

# Stanborough Primary School & Nursery

*Kindling Excellence by developing independent, resilient, life-long learners.*

## A-Z Parent Handbook

2018-2019



*The Governors and staff of Stanborough Primary School are committed to safeguarding the welfare of all pupils at the school; policies and practices are in place to support this.*

**Proprietor:** British Union Conference of the Seventh-Day Adventist Church  
**Address:** Stanborough Park, Watford, Herts, WD25 9JZ  
**Phone:** 01923 672251

**Chair of  
Governors:** Pastor Ian Sweeney  
**Address:** Stanborough Park, Watford, Herts WD25 9JZ  
**Phone:** 01923 672251

**Headteacher:** Mrs A Horwood  
**Address:** Stanborough Primary School, Appletree Walk, Watford WD25 ODQ  
**Phone:** 01923 673291  
**Fax:** 01923 671436  
**E-mail:** [info@stanboroughprimary.org.uk](mailto:info@stanboroughprimary.org.uk)  
**Website:** [www.stanboroughprimary.org.uk](http://www.stanboroughprimary.org.uk)

## **Contents**

Welcome Letter	3
Our Philosophy	4
Mission Statement	5
Accidents	6
Admission	6
Attendance	6-7
Birthdays	7
Board of Governors	7
Car Park	7
Child Protection	8
Clubs	8
Code of Conduct	8
Communication	8
Conflict Procedure	9
Curriculum	9-10
Discipline	10-11
Food and Drink	11-12
Handwriting	12
Home School Agreement	12
Home and School Association	12
Homework	12-13
Houses	13
Labelling	13
Lost Property	13
Moving On	13
Music Lessons	13
Nursery: Good Friend Chart	14
Nursery: P.E.	14
Nursery: Rest Time	14
Nursery: Teeth	14
Open Evening/ Parent Consultations	15
Pick up	15
P.E.	15
Playground	15
Policies	15
Queries and Concern	15-16
Reading	16-17
Reports	17
Sickness	17
School Hours: Nursery	18
School Hours: Key Stage One	18
School Hours: Key Stage Two	18
Stationery	18
Trips	18-19
Uniform	19
Swimming	19-20
Water Bottles	20
Appendix: Handwriting	22-23



Welcome

Dear Parents/Guardians

Thank you for choosing Stanborough Primary School and welcome to our community of learners.

We consider it a privilege and a pleasure to be able to work in partnership with you, in the education of your child.

The information provided in this handbook is organised alphabetically and is based on frequently asked questions. It is a useful resource to refer to throughout the year.

We trust that your child will have a happy and profitable time of learning with us and wish them a successful year.

Regards

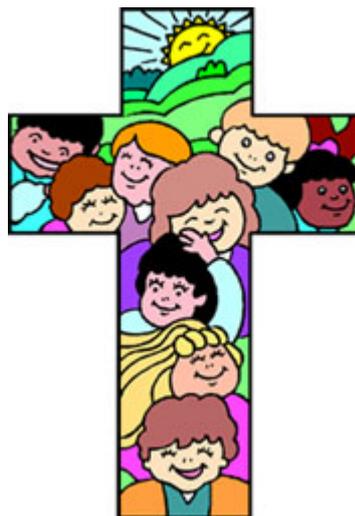
Mrs A Horwood  
Headteacher

## Our Philosophy

We acknowledge that the primary responsibilities for establishing Christian values in a child are the Home and the Church. As a school we wish to play our part in assisting young people learn the basic tenets of Christianity and empower them to apply these in their lives now and in the future. In co-operation with the home, the school seeks to inspire its learners to take an active interest in making the community a better place in which to live, to appreciate cultural and scientific advances, to be excited by learning and to develop positive attitudes towards all people.

All class teachers are practising Christians and/or are sympathetic to Seventh-Day Adventist teaching and values. Each is committed to providing quality education in a caring Christian environment where the worth and personal development of each learner is respected and enhanced. Our school is open to all children without regard to ethnic background, gender, national origin or religious affiliation. We endeavour to help learners distinguish between performance and inherent worth.

As an independent Adventist school, Stanborough Primary School is concerned with the education of the 'whole' child, upholding family values, respect for God and each other, the promotion of a balanced and healthy lifestyle and the overall development of each learner.





## Mission Statement

Stanborough Primary School is a Seventh-day Adventist sponsored school for children whose parents believe in value-centred, Christian education.

We believe in the uniqueness and dignity of every child, and appreciate and value every pupil in our care.

We aim to provide a wholesome and balanced education. We seek for each pupil, the harmonious development of body, mind and soul in order that each may have a rich, balanced and healthy life.

We seek to use a variety of teaching styles and experiences to suitably challenge each child and to help each child realise his/her God-given potential.

We seek to promote a strong partnership between parents, pupils and teachers; operating harmoniously within a framework of respect, co-operation and unity.

We are committed to the safety and well-being of each pupil in our care and do all we can to provide a safe learning environment for all. We also do all we can to ensure that safeguarding practices are known, understood and observed by all within the school community. We seek to create a tranquil yet stimulating environment, where learning is effective and enjoyable.

Our mission is to help each child embrace wholesome values and develop a healthy self-concept. Our children will be kind and considerate of others, possess a solid foundation for learning thereby becoming independent, resilient, life-long learners. The school values are: Acceptance, Co-operation, Curiosity, Excellence, Independence, Resilience, Respect and Self-control.

With God as the Master of our school, we believe that we can each take a proactive role in leading learning, as we strive to improve pupil progress and together achieve excellence.

**Accidents:**

Details of minor accidents at school are recorded in the Accident Book and a copy is sent home at the end of the day. You will be telephoned in the case of a head injury.

When professional treatment is needed (e.g. stitches, broken bones) we will inform you immediately so the child can be taken to the A&E unit. An ambulance will be called for very serious cases. Your child will be accompanied to the hospital by a member of staff and you will be asked to join them there.

**Admission:**

Nursery places are offered if spaces are available. Arrangements are made for children to have a 'Taster Session' prior to their formal admission. Children applying for the Reception Class are also required to attend a 'taster session'.

Pupils who apply for places from Year 1 through to Year 6 are assessed (informally for the younger ones) in Maths and English. Places are offered on the basis of the results of these assessments, the number of children requiring additional support in each year group and references from the child's previous school.

**Attendance:**

Children are expected to be in the school by 8:45 am and it is important that your child arrives on time for lessons. Doors open at 8.30am for Y1-6 and 8.45am for EYFS.

Registers are marked by teachers between 8.45 and 8.55am (and again after lunch break). Registers will remain open, via the school office, until 9.15am. Pupils arriving during this time will be marked in as late. Any pupil arriving after 9.15am will be marked as having an unauthorised absence unless there is an acceptable explanation, e.g. attending an early morning medical appointment. Children who arrive after 8.55am must report to the school secretary to be marked in the register.

Permission to take children out during term time must be requested from the Headteacher, **in advance**. Forms are available from the office. Please note that we do not condone the practise of taking children out of school during term.

Lateness and absences are disruptive to learning and should be avoided. Parents will be notified if we feel there is a cause for concern. (See Attendance Policy on website.)

Please also note that the statutory limit includes sick days and that unauthorised absences will be noted in school reports.

In the case of unplanned absences (e.g. sickness), parents must notify the school by 10am, **on the day of absence**.

### **Birthdays:**

Parents may choose to send in cakes or class treats to celebrate their child's birthday. The school is happy to accommodate this but would ask that parents please check (in the first instance) with the class teacher or the office, to see if the day they have in mind, is convenient. Secondly, we would ask that the cake/treats are brought to the school office at the start of the day. The teacher will then organise a suitable time during the day for the cake/treats to be shared out. The teacher will be responsible for managing this, to ensure that children with allergies etc... are not placed at risk.

### **Board of Governors:**

The following people make up the School Board:

Pastor I Sweeney (Chair)	Pastor J Surridge (Vice Chair)
Mr E Ramharacksingh (BUC Treasurer)	Mrs K Hanson (Education Director)
Mrs I Ackie	Pastor Bernie Holford
Mrs A Horwood (Headteacher)	Mrs N Ninvalle
Mrs M Roswell (Parent)	Mrs D St Cyr (Staff)

### **Car Park:**

Parent parking is to the left as you enter the school Car Park and Staff parking is to the right, with spaces reserved for the Head and Deputy. The yellow boxed zone is for dropping off and parents are not permitted to leave the car unattended in this area. **Emergency vehicles must be able to access the premises at all times. Also cars must not be left unattended if blocking other vehicles. Please adhere to this strictly, in order to continue to have the privilege of using the car park.** Parents are asked to observe road regulations by not parking on the zig-zag lines or mounting the pavement outside the school gates. If needed, additional parking is available at the secondary school: continue along Appletree Walk, bear left and enter through the iron gate. There is a car park at the bottom of the driveway and additional parking to the back of the building.

**Child Protection:**

Mrs Horwood is the Designated Safeguarding Lead for the school. Sensitive information is shared on a 'need to know' basis only. We have a statutory duty to report everything that gives cause for concern regarding any child in our care to Hertfordshire Social Services.

Each member of staff has been trained to recognise signs of abuse, and has a responsibility to follow the procedures of the policy.

Parents are asked to note that reprimanding a child with the use of an implement is unlawful.

**Clubs:**

The Secretary will notify parents of the after school clubs on offer at the beginning of each term. Numbers are limited and places are offered on a 'first come, first served' basis. Children need to be picked up promptly from the main office. All clubs will dismiss via the hall. Children who are not picked up on time may be asked to leave the club or incur late pick-up charges. Any concerns regarding clubs must be discussed with the club leader.

**Code of Conduct:**

All of the time, whilst on school premises, I will

- Adhere to school rules
- Respect everyone in the school family
- Take care of school property (no litter) and respect other people's property
- Be polite, well-mannered and honest
- Comply with the complaints procedure
- Be on time for school

Please refer also to the behaviour and discipline policy for the full list of school rules. The code of conduct has been formulated with the safety and well-being of the children in mind. Adhering to it will enable the school to function efficiently as a place of learning.

**Communication:**

Please check your child's school bag and diary each day. An email newsletter is sent out regularly to keep you informed about special events.

Appointments to see teachers should be made via the office or with the teacher at the end of the school day. Parents must sign in via the office and collect a visitor's badge if entering the main school. Please be mindful that the morning is not the most convenient time to speak with teachers, as they are busy preparing the day's activities.

### **Conflict Procedure:**

It is important that conflicts are resolved swiftly and we encourage the children to develop skills in conflict resolution. Please make an appointment to meet with your child's teacher to discuss any matters of concern. If the matter is not resolved, please see the Headteacher.

Problems involving another child must be referred to a member of staff or the Headteacher. We respectfully ask you not to confront a child or his/her parents directly as this is not in the best of interest of the child and will tend to complicate matters.

As with all establishments, it is expected that adults within the school community will conduct themselves in a respectful and polite manner when interacting with each other.

### **Curriculum:**

#### *Early Years Foundation Stage - Areas of Learning:*

The Nursery and Reception classes follow the Early Years Foundation Stage curriculum. The philosophy underpinning the Foundation Stage curriculum is that learning should be carefully planned and structured, with an emphasis on activities that are fun, relevant and motivating for each child. Teachers in the Nursery and Reception classes therefore support the children's learning through 'facilitated' play and by extending and developing children's 'spontaneous' play. Activities are both child-led and adult-led.

The Foundation Stage Curriculum is organised into the following areas of learning:

#### Prime Areas

- Personal, social and emotional development
- Physical Development
- Communication and Language

#### Specific Areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



The Nursery curriculum is covered through topic work and these incorporate the children's' interests e.g. family, mini-beasts etc...

*Key Stage One (Year 1 & 2) and Key Stage Two (Years 3 - 6):*

The school offers a balanced Curriculum with a wide range of subjects and learning which is personalised to meet individual needs.

Every child will have daily English and Mathematics lessons. We also teach Art, Design & Technology, Geography, History, Computing, PE, PSHE, RE, Science, Spanish (KS2) and Music. The school follows a values programme as part of its RE curriculum.

A long term plan of areas for learning in each class is shared with parents at the beginning of the school year.



**Discipline:**

We take a proactive approach to discipline by encouraging positive behaviour.

*Parents can help by:*

- Maintaining a close partnership between parents, teachers and children
- Discussing the school rules with the child and encouraging him/her to adhere to them
- Attending parents' evenings to discuss pupil progress
- Patiently and consistently encouraging positive behaviour at home

We expect the children to develop self-control and conflict management skills and it is useful if parents are involved in the development of these skills at home. We set clear behavioural expectations and reward those who meet them. A range of sanctions are applied for inappropriate behaviour: e.g. time out, working in another classroom and temporary withdrawal of privileges. Children are expected to bring closure to incidents involving other children (and Staff) by apologising and making things right.

We use incentive schemes that encourage and reinforce responsible behaviour such as praise, stickers, well-done tokens, certificates, privileges and small gifts.

Pupils who display unacceptable behaviour, affecting the ethos of the school, will be placed on Headteacher's Report and their behaviour will be monitored. The behaviour and incidents will be referred to the Discipline Committee, if no improvement is made. The Committee is comprised of:

- Pastor John Surridge (Chair)
- Plus any non-staff governor available

A written warning will be given for incidents of unacceptable behaviour. Further incidents could result in permanent exclusion.

Unacceptable behaviour can take the form of:

- Lack of respect including disruption in lessons
- Violence
- Threatening behaviour including bullying
- Deliberate disobedience
- Discrimination
- Deliberate vandalism of school property

Serious incidents are logged and will be reviewed to detect trends and to ensure prompt and appropriate intervention.

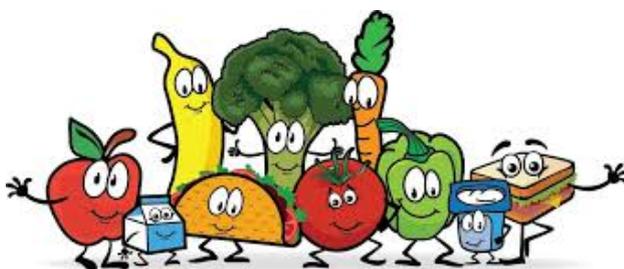
*Appeals Procedure:*

Parents may wish to appeal against an action taken by the disciplinary committee. Appeals must be sent in writing within five school days of the disciplinary action, to the Chair of the Appeals Committee who is also the Chair of Governors (see cover of Handbook for contact details).



### **Food and Drink:**

We work hard to ensure all the food and drink in school is healthy. Children are encouraged to bring a bottle of water to school each day and fresh fruit or vegetable snack for morning break (crisps, biscuits, cereal or fruit bars and smoothies are not acceptable as snacks).



The canteen provides cooked meals from Monday to Thursday, which is priced at £2.50 each. You can choose to either send a healthy packed lunch or order a school lunch. Pupils who elect to bring a packed lunch to school should also have healthy food and drink. The lunch must be in an appropriate container or bag, clearly marked with the child's name and should **never contain confectionery, sugary or fizzy drinks or food products that contain nuts. Nuts (in any form) are not permitted as some pupils have serious allergies.** Lunch vouchers can be bought from the school secretary. Please note that we do not operate a credit system for school dinners. Also, please note that the kitchen staff cannot be asked to warm up food that the children bring from home, for health and safety reasons.

### **Handwriting:**

A copy of the foundation writing script\* and the correct pencil grip\* that the children will be learning is included in the handbook. Please encourage your child to use this form of print and pencil grip when writing at home.

Children are expected to follow the standard layout of presentation in all their writing. All children will be encouraged to present their work to a high standard.

Children will progress onto fountain pens (blue) once they have earned their 'pen license'. Licenses can be obtained once the joint script is secure. Biro's are not permitted.

### **Home-School Agreement:**

The Agreement clarifies the roles, rights and responsibilities of parents, pupils and the school. It is designed to maximise the benefits that children get from their learning and experiences in school. Each new pupil is asked to read and discuss the Home-School Agreement with their parents/carers and each party makes the commitment to fulfil the role by signing the document.

### **Home and School Association:**

The Home and School Association is a valued and valuable support for the school. Parents are encouraged to join the HSA and participate in school events. The association organises programmes and events to raise funds for annual school projects, as well as social events. Committee members are elected to replace outgoing members and the process is managed via the school office.

### **Homework:**

A homework timetable will be made available to parents at the start of the school year, which in the main, will be adhered to. Parents must alert the Teacher if children are not bringing the work home. All pupils are given daily

reading and spelling homework. Additional homework is given as per the timetable. Parents are encouraged to see that homework is completed to a high standard and returned on time. Parents **MUST** sign the homework diary and the Reading Record. Where homework has not been completed and no explanation given, the child will complete the work during break time in school.

### **Houses:**

Each pupil is assigned to one of two houses when they join the school - Bunyan (Green) and Nightingale (Red). House points are awarded for good work, effort, good behaviour, skills in P.E, and for good manners. The team with the most house points wins the cup at the end of the school year.



### **Labelling:**

Please label **EVERYTHING** with the child's **FULL NAME!**

- All uniform items including shoes, socks and hats
- All P.E. and swimming items
- School bags
- Stationery

### **Lost Property:**

Any lost property is kept in the school office. There should be little use for this however, as we expect all items to be named, which will mean that they can be returned to the individual. A lot of time is wasted searching for lost property and staff members are not obliged to assist with searching for any items that are unnamed.

### **Moving On:**

The school must be notified in writing, of any intention to withdraw a pupil. One term's written notice must be given to the Head. The Office will also issue a Moving On form for completion.

### **Music Lessons:**

Children are able to take individual music lessons in piano, violin, flute, clarinet and saxophone. Forms are sent out for you to complete. Parents enter into private contracts with the music teachers and pay them directly. Please enquire at the Office.



## Nursery - Good Friend Chart:

The Nursery is a happy, safe place because we follow the Good Friend Chart.

☺☺☺ GOOD FRIEND CHART ☺☺☺	
1. Play Together	
2. Share toys and books	
3. Help each other	
4. Be nice to each other	
5. Include everyone	

## Nursery - P.E:

There is one P.E. lesson per week. The children need P.E. shorts, a plain white T-shirt and black plimsolls.

## Nursery - Rest Time:

Every afternoon the children have a 'rest time'. Some children actually sleep. If you think this nap will disturb your child's night-time sleep, please let us know and we will do our best to keep him/her awake.



## Nursery - Teeth:

We encourage the children to brush their teeth after meals. If your child has lunch at school, please send a toothbrush with his/her name clearly marked on it. We recommend the special toothbrushes that have toothpaste in them. These are available from Boots.

### **Open Evenings/Parent Consultations:**

We schedule one parent consultation per term to discuss targets and review progress. It is preferable that children do not accompany parents to these evenings. If parents are unable to arrange childcare, meetings should be arranged for after school.

### **Pick-up:**

Nursery and Key Stage 1 children must be picked up at 3:30pm. Key Stage 2 children must be picked up at 3.35pm. Duty of care is for 10 minutes after the end of school. A late collection fee will be applied for children not collected by 3.45pm and this will have to be paid on collection. **Parents not wanting to pay this late fee are respectfully asked to pick up on time. Please note that the gates to the playground will be locked at 3.45pm as clubs begin then.**

### **P.E.:**

Children are expected to bring their full P.E. kit on Monday, keep it at school for the week and take it home on Friday for washing. Parents must write a note before or on the day, if a pupil is to be excused from a lesson. If this is long-term, it will require a GPs note. Pupils who forget their kit will still attend the lesson, without participating.

### **Playground:**

In the playground, the children follow these rules:

Take care of each other, play safe and friendly games (no personal toys), take turns, talk with the other person to work out my problem, tidy equipment away, line up quietly when the whistle goes.

The children are supervised in the playground by 2-3 members of staff, depending on which playtime it is and how many children are out.

### **Policies:**

All of our policies are available at the Office for viewing. Certain of these are also available on our website: Admissions, Anti-bullying, Attendance, Behaviour & Discipline, Child Protection, Complaints, Confidentiality, Data protection, Disability & Equality, E Safety, Inclement Weather, Inclusion (which includes SEN, EAL & G&T), Mobile Phone & Electronic Devices & Records Management.

### **Queries and concerns:**

If you have a concern about your child, please see the teacher in the first instance. If the concerns are not addressed or not addressed satisfactorily, please see the Head. Beyond that, matters can be raised with the Chair of Governors.

**EYFS complaints to Ofsted - Parents are asked to note that these can be made in writing to Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD or by phone to 0300 123 4666.**

### **Reading:**

Reading is a vital part of your child's learning as the skill is essential to help children learn about the world in which they live and to make progress in all other subjects. Developing a love for reading is important and parental involvement is essential.

Children are more likely to become good readers if parents:

- Read to their children
- Read with their children and talk about the text
- Listen to their children read - encouraging phonic awareness of letter sounds and blending
- Show the usefulness of reading via newspapers, magazines, tv guides, books, leaflets, text messages, emails, road signs
- Visit the library with their children
- Enjoy reading themselves

It is important to remember that every child is different and children progress at different rates. A positive, encouraging attitude is helpful when listening to your child read, so avoid becoming impatient or over anxious.

Reading is multi-layered and involves:

- Word recognition-building up a visual image of the text to identify and decode words
- Comprehension-understanding the text
- Fluency-the ability to read with speed, accuracy and expression

There are three levels of comprehension:

- Literal - Where the information is directly stated within the text
- Inferential - The information isn't directly stated but inferred. The reader may have to put two or more parts of the text together to understand the author's intent
- Critical - The reader is asked to make a personal judgment. There are no clues in the text.

Early reading books will consist of literal information but as your child increases their fluency and understanding, the reading books will require more inferential and critical skills. Your child will need to be taught how to think inferentially and critically through questioning and comprehension activities. You can help your child develop these skills by asking questions about the text such as "Why do

you think she said that? ", "How do you think he felt when that happened?"  
"What do you think will happen next?"

Allow time to develop reading skills; encourage fun and pleasure in reading together a wide variety of books, both fiction and non-fiction.



### **Reports:**

Verbal reports are shared at open evenings in the form of targets and a full written report is sent out in the Summer on the last day of term.

### **Sickness:**

If your child is not well, then it is best for him/her to stay at home. Please telephone the school on the first day of absence, by 10am, explaining the absence. A note will be filled in and sent to your child's teacher and the absence will be marked as 'authorised'. A note must be sent when the child returns if you have not called to explain the absence already.

The office cannot administer medication without your written consent. If you wish us to do so, please complete the Medication Form and hand it in at the office along with the medicine. (Please state how many days the child will need to take it.) Please inform us if your child develops a medical condition that has not been disclosed on the medical form at entry to school.

Children who become ill at school will be looked after for a while. If they do not improve we will contact you to pick up your child. Please ensure that we have all your up-to-date contact details and those of other trusted adults, in the event that we are unable to reach you.

All children who enrol at the school must be fully immunised. The medical form must be completed by your doctor and sent to the school prior to enrolment.

### **Sickness - Head Lice:**

Please check your child regularly for head lice and ring worm. See your pharmacist immediately for treatment. Children with head lice or ring worm will have to stay at home until they are clear or no longer contagious.



**School Hours - Nursery**

The morning session is from 8.45 to 11.45am and the afternoon session is from 12.30 - 3.30pm. On Friday, the session will end at 12:25 pm. There will be a charge made for the lunch period between 11.45 and 12.30.

**School Hours - Reception and Key Stage 1**

The school day is 8.45-3.30pm, with a morning, lunchtime and afternoon break. On Friday, the day ends at 12.25pm.

**School Hours - Key Stage 2**

The school day is 8.45-3.35pm, with a morning and lunch break. On Friday, the day ends at 12.25pm.

**Stationery**

For Early Years and Key Stage 1 pupils stationery is provided by the school.

Key Stage 2 pupils provide their own stationery. Y5 and Y6 pupils are also required to bring to school a memory stick and a calculator. Pencil cases must be kept in school and items topped up in the holidays or as needed.

<u>Years 3 &amp; 4</u>	<u>Years 5 &amp; 6</u>
Pencil Case	Pencil Case
Blue Fountain Pens	Blue Fountain Pens
Red Handwriting Pens	Red Handwriting Pens
Lead Pencils	Lead Pencils
Rubbers	Rubbers
Colouring Pencils	Colouring Pencils
Felt Tip Pens	Felt Tip Pens
'Tub' Sharpener	'Tub' Sharpener
	Geometry Set
	Memory Stick

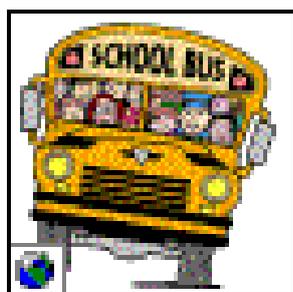
**Trips:**

Musicians, Artists, actors etc... are invited to perform, stage and run workshops at school. Trips away from school are also organised. Parents must sign a letter of consent before each trip and may also be asked to contribute to the costs. Children will generally be required to wear the full school uniform and bring

packed lunches and drinks in disposable bags. (Parents/Carers will be notified of any exceptions to this.)

Children are allowed to bring a small amount of spending money. We usually need parents to volunteer to supervise small groups. Please check with the Class Teacher.

Coaches all have seat belts and all our destinations are risk assessed.



### **Uniform**

Every pupil is expected to wear the correct uniform. **Beat School Uniforms is our official supplier.** We do not approve of non-regulation 'almost, but not quite right' dresses and skirts. Please ensure that the correct uniform is bought in the first place. We expect our children to be clean, neat and tidy at all times. This applies to PE kits also.

The winter uniform is to be worn from the start of the Autumn Term, through to the Spring Term. The summer uniform is worn from the start of the Summer Term. The Headteacher will advise of any changes to this procedure, via e-mail or the newsletter.

Please note that **NO JEWELLERY, INCLUDING EARRINGS, IS ALLOWED.** Pupils may wear a plain wristwatch, ideally with an analogue clockface as this will help them with learning to tell the time.

**Please ask at the office for a full uniform list and the contact details for our supplier. Please note that as well as purchasing uniform at their shop, you can order online and ask for the order to be delivered either to your home address or to the school.**

### **Swimming**

Years 3 - 6 have swimming lessons at Woodside Leisure Centre every Friday morning. There is a small charge of £35 per term for this. (We would encourage parents to ensure that their child has had some exposure to swimming, prior to year 3.)

Children must have their full uniform and wear a coat in winter when they go to the swimming baths.

Swimming is an important part of the PE curriculum. If your child is unable to swim, a note stating the reason must be handed to the teacher on the morning that the lesson will be missed.

If a child has prolonged periods when he/she is unable to swim, a doctor's note will have to be sent to the school.

Children excused from swimming occupy the spectator area at the pool.

### **Water Bottles**

Research has shown that children concentrate better when they are well hydrated. Please provide your child with a named water bottle (plastic/aluminium with non-spill lid) for use within class. The bottles can be taken home daily to wash and re-fill.

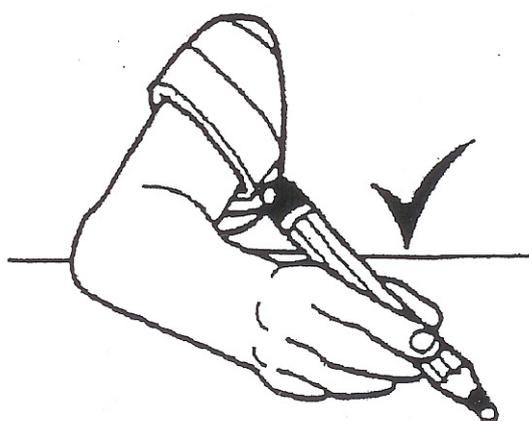
Please **DO NOT** send your child/ren to school with any type of *GLASS* water bottle, even if these have a cover. They still break easily and the resultant glass splinters pose a significant Health & Safety risk to pupils.



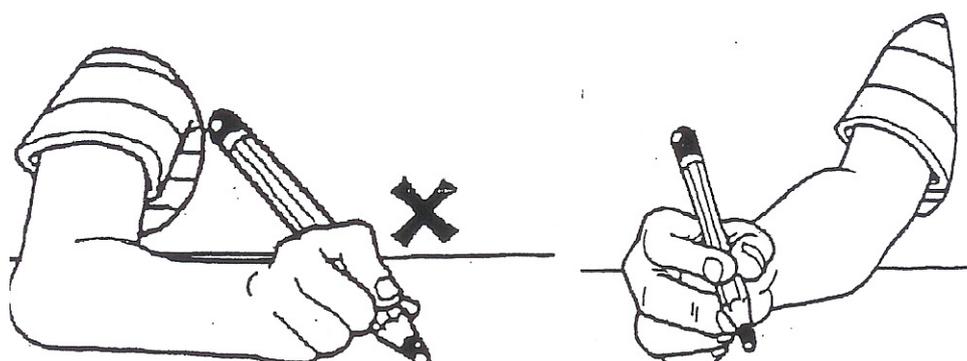
# APPENDIX

# Handwriting Script And Pencil Grip

Correct



Incorrect



*Stanborough SDA Primary School Handwriting Script*

*a b c d e f g h i*

*j k l m n o p q r*

*s t u v w x y z*