



Parent Information Book



GREAT COATES PRIMARY SCHOOL
CROMWELL ROAD
GRIMSBY
NORTH EAST LINCOLNSHIRE
DN37 9EN

Telephone 01472 230263
Email office@gcp.nelcmail.co.uk
Website www.greatcoatesprimary.co.uk



Part of the Healing Multi Academy Trust

Please do not hesitate to contact us with any questions or queries.

Current 2018 – 2019 Staff

Headteacher	Andrea Norman	Deputy Headteacher	Lynn Deans
Assistant Headteacher Kelly Winn (SEN)			
Teaching Staff			
Nursery Manager	Amy Nunns	Year 1/2	Kathryn Baxter
Nursery Teacher	Donna Wood	Year 1/2	Leah Brown
Nursery	Sam Beverley	Year 1/2	Melissa Martin
FS2 Reception	Rebecca Chard	Year 3/4	Kelly Winn
FS2 Reception	Alison Watson	Year 3/4	Sophie Hall
FS2 Reception	Michelle Waters	Year 3/4	Morgan O'Neill
		Year 5	Robyn Bradley
		Year 6	Callum Baxter
Teaching Assistants			
Helena Philips	Bev Brown	Cooking	Kate Fowler
Bryony Mennell	Claire Omon	Forest Schools	Sarah Cook
Jamie Wardle	Jane Stocks	PE Specialist	Abi Thompson
Angela O'Nions	Dylan Claassen	HLTA & Breakfast Club	Lesley Lazarus
Catherine Parker	Alison Brett	HLTA	Karen Bain
Amie Regan	Karrina Peck	Learning Mentor	Sharon Billingham
Alice Jebson		Nursery Nurse	Ann Clarke
Administration Staff			
Business Manager	Amie Venney	Administration	Anita Howlett
		Administration	Sallyanne Cardy
Lunchtime Supervisors		Chartwell Team	
Senior Lunch Supervisor	Zoe Kelly	Lunch Supervisor	Vicky Blakey
Deputy Lunch Supervisor	Stacey Baines	Lunch Supervisor	Laura Tanner
Lunch Supervisor	Laura Woodley	Chartwell Team	Dot Ball
Lunch Supervisor	Catherine Milford	Chartwell Team	Tania Hall
Lunch Supervisor	Claire Bond	Chartwell Team	Katrina Parker
Lunch Supervisor	Karen Blakey	Chartwell Team	Lindsey Baslington
Ancillary Staff			
Caretaker	Paula Wilkins	Domestic Team	Trudi Walden
Domestic Team	Margaret Saunders	Domestic Team	Tracey Cran
Governors			
Chair	Teresa Blanchard	Safeguarding	Catherine Milford
Vice Chair	Cllr Redgrift	Finance	Donna Randell
Headteacher	Andrea Norman	Parent	Debbie Jaycock Greaves
Staff	Kelly Winn		

MISSION STATEMENT

Learning Together, Proud of Each Other, Moving Forward As One

Vision Statement

We believe that good teamwork and positive partnerships with individual children, the whole class, our colleagues, with governors, parents and the wider community will lead to effective teaching, high standards and successful learning.

We believe that learning should be fun, purposeful and challenging. Through an effective curriculum we aim to equip each child with the skills they need for lifelong learning. We aim to develop confident learners, who take ownership of their learning are proud of their achievements and are well prepared for life in modern Britain through an developed understanding of British Values.

We believe that every child matters. Through positive attitudes, close partnerships with parents and the wider community we endeavour to develop the whole child, meeting individual needs in a safe and secure environment where differences are celebrated.

Aims

- To deliver a high quality teaching and learning experience for our pupils that promotes high standards and accelerated progress for all;
- To promote a love of education for all learners and to equip them with the tools to take ownership of their own learning;
- To promote children's self-esteem, their rights and responsibilities;
- To create a welcoming atmosphere in school where children, staff, parents and visitors feel valued;
- To have high expectations for all within our community to ensure that we demonstrate the very best standards of conduct, moral purpose and integrity;
- To work in local, national and global partnerships in order to strengthen curriculum links and promote an awareness of the wider world;
- To ensure that our pupils feel safe and secure, and enjoy coming to school.

We will do this by:

- Placing teaching and learning at the heart of everything we do;
- Delivering innovative and effective teaching and learning;
- Working in partnership with other schools and businesses;
- Providing an exciting, broad and challenging learning experience;
- Promoting a 'have a go' culture where children have the confidence to challenge themselves as learners;
- Promoting the confidence and engagement of parents and carers in the learning of their children and the development of good behaviour.

ADMISSIONS POLICY

Admissions into Great Coates Primary are managed by The Local Authority

The criteria used when prioritising applications is as follows:

- Children in Local Authority Care and Children with Special Educational Needs
- Children who have a Statement of Special Educational Needs
- Those who are resident in the catchment area
- Those who have brothers or sisters who will already be attending the school at the expected time of admission
- Any remaining places are then allocated to the pupils living nearest to the school (where there is more than one route the distance measured is the shortest available safe route for pedestrians).
- Special cases

SECONDARY TRANSFER: At the end of Year 6, children have traditionally transferred to John Whitgift Academy or Healing Science Academy. Parents of course can apply for admission to any secondary school in the area.

SAFEGUARDING:

Child Protection Procedures: All staff of Great Coates Primary School has a duty to safeguard children.

Great Coates Primary School adheres to child protection procedures that have been agreed locally through the local Children's Safeguarding Board.

We will to support all pupils by:

- Ensuring the content of the curriculum includes social and emotional aspects of learning
- Ensuring that we cover all aspects of 'e' safety
- Ensuring that child protection is included in the curriculum to help children recognise when they don't feel safe and to identify who they should tell
- Promoting a positive, supportive and secure environment where pupils can develop a sense of being valued
- Making sure that the school 'Behaviour Policy' sets out guidelines about what is and is not acceptable behaviour.
- Involving parents so that we can work together.

Safe Working Practice: Great Coates Primary School has developed a clear code of practice that Governors have agreed and staff understand and agree to. The code of practice offers guidance on the way they should behave when working with children.

Confidentiality: All staff aware that they must not promise to 'keep secrets' with children and that if children disclose abuse this must be passed on to the Child Protection Officer as soon as possible and the child must be told who their disclosure will be shared with. Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know' basis only. Information will also be shared with appropriate authorities.

Record Keeping: Child Protection records are kept centrally and securely by the Child Protection Officer. Staff are aware that they must make a record of child protection issues and events as soon as possible, using the forms in the Child Protection school file. These records must be signed and dated. Child Protection records must not be kept on the child's curriculum file. Files must be passed securely to the school that the child transfers to.

Working with Other Agencies: Schools are not investigating agencies and it is essential that child protection issues are addressed through agreed procedures. However, schools continue to play a role after referral and need to develop strong links with partner agencies, particularly Social Care.

Great Coates Primary School recognises the importance of multi-agency working and will ensure that staff are able to attend relevant meetings including case conferences, core groups, strategy meetings and Child in Need meetings.

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PUPIL PREMIUM

The Pupil Premium (which is additional funding added to our school's budget) is applied to children who meet any of the following criteria:

- a) are currently entitled to Free School Meals (other than the Universal Infant Free School Meals)
- b) have been entitled to free school meals in the past 6 years
- c) are looked after by a Local Authority
- d) have been adopted from Local Authority care
- e) are children with parents in the armed forces.

This funding is used to ensure that children in the 'PP' group do as well at school as children who are not in this group. If your child is included in this group you will be contacted directly by school. If you think you should be included and have not been contacted, please let us know.

Our school day

School starts at 8.50am



Registration	8.50
Break	10.35 – 10.50
Lunch	12.00 – 13.00
Finish	3.20



Nursery Hours

Mornings 9.00am – 12.00am

Afternoons 12.30pm – 3.30pm

Lateness

Please make sure your child is on time as it can be upsetting for a child arriving late to find everyone else in the classroom busy at work. If your child is late they cannot get their mark and this has to be counted as an unauthorised absence.

There is always someone to take your call 8.00am onwards. We do have an absence mail box for all messages.

Tel: 230263

Absences

If your child is ill, or has a medical appointment, please let the school know as soon as possible. We check all absences in case a child has been sent to school and has not arrived. If we have not been informed of a reason for a child absence will contact you by either text message or phone call.

We all want to create an atmosphere where children feel safe and happy and want to learn. We do have a strict Anti-bullying Code that has the full backing of the Governors. We believe that it is important that all the children know and understand the rules – in order to create the right atmosphere so that all can make progress in their learning.

Don't suffer in silence

- 1. We all have a right to be happy at school.***
- 2. We know that we must always "tell" if we see something wrong. [Telling is never wrong.]***
- 3. We know that bullying and name calling are not allowed.***
- 4. We treat everyone as we like to be treated.***
- 5. If we cannot say something nice, we say nothing.***
- 6. We all have to take responsibility for our own actions.***

If a child is unreasonable and chooses not to follow the rules, then they are aware of the consequences, which are known and fairly enforced by all who work in the school.

We teach the children that unkindness is bullying when it is **deliberate, ongoing, unequal**.

If you suspect your child is being bullied (deliberate, on going and unequal), rather than the falling out that is a natural part of growing up, then please come and see us.

We have a Learning Mentor, Mrs Billingham whose job is to ensure we remove barriers to learning, like bullying, and she will be happy to talk any problems through if you are unsure.

Please speak to your child's teacher if you have any concerns about them. **The class teacher is best placed to offer support in the first instance.**

Starting Nursery

We admit children into the Nursery for a morning or afternoon session from the term after they have turned 3. There is a waiting list, we take three intakes throughout the year in September, January and April. At other times children are admitted if there is a place and they are the required age, new children are allocated to a class / group on arrival but may be transferred to a more appropriate setting after a period of assessment. Children may be in a mixed year class. This is an organisation that is successful for us and gives us the flexibility to cater for every child's needs. We do offer the funded 30 hours, if you would like more information please ask to speak to the Nursery Manager.

30 Hours Funding

In September 2017, the government is planning to introduce its flagship promise of 30-hours free childcare for working parents. There is a lot of confusion around the roll-out of this offer, how it is different from the 15 hours free childcare which is available to all children aged 3 and 4, who can claim for 30 hours free childcare, and how to sign up.

What is the 30-hour offer? Can I get free childcare for my children?

ELIGIBILITY

You will be eligible for the 30-hour funded childcare offer if:

- **You earn more than the equivalent of 16 hours at the national living wage or minimum wage per week:** for example, £120 per week if you are 25 or older. There is no requirement to work a certain amount of hours per week – it is all about **how much you earn**. This means if you only work 10 hours a week but earn £12 per hour, you will meet the minimum earning threshold. **Apprentices are also eligible** as long as they earn the equivalent to 16 hours at the apprentice minimum wage.

AND

- **You earn less than £100,000 per year.**

If you are interested in the 30 free hours childcare please check out the link below to see if you are eligible and for more details.

Please let the school know if you are interested in taking up this option.

<http://www.familycorner.co.uk/30-hour-free-childcare-guide-parents>

This website is now live and all set up

Please bring and collect your child from the main Nursery entrance. All children must be brought and collected by a responsible adult. No persons under 16 can collect a child. A password system is in place.

Please do all you can to make sure your child arrives and is collected on time. We always have a substantial waiting list for our nursery places and need to be sure that we are being fair to all.

Reception Class

Please bring and collect your child from the Reception Class cloakroom door. All children must be brought and collected by a responsible adult. During the Reception year we try to help your child to be independent in putting on shoes and coats, changing for PE and folding their clothes. Our aim is to ensure that children can be independent in the morning by the end of the Reception class. In the summer term Reception children line up in the playground like the other children – they love to be grown up!

Key Stage 1 (years 1 and 2)

Please **do not** leave your child alone in the main playground before school. Please take them to their designated collection area and wait for their teacher to collect them.

If you cannot collect your child yourself, please make sure you inform the staff who is coming. If someone arrives who we do not know we will contact you in order to double check on the safety of your child. Any child left on the premises after the end of the school day is the responsibility of the parents. Every effort is made to contact parents in the event of a child not being collected. Teachers are not available to supervise children after school. If a child has not been met by 3.30pm all efforts to contact parents fail, the Educational Welfare Service and Social Services are contacted.

All children in Key Stage 1 must be collected by a responsible adult we are not allowed to let them go with KS2 siblings.

Key Stage 2 (years 3, 4, 5 and 6)

During Key Stage Two we are continuing to develop the children's independent learning skills, retain their natural enthusiasm for learning and enable them to achieve the results that they deserve.

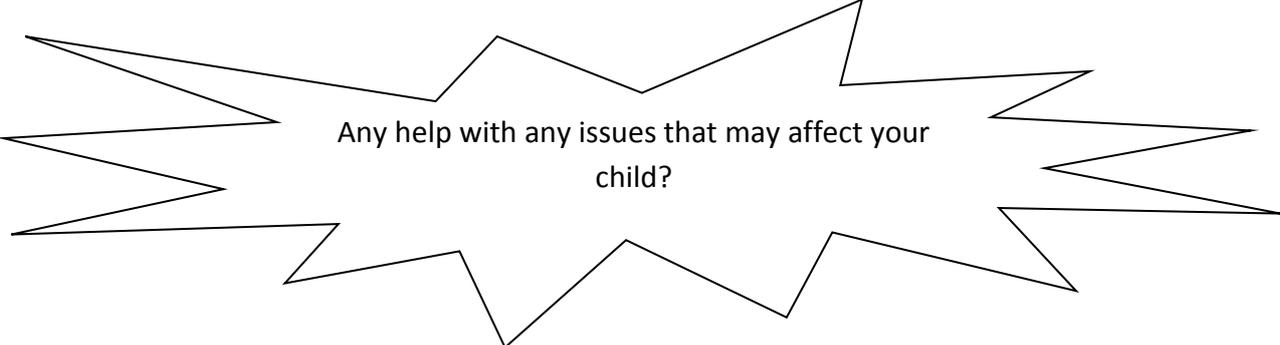
Please **do not** leave your child alone in the main playground until their teacher has arrived and the whistle has been blown at 8.50am.

All children are to be collected from their designated area at 3.20pm.



**Mrs Billingham is our
Learning Mentor**

Mrs Billingham is our Learning Mentor and she is always happy to discuss any issues if you are experiencing any problems with your child's attendance, behaviour or health. She is the person who will ring you if your child is not at school or if you have forgotten to sign a consent form. Her role is to solve the problems that may hinder your child from learning and to encourage parents to come in and talk to us.



Any help with any issues that may affect your
child?

Attendance

Irregular attendance seriously disrupts continuity of learning, and jeopardises progress - as well as leaving you the parents liable to the law! The school has a policy and procedures to follow. We ask parents to help by sending children to school unless they are definitely unfit, and by keeping requests for children to be absent from school to a minimum. **Poor attendance has to be followed up by the school.**

If your child is ill, please ring school on the first day of absence. If we do not receive a note or phone call from you explaining the reason for your child's absence or lateness we will contact you requesting this information. This is for health and safety reasons. If absence is prolonged and no reason is given, or if days off are frequent with the reasons not really justified, then the Education Welfare Officer has to be informed. Any unexplained absence must be recorded by law on the register as an 'unauthorised absence' and will appear on your child's annual report. The Education Welfare Officer also liaises with school on a weekly basis to look at low attendance and any causes for concern.



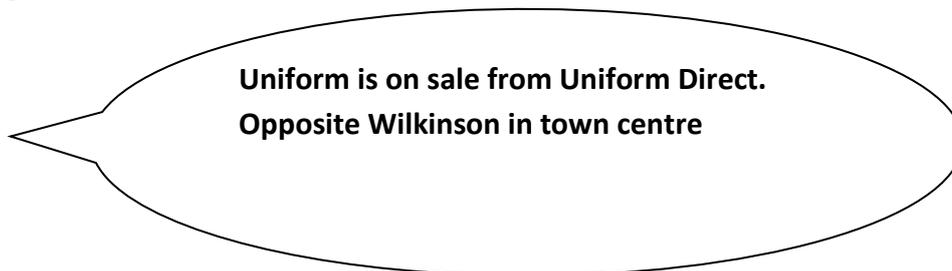
Do we have your up to date contact number? So we can get in touch.



Tel 01472 230263

if your child is absent

UNIFORM



Our children are representatives of our school at all times. We want our local community to be proud of our achievements. The uniform is as follows,

SWEATSHIRT

The pre printed sweatshirt has been accepted by the Governors as official uniform children may also wear a plain red sweatshirt or cardigan.

SKIRT/TROUSERS

Plain navy, black or dark grey skirts or trousers.

SHIRT

Plain or logo printed white polo shirts are available locally.

SHOES

Black school shoes

PE KIT

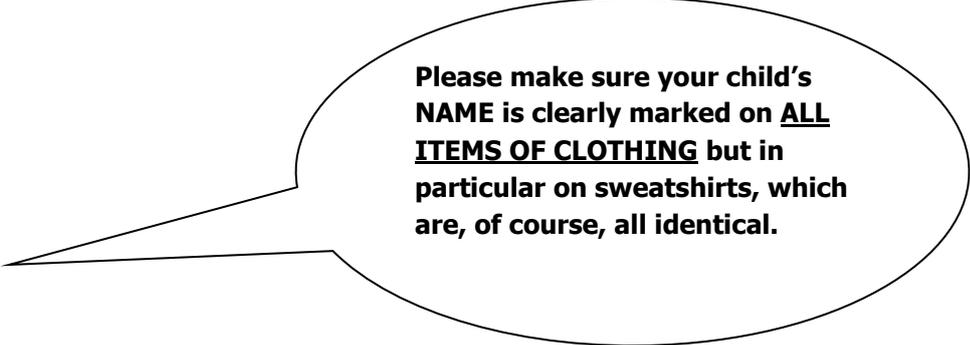
Plain white t shirt (plain colour t shirt), Black Shorts

Trainers for outdoor games

jogging bottoms or track suits may be worn in cold weather

Plimsolls or trainers for inside P.E

LOST PROPERTY



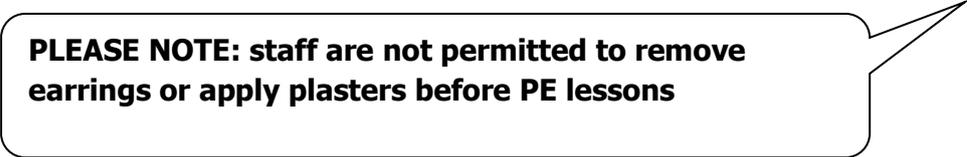
Please make sure your child's NAME is clearly marked on ALL ITEMS OF CLOTHING but in particular on sweatshirts, which are, of course, all identical.

Unfortunately the school cannot be responsible for lost items, although we always do our best to return all lost clothes to their rightful owner. Children are expected to look after their own property carefully and to value it.

JEWELLERY

Watches may be worn to school but are the entire responsibility of the child. We want to ensure that all the children are safe at all times. The school does not therefore allow children to wear jewellery other than only one pair of plain gold studs in pierced ears.

If a child cannot remove their earrings it is suggested they are left out on P.E. days. Earrings must be removed.



PLEASE NOTE: staff are not permitted to remove earrings or apply plasters before PE lessons

NAIL VARNISH AND HAIR STYLES

The wearing of nail varnish is not appropriate in school and children are asked to remove it. Similarly, in common with other schools, make-up and hairstyles that are inappropriate to our ethos are considered unacceptable.

Special Educational Needs

During their school life many children require extra help and support. This may relate to the work they are doing (perhaps they are struggling at Maths or need extra help with Reading) or it can be a physical or emotional need. The class teacher will usually meet these needs within the school in a class context. If difficulties persist, advice is then sought from the staff of other agencies. This help cannot be accessed without written consent from parents. These services offer advice to school and parents on the needs of children who are experiencing difficulties. It also helps to identify children with particular needs and help the teachers to plan work for the children. **If your child has special needs at any time their teacher will let you know and discuss this with you in detail.**

Educational Visits

Extending the curriculum, to make it relevant and exciting, is important to us. We arrange trips when we can and always give parents chance to spread payments. We often need parent helpers on these occasions so don't forget to tell class teachers if you are interested.

We also believe it is important for the children to develop independence through extended visits. The Year 5 and 6 children have the opportunity to go away for an extended visit each year. Parents can pay for visits weekly if preferred.

LUNCHTIME



We are a Health Promoting School

Eat a healthy meal!

School meals - only £10.50 per week £2.10 per day!

FREE SCHOOL MEAL

If you think your child might be entitled to Free School Meals, Customer Access Point **Tel 323732**. Parents are responsible for letting the authority know of any changes in their circumstances.

Keep them healthy please – and remember we don't have fridges.

OWN PACKED LUNCH

Children may bring a packed lunch from home that is eaten in the dining room with their class. **We ask parents to be aware that we have no refrigeration system so the boxes have to be stored at room temperature.** We also ask that children do not bring hot drinks, cans or fizzy drinks, glass bottles or glass flasks as these are easily broken or cause problems. Please ensure lunches are in plastic containers, clearly marked with the child's name and class. If you send your child with a dessert, please include a spoon. We do try and monitor those children who are regularly leaving too much but we also **ask children to bring any surplus food, and empty wrappings, home in their box so you know what they are eating.** In the event of a child forgetting to bring their own packed lunch to school, every effort is made to contact parents. If this proves to be impossible, the child is given a school lunch, if there is one available at short notice and parents are then billed accordingly. A meal cannot however be guaranteed as meals have to be ordered in advance and are not made on the premises.

ASTHMA

If your child suffers from asthma please notify us and complete a special form obtainable from Mrs Cardy. For safety reasons, we ask that wherever possible your child has an inhaler in school. We pride ourselves on our health and safety record and need to be sure that no child is left in desperate need of an inhaler that is safely stored at home!

ALLERGIES

If your child has any allergies i.e. nuts, wheat, dairy etc. or has any medical problems including asthma, please let us know.

No one wants an accident to happen – but do we have your contact number just in case?

EMERGENCIES

We have several qualified first aiders. In the unlikely case of an emergency, we would contact the emergency services and then inform you. As more often happens, if a child has an accident and there is some uncertainty as to the seriousness of their injury we give first aid and contact parents to come into school immediately. With bumps to the head we give the children a letter to take home making you aware of this and asking you to keep a watch on your child for signs of delayed reaction.

MEDICINES

Please do not send your child to school with any medication (other than an asthma inhaler) in their possession. We need to be sure that no child has access to another's' medicines on the school premises.

Medicines cannot be kept at school or administered to children by staff, (this includes sun cream). If your child requires medication during the school day you must come into school and give them the correct dosage.

This does not apply to asthma inhalers, but the children are expected to administer these for themselves. In the case of chronic illness we will ensure that your child is not prevented from attending school through the want of the administering of medicines.

HEADLICE

This is a problem common to society but children rarely pick up headlice from school **except from close friends**. No one at school is allowed to examine a child's hair, however if a child *is seen by a member of staff* to have headlice, parents will be contacted. The school recommends the wet combing method to get rid of headlice. This involves combing through conditioner with a fine-toothed comb, every 3 days **for three weeks**. If you do not keep up the treatment for this amount of time, eggs will continue to hatch and the problem will not go away. In such cases the School Nurse always recommends that you take your child to the Doctor's to get advice on treatment. The school will alert you if headlice have been found by other parents of children in the class – but please check regularly anyway. A pharmacist will always give you advice on the latest recommended treatment. The school has a video about Headlice that you can borrow if you don't know what to look for, but remember it takes three weeks of daily attention to get rid of them complete.

SICKNESS

Our sickness and or diarrhoea bug - procedure is that children must be 48 hours clear before returning to school. When we have a sickness/diarrhoea bug going around school it can affect a lot of pupils. Pupils returning to school too soon do not help us get rid of bugs. Please also take into consideration we have children and staff in school with various serious illness.

SCHOOL NURSE

We regularly have visits from the school nurse. If you have any concerns about your child and would like to speak to the school nurse please ask at the school office where they can arrange for the nurse to contact you.

If you require any further information regarding the school please do not hesitate to contact us by either;

Telephone on 01472 230263,

Email office@gcp.nelcmail.co.uk.

Great Coates Primary School

Cromwell Road

Grimsby

North East Lincolnshire

DN37 9EN