

Ironville & Codnor Park Primary School



Parent/Carer Handbook 2023- 2024

This handbook is intended as a reference guide for parents and carers. For all other information, please visit the school website.

Address

Ironville & Codnor Park Primary School
Victoria Street
Ironville
Derbyshire
NG16 5NB

Telephone number

01773 602936

E-mail

info@ironvillecodnorpark.derbyshire.sch.uk

Website

<http://www.ironvillecodnorpark.derbyshire.sch.uk>

Headteacher

Mrs Jane Grundy (Monday to Thursday) Mrs Lisa Bowler (Friday)

Chair of the Local Governing Body

Mrs Sally West

Type of school

Ironville and Codnor Park Primary School is an academy catering for girls and boys from 4-11 years of age.

It is part of the SHINE Multi-Academy Trust

<http://www.shine-mat.com/>

Religious Affiliations

Being a community school, Ironville & Codnor Park is of a non-denominational nature and as such has no religious affiliations.



Vision, Aims, Motto and Mission Statement of Ironville and Codnor Park Primary School

Vision

A first class education for children who care about themselves, each other and the world in which they live. To build a safe, caring and inspiring community of children who:

Believe – they are unique, believe in other people and the world around them;

Achieve – their full potential and enjoy learning;

Succeed – in becoming the person they want to be.

Aims

To provide a broad and balanced experience-based curriculum.

To engage parents and carers in their children's learning.

To actively promote high standards of achievement and good behaviour.

To work with the local community to help our children grow into good citizens.

To treat everyone with kindness, respect and tolerance.

To encourage creative, challenging and enquiring minds.

To promote a healthy lifestyle.

To provide a model of lifelong learning that promotes resilience and independence.

To empower children to have a voice.

To learn, have fun and be happy!

Motto

Believe Achieve Succeed

Mission Statement

Be Unique



Message from the Headteacher

Welcome to Ironville & Codnor Park Primary School

Dear Parents/Carers,

Welcome to our school. I hope that this will be the beginning of a long and successful partnership where we work together with you to provide the best possible education for your child.

At Ironville & Codnor Park School we aim to provide a caring environment in which all children feel safe and secure. We offer a wide range of learning opportunities in order to enable each child to develop an enquiring mind and a thirst for knowledge. We expect the children to work hard in order to achieve the best possible standards in all areas of the curriculum. We insist upon high standards of behaviour at all times and have been widely praised for the positive ethos within the school.

We have an excellent and supportive Local Governing Body and a committed and talented staff who work very hard to help each child achieve their potential.

We are an open and friendly school and we value your contribution, whether it takes the form of attending parents' evenings and school events, helping in school, or sharing any concerns or worries you may have with us.

We look forward to working with you and your child.

Yours sincerely,

Mrs J Grundy and Mrs L Bowler
Headteacher

Frequently asked questions (FAQs)

What are the times of the school day?

Children are not allowed on the site until 8:35 a.m. At the start of the day children line up in Shining Start, Robins and Wrens and wait for the bell to be rung just before 8:45 a.m. Children in Kingfishers, Kestrels and Eagles go straight into class.

Start of day	8:45 a.m.
Morning break	10:10 a.m. – 10:25 a.m.
Lunch	12:00 p.m. – 1:00 p.m.
End of day	3:15 p.m.

What does my child need to wear to school?

Good standards of dress create the right attitude to work and to encourage this we recommend the following uniform:

- blue sweatshirt/pullover/cardigan;
- white/blue shirt or polo shirt;
- grey/black skirt/pinafore dress;
- grey or black trousers (no leggings);
- sensible shoes (not trainers, shoes with heels or open toed shoes);
- children should not wear jewellery for safety reasons.

Sweatshirts with the school badge are available from the school office.

For P.E. and games your child will need:

- plain blue or black shorts/jogging bottoms in winter (no leggings);
- white plain T-shirt;
- plimsolls or trainers.

For swimming (in KS2) your child will need:

- costume;
- towel;
- waterproof bag.

Please remember to name all items! Children should not wear jewellery for safety reasons. Children come dressed for PE on a Tuesday and Thursday.



How do I report my child's absence?

Please call the school on each day of absence stating the reason why your child is absent. For reasons of child safety we would ask that you telephone the school before 8:45 a.m. to report

any absence from school. If we do not receive a message about absence school will contact you and expect a reply the same day.

Regular and punctual attendance at school is a legal requirement and a responsibility shared by parents /carers and the school. We have a Family Support Worker at the school who is available to discuss any issues or problems you may have regarding attendance or punctuality. If your child's absence falls below 90% but they have authorised absences, you will be called to a meeting with the Family Support Worker and Office Administrator. If your child's absence falls below 90% and they have more than 10% unauthorised absences, you will be called in for a meeting with the Family Support Worker and Headteacher.

How does the school promote behaviour?

We believe that children and staff can only give their best in an ordered atmosphere based on mutual respect and trust. We aim to create this atmosphere by actively looking for and rewarding good behaviour. We do, however, have a range of sanctions which we reserve the right to use if children do not respond to praise and encouragement. A copy of the school's Behaviour Policy is available on the school website or at the school office.



What happens if my child needs to leave school for a medical appointment?

If your child has an unavoidable medical appointment which means that they have to leave school during the school day, or if they need to leave school before home time for any other reasons such as illness, please can we ask that you collect your child in person from school. If a medical appointment is during the day then please do not take the whole day off from school – this missed learning time cannot be replaced. Parents/carers should show the appointment card, text message or prescription to school otherwise the appointment will not be authorised.

What do I do if my child is ill or hurts themselves?

If children are unwell the class teacher will make the decision to contact you.

If a child hurts themselves during the school day the staff in school will administer minor first aid. A letter to inform you will be sent home with your child in the event of any head injury. In some cases, the school will contact you and ask you to come into school to consider whether your child needs further treatment.

What do I do if my child is ill or needs medication?

Inhalers are kept in classrooms. All other medicines will be kept in the School Office. Records will be kept of first aid given. Please note that teachers cannot take responsibility for administering medication and no medication will be administered without signed written instructions from parents / carers. Please see Mrs Moore for a form.

What happens if my child has headlice?

Please report any cases to the class teacher and ensure that treatment is followed as soon as possible. If a new case is spotted in school we will inform all parents/carers in a letter home.

Can I take my child on holiday during school time?

Changes in legislation from September 2013 mean that school is no longer able to routinely authorise term time holidays for children. Parents requiring leave of absence in exceptional circumstances for their child can apply to the governors who will contact the Local Authority (LA) for advice.

This is Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and / or court action for unauthorised leave or holidays.

How much homework will my child receive?

At Ironville and Codnor Park Primary School we expect all children to spend a short time each evening completing homework, reading or practising their spellings/mental maths with a parent or carer. We greatly value the commitment of parents/carers in helping their children with these activities as this strengthens the link between home and school, as well as providing children with the support they need while they are learning.

Each term your child will receive a Homework booklet which encourages creativity and family time.



Can I come and visit the school?

Parents/carers are always welcome. We are an open and friendly school and we try to work in partnership with you for the benefit of all our children. If you need to see the headteacher however, please telephone first to make an appointment.

If you have any worries about your child please come and tell us so that we can do our best to arrive at a solution together.

Is there a breakfast club available?

Currently the school does not have a breakfast club.

Are there after school clubs available?

The school offers a wide range of extra-curricular activities to enhance learning which take place after school. At the start of every term a letter goes out listing the clubs which are available and a containing a form to book a place. It is essential that every term a new form is completed for each club.

What do I do if I have changed my phone number or address?

It is paramount that the school holds accurate up to date contact and medical information for all our children. If you have any change of address, telephone numbers or emergency contacts please contact the school office.

How do I find out how my child is getting on at school?

The school holds Parents' Evenings towards the end of the autumn and spring terms each year. Interim reports are sent home at the end of October and February half term. At the end of the summer term a full written report is sent home and you can request an appointment to discuss the report with your child's teacher if you wish – or we may invite you to a meeting if there is something we wish to discuss with you. If you require more information about your child's progress, class teachers are available before and after school each day. Please ask for an appointment.

At the end of each school year we also hold a 'Meet the teacher' session where we invite you to meet your child's new class teacher, have a chat and ask any questions you have about the next academic year.

Will I get the opportunity to see what is happening in my child's class?

At Ironville and Codnor Park Primary School we are proud of the way that we work with our parents and carers and the contribution they make to their child's education. During the school year we run a variety of workshops in early reading, maths and English. We also run 'Lunch and Stay' sessions where we encourage you to come and eat with your child and then stay for part of their afternoon lesson.

How does the school keep me informed?

We send home a weekly newsletter via email and this is then uploaded onto the school website. We also have a school Facebook page and a text messaging service.

What can my child eat at break times?

All children in EYFS and Key Stage One (Reception, Year One and Year Two) benefit from the national initiative to provide children with a free piece of fruit or vegetable each day.

Children in KS2 (Years Three, Four, Five and Six) may bring in a healthy snack to eat at break time.



Does my child get any drinks while in school?

Fresh drinking water is available in every classroom throughout the day and in the dining hall at lunchtime. During the summer months and in hot weather fresh drinking water is also available during lunchtime on the school playground.

We ask that all children bring in a named drinks container with fresh water in.

What happens if I think the school might be closed because of bad weather?

In the event of extreme weather conditions, we will endeavour to keep school open, but if the weather deteriorates we may have to close in the interests of everyone's health and safety. At this point we would use our texting service to inform you all of the need to close the school and to ask you to collect your child as soon as possible.

If the school remains closed or is unable to open because of extreme weather overnight, our procedure for informing you remains the same. A text message will be sent as soon as possible in the morning and the school Facebook page and school website will be updated. A message will also appear on the Derbyshire County Council Website www.derbyshire.gov.uk/schoolclosures.

What happens in hot weather?

Staff are not allowed to apply sun protection cream to children but they will willingly supervise pupils in applying their own lotion, brought in a named container. Sun hats are also recommended during hot weather.

Where should I park?

The vehicle entrance should not, at any time, be used by parents/carers with children. Please do not park on the zigzags outside the school. We ask you to park away from the school with consideration for our neighbours, pedestrians, other motorists and the safety of our children.

Will my child go on a school trip?

Educational visits are organised to support topics being studied. These are partly paid for by voluntary parental contributions and it is important to note that these visits cannot take place if costs cannot be met. The parent and teacher association also fund raise to help subsidise the cost of these visits.



What do I do if my child loses something?

The lost property box is located in the PE store at the rear of the school hall and the caretaker will be more than happy to allow you to look through it at the end of the school day. Please make sure all uniform (and coats/bags) are named.

Can I take photographs of my child at school events?

We recognise that parents, carers and family members may wish to record events such as school plays, sports days etc to celebrate their child's achievements. However it is important that such records remain private and for family and personal use only. Please be very careful if putting your children's images on the internet, including on social networking sites. If you wish to put images online, and these images contain children who are not part of your family, you **must**

first obtain the permission of parents or carers of the other children concerned. For further information about taking photographs in school and how the Data Protection Act does not apply to photographs or films being taken for personal use by family and friends please see <https://ico.org.uk/for-the-public/schools/photos/> Any objections to this policy should be addressed to the Headteacher.

Can I volunteer in school?

We are always pleased to receive offers of help in school — let us know if you have any skills or hobbies which you feel you can share with us. If you would like to help, please come and speak to the Headteacher. Before you start you will have a short induction, which will involve training on safeguarding children, and you will be given a variety of documents. This includes advice on conduct, confidentiality when working within a school, safe use of mobile phones and guidance on personal / professional boundaries in emailing, messaging, and participating in social networking environments.

Key Information

Complaints

We welcome comments and views about our school and encourage contact with all parents/carers. The school sends out a questionnaire twice a year to gather information about your views and opinions and you also may wish to speak to a parent governor who will be more than happy to talk to you.

If you have a complaint regarding the school there should be a preliminary informal discussion with the Headteacher or other appropriate staff to see if this can be resolved without recourse to formal procedures. If the complaint cannot be resolved informally it will be dealt with through the School Complaints Procedures. Paper copies are available from the School Office.

Data protection

Basic information about your child is held on a secure server to assist with the efficient organisation of the school and the individual's educational needs. More detailed information is given to parents on registration. All information is covered by the Data Protection Act.

Equal Opportunities

The school takes positive action to provide equal opportunities for all regardless of gender, race or creed, and the school has a policy for ensuring equality of opportunity and inclusion in line with local authority and national guideline.

Home-School Agreement Packages

We have a Home-School Agreement package, which explain the school's aims and values, the school's responsibilities towards its children, the responsibilities of children's parents and what the school expects of its children. In the package there are also documents for you to sign covering the children's use of IT, the internet, and website information. If you would like to make any changes to anything you have previously signed please see the school office staff.

Documents available in school for information

1. The statement of curriculum aims
2. All statutory instruments, circulars and administrative memoranda concerning the curriculum, which are sent to schools by the Department for Education
3. Ofsted report
4. All schemes of work currently used by teachers in the school
5. All syllabuses followed, where appropriate
6. The agreed syllabus for Religious Education

7. The scheme of work for Relationships and Sex Education (RSE) and health education.

Please give us notice if you wish to inspect any of the above documents.

School Website <http://www.ironvillecodnorpark.derbyshire.sch.uk>

Below is a table of some of the information we have on our school website.

Achievement of pupils (Year Two and Year Six results)	Term dates	Online safety
Ofsted report	Staff and governor lists	Weekly newsletters
Pupil Premium information	Curriculum Policies	Maths calculation policy – how we teach + - x ÷
PE and school sports	Admissions	Safeguarding
School Lunches	Special Educational Needs and Disabilities	Class pages
Charging and Remissions Policy		

Disclaimer

The information given in this handbook, which relates to the school year 2023 / 2024 was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this handbook or in any particular part of it before the start of the school year 2023 / 2024 or in subsequent years. Any anticipated changes have been included as part of the text.