

PARENT AND CARER HANDBOOK



The school website is our main means of communication. All information in this booklet was correct when going to print. Any changes will be communicated through the school website.

Welcome to William Tyndale Primary School. This handbook is designed to give you useful information about our school. If you have any questions or comments about it, please speak with staff in the school office.

We welcome your comments on how we can improve our school. Please also let us know when we are doing things right or that your children have enjoyed something. It is good to be able to tell staff that they are doing well and for them to know that their hard work is appreciated.

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Partnerships and Awards



INVESTOR IN PEOPLE



OUR MISSION 'Growing together'



OUR VISION '...each child valued and instilled with a life-long love of learning'

Communication



Communication with parents and carers is extremely importance to us. Please ensure that the school has your up to date contact details.

Key contact details

- Website – www.williamtyndale-islington.co.uk
- ‘In The Loop’ – monthly school newsletter (please let the office staff know if you need a paper copy or would prefer the newsletter e-mailed to you)
- Twitter account: @WTyndaleprimary
- Noticeboards outside classrooms and in the playground
- F&SA noticeboards
- School text – we text reminders and important/emergency messages to your mobile
- Subject-specific parent workshops
- Telephone number (Main office) - 0207 226 6803
- Telephone number (Kids’ Club) – 0207 354 6106
- E-mail address – admin@williamtyndale.islington.sch.uk

Emergencies: It is essential that the school is kept informed of any changes of address or telephone number. **Please ensure that the school office has a number where a parent or nominated person can be contacted at any time during the day. We will need 3 emergency contacts.** It is very distressing for your child if we are unable to contact anyone in cases of sickness or injury.

Leaving an Urgent Message for School Staff after 4pm

If your message is regarding collection of a child please contact Kids’ Club on 0207 354 6106 to ensure that the message is received.

Office Opening hours

Monday - Friday from 8am – 4pm

Urgent messages regarding the collection of children must be left at the school office no later than 4pm.

Please call rather than email to ensure such messages are received. After this time, please call Kids’ Club on 0207 354 6106.

Home/School Communication

We will keep in touch with you through regular newsletters and other letters as and when required. Please check your child’s bag and pockets daily for communications sent to you. If you have a concern please do not wait until Parent Conferences to speak to your class teacher. The best way to do this is to write in or telephone to request an appointment, giving a couple of suggested times and days. This helps us to get back to you promptly. When you have an appointment, please come to the main office; they will let the teacher know that you have arrived. In order to keep our school community safe at all times, we do not allow parents to enter classrooms other than when prearranged. Spare copies of letters sent home are available from your class teacher or the school office if needed.

Helping in School

We value the contribution that parents make as helpers within our school. If you would like to assist in a classroom or be involved in other activities, there may be ways in which you can help such as: supporting children with reading, computers, sewing or cooking, art or craft activities, photocopying, gardening, making resources, mounting work, school trips, helping develop and maintain our library, becoming an active member of our F&SA (Family and Staff Association) or a future governor. If you wish to help out on a regular basis, you will need to have a DBS (Disclosure and Barring Service) check (previously CRB), which you can organise through the school office. All governors at William Tyndale are DBS checked.

Scheduled teacher to parent communication



September/October	A parent meeting to outline the aims and expectations for the year. Parents join together and listen to the class teachers speaking about the year ahead. Resources will be shared that will explain the level of expectation for the year group linked to the National Curriculum.
November	An Autumn Term parent conference meeting will take place. Parents will sign up for a ten-minute appointment, where verbally , you will be given: <ul style="list-style-type: none"> • a target for reading/writing/maths; • resources will be given to support the targets; and • feedback on how their child has settled in to the year.
Feb/March	A Spring term parent meeting will take place, where teachers will share a written report. This will include: <ul style="list-style-type: none"> • a teacher judgement – working towards/within/exceeding national expectations for this time of the year for reading/writing/maths; and • a target for reading/writing/maths; and • a Personal Social and Health Education (PSHE) comment e.g. friendships, learning behaviours. <p>In addition</p> <ul style="list-style-type: none"> • Resources will be given to support the targets. • Teachers will share verbal feedback about progress made from the beginning of the year; and • Nursey and Reception meetings will include an opportunity to view Tapestry (an online learning journal). • Year One to Six meetings will include an opportunity to view some of your child's work.
June/July	A written report will go home with parents/carers, which will include: <ul style="list-style-type: none"> • comments about progress made; • A teacher judgement of attainment for reading/writing/maths and a summary of attainment in areas of learning; • A report on the progress made throughout the year for reading/writing/maths (this will be in relation to their starting point at the start of the year); • A target to be worked on over the summer and an ideas for how you can help your child to achieve this; • A comment on the progress of the other areas of learning and characteristics of effective learning. <p>Parents are welcome to make an appointment to discuss the report with the class teacher if they have comments or questions.</p>

Please do not feel that you have to wait for scheduled meetings to discuss any concerns or ask any questions about your child. Please see their class teacher in the first instance. After school is the best time to do this and you can also arrange an appointment via the school office.

If you are not satisfied with the way in which your concern has been addressed then do please make an appointment to see Tanya (Head Teacher), Claire (Deputy Head Teacher), Bea (Assistant Head Teacher), Olivia (Assistant Head Teacher and SEND Leader), or Sophie (Assistant Head Teacher).

Behaviour

Staff have very high expectations of children's behaviour. Children are rewarded with, for example, verbal praise, a visit to a member of the Senior Leadership Team, stickers, 'golden certificates' and 'praise postcards' (which are sent home).

When behaviour contravenes our golden rules, school staff follow a system of steps to help the children understand and reflect, and to receive appropriate sanctions when necessary. These steps are altered appropriately depending on the age of the child. Our behaviour policy is available on our web site.

Golden rules

Our "Golden Rules" remind children in a positive way of how to make sure that school is a good place for all children. We ask the entire community to support us in promoting these rules in school:

- **DO** be gentle (Don't hurt anyone).
- **DO** be kind, helpful and respectful. (Don't hurt people's feelings).
- **DO** be honest (Don't cover up the truth)
- **DO** work hard (Don't waste precious time).
- **DO** look after property (Don't waste or damage things).
- **DO** listen to people (Don't interrupt when they are speaking)
- **DO** follow adult instructions (Don't show disrespect towards adults)
- **DO** keep safe (Don't fight OR play fight).



Bullying

William Tyndale's definition of bullying is: *'Bullying is when you deliberately keep making someone unhappy. You know you are bullying when you are choosing to hurt or upset someone with unkind words or actions again and again.'* Bullying, including cyber bullying, is not tolerated and we take it very seriously. Members of staff are trained to look out for and deal with bullying; we use PHSE and our Rights Respecting Curriculum as starting points for children to discuss issues. If you think that your child is being bullied please make an appointment to see your child's class teacher as soon as possible. You may also request a copy of our anti-bullying policy from the school office.

Trauma Informed Practices

William Tyndale School is proud to have become part of Islington's Trauma Informed Practice in Schools programme (ITIPS). This is a two year programme, in which several Islington primary and secondary schools are working to ensure their learning environment is set up to support the most vulnerable children. This includes understanding how difficult experiences can effect children's development, helping children express their emotions in healthy ways, and enhancing our already nurturing and supportive environment. We know that reflecting on and improving these systems will help build resilience for all our children as well as our most vulnerable.





Punctuality and Attendance



Punctuality

We have been delighted with the continuing decrease in the number of late arrivals at school. Children are happier when they arrive punctually at school and their learning gets off to a fine start. We have many incentives to encourage children to arrive punctually, including class cups, certificates and medals. Please remember:

- **The school gates open at 8.45 a.m.** and the **doors to the building open at 8.50 a.m.**
- **School starts at 8.55 a.m.** but we give you a 5 minute grace period to account for unforeseen circumstances; therefore any child arriving **after 9 am will be marked late.**
- **Sable Street Gate will close at 9.05 a.m. and 3.45 p.m. to ensure safety for the children at school.**

Attendance

We are also delighted with the continued improvement in our attendance figures. We award children medals and badges for 100% attendance and punctuality over a term and for over the whole year. Well done and thank you to everyone who has helped reduce our absences and cooperated with procedures required by the Department for Education (DfE). A reminder about these is outlined below:

- If your child is sick please inform the school office on the first day of absence. If your child has suffered from vomiting or diarrhoea please keep them away from school for at least 48 hours after it has stopped in order to avoid infecting other children.
- On your child's return to school please bring a note to the school office explaining why your child was absent. If your child is absent directly before or after a holiday you will need to bring in medical proof to support the absence.
- Please avoid making dental or medical appointments for your child during the school day; if an appointment is absolutely necessary please show your appointment card (preferably in advance) to the school office as evidence for this absence.
- Any leave of absence has to be applied for, four weeks in advance, using the appropriate forms from the school office; each case is reviewed individually but please be aware that absence will be authorised in only the most exceptional of circumstances. **Holidays during term time will never be authorised.**
- **Any unauthorised absence may result in an immediate penalty notice of £60 per parent per child from Islington's Educational Welfare Department.**

The school and Educational Welfare monitor attendance on a regular basis. We expect children to have **at least 95% attendance**. Many children achieve this which is wonderful. **If your child's absence falls below 95% then Educational Welfare will be in contact. A child is considered a persistent absentee once their attendance falls to 90%.**

If you would like any more details about punctuality and attendance please see Penny in the school office.

Starting at William Tyndale School



Before Your Child Starts at the School

Children coming to William Tyndale for the first time in Nursery and Reception will receive a 'home visit' from their teacher and teaching assistant. They will visit your home at a prearranged time to chat with you and your child so that they have a better understanding of their background and interests and so that you and your child can meet the teacher and teaching assistant and ask any questions you might have.

A few months before starting school you and your child will be invited to a 'Play and Information' session. This is an opportunity for them to see the classroom and meet the class teachers and children who they will be working with during their first year at school. Parents will be given some information and some forms to complete while the children play.

Settling Your Child into William Tyndale for the First Time

If your child starts at William Tyndale higher up the school, they will usually be given a 'buddy' within the class to support them, through their first school days, to find their way around the building and to play with at playtime and lunchtime. It is important that you bring your child to school on time – even if they are reluctant to come in. This will help them settle, seeing children arriving at the same time as them, and will make them feel more a part of the class. Check with your class teacher to find out if they would like you to stay to help settle your child in the mornings. Usually, once the children are past Nursery they settle better when parents have left. It can be very distressing for parents, especially if you leave your child when s/he is upset but it is usually far less traumatic for children if this separation period is brief, helped by the parent or carer leaving promptly.

Transition Between Year Groups

At the end of every academic year, children will spend some time with their class teacher for the following academic year in the classroom that they will be taught in. Children are introduced to the class teaching assistant and are given practical information e.g. where the nearest toilets are, where to hang their coat, etc.

Class Reorganisation at the end of Reception

Children are placed in one of our two Reception classes when they start at William Tyndale. It is sometimes necessary for these classes to be reorganised before they go into Year 1 so that there is a balance of abilities, ethnic backgrounds, boys and girls, etc. The new class is the one that your child will progress through the school in – children do not swap classes after this point.

Class names

Every year, members of staff give suggestions and vote on themes for class names for the following academic year.

Dropping Off and Collecting Your Child



Dropping Children Off at the Beginning of the Day

Nursery parents are invited into the classroom to help children settle in for the day. If you arrive after 9am, you must go through the main entrance of the school.

Infants can be taken to the classroom door. We ask that parents do not go into classrooms in the mornings as this distracts children and prevents a smooth, prompt start to the day. Juniors should make their own way to their classes. Many children cycle or scoot to school. We encourage this. Please make sure that children (and adults!) dismount and walk through the school grounds.

Routine for the End of the Day

Nursery: Doors open at 2.45pm and close promptly at 3pm after which there is an extended Kids' Club charge (Kid's Club normal charges are from 3.30pm).

Reception, Year 1 and 2

School doors will be opened from 3.20 pm. Please wait outside your child's classroom. Reception and Year 1 parents collect their children from the door leading directly outside.

Years 3-6

Your child's teacher will accompany the children to the playground at 3.30 pm. Teachers will wait in the playground until 3.35 pm, after which any child not collected will be taken to Kids' Club where they can wait in safety until you arrive. Parents will be liable to pay the full Kids' Club rate for the day if this happens.

Other People Collecting your Child

It is vital that you let the class teacher or the school office know, preferably in writing if someone else is collecting your child. Your child needs to know this too. We cannot let any child go home with someone else, **even if we know who they are**, unless you have given your permission for this to happen. *In a rare, unavoidable emergency only*, if you are unable to collect your child at 3.30pm, please telephone the school office, so that a message can reach your child and their teacher before home time. If your phone call is later than 4pm, please contact Kids' Club on 0207 354 6106 to ensure that the message is received.

We ask that you closely supervise children at the end of the day. They should be with you at all times, and not allowed to play on any school play equipment. Thank you for supporting us in keeping everyone safe. **We expect everyone, including adults, to walk scooters and bicycles on and off the school premises.**

Curriculum



We are delighted to be a Unicef Rights Respecting School. We have achieved the silver award and are now currently working towards gold!

This award recognises William Tyndale's achievement in putting the United Nations Convention on the Rights of the Child into practice within the school and beyond.

Unicef works with schools in the UK to create safe and inspiring places to learn, where children are respected, their talents are nurtured and they are able to thrive. The Rights Respecting Schools Award embeds these values in daily school life and gives children the best chance to lead happy, healthy lives and to be responsible, active citizens.

Curriculum

Curriculum information for each year group is accessible on the school website. This details what your child will be learning about in each subject and any trips which the class teacher already knows about as well as any special projects. In addition, at the beginning of each new academic year, parents are invited in to hear the year group teachers present information on learning areas for the year as well as ways in which you can support your child at home. From time to time there will be whole school themed weeks e.g. science week, when the timetable might be different, as special visitors, trips and events are planned in. Please follow the school on **twitter @WTyndalePrimary** to see more of our exciting learning.

Enterprise Skills

Our enterprise curriculum teaches the children 8 key skills: *problem solving, aiming high, leading, working in a team, sharing ideas, using imagination, staying positive and listening carefully.* We have a skill of the month which links to our 'Thought for the Week'.



Monthly Skills and Rights

At William Tyndale, we are constantly working hard to develop children's skills and an understanding of the world we live in by demonstrating positive behaviours and independent thinking. As an Enterprise and Rights Respecting School, we focus on one Skill and one Right every month and our weekly 'Thoughts', generated by our pupils, underpin these overarching themes. The 'Thought' is introduced in assembly on a Monday and children are celebrated for their work and achievements that may be linked to the Skill or Right of the Month in Golden Assembly every Friday. All children are encouraged to share their ideas for the 'Thought for the Week'.

Sex and Relationships Education (RSE)

Relationship and Sex Education is a key part of the school curriculum and it gives our pupils important opportunities to learn how to make responsible and well informed decisions about their lives. Our programme, within the framework of the National Curriculum, is embedded in the PSHE and science programmes of study. It will help our young people to learn respect for themselves and others and to move with confidence from childhood to adolescence. The curriculum is tailored to meet the age, emotional and physical maturity and understanding of pupils. It includes knowledge of how the body functions, how it grows, how we change physically and emotionally, puberty and how a baby is born. We will liaise closely with parents, particularly over the materials being used. Parents are invited into school to view samples of videos beforehand and they are always informed when Relationship and Sex Education is taking place, so that they can be prepared to answer questions within the cultural and moral setting of their home. Parents have the right to withdraw their child from Relationship and Sex Education. Please speak with your child's class teacher about this.

Educational Visits

We aim to involve the children in a wide range of educational activities, both on and off the school site. In many cases we depend on parents accompanying us on school trips – do please support us by volunteering to help. If too many parents volunteer we may need to ‘pull names out of a hat’. It is the policy of the school to request voluntary contributions towards costs for visits in school time. These sorts of trips can only run if sufficient funding is forthcoming.

School Travel Plan

We have been awarded Bronze level for our school travel plan. Part of our work includes cycle training and road safety projects.

Class Assemblies

Once a year classes produce their own assembly which they perform to parents and carers. Children summarise learning which has happened so far in the term/academic year as a way of letting you know what they are studying in class. You will find details of such assemblies in ‘In the Loop’ (online school newsletter). They are usually held in the ground floor hall at 10:20am.

Daily Assemblies

There is a daily assembly, which takes a variety of forms. Most have a Christian moral theme and others teach about world religions. It is an important time when the whole school or a phase comes together. Parents have the right to withdraw their child from these assemblies – please discuss this with the class teacher or Head Teacher. Pupils, who have been withdrawn, will be supervised separately by a member of staff. Once a week we have a special assembly to introduce our *Thought for the Week* (linked to our Skill of the Month). There is also a ‘Golden assembly’ and where individual children are praised for particular achievement or effort in the past week. Certificates are given and a photograph is usually taken for the school foyer. Once a week there is a singing assembly where children learn and practise new and familiar songs.

Christmas Concerts

In the weeks before Christmas, Foundation Stage, Key Stage One and Key Stage Two put on performances to parents. These differ from year to year and details will be sent to you in advance along with specific times. There is usually a request for parents to help with costumes!

Instrumental Lessons

Recorder is taught to pupils in Year 3. This is free to families, as it is paid for by the school. From Year 4 to Year 6 pupils can choose to carry on learning recorder. Lessons are also offered in flute, violin, cello, clarinet, and brass. We do not provide individual piano lessons for pupils. For more information, please read the Instrumental policy on the school website. From time to time, if your child is learning an instrument at school, there will be an opportunity for them to perform to parents and carers. Details of such concerts will be given either in individual letters from their instrumental teacher or in the main school’s newsletter.

Homework

We recently carried out a comprehensive consultation with parents, pupils and staff on homework. As a result we now have a system which is working well and differs depending on the year group; some tasks may be tailored to the individual child. Your child’s class teacher will be able to give you more information.

Helping Your Child at Home

There is a lot of information on our website under ‘classes’.

Year 6 Residential School Journey

Currently this takes place in the summer term, when the children take part in a week of adventurous activities, such as abseiling, climbing, orienteering, quad biking, canoeing and archery with PGL. This is an optional extra venture and children who do not take part, for whatever reason, will remain in school, where a full curriculum will be offered. Children from low-income families receive financial support for this trip. You will receive further information when your child is at the end of Year 5.



Clothing

We do not have a school uniform at William Tyndale, however, there are some guidelines to help ensure safety and practicality.

Be prepared At William Tyndale, some learning e.g. gardening takes place outdoors as well as indoors. If rain is forecast please provide waterproof shoes and a coat/jacket. Similarly, when the weather is hot and sunny please provide a sunhat and a labelled bottle of water. Please put long lasting sun cream on your child before they come to school.

Footwear Footwear should be comfortable and practical. Please avoid open-back or open-toe shoes as these do not give full protection to feet – especially when running and climbing in the playground.

Jewellery Children are permitted to wear watches and stud earrings – no hooped earrings or necklaces of any kind are allowed as they present serious health and safety problems.

Nail polish, hair dye and temporary tattoos We know how tempting it is for children to experiment with adornments but ask you please not to let your child do this in school. It can cause upset and jealousy.

What not to wear Please do not send children in their best clothing. Glue, pens, highlighters, and felt pens are used daily at William Tyndale. Children also have access to paint, clay and other art resources which can mark and stain clothing – aprons are worn for messy art lessons but do not offer guaranteed protection.

Lost items We do our best to best to ensure that children's clothes remain in correct places, however, with 450 children on one site, in is inevitable that there will be mix ups and lost clothing from time to time. Please label your child's clothing to help avoid confusion. Lost property is located the wooden gate leading to the reception playground.

PE Kit As PE is part of our curriculum, there must be a valid reason (accompanied by a note from a parent/carer or doctor) for a child not to participate.

Again there is no compulsory PE uniform but in order to help avoid injuries and are comfortable during lessons we request that children have the following clothing available on days when they have PE lessons:

- **Nursery, Reception and Year 1** children may come to school dressed in appropriate clothing so that they do not need to get changed for the PE lesson. Trainers are needed for outdoor sessions and some indoor lessons. Children will be barefoot for activities such as dance and gymnastics. Tight fitting, stretchy trousers should be worn on PE days. No jeans/baggy trousers or trousers with tassels, etc.
- **From Year 2 upwards** children are expected to have a PE kit comprising a **separate change** of appropriate clothing: t-shirt, shorts/tracksuit bottoms, trainers/plimsolls. Children without this kit will be expected to write up observations and evaluations of the activity they are missing.



- **Swimming** Children in Year 4 go to swimming. As it is part of the curriculum, every child will be expected to attend swimming lessons unless a doctor's note has been provided to explain otherwise. If a child does not have their swimming kit they may be given a school kit so that they can join the lesson. Pool staff will not let the children swim unless they have the correct swimming clothes: girls – one-piece swimming costumes (no bikinis) and boys – tight fitting, short swimming trunks (no baggy shorts). Swimming caps must be worn and goggles are not permitted unless a goggle consent form has been completed (please ask in the school office if you need a consent form).

Health and Safety



Accessibility

There is a disabled access lift to the middle and top floors. There is also a disabled access lift in the Morris Building which comprises Kids' Club and our Art Studio.

Break Times / Lunchtimes/ Snacks

Please support our Healthy School policy which only allows children to eat healthy snacks at break time – fruit or vegetables, not crisps, food bars or sweets. **We are a nut free school.** Our school kitchen provides facilities for children to eat a fresh and nutritional meal cooked on the premises or a packed lunch in the dining hall. If you give your child a packed lunch, please do not include fizzy drinks, crisps or sweets. If your child forgets their packed lunch we will try to contact you so that you can bring in their lunch. If, however, we are unable to contact you we will provide your child with a school meal.

Prams and Pushchairs

The London Fire Brigade has told us that no buggies, prams or pushchairs be brought into the school building. They should be left in the playground, although the school cannot accept responsibility for them.

Bicycles and Scooters

We encourage the use of bicycles and scooters to travel to and from school. Please dismount once on school property and use the bicycle pods at the Upper Street entrance to park. **Please do not prop cycles or scooters up against walls in the school grounds.**

Car Parking

We understand that some of you may need to collect your children by car; if you do, please help us maintain good neighbourly relations by making use of public parking spaces and not blocking exits. The Sable Street gate will close at 9.05 a.m. and 3.45 p.m. every day.

Dogs

Please do not bring dogs onto the school site or leave them tied up close to the entrance. This frightens a number of our children and, in addition, we want to keep our site free of mess. We ask your cooperation in this.

Fire Drills

Our fire bells are tested weekly and a fire drill will be held each term, to ensure swift and safe evacuation of the building. Children will be carefully and sensitively made aware of the fire safety routines, in order to raise awareness and reduce anxiety. If you are in school and the alarm sounds, please leave by the nearest exit and assemble on the sports pitch.

Smoking and Alcohol

Our school buildings and grounds are designated no smoking areas, so please extinguish cigarettes before entering the school site. Please do not smoke if you accompany children on class trips. This includes the internal buildings, playground, car park and paths. Alcohol is not permitted to be consumed on the school site when children are present; this includes fetes and other functions where children are on site. Exceptions can be made at the discretion of the Head Teacher where permission is sought in advance e.g. a school evening function which is open to adults only.

Other chemicals

Hand sanitizers and mouth spray fresheners are not permitted in school.

School Nurse

The School Nurse comes into the school from time to time. She reviews children's vision, hearing, height and weight as well as addressing concerns class teachers and/or parents/carers may have. Consent from a parent/carer is required before a child is seen for health reviews or assessments.

Allergies

Should your child have any allergies, please ensure that the school has the most recent care plan. It is also essential that the school has appropriate medication which will be kept in the School Office.

Infectious Illnesses/Diseases

If your child contracts any infectious disease or illness, including, childhood illnesses, please inform the school. If necessary office staff will be able to tell you how long your child should be kept off school to help prevent spread to other children. Please note if your child has vomited or had diarrhoea, they cannot attend school for **48 hours**.

Medicines

Our policy is that school staff does not administer any medicines whatsoever unless a child has a care plan. We cannot store medicines on the premises, with the exception of asthma pumps, treatment for diabetes and epipens. If your child is well enough to return to school but needs continued medication e.g. antibiotics, arrangements can be made for a parent/carer to come into school to administer the medication.

Bereavements

When there is a loss of a member of our school community, such as a parent, child or staff member, it is a difficult time. Pupils need to be supported when they experience family bereavements and other significant losses in the course of their lives while they are at school. Bereavement must be treated with the utmost sensitivity.

Child Protection

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. We will try to contact you if we have permission from Children's Social Care to do so. There are many agencies that support children's welfare in Islington. If you would like any support, the school can help you with this.

Security

The Governing Body's Premises Committee meet regularly to review matters of school security. The school seeks advice from the Department for Education, Islington Council, Police, Fire and Rescue Service and security specialists, whose recommendations form the basis of a priority plan of action. To assist with our security procedures, we request that all school visitors report to the main office, where they will be asked to sign in via our electronic signing-in system. Visitors will also be required to show photographic identification and will be expected to wear a visitors badge while on our school site.

Emergency School Closures

Rarely, there may be times when the school has to close due to unforeseen circumstances e.g. sudden loss of water supply, sudden loss of power and or heating during the winter months, hazardous weather conditions, etc. In accordance with our Emergency Plan, as soon as the Senior Management Team is aware that such a closure is needed, a text message will be sent out to parents alerting them. If the closure is part way through a day and children are already on site you will be asked to collect your child. If the closure is apparent before the start of the school day posters may also be placed around the school site entrances and information will be available on the school's website. We understand that such closures can be very problematic for parents and carers but we can assure you that every effort will be made to avoid closures if possible.

Community Emergency

In the event of an emergency affecting the community, children would be supervised until parents/carers were able to collect them. We would require permission as usual to allow children to leave with any other person.

Mobile Phones

If your child is in Year 6 and needs their mobile phone to make home time arrangements, switched off phones (labelled with your child's name) may be handed in to the school office before 8.50am. They can be collected at Kids' Club at the end of the day.

Kids' Club and After School Activities



Throughout the year we run a number of activities and clubs. These vary from year to year depending on demand e.g. drama, gymnastics, ballet, street dance, karate, football, netball, chess. We also take feedback from children through school council and pupil questionnaires. To sign up for a place in a club or activity you would usually need to sign up via ParentPay (our secure online payment system). A text message is sent to let parents know that clubs are available for booking. When you sign in you will be able to see what is available. Places are allocated on a first come first served basis. Spaces for some clubs fill up quickly.

Kids' Club and Breakfast Club

The ground floor of our, recently refurbished, Morris Building is used for 'Kids' Club' (3.30 pm – 6 pm) and 'Breakfast Club' (8 am – 8.50 am). This means that, for a charge, we are able to offer care for children who attend William Tyndale School from 8 am to 6pm. Staff at Kids' Club plan activities for attending children and offer them a snack in line with our Healthy Schools status. The activities are subject to change depending on the weather or the popularity of the activity. For charging information please ask at the school office. There are different arrangements for Nursery children.

Booking Children into Kids' Club/Breakfast Club

To book your child into Kids' Club or Breakfast club please either see Tina Gabriel in the school office, or call the school office on 0207 226 6803. If you do not know until the day that you wish your child to attend Kids' Club that afternoon then their name can be put on the emergency list if it is not already full. To do this please call the school office or Kids' Club direct (0207 354 6106). If your child is booked into Kids' Club and your circumstances change so that you are able to collect them at 3.30pm please do let Kids' Club staff know. If your child is booked in but they do not show up one member of staff goes to search for them. This can take a long time and takes staff away from providing care at Kids' Club. If you do not let Kids' Club staff know about a cancellation there will still be a charge. It is extremely important that children are collected from Kids' Club by 6 pm.

Payment for Kids' Club and Breakfast Club is taken via ParentPay (our secure online payment system). A fine is issued to any parent who is late collecting their child and if this happens 3 times the child will no longer be permitted to attend Kids' Club.

Injuries at Kids' Club/Breakfast Club

Ofsted regulations for Kids' Club/Breakfast Club state that if a child is injured during this 'out of school hours care' the parent must see and sign the first aid record, even if it is minor. A member of staff will talk with you about this if your child is injured.

Complaints about Kids' Club/Breakfast Club

If you have a complaint about the Kids' Club service, which you do not feel has been addressed appropriately by a member of staff or the Kids' Club Manager, please contact:

Office for Standards in Education (Ofsted), Early Years Directorate, Alexandra House, 33 Kingsway, London. WC2B 6SE (Tel: 0845 601 4771)

Holiday care

Recently we have been able to provide a play scheme for part of the holidays. Details of these are sent in advance of most school holidays.

Running of the school



Governing Body

The Governing Body has responsibility for the general running of the school in the areas of finance, the curriculum, health and safety, premises, welfare and discipline, staffing, school meals and inclusion. As a body and working with the school staff, they have an overview of policy for the school in each of these areas. Our Governing Body is made up of the Head Teacher, parent governors (elected by parents), staff governors (including the Head Teacher) and community governors. Please email the school office if you wish to contact the Governing Body about a school matter and your email will be forwarded.

Staff

Teaching staff are trained and qualified to teach all primary year groups (although some may have a specialism or a preference for a particular phase group). Teachers are also fully qualified to teach all curriculum subjects including PE, music and art. Some members of the teaching staff will have responsibility for overseeing an area of the curriculum. The Governing Body links with curriculum leaders to gain an overview of this work. Class teachers and teaching assistants may change the year groups they teach in from one year to the next depending on school needs, individual preferences and development needs. There is a photo board with staff and governor names and roles outside the main school office. In all cases of absence the school does its utmost to arrange cover that ensures learning continuity. If your child's class teacher is off on long term leave you will receive written communication of this.

Professional Development of Staff

Teaching staff and support staff undertake training to improve their delivery of our school curriculum and their understanding of the ways in which children learn. To provide for this training, the school is closed to pupils for five days over the year. These days are notified to parents well in advance, to enable you to make provision for your child. In addition to this, subject leaders may have non-contact time for management duties, to update their knowledge of the curriculum and to help to drive up standards in their subject. Senior staff regularly monitor standards of teaching and learning through the school and we constantly strive to ensure that we are delivering the very best education for our pupils. There is a statutory duty for all class teachers to have 10% of their teaching time out of the classroom. This is Preparation, Planning and Assessment time (PPA time). This means that teachers will be out of class on a weekly basis for half a day.

Family and Staff Association (F&SA)

All parents and members of the school community can get involved, even if they only have a small amount of time available, and all parents automatically become members of the F&SA when they join our school. There are many ways you can help and support your child through the F&SA. Offering to help before events or at other times during the year is so valuable – it really is a case of 'many hands make light work'. It doesn't matter if you can't help on a regular basis, or even if you can't come into school. There are always little jobs that can be done from home if you have half an hour to spare e.g. wrapping gifts, preparing raffle tickets, etc. We really couldn't achieve what we do without the unseen 'army of help' that exists in school. You can volunteer to be a Class Rep or Committee Member. A class rep's job is to liaise between the teacher, the other parents in the class and the FSA committee. During the Annual General Meeting (AGM) you can attend and give us your ideas for fundraising events. Parents also organise weekly Tyndale Treat Stalls and a summer fair to raise money for the school. Treats are sold on a Friday outside the main office to raise funds for classes. Please speak with Class Representatives for more information and look out for posters around the school. Other fundraising and community events are held throughout the year details of which can be found on F&SA notice boards.

William Tyndale Charitable Trust

The William Tyndale Charitable Trust was established in 1996 to help raise funds for vital school improvements. Over the past decade, the Trust has helped finance a number of major capital improvements to the school and its premises, including renovation of the Morris Art Building and the Kids' Club, the new playground, the purchase of a new performance stage, contributions to the Curriculum Kitchen and, in April 2010, the completion of the school Astro turf sports pitch. The Trust is run by a small group of volunteers made up of parents, staff, governors and friends of the school. Its income derives from one-off events and more importantly, from regular donations from parents, grandparents, and alumni who wish to make on-going, tax efficient contributions to the school. If you would like to donate on a regular basis to the Trust, please email the school office or download a form from the Trust section of the website.

Parent and Carer Feedback, Ideas, and complaints

Feedback

Every summer term we send out a questionnaire to parents and carers. We look carefully at the results and it feeds into our School Development Plan. There is a separate questionnaire for pupils which they complete in school.

Ideas and suggestions

If you have any ideas or suggestions, big or small please let us know by emailing the school office. Office staff will then ensure that your email is passed on to the relevant member of staff. Feedback on what parents and carers feel that we are doing well, also plays an important part in our school self-evaluation.

Complaints

In the first instance parents and carers should contact their child's class teacher if it is related to your child's work or friendships. If you are not satisfied with the way in which your concern has been addressed then do please make an appointment to see Tanya (Head Teacher), Claire (Deputy Head Teacher), Bea (Assistant Head Teacher), Olivia (Assistant Head Teacher and SEND Leader), or Sophie (Assistant Head Teacher). In the event that none of those members of staff are available there are other senior teachers (please see staff photo board or ask in the school office). Our school Complaints Procedure is available from the school office.

Frequently Asked Questions



What time will my child have a break and eat their lunch?

8.55 am	- lessons begin
10.40 am	- break time
12.15 pm	- lunchtime (KS1)
12.30 pm	- lunchtime (KS2)
1.30 pm	- lessons recommence
3.30 pm	- home time (Nursery home time is 2.50 – 3pm)

What will happen if I am late to collect my child at the end of the day?

At 3.35 pm any children who have not been collected will be taken to Kids' Club and you will be charged the full Kids' Club rate (as a place is taken up which could not then be offered to another child). For parents and carers of children in Nursery, your child will stay in the extended Kids' Club (located in Nursery until 3.30pm when the Kids' Club opens in the Morris building). Please note that you will be charged from 3pm onwards.

What do children do at playtimes?

Morning play lasts for 15 minutes – long enough for children to use the toilet, have a drink and stretch their legs. Lunch time play is longer so equipment is often put out for children to use e.g. hoops, balls, dressing up clothes, outdoor games, etc. In addition, we have a sport coach working on the pitch with children in Years 1 & 2 and Years 3 – 6. They encourage participation in sports activities during this time.

What should my child bring to school?

Children should bring in a labelled bottle of water, packed lunch (if appropriate), and PE/swimming kit when necessary, appropriate clothing depending on the weather e.g. a coat if it is cold, their book bag or personal bag with any homework. Please bring a sun hat on hot days and apply sun screen before coming to school.

Is there anything that my child must not bring to school?

Toys, sweets and any personal possessions should not be brought into school. There are some occasions when children are permitted to bring in toys – your child's class teacher will let you know about these in advance.

Where are PE kits and lunch boxes kept?

PE kits are kept in cloakrooms with the children's coats. It is **very important to name your child's clothing**, in permanent marker or biro. Your class teacher will let you know where lunch boxes should be kept as this varies from class to class due to space available.

Where is lost property located?

Lost property is located outside the Premises Manager's office. At the end of each term unclaimed items are sent to charity. Children often have similar clothing and other possessions which can get mixed up so it is very important that all property belonging to your child is clearly labelled including bicycles/ scooters, clothing, lunchboxes etc.

Are there items I cannot include in my child's packed lunch?

We encourage parents to send healthy options for packed lunches but we ask that absolutely **no nuts**, crisps, chocolate, fizzy drinks or glass bottles are included.

How are children's birthdays celebrated at school?

If your child has a birthday which lands on a school day, the class teacher will celebrate this by chatting with them and giving them a birthday sticker. In line with our healthy school status, we do not give out cake or sweets to the other children in the class. If parents or carers wish to send in healthy treats, such as fruit for each child, then the class teacher may have the opportunity to distribute it. If you wish to hand out party invitations at school please put them in envelopes marked for the attention of the parent/carer of the child and hand them to the class teacher. This helps to prevent children without an invitation being upset.

Do classes ever have parties?

At the end of school terms, classes sometimes have parties to celebrate their hard work and achievement. All food offered at these parties will be in line with our Healthy School status.

Where do pupils transfer to Secondary School?

Pupils from William Tyndale move on to a variety of different secondary schools. Many go on to local comprehensive schools; some go on to selective and independent schools. Children are helped to prepare for this transition throughout their final years with us. Sometimes, in year 6, representatives from local secondary schools come in to talk with and answer questions from children (and at times, parents). At the end of Year 5, parents are given information on preparation for secondary school application. You may wish to start visiting secondary schools during Year 5 in order to help make your decisions. Please note that some selective schools need to be registered for ahead of the normal application process.

Photographing children

You will be asked to complete a form giving or denying consent for images of your child to be taken and used for school displays, the school website, on promotional materials e.g. the school prospectus and for external media e.g. local newspaper coverage.

Can parents take videos and photographs of children?

There are no legal prohibitions regarding parents taking photographs of children during special activities, assemblies, when on school trips, etc. Please do not post these on social media – they should be for personal use only. Following the introduction of the General Data Protection Regulation in May 2018, the school has issued a new Privacy Notice for parents and pupils. You will find the notice on our website.

Glossary of acronyms and 'school speak'



DfE Department for Education

Enabling Enterprise (EE) essential skills of every learner (see curriculum section)

F&SA Family and Staff Association – our more inclusive version of a PTA (Parent/teacher association)

Early Years Foundation Stage (EYFS) Nursery and Reception Classes (Ages 3-5)

Families First supports families of school aged-children if you need them:

<http://directory.islington.gov.uk/kb5/islington/directory/service.page?id=txWgdPi-Gz0>

INSET In service training for staff

Islington Trauma Informed Practices in Schools (ITIPS) is a project that aims to help schools embed a whole-school trauma strategy.

Islington Families Intensive Team (IFIT) is a multi-disciplinary team with a broad range of training and experience including employment support, education, CAMHS, Youth Work and parenting interventions. IFIT is part of Islington's Stronger Families Programme

Key Stage 1 (KS1) Years One and Two (Ages 5-7)

Key Stage 2 (KS2) Years Three, Four, Five and Six (Ages 7 – 11)

Maths Mastery aims to develop fluency with number facts, mathematical thinking, as well as a strong understanding of structure, to give children a secure grounding in mathematics.

Pastoral Lead Works with children and families with emotional difficulties which are presenting barriers to their learning

Premises Manager person in charge of caring for the school building and grounds

Reflection (Lunchtime 15 minute behaviour reflection session – see Behaviour Policy)

Rights Respecting School (RRS) putting the United Nations Convention on the Rights of the Child (CRC) at the heart of the school's planning, policies, practice and ethos.

SATs Standard Assessment Tests – administered at the end of Years 2 and 6

School Business Manager (SBM) leader of the administrative arm of the school

SEND Special Educational Needs and Disabilities

Senior Leadership Team (SLT) Head Teacher, Deputy Head Teacher and Assistant Head Teachers

TA Teaching Assistant