



NEW BRIGHTON PRIMARY SCHOOL

Parent Handbook:

taking you step-by-step through starting school

GIVING OUR BEST, ACHIEVING SUCCESS



STEP 1

STEP 1: DATA INFORMATION FORM

New Brighton Primary School

Please return this form with copy of birth certificate and proof of address.
If you are not named on the birth certificate please provide proof of official guardianship to school office.

NAME OF CHILD	
Surname	<input type="checkbox"/> (Verified by birth certificate)
Forename (s)	<input type="checkbox"/> (Verified by birth certificate)

Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	YEAR GROUP APPLIED FOR
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DATE OF BIRTH [] [] / [] [] / [] [] (Verified by birth certificate) <input type="checkbox"/>

HOME ADDRESS WHERE PUPIL LIVES:	
	Postcode (Verified) <input type="checkbox"/>

MAIN E-MAIL ADDRESS

NAME OF PARENTS/GUARDIANS SEE ALSO FORM (A)
--

1. Name	Tel No
Relationship to child	
Parental Responsibility? YES / NO (evidenced <input type="checkbox"/>	

2. Name	Tel No
Relationship to child	
Parental Responsibility? YES / NO (evidenced <input type="checkbox"/>	

3. Name	Tel No
Relationship to child	
Parental Responsibility? YES / NO (evidenced <input type="checkbox"/>	

IS YOUR CHILD ADOPTED FROM CARE	(Optional)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IS YOUR CHILD A SERVICE CHILD	(Optional)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

PLEASE GIVE DETAILS OF OTHER EMERGENCY CONTACTS IN CASE OF ILLNESS/ACCIDENT/EMERGENCY WHEN PARENT CANNOT BE CONTACTED.

Name	Tel No
Relationship to child	

Name	Tel No
Relationship to child	

Name	Tel No
Relationship to child	

Please help us to keep your child's records up to date by informing school immediately of any changes in address, emergency contact numbers, mobiles etc.

Please tear here

Thank you for picking New Brighton Primary School

Daniel Armer, Headteacher, says...

It's great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 0151 639 3869 and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you will need to know about...and page 15 has term dates.

Welcome

Welcome to our school, I look forward to getting to know you and your child.

STEP 1: DATA INFORMATION FORM

New Brighton Primary School

DOES YOUR CHILD HAVE ANY MEDICAL CONDITIONS/CONCERNS
(ASTHMA/DIABETES/REGULAR MEDICATION/ALLERGIES/ SIGHT/HEARING/SPEECH/PHYSICAL, ETC).

DETAILS:

DOCTORS NAME, ADDRESS AND TEL NO:

TO WHICH ETHNIC GROUP DO YOU CONSIDER YOUR CHILD BELONGS?

A. White		B. Mixed	
British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
		White & Asian	<input type="checkbox"/>
		Chinese	<input type="checkbox"/>
C. Asian/Asian British		D Black/Black British	
Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

Definition

COUNTRY OF BIRTH

--

WHAT IS YOUR CHILD'S FIRST LANGUAGE? (Spoken at home)

--

WHAT IS YOUR CHILD'S RELIGION?

--

LUNCH ARRANGEMENTS (if applicable)

--

SCHOOL MEAL PACKED LUNCH (Please circle)

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If you think your child is eligible for free school meals, you can apply by visiting <https://www.cloudforedu.org.uk/ofsm/sims-wirral/> or complete & sign the OFSM Check consent form on page7 and we can check on your behalf.

PLEASE STATE ANY PREVIOUS SCHOOL/PLAYGROUPS/NURSERY GROUPS THAT YOUR CHILD HAS ATTENDED PREVIOUSLY:

School/Nursery/Playgroup	How long for approx

STEP 1

STEP 2: DATA INFORMATION FORM

New Brighton Primary School

TO AVOID SENDING UNNECESSARY NOTES DURING THE SCHOOL YEAR WE SEEK PERMISSION FOR YOUR CHILD TO PARTICIPATE IN LOCAL WALKS, FOOD TASTING AND PHOTOGRAPHS:

- I give permission for photographs to be taken of my child YES NO
- I agree for my child to be included in local visits (park/prom/library etc) YES NO
- I give permission for my child to take part in food tasting during lessons in school YES NO

MY CHILD IS ALLERGIC TO

ANY OTHER INFORMATION YOU WOULD LIKE TO TELL US

I AGREE THAT ALL OF THE INFORMATION ABOVE IS CORRECT AND WILL NOTIFY SCHOOL OF ANY CHANGES.

Signature of Mother/Guardian:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Signature of Father/Guardian:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

**THIS FORM MUST BE SIGNED BY PARENT/GUARDIAN WHO HOLDS PARENTAL RESPONSIBILITY
PROOF MUST BE PRESENTED WITH APPLICATION TO CONFIRM PRENTAL RESPONSIBILITY
FORM A**

Pupil Name:	Date of Birth:
SECTION 1	
Please list all the adults who have "Parental Responsibility" (P.R.) for your child below:	
Adult 1:	Address:
Relationship:	
Adult 2:	Address:
Relationship:	
Adult 3:	Address:
Relationship:	
Adult 4:	Address:
Relationship:	
If you are unsure if there are other adults who may have P.R. for your child please read the information on the back of this form before completing this section.	

Please tear here

STEP 2

SECTION 2

Are there any adults who have restricted access to your child? (This may include where you share parental care on agreed days)

Name:	
Reason for restricted access:	
Please give details of agreed contact/access:	

SECTION 3

Do you want to nominate any additional adults who have your permission to collect your child from school from time to time?

Name:	
Relationship:	
Name:	
Relationship:	
Name:	
Relationship:	

SECTION 4

Please give us any additional information you feel we may need in order to ensure your child remains safe when they are in our care.

PLEASE NOTE THAT, SHOULD ANY INFORMATION CHANGE, YOU MUST CALL INTO SCHOOL DURING TERM TIME TO ALTER THIS FORM.

Signed:	Date: []/[]/[]
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To sign this form you must have P.R. and must also have residency/shared/joint residency for your child.

Shared residence, or joint residence, refers to the situation where the child(ren) of parents who have divorced or separated reside(s) with each parent at different times. Shared residency may be granted in cases where both parents have parental responsibility. Shared residency does not mean that the time the child spends in each residence must be equal. ⁽¹⁾⁽²⁾Children Act 1989 defines a residence order as one "... settling the arrangements to be made as to the person with whom a child is to live". A sole order settles the child(ren) in the home of one parent. A joint or shared order allows the child(ren) to alternate periods of residence between the homes of both parents. Shared residence refers to a situation where the children live in two (or more) households. The term joint residence is used for the situation where the children live with two people who themselves live in the same household (for example, with their father and his partner.)



STEP 2

STEP 2 - 3

Who has parental responsibility?

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he's:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can apply for parental responsibility if you don't automatically have it.

Births registered in England and Wales

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

Unmarried parents

An unmarried father can only get legal responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

Births registered in Scotland

A father has parental responsibility if he's married to the mother when the child is conceived, or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

Births registered in Northern Ireland

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

Births registered outside the UK

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

Same-sex parents

Civil partners

Same-sex partners who were civil partners at the time of the treatment will both have parental responsibility.

Non-civil partners

For same-sex partners who aren't civil partners, the 2nd parent can get parental responsibility by either:

- applying for parental responsibility if a parental agreement was made
- becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

STEP 3: OFSM Check – Consent Form

I agree that you will use the information provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

I agree that the information may be used to ensure accuracy of records across the local authority and the check against fraud.

I agree that you can inform the school(s) attended by my child of their initial and ongoing entitlement to free school meals.

Eligibility is based on one of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed

by earnings from up to three of your most recent assessment periods)

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

To complete an application you will need to provide:

Your name:	
National Insurance Number or National Asylum Support Service Ref Number:	
Your Date of Birth:	Relationship to child:
Your Email:	Your Phone Number:
Home address (first line and post code):	
Childs name:	Childs Date of Birth:
Childs gender:	
School that they attend:	
Signed:	Date:

Please tear here

STEP 4: e-safety consent

New Brighton Primary School

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Our E-safety policy is available from the school office and is published on the school's website.

Pupil: _____ Year Group: _____

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed: _____ Date: []/[]/[]

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names (It also says above that pupils cannot be identified).

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: _____ Date: []/[]/[]

Please print name:

Please complete, sign and return to the School Office

Appendix 6 – Permission Letter for Network and Internet Use

STEP 5: Photo Consent

New Brighton Primary School

Dear Parents

We would like to ask for your assistance in updating our records regarding parental consent for photographs in school.

Sometimes we take photographs of the children either at school or when they are involved in organised activities away from the school site. Our school likes to celebrate your child's work and achievements. As a result, images of your child and his/her work may appear on our website and/or twitter page.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

Please answer the questions below, sign and date the form and return it to the school.

- I give permission for photographs to be taken of my child for use on the school website YES [] NO []
- I give permission for photographs to be taken of my child for use on the school twitter page. YES [] NO []
- I do not give my permission for photos of my child to be taken and used. YES [] NO []

Any other information you would like to tell us

I agree that all of the information above is correct

Signed: _____ Date: []/[]/[]

STEP 4 - 5

STEP 6

STEP 6: Home/School Agreement

New Brighton Primary School

Name of child: _____

At New Brighton Primary, we recognise each child as an individual, and aim to give all children every opportunity to realise their full potential. We believe that a close partnership between the school, parents and the child is essential if we are to achieve this aim. We therefore ask all parents and children to sign up to our Home/School Agreement.

The Responsibilities of the School

At New Brighton Primary we will:

- Provide a secure, happy and stimulating learning environment.
- Provide a broad and balanced curriculum which challenges your child to reach their potential and fulfils the requirements of the National Curriculum.
- Encourage your child to show friendship and respect for others and to abide by the school behaviour policy, ensuring a safe, caring environment for all.
- Keep you informed about your child's progress and behaviour, as well as their termly curriculum.
- Set regular and appropriate homework for your child.
- Make you feel welcome whenever you visit the school and respond to your questions or concerns as quickly as possible.
- Allow children safe and secure use of the Internet through a combination of site filtering, supervision and by fostering a responsible attitude in all pupils, in partnership with parents.

Signed: _____ Date: []/[]/[]

(On behalf of New Brighton Primary School)

The Responsibilities of the Parents/Carers

All parents/guardians will:

- Having chosen New Brighton Primary School for your child, accept the school's aims and values, positively supporting the school.
- Ensure that your child attends school punctually every day during term time, unless there is a good reason for absence (e.g. illness).
- Notify the school by letter or telephone in the event of absence.
- Support the school's policies and guidelines on learning, behaviour and uniform, both in school and at home.
- Attend parent/teacher meetings to discuss your child's progress.
- Support your child with homework that is set, including reading.
- Keep us informed of where to contact you in case of emergency.
- Promptly inform the school of any concerns or problems that may affect your child's learning, behaviour or happiness at school.
- Support school in the teaching of safe and secure Internet use at home.

Signed: _____ Date: []/[]/[]

(Parent/carer)

The Responsibility of the Child

I will try my best to:

- Do all classwork and homework as well as I can, asking questions when I don't understand.
- Be respectful towards others and behave in a safe and responsible way.
- Be kind, helpful and forgiving.
- Be honest.
- Use the Internet safely as I have been taught in class.

Signed in class by the child, when in each year as follows:

Early Years	Y1
Y2	Y3
Y4	Y5
Y6	

Please tear here

This Privacy Notice has been written to inform parents and pupils of New Brighton Primary School about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.

Who are we?

New Brighton Primary School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 53 2526

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of pupils and their family members e.g. name, pupil number, DOB and address
- Educational attainment
- Free school meal eligibility
- Attendance information
- Assessment information
- Behavioural information
- Safeguarding information

We will also process certain 'special category' data about our pupils including:

- Relevant medical information- please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information
- Race, ethnicity and religion

Why do we collect your personal data?

We use the information we collect:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils) (England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interests, include:

- School trips
- Extra curricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process this.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (pupils and parents). We will also process information received from:

- Department for Education (DfE)
- Wirral Education Authority
- Previous schools attended

Who do we share your personal data with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us

- our Local Education Authority - Wirral
- the Department for Education (DfE)
- National Health Service bodies

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

How long do we keep your personal data for?

New Brighton Primary School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF

casework@ico.gsi.gov.uk // 03031 231113

I, (name of individual), confirm that I have read this Privacy Notice. I understand:

- New Brighton Primary School will process personal data in accordance with GDPR requirements
- How my data is processed and why
- My personal data will not be shared with third parties without my consent unless there is a legal requirement to do so
- My personal data is retained in line with statutory requirements and/or organisational purposes
- My rights in relation to the processing of my personal data, and how I can exercise these rights

Signed:	Date: []/[]/[]
Please print name:	

What are our school times?

Foundation 1

- 8.45am – 11.45am morning session
- 12.45pm – 3.45pm afternoon session

KS1 Years 1 & 2

- 8.55am – 10.30 pm session 1
- 10.30am – 10.45am morning break
- 10.45am – 11.45am session 2
- 11.45am – 1.00pm lunch
- 1.00pm – 2.30pm session 3
- 2.30pm – 2.45pm afternoon break
- 2.45pm – 3.30pm session 4

Foundation 2

- 8.55am – 11.30am morning session
- 11.30am – 12.40pm lunch
- 12.40pm – 3.30pm

KS2 Years 3 – 6

- 8.55am – 10.50am session 1
- 10.50am – 11.05 am morning break
- 11.05am – 12.15 am session 2

Wraparound Clubs

Breakfast Club

We have a Breakfast and Wraparound Care Club (Bright Sparks) which has places for 40 children and is available from 7.45am -8.55am and 3.30pm -5.55pm. To make enquiries either contact the school office or email brightsparks@newbrighton.wirral.sch.uk. Breakfast Club is £3.00 and After School Club is £6.00 per session.

Arrivals and departures

Children should not arrive at school before 8.45am unless they attend Breakfast Club. Children remain the responsibility of their parents until entrance to the school. All playground gates and external doors will close promptly at 8.55am. If your child arrives after this time, they will need to enter the school through the main office entrance and will be marked in the register as 'late.' Children should be off the premises (including the playground) by 3.40pm, unless attending an activity organised by the school.

Uniform

We expect children to be dressed in school uniform. The school colours are royal blue, grey and white. Our uniform consists of

Boys

- White/light blue shirt or polo shirt.
- School tie (optional)
- Grey trousers/shorts.
- Black shoes/black or brown sandals in summer. No trainers.
- Grey/black socks.
- Royal blue sweatshirt or jumper.

Girls

- White/light blue blouse or polo shirt.
- School tie (optional)
- Grey skirt/tunic or formal grey trousers.
- Black shoes – low heels. No boots or trainers.
- White socks or grey tights in winter.
- Royal blue sweatshirt/jumper or cardigan.
- Summer: optional blue & white summer dress with white or royal blue cardigan.

Uniforms with our logo on can be purchased either online from www.myclothing.com, or from local retailers; Wirral Uniforms in Birkenhead (opposite Argos), Wallasey Uniform Shop situated at the side of The Monkey House in Grosvenor Street, Liscard CH44 1BY and Design & Stitch Schoolwear, Unit 6, Tarranway South, Moreton CH46 4TP.

PLEASE ENSURE THAT ALL UNIFORM IS CLEARLY LABELLED WITH YOUR CHILD'S NAME.

PE Kit

- White t-shirt.
- Dark shorts.
- Black pumps (in a drawstring bag).
- In cold weather children can wear a dark track suit.
- In addition, KS2 children (Y3-6) will need trunks/swimsuit and towel when swimming. Swimming kit should be inside a waterproof bag.

Hair

Children with shoulder length hair should come to school with their hair tied back to reduce the spread of head lice. Hair accessories should not be over elaborate and should not include hair extensions. Extreme hair styles, such as Mohicans, should not be worn at school.

Jewellery and other valuables

Jewellery, including rings, should not be worn to school as nasty accidents can occur. If your child has pierced ears, only small studs should be worn in the interest of safety.

It must be noted that for health and safety reasons, earrings must not be worn during PE lessons and we request that your child does not wear earrings on PE days.

Any child whose earrings cannot be removed for medical reasons can undertake PE providing the earring is covered by a plaster or tape. (Only stud earrings are acceptable in this case and parents should ensure that the plaster or tape is applied on PE days).

Please note, however, the swimming pool does not allow children to wear earrings under any circumstances for swimming.

Wrist watches may be worn to school but we cannot accept responsibility for safekeeping. Children are not allowed to bring mobile phones to school.

Food in school

School meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best, they need a balanced and nutritious diet. Our school meals service offers an exciting choice of menu with alternative main meals for vegetarians and a sweet course. We provide all children with fresh water. Current menus are available on the school website.

Free school meals

All children in Foundation 2 and Years 1 and 2 (Key Stage 1) can have a universal infant free school meal. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- The Guaranteed element of Pension Credit
- Universal Credit (provided you have an annual net earned income of no more than £7400.00 as assessed by earnings from up to three of your most recent consecutive assessment periods)
- NASS support under section 6 of the Immigration and Asylum Act 1999 (Nass reference required from Home office/border office letter stating NASS support has been granted)
- Child tax credits provided you are not also entitled to working tax credits and have an annual gross income (as assessed by HMRC) of no more than £16190.00
- Working tax credits run on – paid for 4 weeks after you stop qualifying for working tax credits.

For more information please either contact the school office or see website/OFSM consent form on page 7.

Dinner money

The cost of a school dinner is £2.30 per day. Payment can be made online through ParentPay (details of the process available from the school office). If paying by cash, then children should bring money in a sealed envelope clearly labelled with their name, class and amount enclosed. All payments must be in advance.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. Suggestions can be found on the NHS Live Well for Children website. Please visit <http://www.nhs.uk/livewell/yourchildatschool/> and look under the Healthy Lunchbox Treats section.

If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class.

Fruit and drinks

We are a 'Health Promoting School' – drinks and fruit are available at break times for children to purchase in Years 3, 4, 5 and 6. Children in Foundation 1, Foundation 2 and Key Stage 1 receive a free piece of fruit each day. We ask that parents support our drive for Healthy eating and only send fruit/healthy snacks into school. If your child has any allergies, please ensure your child's class teacher is made aware so that an alternative fruit may be provided that day.

Year 3, Year 4, Year 5 and Year 6

These children may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit. Please ensure children do not bring in biscuits or chocolate bars for snack time.

Water and milk

We provide all children with fresh water. Hydration is important and aids learning and we encourage children to drink water throughout the day. Clear water bottles can be purchased from the school office for £1.00. The bottles are only to be used for water. Children up to the age of five are entitled to free school milk.

Here are our answers to the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

At New Brighton Primary School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and their life chances as it maximises their learning opportunities. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

Contact the office

If your child is going to be absent from school at any time, it is essential that you inform us as soon as possible. For any unforeseen absences, such as sickness, the school office must be notified by 8.55am on the first day of absence. You can contact the school on telephone 0151 639 3869.

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

Holidays

The school has a good level of attendance. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. Parents are notified, in advance, of proposed dates for School Assessment Testing (SAT's) and they should make every effort to ensure their child attends school during that period.

If you do need to go away in an emergency, there are forms to complete at the school office, and should be completed in advance.

Request for absence

With this in mind the Government and Local Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate application form, to the Headteacher. Holiday requests during term time are not usually authorised apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

Medical appointment

If an absence relates to a medical appointment, the school requests sight of the appointment card or letter; but wherever possible these appointments should be arranged outside school hours.

Clubs and activities

A variety of after school clubs have been organised for our children, to support or extend learning opportunities and to provide for the needs of all children. Examples include:

- Street Dance.
- Glee.
- Tae Kwon Do.
- Healthy Eating.
- Fencing.

Sport

Following the success of the actions taken to improve sports and PE provision in 2014-15, we were successful in achieving the afPE Quality Mark with distinction for "demonstrating commitment to improvement in Physical Education and Sport". We were also one of the Merseyside Sports Partnership Primary School of the year nominees for 2015.

We have our own sports coach who manages a wide variety of sports activities for children of all ages and, in the spirit of the Olympic legacy, we aim to help "Inspire a Generation". With the Olympic legacy in mind we have also recently invested in a new 17 seater mini bus to enable children to access sports fixtures and engage pupils in local trips to enhance the curriculum. As a result of the increased access to the school mini bus we also saw a significant increase in pupil participation. Active Play was extended to all playgrounds in 2015 which was positive in engaging pupils in more active play at lunchtimes.

Sports Clubs

The school runs a variety of Sports clubs after school which include:

- Netball.
- Football.
- Gymnastics.
- Tennis.
- Athletics.

In addition to these clubs, the school also involves the children in musical events, theatre and museum trips, outdoor adventure activities, residential trips and trips linked to the curriculum.

Good Behaviour

Britain we aim to:

New Brighton School seeks, through its Behaviour Policy and its Mission Statement, to develop an ethos wherein good behaviour and discipline, the key foundations of citizenship and education, are promoted and encouraged.

Special Educational Needs

The staff at New Brighton Primary School provide support for pupils across the four areas of need as laid out in the SEN Code of Practice 2014:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs
- Specialist Provision

The school will ensure it offers a balanced and broad curriculum with flexibility to meet every child's needs. No child is excluded from a learning activity due to their learning difficulty or impairment. Children progress at different rates and every effort is made within the school to cater for this. We are an inclusive school that welcomes and celebrates diversity. All staff believe that having high self-esteem is crucial to a child's emotional well-being and academic progress. We have a caring, understanding team who look after all of our children.

Access

All pupils are admitted to our school in the same way regardless of ability or handicap. School entrances to the school have disabled access and we have easily accessible disabled toilet facilities.

Gifted and Talented

We recognise that several of our children are gifted and talented. The school's major form of identification of gifted and talented pupils is through the class teacher via observation of the child or work produced. Enrichment opportunities are provided within topic work and extra-curricular activities are provided through a wide range of school clubs, residential trips and a variety of musical and sporting opportunities.

Charging and remissions policy

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access our essential services, closure may be unavoidable. During severe weather please listen to our local radio station, and their information bulletin. If the school will remain closed then these details will be broadcast from approximately 7.00am onwards. If possible we will also send you a text message.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Sickness and Medicine in school

Vomiting and diarrhoea

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 24 hours following the sickness.

First Aid

If your child is taken ill in school or has an accident we will try to get in contact with you. It is therefore important to ensure that your contact details are kept up to date. If we are unable to contact you, we will take whatever course of action we think necessary, e.g. your child may be taken to hospital. If you have any objection to this on religious grounds then you must inform the Headteacher in writing. In the event of a serious accident or injury, then details are recorded in the pupil accident book.

Nut allergies

Due to a number of children having severe allergies, New Brighton Primary School is a 'nut free' school. Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Inhalers

We are able to keep inhalers for asthmatic pupils who have them prescribed by their doctor.

Antibiotics

Where a child has a short-term illness such as an infection and requires antibiotics parents may make arrangements to come into school to administer it, or alternatively request (via the school's medical consent form) that the Headteacher administers the antibiotics.

Medicines can only be administered in school when a consent form has been completed and signed by a parent and the medicines are in original container/bottle with prescription label and marked with child's name clearly.



Working with Parents

Parental involvement

At New Brighton all staff are proud of the positive partnership they have with parents. Many parents and other volunteers come into school to share their skills. Even a few hours a week is very much appreciated. Perhaps you may like to join us by:

- Signing up as a regular classroom helper.
- Helping on school visits.
- Helping with out of school activities and clubs.
- Helping to prepare materials for children to use.
- Assisting in the running of the school library.

Parents & Teachers Association

The PTA (Parent Teacher Association) is a school based organisation composed of parents, carers, teachers and staff that facilitates community participation at New Brighton Primary School. Our purpose is to raise funds for the benefit of the children attending the school. We are always looking for new members and volunteers for our events, so please get in contact to see how you can help out. The PTA can be contacted through our facebook or twitter page or by email at: pta-nbps@hotmail.co.uk.

Communication with parents

Getting in touch with us couldn't be easier!

- Our phone number is 0151 639 3869.
- Our email address is: schooloffice@newbrighton.wirral.sch.uk.
- If you'd rather write or visit, our address is New Brighton Primary School, Vaughan Road, Wallasey, Merseyside CH45 1LH.
- Please note that there is no accessible parking in the grounds but by prior arrangement, a vehicle can enter into the grounds to enable access for a person in a wheelchair.
- Alternatively, you can email us directly by filling in the form on the school's website under "Get in Touch"

We are all very proud of our school community and welcome parents to visit school to see us in action. Should you wish to make a visit please contact Jane (School Business Manager) on 0151 639 3869/e-mail: schooloffice@newbrighton.wirral.sch.uk, who would be delighted to show you around.

Assessment

Every child's progress is regularly assessed and detailed records are maintained. In addition to this Parent/Teacher consultations are held each term for you to discuss the progress of your child. A record of this meeting and any concerns are written in the child's Pupil Profile. A formal written report is issued at the end of the summer term. Following the report there is an optional Parent / Teacher consultation.

Parent evenings

Regular parent evenings are held throughout the school year and provide an opportunity for parents to attend school to meet with your children's class teacher to discuss their progress and achievements. If you have any concerns at other times of the school year, please do not hesitate to contact your child's teacher.

Newsletters

Regular newsletters are issued to parents informing you about recent visits, trips and activities that the children have enjoyed. Upcoming events and important dates are also listed here. Newsletters can be found on our website <http://www.newbrightonprimary.co.uk> under 'Parents' in the main banner menu. Other important letters and forms can also be found here.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents

Supporting Our Families

New Brighton Primary is proud of our support to our families and we introduced F.A.C.T. It stands for Families and Community Together, and they are a fun and friendly parent support group based in the little house next to the school on Vaughan Road. They offer a variety of courses, workshops and support groups for all our families and the local community. They meet most Wednesdays so if you fancy a chat, a cuppa and a chance to meet new friends just pop round – the kettle's always on!

They have a noticeboard in our school's main office filled with information about FACT and they provide leaflets about their events.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

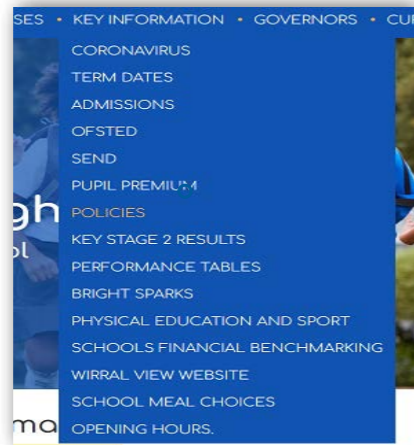
We believe policies are vitally important as they help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to <http://www.newbrightonprimary.co.uk/> and click the 'Key Information' tab then 'Policies'.

Key policies

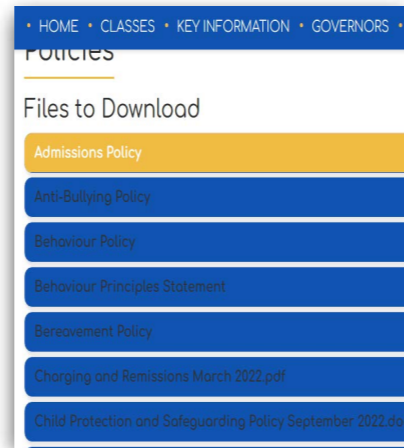
Some of our key policies are:

- Behaviour Policy
- SEND Policy
- Admissions Policy
- Charging and Remissions Policy
- Curriculum Policy
- Safeguarding Policy
- Uniform Policy
- Parental Concerns Procedure

Step 1



Step 2



Autumn Term 2022

Inset Day	Thursday 1st September (staff only)
Inset Day	Friday 2nd September (staff only)
School Opens	Monday 5th September
School Closes	Friday 21st October
Half-term holiday	Monday 24th October – Friday 28th October
School Opens	Monday 31st October
Inset Day	Monday 19th December
Inset Day	Tuesday 20th December
School Closes	Friday 20th December
Christmas Break	Wednesday 21st December – Tuesday 3rd January



Spring Term 2022

School opens	Wednesday 4th January
School closes	Friday 17th February
Half-term holiday	Monday 20th February – Friday 24th February
School opens	Monday 27th February
School closes	Friday 31st March
Spring Break	Monday 3rd April – Friday 14th April



Summer Term 2022

School opens	Monday 17h April
May Day Bank Holiday	Monday 1st May
School closes	Friday 26th May
Half-term holiday	Monday 29th May – Friday 2nd June
School opens	Monday 5th June
School closes to pupils	Wednesday 19th July
Inset Day	Thursday 20th July (staff only)





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Email: schooloffice@newbrighton.wirral.sch.uk

Web: www.newbrightonprimary.co.uk