

Clavering Primary School

Parent Pack



Learning to be the best that we can

September 2025

Welcome



Clavering Primary School is a very special place.

At our school we aim to provide a caring, supportive and inclusive environment, which has high expectations and values all members within the school community. We respect the needs and aspirations of all individuals and provide opportunities for all pupils to make the best possible progress and attain the highest personal achievements.

The school has a tradition of being a caring and friendly environment for children; this ethos stems from the high calibre and commitment of staff and governors where we encourage all children to be enthusiastic and committed learners who aim to develop their confidence, capacity to learn and work independently and collaboratively.

This Parent Pack has been put together to support new parents in getting to know our school. We hope that it answers any questions you may have about the day to day events. If you have any further questions then please do not hesitate to contact us at the school office. Our website also has a great deal of information that will support you.

Miss R. Allsop B.Ed, M.Ed, NPQH
Head Teacher

Table of Contents

1. Contacting the school.....	4
2. Staff	4
3. Term times and important dates.....	5
4. Absence.....	5
5. Class letters & Newsletters	7
6. Clubs.....	7
7. Code of Conduct	8
8. Collecting & dropping off	8
9. Communication ladder.....	8
10. Disability and equality policy	8
11. Emergencies and bad weather.....	9
12. Friends of Clavering	9
13. Forest school	9
14. Governing body.....	10
15. Homework.....	11
16. House system	11
17. Induction day.....	11
18. Information Sharing	12
19. Inset days	12
20. Meet the Teacher & Parent Consultations	12
21. Medicine in school.....	12
22. Music lessons	13
23. Oliver's Lodge (after school club)	13
24. OFSTED.....	14
25. Parent Forum	14
26. Parent helpers.....	14
27. Parentmail.....	15
28. Playleaders	15
29. Reception class.....	15
30. Safeguarding.....	16
31. School meals	16
32. Special Educational Needs	18
33. Session times and information	18
34. Sports	18
35. Swimming	19
36. Transport	19
37. Tray days & Open afternoon	20
38. Uniform	20

Compiled by Clavering School Staff and Parents, to give an introduction to new parents and a warm welcome to the school community. (updated July 2025)

1. CONTACTING THE SCHOOL

Telephone Number: **01799 550300**

Administrators: Mrs Jackie Snelling, Office Manager, is in the office on Tuesdays, Fridays and alternate Mondays. Mrs Vivienne Prentice and/or Mrs Joe Barker and Mrs Nicholson are in the office on Mondays – Fridays, 8.30am - 4.30pm. The office is closed for lunch during 12.45pm – 1.15 pm.

An answer machine is available for messages.

Please also contact the office via the school email: admin@clavering.essex.sch.uk

“If new parents are unsure of something, other parents are often a good place to get answers but the office staff are brilliant and they know everything!”
YEARS RECEPTION, 2 & 3 PARENT

For any appointments with the Headteacher, please contact the school office.

The school website can be found at: www.clavering.essex.sch.uk

Information about the school, policies, lunch menus and newsletters can be found here.

The school is not able to give out addresses or phone numbers of families in the school. For children whose parents live apart, assuming that they still have parental responsibility, all correspondence from the school will be sent to these parents as long as we have up to date contact details.

Please report to the school office at all times when visiting or dropping off messages and belongings. This will assist us in ensuring that we know who is in school at all times and enable us to comply with our safeguarding procedures.

2. STAFF

Head teacher	Miss Allsop
Deputy Head teacher	Miss Morton
Year 6 teacher	Miss Morton (Deputy Headteacher)
Year 5 teacher	Miss Ullmann and Mrs Herd
Year 4 teacher	Mrs Bond
Year 3 teacher	Mrs Rudkin and Mrs Tokeley (maternity cover Mrs Clutterbuck)
Year 2 teacher	Miss Hagger
Year 1 teacher	Mrs Yildiz and Mrs Webb (maternity cover for Miss Battrick)
Year Reception	Mrs Course (Assistant Headteacher)
SENCO	Ms Crosby (SENCO)
Learning Support Assistants: Mrs Neal, Mrs Gower, Mrs Thomas, Mrs Martin, Mrs Elliston, Mr Snelling, Ms Nash, Mrs H. Snelling and Mrs Berrett.	
KitchenStaff: Ms O'Brien, Mrs White, Mrs Davies and Mrs Gilderwood	
Caretaker: Mr Abrahams	

3. TERM TIMES & IMPORTANT DATES

Autumn Term

Monday 1st September – Friday 19th December 2025 (*Half term 27th October – 31st October*)

Spring Term

Monday 5th January – Friday 27th March 2026 (*Half term 16th - 20th February*)

Summer Term

Monday 13th April - Monday 20th July 2026 (*Half term 25th May – 29th May*)

Bank Holidays – Monday 4th May 2026

Inset days – Monday 1st September 2025, Friday 24th October 2025, Monday 13th April 2026, Monday 1st June 2026, Monday 20th July 2026

Assessment weeks –

Week beginning May 11th for Year 6 Key Stage 2 SATs. Multiplication tables check for Year 4 (over 2 weeks) from week beginning June 1st. Year 1 and 2 Phonics screening week beginning 8th June. KS1 SATs during May. Assessments in the other Key Stage Two year groups will take place throughout May and June.

4. ABSENCE

Sickness

The school office should be notified on the first day of each absence before registration at 9.00am and this should be followed up in writing on the day of return.

If your child has been vomiting or had an upset stomach a 48 hour leave of absence from last episode is required. For guidance on other illnesses please contact the School Office or refer to the document on the website “Guidance on infection control in schools and other childcare settings”.

Lateness

If a child is late please report to the school office.

Attendance – new DFE guidance from August 2024

For all children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day that the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning.

Our Attendance Policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively, in line with Government and Local Authority requirements, and reasons for absences are recorded promptly and consistently.
- Working in partnership with parents/carers so that they are aware of their own child’s attendance record and the impact that this is having on their education.

The school's Attendance Policy is published on the school website, or is available from the office. We are always pleased to support pupils and their families to ensure regular attendance at school.

Understanding different types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, and is a legal requirement.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical or dental appointments which unavoidably fall in school time, as well as emergencies or other unavoidable cause.

Unauthorised absences are those which the school and the governors, following Government regulations, do not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings including penalty notices and fines.

Unauthorised absence includes:

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- truancy before or during the school day
- absences which have never been properly explained;
- children who arrive at school too late to be registered (30 minutes after the register opens);
- shopping trips;
- looking after other children or children accompanying siblings or parents to medical appointments;
- their own or family birthdays;
- day trips;
- holidays in term time, including any arranged by other family members or friends.

Please see the Attendance Policy for full details of which circumstances will **not** be authorised.

What should I do if my child is absent from school?

By law, schools must record absences and the reasons given. You are therefore required to contact the school immediately if your child is absent. On their return to school you must then send a note explaining the reason for the absence.

The school office should be informed in writing of absences known in advance, such as medical appointments. If you wish to request a longer absence – which may or may not be authorised. Please use a Leave of Absence form available from the school office.

Holidays

There is no entitlement in law for pupils to take time off during the term to go on holiday.

The law specifies that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances". The School Attendance (Pupil Registration) (England) Regulations 2024 state that "the need or desire for a holiday" is not considered an exceptional circumstance.

At Clavering Primary 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time and cannot be taken outside of term time.

It is important for parents/carers to be aware that while decisions will be made on a case-by-case basis, requests will normally be refused.

The Department for Education has introduced a new statutory national Framework, that all schools in England must follow.

- There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including lateness.
- If a Penalty Notice is issued for an offence of unauthorised absence, the first will attract a fine of up to £160 per pupil (£80 if paid within 21 days);
- A second offence in three years will attract a fine of £160 per pupil.
- Schools cannot issue a third penalty notice in 3 years, and must consider other sanctions, which may include prosecution.

Please speak to the school if you need more information about the new rules

Please note if illness is used as a reason for absence and it is believed it is a holiday, the unauthorized process is followed.

Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 5% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately.

PA pupils are tracked and monitored carefully we also combine this with academic tracking where absence affects attainment. All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support through the School Nurse, Learning Mentor or Education Welfare Officer. We may also use circle time, individual incentive programmes, individual targets and participation in group activities around raising attendance.

5. CLASS LETTERS & NEWSLETTERS

At the beginning of each term the class teacher will issue a *class newsletter*, which will outline the term topics and activities. A *fortnightly newsletter* is issued by the Head teacher, which is sent by **Parentmail**. This contains the dates for each terms activities as well as important information. There is also a Friday Focus each Fortnight outlining the learning in each class.

6. CLUBS

Clubs are mainly after school. Examples of these are: Art (Years 1 and 2), Library, Beginners recorder (lunchtime), Allotment (KS2), Football, Rounders (Years 4, 5 and 6), Netball (Years 5 and 6), Dance, Bridge, Hockey (Years 5 and 6). For safeguarding reasons children need to be picked up after clubs via the school office. *Please see the school website for full details of all*

current school clubs.

Buy an extra booster seat to ferry school friends around after clubs.”
YEAR 3 PARENT

7. CODE OF CONDUCT

The school community has an agreed **code of conduct** for pupils. Please read more on the school's *Whole Behaviour Policy* on the website.

Clavering Code:

Be Kind
Be Safe
Work Hard
Try Hard

8. COLLECTING & DROPPING OFF

Teachers are on duty from 8.40 when the gate will open. NO CHILDREN will be supervised prior to this time and should not be on the premises. A member of staff will be present at the gate to take any messages for staff members. Children are to arrive 8.40 – 8.50 and go straight into class.

“Definitely put the school phone number in your mobile, in case you ever get stuck in traffic near pick up time.”
YEAR 3 PARENT

The school gate is opened at 3.20pm every day and children can be collected from their classrooms. Please make sure that we are informed if there is any change to the collection arrangements for your child. If anyone other than a parent is picking up your child at the end of the day (this includes relatives) please notify the office via phone call or email. We will also assume all children registered for the bus will be taking the bus each evening unless we hear via email or phone that this is not the case.

Willows have their own register which we follow and if this differs to the information that we have been given we will call the relevant parents.

In emergencies, messages can be left at the office. Also please encourage your children to use the path and stay close to an adult on the way down to the main road to prevent accidents from the buses that are using the road.

9. COMMUNICATION LADDER

Parents will annually receive a form requesting emergency contact details in order to set up a communication chain to be used in emergencies such as school closures.

10. DISABILITY EQUALITY POLICY

Clavering Primary School is committed to ensuring equal treatment of all its children, employees and any others involved in the school community, with any form of disability and will

ensure that people with disabilities are not treated less favourably in any procedures, practices and service delivery. The school aims to develop a culture of inclusion and diversity in which people with disabilities are able to participate fully in school life.

11. EMERGENCIES & BAD WEATHER

Parents must ensure they fill in the *Essex Pupil Record form* and provide the school with current contact details (all mobile and work numbers etc) so that the school can get hold of someone in the unlikely event of an emergency. Please provide an alternative contact number for a person who can get to school quickly if needed, if you are unable to do so.

Bad weather

In the event of severe weather conditions and possible school closure a notice will be placed on the school website.

Parents will be notified via our school website or the Essex County Council on the 'Emergency School Closures' page: <http://www.essex.gov.uk/education-schools/schools/dates/pages/emergency-school-closures.aspx>

Please note that when the school is open in bad weather a path will be cleared to enable you to gain access to the school but care does still need to be taken.

School bus and bad weather conditions - In severe weather conditions please look at the school website to check that the buses are still in operation.

"Give your contact details to the bus escorts incase they need to contact you."

YEAR 3 PARENT

12. FRIENDS OF CLAVERING

The Friends of Clavering School organise a variety of fun and social events, such as summer and Christmas fetes, dances and quiz nights throughout the year to raise money for the school. This money helps to pay for some of the vital extras for our children and school.

FOCS meet approximately once a month. Anyone is welcome at these meetings and can join the committee to discuss ideas and plan upcoming fundraising for the school. It doesn't matter if parents can't make every meeting and it is always very informal! Dates are advertised on

Parentmail. *FOCS would welcome new volunteers to help with fundraising.* There is no minimum commitment so please consider joining us. Please contact **Jenny Hemsley** via the School Office.

"Joining FOC is a great way of meeting other parents whilst helping to raise money for our children and school to benefit from."

YEAR 3 & 6 PARENT

13. FOREST SCHOOL

Forest School is learning in an outdoor classroom, namely a forest or wood. It helps to build self-esteem and independence through exploring and experiencing the natural world, allowing children the time and space to develop skills, interests and understanding through practical hands-on experiences.

Give your child waterproof gloves – woollen ones get very soggy at Forest School and their fingers become very cold and uncomfortable. Also, give them two pairs of gloves as a back-up”

YEARS RECEPTION & 3 PARENT

At Clavering Primary School **Reception** attend Forest School once a fortnight and **Year One** the same over a term and a half. **The other year groups** have a block of Forest School sessions throughout the year. We are extremely fortunate enough to be allowed to use Snail Wood in Clavering, which is owned by Mr. Cooke and have three trained Forest School Leaders in the school. The children have a fantastic time and get involved in activities such as making dens and searching for bugs, but are especially good at getting muddy and having fun!

“Girls can put their school tights on under Forest School clothes in winter – it’ll keep them warm and save putting them on later (boys can wear long johns).”

YEAR 3 PARENT

The school aims to go to Snail Wood in all weathers apart from high winds. Children must be dressed appropriately, especially in the winter when they will need plenty of layers, boots, hats and gloves. The school provides a full set of waterproofs for each child. **Plastic carrier bags for wet and muddy boots and clothes are recommended.** Parents are responsible for getting their children to and from Snail Wood – *a lift share rota with other parents is advisable.*

14. GOVERNING BODY

The governors are a body of volunteers set up to help the school provide the best possible education for its pupils and thereby raise standards. They have a legal responsibility to conduct the school with a view to promoting high standards of educational achievement.

There are currently 9 positions on Clavering School’s **Governing Body** plus a Clerk:

3 parent governors (elected by parents): Simon Camp, Jake Jones and Nick Briggs

“Being a parent governor is both interesting and rewarding. You are involved in the decisions made on policy, budget and the school development plan and in monitoring the impact these have on school life. It is a hands-on role – you get to see behind the scenes and how it all comes together for the benefit of our children.”

YEARS RECEPTION, 2 & 3 PARENT

2 staff representatives Rosalind Allsop (Head teacher) and Rachel Morton (Deputy Headteacher)

1 local education authority governors (appointed by the local authority), Cllr Ray Gooding (Chairman).

3 co-opted governors Julia Mackintosh (Vice Chairman), Emma Kamel and Chris Peters
Clerk: Vivienne Prentice

Together with the Head teacher, the governors set the future direction for the school and decide how the school's budget should be spent. As a **Governing Body** they make decisions collectively on matters such as performance targets, school policies and the school's improvement plan. The governors provide the Head teacher with support and advice, drawing on their own knowledge and experience.

15. HOMEWORK

Children have **homework** on a weekly basis starting from Reception onwards. Please encourage your child to do their homework to the best of their ability and support them without doing it for them. It is a good opportunity to talk to your child about what they have been doing at school and what they enjoy.

“Express any homework concerns in your child’s Learning Log, the class teacher will always address them.”

YEAR 3 PARENT

Every child in the school has a **Learning Log**, which outlines a particular activity each week. *KS1 are advised to spend 20 minutes on each task and KS2 need to spend 30 minutes on each task set each week.* All year groups have reading as part of their homework and phonics/spellings. Times tables from Year 3. There is an additional weekly task from Summer Term Year 1 and two tasks from Year 5. The policy is reviewed each year.

“Always write in the reading diaries to help the school know how your child is getting on and when they have finished a book.”

YEAR 1 PARENT

17. HOUSE SYSTEM

The school has a **House System** to encourage the sense of community between the older and younger children.

The House names and colours are:

Oliver (Orange – chef and ex pupil)

Wymarc (Red – 1st Lord of Clavering)

Wales (Green – astronomer who sailed with Captain Cook)

Ludgate (Yellow – a local historian)

Saville (Blue – Clavering teacher for 50 years)

Pupils can earn house points for good behaviour and various school activities.

18. INDUCTION DAY

This is held in the final half of the summer term for the parents of the new Reception class intake. It gives parents an opportunity to meet with the Head teacher, Reception teacher and other key members of the school community. Important information is shared including how parents can work closely with the school. New parents also have the opportunity to look at the uniform and to ask any questions that they might have about their child's first days at school.

19. INFORMATION SHARING

We are sorry that we are not able to give out addresses or phone numbers of families in the school but we can give out class lists on request, for parties etc.

For children whose parents have separated/divorced/or who live apart, assuming that they still have parental responsibility, all correspondence from the school will be sent to these parents as long as we have up to date contact details.

20. INSET DAYS

There are 5 Inset days per school year for teacher training when the school is closed to pupils. These days are linked to the *School Improvement Plan*. Parents will be informed of the Inset day dates at the start of the Autumn term so that alternative childcare arrangements can be made if necessary – see **Term times & Important dates**. The days are usually added to the school holidays where possible but have to be at a time that is pertinent to school improvement. The dates are also listed on the school website.

21. MEET THE TEACHER & PARENT CONSULTATIONS

At the beginning of each year, there is an informal evening to meet your child's class teacher, who will outline their expectations and curriculum focus for that year. Formal consultations between parents and class teachers take place each term. Each child (except Reception) will be given **two written reports**. An interim one in March and an end of the school year summary in July. It will give a careful review of their academic performance and general development. It will also outline what is expected of them as they progress through the school. Informal meetings with class teachers may take place more frequently, and the Head teacher is always available by appointment.

“Don't be afraid to talk to your class teacher and ask questions. You will find out lots of information that your child won't tell you.”

YEAR 1 PARENT

22. MEDICINES IN SCHOOL

It should be noted that there is no legal duty that requires school staff to administer medicines but that we, at Clavering Primary School, are willing to undertake this task to enable regular attendance, under the following conditions;

- Parents should keep children at home when they are acutely unwell.
- Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.
Some prescription medicines may need to be taken during the school day. These may include antibiotics, eye drops and topical creams.

Parents need to be encouraged not to bring these medicines into school. If an antibiotic needs to be administered three times a day the child can be given the medicine before school, after school and at bed time.

The administration of medicine is a service that the school is not obliged to undertake and only applies to medication prescribed by a doctor. In some circumstances non prescription medicines can be administered.

A form needs to be completed which details medication, dose, time to be given and side effects. This is available from the office. This needs to be completed and signed by the child's parent/guardian.

The medicine should be brought into the school office and not kept by the child. The medication should also be in the container supplied by the pharmacist, with its name/dosage instruction label attached, and not decanted into another bottle/box.

Parental Responsibility Regarding Their Child's Medical Needs: If a child has a health condition that warrants the need for medication in school, it is the responsibility of the parents or guardian to inform the school immediately.

If it is a long term condition a Health Care Plan (HCP) will need to be constructed. This occurs after discussion between parents, teacher and the nurse. The medication can then be stored in the child's class. A form will need to be completed and kept with the medicine in the classroom.

Asthmatics may bring inhaler pumps to school for use in an emergency. Asthma inhalers (clearly marked with the child's name and class) should be kept in a safe place in the classroom. The child should bring their pump with them to the swimming pool etc. A member of staff will keep a suitable container for these, while the child is actively engaged in PE etc. Epi pens for specific children can be held at school in case of emergencies.

23. MUSIC LESSONS

Tuition for guitar, woodwind, strings, drums and keyboard is available for children in Year 2 and above. Payment is required each term. The school needs half a terms notice for cancellation of lessons.

24. OLIVER'S LODGE OR WILLOWS (AFTER SCHOOL CLUBS)

Oliver's Lodge in Newport runs a holiday club and an after school club.

The children are picked up by mini bus from Clavering Primary School at 3.20pm. After school club is until 6.00pm. Contact www.olivers-lodge.co.uk

Willows is based at the Christian Centre in Clavering and offer before and after school care.

Regular opening hours are 7.30am - 8.40am & 3.20pm - 6.30pm. Children are picked up from the school at 3.20pm and walked to the Christian Centre.

Contact willowsoutofschool@btinternet.com

25. OFSTED

Ofsted graded our school as GOOD.

“Mostly outstanding” with just two foundation subjects (French and Art) where the depth of progress across the school was described as “Strongly Good”.

The overall judgement has to be “Good” with this new Ofsted framework as the two subject areas are linked to the themes, Curriculum and Subject Leadership, which influences the Leadership and Management and the Quality of Education judgements.

The previous Ofsted framework, where we were judged as outstanding overall, had a ‘best fit’ criteria, a less rigorous model, whereas as this new version requires ALL areas to be judged as outstanding to be awarded outstanding overall.

Please see link below or the school website.

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/114967>

26. PARENT FORUM

There is a parent representative for each year group on the Parent Forum, working as a link between the Head teacher, the governors and all parents in the school. Should you have any queries or suggestions that you would like discussed in the forum then please contact the representative for your year group, via the school office. The forum is a place to develop School Improvement projects or similar themes. Parents will be notified of the themes that are being explored at the meetings through the fortnightly newsletter or the class representative. Any other queries, questions or concerns should be channeled through the School Office.

Membership for 2025 – 2026

- Year R TBC
- Year 1 Laura Hagger
- Year 2 Amelia Berner
- Year 3 Holli Thomas
- Year 4 Claire Briggs
- Year 5 Maria Lawrence
- Year 6 Laura Nash

Ray Gooding – School Governor representative

27. PARENT HELPERS

The school actively encourages parents to come into the school to help out with such things as listening to reading, helping in the library, school trips etc. The school also welcomes parents wanting to share outside skills with pupils e.g. cooking, cultural talks, languages or professional skills. If you wish to help out at the school please talk to your child’s class teacher in the first instance. New parent helpers will meet with the head teacher before they start. It will be necessary for parents to undergo a DBS check organised by the school office.

“Don’t be shy, I found sharing my work skills at school a very enriching experience.”
PARENT HELPER

28. PARENTMAIL

Clavering Primary School is a *healthy eco school* and committed to reducing the amount of paper used. **Parentmail** is a preferred school to home communication service which allows the school to send messages and newsletters to parents by email. If you would like to use **Parentmail**, please contact the school office for a form.

29. PLAYLEADERS

Playleaders are Year 6 pupils who assist the younger members of the school and help them to learn to '*play*' at break times and support conflict resolution. They help support children with friendships and support the midday assistants who are on duty, in identifying pupils for the playground 'Good News' wall, Behaviour Code ribbons, and blossom for the Kindness Tree, which celebrates friendly actions during play times.

30. RECEPTION CLASS

For the first three and a half weeks of term while we are settling the children, they will come to school for the morning and lunchtime and then go home at 1.15. From Monday 22nd September, the children will attend full time unless taking the part time option to go home at 1.15 on Tuesday and Thursday. We will continue to have a phased entry for the children from the start. The youngest children will start school first, so that they have a chance to settle in a smaller group before the older children arrive.

"The school book bags are much easier for Reception children to use – they are able to put them in their classroom trays." RECEPTION PARENT

The school's priority is for all children to settle happily into Reception class so that they can be ready and able to learn. Many parents whose children would previously have been offered only a part-time place may opt for a full-time place for their child. The school is concerned that the demands of a full school day may be too much for these children and hope that parents will agree that if their child is unhappy because they are tired and anxious then their attendance pattern should be reviewed. Please be assured that Clavering Primary School has the best interests of your child at heart and is eager to work in partnership with parents to ensure that all children make a successful start to their school career.

Part-time children – Their day will finish after lunch at 1.15pm and they can be collected from the school office. Tuesdays and Thursdays are the part time days of the week. All Reception children play in the Reception playground during breaks until the Summer term.

"Young children struggle with laces when changing for PE. Velco is best!"
RECEPTION PARENT

Snack – Reception children also have a mid-morning snack. The school asks for a contribution of £1 per week for this healthy snack. *A parent rota is set up to help with snack, it takes approximately 1 hour. If you are interested, please speak to the class teacher.* From the Summer term children need to bring their own piece of fruit to have at morning break. They also

join the rest of the school out in the main playground.

“Reception children can be tired and hungry by the end of the school day so a quick snack such as a banana is good idea when you pick them up.”

YEAR 1 PARENT

Escorting your Reception child – Reception children can be escorted by their parents to the Reception gate to be met by the class teacher at the start of the school day. However after the October half term the school requires parents to leave children at the main school gate to allow them to go onto the playground by themselves. All full-time children are collected from the playground at 3.20pm.

31. SAFEGUARDING

Clavering Primary School is committed to safeguarding and promoting the welfare of children and young people in line with government legislation. The school expects all staff and volunteers to share in this commitment, raising concerns when necessary. *Please see the safeguarding policy on the school website.*

32. SCHOOL MEALS

As far as is possible, all school meals served will meet the government's new food based standards to ensure that pupils are getting a nutritious balanced meal. As far as is possible, all medical and dietary needs are met within the government's new food based standards. Water or milk will be served with all meals and pupils will be encouraged to drink water throughout the day. A suitable, attractive environment is provided in which to eat lunch. **All meals are cooked on the premises, using fresh ingredients locally supplied.** There is the option of a hot or cold meal, plus salad, fruit and puddings. Please let the school know about any allergies or if your child is vegetarian. Current menus can be found on the school website. All children in Reception, Year 1 and 2 will be eligible for a free school meal under the Universal Free School Meal offer.

“Go through the lunch menu at home each week, kids love to choose their own school dinners.”

YEARS RECEPTION & 3 PARENT

Food hygiene award – We are pleased to announce that we have been awarded a five star rating for food hygiene in our kitchen. This was awarded again in January 2025 after a formal inspection against the required hygiene standards.

Dinner money - Paid in advance please. £3.10 per day, £15.50 per week, £117.80 for the first half term £93.00 for the second half term or £210.80 for the term. Please note the new dinner money costings. The school will accept payment for school dinners by online payment only. If you have not yet registered for SCOPay please contact the school office who will be able to issue an online registration code.

Please note that cancellations for school lunches must be made by 10.00 on the day of the lunch, otherwise there will be a charge.

Please note that cancellations for school lunches must be made by 10.00 on the day of the lunch, otherwise there will be a charge.

“Always note which days your children have school dinners. Pay weekly, especially if you have more than one child in school, to keep on top of it.”

YEARS RECEPTION, 2 & 3 PARENT

We are a nut free school - People who suffer from nut allergies can develop a severe, potentially life-threatening allergic reaction.

We cannot have nuts in school in any form. So please can we ask that you have no nut products in the lunch boxes or brought into the school as treats.

For example

Peanut butter sandwiches

Chocolate spreads

Cereal bars

Some granola bars

Cakes that contain nuts

Biscuits / Cookies that contain nuts

Peanut butter cakes

Some Asian food, including satay

Sauces that contain nuts

This list is not exhaustive, so please check the packaging of products closely.

Healthy lunchboxes – If your child is having a packed lunch please make it a healthy and nutritious meal and do not give crisps and treats every day. Please NO fizzy drinks, nuts or sweets.

Tuck – All tuck provided during the school day conforms with healthy eating guidelines, or to specific eating and drinking guidelines for an individual where appropriate. Reception pupils have a regular healthy snack. The school is part of the *Free Fruit Scheme for KS1 children*.

Children from KS2 should bring in a fruit snack for break time. In promoting healthy eating the school does not allow nuts, sweets or crisps.

“Individual boxes of dried fruit, like raisins, are great for older children to get a quick energy boost at morning break.”

YEARS RECEPTION & 3 PARENT

Water provision – Children are encouraged to drink water at all times. Pupils and staff have access to free, clean and palatable drinking water. Staff are aware of individual pupils' hydration needs and ensure that these are met. Please send your child to school with a named bottle of water for them to drink from throughout the day. *Water only, please NO squash or juice.*

Free School Meals –

You can register your child for Free School Meals if you get any of these benefits:

- Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The Guarantee element of State Pension Credit
 - Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
 - You will not normally be eligible if you receive any amount of Working Tax Credit
- Please provide this information when requested as schools use this money to help support your children within the school environment to achieve their full potential in education.

How to apply

- Go online to www.essex.gov.uk/educationawards

Or

- Apply over the telephone or request an application form by calling **0845 603 2200**

<https://www.gov.uk/apply-free-school-meals>

33. SPECIAL EDUCATIONAL NEEDS

Ms Yolanda Crosby is our Special Educational Needs /Inclusion Co-ordinator. Should you have any concerns about your child's learning difficulties you should contact your child's class teacher in the first instance who will then arrange for you to make contact with Ms Crosby. Ms Crosby's working days are Tuesday, Wednesday and Thursday each week.

34. SESSION TIMES & INFORMATION

For all children **morning sessions are 8.50am - 12.15pm**. Four members of staff will be on duty, in the playground during breaks. Children are expected to be outside during breaks and lunch time, unless the weather is unsuitable, and should be adequately clothed for this.

Afternoon sessions are from 1.15pm – 3.20pm.

“Ask your child and class teacher if you can pop into the classroom to look at displays after school for 5 minutes every now and again.”

YEAR 3 PARENT

The **class newsletter** that is distributed at the beginning of each term identifies which days are set for PE activities so that children know which day their kit needs to be made available. Other subjects have a more flexible timetable according to the learning needs of the class. Generally there is an **English** and **Mathematics** session each day. The school has a broad and balanced curriculum which has a skill based approach.

35. SPORTS

The school provides regular opportunities for children to develop their games skills. The school sports coach is Matt Snelling and our PE Coordinator is Mrs Tokeley (Mrs Yildiz during maternity leave). As children progress through the school they practise these skills in team games. These take place during lessons as well as in a range of extra-curricular activities. The school is a member of the *School's Sport Partnership* in Uttlesford and participates in sporting

tournaments and competitions. The **House System** provides the opportunity to take part in sporting activities and to represent the houses. There is an annual Sports day in July and a variety of sports **clubs**.

HEALTH AND SAFETY NOTICE REGARDING THE WEARING OF EARRINGS DURING

PE: We have been informed by Essex that The Primary Code states that all jewellery is to be removed for PE lessons and taping over earrings is not allowed. This means that if pupils cannot take their earrings out they will have to sit out of PE until a time that they can be removed. Schools have to comply with this guidance.

36. SWIMMING

Each class from years 1 to 6 will have six weeks of swimming during the academic year. If your child is fit to attend school then they are fit to go swimming, unless a note is provided. Swimming costs £55 (dependent on class numbers) which covers the cost of the lesson and the transport. This can be paid online.

“Note down your child’s swimming ability and badges attained, so the teacher can place them in the right ability class.”

YEAR 4 PARENT

Children need to bring swimming costumes and a towel, clearly marked with their name. Girls need to wear a swimming hat as do boys with longer hair. Goggles can be worn at the discretion of the swimming teachers.

37. TRANSPORT

Please remember to park sensibly, using the village shop as a park and walk option. **Please do not park on the yellow zigzag lines in front of the school as this makes crossing the road extremely dangerous for the children and causes congestion and disruption for the residents.**

There is now alternative parking on the new access road, Vassars Field, where there are parking bays for parents to park. **Please remember to use the one-way system** on Vassars Field: follow the circular route by travelling up the access road, passing the exit to the car park, and continuing around the loop to the car park entrance. You can then park in the car park or proceed to the designated drop off/pick-up bays. **Please park only in the designated bays**, following the prescribed route, and avoid crossing the road’s centre line. Additionally, the bays nearest to the entrance are **reserved for school buses and minibuses; please do not park in these bays.**

Please also note that parking at the shop is ONLY during brief drop off and pick up times. It is very important that we keep to this otherwise we will not be permitted to park at the shop even for brief drop off and pick up times. The shop loses business if long periods of parking takes place.

Parking Restrictions Along Stortford Road

There are parking restrictions along Stortford Road. Therefore you cannot park along this road at specific times that are during ‘drop off’ and ‘pick times’ of the school day. The exact times are: 8.30 am – 10.00 am and 2.30 pm – 4 pm

Remember please do not park on the yellow zig-zag lines outside the school drive or turn / reverse cars in the school drive or in residents' driveways on the Stortford Road. The school would like to reduce the number of children driven to school and would like to increase the number of children who walk to school and use the school buses, as this gives them a chance to learn road safety skills. The school regularly takes part in the Walk to School Weeks.

Statutory free bus transport – Some pupils are entitled to free bus transport if they fall within the 2 mile (under 8 years old) or 3 mile (over 8 years old) zones. Children who are not entitled to free transport can still use the bus transport for a fee, please contact *Essex County Council/Home to School Transport*.

“Make sure you have numbers of fellow bus parents, they will be able to escort your child from the bus if you can’t.” BUS PARENT

Children walking to and from school unattended – the school understands that it is the parents' responsibility to ensure their child or children travel to and from school safely, however we feel it is our duty to recommend some guidelines:

Pupils who walk to school unattended should be within years 5 and 6

They should not call for friends unless an adult is present.

They should not cross any roads without an adult being present.

Distance needs to be considered

We would not recommend young children (up to year 5) being in a position where they have to wait by the road side

If you decide to allow your child to travel to and/or from school unattended then please put this in writing to the school, even if it is for the one occasion. This also includes arrangements where you would like your children to wait at the bottom of the drive for collection.

Cycling – the school recommends that children do not cycle to school until they have completed their cycling proficiency/bikeability, unless they are accompanied by an adult. Pupils have to be 10 or over to complete the cycling proficiency course. Pupils have this training in year 6. If you decide to allow your child to cycle alone to and/or from school then please notify the school in writing, even if it is for the one occasion. The school has a bike shed for those who wish to cycle.

38. TRAY DAYS & OPEN AFTERNOON

Tray Days each term on one day after school from 3.20pm - 4.15pm. There are displays of work in the class rooms and it gives the children the opportunity to share their work with parents.

39. UNIFORM

The school expects all children to wear school uniform and has chosen garments for their comfort, smartness and easy care.

Winter uniform

Navy blue V neck jumper with school logo / cardigan with logo
White polo shirt (no logo)
Grey trousers, skirt or pinafore
Grey socks or tights
Black shoes
Navy blue fleece with logo (logo optional)
Year 6 – white shirt (short or long sleeve) with school tie

Summer uniform

Blue/white gingham dress
Navy blue cardigan with logo or V neck jumper with logo
White socks
Black shoes (same for winter. No sandals please)
White polo shirt (no logo)
Grey shorts
School cap with logo (legionnaire can be taken off. Logo optional))

PE kit

Navy panel sided polo shirt with Clavering logo
Navy panel sided shorts with Clavering logo (logo optional)
Navy skirt with Clavering logo (logo optional)
Navy hooded or zip up jumper with Clavering logo

In colder weather there is also the option of:

Navy tracksuit top with Clavering logo (logo optional)
Navy tracksuit bottoms (that can be purchased from any retailer)

This is then accompanied by white/black socks and trainers.

PE kit should be sent in at the start of the term and will be brought home at the end of the half-term for washing

School bags

Ruck sack with logo (slightly larger than A4. Logo optional)
Reading bag
PE bag (a larger one is available)

How to order:

Our supplier is called Saffron Apparel. Ordering can either be over the phone, via email, fax or by post with an order form (the office have forms). The company has a school ordering website for Clavering. Alternatively you can visit the shop in Wendens Ambo.

Address: Saffron Apparel Ltd, Ward Unit 2, Bearwalden Business Park, Royston Road, Wendens Ambo, Saffron Walden. CB11 4JX

Telephone: 01799 542142

Fax: 01799 543661

Email: sales@saffronapparel.co.uk

Embroidered jumpers and cardigans can also be ordered from www.myclothing.com

All uniform should be clearly marked with your child's name. Hair should be tied back at all times with hair bands. This will help to prevent the head lice infestations. Some boys are keen to grow their hair long but the same rule will apply regardless of gender. **Black school shoes should also be worn throughout the year.** No makeup, nail varnish or jewellery please (including earrings).

“Buy cheap hats and gloves for the winter and lots and lots of socks – they always go missing and label EVERYTHING!”

YEAR 4 PARENT