



Welcome to

# **Vernon Terrace Primary School**

Vernon Terrace

Northampton

NN1 5HE

(01604) 633894

Head Teacher: Mrs J Cassiano (BA Hons)



## **Senior Leadership Team**

Head Teacher - Mrs J Cassiano/DSL  
Acting Deputy Head Teacher - Mrs J Marlow/DSL  
School Business Manager - Mrs L Beddie  
Acting Assistant Head Teacher - Mr S Robinson Smith  
Acting Assistant Head Teacher - Miss M Collyer  
SENCO/DSL - Mrs A Steele/DSL

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## Introduction

Vernon Terrace Primary School is a friendly and welcoming well established inclusive school for children aged 3-11 years. The school can take up to 30 children in each year group and has a specialist provision for up to 11 children with a hearing impairment.

The school boasts a very strong team of well trained staff. All adults in the school are valued for the contribution they make to the school.

The school has spacious classrooms. Our radio equipment enables our hearing impaired children to be fully integrated in the school. We also have a group room for them to receive specialised support.

The school hall is used for assemblies, lunches, PE lessons and community events. The Learning Zone provides a light and comfortable area for children to enjoy books/ICT and small group work activities with teachers and support staff.

We are well resourced with a wide variety of ICT equipment. Each class has an interactive whiteboard and computers. In addition the school has a number of laptops and iPads for the children to use as well as digital cameras and a range of role play equipment to support the understanding of Information and Communication Technology in the wider world.



The school has two playgrounds with covered areas. We also have some garden areas. Early Years children have a safe outdoor area where they can enjoy an outdoor curriculum to support their learning.

We value a strong partnership between home and school.

You will be assured of a friendly welcome from our office staff on arrival or if you telephone the school.

Please make an appointment if you would like to look around. Telephone: 01604 633894.

We look forward to meeting you and welcoming you into our school community.

## Vernon Terrace Primary School

Vernon Terrace Primary School is situated in the town centre for children from age three to eleven years old. Children are admitted to the nursery unit at the age of three and to the Reception class at the age of four.

The maximum number of children it is planned to accept into the 4+ age-group in this academic year is 30.



## **Vernon Terrace Primary School Aims**

- To provide a happy and stimulating learning environment in which the academic, social, emotional and cultural needs of each individual pupil are met.
- To be involved in the wider community.
- For all involved in the school to feel welcome and valued.

We are committed to providing high quality education for all in order to promote lifelong learning within our school community.

We work towards the education of the whole pupil and regard the early years of childhood as a very special time to be enjoyed and valued for itself.

We intend that children should develop lively and enquiring minds and those skills and attitudes which will help them to continue learning throughout their lives.

We regard all children as gifted and are committed to enabling them to discover their strengths and value them.

We aim to encourage all to achieve as high a standard as their age and ability will permit in all areas of the curriculum.

We aim to ensure that everyone in our school receives equal regard and equal opportunity in learning.

We are committed to partnership with parents and aim to develop and maintain good relationships and communication links with all our families for the benefit of the children.



## **Governors**

The Governors meet each new term. Minutes from the meetings are available in school. Our Committees within the Governing Body are:-

Full Governors, Resources and Learning and Teaching.

If you are interested in becoming a Governor please enquire at the school office.

Should you wish to discuss any matters about the school please feel free to contact the Head Teacher.





## Reception Children

If you would like to look around the school please telephone or visit us to make an appointment.

School places are offered according to the Governor's Admissions Policy, which is in line with Local Education Authority guidelines.

You can apply for a place for your child at [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk)

When you are offered a place you should either accept or refuse the offer within the allocated time. If you are not allocated a place for your child you are entitled to appeal to the Local Education Authority. Please ask the Head Teacher for details of how to proceed.

New parents are invited to a meeting in the summer term to meet the staff, have a look round the classroom at a range of activities and receive information about the school. Induction visits are arranged for the children during that term. Uniform and book bags can be purchased at National School Wear Shop on the Wellingborough Road.

When children are admitted to school in September they will attend part-time in the morning for a few days and will then attend full-time.

Teachers and classroom assistants may arrange to make a home visit prior to your child starting school. The visits are optional but they do help the children to settle quickly into school and help staff and parents to form an early working relationship.

*Nursery places* are offered from the school. Please contact the school office on 01604 633894 for an application form.

## Uniform

School sweatshirt  
White polo shirt, blouse or shirt  
Black skirt, pinafore or trousers  
Sensible shoes

Girls: summer dress - blue/white or as above  
Boys: black shorts in the summer or as above

PE: White t-shirt, black shorts and plimsolls/trainers. In winter a tracksuit is needed for outside games. Please also provide a PE bag.

**Please mark all clothing with your child's name.** Children are responsible for looking after their own property. A lost property box is located in school.

Uniforms are available at the School Wear shop on the Wellingborough Road, school bags and can also be purchased there.

## **The School Day**

### **Nursery**

9.00 – 12 noon            Morning session  
12 noon – 15.00 pm    Afternoon session

### **School**

08.45    Doors open  
08.55    Children to be in class. Late-comers will have a late mark on their attendance record.

### **Morning Break**

10.40 – 10.55

The National Fruit Scheme for Schools provides a free piece of fruit every day to all Early Years and KS1 children.

Free milk is provided from Cool Milk to all children until their 5th birthday and to those children who are eligible for Premium Free School Meals (not Universal FSM).

If you would like your child to have milk and they are 5 years or over and you do not receive FSM please register and pay on-line at [www.coolmilk.com](http://www.coolmilk.com)

### **Lunch-time**

12.00 – 12.45

Kingswood Catering provides the school food and hot lunches are available at a cost of £2.40 a day.

All children in Key Stage 1 are entitled to Universal Free School Meals. Please register and order online: [www.kingswoodcatering.co.uk](http://www.kingswoodcatering.co.uk) or telephone: 01536 201203

Children entitled to FSM and those wishing to pay must also register and order on-line.

Any family receiving certain benefits may be entitled to receive free school meals. We encourage all families to claim them even if they are entitled to the Universal Free School Meals. Application forms are available from the school office and staff will be happy to help you complete them if necessary. Children are not treated differently if they receive free school dinners as this information is confidential.



Alternatively your child can go home for lunch. Please send a note to their class teacher and ensure that they are met from school by a responsible adult. They should be collected at 12.00 noon and returned to school by 12.40 pm.

Many children bring packed lunches. Please ensure your child has a healthy lunch in an appropriate lunch box container and ensure drinks are in a leak-proof container. Children are encouraged to drink plenty of water throughout the day and therefore need their own named water bottle with 'sports top' lid.

Please do not send bananas, sweets, nuts, chocolate or fizzy drinks to school.

## **Afternoon**

12.45 – 15.15

## **Accidents at School**

Occasionally children at school suffer minor accidents or injuries, or may complain of feeling ill. In such cases we have staff who will offer first aid. Normally the only treatment is to apply cold compresses, not creams or disinfectants. It is most important that we are informed of any allergies/illnesses your child may have. We always send home a note if your child has had a head bump.

## **Head Lice**

There is no longer a regular check for head lice in schools. Please check your child's hair and if they need treatment your pharmacist or doctor will be able to recommend the best product to use. All members of the household should be checked and treated, if necessary, at this time.

**Once treated, there is no need to keep your child off school.**

Regular brushing or combing of hair is recommended at least twice a day, especially at bedtime.

If you need further advice, ask at the school office, contact the school nurse or visit your health centre.



## **Emergency Contacts**

Parents must leave a telephone number where they can be contacted during the day, in case of emergency. Each year Data Collection Sheets are produced and shared at parent's evening where they should be checked and signed. Please let us know if there is any change of address/contact information.

## **Collecting Children from School**

There may be occasions when you are not able to collect your child promptly from school.

If you wish another adult to pick up your child you need to complete a 'Permission to Collect' form and give the school at least 24 hours' notice. We



always reserve the right to refuse to allow a child to go with another adult – your child's safety is our main concern.

When a pupil remains on the school premises at the end of the day, the school needs to know that it has parental authority to do what is necessary to look after the pupil. If your child is not collected, the school will make contact with you using the contact numbers you have given us. If that fails however, we will need to contact the relevant organisations.

Unless we hear to the contrary we assume you agree to the school and other agencies making whatever arrangements are necessary to ensure your child's welfare.

## **School Organisation**

We have one class per year group and aim to have no more than 30 in each class.

## **Health**

Every child may have a medical check-up by the school nurse during the first year of statutory schooling. Parents are informed and invited to attend. Vision and hearing by the school nurse are held periodically. Parents are not expected to attend but are notified if any treatment is indicated.



## **Travelling to School**

Most children walk to school or travel by car. It is worth remembering that parking is very limited around the school.

## **Home School Liaison**

All parents are invited to a meeting before their child starts school. This is an opportunity to meet staff and learn about the routines, curriculum and admission procedures. We also explain how we can all work together to make sure the children settle into school quickly and enjoy the experience.

Parents' meetings are held at least twice each year – in October and March. Parents meet with the class teacher and discuss how their child is getting on at school. If at any time a parent is concerned about their child it is important to come into school and see either the Class Teacher or Head Teacher.

The pupil file containing information about the child's circumstances, achievements and needs will be available to parents on request. Files will be confidential to those who have rightful access to them.

Parents have right of access to information, including:

- Child's records of work
- School schemes of work
- Local Authority policies
- Governors' policies on a range of matters
- School OFSTED Reports

- Details of procedure for making complaints
- Information about Education Acts

If you need access to any of the above information please refer to the schools website [www.vernonterrace.net](http://www.vernonterrace.net)

Pupil's work is displayed throughout the school, some work is sent home. The school website also shares children's work and achievements.

We aim to make sure that every pupil is happy and achieves their full potential at Vernon Terrace Primary school.

Parents are always welcome at school – a good relationships between home and school is vital for our pupil's development and participation in all activities.

We send out a regular Newsletter with updates on School events.

Class teachers will keep parents up to date with the curriculum and learning. The information is shared via the class site and letters home.

Children are encouraged to borrow books from the library.

Our website features events, letters and news.

## **Jewellery**

We recommend that children do not wear jewellery to school.

## **Hair Styles**

We do not accept extreme hair styles, shaved patterns, hair dye, or Mohicans (gelled or not).

## **Behaviour**

At Vernon Terrace Primary School we expect high standards of behaviour

## **School Rules**

We have 3 school rules:

- Listen to and follow instructions given by all members of staff.
- Keep hands, feet and objects to yourself.
- Be considerate to others and look after our school.

All adults take a responsibility in ensuring all children behave well around the school and in the playground.



Rules are displayed in the classrooms.

Achievements are celebrated in Friday Assemblies.

**There are clear consequences if children do not follow the school rules.**

### **Absences**

There is an obvious link between attendance and attainment.

If your child is away from school for any reason we need to know why. Please telephone the school on the first day of absence before 9.00 am and send us a brief note when they return to school. The only acceptable reasons for a child to be absent are:

- Illness
- Extenuating circumstances; which need to be discussed with the Head teacher

Please make medical/dental appointments outside school hours.

The school is now required to keep a record of every pupil's absence and to record any 'unauthorised' days. Absences can only be classed as 'authorised' if we receive an acceptable explanation from you.

The school carefully monitors attendance and expects children to be in school every day and to be punctual. Attendance assemblies are held each term to celebrate individual 100% attendance and the best class attendance.

### **Medicine**

Children should not bring medication into school. Generally if a child is ill enough to need medicine then the best place for them is at home. In a few cases prescribed medication for long term conditions may need to be taken at school, if this is the case parents need to see the Head teacher. If your child has a sickness bug please keep them at home for 48 hours after they have last vomited or had diarrhoea.

### **Family Holidays**

These will not be authorised during term time and penalty notices can be enforced by the Education Entitlement Service.

It is important to understand that the initial fixed penalty notice is issued to each parent for each child.





**Complaints Procedure** This document is available and a copy can be requested from the school office.

### **Publicity and Recordings**

A consent form is provided to give permission for pupil's photographs or video images to be used either in paper or electronically, for school and curriculum purposes only and may be used for displays, promoting a positive image of the school, newsletters, press releases etc, and that pupil's name will not be included in published images.

### **Access**

The school is well equipped to meet the needs of those with a hearing impairment. Please contact the Head Teacher if you have particular questions or requests with regard to access.

### **Celebration Assemblies**

Every Friday morning we hold an Achievement assembly. Parents are invited and we recognise:

- Work or effort which is exceptional for that pupil.
- Consistently high standards of work.
- Being helpful beyond the norm expected.
- Consistently high standards of behaviour.
- Achievements outside the school which reflect the ethos we try to teach.
- Good behaviour at lunchtimes

### **Teaching Assistants**

Teaching Assistants are employed to support learning in the classroom. They provide support for individual children and groups of children. Their support is invaluable to the smooth running of the school and they receive regular training to maintain and develop their skills.

### **Adult Helpers in School**

We welcome parental support in school. It helps us with the activities we can provide for the children and helps you to see how the school works. If you would like to be involved please inform the class teacher of the times when you are available and any interests you have. No special skills are needed, just enthusiasm and a little patience. Under present regulations we have to ask all volunteers to fill in forms so that a DBS check can be carried out before they can help in class. The school office will provide these forms.

### **The Curriculum**

The school offers a full and varied curriculum to promote the social, emotional, intellectual and physical development of the pupil. We endeavour to give our children a range of experiences in their time at Vernon Terrace Primary School including residential trips and days out.



Curriculum information can be found on the Class web sites.

## Extra-Curricular

A range of extra-curricular activities are offered to children. These include, choir and art. Football, gymnastics, multi-sports and other seasonal sports are offered as after school clubs. We are steadily increasing the range of activities on offer.

## Breakfast Club

We offer a Breakfast Club to all school age children, Monday to Friday (term-time only) from 8.00am until 8.45am. Each session costs £1 and needs to be paid on the day or a week in advance. The children have the opportunity to have breakfast and take part in some supervised activities before the start of the school day

## Special Educational Needs

Each child has different strengths and abilities in all educational areas. It is our aim to identify these strengths and areas of need and to respond accordingly to give all children the opportunity to make the progress of which they are capable.

The Governors review the Special Educational Needs policy annually.

The Special Needs co-ordinator is Mrs Alison Steele.

The school has Designated Special Provision (DSP) for children with hearing impairment. Children are integrated with their peers in acoustically treated classrooms. Hearing impaired children are supported by a full-time Teacher of the Deaf and Teaching Assistants.

## Feedback

From time to time we will send home questionnaires for you to fill in so we can obtain your views on the school and any ideas you have for the ways in which we can improve upon our provision.

It would be most helpful if you could find a few minutes to complete these questionnaires and return them to us.

We do ask for you to help us set a good example to all children. You can help us by:

- Not Smoking on the premises



- Not bringing pets onto the school grounds
- Not bringing alcohol onto the school grounds
- Removing litter from the school and grounds
- Please refrain from swearing
- Not using mobile phones on school premises

THANK YOU

## **General Data Protection Regulations (GDPR) formerly Data Protection Act**

GDPR came into force in 2018 and these new regulations will be observed. All necessary policies have been amended in line with the new regulations. Further details available on the school web site.

## **Staff, Parents and Children Working Together Policy**

### **Home – School Agreement**

At Vernon Terrace Primary School we want our children to have the best education possible therefore we want to make sure that we have a friendly and calm atmosphere throughout the school. We all need clear guidelines so that we can communicate in a positive way.

With an attractive environment we can take pride in the children's work and promote best behaviour throughout the school. The fewer distractions there are, the easier it is for our children to learn.

We want everyone - adults and children to feel secure and safe from physical and/or verbal abuse. To make school a happy setting everyone needs to co-operate and support one another. Teachers, parents, governors, children, the community and visitors to school all have different responsibilities and parts to play in making the school work.

This agreement is a contract between all those involved in the school.

### **Staff Responsibilities**

- Know our children as individuals.
- Provide a challenging and balanced curriculum.
- Provide a happy, caring, stimulating and well organised environment.
- Inform and communicate effectively with both children and parents.
- Help the children to learn and live together regardless of race, gender, physical or mental disabilities and background.

### **Children Responsibilities**

- For all children to listen to and follow instructions when asked.
- For children to do their best.
- To know and follow the school rules.
- To treat others with respect and to be polite, friendly and helpful.
- To speak to an adult if worried or to help resolve problems.

**Parent Responsibilities** - These include the following:



- To help your child with homework making sure that it is completed and returned to school on time.
- To ensure that your child's behaviour is good throughout school life.
- To ensure a safe arrival and departure from home to school.
- To attend meetings when appropriate and respond to school correspondence.
- To update information:
  - o Emergency contacts (e.g. update whenever there is a change of phone number).
  - o Medical background
  - o Changes at home etc.
- Negotiation is encouraged. Parents should encourage this and support the school. "If they hit you, hit them back" causes great confusion to children. Revenge is not a substitute for assertion and negotiation. Abuse of any kind - physical or verbal is not acceptable at Vernon Terrace Primary School (from children or adults).

## **Attendance**

- Regular attendance at school is essential.
- Children must be in school and punctual every day.
- Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable.
- We may ask for a doctor's certificate if your child is absent.
- We may make home visits if your child is absent.
- You must notify the school of any absence before 9.00am and follow up with a note afterwards.
- Your child may lose their school place if they are absent for two weeks unauthorised.
- You may be fined for taking time off during term time.

## **OUR SHARED EXPECTATIONS**

All parents have received a copy of the school rules – it is important that we share this with our children and explain what is expected of them, including the following:

- To follow the school rules.
- To work hard to the best of their capabilities.
- To be responsible for their own actions and to accept the consequences.

It is important that we all know our responsibilities.

- To let disagreements rest and not carry a grudge.
- Not to retaliate to an injury, actual or imagined, with abuse. Negotiation is encouraged.
- To accept that the teacher or any other adult in charge must have the last word as the person with overall responsibility.

**This agreement is for everybody's benefit.**

**It is essential for a happy and successful school.**