



Tenterden Primary Federation

Parents' Handbook

Frequently Asked Questions

A paper copy of information on this website can be provided to parents on request to the School Office.

What are the times of the school day?

Tenterden Infant School

Start of morning session	8.55 am
End of morning session	12:00 pm
Start of afternoon session	1:00 pm
End of afternoon session	3.00 pm

Infant School pupils must be brought to the school, and collected, by a responsible adult. Any adult collecting at the end of the school day must have been identified to the school. This choice can be amended by the parent at any time. If someone else is collecting your child please inform the office as soon as possible, preferably in the morning. Thank you.

Tenterden CofE Junior School

Start of morning session	8.50 am
End of morning session	12.30 pm
Start of afternoon session	1.30 pm
End of afternoon session	3.10 pm

It is expected that parents/carers of Years 3 and 4 children will collect them from the playground at the end of the school day.

Parents of children in Years 5 and 6 may identify a *suitable meeting place* for children and collecting adults to meet up when the child leaves the school building. If the adult is not at the expected meeting point on time, the child should return to either the class teacher, or make their way to the school office.

Should parents/carers of children in years 5 and 6 permit their child to walk home alone, we request that you notify the class teacher in writing.

School Gates

To ensure the safety of our pupils we request that parents/carers do not drive into the staff car parks; park in front of the school gates or on Recreation Ground Road. Should parents/carers need to use the disabled bays available in the staff car parks, please speak to the School Office to arrange this.

Tenterden Infant School

The School bell is rung promptly at 8:55 am and the gates are closed for entry to ensure the children are kept safe. After the gates are closed, children will need to enter via Reception. If pupils miss the class register (8:55am to 9:00am) they will be recorded as late for school.

Tenterden CofE Junior School

The whistle is blown promptly at 8:50am and the gates are locked to ensure the children are kept safe. After the gates are locked, children will need to enter via Reception. If pupils miss the class register (8:50am to 8:55am) they will be recorded as late for school.

What do I do if my child is absent?

Please contact the school by telephone before 10:00 am in order for the absence to be authorised. If your child is absent for two or more days, parents/carers are asked to write a brief letter to explain the reason for absence.

Please look at our website for more information on absence procedures and advice regarding common childhood illnesses.

What if my child needs to have medication during the school day?

Please contact the school office to arrange completion of a health care plan and a signed parental agreement with the school. Any parents of children that have regular medication will be sent the necessary forms to complete.

For further information, please see our Administering Medicines Policy.

What does the school uniform comprise of?

We take pride in our school and expect all children to wear the school uniform. Sweatshirts, cardigans, fleeces, school polo shirts and book bags are all available from My Clothing On-Line (www.myclothing.com).

Tenterden Infant School

Winter

Grey trousers
Grey pinafore dress or skirt
Pale blue polo shirt
Royal Blue sweatshirt or cardigan
Ski hats (optional)
Plain grey or white tights
White or grey knee high socks
Black flat sensible shoes to avoid accidents
– No trainers

Summer

Grey shorts
Pale blue polo shirt
Royal Blue sweatshirt or cardigan
Sunhats (optional)
Blue checked or striped gingham dress
Grey or white ankle socks
Black flat sensible shoes to avoid accidents
– No trainers or open toe sandals

PE Kit

Black slip-on plimsolls
Navy blue shorts
White T-shirt
PE bag (optional)

Tenterden CofE Junior School

Black flat sensible shoes (no trainers, open toe sandals or knee high boots)
Coat (preferably blue or black in line with the school colours)
Sweatshirts/Cardigans
Fleeces (for outside wear only)
Polo shirts (Summer Term)
School shirt and tie (terms 1-4)
Navy or grey skirts
Grey trousers (not jogging bottoms, leggings, jodhpurs or tight fitting fashion trousers)
Grey or white knee high or ankle socks
White, grey or navy tights

PE Kit

Black shorts

White polo or t-shirt

Grey or black tracksuit (for outdoor use in cold weather)

Black plimsolls (indoor PE for Years 3 and 4)

Trainers (outdoor PE for Years 3 and 4)

Trainers (for indoor and outdoor PE for Years 5 and 6)

Tenterden Infant and CofE Junior Schools

Jewellery should not be worn to school. A wrist watch is acceptable and only small, plain studs or small sleepers. Earrings must be covered for PE using special tape.

Please ensure that your child wears clothes that he/she can change independently. Please ensure that all your child's belongings are clearly named.

Should you wish your child to wear any additional item for religious reasons, please discuss this first with either our Family Support Manager or the Headteacher. Exceptions to the no jewellery rule are made at the discretion of the Governing Body.

Book bag for the safe transfer of reading books and correspondence between home and school

What do I do if my child has lost a piece of clothing?

Parents must either sew a name label into all clothing or write the child's name in indelible ink. Named items that have been mislaid and then found around school will be returned to their rightful owner. If an item goes missing your child must inform the class teacher/class teaching assistant and look in the lost property. Lost Property is situated outside of the School Offices and parents are welcome to look for items at the end of the school day. Unnamed items will only be stored for one term after which time they will be donated to charity. We will do our utmost to find lost items but we are unable to provide a replacement.

Is there before and after school provision?

Early Bird Club

The Early Bird Club is open Monday to Friday for Infant and Junior pupils.

It is run at Tenterden Infant School and children can arrive from 8:10 am for a session of fun play and craft activities. Children will be taken to their class or to the Junior School in time for the beginning of the school day.

The cost per child per morning is £2.20. Payment for each new term is required at the beginning of each term.

Spaces are limited and will be allocated on a first come first served basis. You will be contacted to confirm your place at which point payment will be required for the term.

Please look on our website for terms, conditions and the request slip. Alternatively, please ask at the School Office for a paper copy.

After School Clubs are run termly. These vary and need to be booked each term. They operate on a first come first served basis. After School Clubs do not run every day.

School Meals and Snacks

How much is school dinner money?

Hot school meals are currently free of charge to all pupils in Foundation, Year 1 and Year 2 through a Government scheme. For pupils in Years 3-6 school dinners cost £2.30 per day.

Please see our website to check if your child is eligible for Free School Meals.

If my child has packed lunch, what should I include?

Should you decide to make a packed lunch, please put your child's name on the lunch box. We promote healthy packed lunches. With your child's packed lunch, please also include a lunchtime drink of juice or water (not a fizzy sugary drink) in a leak proof container and a piece of fruit or raw vegetables. It is suggested that cool bricks be packed with your child's lunch. Please do not include chocolate bars, sweets or nuts.

The packed lunch represents approximately a third of the child's daily food intake and therefore it is important that healthy foods are included to provide children with enough energy, protein, fibre, vitamins and minerals, which all help them to learn.

A good packed lunch contains:

- A starchy food, such as bread, rolls, pitta bread, naan bread, potatoes, rice, noodles. These foods are good for children to fill up on.
- A good source of protein, iron and zinc such as meat, fish, beans, or eggs.
- A good source of calcium such as milk, cheese, yoghurt or fromage frais.
- And one portion of fruit and one portion of vegetable or salad to provide all the other vitamins and minerals. A piece of fruit could be a 100% juice or piece of fresh fruit, dried fruit or tinned

fruit in fruit juice. A piece of vegetable could be a carrot stick, salad or a piece of cucumber or cherry tomatoes.

No single food contains all the essential nutrients the body needs to be healthy and function efficiently so it is important that the content of the packed lunch is varied.

Ideas for Healthy Lunch Boxes are included on our school website, along with power point presentations on Fussy Eaters and Salt/Sugar intake.

What about snacks such as crisps, cakes and pastries?

These foods should only be given occasionally. Children will then appreciate them more. If these foods are included in packed lunches they might eat these first and not have the appetite to eat the other foods that will provide them with the important nutrients they need to grow and develop, be healthy and active.

Crisps, cakes and pastries can be included in packed lunches on a Friday.

Please note children are not allowed sweets, nuts (including peanut butter sandwiches), chocolate bars, or fizzy drinks in packed lunch boxes.

Water

We encourage all children to bring a drink of water in a bottle with a sports-type cap, and the child's name written on the bottle. Water bottles can be purchased from the School Offices. They can sip water throughout the day. We do not allow juice, squash or fizzy drinks to be taken during lesson time. Water is excellent for children's hydration and this helps their brain function and learning.

Mid-morning snacks, fruit and vegetables

Tenterden Infant School

Free fruit and vegetables are offered to EYFS and KS1 (FS-Yr2) pupils only and children have these during the school day. Pupils are encouraged to include fruit or raw vegetables as part of their packed lunch, or to choose fruit as part of their school meal.

Tenterden CofE Junior School

KS2 (Yr3-6) pupils can bring in their own healthy fruit or veg snack each day for mid-morning.

Please note children are not allowed sweets, chocolate bars, nuts, crisps or fizzy drinks for their mid-morning snack.

I have a worry or concern, who should I speak to?

If there is a problem, please contact the class teacher in the first instance. Most problems are a misunderstanding and can be rectified through communication and working together.

If the problem cannot be resolved by meeting with the class teacher, please contact Mrs Sonya Sault (Family Liaison Manager for the Infant and Junior Schools). It can then be shared with Mrs T McIntosh (Head of Schools); Ms T Burdett (Deputy Headteacher for the Infant and Junior Schools) or Mrs C Day (Inclusion Manager for the Infant and Junior Schools) as appropriate.

If the problem remains unresolved, it should be shared with Ms S Crinnion (Executive Headteacher for the Infant and Junior Schools).

If a satisfactory solution is not achieved through the above process, parents should put their complaint in writing to the Governing Body by writing to:

Mr D Harding(Acting Chair of Governors)

c/o Tenterden Primary Federation
Recreation Ground Road
Tenterden
Kent TN30 6RA

This should be handed into the school office in a sealed envelope.

I hope you find this Handbook helpful.

Should you have any further questions, or if you have any suggestions for the Handbook, please do not hesitate to contact me.

Many thanks for your continued co-operation and support.

***Mrs Sonya Sault
Family Liaison Manager***