



THE FOREST FEDERATION - PARENT / CARER NEW YEAR REMINDERS



We welcome you back to school this academic year 2018/2019 and hope that you find the following whole school and class information a useful reminder of all the key things you need to know. Please keep it in a handy place! If you have any questions or worries about any of the information or indeed at any time throughout the year please do not hesitate to communicate with us. **You can find the information quickly because it is in alphabetical order.**

Accidents

If your child has an accident in the Early Years you will always be notified with a specific form for your response. In KS1 and KS2, you will always be notified where appropriate; particularly head bumps.

Attendance and punctuality (*please read in conjunction with our attendance policy*)

Any absences will affect your child's attendance, even if your child is late. Term time leave of absence / holiday will only be granted in **exceptional circumstances** and if you wish to take leave for exceptional circumstances then please complete a request for leave of absence form. If your child is going to be late or absent please notify us on the morning with the reason. This will continue each morning until your child's return except in exceptional circumstances. If no call has been made the school will contact parents to find out reason for absence and if we are unable to make contact it is our duty to notify the EWO (Education Welfare Officer).

When an individual pupil's attendance level falls below 90% it is a requirement that we contact the EWO as this is the level set by the Government and is classed as persistent absence. Whilst we aim to understand the difficulties of family life, if your child is persistently late to school you will be notified of actions we will be taking to rectify the situation and this may involve the EWO.

It is a requirement that we notify you that following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444. If you would like to see a copy of this notice, please request one from the office.

Behaviour (*please read in conjunction with relevant behaviour policies*)

Our schools reward good behaviour as we believe that this will develop an ethos of kindness and co-operation, with focus on promoting self-motivated good behaviour. We always give positive recognition for good behaviour by reinforcing the desired behaviour using verbal and non-verbal cues and stickers from our reward system. These are collected, by the children, in a chart which carries with them throughout their school life. We have an of the week from each class and also an of the term and year! Families are told why the children have received these awards on the certificate and in the newsletter. We also reward attendance on a termly basis. Our sanction system is highly structured and clear for all. Children are given helpful guidance and reminders but if they behave in a way they know is unacceptable or if they have been warned or asked then they are given yellow and red cards which have consequences. Parents are informed of these and if difficult behaviours persist we work closely with families and support where necessary to help modify their child's behaviour. In order to consistently apply our system and give the children opportunities to modify their behaviours we use visual contact, voice and proximity to help them make better choices however, this does not always work and we therefore apply a formal sanction system. You are notified of this through the school diary and where relevant letters for more formal meetings.

Communication

You will receive a weekly newsletter each Friday. Occasionally other, relevant correspondence will come in the form of a letter however all the information you need will be found in the newsletter and attachments and you will be guided to refer to this if you find you are unsure about anything. We will also communicate by e-mail and at Rangemore, by text.

Any daily communications between yourself and the class teacher can be either written into the home school diary (£4.50 to replace a lost diary) or if a face to face is needed, discussed during an

appointment slot - please contact the school office to find a mutually convenient time. Additionally, you will be notified of your child's academic progress, personal achievement and development in 2 parents' consultations and an end of year report.

Concerns and Complaints Procedure *(please read in conjunction with the complaints policy)*

In the first instance please meet with your child's teacher, the deputy headteacher and then the executive headteacher in order to voice appropriately any concerns you have, you may wish to put this in writing. If however you are not satisfied with the outcome, the Governing Body has established procedures for the hearing of complaints made against the school. A copy of the procedure is available from the school on request or is available online in our statutory documents, policies section.

Curriculum

The Forest Federation provides a full, broad, balanced and creative curriculum which offers a wide range of opportunities to all pupils so they may develop to their full potential. Children acquire skills through activities which are imaginative, creative, stimulating, varied and enjoyable set in an atmosphere of industry and purposefulness. It is carefully planned to ensure progressive coverage of all subjects and the skills needed to succeed in that subject. We have a creative curriculum with lessons and series of lessons which are thematic as well as subject approaches as considered relevant, these themes are whole school and begin with a hook / exciting stimuli such as a visit or visitor or event. A new curriculum letter will be sent home each half term.

Diaries

This is a book which allows us to communicate with you and vice versa. We would like it if you could write in the book when you hear your child read. We at least ask that you sign this book each week. It is not just about reading but about the fact that you have viewed whether they have had any rewards or sanctions and engaged in their homework or any other information we need to pass on to you.

Food in school

We are a no nut federation.

Please ensure you adhere to the healthy eating policy of the school. We understand that it is everything in moderation and we take this into account when monitoring tuck and lunch boxes.

Children can buy tuck at break times (Monday - Wednesday at Needwood). Please ensure your child brings change into school in a named envelope/purse/wallet (no copper coins please). Up to £1 per day is sufficient.

Children can have a school lunch and this can be booked on a daily basis. Menus are sent home. If your child has any dietary requirements and allergies please notify us as soon as you know.

Children may bring a 'sports bottle' of water (water only) to drink in class during lessons. We have water in each classroom for children to fill their bottles when empty.

Whilst we allow birthday cakes / sweets to come to school, we will only send these home at the end of the day because some families are not happy for their child to have these foods freely and additionally, there are many intolerances and requirements to meet. We cannot send out any cake which has not been pre-cut.

Homework

Each class has sent out a separate homework guidance document with the requirements for their class.

Illness and Medicines in School *(please read in conjunction with Supporting Pupils with Special Medical Needs and medicines in school policy)*

If your child is unwell and unfit to attend school please keep them at home until they are fully recovered.

In some circumstances, we will feel that your child is not well enough to be in school and will arrange for their return home, please don't be cross with us, particularly if you are working, but we have your child's best interests at heart and also the interests of the other children.

Your child's own doctor is the person best placed to advise whether they should or should not be in school. It is each parent/carers responsibility to ensure that their child is fit to attend school, and any medication required whilst the child is at school should ideally be administered by the parent/carer.

Pupils are not permitted to bring non-prescription medicines into school. Only essential, prescription medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a specific written permission slip before any medicine is administered.

Physical Education

Your child's PE kit should be at school every day and go home for washing and checking for size as required. The days of PE and kit required is listed on your child's curriculum letters.

Policies and Risk Assessments

We have a huge number of policies and risk assessments. If you wish to view any of them then please don't hesitate to ask. All policies are available online.

PTA

As a parent of a Forest Federation pupil you are automatically a member of each school's PTA. Our PTAs work enthusiastically to provide important resources and social occasions for the school. Their role is always appreciated and increasingly important. Do look out for the meetings and events and we look forward to seeing you there if you are interested.

Uniform *(please read in conjunction with our uniform policy)*

| | Needwood Our school colour is bottle green | All Saints Our school colour is red |
|---|--|---|
| Uniform | <ul style="list-style-type: none"> White blouse/shirt or white polo shirt, Bottle green sweatshirt with school logo or Bottle green jumper or cardigan, Grey or black trousers / shorts / skirt / pinafore or green checked gingham dress for Summer, <i>Skirt/dresses must be no shorter than 1 inch above the knee.</i> White, grey or black socks, Plain tights may be worn - opaque tights are preferred (green / black / grey), Shoes should be low, black flat-heeled for safety and fasten securely. Shoes should always be full (no sandals). Velcro or magnetic fastenings are preferable to laces for younger children. | <ul style="list-style-type: none"> White blouse/shirt or white polo shirt, Red sweatshirt with school logo or red jumper or cardigan, Grey or black trousers / shorts / skirt / pinafore or red checked gingham dress for Summer, <i>Skirt/dresses must be no shorter than 1 inch above the knee.</i> White, grey, black or red socks, Plain tights may be worn - opaque tights are preferred (red/black/grey), Shoes should be low, black flat-heeled for safety and fasten securely. Shoes should always be full (no sandals). Velcro or magnetic fastenings are preferable to laces for younger children. |
| PE / games / swimming Kit All PE kits should be free from any brand logo or name | <p>Indoor:</p> <ul style="list-style-type: none"> White T-shirt, Bottle green shorts, change of socks, plimsolls / pumps. <p>Outdoor:</p> <ul style="list-style-type: none"> white T-shirt/polo shirt, shorts, trainers, Tracksuits may be worn at appropriate times. <p>KS2 Swimming</p> <ul style="list-style-type: none"> Swimming trunks or one-piece costume should be worn, Swimming caps will be worn by all children, Items should be in a named waterproof bag. | <p>Indoor:</p> <ul style="list-style-type: none"> Red T-shirt, Black shorts, change of socks, plimsolls / pumps. <p>Outdoor:</p> <ul style="list-style-type: none"> red T-shirt/polo shirt, shorts, trainers, Tracksuits may be worn at appropriate times. <p>KS2 Swimming</p> <ul style="list-style-type: none"> Swimming trunks or one-piece costume should be worn, Swimming caps will be worn by all children, Items should be in a named waterproof bag. |
| <p>You can buy a sweatshirt, jumper or cardigan, reversible coat and book bag with the school logo on through our school from our providers outlined below any red All Saints /green, Needwood / grey / white uniform will be fine, you do not have to purchase uniform with a logo on.</p> | | |
| <p>Hair Boys and girls hair which is below the collar line must be tied back at all times. It is to be of an appropriate colour and style.</p> | | |

Hair bands and scrunchies should be either white, black, grey or red at All Saints and bottle green at Needwood.

Jewellery and Headwear

On health and safety grounds, we do not allow children to wear jewellery to school (except for small studs and watches). We do not allow headwear to be worn during class time or inside school buildings, except for religious or medical reasons. Summer hats are to be plain black, grey, white or school colour or children are able to wear straw boaters with an appropriate colour band. All jewellery must be removed (by pupils themselves, excluding where a clear case for religious or cultural reasons is made) for PE including earrings, the external rules change regularly and are dependent on event regarding placing tape over earrings for PE and we will outline the current rules as available.

Make up, Nail varnish and temporary tattoos

Children are not permitted to wear makeup, nail varnish and nail extensions or temporary tattoos.

All clothing should be clearly labelled with your child's name. This is especially important, as uniform items look similar and can easily be confused for another child's. Our schools cannot accept responsibility for any lost items.

Worship

We have daily worship at both schools and on a Friday at 9.00am at All Saints, and 3.00pm at Needwood, parents are invited to attend.

AND FINALLY

We have tried to answer the questions which we receive on a reasonably regular basis, so again, please remember to keep this as a quick reference document and, if you have any worries or questions throughout the year please don't hesitate to contact us.

Yours Sincerely



Executive Headteacher

All policies and information can be found <http://www.theforestfederation.co.uk/>