/carer or nominated person, a telephone call to the school office or a letter with the nominated person's name is required.
- Older Key Stage 2 children are able to make their own way home, providing we have written permission from their parents.
- We teach the children about general safety, but we ask that you also teach your child safety rules.
- There are regular fire drills held every term and clear procedures familiar to all staff and children, are followed in case of emergencies.
- The School's Health & Safety Policy and Emergency Procedure Policy are available on the school website.
- The school is a **NO SMOKING ZONE**.
- The school has a strictly no dogs policy.
- A number of our pupils have different allergies which can affect their wellbeing. We are a **NUT ALLERGY AWARE** school and request that no food containing nut based products is knowingly brought into school. This includes: packed lunches, cakes or treats.

## **A SAFE SCHOOL**

We welcome visitors to our school. Visitors and helpers need to sign in at the school office, wear a badge and be accompanied by a member of school staff.

### **DISCLOSURE AND BARRING SERVICE CHECKS**

All adults employed by the school, or associated with the school in a voluntary role, are subject to Disclosure and Barring Service (DBS) 'enhanced' checks.

We will act to ensure it remains a safe place for pupils, staff and all other members of our school community.

After 9:05 am, the only access to the school is through the main electronic gate. Access to the Nursery will be gained through their own electronic gate.

We will not tolerate threatening or abusive behaviour from our parents or any member of the public. If such behaviour persists, you will be requested to leave the premises and may be prosecuted.

### **ACCIDENTS:**

- All accidents are dealt with by a qualified first aider and recorded.
- Cuts and bruises are dealt with immediately and we will telephone you to inform you if it is necessary. The class teacher will inform you of minor incidents. A letter will be given to you as required.
- If your child needs to be taken home from school due to an illness you will be contacted by telephone.
- For an urgent injury we will contact you by telephone and make arrangements for your child to be taken to hospital if it should be necessary. If you are not available and in extreme circumstances a senior member of staff would accompany your child together with a Welfare Assistant.
- If your child needs to have medication administered in school, we are only allowed to give prescribed medication/inhalers. These must be kept in the school office for administering and a medical form completed with full instructions.
- All medical conditions should be reported to the Head Teacher / school office for noting on the child's school record.
- It is vitally important that we have your most up to date contact details. Please inform the school of any changes.

## **The SCHOOL BEHAVIOUR POLICY**

Children have the right to learn and play in a stable and organised way uninterrupted by other pupils.

As part of the School's Behaviour Policy we have a very strong anti-bullying philosophy and ethos within the school. We have a variety of systems and structures in place to address any issues that arise. All incidents are dealt with sensitively and promptly.

Tackling bullying is one part of making our school a happy and safe place for everyone.

The school has a system of rewards and sanctions, which recognises the children's achievements for their work and behaviour in, and around, the school.

Hard work and good behaviour is recognised in regular assemblies.

The school has a set of simple rules that we expect all children to follow around the school and in the playground.

- Please walk quietly around the school and keep to the left-hand side of the stairs.
- Please play nicely with each other.
- Please be kind to everyone – don't hurt people.
- Please look after things.
- Please respect each other – treat others how you would like to be treated.

In addition, every class agrees a set of classroom rules at the beginning of the academic year. These are displayed in each classroom.

## **ATTENDANCE and PUNCTUALITY**

School starts at 8:55 am and children should not arrive in school, unsupervised, before 8:45 am. All gates are locked at 9:15 am, except for the main gate in Downsell Road.

It is very important for **ALL** children to attend school on a daily basis in order to make progress. Equally, it is important that children arrive promptly to start lessons.

Each teacher completes a class register at the beginning of each session. Children arriving after the register has been completed will be given a late mark. If your child is late, please report to the school office so that they can be given a mark and recorded for dinners.

If your child is unable to attend school for any reason, **please telephone the school office** to explain the absence and send a letter on his/her return. **ALL** absences must be explained and reasons will be carefully noted. If your child is ill and off school for more than 5 days, you will be asked to provide medical evidence, such as a doctor's note or certificate, to confirm his/her illness.

**It is also important to inform the office of any appointments your son/daughter may have i.e. hospital, doctor, dental, optician etc. You will be required to show evidence of these appointments.**

The Educational Welfare Officer, who may make a visit to parents/carers if attendance is unsatisfactory, monitors lateness and absence weekly.

If the school has any concerns about the number of absences, whether authorised by the parents or unexplained, the Educational Welfare Officer will be informed.

### **Holidays and Long Term/Irregular Absence**

In September 2008 the school's Governing Body, along with the Education Authority introduced Fixed Penalty Notices regarding requests for term time holidays/absence and persistent absence. This means that anyone putting in **a request for holidays/absence for their children during term time will be refused**. Exceptional circumstances will be given careful consideration. If parents/carers still wish to carry out the holiday/absence they will be referred to the Education Welfare Officer, who may then issue them with a Fixed Penalty Notice. If the Penalty is not paid by a specified date, this may then result in prosecution.

If your child has irregular school attendance, where the absence is unauthorised by the school this will be referred to the Education Welfare Officer who, after assessing the circumstances may issue a fixed penalty notice.

### **Fixed Penalty Notices**

Downsell Primary School will instruct the Educational Welfare Service to serve Fixed Penalty Notices for unauthorised absences under Section 23 of the Anti-Social Behaviour Act 2003.

As from 1<sup>st</sup> September 2013 the fixed penalties will incur a fine of £120 per child per parent/carer (reduced to £60 if paid within 21 days). Failure to pay the fine will result in court action being taken.

The school works closely in partnership with the Local Education Authority including a team of Educational Welfare Officers, and has a number of strategies and systems in place to improve attendance, including certificates and awards for pupils and communication with parents.

Thank you for working with us.

### **EXTENDED SERVICES**

Excellence and enjoyment lies at the heart of all that we endeavour to achieve and promote here at Downsell. We strongly believe in educating and stimulating the whole child and that is why we strive to deliver, not only a broad and balanced curriculum, but also a range of extra curricular clubs and activities. These help to engage, stimulate and motivate all pupils so that they are encouraged to realize their potential in whatever area they have a talent or gift for - be it music, languages, performing arts or sports! There is something here for everyone!

Some examples of our clubs: Multi sports, Cooking, Arts and Crafts, Computer coding, Quilling, Dance, Karate, Story Telling, Marvellous Maths!

Please contact the school or go on to our website for further information as our clubs list is updated termly.

### **BREAKFAST CLUB**

Breakfast Club is run daily from 7:30 am – 8:45 a.m. any day, The cost is £1 per child, no booking is required. Children and parents of Downsell are welcome on Fridays.

We offer the following choices for breakfast: Monday to Thursday - cereals, toast with a variety of toppings, yogurts, fresh fruit, fruit juice, milk and water. Friday – a choice of hot breakfast as well.

The children are well supervised and there are a variety of activities for them to participate in.

### **KIDS CLUB**

Kids Club is open from 3.30 pm until 6.30 pm Monday to Friday. The children can go to a club of their choice from 3.40pm to 4.30 pm. We offer a range of healthy food and drink during Kids Club. There is a variety of activities on offer as well as a chance to relax! The cost is £10 per session.

### **STAY and PLAY**

Every Tuesday and Thursday morning, Stay and Play is open for toddlers and their parents. These are free drop in sessions that are held in the dining hall from 9:15 am – 10:45 am. Our Nursery staff run the Stay and Play sessions.

We welcome parents with pre-school children to join. Parents and children meet together; the children play and the parents get to know the Nursery staff and school.

### **SPECIAL EDUCATIONAL NEEDS and/or DISABILITIES**

Pupils with special educational needs and/or disabilities have well targeted provision to meet their needs. Each child that falls into this category will have an individual provision map. We work with outside agencies to ensure we are supporting children with their specific needs.

If a teacher is concerned about any child, for whatever reason, the first person they talk to is you. Please do not be alarmed if your child's teacher asks to see you. We want to overcome all difficulties and concerns when and if they arise, and you are the best person to help us.

The Inclusion Co-ordinator may also be involved if there are on-going concerns, as it may be necessary to consider extra support in school, and to gather assessment information and advice in order to support your child.

### **Gifted and Talented**

The school has a specific Lead teacher for Gifted and Talented pupils who organises and offers support and guidance to staff in relation to programmes and activities.

### **Access to Policy Documents.**

Key policy documents are available via the website at [www.downsellprimary.org](http://www.downsellprimary.org).

## **ASSESSMENT**

We aim to value and build on children's achievements and progress. Teacher Assessment is part of daily classroom life throughout the school.

Teachers observe, gather information about children's learning, and use it to plan future work. We collect evidence of achievement in a variety of ways such as work in the children's books, termly assessments and record keeping. Summative assessments across the Reading, Writing and Maths subjects happen at the end of each term. To ensure children are making good or outstanding progress, we track the children's achievements across the school,

The national statutory assessments are:

End of Reception – Early Years Foundation Stage Profile.

End of Year 2- KS1 Standardised Assessment tasks (SAT's)

End of Year 6 – KS2 SATs



The results of Profile Assessment and SATs are reported to parents. All the assessment data is passed on to the next class to plan for progress.

### **Reporting progress and achievements**

We hold consultations with parents during the Autumn, Spring and Summer Terms.

The children's books and discussion with the class teacher underpins these meetings.

An ongoing dialogue with parents/carers is fundamental to supporting children's progress.

If you would like to discuss any aspect of your child's work or behaviour, please contact your child's class teacher or the school office so a convenient meeting may be arranged.

The end of year reports in July summarise their child's achievements and indicate learning targets for the next academic term. Parents have the opportunity for an interview with the class teacher to discuss the report.

**PART C**  
**Parent Partnership**

**Parents and Downsell Primary School**

We see parents as active partners in their children's education, only by working together and supporting each other can we do our best for the children in our care. Informed parents are supportive parents and we have a number of ways of keeping you informed.

If you need to see the class teacher please make an appointment for the end of the day or contact the school office.

We invite parents and carers to a variety of cultural celebrations and festivals during the year. Details of these events are advertised on the website.

Links between home and school are encouraged on a daily basis. As a 'Listening School' we operate an 'Open Door Policy' whenever possible. We regularly host Family Learning classes to enable parents to better support children's learning at home.

Parents are encouraged to attend class assemblies, special assemblies and events in and outside of school. There are many opportunities for parents and teachers to get together throughout the year. Texts are sent to parents/carers as reminders of special dates and events.

The Head Teacher and Assistant Head Teachers are available for consultation. However, at certain times you may need to make an appointment.

**SCHOOL WEBSITE and CLASS ARTICLES**

**Please register online to fully access the school website:**  
**[www.downsellprimary.org](http://www.downsellprimary.org)**

**Each class has a page on the website for registered parents/carers to view the class events and learning. You can leave a comment for the teacher to read to the class!**

**The children are very excited and motivated when they hear the positive comments from parents/carers.**

The weekly newsletter, on the school website, includes relevant dates and advance information on school events.

### **Parent Teacher Association (PTA)**

Downsell school Parent Teacher Association's main objective is to raise funds to support extra-curricular activities for its pupils. This is only achievable by encouraging the involvement of parents to take an interest in their child's education by giving up a small amount of time to help plan, organise and deliver events to benefit all of the school community.

We meet regularly, the dates are advertised on the school website. The meeting is to discuss ideas, arrange volunteers for various fund raising activities and to generally build a good working relationship within the PTA. Tea, coffee and biscuits are provided.

Even if you are unavailable for meetings, volunteers are always needed for Fun days and other events. So please give your details in to the office to be kept up to date.

## **HELPING YOUR CHILD AT HOME**

We strongly believe that education is a partnership, you as parents / carers have a vital role to play in the education and future success of your children.

Parents are interested to know how to help their children to make good progress, at home and school.

- Talk to your child about school.
- Listen when your child talks about school.
- Read to and with your child.
- Encourage your child to write at home.
- Problem solve with your child.
- Help your child with homework.

You are the best person/people to help us with your child, and you are very welcome to come and work alongside children and teachers and to see how we plan and offer a variety of learning experiences.

## **We are a READING SCHOOL - Our Home/School Reading Link**

We promote the love of reading and daily reading at home. Please try to sit with your child for a few minutes during the evening to ask what they are reading, listen to them read and perhaps read part of the book to your child.

The children at Downsell have access to a wide range of books, we ask you to make sure that they are returned.

Book bags are on sale from the uniform shop. Payment should be made using the ParentPay cashless system at:

<https://payments.atomwide.com/downsellprimary/> (registration\_required).

## **PART D**

### **GOVERNORS INFORMATION**

Governors serve as a link between the school, the local community and the Local Education Authority. They are elected for a four-year period.

Governors support the school

The governors have committees for the following:-

Please look at the governing body notice board for further details.

All governors can be contacted through the school office.

### **Governors Curriculum Statement**

Within the framework of the National Curriculum 2014 we aim to provide a broad and balanced curriculum for all pupils. The curriculum is intended to encourage the intellectual, social, emotional, physical and moral development of pupils, and to provide them with the basic skills they need for life and work.

The curriculum has the following specific aims.

- To encourage pupils to use languages effectively through reading, writing, speaking and listening.
- To help pupils develop their mathematical skills, and to apply these skills effectively.
- To foster, scientific skills and knowledge, to encourage pupils to develop an interest in and have a respect for, the natural world.
- To help pupils develop a practical understanding of design and technology, the application of design and the use of materials and tools.
- To enable pupils to, develop computer skills together with an understanding of the practical applications of Information and Communication Technology.
- To ensure that pupils acquire a knowledge and understanding of the History, Geography and Religions of their country and of the world.
- To encourage pupils to express themselves through music, drama, art and craft.
- To help pupils develop their physical skills and to encourage them to develop healthy lifestyles.

To help pupils gain an understanding of and a respect for religious and moral values and an appreciation and tolerance of other groups, races, religions, ways of life and points of view.

# PRIVACY NOTICE

## **What the Department for Education does with pupils' and children's data**

The Department for Education (DfE) uses information about pupils for research and statistical purposes in order to inform, influence and improve education policy and to monitor the performance of the education service as a whole.

**Pupil information may be matched with other data sources** that DfE holds in order to model and monitor their educational progression and to provide comprehensive information back to local authorities (LAs) and learning institutions to support their day-to-day business. DfE may also use contact details from these sources to obtain samples for statistical surveys, which may be carried out by research agencies working under contract to DfE. Participation in such surveys is usually voluntary. DfE may also match data from these sources to data obtained from statistical surveys.

**Pupil data may also be shared with other Government departments and agencies** (including the Office for National Statistics) for statistical or research purposes only. In all these cases, the matching will require that individualised data is used in the processing operation but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

**DfE may also disclose individual pupil information to independent researchers** into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician. DfE's powers to pass data to researchers are derived from The Education (Individual Pupil Information) (Prescribed Persons) (England) Regulations. These regulations restrict the researchers who may receive data to 'persons conducting research into the educational achievements of pupils and who require individual pupil information for that purpose'.

**Pupil information will no longer be used for ContactPoint.** ContactPoint is the national database which holds the name and contact details for all children in England (up to their 18th birthday), their parents or carers, and the practitioners working with them. In line with a longstanding policy intention, and a commitment in the Coalition Agreement, the Government has confirmed that ContactPoint will be switched off at noon on 6 August 2010. From that date no users will be able to access the system. The database will be destroyed using Government-approved security standards and processes. Further information is available on the **DfE website**.

**DfE is the Data Controller for the purposes of the Data Protection Act.** Further information is available about the **third party organisations to which DfE also passes pupil data**, as the law allows.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. Their parents exercise this right on their behalf if they are too young (under 12) to do so themselves.

If you wish to access the personal data, which the DfE holds about your child, then please contact the Department:

Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street  
London SW1P 3BT

**Website:** [www.education.gov.uk](http://www.education.gov.uk)

**Email:** [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

**Telephone:** 0870 000 2288

**Alex Rogers**

Information Governance Officer

[alex.rogers@walthamforest.gov.uk](mailto:alex.rogers@walthamforest.gov.uk)

020 8496 8246