



# HANDBOOK

## 2023-2024





# **WELCOME TO GLENFIELD SCHOOL**

Glenfield prides itself on having very dedicated staff who work hard to ensure every child has the best education possible.  
This was recognised in our 'Good' Ofsted report in October 2021.

**'All pupils and families are welcomed into the heart of the school's generous community'**

**'Staff's warmth, dedication and high expectations get pupils off to a flying start'**

**'Pupils believe in the school's values of resilience and kindness'**

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We are set in beautiful woodlands which the children enjoy using as part of their learning. Year R & Year 1 use the woods as part of the curriculum every week and Year 2 use it relating to topics throughout the year.

We hope to have the opportunity to welcome you into the Glenfield community.

## School Vision



### **To Develop Resilience and Kindness**

We provide a safe, caring, nurturing and stimulating environment for all pupils, challenging them to achieve their full potential through equal access to an appropriate, balanced and differentiated curriculum that develops their skills for lifelong learning. Children will have success today and be prepared for tomorrow.

### **Our Vision**

To be the best infant school in Hampshire where we inspire each child to be confident, ambitious and to be proud of achieving great personal targets.

### **Our Strategy to Achieve This is to**

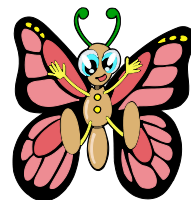
Create a 21st century learning environment and make the most of our unique surroundings.

Increase the extent of our provision and become a valued community hub.

Further develop our curriculum, governance and teaching to achieve an outstanding Ofsted rating.

Continue to work effectively with the Edwin Jones Partnership to improve standards and sustain a succession of high-quality staff by supporting ECTs and developing





## **School Dates 2023-2024**

AUTUMN 1 (7 WEEKS) 4th September (closed for inset day) to 20th October 2023

**AUTUMN HALF-TERM 23rd October to 27th October 2023**

AUTUMN 2 (7 WEEKS) 30th October to 15th December 2023

**CHRISTMAS HOLIDAY 18th December to 29th December 2023**

SPRING 1 (6 WEEKS) 2nd January to 9th February 2024

**SPRING HALF-TERM 12th February to 16th February 2024**

SPRING 2 (6 WEEKS) 19th February to 28th March 2024

**EASTER HOLIDAY 1st April to 12th April 2024**

SUMMER 1 (6 WEEKS) 15th April to 24th May 2024

**SUMMER HALF-TERM 27th May to 31st May 2024**

SUMMER 2 (8 WEEKS) 3rd June to 24th July 2024

**SUMMER HOLIDAY starts 25th July 2024**

### **Staff Training Days (School closed to pupils)**

4th September 2023

13th November 2023

15th December 2023

19th February 2024

2nd May 2024 \*confirmed\*

24th June 2024



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\*The school has an inset day in May because our building is used as a Polling Station.  
The date is advertised as soon as we are made aware of the date officially.



# Drop Off and Pick Up Arrangements



## **Morning**

We encourage pupils, with their parents, to walk to school where possible. If you must drive, please park a short distance from the school and walk from there. Our car park is for staff use only and parents should not drive into the car park at any time.

The first bell rings at 8.50am, please wait with your child in the playground until your child enters the classroom, the staff are not responsible for children until this time. Class doors close at 8.55am sharp. Please give any messages you have for the teacher to the office.

## **Late Arrivals/Early Collection**

Regular attendance and arrival on time are expected of all our children to ensure they settle into class smoothly. Children who arrive after 8.55am must sign-in at the office before being taken to their classroom by a member of staff.

Lateness, that is not a medical appointment is registered as an unauthorised absence after 9.20am (morning session) or 1.40pm (afternoon session) even though your child will be staying in school for the rest of the day. Persistent lateness or high levels of absence (less than 90% attendance) is reported to the Education Welfare Officer (EWO) who visits the Headteacher regularly. Parents may be contacted by the EWO to offer help or guidance.

All non urgent dental and medical appointments should be arranged after 3:15pm once school has finished. Should you need to collect your child during the school day , please give the office advance notice of the appointment and provide a copy of the appointment letter. When you arrive at the office, a member of staff will collect your child from class and you will need to sign them out.

## **End of the Day**

School finishes at 3.15pm, children are collected from the playground.

## **Change of Collection Arrangements**

If someone different will be collecting your child, please inform the office (not the teacher). Please provide this information well in advance if possible. If you are going to be late to collect your child for any reason, please notify the office, your child will be waiting in the office.

## **School Safety**

No dogs or smoking on the school site please.

The School cannot be held responsible for children playing on the playground equipment before or after school. Please ensure that your children are supervised and do not access play equipment before and after school.



## **Breakfast and After School Club**

360 Degree Sports Coaching run a successful extended day provision at Glenfield School. The Breakfast Club runs from 7:20am during the term time. The After School provision runs from 3.15pm until 6pm during term time and can be booked either for the whole session or for just the first half (until 4.45pm). The Club offer a sports/physical activity and also quieter activities like art/crafts. 360 Degree Sports Coaching also run activity clubs in some of the school holidays. All information is available via their website [www.360degreesportscoaching.com](http://www.360degreesportscoaching.com)

## **Pastoral Support**

Children need to be happy and confident to be able to work hard and relate easily to other children and adults in school.

Please let us know of any changes or special circumstances which may affect your child's wellbeing.

We are incredibly lucky to have our own Pupil & Family Support Worker in school, Mrs Spake, who works with children within school. Mrs Spake is available each morning to support both parents and children. She holds termly coffee morning drop-in sessions for parents who may have questions or require help and support in a range of areas. Please contact the school office if you would like her to contact you.

## **Pupil Premium**

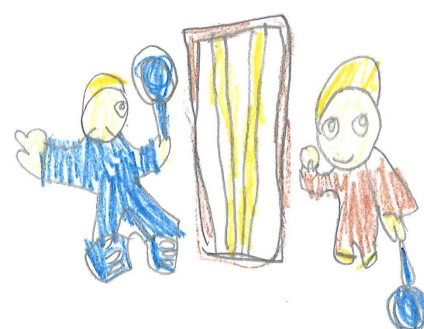
If you are in receipt of certain benefits your child may be eligible for a Pupil Premium Grant (PPG) with each eligible child bringing an extra £1385 to the school budget.

This valuable money is used to enhance educational opportunity, raise achievement and improve outcomes for eligible children.

For more information on how we use this funding please go to our school website.

We would like to encourage as many parents as possible to check their eligibility - the application process is very quick and easy.

You can apply online via the Southampton City Council website [www.southampton.gov.uk](http://www.southampton.gov.uk) and enter free school meals in the search bar.



## **Illness & Medicines**

If a child becomes ill or sick at school, parents are contacted by telephone so that they can arrange for their child to be collected. Qualified First Aiders deal with cuts and grazes, etc.

**Emergency telephone contact numbers must be provided – home, work etc. Please notify school immediately of any change in address or telephone number.**

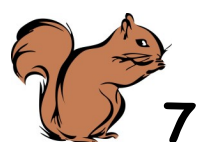
Only prescribed medicines are administered in school, including inhalers for asthma. Containers must be clearly labelled with the child's name and dosage. **A consent form will need to be completed by you to ensure correct procedures are carried out (available from the Office).** Children who have either vomited or had diarrhoea at school or at home **should not return to school until 48 hours after it has stopped.**

Please give antibiotics before and after school. Ideally, it is better if parents keep control of all medicines prescribed for short term illnesses. However, if you need us to administer prescription medicine, it is essential that you complete the relevant consent form at the school office, giving full details and consent. School is not able to administer any non-prescription medication.

Head Lice are a common problem. Please tell us if you find head lice in your child's hair so that we can alert parents to check their own child's hair. If we detect head lice we will contact you via a note or telephone call.

## **Friends of Glenfield (FOG)**

The school has a very much valued Friends of Glenfield FOG. Various social and fund-raising events are held throughout the year. FOG offers a positive means by which parents can contribute to the school and help to provide some "extras" for the children which our school budget will not stretch to. All parents are automatically members of FOG. We need parents to volunteer to be part of the FOG committee to organise events. New volunteers are always welcome to help out with individual events and to join the committee. For more information email: [fog@glenfieldinfantschool.co.uk](mailto:fog@glenfieldinfantschool.co.uk)





## School Lunch

School meals are provided by Dolce School Catering and cooked onsite. All infant aged children are currently entitled to receive a universal free school meal. ALL families can take up this offer and we therefore encourage all Glenfield children to have a school meal at lunchtime, unless there are exceptional reasons for them to bring packed lunch.

### **How to Order School Lunch**

Parents order their child's meal via Dolce's online system, School Grid. Meals must be ordered by no later than 8:50am on the day using the online portal. A sign up email will be sent to you once your child is registered with Glenfield. You are able to choose meals up to half a term in advance and there are 4 choices, including a packed lunch option. You can also use the portal to re-create recipes and view ingredients.

If your child has a diagnosed food allergy, you can enter the allergy details onto the portal. Once done, any menu items that your child is unable to eat will not be available for selection. Please do not use this for food preferences.

### **Bringing a Packed Lunch From Home**

If your child brings a packed lunch to school please provide a lunch-box labelled clearly with your child's name and class. Water and cups are provided but cutlery or crockery are not. If your child brings a flask no hot or fizzy drinks are allowed. The flask should fit inside the lunch-box. No glass bottles, canned drinks, or sweets/chocolate may be brought to school. **Nuts, sesame seeds or food containing nuts or sesame should not be brought into school as we have children with serious allergies.**

### **Snacks and Drinking Water**

All children are entitled to a piece of fresh or dried fruit or fresh vegetable each day which is provided free of charge by the School Fruit & Vegetable Scheme. Children are also allowed to bring in their own healthy snack for break time and we only allow you to send in fresh or dried fruit or vegetables. Milk is provided to children under 5 to drink with their snack. For children over 5 you are able to pay for your child to have a small bottle of semi-skimmed milk each day. Parents can order milk for their child (over 5 year olds) directly from [www.coolmilk.com](http://www.coolmilk.com).

Children are requested to bring a **named** bottle of water to school each day which will be kept in the classroom. Squash is not allowed.



# School Uniform

## Daily Uniform

Black or grey trousers/shorts/skirt/dress or green checked summer dress

A white polo neck shirt

A green jumper, cardigan or fleece (Logo not essential)

Black shoes or plain black trainers (Velcro straps are preferred unless able to tie their own laces). We do not allow children to wear strappy/heeled shoes or flip flops.

Long hair should be fastened back with a simple stretchy band.

**Clearly label all items of clothing and belongings with your child's full name.**

## On PE days

Children come to school in their PE kit which should consist of a white T-shirt, black shorts, jogging bottoms or leggings, a black sweatshirt for colder weather and trainers. They stay in their PE kit all day.

## How to purchase uniform

Items embroidered with the school logo can be ordered via your MCAS app. We hold a small amount of embroidered uniform in stock at school, however, items that need to be ordered may take up to two weeks to be delivered (orders placed between July and September it may take much longer because this is the busiest period for Skoolkit).

Please note that you cannot purchase items with our logo from Skoolkit shops.

Plain uniform items (without a logo) can be purchased from most large supermarkets or clothing retailers.

**The children may still go out to play in light rain so children should always have a coat with them in school.**

## Welly Walks

Year R and Year 1 children need to have a named pair of wellington boots kept in school for frequent walks. Year 2 children may need them at various times but will be asked to bring them in and should not keep them in school.

## Jewellery/Watches

**NO JEWELLERY OR WATCHES SHOULD BE WORN IN PE, DANCE OR GAMES** for safety reasons, except for newly pierced ears which **MUST** be securely taped **BEFORE** coming to school. This is allowed for the six weeks healing period only. As PE times may change during the week and it is a compulsory subject, it is advisable not to allow your child to wear jewellery at all. No smart watches should be worn to school.



## **School Communication**

We greatly value the link between home and school and have found that the education of children is even more successful where this link is strong. We are delighted to involve parents in the life of our school and do so in the following ways:

- Class teachers are available to meet you at the end of the day should you have anything you wish to discuss. For a longer discussion parents are asked to make an appointment through the office.
- The school office is able to pass on any communication to the class teacher at the start of the day.
- Teachers have class email addresses, so you can communicate directly with them regarding curriculum information.
- We email a half-termly newsletter.
- There is an Autumn term welcome class meeting for parents and carers to cover useful class information.
- Parents' consultation evenings take place in the Autumn and Spring terms.
- You will receive a full written report in July.
- There are information evenings on various aspects of the curriculum held throughout the year.
- The school website [www.glenfieldschool.co.uk](http://www.glenfieldschool.co.uk) offers a wealth of information and is frequently updated. For details of upcoming events look under NEWS & EVENTS/DATES FOR YOUR DIARY. .
- Parents are invited into our Special Assembly on a Monday morning if their child has been chosen for a Headteacher award or Star of the Week.
- Office staff send information home via email, text, letter and verbally via telephone or face to face at our office reception. Please use [info@glenfieldschool.co.uk](mailto:info@glenfieldschool.co.uk) for all general messages and enquiries.

### **My Child at School (MCAS) App\***

In MCAS you are able to order uniform, pay for school trips and events, book parents evening, update your details, view attendance and much more. Once you've signed up to MCAS any text messages we send you will be visible within this app (not in the usual way you receive text messages).

### **MarvellousMe App\***

This App is used by the teachers (and sometimes the Office) to send messages, badges or awards to tell parents about their child's learning and achievements or good work.



\*Once your child has joined Glenfield you will receive the relevant details to allow you to join these various apps/websites. This may be provided in paper form or via your email.

## Attendance



### **What should I do when my child is absent?**

Please telephone, text or email by 10.00am on the first day of absence. You will receive a text message from the school if we have not heard from you. **The school must be officially notified of any absences.**

### **Leave of Absence**

Parents by law are responsible for ensuring their child regularly attends school. Failure to do this is an offence and will result in a penalty notice or even prosecution (further details are available on our school website).

Term dates are always published on our school website (under News & Event/Term Dates) and on the Southampton City Council website.

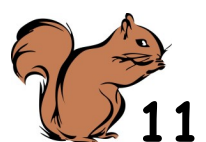
*The current law gives no entitlement for parents to take children on holiday in term time. If a holiday is taken, parents will be fined.*

We only have the children in school for 39 weeks out of 52; it should be most unusual for parents not to find time for their annual holiday in the 13 weeks available.

Leave of absence forms (available at the office), when completed, will need to be returned to school. A decision from the Headteacher will be returned within 10 days of the application being received.

This school is actively seeking to reduce the number of absences and each half term the Headteacher, Family Support Worker and the Administration Assistant meet to discuss all children with attendance at or below 90%.

The children receive certificates for excellent attendance (96% and above).



## **The Role of the Governors**

The Governing Body is responsible for deciding the strategic plan for improvement and acting as a 'critical friend' to the school. Its primary role is to monitor the work of the school. They meet at least six times a year as a whole Body, organising meetings that focus on one or more of their responsibilities. They discuss various matters concerning the running of the school and make decisions on a range of issues including finance, the curriculum, staffing and school policies.

Each Governor's term of office is four years, after which time an election is held. The Chairperson is elected annually from within the Governing Body.

The Governors' Annual Meeting for Parents is one of many occasions when parents can show their support for the school. The Governors' Annual Report sets out what has been achieved so far and parents have the opportunity to share interests and concerns of a general nature.

A full list of our school governors is available on our website.

## **Child Protection**

Ros Stamper is the Headteacher and the Designated Safeguarding Lead (DSL) for the school. There are 3 deputies as follows:

Mrs Glasspool – Deputy Head/Year 2 Leader

Mrs Anderson – Year 1 Leader

Mrs Spake – Pupil & Family Support worker

There are set procedures which must be followed, for example the DSL will contact Children's Resource Services (formally Social Services) to discuss any concerns about a child which *may* constitute abuse or which cause concern. She is also legally bound by their decisions or guidance and in most cases will inform parents of any contact with them.

The Headteacher is always willing to see any parent who wishes to discuss a problem relating to their child.