

# Eastover Primary School



## Full Information

*Everything you need to know about Eastover*

# Attendance

## Absence

If your child is absent from school for any reason, you must let us know before 9am. You can telephone us on 01278 422693 and either speak to a member of the office team or leave an answer machine message during school hours, or write a note and drop it off in the office. If you don't tell us of your child's absence, we will contact you to check the reason for the absence. We are required by law to show the difference between authorised and unauthorised absence. Unauthorised absence is any absence which the school has not been informed about, either by letter or telephone. Where poor attendance is persistent or of particular concern, we will refer to the Local Authority (LA) Poor attendance can lead to a Penalty Notice or prosecution.

## Appointments

Please try to arrange all appointments outside of school times, e.g Doctor, Dentist, Optician etc. If you must take your child out of school for an appointment during the day, please let the school office know beforehand.

## Lateness

It is your responsibility to ensure your child arrives on time. Late arrival in the classroom can upset the child, be disruptive to the class and affect the smooth-running of the school. Children who arrive between 8.45am-9:15am will be marked as late, Children who arrive after 9.15am will be marked as unauthorised late.

## **Collecting your child at the end of the day**

If someone other than yourself is collecting your child at the end of a day, please tell your child's teacher or teaching assistant. Please ensure anyone collecting your child on a **regular basis** is added to your contact list.

## **Wrap Around Care**

We have an established Breakfast and After-School club. These operate Monday to Friday 7.45am-8.45am and 3.15pm until 5.45pm. For more information please contact the School Office on 01278 422693.

## **Holidays**

Following the DfE's new guidance, we are no longer able to authorise term time leave.

If you wish to inform us of term time leave, you will need to complete a form which can be obtained in the School Office. This will enable us to keep registers up to date in your child's absence.

If your child's attendance is of concern or if you do not inform us of the absence, a Penalty Notice and fine may be issued.

## **Bad weather**

If very bad weather strikes during the school day, we will make every attempt to contact you to ask if you can take your child home early. If very bad weather begins overnight, we may have to decide to close the school. We will use the school website, Facebook page and local radio stations to keep you informed.

## Health and Welfare

### Becoming Ill at School

We will always care for any child who falls ill at school. If your child becomes unwell during the school day, we will make every effort to contact you. It is very important that we have your up-to-date contact telephone numbers so please inform the school office if your number changes.

Many staff members at Eastover are trained Emergency First-Aiders. In the event of an accident, staff will provide appropriate first aid. If your child suffers a serious injury or becomes severely ill, we will contact you as soon as possible. If your child receives a knock on the head, we will inform you through a standard form.

### Taking Medicine at School

If your child needs to bring in medicine to take during the school day, it is your responsibility to ensure the medicine is clearly labelled with the child's name, and that there are directions for use attached. You will be required to fill out a medical procedure form from the school office. This is also necessary for self-medication such as inhalers. Please do not assume that your child's teacher will administer the medication.

It is important that your child develops responsibility for taking their medication, by reporting to the school office when it is time for them to take their medication.

Medication is always stored securely in a designated place. The exception to this rule is when medication may be needed in an emergency, for example, inhalers for asthma.

Pupils should **not** have any medication on them while at school.

## **Routine Tests**

In Foundation Stage your child will receive routine vision tests.

In Year 2, s/he will have a hearing test.

There is a Heights and Weights programme in Foundation Stage and Year 6; if you do not wish your child to participate in this you will be provided with an opt out form.

## **Headlice**

From time to time headlice infestations will occur at school. If we see lice in your child's hair, we will contact you and ask you to collect and treat your child before returning them to school.

If you see headlice on your child's hair, please treat them, and other members of the household, before they return to school. You can keep headlice in check by regular inspections and frequent brushing of your child's hair. Please note: We are unable to send out letters to class regarding headlice.

## **Safeguarding**

All schools have an important role to play in the detection and prevention of child abuse. Parents should be aware that if school staff suspects a child is being abused, we are required by law to report the matter to Social Services immediately. In such situations it is likely that a social worker will contact the parents as well as the school. This is a requirement of the Local Authority's safeguarding procedure and there is no discretion on the part of the school. All staff are trained in safeguarding.

## **e-Safety**

Eastover Primary School is committed to the safe use of computer technologies and we recognise that the Internet is a valuable tool for learners of all ages. The Internet is increasingly becoming a focal point of educational content within the UK and we acknowledge that all devices (laptops/tablets/mobile phones) and the internet do have the potential for inappropriate use and access to undesirable material. At Eastover, as we strive to protect them, we educate all of our children through regular Online Safety lessons, assemblies and workshops to ensure that they are aware of the possible online dangers they might face now or in the future.

## **Living Together In A School Community**

We always try to treat children with respect and consideration. As a result s/he learns to behave with respect and consideration towards other people, and develop a responsible attitude about general care of the school. We believe the development of your child's self-control, and an acceptance of responsibility for their actions, are essential if they are to live happily in a community.

We will not accept aggressive or intimidating behaviour towards any of our staff. Please treat us with respect, we are trying our best for your children.

## **School Rules**

**We want Eastover to be a safe and happy place to learn, therefore we promise to:**

1. Work well and be the best we can be.
2. Show respect for ourselves, each other and all adults in school.
3. Use kind words and actions.
4. Talk about problems so they can be solved quickly.
5. Look after property – our own, each other's and the schools.

## **Behaviour Policy Agreement**

Through our Behaviour Policy, we aim to:

- Foster and develop your child's self-esteem.
- Help all children live together co-operatively, and show sensitivity to the differences between one another.
- Develop your child's ability to become a responsible, independent person, who can think deeply about the world around them.
- Develop a positive sense of morality in your child, and cultivate their self-discipline.

Further details of the colour warning system are below.

## Rewards

At Eastover Primary School we believe it is important to recognise and acknowledge your child's good behaviour and good work. This reinforces the good behaviour and creates a more positive school environment.

All staff recognise the importance of non-verbal praise, such as smiles. We also have in place a more structured reward system:

- Verbal praise: We believe it is important to be clear what the praise is for, and to use the child's name for recognition of a specific action.
- Teachers may reward your child with stickers, badges, house points.
- Your child's success may be announced in assembly. Headteacher's Certificates and weekly Achievement Certificates are also presented in assembly.
- Presentation of Star of the Week certificates, and stickers.

Please look out for the stickers and certificates, so that you can reinforce these incentives and rewards at home.





## Sanctions

We are keen to try to be positive when dealing with behaviour problems, but there is a need for sanctions to be applied firmly and consistently. We believe it is important to always criticise the behaviour and not the child. We have a structured sanction system:

- Praise to children who behave well, to positively influence others.
- Signals such as a frown, shake of the head or hand on the shoulder.
- Staff may remind children of the school rules. Staff make it clear what they disapprove of, and suggest an alternative.
- A verbal warning of further sanctions or consequences which may follow.
- Removal of the child to another place in the classroom, or to the playground. They will be told how long to stay there and what can be expected of them before they return.

**Bullying will be treated seriously at Eastover Primary School. We work with staff, pupils and parents to create a school community where bullying is not tolerated**

# Behaviour Chart

	Types of Behaviour	Consequences
 <p>Green</p>	<p>Follow the school rules</p> <p>Work hard</p> <p>Be kind and friendly</p> <p>Do as asked by adults</p> <p>Welcome visitors</p> <p>Play thoughtfully</p>	<p>Certificates</p> <p>House points</p> <p>Stickers</p> <p>Golden time</p> <p>Achievement points</p> <p>Special awards</p>
 <p>Yellow</p>	<p>Mess about in class</p> <p>Talk when it is supposed to be quiet</p> <p>Stop others from learning</p> <p>Be cheeky or rude</p>	<p>Lose break</p> <p>Moved within the classroom</p> <p>Lose "Golden Time"</p>
 <p>Orange</p>	<p><b>Continue to</b></p> <p>Mess about in class</p> <p>Talk when it is supposed to be quiet</p> <p>Stop others from learning</p> <p>Be cheeky or rude</p>	<p>Behaviour logged</p> <p>Lose break/lunchtimes</p> <p>Time out in another class</p> <p>Lose "Golden Time"</p>
 <p>Red</p>	<p>Fight/punch/bite/push</p> <p>Steal or damage property</p> <p>Throw things</p> <p>Swearing</p> <p>Bullying or threatening behaviour</p> <p>Rudeness to adults</p> <p>Persistent amber behaviour</p>	<p>Behaviour logged</p> <p>See Head/Deputy</p> <p>Be put on report</p> <p>Parents/Carers contacted</p> <p>Exclusion from school/lunchtimes</p>

## **Uniform**

Our school uniform is important at Eastover. It helps children to feel part of a team, and to feel responsible for our school. It helps children to feel neat and proud, and can have a good effect on behaviour.

### **Girls**

- Grey skirt/pinafore dress
- Smart grey trousers or tailored shorts
- White blouse or polo shirt
- School red sweatshirt / cardigan
- White socks
- Sensible black shoes with low heels to give firm support, or for the Summer, plain white sensible sandals with enclosed toes.

In warmer weather your daughter may wear a red and white checked gingham dress.

Hair should be tied back and cut neatly. It must not be coloured or tinted.

### **Boys**

- Smart grey trousers or tailored shorts
- White shirt or polo shirt
- School red sweatshirt
- Sensible black shoes

Hair should cut neatly. If your child has long hair this must be tied back. It must not be tinted or coloured. It must not have tram lines, shorter shaven areas or a Mohican style cut.

## **P.E. Kit**

- Red T-shirt (plain)
- Black shorts
- Black trainers
- White socks
- Black tracksuit, for colder weather.

## **All clothing should be clearly marked with your child's name.**

Items of clothing are frequently handed in as lost property, because there are no names on the clothes. The school cannot be held responsible for any lost property.

## **What your child should not wear**

Your child should not come to school wearing jewellery. Children with pierced ears should wear studs at school.

Children must not bring electronic games devices or music devices such as iPods, to school. We do not encourage children to bring mobile phones to school, however if they need to bring them then they must hand them to their teacher at the start of the school day.

## **Food**

### **Lunch**

There are several options to choose from for your child's lunch. These are:

### **School Meals**

**All** children in Foundation Stage, Year 1 and Year 2 are eligible for a universal free school meal. This includes a hot, nutritional school dinner, supplied by Innovate, Impact Food Group. Key Stage 2 children can register to receive anything from 1 meal per month to 5 meals per week.

School meals are ordered online using Innovate, you can easily order and pay for your child's meals if you are a paying customer or if your child is eligible for Free School Meals you can easily order and no charge will be applicable.

Innovate support can be contacted via email on [primary@impactfood.co.uk](mailto:primary@impactfood.co.uk) or by telephone on 020 4542 7211.

### **Free school meals**

Children of families in receipt of Universal Credit, Income Support, Job Seekers Allowance or Child Tax Credit may be entitled to free hot school meals and school milk. For further details, or to collect an application form contact the school office and see below for information relating to school milk.

## **Packed lunch**

Your child can bring a packed lunch from home. This should be carried in a leak proof container and clearly labelled with your child's name. Drinks should not be hot or fizzy, and must be in a leak proof plastic bottle.

At Eastover Primary School we understand the importance of children having a healthy and nutritious lunch. School lunches are a great choice but if you do make a packed lunch for your child, the key is providing them with a varied and balanced diet.

Here are some ideas of what to include to ensure that your child's packed lunch is healthy, balanced and nutritious.

Wraps, Pasta, Sandwiches, Rice, Crackers, Cous Cous, Pitta, Bagels

- Cheese, Yogurts, Boiled Eggs
- Healthy Bar, Breadsticks, Rice Cakes, Plain Popcorn, Malt Loaf
- Fresh or Dried Fruit
- Vegetable Sticks
- Water to drink

We do not allow the following items in a packed lunchbox:

- NO Fizzy Drinks
  - NO Chewing Gum
  - NO Sweets
  - NO Fast food or leftovers (i.e., chicken nuggets or pizza)
- 

## **Snacks**

### **School milk**

Children under five are entitled to free milk at school. If you would like your child to have free milk, ask for a Cool Milk Application Form from the office.

When your child turns five you can purchase milk from the Cool Milk scheme each term. Children eligible for free school meals are entitled to receive free milk at school.

### **Snack time**

All children in Foundation Stage, Year 1 and Year 2 receive one free piece of fruit for morning snack time. In older year groups, we expect children to bring a piece of fruit or a healthy snack for morning play time.

## **Notices for Parents**

### **Parking outside school**

The streets around the school are narrow and too many cars create congestion. If you have to drive to school, please do not park near school entrances, or anywhere else that may cause traffic problems and endanger children. We encourage all parents to walk their children to school where possible. Please be respectful of our neighbours by not parking or obstructing their allocated parking spaces. Parking enforcement is operational in and around Cornborough Place.

## **Dogs**

Dogs must not be brought onto the school site. The only exceptions are Guide Dogs.

## **Smoking**

The whole school site operates a non-smoking policy and this includes Vaping and the use of e-cigarettes.

## **Charging policy**

Many of the children's school activities are currently supported through voluntary financial contributions from parents. The Local Authority therefore introduced a charging policy for parents of school children, which has been endorsed by the Governing Body, (under the Education Reform Act 1988), in order that these activities can continue.

If your child is registered for Pupil Premium you will be eligible for a reduced contribution. Eastover makes no charge for, and may subsidise, activities in or outside school hours that are directly related to the National Curriculum. The Governors hope that parents and guardians will continue to support visits and activities through voluntary contributions. If insufficient funds are collected from voluntary contributions, the school reserves the right to cancel the activity.

## **Complaints procedures**

If you have a query, or are unsure about anything connected with the school, please do not hesitate to contact your child's class teacher. If the matter must be taken further, please contact the Headteacher. Problems, when discussed, can usually be sorted out.

If a problem cannot be resolved, there is a procedure for making a formal complaint to the Governors. Details of this are available from the school or from the Clerk to the Governing Body, via the school office.

## **Viewing School and Local Authority documentation**

The school has a range of documents detailing topics such as educational provision, syllabus, copies of statutory instruments, circulars about the curriculum, the school's scheme of work and syllabuses, the school's policies, together with the minutes of meetings of the Governing Body, School Development Plan, and Local Authority policies and circulars. A list of these documents is available at the school office. If you would like to read any of these documents, please make an arrangement with the Headteacher.

## **Admissions Procedures**

### **Admission to Eastover Primary School**

Eastover Primary School has an admission number of 60 children in Foundation Stage for each September. We are often over-subscribed in Foundation Stage.

Your child can start school in September as long as they are 4 years old before August 31st. Most parents choose for their child to begin school in the September following the child's 4th birthday. All children in Foundation Stage attend school on a part time basis, for the first four weeks and then increase to full time. You are entitled to withhold your child from starting school. See "Deferred Entry", below.

The Local Authority is the admission authority for Eastover. Places are allocated according to their published arrangements; parents receive a pack, (this includes how to access an on-line application form), in the September of the year before the child is due to start school.

### **Deferred Entry**

The Department for Education requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual September entry, you can choose for your child to start later in the year, usually in January at the beginning of the Spring Term but you can defer until later in the year if you wish. You must still apply for a school place in the normal way and by the closing date.

A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school, they must start school on a full time basis in the term following their fifth birthday. If a place can be offered at your preferred school, this place will be reserved and your child's place in their pre-school setting will continue to be funded for the entitled number of sessions.

When deciding whether or not to apply for deferred entry, parents should consider carefully any potential benefits of keeping their child in the early years setting, and balance these against the possible difficulties of their child joining an established group of children in a school reception class, part way through the school year. You can also choose for your child to take up the place part-time until he/she reaches compulsory school age.

Please note, if your child is summer born (ie born between 1st April and 31st August) you can choose to defer your child's entry for the entire school year until the following September. However, your child would be admitted into the Year 1 class, in accordance with their chronological age. This is in line with the DfE requirements.

### **In-year Admissions – moving your child to a different School**

Once you have made your decision to leave Eastover you will need to contact the relevant school(s) for an application form which must be filled in and returned to your chosen school. You may need to provide proof of address if the application is a result of a house move.

If a place is not available in the appropriate year group, you will be refused and notified of your right to appeal to an independent panel against the decision. More details on School Admissions Appeals can be found on the [Appeal against a school admissions decision](http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/appeal-a-school-admissions-decision/) page: <http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/appeal-a-school-admissions-decision/>.

When your child has been accepted at another School, please write to us to inform us that you will no longer require a place at Eastover. This allows us to accept another child who may be waiting for a place.

To apply for a school place from a country outside the European Economic Area you will need to provide your child's passport complete with visa and proof of a Somerset home address.

## **Transfer to Secondary School**

At age 11, all children transfer to secondary school. In the autumn term of Year 6, the Local Authority will send you details of all the options open to your child. In order to ease the transfer to secondary school, your child's abilities and progress are discussed with the school concerned. During the summer term, secondary school teachers visit Eastover. Year 6 pupils transferring to a state secondary school currently spend one or two days in their new secondary school as part of the induction process.

## **Curriculum**

Details relating to our curriculum are held on our website:

[www.eastoverschool.co.uk](http://www.eastoverschool.co.uk)

## **10. Equal Opportunities**

### **Curriculum Enrichment Activities**

We have many children at Eastover who are gifted in Literacy or Numeracy, or have a particular talent in other curriculum areas. If we identify your child as such, we will provide enrichment opportunities to enable him or her to further their potential in class and wider afield.

### **Special Educational Needs**

We provide support for children with learning difficulties, emotional problems, or physical disabilities. Eastover works closely with the County Multi-Professional Special Educational Needs (SEN) Support Team. The team offers advice and support to ensure that if your child has additional educational needs, he or she will continue to be able to access the National Curriculum. Your child may be given extra help in class, or individual tuition. You will be consulted about any special help we think your child could benefit from.

For wheelchair users, Eastover has partial facilities, with wheelchair access to the majority of the site. There is a disabled toilet on site. We also have a dedicated medical / first aid room.

## **Diversity**

### **Race Equality / Disability Equality Policy**

Eastover is committed to Racial Equality and Disability Equality and will tackle all forms of racist or disabled prejudice, harassment and discrimination in line with its agreed policy. At Eastover we want your child to feel safe to learn, play and be with others, regardless of nationality, ethnicity, religion, disability or cultural background. All children, learners, parents and carers are treated fairly with respect and dignity.

### **Gender Equality**

We actively discourage stereotyped views of male / female roles. Teachers will encourage children to co-operate on group tasks to overcome the children's own sex segregation and prejudice. We believe it is very important for every child to have a positive perception of their role in life and the possibilities open to them.

## **11. General Data Protection Regulation Statement**

### **What is your 'Personal Data'?**

Personal data is information that says something about you as an individual, so it would normally include your name, and/or contact details, or even a photograph of you.

## **What kind of information do we hold about you?**

Apart from information you give us, we may also receive information about you from your previous schools, the local authority and the Department of Education (DfE).

This information will include your and your parents/guardians contact details, your assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group and any medical conditions, special educational or dietary needs you want us to know about.

If you are aged over 14, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Without your consent, we will not process any personal data about you which we do not need.

## **Why do we need your information?**

We need to use your personal data in order to

- support your learning
- monitor and report your progress
- provide appropriate pastoral care
- provide services needed while at the school; and
- assess the quality of our service

The purpose of processing your information is to provide you with the best education we can, as well as to meet our other legal requirements.

The legal basis for using this personal data are various Acts of Parliament including the Education Act 2011, Children's Act 2004 and Equality Act 2010.

For certain "special categories" of data (like health or ethnicity information) we rely on your consent. This means you will be asked if you agree to us processing it, and if you refuse to consent we will not record it.

## **How do we look after your personal data and keep it safe?**

Access to your personal data will be limited to school staff who need to know about you.

Information held on paper files are securely stored at the school and information stored on computer will be held securely behind passwords and other measures.

Information held on electronic files may also be stored for the school on 'cloud-based' servers providing that we are satisfied that our personal data will be held securely and protected from any unauthorised access.

## **Who may we share your data with?**

We are required, by law, to pass certain information about you to our local authority (LA) and the Department for Education (DfE).

For more information about how the local authority use your information, please contact [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

For more information about how the DfE use your information please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

In exceptional circumstances we may be legally obliged to provide your information to certain other public authorities, for example where it is needed to save a life, or to detect a crime.

No one else will be allowed to access your personal data.

## **How long will we keep your information?**

We will keep your data as long as you are at the school. We will pass your records onto your next school or other establishment when you request us to.

Once we no longer need your records for the purposes above they will be deleted to legal requirements and advice from the Information and Record Management Society (<http://www.irms.org.uk/groups/public-sector/resources/134-records-management-toolkit-for-schools>).

## **What are your privacy rights?**

Our Data Protection Officer (DPO) is Our Data Protection Officer is Vivien Hamblin and you can contact them at [office@eastover.somerset.sch.uk](mailto:office@eastover.somerset.sch.uk).

They are responsible for ensuring we look after your information properly, and you can contact them if you have any questions or concerns about this.

If you would like to know what information we hold about you, you can make a “subject access request” by contacting our DPO.

If you believe the information we process on you is incorrect you should let the DPO know, and you may request to have it corrected or deleted.

If you wish to raise a complaint about how we have handled your personal data, you may contact our DPO who will investigate the matter and try to resolve any problems you have.

If you are unhappy with how your complaint was dealt with by us, or believe we are processing your personal data outside the law, you can appeal to our regulator who is the Information Commissioner’s Office (ICO). They will then investigate the problem, decide whether we are at fault, and tell us what we need to put right.

Contact details can be found here: <https://ico.org.uk/concerns/>

## 12. Privacy Notice - Data Protection Act 1998

Eastover Primary School is the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous School/Academy and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information

***We will not give information about you to anyone outside the School without your consent unless the law and our rules allow us to.***

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact the school office.

If you require more information about how the Local Authority (LA) and/or DfE store data, please contact these bodies directly at the following addresses:

Somerset County Council Information Governance Team,  
County Hall, Taunton TA1 4DY.

Email: [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

Tel: 01823 357194