



# Key Information

## School times

### Nursery Morning Session

8.30am – 11.30am

### Nursery Afternoon Session

12.20pm- 3.20pm

## Reception

Morning 8.40am -11.45am

Lunch 11.45am-12.45pm

Afternoon 12.45pm-3.15pm

## KS1

Morning 8.35am -12.00pm

Break time 10.20am-10.35am

Lunch 12.00pm-1.00pm

Afternoon 1.00pm- 3.15pm

## KS2

Morning 8.35am -12.30pm

Break time 10.40am-10.55am

Lunch 12.30pm-1.30pm

Afternoon 1.30pm-3.15pm

## Breakfast Club

During the school term there is a breakfast club which runs every morning from 7.30am. There is a waiting list for this service. Please speak to a member of staff in the main school office if you require this service.

## After-School Club

The Jules et Lis after school club on the school site runs until 6.30pm. The school office can pass details of this club if you require it.

## Arrivals and departures

The school gates open at 8.30am and children remain the responsibility of the parent/carer until the classroom doors open. Please make every effort to ensure your child is in school on time as children who arrive late will miss registration. It is important that your child is collected promptly at the end of each day and that you contact the school if arrangements change.

## Uniform

Children are expected to wear school uniform which consists of:

- White shirt, polo shirt or blouse
- Navy trousers, skirt or pinafore dress
- Navy jumper/ cardigan or school sweatshirt
- Black shoes/black trainers or sandals with a flat heel
- Navy and white school dress or navy shorts
- School book bag

## Nursery

- White Shirt, Polo or Blouse
- Tracksuit bottoms
- Velcro Shoes / trainers

## P.E. Kit

- Navy or black shorts
- White T shirt
- Trainers for outdoor use
- Tracksuit for cold weather
- Plimsoles for indoor use

## Purchase of school uniform items

V-neck jumpers, sweatshirts, cardigans, fleeces, and polo shirts are available from Snappy Schoolwear, which can be found online.

[www.snappyschoolwear.com](http://www.snappyschoolwear.com)

## Labeling of uniform

All items of uniform and P.E. kit must be clearly labelled with the pupil's name.

## Payment for lunches

Payment for school lunches must be made in advance and may be made weekly, termly or half-termly via the online School Money System via Teachers to Parents.

## Food in School

We aim to support children in the development of a healthy lifestyle. Our school meals are cooked on the premises, menus are displayed on the school's website and can be viewed at the school office. Children can choose from a cooked meal selection, salad and fresh fruit are available daily. We are a healthy eating school and expect children to eat a range of foods. We encourage them to do this if they have school meals and we expect children to bring packed lunches from home that reflect our healthy eating code.

## Universal School Meals

All children in the Foundation Stage and Key Stage One (Reception, Year 1 & 2) are eligible to a universal free school meal.

## Free School Meals

All children may also qualify for free school meals if their families are in receipt of certain benefits. If you think you may be eligible for Free School Meals, please speak to the School Office. Any enquiry will be treated in the strictest confidence. Should you be eligible for this service but not wish to take advantage of it, please do still inform us. Again, we do assure you that this information is strictly confidential.

## Snacks

Children are able to bring in a healthy snack into school. This can be a piece of fruit or cereal/ breakfast bar. **Please ensure the snacks do not contain any traces of nuts to protect children who have allergies.**

## Drinks

All children have access to fresh drinking water. Please provide your own water bottle from home. Fizzy drinks, fruit juice or flavoured water are not allowed school.

Children under 5 years are provided with free milk each day. If your child would like to have milk then you will need to create an account online. Please see the website link below.

[www.coolmilk.com](http://www.coolmilk.com)

### Absence

Little Thurrock Primary is a good school that aims to provide the best available learning opportunities for the children living in the local community. Without the help and support of the parents some children will find it difficult to adjust to the structured environment that schools have to be in order to achieve their objectives. For our children to gain the greatest benefit from their time at school, it is vital that they attend regularly and arrive at school, on time, everyday that the school is open unless the reason for absence is unavoidable.

### Contacting the office

If your child is unwell please contact the school on the first day of absence giving the reason for absence. As child safety and welfare is paramount we may need to conduct a home visit if we feel it is necessary. Please call on 01375 373586, select option 1, and leave a message for the Attendance Officer or alternatively, please email:

[attendance.ltp@osborne.coop](mailto:attendance.ltp@osborne.coop)

### Collection

If your child has to leave school during the day, he or she must be collected by an adult. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office. The afternoon session ends at 3.15pm and parents and carers are expected to collect children on time. If you are going to be late we kindly ask that you ring the school to let us know and then collect them from the school office. Please make every effort to collect your child on time.

### Holidays in term time

Holidays should be taken during the school breaks and not during term time. Only in exceptional circumstances, permission may be given by the Headteacher for an absence during the school year.

### Medical and dental appointments

We expect parents to make medical and dental appointments for their children before or after school or during school holidays.

If this is not possible then authorisation will be given where evidence of the appointment is received from the parent/carer in writing or by showing the medical appointment card. Children are expected to attend school prior to the appointment and to return following it wherever possible. Please inform the school office by 9am of your child's choice for lunch.

### Medication in school

We ask parents or carers to fill in a medical form for their child if they need to take medication on a regular basis at school, e.g. asthma inhalers. A Care Plan will also be required if your child has an illness that does not require medication, in order that the appropriate action can be taken if your child becomes unwell while at school.

Where a child needs an asthma inhaler in school, the inhaler will be kept in the child's classroom and they will have the responsibility for its care and use. When a child requires medication prescribed by a doctor, e.g. antibiotics, these can be administered at school if necessary. We ask parents to fill in a form at the school office before this can be carried out. Prescribed medicines are kept in a locked cupboard until they are needed.

### Mobile phones

Mobile phones can be brought into school for year 5 and year 6 who walk home alone. A consent form will need to be signed. All phones are kept in the main office during school hours and given back to children at the end of the day.

### Jewellery

No jewellery, except from plain studs for pierced ears and watches, may be worn in school. On P.E. days children must remove all jewellery before they come to school.

### Helping to support children's learning at home

At Little Thurrock we believe that there are clear benefits to Home Learning; it offers the ideal opportunity for children to share their learning with their parents/carers. The children who are the most successful are always those for whom parental involvement is high and encouragement from home matches the support and learning taking place at school.

### Enrichment programme

We are committed to celebrating differences and ensuring everyone in our school community feels valued and treated with respect. To support this, we have joined forces with 'Diversity Mark' and are currently a Bronze accredited school.

**Our school travel plan plays an important part in encouraging parents and pupils to use sustainable and active modes of transport. Year 5 pupils have the fantastic opportunity to apply to be a 'Junior Road Safety Officers' as part of our school travel plan. We are currently a 'Good Travel Plan' school.**

Throughout the year, children have wider curriculum opportunities, to support their learning, including visitors and external trips.

In Year 6, children have the opportunity to go on a residential trip, which allows them to further develop their independence and explore a new environment.

### Internet safety

All access to the Internet is filtered and children cannot access the Internet unless supervised by a member of staff. We constantly remind children of what to do should they accidentally gain access to anything they are not comfortable with.

### Issues concerning children's welfare

If you have an issue concerning your child, please speak to his or her Class Teacher as the first point of contact. Please follow the communication chart included in this pack.

### Designated Safeguarding Lead

Our Designated Safeguarding Leads for Little Thurrock Primary School are:

- **Headteacher:**  
Mr I Broyd
- **Deputy Headteacher:**  
Mrs S Joynes
- **SENCO Assistant Headteacher:**  
Mrs C Wright
- **Assistant Headteachers:**  
Mrs C Farrow  
Miss C Dowsett
- **Pastoral Lead:**  
Mrs L Fleming

### Personal, Social and Health Education (PSHE)

PHSE is mainly taught through discrete lessons, usually as circle time discussions, during which pupils learn about friendship, citizenship, how to keep themselves safe and healthy including the dangers of smoking and the use of drugs. They also learn about the changes as they grow up, both physical and emotional, in a way that is appropriate to their age. Sex education is approached openly and honestly and children's questions are answered.

### Clubs and activities

We provide a number of clubs both before and after school. Some of the clubs run all year round, however others may change due to season and staff availability. Examples of our clubs are:

- Netball
- Girls Football / Boys Football
- Multi – sports
- Cricket
- Gymnastics
- Choir
- Multi – games

## Special Educational Needs

Little Thurrock Primary School aims to meet the needs of every child in its school community.

We use screening procedures and regular assessments to identify any specific individual need and ensure that all children are able to access the curriculum and make satisfactory progress. Most needs are met within the classroom by adaptation by the teacher.

Sometimes there will need to be more specialist assistance provided. Our SENCO co-ordinates the writing of One Plans for some children and co-ordinates the additional support and intervention programmes we put in place.

Parents are regularly involved in discussions about their child's progress through review meetings and parent and carer evenings. At Little Thurrock we:

- Believe in early identification and assessment of need.
- Work in partnership with parents and children.
- Involve outside agencies where appropriate.
- Strive to promote a 'can do' culture by ensuring that all children are able to experience achievement and success.

## Accessibility

There is wheelchair access at the front entrance to all parts of the school and two disabled toilets for both child and adult use.

## Charging policy

The Headteacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils learning and to contribute to their personal development. The school aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

The School reserves the right to make a charge for the activities detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. weekend residential).
- After school and pre-school clubs.
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property such as replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.

Our full Charging and Remissions Policy can be found on our website [www.little-thurrock.osborne.coop](https://www.little-thurrock.osborne.coop) followed by the drop-down menu then by key information, policies and procedures link:

<https://www.little-thurrock.osborne.coop/key-information/policies-and-procedures/>

## Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach and provide an adequate educational service.
- For children or staff to journey and return from school safely and without undue delay.

To check whether the school is going to be closed please visit the school website:

[www.little-thurrock.osborne.coop](https://www.little-thurrock.osborne.coop)

A warning message will be clearly displayed on the home page.

## Phone and text contact

We will also send a text via your mobile phones and an email where possible to inform you of the school closure so it is really important that we have your up to date contact details on file.

## Stay in touch

The school appreciates that during bad weather children may arrive later than normal but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instance's parents should inform the school of the circumstances of this exceptional situation.

## Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

## Working with Parents (LTSA)

Little Thurrock School Association (LTSA) is made up of parents and staff members. We meet on a monthly basis and organise events throughout the year to raise funds for the benefit of all of the children in the School. Over the years, the LTSA has provided funding for many items, which are not covered by the school's annual budget. We pool our ideas together to try and come up with some good fundraising events, get the community involved and generally, have fun! We welcome new members.

## Communication with Parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards

## Parent evenings

Parent evenings are held twice a year. These are an opportunity for you to come into our school and meet with your child's teacher to discuss their progress and to view their work. If you have any concerns at any other time, please do not hesitate to make an appointment to speak with your class teacher. You can also discuss your child's written school report at the end of the year.

## News

Our website is a great resource for keeping up to date with events and news about our school. You'll find regular updates on our website and in our fortnightly Newsletter.

## At home

Naturally, parental involvement is not confined to school. Children are learning all the time and parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations.

## Contacting parents

Accidents happen in school as they do elsewhere in the community. We are able to provide a first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for those who have permission to collect your child from school, this can be a relative or friend, if we cannot get hold of you.

