



Welcome to New Swannington Primary School

Church Lane
Whitwick
LE67 5DQ

Tel: 01530 832656

Email: office@new-swann.leics.sch.uk

www.newswanningtonprimary.org.uk

Family Handbook

Head Teacher's Welcome



New Swannington Primary School

My name is Mrs Ramsell, I am very proud to be the Head Teacher here at New Swannington and to work with such a fantastic team to provide an environment where all children have fun, achieve and succeed.

Our curriculum and nurturing approach have made the school both popular and successful. Please take a look at what we do and discover why New Swannington Primary School is such a great place to be!



J. A. Ramsell

Mrs Judy Ramsell
Head Teacher

School Holidays



Academic Year - 2024/25

Autumn Term

Bank Holiday:	Monday, 26 August 2024
Schools Open:	Tuesday, 27 August 2024
Half Term:	Monday, 21 October to Friday, 25 October 2024
Schools Close:	Friday afternoon, 20 December 2024

Spring Term

Schools Open:	Tuesday, 7 January 2025
Half Term:	Monday, 17 February to Friday, 21 February 2025
Schools close:	Friday afternoon, 11 April 2025

Summer Term

Schools Open:	Monday, 28 April 2025
May Day Bank Holiday:	Monday, 5 May 2025
Half Term:	Monday, 27 May to Friday, 30 May 2025
Schools Close:	Wednesday afternoon, 9 July 2025

Inset Days

Wednesday, 21 August 2024
Thursday, 22 August 2024
Monday, 6 January 2025
+ 2 x disaggregated days

Staff – 2024/25



Senior Leadership Team

Headteacher
Deputy Headteacher
SLT/SENCo/Class Teacher
SLT/Class Teacher
SLT/SBM

Mrs Judy Ramsell
Mrs Karen Palumbo
Mrs Emma Mitchell
Mrs Louise Purdy
Mrs Julie Johnson

Teaching staff

Reception Class
Year 1
Year 2
Year 3
Year 4
Year 5
Year 6

Mrs Gemma Hall
Mrs Karen Palumbo/Mrs Emma Mitchell
Mrs Corey Gower (Supply)
Miss Sai Patel (Supply)
Mrs Wendy Harris
Mrs Louise Purdy
Mr Chris Skinner

Classroom Support staff

Learning Support Assistants

Mrs Sam Heathcote
Miss Deb Fessey
Mrs Carla Banda
Mrs Joanne Walker
Mrs Mary Hutchinson
Mrs Jessica Franklin
Mrs Sally Wiles
Mrs Rosie Hitchcock
Mrs Sandra Orton
Mrs Joanne Sparrow
Miss Vicky Holt
Mr Will Johnson
Mrs Denise Keenan
Miss Leoni Fielding

HLTA

Wraparound Care

Mrs Sandra Orton
Mr Will Johnson

Support Worker

Family Support Worker/Attendance Officer
Education Family Link Officer
ELSA

Mrs Aileen Smith
Mrs Lindsey Woodward
Mrs Sam Heathcote

Administration Staff

School Business Manager
Admin Assistant

Mrs Julie Johnson
Mrs Sam Heathcote

Premises Officer

Mr Nigel Sparrow

Lunchtime Staff

Lunchtime Manager
Lunchtime Supervisors

Mrs Rosie Hitchcock
Miss Deb Fessey
Mrs Rebecca Treadwell
Mr Will Johnson
Miss Leoni Fielding
Mrs Mary Hutchinson
Miss Vicky Holt
Mrs Carla Banda

Kitchen Staff

Mrs Kayleigh O'Gara
Miss Chelsea Gray

Key Information

School Day

8.30am:	School opens – children are encouraged to come into class
8.45am:	Registers are taken
10.30am to 10.45am:	Playtime
12.00pm to 1.00pm:	Lunch break
3.15pm:	School ends

Wraparound Care

We offer Wraparound Care for all our children before and after school.

Our breakfast care opens at 7.30am and is open from Monday to Friday. The cost is £3.00 per child, per day and it is essential to book via our online portal (login details will be issued to you when your child is on roll) to secure your child's place.

Our after school care commences at 3.15pm. This club is open until 5.15pm and costs £8.00 per child (late collections will be subject to a late collection charge). Again, it is essential that pre-bookings are made via the online portal to secure your child's place. Children will be provided with a light snack and activities/games.

Drop off and Pick up

The school gates open at 8.30am and, upon arrival, children will go straight to their classrooms. We encourage our children to be as independent as possible and ask that parents/carers 'drop-off' at the gate (or just inside) where a member of staff will be present to greet the children and escort them (particularly our younger children) into school. During drop-off, we politely request that that parents/carers do not go beyond our picket fence (apart from parents of EYFS children).

Children attending our breakfast care will be escorted to their classrooms by staff.

The registers will be taken at **8.45am** and any child arriving after that time will be marked as late. If your child arrives after the registers have closed, they will need to be signed in at the school office; this is to ensure that safeguarding procedures are adhered to.

The school gates will be opened for parents to collect their children at 3.05pm. Parents/carers of EYFS and Year 1 children are invited into the KS1 playground where our staff will bring your child out to you.

We request that parents/carers of other year groups, wait in the playground or at the front of school where children will be brought out.

Attendance

The recognised benchmark for achieving a good academic performance is attendance of above 97% and there is clear evidence to support this. Results have shown that children with no missed sessions in KS2, 83.9% achieve the expected standards at GCSE level compared to 40.2% of children who were persistently absent. As part of their announcement, the DfE published its expectations for schools to firmly focus their attention on improving attendance throughout a child's education.

In view of this, we firmly focus on achieving and maintaining good attendance levels across the school. It is essential that our absence policy is adhered to if your child is absent ie.

- ensure their child attends school every day the school is open except when a statutory reason applies;
- notify the school as soon as possible when their child has to be unexpectedly absent through sickness. In this case, parents/carers must call the school absence line as early as possible on 01530 832656 and provide details of the child's name and the reason for absence. Simply stating that a child is 'ill' or 'unwell' is no longer sufficient and a fuller explanation is required otherwise we will be required to follow this up;
- only request leave of absence in exceptional circumstances and do so in advance. Exceptional circumstances do not include holidays, family events, birthdays etc. We completely understand that booking holidays in term time has a financial impact, however, please do not underestimate the impact this time away from school has on your child's education;
- book any medical appointments around the school day where possible.

In order to provide continuous monitoring of children's attendance, Mrs Smith, our Attendance Officer in school, will contact families where we have identified a concern about the level of absence or where a pattern of absence has been detected.

- Absence will also consider children who arrive persistently late. Once again, I would like to clarify that school starts at 8.45am and the registers close at 9.00am. If your child has to press the buzzer to gain access to school, this means that they are late and will receive a late mark which will impact on their attendance percentage.
- If you remove your child from school during the day to attend a medical appointment, for safeguarding reasons, they are signed out of school (and back in, if appropriate), this will also show as an absence (as they have been out of school for that period of time).
- If you remove your child from school due to a family holiday, this will be recorded as unauthorised. On their return to school, you will be provided with all the learning material that was missed during this period of absence and there will be an expectation for this to be completed and returned, in full, by the end of their first week back for marking and recording purposes.

Following the changes to the guidance around C-19 isolation, we do not expect to be absence associated with this to be a problem (although to date this has been recorded as an authorised absence).

We will continue to report your child's absence percentage to you at the end of each half term which will be based on the following criteria:

- o 99% and above (excellent)
- o 95 - 99% (good)
- o 90 - 94% (poor)
- o Below 90% (persistent absentee).

Ofsted and the LA are actively reviewing our attendance. They have effectively taken the control of persistent absenteeism out of the hands of schools and will follow up on individual cases. As much as we try to support and manage this situation, this will only improve if we can engage our families and work together.

Illness

Parents are asked not to send their child to school if they are genuinely unwell. When children have been off school with sickness or diarrhoea, parents are requested to keep them at home for 24 hours following the last incident. In line with our policy, an update of the child's absence must be provided every day via the Absence line on 01530 832656.

Food in School

All our food is freshly prepared in our on-site kitchen by our qualified staff.

Our EYFS and KS1 children are entitled to a FREE school dinner each day under the Universal Free School Meal Scheme.

School dinners are also available for our KS2 children, however, this is chargeable at £2.25 per day.

Again, we ask that dinners/selected are booked via our online portal (login details will be issued to you when your child is on roll).

Children are also welcome to bring a packed lunch to school, however, we do ask that all packed lunches follow healthy food guidelines and playtime snacks are restricted to fruit.

We recognise that keeping children hydrated during school time is very important. Bottles can be brought to school on a daily basis, however, please do not send fizzy drinks or glass bottles.

We are a Nut free school. No nuts whatsoever are permitted in school due to children with nut allergies being present. Please be mindful of foodstuffs such as cereal bars and chocolate spread as these often contain nuts products.

Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel a part of the community. We ask that ALL clothing has your child's name on it to ensure that any items that are misplaced can be returned quickly and easily.

- White or blue polo shirt (with or without logo)
- Royal blue sweatshirt or cardigan (with or without logo)
- Dark grey school trousers (not jeans), long shorts, skirt or pinafore dress
- Blue checked summer dress
- White or grey socks or black tights
- Black school shoes.

Our branded school uniform is available to order from Mapac – please go to www.mapac.com/education/parents or search online for 'Mapac find your school'.

We also have a Pre-Loved Uniform shop which is available to all our families. This comprises of good quality uniform that has been donated by our families. This is offered completely free of charge.

PE Kit

Please ensure that your child has a full, named PE kit in at school at all times, which includes items suitable for indoor and outdoor sessions ie.

- Plain white T-shirt (with or without logo).
- Plain black shorts.
- Plain black Jogging Bottoms.
- Plain royal blue hoody (with or without logo).
- No other branded items should be worn.

To avoid the need to change during school time, children are permitted to wear their outdoor PE to school on PE days.

NSPS branded t-shirts and hoodies are available to order from our uniform supplier Mapac - please go to www.mapac.com/education/parents or search online for 'Mapac find your school'.

Medicine in School

If your child has been unwell and has been prescribed medicine by their GP or takes long-term medicine or requires paracetamol or ibuprofen during the day, we are happy to administer this in school. However, in order to protect the interests of our children and staff, we have updated our procedures. It is extremely important that these are followed to ensure that best practice is maintained.

Therefore, with immediate effect, if you would like our staff to administer any kind of medicine to your child whilst they are at school, you **must** copy and paste the link below. This will take you to a form that you **must** complete prior to our staff administering the medicine. This is your responsibility as the child's parent/carer and failure to complete the information may result in your child not receiving their required medicine.

Please follow the link below to give permission:

https://docs.google.com/forms/d/e/1FAIpQLSfXMQgkroFC2A4gpNw-m43gFvkxuK5X9ZVqGP_WvF6_Oq8f2Q/viewform?usp=sf_link

We cannot take instructions to give medicine via handwritten notes, emails or verbally. All medicines must be handed to a member of staff by an adult.

If your child becomes ill during the school day and may require paracetamol/ibuprofen to support them, we will contact the parent/carer to discuss this. Your permission will be recorded on 'Record of Medicine Administered to all Children' documentation, which is a confidential record retained in school.

This procedure is statutory guidance provided by the Department of Education. If you are unhappy about completing this information, or you would prefer to do so, you are very welcome to come into school to administer the medicine to your child. Please just let us know so that we can make arrangements

School to Home Communication

Communication is key and in order to keep parents/carers up to date we use School Gateway which links to our school software. When your child is on roll you will receive an email to your inbox (via the email address that you have provided to us) inviting you to download the School Gateway App.

Please take the opportunity to download this ASAP as it will allow access to information relating to your child with immediate effect. If you are currently waiting for your child to be admitted, links to the Apps etc will be sent when they are officially on roll.

We do not send any paper copies of letters home. Everything is communicated via the App in either message format or as a PDF attachment. It is therefore essential that you download this App so that you do not miss any valuable information about your child's time at school.

School Website/Facebook/Instagram/Twitter

Please refer to our school website at www.newswanningtonprimary.org.uk, our Facebook page – New Swannington Primary School, our Instagram page - @newswanningtonprimaryschool, or our Twitter page - @NewSwannington – for more information about our school and activities.