



E P COLLIER

PRIMARY SCHOOL

HANDBOOK FOR PARENTS

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Introduction

Welcome to EP Collier Primary School.

EP Collier is a friendly and caring school and one that is committed to excellence in learning. We aim to support children sympathetically and encourage positive attitudes to learning, school and life. We believe that the higher the expectations we have of the children, the greater their achievement will be.

It is our intention that, working closely with parents, we will enable all children to develop their full potential and to acquire knowledge, understanding and skills in a wide variety of subjects and activities.

This handbook is for families with children at EP Collier Primary and Nursery School and for parents who are considering enrolment at our school. It is intended to provide parents with details about day to day life at our school and information about policies and procedures.

We hope that this document will provide you with what you need to know about life at EP Collier. If you have any further questions please do not hesitate to get in touch.

Justine McMinn
Headteacher
EP Collier Primary School
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1. Who's Who

Please refer to our website www.epcollier.reading.sch.uk for a current staff list.

2. The School Year

EP Collier enjoys an eventful school calendar. Each term there will be a special event that your child - and often the whole family - can be involved in.

The following table gives you examples of regular events in a typical school year.

Month	Event
January	
February	
March	National Science Week LKS2 production Red Nose Day World Book Day
April	Parent Consultations
May	SATs
June	Reception Field Trip Year 2 Interschool Multi Skills Event Year 6 Residential
July	UKS2 Production Year 6 Leavers Assembly Sports Day School Disco
September	Parents Workshops
October	Book Week Harvest Festival Parent Consultations
November	Remembrance events School Photographer for Individual, Reception and Year 6 photos
December	FS & KS1 Production Pupil Christmas Lunch Carol Service School Disco

3. The School Day

This section of the booklet describes the day to day routines, including class times, transport arrangements, lunchtimes, uniform and bringing money to school. You will also find information about the National Curriculum, assessment and feedback.

Before school

The gates are opened at 8.30am. All children enter through the main entrance from the playground apart from Reception children who enter directly into their classrooms from the Foundation Stage play area and nursery children who enter through their own entrance.

Parents are asked to ensure that children are brought to school on time. The school gate will be locked at 8.50am when all children should be in their classroom. If you arrive after this time you will need to bring your child to the school office where they can be signed into the register.

If your child is unable to attend school please let the office know by 9.30am on the first day of your child's absence. If you are unable to telephone the school you should confirm by email, why he or she is unable to attend. If you have not notified the school of the reason for your child's absence you will be contacted by a member of staff.

The daily routine

Our School day

Foundation Stage	Arrival time and registration time	Gate to drop off/ pick up from	Finish time	Lunch time	
Nursery	12.15pm with registration until 12.25pm	Nursery slope	3.15pm		
Reception	8.40 am with registration until 8.50am	Nursery slope	3.00pm	11.45 – 12.45pm	
Key Stage 1 and 2	Arrival time and registration time	Gate to drop off/ pick up from	Finish time	Break time	Lunch time
Key Stage 1	8.40am with registration until 8.50am	2	3.05pm	10.15 – 10.30am	11.45 – 12.45pm
Lower Key Stage 2	8.35am with registration until 8.45am	2	3.10pm	10.30 – 11.00am	12.30 – 1.15pm
Upper Key Stage 2	8.30am with registration until 8.40am				

Fruit is supplied free of charge to children in Foundation and KS1. If children in KS2 wish to they can bring a piece of fruit or veg as a snack for their playtime. Children are encouraged to bring in a water bottle for the day - this must contain

only plain water - no squash, juices or flavoured water please. Children should not bring chocolate, sweets or fizzy drinks to school for any reason.

The morning session continues until 11.45am for Reception and KS1 and 12.30pm for LKS2 and 12.45pm for UKS2 when the children break for lunch. Information about school lunch can be found on page 7 & 8.

Lessons continue from the end of the lunch period until the end of the school day which is 3pm for Reception, 3.05pm for KS1, 3.10pm for LKS2 and 3.15pm for UKS2.

Collecting your child from school

Nursery children should be collected from the nursery classroom at 3.15pm. Parents/carers of other children should collect them from the playground at the end of the school day. Parents should notify the school office if they expect to be delayed. Teaching staff stay in the playground for a short period to look after children who have not been collected. If you will be delayed by more than 10 minutes the teacher will take your child to the school office to wait for you. If you are delayed without explanation, the school will try to telephone you. If you cannot be reached, the school will contact the other adults named on your child's personal details form.

If someone else is collecting your child, the school will need to know about your plans preferably in writing.

The school understand that your arrangements may change from day to day. You can write a letter stating your usual weekly arrangements; naming individuals who will collect your children if the usual arrangements have to change at short notice.

Let school know as soon as possible if you expect to be late collecting your child. Staff will wait with children who are not collected, in the playground for a short period, and then afterwards in the school office.

Please notify the school in advance preferably in writing if someone else is collection your child.

Once your child is in Year 5 or 6, you may feel that they can walk home alone. You will need to write to the school to let us know that your child has your permission to walk home without an adult.

Assemblies

At EP Collier we encourage our students to feel part of a community. School assemblies are an important part of school life. They provide an opportunity for individual and group achievements to be recognised and celebrated. Sometimes speakers will be invited to assembly to address the school on specific issues.

Whole school assemblies take place on Friday. Each class will have a period of Collective Worship on a Monday, Tuesday, Wednesday and Thursday. Parents may be asked to participate at special assemblies by invitation. Unfortunately, space and numbers prevent us from involving parents on a more routine basis. Typical weekly assemblies are as follows:

Monday: Collective Worship
Tuesday: Collective Worship
Wednesday: Collective Worship
Thursday: Collective Worship
Friday: whole school assembly

School Milk

Milk is provided by the Government free of charge to children who are under 5. Parents who wish to order milk for 'over 5's' can do so by registering with Cool Milk (our milk provider) by visiting www.coolmilk.com or contact the school office for a registration form. Milk is then offered to parents at a subsidised rate and will be delivered to school.

Lunch break and school dinners

Subject to Covid restrictions being lifted we will return to the usual lunch times which are:

The lunch break is between 11.45 and 12.45pm for Reception and KS1 children, between 12.15 and 1.00pm for LKS2 and 12.45 and 1.30pm for UKS2 children.

School dinners must be paid for and ordered via the Parentpay link on the school website. School meals cost £2.20 per day.

Unfortunately, you will be unable to order a school meal if the account is in arrears. All children in Reception and KS1 are entitled to receive a universal infant free school meal under the Government initiative implemented in September 2014. Some children in KS2 will also be eligible for free school meals. Please ask at the office if you think your child might be eligible.

EP Collier provides healthy lunch option's freshly prepared each day.

You have to order via ParentPay before 8am on the day your child will be having a school meal.

EP Collier School actively promotes healthy eating, and your children will have plenty of opportunities during the school year to learn about healthy diets. This is reflected in the meals that are provided. Menus are planned to provide children with healthy meal options, including plenty of fresh fruit, salads and vegetables. School dinners are prepared on site each day using fresh ingredients. A menu is available from the school office or can be viewed on the website.

School dinners are served in the school hall, where children sit at shared tables. All children bringing a packed lunch will eat it in the hall.

We ask that parents do not send nuts, nut products including some chocolate spreads, sweets or fizzy drinks as part of a packed lunch.

Transport

Bicycle storage is provided on site for bikes and scooters to be left during the day.

The school does not take responsibility for theft of bikes, scooters or helmets, although this rarely happens. Families might wish to consider simple locking devices as a safeguard. Children are not permitted to cycle or scoot on school premises.

Parents are not permitted to bring cars onto the school premises for dropping off or collecting their children from school nor to park on the yellow zigzag lines outside school. Cars in these areas at these busy times of day are dangerous - we hope that you will understand and respect our wishes in order to be sure that the children are safe.

We support cycling, scooting and walking as the best way of getting to and from school.

Parents are not permitted to bring their cars onto school grounds. Special arrangements can be made for reasons of disability by prior arrangement.

Permission to park in the school for reasons of disability or other special circumstances can be arranged by applying at the school office.

Limited 2-hour car parking is available on the roads surrounding school, but it can be difficult to find space at the last minute. Parents are advised to leave plenty of time to find a space to park. The nearby roads are residential areas, and we ask that parents are mindful of driveways and residents' vehicles.

After school activities

The school provides a range of after school activities including:

- Drawing club
- Art
- Chess
- ICT club
- Singing Club
- Cricket club (Summer)
- Football club (Winter)
- Lego
- Yoga
- Fencing

Information and enrolment forms are sent out termly. Places are limited and offered on a first come first served basis. Enrolment forms must be completed for all children.

After School Child Care

Koosa Kids run after school child care for children in Reception to Year 6 for children who attend EP Collier Primary School. Sessions run Monday to Friday from the end of the school day until 6pm. Information is available from the School Office or by contacting Koosa Kids on 0845 094 2322 or visiting www.koosakids.co.uk

Breakfast Club

Unfortunately we currently don't run a Breakfast club provision on site. The closest breakfast club available is located at The Globe, Portman Road, Reading where children can attend and be dropped at school for the beginning of the day.

EP Collier Primary School are not affiliated to nor endorse this provision.

4. Curriculum

Foundation Stage

Learning at Foundation Stage - ages 3 - 5 - is governed by the Early Years Foundation Stage Curriculum. The Foundation Stage uses imaginative play and games to prepare your child for what he or she will learn from Year 1 onwards.

Key stages 1 and 2

Teaching at EP Collier is governed by the National Curriculum.

The National Curriculum is an educational framework. It is used by all schools that are maintained by local government. It ensures that teaching and learning is balanced and consistent, and that children have the same basic education regardless of where they live in the UK.

The National Curriculum sets out:

- the subjects taught
- the knowledge, skills and understanding required in each subject
- standards or attainment targets in each subject - teachers can use these to measure your child's progress and plan the next steps in their learning
- how your child's progress is assessed and reported.

The National Curriculum is made up of blocks of years, known as key stages:

Nursery and Reception classes are known as Foundation Stage

Year 1 and Year 2 of primary school are known as Key Stage 1

Years 3 to 6 of primary school are known as Key Stage 2.

Compulsory National Curriculum subjects are the same for Key Stages 1 and 2:

- English
- Maths
- Science
- Design and technology
- Computing
- History
- Geography
- Art and design

- Music
- Physical education
- RSE (relationships and sex education)

Schools also have to teach religious education. You have the right to withdraw your child from all or part of the religious education curriculum. If you have any concerns about the religious component of the school's teaching please discuss your concerns with the Head Teacher.

Children at EP Collier also have an introduction to languages other than English from Year 3. At the time of writing, children are having language experience in French, but the chosen language may change from time to time.

Assessment

Assessment takes place on an informal basis all the time. Your child's teacher will be constantly observing your child's progress and using this understanding to plan future teaching.

In addition to informal observation, students in Key Stages 1 and 2 will have formal tests to assess their performance.

They assess where your child is for reading, writing and maths.

For Key Stage 1, at the end of Year 1, children will undertake a phonics assessment and national tests take place in June for the children in Year 2.

Teacher assessment also takes place for Key Stage 2, but in year 6, children also have to sit national tests that are the same for children all over the country. Tests for Year 6 take place in May. Year 4 children sit a Multiplication Tables Check (MTC) in the summer term.

Children are assessed for each of the subjects to show if your child is working at age related expectations. This helps the school to make plans for their future learning. It also allows the school to compare their pupils' performance to national results.

Reporting and feedback

Twice during the school year you will have the opportunity to meet your child's teacher to talk about his or her progress. These meetings are held via Microsfot Teams, they are also a chance for you to ask questions, and to tell your child's teacher about his or her life outside school. The teacher will talk about your child's achievements in the key learning areas.

You can see your child's teacher at any point if you have any concerns about their life at school. Talk to the teacher to find a suitable time. You can always talk to the Head Teacher if you prefer.

Your child can attend these meetings with you. Teachers encourage the children to come along and join in the discussion about their progress at school.

At the end of the school year you will be sent a written report that gives details about your child's progress.

Of course, you can always see your child's teacher if you have any concerns about their life at school. It can be difficult for teachers to make time at the beginning of the day, so after school is usually preferred. Talk to your teacher to find a suitable time. You can also make an appointment to see the Head Teacher if you prefer.

Special Educational Needs

EP Collier School recognises that all pupils have individual needs, and that some pupils will require additional support.

The school aims to identify those who find learning more difficult for whatever reason. We aim to work with parents to develop a supportive partnership to enable children to achieve their potential.

5. Homework

At EP Collier, we feel strongly that your child's learning experience is greatly enhanced if school and family work together. Homework is an important part of creating a partnership between you and school. The homework policy sets out our expectations for homework.

Homework is also an important way of developing your child's learning skills. Homework can:

- develop good working habits and self-discipline
- encourage skills and attitudes that help children improve their educational performance
- allow your child to express their individual approach to a subject
- give you a chance to take part in your child's learning.

Homework does not simply mean sitting down with work sent home by a teacher. It includes lots of other activities that enhance your child's learning in an enjoyable way.

Reading together, learning the words to a song, finding out more about a particular topic, or practising a particular skill, are all part of learning at home.

Please be sure to talk to your child's teacher if you have any questions about homework

We understand the difficulties that homework can cause. Homework should not be a chore or a pressure.

Homework at primary school should never stop children from enjoying time for play and relaxation. If you are worried about your child's homework, speak to the class teacher.

exercises, or if your child is finding homework difficult.

Reading records

Your child will have a Reading Record which should be brought home each day. It is a small booklet that you and your child can write in to say what you have read and what page you read up to. You can use it for any reading done at home - not just the books that come home from school. There is space for you to comment on your child's progress, what they have done well and what they might need encouragement with. Reading records are also used when children read during the day at school.

6. School Council and Eco Committee

EP Collier School actively encourages its pupils to become responsible and caring members of the school community and the community at large.

The school has a School Council which includes elected representatives from each class. The council discusses a variety of issues about school life and activities.

The students have also formed an Eco Committee which discusses issues relating to the environment - the immediate school environment and also ways in which the school can improve its environmental impact on a wider scale.

 **More information about the School Council and Eco Committee can be found on the school's website.**

7. School trips

At regular intervals during the year, your child will have the chance to leave the school premises for a school trip. Outings are planned to complement curriculum subjects, and are a great way of engaging the children's imaginations and bringing a subject to life.

Some of these trips will be short visits to venues in Reading and children will walk to these visits if possible.

For school trips further afield, the children will travel by coach. All coaches used by the school are equipped with seat belts.

Teachers planning to take their class away from school premises will first agree the details with the Head teacher. A letter will be sent home in advance of the trip with details of the cost, destination, transport arrangements, time of departure and time of return. Most outings take place during normal school hours.

The letter will include a consent form, and you will be asked to sign this and return it to the class teacher. Your child will not be able to attend the school trip if you do not provide written consent.

The school encourages all children to take part in outings if possible. If you have any concerns about your child taking part in an outing please talk to the class teacher or Head teacher.

Cost of school trips

You may be asked for a financial contribution towards the cost of a school outing. The contribution will go towards entrance fees and the cost of transport. If you are unable or unwilling to make a contribution, please see the Head Teacher.

Occasionally a visit may have to be cancelled if contributions are insufficient to meet the cost.

The costs of residential trips are more significant, as accommodation and meals for the trip are included. Parents are usually given plenty of notice of the residential trip and can spread payment in increments over a period of months. Again, if you are concerned about the cost of the residential please see the Head Teacher.

Payment for school trips is via the ParentPay link on the school website.

8. Uniform

Children are asked to wear a school uniform. Please ensure all items are labelled.

Uniform List (Years 1 - 6)

- Grey/black trousers/shorts/skirt/ or pinafore or a red and white dress
- Red/white polo or white shirt
- Red sweatshirt/ cardigan
- Grey socks or white socks
- Red or grey tights or black leggings maybe worn under skirts/dresses
- Sensible low heeled black shoes (all black trainers may be worn but no labels or logos - no open-toe sandals or fashion footwear e.g. UGG style boots to be worn for health and safety reasons)
- Hair accessories, if worn, should be in the school colours
- Please tie back long hair

Uniform list EYFS:

- Black tracksuit bottoms
- Red/white polo shirt
- Red sweatshirt/cardigan
- Grey/White socks
- Trainers (no laces)

In warmer weather children may choose to wear

- Grey shorts or red and white dress
- Hair accessories, if worn, should be in the school colours
- Please tie back long hair

The complete range of School uniform is available from Price and Buckland, accessed via a link on the school website and can be delivered to a designated address at a charge of £2.50 within 5 working days.

If you do not have internet access, a laptop and order forms are available in the school office.

PE Kit

You will be asked to provide your child with a PE kit. Children are expected to bring their PE kit to school on a Monday and take it home again on a Friday to be washed. PE kits are kept in a drawstring bag on your child's coat hook.

Your child will need (please name individual items):

Navy shorts

White t-shirt

Black plimsolls or trainers for outdoor use

Optional items include a navy tracksuit, navy jogging bottoms and navy sweatshirt/hoodie for cold weather.

Children who are required to wear leggings underneath shorts due to religious requirements may do so but leggings on their own should not be worn.

All these items can be ordered using the link on the school website.

Bare foot work indoors is encouraged. Bare feet are safer than trainers because they provide better grip. Children are not permitted to work wearing only socks.

We ask that trainers are not worn inside unless medical reasons prevent your child from working in bare feet. Send a note to the class teacher if your child needs to wear trainers inside for PE.

Earrings should be removed for all PE lessons or the ears taped up - parents must provide surgical tape for ears to be taped.

9. Attendance & absence

EP Collier enjoys a high attendance record and attendance is something the school takes seriously. The school is obliged by law to follow up any child who is absent from school without explanation, or if the explanation for an absence is not adequate.

Holidays

Holidays must be taken in the designated school holiday periods.

If you plan to take your child on holiday during term time, you will need to submit this in writing to the Head Teacher well in advance of your proposed absence. Absence request forms are available from the school office or website.

Due to current legislation from the Department for Education regarding holidays in term time the school are no longer able to authorise holidays to school age children. Therefore any requests for holiday will be marked as unauthorised and will be referred to the Education Welfare Officer and a Fixed Penalty Fee may be applied by them.

Absences during the school day

If for any reason you need to collect your child during the teaching sessions, please come to the main Reception. The office staff will collect your child from their class and you will need to sign them out. So that this works well for everyone, please provide us with a note, in advance, that gives the time and reason you will be collecting your child.

These procedures are important in case of fire or emergency. The school needs to know exactly how many children are on site at any one time so that we can ensure that all children are present and safe.

A full copy of the school policy on attendance is available on the school's website.

10. Health and safety and illness at school

Security

The school has procedures in place to safeguard security as far as possible.

All visitors to school are required to visit the office when they arrive. Visitors will be given a visitors' badge that should be worn for the duration of their visit and be clearly visible. Staff are encouraged to challenge visitors if they see someone wandering around school without one. Children are taught to tell a member of staff in the same situation.

In extreme situations staff will receive a 'security alert' meaning that children are kept in their classrooms until the situation is resolved.

Fire drill

Each classroom has a notice with information about fire procedure. The fire alarm is a continuous ringing of an electric bell or the repeated ringing of a hand bell.

Teachers and other school staff are expected to act like any reasonably responsible parent to ensure that children are safe, and to take action when necessary, in the event of accident or illness. In exceptional circumstances this might mean giving medicines, seeking medical advice or contacting emergency services.

Classrooms are evacuated, and the children are assembled at a specified place where numbers will be counted.

Children have regular fire drill practice, usually every term.

First aid

Anyone caring for your child, including teachers and other school staff, is expected to act like any reasonably responsible parent to ensure that children are safe. In exceptional circumstances this might mean giving medicines or contacting emergency services.

First aid materials are kept in key locations throughout the school. We have a high ratio of staff as qualified first aiders, who will be available to offer advice when dealing with an injury.

Staff will contact you if necessary, but usually only if your child needs to go home before the end of the day. Minor incidents can usually be handled without the need to contact you. If your child has a bump to the head a cold compress will be applied and the child will be monitored carefully in class, a letter will be sent home at the end of the school day for all bumped heads, you will only be contacted if we believe there is a medical need for you to collect your child.

All incidents are reported in the Accident Book, which is kept in the school office.

Children taken ill at school

In the unfortunate event of your child becoming unwell at school we will endeavour to contact you. It is therefore essential that you supply us with emergency contact numbers on your data collection sheet. In the event of an emergency - a sudden illness or accident - we would not hesitate to contact the emergency services in order that your child can receive the necessary expert care. Should it prove impossible to make contact with anybody listed on the contact sheet a member of staff will accompany your child to the hospital.

Asthmatic children

Should your child suffer from asthma we would ask that an inhaler be kept in school so that this is accessible at all times. Please ensure that all inhalers are clearly marked with the prescription label which shows the child's name, the dosage required and an indication of whether your child is able to self-administer their medication. Inhalers are checked each term to ensure they do not reach the expiry date, if they do a text message will be sent requesting a new one be sent into school. If your child has a formal diagnosis of asthma, you will be asked to give permission for your child to use the emergency inhalers held in school.

Inhalers will also be taken on school trips.

Medicines in school

Without written permission we are unable to administer any medication.

A fully copy of the school policy about medicines in school and copies of the forms that you will need to complete are available on the school's website.

Head lice

Head lice are a perennial problem, particularly when hair is clean and shiny!! Please let us know if you find any trace of head lice or their eggs so that we can alert other parents in your child's class. It is advisable to check your child's hair on a regular basis and treat if necessary. As well as harsher chemicals, there are many alternative remedies now available. A fine-toothed comb used daily is as good as anything else to keep this problem at bay, particularly if used in combination with a conditioner after shampooing.

It is essential that should your child be affected by these persistent visitors all members of the family are treated in order to help eradicate the problem! If not, the cycle continues and others are inevitably infected.

Relevant Medical Information

Could you please ensure that we are advised of any medical conditions from which your child may suffer so that relevant members of staff are fully informed.

Infectious diseases

If your child is suffering from one of the usual childhood infections such as chickenpox, please ensure that they are kept at home for the recommended period of time in order to minimise potential infection of other children. Similarly, conditions such as conjunctivitis and impetigo, which are highly infectious, should be treated in the same manner.

If your child has vomited or had diarrhoea then they cannot attend school until they have been clear from symptoms for **48 hours**.

School Nurse

School nurses have a limited role in primary schools these days and are not available for helping with problems such as head lice.

Their main role is to collect basic developmental information, such as height and weight, at intervals in your child's school life.

11. Communication

The school will aim to keep in touch with you in a number of ways. We also hope that parents will feel free to make contact with any comments or concerns. You can make an appointment to see your child's teacher or the Head Teacher if you have anything you would like to talk about.

Contact Numbers

Before your child joins school, you will be asked to fill out a registration form that provides basic details about your child's health and who to contact in an emergency. This will include nominating adults other than parents, perhaps friends or family members with whom your child feels happy and secure.

This information is kept by the office in case we need to contact someone during the day.

Let the school office know if any of these contact numbers change.

Email and Text Service

The school use ParentPay to text or email information directly to parents. It is therefore imperative that you advise of any changes to email addresses or mobile telephone numbers. If you do not have email or a mobile phone we will send information home by means of “pupil post”.

Letters are easily lost, and it is worth checking your child’s school bags at regular intervals. Copies of correspondence is also posted on the school website.

Newsletters

Newsletters are emailed at regular intervals during the year.

The newsletters will tell you about what has been happening at school, what events are coming up, and update you about group and individual achievements. You can contribute to the newsletter by sending your contribution to the school office.

The latest edition of the newsletter can be downloaded from the school website.

Parent / Teacher Consultations

Parent consultations with teachers are embedded in the school calendar during October and April and are held via Microsoft Teams. This gives you the opportunity to see how your child has settled into their new class and how they are progressing during the year. A written report is sent home in July.

Contacting governors

School governors welcome comments from parents about any aspect of life at school. If you know who the school governors are, you can speak to them at school. You can also write to the Governing Body care of the school office.

12. Lost property

Lost property is placed in a box inside the main school entrance via the playground. If your child has lost something please talk to their teacher. You can also search the lost property box yourself after school.

At the end of the school year, items from lost property will be put in the playground on a desk for people to claim them. Unclaimed items will be disposed of.

Try to make sure that your child’s uniform and possessions are clearly labelled with their name. This will make it easier for people to return something they find, and for you to find things that go astray.

We ask that children do not bring valued or valuable possessions to school as they can occasionally go missing and we are not always successful in being able to trace lost items which can be upsetting for the children.

13. Mobile Phones / Smart Watches

Children are not permitted to have mobile phones or smart watches in class during the school day. If your child brings either of these to school they will need to be given to the office before registration and collected at the end of the school day. EP Collier School will not accept liability for loss or damage to personal property during the school day.

14. Parent Helpers in School

The School welcomes the involvement of parents. Getting involved with school life will help you to feel more a part of your child's education, and is a great chance to make new friends. The children also get a real thrill when parents and loved ones can be a part of what's going on - they are not old enough for you to be embarrassing yet!

There are many ways in which you can contribute.

Classroom and school curriculum activities

There will be many opportunities to get involved with school activities. It is a great way to get an inside perspective on school life, and to get to know some of the children in your child's year group.

Tell us your skills

We frequently rely on the expertise of the parents to help with school developments and projects. Let us know if you have a particular skill, profession or interest that might be of use to the school. Tradesmen, marketing professionals, health professionals, artists, musicians - all walks of life will have something to contribute at some point and we would welcome your input.

14. School Governors

Governors have a wide range of roles to play within the school including:

- Setting the overall school budget
- Setting priorities for the School Development Plan
- Ensuring the National Curriculum is taught to all children
- Setting targets for pupil achievement
- Publishing national test results
- Ensure Health and Safety issues are addressed

Governors welcome ideas and comments from parents, guardians and children. We hold meetings during the year to keep parents up to date with developments in school. Vacancies for parent governors will be advertised on the school website but please speak to a member of the school team or an existing governor if taking on the role of governor is of interest to you.

If you would like to contact the Governing body you can do so via the school office. Or you can talk to one of the parent Governors direct. Names of current members of the Governing Body are listed on the school website.

Conclusion

We hope this document provides you with all you need to know about daily life at EP Collier Primary School.

If there is something we have overlooked, please let us know by sending an email to the school office, the address is on the front page of this handbook. Remember that there are other sources of information on the school website, in particular news about forthcoming events, and pages for the individual year groups. We look forward to getting to know you and your children, and hope that you find school life enjoyable and rewarding.