

# PARENT AND CARER HANDBOOK

**Please note that some of the content of this updated handbook remains subject to further Government restrictions in schools.**

**Thank you for your understanding. September 2021**



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, 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.

**September 2021**

## **Contents**

	Page
Communication	3
Scheduled teacher to parent communication	4
Behaviour	4
Punctuality and attendance	5
Settling your child into school	6
Dropping off and collecting your child	7
Curriculum	8
Clothing	10
Health and Safety	11
Kids' Club and after school activities	14
Running of the school	15
Complaints, Ideas and feedback	16
Frequently Asked Questions	16
Glossary of Acronyms and 'School Speak'	18

## Communication



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

### **Key contact points**

- Website – [www.williamtyndale-islington.co.uk](http://www.williamtyndale-islington.co.uk)
- 'Reaching Out' – our monthly school newsletter is emailed and can also be found on the school web site (please let the office staff know if you need a paper copy)
- Twitter account: @WTyndaleprimary
- Noticeboards outside classrooms and in the playground
- F&SA (Family and Staff Association) noticeboards
- School text – we text reminders and important/emergency messages to your mobile
- Telephone number (Main office) - 0207 226 6803
- Telephone number (Kids' Club) – 0207 354 6106
- E-mail address – [parentmessages@williamtyndale.islington.sch.uk](mailto:parentmessages@williamtyndale.islington.sch.uk)

**Emergencies:** It is essential that the school is kept informed of any changes of address or telephone number(s). **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 via email. If you have a concern please do not wait until Parent Conferences to speak to your class teacher or other member of staff. The best way to do this is to send a message via [parentmessages@williamtyndale.islington.sch.uk](mailto:parentmessages@williamtyndale.islington.sch.uk) 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 staff member 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.

### **Helping in School (subject to COVID restrictions)**

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 meetings



September/October	A parent meeting is held 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. You will be invited to sign up for a ten-minute appointment.
Feb/March	A Spring Term parent conference meeting will take place. You will be invited to sign up for a ten-minute appointment.
June/July	A written report will be sent home. Parents and Carers are welcome to make an appointment to discuss the report with the class teacher if they have comments or questions.





Please do not feel that you have to wait for scheduled meetings to discuss any concerns or ask any questions about your child. Please arrange to see your child's class teacher in the first instance by making an appointment by emailing the school office [parentmessages@williamtyndale.islington.sch.uk](mailto:parentmessages@williamtyndale.islington.sch.uk).

## 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 whole school rights, 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 or needs of the child. Our Behaviour Policy is available on our web site.

### **Our whole school rights**

	We all have the right to be safe.
	We all have the right to learn.
	We all have the right to be listened to and respected.
	We all have the right to share our thoughts and feelings, as long they do not hurt others.

## 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 PSHE 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. Our anti-bullying policy sits within our Behaviour Policy.

## Trauma Informed Practice



William Tyndale School is proud to have been a part of Islington's Trauma Informed Practice in Schools programme (iTIPS). This programme, during which several Islington primary and secondary schools worked together, focused on ensuring an effective learning environment to support vulnerable children. This includes understanding how difficult experiences can affect 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 helps to build resilience for all our children, as well as our most vulnerable.



## Punctuality and Attendance



### Punctuality

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.**

### Attendance (subject to COVID restrictions)

It is really important to a child's feeling of security that they are brought in regularly and that parents arrive and depart promptly once they are settled. Children who arrive late can become distressed and find it hard to settle to their activities. Again, at home time, please collect your child promptly as they can become very anxious if you are late.

We award children medals and badges for 100% attendance and punctuality over a term and for over the whole year. Please note the following DfE requirements:

- If your child is sick please inform the school office on the first day of absence. If your child has suffered from vomiting or diarrhea, 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 email or call 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. 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%.**

Please let us know of any changes in your child's home life, routines or health that may affect their attendance or punctuality at school, so we can support you accordingly. 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 with whom they will be working during their first year at school.

### **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. Subject to COVID restrictions, you may be asked by your class teacher to stay to help settle your child in the mornings. Usually, once the children are past Nursery age, 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 with through the school– children do not swap classes beyond 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**



The school day begins at **8.55am** for ALL children with children arriving after **9am** being marked late in the register.

### **Gates**

- All children should arrive and depart via the main gates, **Upper Street** or **Sable Street**. Staff will be available to help guide you and your child/ren as appropriate.
- Entry at both gates in the morning will be **between 8.45am and 9am** and in the afternoon **between 3.10pm and 3.40pm. This ensures safety for the children in school.**
- **Kids' Club pick up will be via phone** – staff will bring your child/ren to **Sable Street gate**.
- **Access at all other times** will only be through the **Upper Street gate** buzzing in system.
- **Richmond Grove gate** will no longer be in use for drop off and collection.

### **Nursery, Reception and Year 1**

- **Nursery, Reception and Year 1** children can be dropped off and collected at their external classroom door. **Dropping off** time is from **8.50am**. The doors will **close at 9am**. Late children will have to enter via the school office, where a member of staff will collect them and take them to their classroom.
- The **Nursery** door will open for **collection from 2.45pm** and **close at 3pm**. If you wish your child to stay beyond this time, there is a charge.
- **Reception and Year 1** doors will open for **collection from 3.15pm** and **close at 3.30pm**. Children staying on at Kids' Club will be taken there by staff.
- Any children not collected by 3.30pm will be taken to Kids' Club. Kids' Club charges will apply.

### **Year 2**

- **Year 2** children should line up between the Upper Street and first internal gate in the designated area marked on the ground **no later than 8.55am**, at which point they will be taken to their classrooms by their teachers and teaching assistants. Children arriving later than 8.55am must enter via the school office, where a member of staff will collect them and take them to their classroom.
- The children will be brought down to the playground to be **collected from 3.20pm** at the same point and **no later than 3.30pm**.
- Any children not collected by 3.30pm will be taken to Kids' Club. Kids' Club charges will apply.

### **Years 3, 4, 5 & 6**

- **Years 3, 4, 5 & 6** children should enter the main building **unaccompanied at 8.50am**.
- **Years 3, 4, 5 & 6** children should be collected by parents from their designated playground areas.

- Year 3 will line up **behind the KS1 fort from 3.20pm to be collected no later than 3.30pm.**
- Years 4, 5, and 6 will line up on the **upper pitch outside Kids' Club from 3.20pm to be collected no later than 3.30pm.**
- Any children not collected by 3.30pm will be taken to Kids' Club. Kids' Club charges will apply.

If your child is not collected on time at the end of the school day - they will be taken to Kids' Club and you will be charged.

### Other People Collecting your Child

Please make sure that you have completed the Google Form that was sent at the start of the year so that the school has a record of who has permission to collect your child/ren. It is also important that your child knows who is collecting them at the end of the day. 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 a Unicef Gold Award Rights Respecting School.** 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 Award recognises that these values are embedded in our daily school life, giving our children the best opportunity 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 to hear their child's year group teachers present information on learning areas for the year as well as ways in which you can support your child at home. A more detailed breakdown of the curriculum areas will also be shared. 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.

### Essential Skills

Our Gold awarded enterprise curriculum (Skills Builder) teaches the children eight essential skills:





We highly value the development of these skills in our children, as well as 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'.

### **Relationships and Sex Education (RSE)**

Relationships 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 helps our young people to learn respect for themselves and others and to move with confidence from childhood to adolescence. The learning 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 liaise closely with parents, particularly about the materials being used and when RSE is taking place, so that they can be prepared to answer questions within the cultural and moral setting of their home. Parents may request to withdraw their child from the sex education part of RSE, other than those parts which are integral to the science curriculum. Please speak with your child's class teacher if this is something you wish to do.

### **Educational Visits (subject to COVID restrictions)**

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.

### **Equal opportunities**

Equality of opportunity is offered to all. All staff work to ensure that every child has equal access to the curriculum. It is vital that we all work together to make this possible.

### **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 or academic year as a way of letting you know what they are studying in class. You will find details of such assemblies in 'Reaching Out (online school newsletter).

### **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' where individual children are praised for particular achievement or effort in the past week. Singing assembly takes place once a week.

### **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.

## **Helping Your Child at Home**

It is extremely important to talk with your child as much as possible and listen to your child when they are talking to you. This will impact on all areas of learning. There is a lot of information on how you can support your child's learning at home our website under 'classes'. In the year group meetings for parents, held at the beginning of the year, class teachers include sharing ways in which you can support learning at home. This is usually in the first two weeks of term so look out for details.

## **Library visits**

From Reception, your child's class will visit the school library once a fortnight and will be able to take a book out of the library to keep in school.

## **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 families entitled to certain benefits receive financial support for this trip. You will receive further information when your child reaches 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 ensure that children's clothes remain in correct places; however, with 450 children on one site, it 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 hung on the hooks of the Wild Garden fence, outside the entrances to the Morris Building toilets.

**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.

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, 2 and 3** 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 4 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.



- Children in Year 4 have swimming lessons over a two-week period in the Spring Term. This year, Year 5 will have swimming lessons (these were unable to go ahead when the children were in Year 4 due to COVID restrictions). 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. You will be sent a copy of the menu to keep at home; it is helpful if you can discuss the menu with your child in advance to help them make choices.

Fresh fruit is provided every morning for all Foundation Stage children and Nursery children also receive a carton of milk. In Reception, the children are encouraged to choose a piece of fruit and pass the bowl on to their classmate, which helps practice turn taking.

In Nursery and Reception your child's teacher, as well as the lunchtime supervisors, will be on hand to help your child during lunchtime in the dinner hall.

### **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 and ask you to dismount once on school property, using the bicycle pods at the Upper Street entrance to park. **Please help us keep everyone safe by not propping cycles or scooters up against walls in the school grounds.** Please also note that the school cannot take responsibility for these; they are left at your own risk, should they get broken or stolen, etc.

### **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.

### **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, 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. This includes the internal buildings, playground, car park and paths. Please do not smoke if you accompany children on class trips. 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.

### **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 your child's 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 that, if your child has vomited or had diarrhoea, they cannot attend school for **48 hours**.

### **Medicines**

Our policy is that school staff do not administer any medicines whatsoever unless part of your child's 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 you 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 will be supported when they experience family bereavements and other significant losses

in the course of their lives while they are at school. Bereavement will be managed with the utmost sensitivity by all staff; and our Pastoral and Safeguarding Lead, Corinne, will support families, in accordance with our Bereavement Policy.

### **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. The Designated Safeguarding Lead (DSL) for Child Protection is Corinne.

### **Children with Special Educational Needs and Disabilities (SEND)**

We expect to respond to all our children's needs and recognise that each child may well have a special need at some point in their school life. This need may be medical, educational or related to a disability.

In the Foundation Stage we aim to identify and support children with needs as soon as possible. Early intervention can often solve a child's difficulties.

Children whose needs go beyond the resources and expertise of the class teacher or the Special Educational Needs and Disabilities Coordinator (SENDCo) will be referred to the appropriate outside agency after consultation with parents or carers.

Our school building is wheelchair accessible. A lift is located near the stairway by the school office.

### **Security**

Keeping your child safe is a priority for us. The Governing Body's Premises Committee meet regularly to review 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.

Our gates are kept locked at all times, apart from the beginning and end of the day, and the school office staff will 'buzz' people in and out of the premises during school hours. Please help keep all the children safe by not opening external doors or gates to other adults or letting them come in behind you, as you enter. It is important that the office staff know who has entered the premises during school hours.

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 visitor's 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, you will be informed via email and/or text message. 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 are 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 on entry to school. 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 School Money (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 the 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.

**Breakfast Club** is a drop-in service and costs £6 a day. There is no need to book in advance. Entrance is via the Upper Street gate.

**Kids' Club** can be booked on an **ad hoc basis** (at a daily rate of £12) or as a block booking. You can book via the School Office. We would be very grateful if you could inform us if your plan changes on the day and you are collecting your child at 3.30pm.

### **Collecting your child from Kids' Club**

Please call the Kids' Club number to collect your child/ren on **0207 354 6106** or **07398006395** and a member of staff will bring your child/ren to the Sable Street gate. It is extremely important that children are collected from Kids' Club by 6pm. Late pick up will incur an immediate fine.

### **Injuries at Kids' Club/Breakfast Club**

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 email the school office; a member of staff will inform you of the next steps you can take, in line with the school's complaints procedures.

### **Holiday care**

We provide a play scheme during some of the holidays. Details of these will be sent to you in advance.



## 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 the overview of school policy 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.

### **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. Some members of the teaching staff will have responsibility for overseeing an area of the curriculum. The Governing Body links with these curriculum leaders to gain an overview of their 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 staff 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, in the school's newsletter, to enable you to make provision for your child. In addition to this, curriculum leaders may have non-contact time for management duties, to update their knowledge of the curriculum and to help 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: Preparation, Planning and Assessment time (PPA time). This means that most 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. Other fundraising and community events are held throughout the year details of which can be found on F&SA notice boards and in the school's newsletter.

### **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 and, in April 2010, the completion of the school AstroTurf 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 which are considered for the following year's School Development Plan. There is a separate questionnaire for pupils, which they complete in school. At times, there may be other questionnaires we invite you to complete.

### **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 of our school self-evaluation.

### **Complaints**

In the first instance parents and carers should contact their child's class teacher if a complaint 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 on the website and also 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  
10.30 am - break time  
12 pm - lunchtime (KS1)  
12.30 pm - lunchtime (KS2)  
1.00pm - lessons recommence (KS1)  
1.30 pm - lessons recommence (KS2)  
3.30 pm - home time (Nursery home time is 2.45 – 3pm) – please see more detailed drop-off and collection times above

### **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 happens if my child becomes unwell at school?**

We will contact you immediately if we have a concern that your child is not well enough to remain in school. If your child has a minor accident in school a member of staff, who is a first aid trained, will treat him or her. A record of the incident will be recorded in our Accident Book and we will inform whoever collects the child at the end of the day. It is important that we know if your child has any medical conditions.

### **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 sports coach working on the pitch with children in 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. 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. For children in Nursery and Reception, who may initially need a comfort toy or cloth, please see your child's teacher and it will be kept in a safe place.

### **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 Morris Building (on the fence of the wildlife garden). 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.

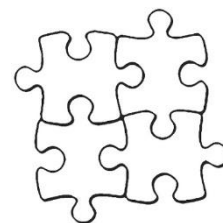
### **Photographing children**

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 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

**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