



Stephenson School Information for Parents

Absences

Contact the school by email on head@stephensonschool.co.uk, or the school phone 0208 969 6021 before 8:45 in the case of absence, otherwise please leave a message throughout the day. Please let us know at the beginning of the day if your child is to be collected by someone who we have not met before.

When a child has been absent for any reason, please send in a letter/email explaining the reason for absence on the day that your child returns to school. Please let us know also if your child has contacted an infectious illness e.g. mumps, chicken pox or headlice so that we can inform the other children in their class. If your child has vomited overnight or has diarrhea/temperature, please do not bring them in to school the next day. There should be a clear 24 hours since the last incident of vomiting or diarrhea. In some cases this may mean staying away for two full days.

Parents should seek permission in advance for their child to be excused, by writing and including full details so that the Headteacher can respond accordingly. If this procedure is not followed this is classed as unauthorised which is deemed as an act of truancy by the authorities.

Anti-bullying Policy

See website.

Assemblies

School assemblies are held on a regular basis throughout the week.

Cash

Any monies brought to the school in the form of cash must be put in a named and sealed envelope and handed in to a member of staff.

'Come and See'

Each half term, parents/carers are invited to the school to come and look at their children's work. This is not a time to talk to the class teacher but is a time to share your child's achievement with them and to look at what is going on in the classroom.

Communication

1. **Emergency contact numbers:** please make sure that these are up-to-date and advise the school of any changes it is essential that we have a letter listing arrangements made by parents when are they are away from home or out of the country.
2. **Calendar:** dates can be found in the newsletters and on the school calendar site.
3. **School Entrance:** a member of staff welcomes the children each day and is available to take any letters, messages and deal with simple queries.

Please make a formal appointment for any detailed discussion about your child.

4. **Communication from the school:** school newsletters can be downloaded from the website and parents will receive these via email. Also check the school information board for extra notices or updates.
5. Christmas cards: a post box will be put out a few days before the end of the autumn term for the children to post their Christmas cards to their friends and members of staff. The older children will sort and deliver the cards.
6. Letters will be sent out, from class teachers, at the start of each term outlining topics and pertinent information.

Complaints

See website.

Events

These are publicised in the newsletters and calendar. Parents are given as much notice as possible in order to be able to attend these and support their children. Annual events include concerts, Sports Day and performances.

Fees

These are payable by the last day of the previous term. A full term's notice is required in accordance with NMS terms and conditions document.

Fire Drill

Practices are carried out on a regular basis so that the children are confident about the procedures to follow should a fire occur during the school day.

Friends of Stephenson School

This is an organisation run by parents, all parents are automatically members when they join the school. Representatives meet on a regular basis to organise social and fundraising events.

Halloween

This is not celebrated in school and we would request that parents do not send their child in with any items related to this.

Holidays

These should be taken during the designated school holiday periods. It is important that children are not taken out of school during term time as this interferes with school work. School term dates can be found on the website.

Homework

Homework is given throughout the school. Please support your children with this and help them to see that it is an important part of their learning.

Independence

Please make sure your child is as independent as possible. Teach them to use the toilet, flush and then wash their hands as a priority. Also, parents of boys, please teach them to use a urinal. Also teach them to use any zips/buttons that they might have on their coats. Infant children should not have lace-up shoes. In order for the children to work and learn effectively they need to go to bed at a reasonable time i.e. 7:00/7:30pm. They will get very tired and you should try to limit after school activities in the early days until they get used to their new pace of life!

Lost Property

All items of clothing/equipment should be clearly named. When lost property is found, this is collected and returned to the child, if named. All unnamed uniform or items will be displayed in the school entrance area. If unclaimed, items are disposed of at the end of each term.

Lunch/snack

Each child should bring in a piece of fruit for snack time. Please firstly make sure that it is one that they like, and then help them to learn how to peel it if necessary e.g. bananas, oranges, etc. A named water bottle should be brought to school on Monday morning. This is kept in the classroom so that your child can have a drink at any time of the day. We can replenish these during/at the end of each day. Water bottles go home every Friday to be washed thoroughly. For lunch, please see food policy.

Medical information

- allergies - details of any allergies or medical conditions should be filled in on the admission form, please keep the school updated should your child's medical condition change in any way, severe allergy sufferers must store an epi-pen in school, qualified first aid staff are trained in their use
- asthma - asthmatic children must bring an inhaler into school which will be kept in their classroom at all times
- first aid - in the event of an injury or where illness is suspected, a qualified first aider is called and the appropriate action taken
- head lice - in case of a live infestation being discovered by the school the parent is asked to collect their child for immediate treatment, headlice should be treated at home with medication, should a parent discover headlice, please could they inform the school so that we can notify the other parents in the same class. Parents are advised that regular combing of hair after washing with a special nit comb is effective as a preventative measure
- infectious conditions - the school should be informed of all incidents and the child should be kept at home until they are no longer contagious
- immunisations - the school expects that parents have complied with UK medical recommendations. For the most up-to-date immunisation advice, check on www.immunisation.nhs.uk

Parents are responsible for all medication being kept up to date.

Outings

The children visit a variety of places of interest, often linked to their school topics. Parents will be informed about such visits by letter which will give specific details regarding transport, cost and clothing (which is usually school uniform). The member of staff organising the outing will have visited the site and completed a risk assessment prior to the trip to ensure the enjoyment and safety of the children. Parents are invited to volunteer to accompany these trips to ensure an adequate adult/pupil ratio.

Parents Meetings

In the autumn and spring terms parents meetings are held to discuss each child's progress. Written reports are sent out at the end of the summer term.

Parking

Stephenson encourages children to walk or use public transport in accordance with our school travel plan. Metered parking is available along Kensal Road and side streets near to school. Please note that Kensal Road is currently in the Congestion Zone. Alternative parking is available off the Harrow Road and Westminster Council allows a ten minute waiver at the start and end of the school day (you need to collect a label from the Headteacher to display in your car).

Pets/Animals

According to Health and Safety guidelines, they are not permitted on the premises, unless for educational purposes in which case, permission must be sought.

Photographs

Individual, school and class photographs are taken on an annual basis. Photographs of children at work and play, taken by the staff, are displayed around the school.

Policies

The following policies can be downloaded direct from the school website: Admissions, Anti-Bullying, Complaints, Curriculum, Discipline and Exclusion (Behaviour), Educational Needs, Educational Visits, Pupils with Statements and English as an Additional Language and Safeguarding Children. Staff details are also on the school website.

School Day

Doors open 8:45 for 8:55 start and the day ends at 3:30. Please try not to be late at the start or end of the day as it is very disruptive and upsetting for both the children and the teachers.

Sickness

No medicines may be brought into school. Parents should make arrangements with their doctor to prescribe medicines that can be given before and after school. Where this is absolutely unavoidable, parents may come into school to administer the medicine themselves. Any child well enough to be in school is expected to fully take part in the school curriculum, including going out to play and joining in PE lessons unless they have a doctor's note indicating otherwise.

Sport

Children regularly participate in sporting activities and encouraged to see physical activity as part of a healthy lifestyle. Throughout the year, they learn skills to enable them to participate in all the main sports.

Toys

To be brought to school only when relevant to a project or 'Show and Tell' (for infants). Toys can become lost or broken if the class teacher is unaware of their presence. Any items of value should be given immediately to a member of staff. The school is unable to take liability for damage or breakages to any items. Weapons or knives of any kind are not allowed in school.

Uniform

See separate uniform policy. Basic uniform can be ordered from www.apc-clothing.co.uk Sunhats, book bags, PE bags and school rucksacks can be purchased directly from the school. All school uniform must be labelled with a sewn-in woven nametape these can be ordered online from www.jjcash.co.uk.

Visitors

A variety of visitors come to the school throughout the year, sometimes these are for individual classes and sometimes for the whole school.

Helen Powell
Headteacher