

## Frequently Asked Questions for Fournalanesend C P School

**Please keep this somewhere safe.**

### **The School Day**

8.45am	School gates opened
8.55am	Children to go into hall for Wake and Shake
8.55am	School gates closed. Any child arriving after this to be registered as late.
9.05am – 12pm	Morning lessons. Playtime and Assembly arrangements detailed separately.
11.45am	Foundation Stage Lunch
12pm – 1pm	Lunch
1pm – 3.15pm	Afternoon lessons
3.15pm	End of school

### **Staff List**

Teaching Staff:	Rebecca Norton (Head) Fran Ferguson (Senior Teacher) – Class Lynher (Y5/6) Emma Cunningham – Class Lynher (Y5/6) Richard Wilde – Class Tamar (Y3/4) Helen Illingworth (SENCo) – Class Cremyll (Y1/2) Natalie Perry – Class Plym (FS/Y1)
Teaching Assistants:	Sally Adams Karen Soames Jenna Welch Sarah Miller
Statement Support Assistant:	Louise Hawthorne
Secretarial Staff:	Ann Parsonage Claire Blackler
Care-taking/ Cleaning	Debby Stacey
Lunchtime Supervisors	Becky Ginger Louise Hawthorne Donna Horton

## **Beginning and end of the day**

### **What are the school opening times?**

The school gate opens in the morning at 8.45 and the whistle is blown at 8.55 for Wake and Shake. The gate shuts at 8.55am and any children arriving after this have to go through the main office and be signed in the Late Book.

### **When can I drop my child at school?**

Any time between 8.45am and 8.55am. There is no supervision prior to this time unless you are waiting with your child.

### **How do I get to the school?**

We offer a bike and scooter shelter so that children can use these to get to school. If your child is using their cycle or scooter we have fluorescent tabards that your child can loan from school free of charge to ensure that they are seen. Many children walk from the villages.

City bus run services from Millbrook and Cremyll, please contact them for details.

If you wish you can transport your child by car, there are lay bys next to the school to use. Please **do not park on the bends** and please always be vigilant of children crossing.

### **I'm going to be late collecting my child, what do I do?**

Call the school and let us know – if it is just 5/10 mins they can be supervised in the entrance hall. Otherwise please arrange for someone else to collect them and inform us. The school office telephone number is 01752 822502.

### **What happens if my child is late to school?**

If you know that your child is going to be late to school please call and let us know then we can make arrangements to integrate them into the classroom with the minimum disruption for them and the class.

Your child will receive a late mark in the register and these are monitored by the headteacher and the EWO (Educational Welfare Officer). If your child is persistently late to school then we ask that you work with us to address this, we ask that you book an appointment with the headteacher to discuss what we can do to support you.

### **Is it OK if my child leaves with a friend at the end of the day on occasions?**

We always ask that if there is a change of arrangements for the collection of your child that you let us know. We cannot release a child to another adult unless we have been given notice either in writing or by phone that they are collecting on this occasion, even if this is another parent at the school.

Similarly we cannot release a child to you to drop home even though you might know the parents and the child might live close to you. We require parental consent for this; it is part of our safeguarding of all your children.

### **Absences**

#### **My child is sick, what do I do?**

If your child is not well enough for school then please call to inform us before 9.30am. This needs to be done daily until your child returns to school.

#### **How can I find out the dates of school holidays this year and next year?**

At the beginning of each school year you will receive the year timetable. There will also be a copy on the school website. Copies can be obtained from reception if one is lost.

#### **I have a holiday/family occasion planned during term time, can we take it?**

No. There are very few exceptions to this and you can be fined if you go ahead and take the holiday.

#### **My child has a medical problem that keeps them from attending school, how can I help?**

Please see your child's teacher who will provide work that can be completed at home if your child is well enough, so that your child will be supported when they return to school. When your child returns to school they need to bring the work with them so that it can be recorded by the teacher. We in return will code our registers to reflect the work your child has done at home and thus reduce the absence.

#### **When can my child return to school following sickness/diarrhoea?**

The guidelines from Cornwall ask that your child is clear for 48 hours of any of these symptoms before you return them to school.

### **Fourlanesend Fun Clubs**

#### **When do clubs begin?**

Clubs begin the second week after any holiday unless you have a message saying otherwise.

#### **How can I sign my child up for a club?**

You will get a letter in the first week that you need to complete and return prior to your child attending the club.

#### **Can my child pick and choose which week they attend their clubs?**

No. If your child makes a commitment to sign up to a club then we expect that they attend all of the sessions in a half term unless there is a good reason for their absence.

**What happens if the weather is bad?**

We make a decision by 2pm and you will get a text or a call from the office if the club is cancelled.

**If a club is cancelled do I get a refund?**

Yes, if there is a charge.

**Can I run a club?**

Yes please! If you or a group of you are interested in providing a club then please go and see Mrs Norton. You will need to complete a DBS check in line with our safeguarding rules. The school will also provide resources for you to run your club. You will be responsible for the management of the children in the club and you will be supported by the staff team.

**Communications****How can I find out what my child is doing at school?**

Each class teacher provides a half termly forecast which goes out the beginning of each half term and explains the areas that will be covered that half term. This can also be found on our school website.

**When does the school newsletter come out?**

Every Friday, in your child's bag. If you would prefer this by email, please let the office know. It is also available on the school website.

**My child didn't bring a newsletter?**

The newsletters only go to one child per family. If for some reason the newsletter didn't come home then you can view it on our website or ask for a copy from the office.

**When do you use the text service?**

We use it to send out reminders, cancellation of clubs and any information that we need to get to you quickly.

**I live out of mobile phone range, what can I do?**

Please let the office know and we will call you with the information.

**Your child's progress****How can I find out how my child is doing?**

We provide a Parent's Evening every term.

Autumn term – How your child has settled in, how you can best support your child and targets that we would like your child to meet by the end of the year.

Spring term – How your child is progressing towards their targets and an opportunity to look at their books.

Summer term – This is just a drop-in opportunity to discuss the end-of-year reports.

We also have an open door policy. This means that you can catch the teacher in the morning and at the end of the day for anything that is quick but important. We appreciate that many children make their own way to school so you may wish to call the office. The class teacher will always get back to you the same day unless they are absent or on a course in which case another teacher will call you.

You can make an appointment to discuss your child at anytime; **please do not leave concerns until Parents Evenings**. Children make the most progress where the parents and the school work together in partnership.

### **What is in my child's report?**

Your child will receive a formal report which by law has to give you your child's attainment (at what level they are working) and your child's attendance.

At the end of the report is a summarising statement from the teacher and a headteacher comment.

Other details such as what your child has covered, particular areas of strengths, achievements etc are given throughout the year in the form of Class Forecasts at the beginning of each term, certificates, behaviour book comments in our Celebration Assembly and information given at parents evening and therefore will not be recorded in the report.

### **Lunchtime arrangements**

**ALL children in Class Plym and Cremyll have school dinners provided for them free of charge. If you wish your child to have packed lunch, please provide it.**

### **Can my child have a school dinner?**

Yes, just let us know on the day and make the payment to the office.

### **Where can I find out what is on the menu this week?**

You get a menu at the beginning of each term, please keep it somewhere safe.

### **How can I pay for my child's dinner?**

Give your child an envelope with their name, dinner money and the amount inside written clearly on the front. Alternatively pay at the office, please make cheques payable to Cornwall Council. Dinner money should be paid weekly, monthly or half termly in advance.

### **Is my child entitled to free school meals?**

Ask at the office for a form.

### **What can I put in my child's packed lunch?**

This may sound odd but please pack your child the food they will eat. If they won't eat cheese at home they won't eat it at school either! We ask that you provide a healthy balanced meal. This usually will consist of sandwiches, fruit,

a biscuit and perhaps a yogurt. Water is available for your child at the table. We do not accept squash, flavoured water, fizzy drinks and sweets. Please do not pack anything your child cannot undo easily themselves.

### **Where does my child put their packed lunch?**

They are stored in the cloakrooms at school.

### **Homework**

All homework appears on the website under your child's class. Your child will also have the details given to them of what they need to complete.

### **Plym & Cremyll**

#### **Foundation**

Foundation children are expected to read 5 times a week and this is to be recorded in the reading record. Children will receive their first reading book once the first set of phonic sounds has been completed in class. Other topic based homework may be given and parents will be notified as appropriate.

#### **Year 1 & Year 2**

Children in year 1 & 2 are expected to read 5 times a week and to discuss what they have read to build on their comprehension skills, as well as, improving their word knowledge. This should be recorded in your child's reading record. Either a Maths or an English-based activity will be given out on a Friday and expected in on a Thursday. Other topic based homework or whole-school homework may be given and parents will be notified as appropriate. Children will be given spellings to learn each week.

### **Tamar**

Spellings will be given out on a Friday to be practised in a book. This will be checked and a test given on the following Friday.

Children will be expected to practice times tables as all children need to be fluent in these as well as their corresponding division facts.

Yr 3 – 3, 4 & 8 times tables.

Yr 4 – All times tables.

All children in class Tamar need to read at least 10 minutes a day and record this with an adult's signature in their reading journals, or if they are particularly fluent readers they will be asked to discuss their reading with an adult for the same amount of times. This will also be checked each Friday and will contribute towards their Book Quest certificates. Whole school homework will also be given to link in with whole school topics as well as local/national/global events.

Occasionally children will be given 'answers on a postcard' homework. These are research/investigation/creative homeworks that contribute to their learning. These will involve English or Maths activities. English and Maths homework will be set occasionally for practice of methods, given out on a Friday and handed in the following Thursday.

## **Lynher**

English homework will be given out on a Tuesday and will be due in the following Monday. Spellings will be given out on a Wednesday to be practised on a handwriting sheet. This will be checked and a test given on the following Wednesday. Maths homework is given out on a Friday and needs to be handed in the following Thursday. All children need to be fluent in their recall of times tables by the end of year 4. If they have not achieved this, additional work on these will be given. All children in class Lynher need to read at least 5 times a week and record this with an adult's signature in their reading journals, or if they are particularly fluent readers they will be asked to discuss their reading with an adult for the same amount of times. This will also be checked each Friday and will contribute towards their Book Quest certificates. Whole school homework will also be given to link with whole school topics as well as local/national/global events.

## **Reading**

Children are expected to read at home daily as it is an essential tool to aid all their learning. Positive comments should be recorded after each reading session in your child's reading record. In class Lynher and Tamar children will be expected to read Friday lunchtime if they do not complete and bring in their signed reading journal.

## **Volunteering in school**

### **Who volunteers in school?**

We have regular volunteers from the community who come and help with reading or take assemblies, all of these volunteers are DBS checked.

We have parents who come and help out in classrooms, or run clubs. All are DBS checked.

We also have students from local secondary schools who do a weeks work experience with us; these are usually ex-pupils.

Sometimes we get students who have been accepted to do teacher training at a university and as a pre-requisite to their course have to spend time in schools first, again these students also have the relevant DBS checks.

We also have Point Europa sometimes working within classrooms. Again all are subject to necessary police checks and these are completed by Point Europa.

**Can I volunteer in school?**

Yes please, even if it is infrequent. You can work in the class with your child so long as the class teacher doesn't deem it to be having a negative impact on your child's learning. You may choose to work in another class. If you are interested please see the relevant class teacher to discuss it.

**Join the FOFLES!**

The school has a FOFLES (Friends of Fourlanesend School) which runs events such as Coffee mornings and the Summer & Christmas Fairs. Any support you can give will be very welcome. All funds raised benefit the children and the school.

**School Uniform****What do my children need to wear?**

We have a uniform leaflet that has been produced by our children. They are available in the school entrance hall.

**Where can I get the school uniform?**

You can choose to buy the uniform wherever you wish. However we do have a local factory that make and supply our school sweatshirts etc with the school logo on. Embroidered logos can be purchased for £2.95 to add to plain jumpers or cardigans. These can be purchased from the office, who can also help with any queries.

**Does my child have to wear uniform?**

Yes, Fourlanesend has a compulsory uniform policy. Although we do understand that children grow, washing can't always be dried in time and they do lose it. So just let us know if there is a problem.

**Child Safety**

**I have a concern about a child, what do I do?** Come and see Mrs Norton who is the trained safeguarding officer. Also see our Safeguarding Leaflet for details of procedures, these are given out annually with this leaflet.

**At what point do I tell the school that there is a problem at home/family upset etc?**

As soon as possible. We will deal with the information confidentially and monitor your child's wellbeing carefully.

**What happens if my child has an accident at school?**

Your child will be treated by a trained first aider, most staff at the school receive first aid training. All accidents are recorded in our accident book at school. If it is an accident involving the head then you will receive a 'bump note' in your child's bag. If your child is younger then the class teacher will see you at the end of the day, obviously older children who walk home will tell you themselves.



If we are concerned about your child we will phone you to discuss this with you or to ask you to come and collect your child. The first aider who has dealt with your child will advise you of what to do. On occasions if it is going to take a while for you to arrive at school and we are concerned we will call 111 to check on advice for you or take your child to their local surgery and arrange to meet you there. For major emergencies we call 999 immediately.

**Please note, it is essential that you always update us with new contact details immediately.**

### **What medical information should I give the school about my child?**

If your child is diagnosed with any health issue you need to let us know. If your child has asthma you need to fill in an asthma care plan, these are available from the office.

### **Miscellaneous**

#### **What can my child bring to school?**

No toys etc unless it is part of show and tell in Class Plym. We encourage children to bring in items linked to topic work, please can these be named. If you have anything valuable then please ensure that the class teacher is aware of this so that they can make the necessary provision for it. Your child does not need to bring a pencil case and pencils etc as we provide everything they are going to need in school.

#### **Can my child bring a snack for playtime?**

No, we provide a selection of fresh fruit for snack daily.

#### **My child has lost an item at school, what do I do?**

Check our lost property in the entrance hall, check the cloak room with your child and ask your class teacher or TA (teaching assistant) if they or you can check the classroom. You can help us by naming every garment and then we can return it easily.

#### **Is there a Breakfast and After School Club?**

We run a breakfast club from 7.45am-8.45am. Please contact the office to book your child in. However, if you need to use the service at the last minute and you haven't booked, please feel free to bring your child in, as the club is run every school day.

After school care is available at school until 5:30pm. Places must be booked at least 24 hours in advance. Please contact the office to book your child in.

#### **I see from the newsletter that my child has a visit but I haven't received a permission slip?**

We issue a general permission slip at the beginning of the year that covers most events and visits. Please fill this in and return to school promptly.

**Smoking**

We have a no smoking policy in our school grounds and this includes e-cigarettes and vapour cigarettes.

**I have another concern not covered here what should I do?**

Please always contact the class teacher in the first instance, they have the detailed knowledge on your child otherwise the headteacher only has to pass the information back to the class teacher. The class teacher will always inform the headteacher of your concern and how they have dealt with it. If you are not satisfied with the result then make an appointment to see the headteacher.