

'Senior leaders and teachers have created an ambitious curriculum that opens pupils' eyes to cultures and experiences around them. Pupils become aspirational for their future.'

OFSTED 2020 Inspection

'Pupils are safe and say that they feel safe. They learn and play together in an attractive and secure environment. Their attitudes reflect the school's vision that 'Together everyone achieves more'

OFSTED 2020 Inspection



Parent/ Carer Handbook 2023-2024

Working in partnership with The Osborne Co-operative Academy Trust.



WELCOME TO OUR SCHOOL

Dear Parents/Carers

On behalf of pupils, staff and governors, I would like to welcome you to our school. We are extremely proud of our school and all that our children achieve.

In 2020 Ofsted judged the school as good in all areas. This reflects our commitment to provide a first-class academic education appropriate for all pupils who join the school. The objective is to enable everyone to achieve their very best, to feel stimulated and challenged intellectually, to be engaged, active and innovative learners so that they develop the skills they need to progress smoothly and confidently to the next stage of their education. Choosing a school for your child is likely to be one of the most important decisions that any Parent or Carer makes and we hope you share our educational ethos.

We are a Cooperative School and part of The Osborne Academy Trust. Our shared Trust values are Equality, Equity, Solidarity, Democracy, Self-Help, Self-Responsibility and the children and staff are encouraged to follow these values at all times. Our vision includes recognising that each child is an individual and as such is unique. We work closely as a team striving to attain the highest possible outcomes for all pupils, where inclusion of all learners is a central goal. We seek to provide all our learners with the best possible start to life and we will work with the necessary support services wherever possible.

We provide a stimulating, secure and caring environment, where high standards of behaviour, mutual respect and academic achievement are paramount. We try to ensure that our pupils leave school with a positive disposition for learning through the delivery of a creative curriculum to encourage them to become lifelong learners. We develop the potential of our staff through the provision of high quality training in order to facilitate this provision. We are committed to working together and through wider networks, such as our Trust, we learn from each other, sharing best practice.

We have a large outdoor area, including a designated Forest School area and have the benefit of a large sports hall. With a range of clubs and activities daily, East Tilbury Primary School children are very active. We serve a healthy lunch and run a free fruit scheme for younger children. Parents and Carers are asked to keep to our healthy packed lunch guidance when sending food for lunchtime. By teaching children how to stay healthy and ensuring they get into healthy habits we aim to ensure they are healthy throughout their lives. We are very proud of our children's achievements in competitive sports and consider this an outcome of our focus on healthy living.

We have many opportunities for Parents and Carers to support their children at school. We have termly Parent and Carer consultations, seasonal events and regular home-school links through our weekly newsletter. We look forward to your involvement and commitment in a partnership with the school and would encourage you to support our thriving Parents and Friends Association (PFA).

This handbook is intended to provide Parents and Carers with useful information about our school and how it works. If you would like to apply for a place for your child at East Tilbury Primary School, please contact the school office for an application form or to make an appointment to look around.

We hope that this booklet will be useful to you and that the information given will aid the smooth entry of children into the school.

F Bates
Headteacher



We are a Co-operative Multi-Academy Trust, with twelve member schools within the Essex area.

Our vision is for a global community of values-driven individuals who flourish together

By working together through mutual co-operation, we are transforming our schools into places where students can feel safe, be inspired, learn how to study effectively, and most importantly, how to define and achieve their personal goals

The Trust's vision is to provide first class schools for the local community. It will bring step change and transformation to the education outcomes for pupils based on raising aspiration, the pursuit of excellence and high ambitions, all founded in the Co-operative values. This transformation will end the cycle of low aspiration expectation, achievement and transform the progression prospects for all. Our schools' pupils are competent and confident young people with high self-esteem, high levels of skills and a clear sense of their personal responsibilities both for themselves and to others. Our schools are a place of progression, inspiration and safety where pupils learn about themselves, learn how to learn, learn how to work with others, and learn how to define and achieve their personal goals. Our schools are places where they belong and "Aim High!"

East Tilbury Infant & Junior Schools chose to join the Co-operative Trust and became Academy schools in April 2012. In September 2014, East Tilbury Infant School and East Tilbury Junior School merged to become East Tilbury Primary School.

The Trust's Chief Executive Officer is Paul Griffiths. Further information about the Trust can be found on the website: <http://www.osborne.coop/>

About the School

East Tilbury Primary School was formed in September 2014 following the amalgamation of East Tilbury Infant and Junior Schools and is a member of the Osborne Co-operative Academy Trust. Children generally start school in September at the age of 4; all applications for admission to full time school must be made through Thurrock Borough Council. Information on how to apply can be found on the Thurrock Council's website www.thurrock.gov.uk/school-admissions. We currently have 687 children on roll in full time school.

Our school is located on large grounds with a dedicated playing field which is used for outdoor PE, sporting events also fundraising and social events arranged by our active PFA. We have excellent ICT equipment available to enhance lessons, an Aspire Base for intervention groups, a counselling and Play Therapy room, a Sensory Room and a large library which the children use during the school day. We have reading hubs based around the school to encourage a love of reading at all ages. We have adopted Nurture pedagogy across the school to support all children with their mental health and well being. .

The community sports hall is used during the school day for assemblies, PE lessons, extra-curricular activities and also at lunchtimes.

We have an active School Council with each class voting for two representatives; regular meetings ensure that pupil voice across the school has a direct impact on the education and opportunities within the school.

Mission Statement

It is how we rise to the challenge that defines us and this is a defining moment for East Tilbury Primary School. Together, as a community, we will work together for the children of East Tilbury and use others' strengths as we all strive to be lifelong learners.

Mission Statement

- Every child within our school is an exceptional individual who brings with them different experiences and knowledge.
- We all take pride in the community, working together to create an image of the future we seek for the children in our care.
- As a school we will endeavour to co-operate with the community to inspire and empower every individual.
- The education at East Tilbury Primary School will develop the children's active, creative and enquiring minds in order to unlock their full potential.
- We will apply the Co-operative Values of self-help, self-responsibility, democracy, equality, equity and solidarity to support and reinforce the spiritual, moral, social and cultural development of all pupils.

This Mission Statement has been created with the support of the school's stakeholders.



School Local Governing Body

Governors have particular responsibilities laid down by law and share the task of leadership and management with the Headteacher. Governors are volunteers who play a vital role in making sure every child receives the best possible education.

Our current Governing Body consists of:

Mrs S Allen-Clarke
Mrs Allison Daniels

Mr P Griffiths
Mrs J Clark
Mrs F Bates

Mr B Chaston
Revd. Michele Marshall
Dr A Osei Boateng
Mrs N Tyler
Mr A Hawkes
Dr J Bincalar

Mr C Palser
Mrs H Allen

Chair of Governors (Community Governor)
Vice Chair (Parent Governor)

CEO of the Trust
Trust Chief Operating Officer
Headteacher

Community Governor
Community Governor
Parent Governor
Parent Governor
Parent Governor
Parent Governor

Teaching Staff Governor
Support Staff Governor

The School Day

We expect children to arrive at school in good time; being late is upsetting for pupils and disrupts the learning of the whole class. Gates are open from 8.25am

Reception	08:30—15:00
KS1	08:40—15:10
KS2	08:50—15:20



School organisation

School Years are broken down into key stages.

EYFS – is for children 4-5 (reception)

KS1 – is for children aged 5-7 in Years 1 & 2 (infants)

KS2 – is for children aged 7-11 in Years 3-6 (juniors)

All classes at the school are based on mixed abilities

Children in Year Six have the opportunity to be selected as prefect. Prefects are selected termly and have various responsibilities such as delivering registers and announcements at celebration assemblies.

House Captains are selected to represent each house at sporting events, receiving awards and leading on Sports Day and the Pastoral Team appoint Playground Buddies. We also have a team of Pupil Health & Safety Officers and class wellbeing Champions.

Parents/Carers are welcome to attend the following planned events:

- **EYFS** and **Year One** craft and carols in December
- Remembrance Service – **Year Six**
- **Year Six** have a Leavers' assembly in July.



2023-2024 SCHOOL TERM DATES

September 2023							October 2023							November 2023							December 2023						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3							1			1	2	3	4	5					1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
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25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			
January 2024							February 2024							March 2024							April 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30					
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May 2024							June 2024							July 2024							August 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
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27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

Autumn Term:	Monday 4 September 2023 – Wednesday 20 December 2023 <i>Half Term 16 October – 27 October</i>	73 days
Spring Term:	Thursday 4 January 2024 – Thursday 28 March 2024 <i>Half Term 19 February - 23 February</i>	56 days
Summer Term:	Monday 15 April 2024 – Tuesday 23 July 2024 <i>Half Term 27 May – 31 May, and May Bank Holiday - 6 May</i>	66 days - 195 days

	School Holiday
	Bank Holiday
	Additional Autumn Half Term
	Inset days, schools closed to students (20 th /21 st July payback for Twilight sessions)
	Trust Conference, schools closed to students

PE & Sport

At East Tilbury Primary School, we excel in PE and sport both within school and within the borough.

We have a specialist PE teacher who teaches lessons, supports other teachers to develop their skills further and runs extra-curricular clubs. A variety of sporting clubs run at lunchtime and after school where pupils can enhance their skills and knowledge of sports, work as a team and socialise with other students and above all enjoy themselves.

We hold house competitions every half term where children compete in various inclusive team games such as End Ball, Goal Ball, Kwik Cricket and many more against other houses.

We affiliate with the Thurrock SSP so that we can compete against other schools in the borough at various competitions such as Gymnastics, Athletics, Netball, Football, Dodge ball, Cross Country and many more. We have had many successes where we have gone onto represent Thurrock schools in Essex schools' finals.

The daily mile is an initiative our school have taken on board from Active Essex. Through trial and error, we have come up with what we feel works best for our school. Children can complete their mile in any way they wish, through jogging, walking, skipping as well as socialising at the same time. We have met with Active Essex representatives who also held an assembly to give children knowledge of the daily mile. Active Essex were very forthcoming with helping us in any way possible. Teachers choose when it is the best time for their class to take part in the daily mile, sometimes this maybe within their PE lesson, other times included during the afternoon sessions.

We also take part in many fund-raising events and national school events such as the British Heart Foundation sponsored skip, Sports relief and the Big Pedal.



Additional Educational Needs

East Tilbury Primary School is an inclusive school where we focus on the well-being and progress of every child. We have high expectations of all our children. To ensure they achieve their potential we use a range of strategies to give challenges at an appropriate level and provide support to overcome barriers to learning. Children with special educational needs are supported within their own class and, where identified, may be withdrawn for short sessions to work with an adult, individually or in a small group. We have a very effective Nurture approach across the school that supports and enhances the learning of all children. Similarly, children who are identified as more able, demonstrating an aptitude in a curriculum area, will be given opportunity to extend their learning in class, and may have opportunity to work on challenges outside the classroom. We work closely with external agencies and other schools within the Co-operative Academy Trust to ensure that our children and families are provided with the correct support and advice when necessary. All children have equal access to the curriculum.

At East Tilbury Primary School we provide an Alternative Provision that caters for a small number of children who have been permanently excluded from other mainstream primary schools. The Annexe works to support these children in returning to their local schools equipped with the skills to be successful.

Assessment

All children are regularly assessed in all subjects, more formal assessment takes place in English, Maths and Science and the Senior Leadership Team regularly monitor progress and moderate books. Our formal methods of assessment are:

Reception baseline testing of children that teachers make at the start of their time in reception;

Phonics check near the end of year 1;

Teacher assessment at the end of key stage 1 in mathematics, reading and writing, informed by pupils' scores in externally-set but internally-marked tests (writing will be partly informed by the grammar, punctuation and spelling test); and teacher assessment of speaking and listening and science;

National tests at the end of key stage 2 in: mathematics, reading, grammar, punctuation and spelling, and a teacher assessment of writing, and science.

Good assessment practice allows the teachers and the Senior Leaders to use assessment data to best effect, to move teaching and learning forward, and to maximise pupil achievement. Teachers use assessment in their classrooms every day, sharing success criteria and individual targets with children and giving them feedback while they are working towards these. The purpose is to help pupils understand how to improve. Every curriculum area has a wide range of skills and knowledge that must be taught. Once children have received feedback and practised these skills, teachers evaluate their progress. This data is entered into Target Tracker (our tracking tool) - this enables us to identify any concerns we have around progress and act quickly to ensure all children are on track to make expected or better progress. We have a formal data drop every term with Pupil Progress Meetings that focus on the progress being made.



Safeguarding/Pastoral Care

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff and volunteers have received Child Protection Training and we have a team of Designated Safeguarding Leaders, including an Early Years Designated Lead. This team deal with all concerns raised and will liaise with external services and families to ensure excellence in safeguarding. Our governors and The Trust also monitor the school's Safeguarding procedures.

Staff members have a duty to safeguard and promote the well-being of all children in their care. If staff members have concerns about any child, this will be passed to the Head of School/ Safeguarding Lead who may contact you to discuss the situation. Please tell your child's teacher if your child has suffered any injuries at home or any circumstances which may result in a change in behaviour.

Where staff have a serious concern about a child's welfare, the school has a legal obligation to make a referral to Social Services at the Local Authority.



Keeping Parents/ Carers Informed and Reporting to About Their Child's Progress

We produce a weekly newsletter regarding events being held, community events, what the children have been doing in school and examples of pupils' work. The school website holds lots of information regarding the curriculum including class pages and class blogs.

Your child will have a reading record as a link between you and your child's teacher.

Targets are set each term and these will be shared with parents/carers at Parent Consultation meetings. These meetings are held during the Autumn and Spring Terms and are an opportunity to discuss your child's progress.

In **July** a written report is sent home giving details of your child's achievements in work and behaviour in school. Parents/Carers have the opportunity to make an appointment with the class teacher if they wish to discuss the report and there is also an opportunity to look at your child's class work and display work along with displays from other classes across the school.

Behaviour & Discipline

At East Tilbury Primary School, we consider our school to be a community. We believe that behaviour is based on mutual respect, courtesy and consideration for others. Children are also encouraged to have respect for the school environment and the possessions of others. We hope that parents/carers support the school in all areas of behaviour and discipline. The school has a Behaviour Policy which is available for parents/carers on request; it can also be found on our website. Our behaviour motto is: Ready, Respectful & Safe.

Maths Basic Skills

Children are given resources with which to practise their basic skills. Depending on their year group this can include number and counting activities and access to Mathletics and My maths at home as well



Homework

English and Maths homework is set weekly via our online learning platform Google Classroom. Home learning tasks are posted on a Friday and should be returned on Thursday of the next week. Tasks will reflect current class learning to either extend, consolidate or prepare for learning. Pupils also have access to Active Learn and Mathletics.

Reading

Every child is expected to read at home at least 5 times a week.

Reception- 10 minutes a day, at least 5 times a week

Y1 and Y2- 10 minutes a day, at least 5 times a week

Y3 and Y4- 15 minutes a day, at least 5 times a week

Y5 and Y6- 20 minutes a day, at least 5 times a week

Spellings and Phonics

Spellings or phonics lists will be given out on a Friday, on our online learning platform Google Classroom. For children in Years 1 to 6, one column should be completed each day in preparation for the spelling test at the end of the week. Reception children are given letter formation activities to support the class-based phonics learning.

National Test Results 2019 (last official data pre COVID-19)

EYFS at the end of Reception

GLD	School Level	National Level
2019	83%	72%
2018	84%	72%
2017	83%	71%

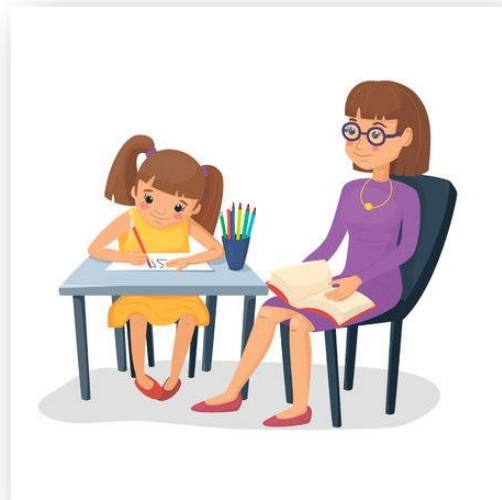


KS1 Phonics

GLD	School Level	National Level
2019	86%	82%

Key Stage 1 Results (%)

2019	School	National
Reading	80%	75%
Writing	79%	69%
Maths	78%	76%



Key Stage 2 Results (%)

Key Stage 2 Results 2019	% of pupils meeting the expected standard		% of children meeting the higher standard	
	<i>School</i>	<i>National</i>	<i>School</i>	<i>National</i>
Combined Reading, Writing	65%	65%	14%	11%
Reading	83%	73%	35%	27%
Writing	75%	79%	28%	20%
Mathematics	78%	79%	21%	27%

Anti-Bullying

“Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or intimidating someone.

It can happen anywhere – at school, at home or online. It’s usually repeated over a long period of time and can hurt a child both physically and emotionally.” nspcc.org.uk

We have a large Pastoral Team in place; this team meet and greet the children daily as well as running numerous sessions both groups and one to one to support children in developing confidence, dealing with conflict, making good choices and having a voice that will be heard. We also have a Play Therapist to support those children who require time to work through complex issues. The Inclusion Lead supports and leads the Pastoral Team.

There are Playground Buddies in place, these are KS2 children who have been trained to support KS1 children in playing together successfully.

Children are encouraged to tell someone in school immediately if an incident takes place.

School Meals

We use Thurrock Catering Services to provide our meals. We currently operate a 3-week menu. Please check the menu for the choices this can be found on the website and is emailed out to parents/carers.

When individual requests are made due to medical conditions Thurrock Catering will endeavor to meet these needs through adapting the menu where possible.

The cost of school meals is £2.30 which must be paid in advance; payments must be made online using MCAS (My Child At School). Where there are dinner money arrears the school will be unable to provide a hot meal for your child until the arrears are paid. Children will also be unable to attend residential trips where parents/carers have allowed dinner money arrears to build up. Regular text messages are sent out advising parents/carers of any outstanding amounts.

Packed Lunch

Children may choose to bring a packed lunch to school rather than have a hot meal. These should be sent in to school in a lunch box labelled with your child’s name; please remember that many children may have the same lunch box. We encourage children to enjoy a healthy lunch and would ask that you do not send your child with any nut products, chocolate bars, sweets, fizzy drinks or glass bottles in their lunch box.

Midday staff will encourage children to eat their lunch and if staff notice a child is regularly not eating their school meal or packed lunch a phone call will be made to advise parents/carers.

Home Lunch

Parents/Carers can collect their children if they wish to take them home for lunch.

EYFS should be collected at 11.30am and return at 12.20pm

KS1 should be collected at 12.00pm and return at 12.50pm

KS2 should be collected at 12.30pm and return at 1.20pm



Break Time Snacks

In EYFS and KS1 children receive free fruit as part of the National Fruit Scheme and under 5’s receive free milk daily.

Children are encouraged to bring a water bottle in daily, clearly labelled with their name and class.

Occasional themed lunches are arranged to encourage the children to have school meals.

Universal Infant Free School Meals

In September 2014 the government introduced *Universal free school meals* for all children in Reception, Year 1 and Year 2. This means that all these children are entitled to receive a free hot meal at school and a packed lunch for school visits. We understand that some children are fussy eaters and may prefer a packed lunch however the school is happy for children to make their choices daily to encourage them to take up the opportunity of a hot meal occasionally if there is a choice on the menu they enjoy. Parents/carers have the option of providing packed lunches from home for school visits if they do not wish their child to have a school packed lunch which consists of a sandwich, carton of drink, piece of fruit and a dessert. Fun, themed lunches are arranged periodically to encourage the children to have school meals.

If parents/carers of any children in EYFS and KS1 receive certain benefits they should still apply for free school meals online through Thurrock Council's website as this will entitle the school to receive further funding known as Pupil Premium Grant. You are encouraged to apply as soon as your child starts school as this will enable your child to continue to receive free school meals in Years 3, 4, 5 & 6 .

Pupil Premium Grant

Families who are on low income or in receipt of certain benefits may wish to register for Pupil Premium. Any child who is entitled to receive free school meals (this does not include Universal Infant Free School Meals) will automatically receive pupil premium funding.

Your child may be entitled to *free school meals* if you receive any of the following:

- Income Support
- Support under Part VI of the Immigration and Asylum Act 1999

Entitlement to free school meals means that your child may receive music lessons through Thurrock Music Services at a discounted rate.

Pupil Premium money can be used to support your child's education in many ways including support towards payment of educational visits and additional tuition in school.

Payments

The school operates a cashless system. All payments for school meals, educational visits, music tuition etc. should be paid electronically using MCAS (My Child At School). Charity donations and PFA activities can still be paid in cash to the school. Any money sent in for these activities must be in a sealed envelope, clearly labelled with your child's name and the name of the activity.

Home School Links

We feel that it is very important that there are good home/school links and work hard to maintain this. Parents/Carers are welcome to make enquiries on any matter using Parental Portal on Bromcom, by telephone, in writing or in person. There will be times when enquiries can be dealt with immediately however on occasions it may be necessary to arrange an appointment with your child's class teacher at a mutually convenient time. Usually most queries can be answered by the school office or your child's teacher however on occasion you might feel that it would be more beneficial to meet with a member of the Senior Leadership Team. The reception staff will be happy to take details of your concerns and direct you to the appropriate member of staff who will contact you to discuss or if necessary, to arrange an appointment.

Parent Consultations and School Reports

There are two formal consultations meetings which are generally held in the Autumn and Spring term where you will discuss your child's targets and progress with their class teacher. At the end of the Summer term parents/carers are invited into school to view children's work in books and on display throughout the school. End of year reports are sent out at the end of the summer term and parents/carers are welcome to make an appointment to meet with the class teacher if there is anything they would like to discuss. Please keep the school updated regarding immediate family links, if parenting arrangements should change then the school will endeavour to keep both parents informed of their child's progress and events within the school.

Attendance

If children are too ill to attend school, we expect them to be kept at home. If your child has diarrhoea or a sickness virus we would ask that you keep them home for 48 hours following the last bout of illness. If a child is sick because they have a cough, have eaten too much or they have eaten something that has disagreed with them, we would ask that you use your judgement and if you consider your child well enough, they may attend school.

All non-attendance must be reported to the school office before **9.00am**. If a message is not received a text message will be sent to ascertain the whereabouts of the absent child. Where there is persistent absence the school may request to see medical evidence.

At East Tilbury Primary School we expect all children to achieve at least 96% attendance for the whole academic year (September—July).

Pupil attendance is closely monitored by our Attendance Officer and our Trust Welfare Officers who are there to support you and your child should you have any problems ensuring your child's attendance at school.

Reward certificates are handed out to children who achieve 100% each term, with a special celebration for those children who achieve 100% for the whole academic year. We also recognise those children whose attendance is good or greatly improved at the end of the year.

Lateness

The school gates are open at 8.25am and remain open until 8:55am, any child arriving at the school gate after 8:55am must report to the school office where they will need to be signed in on the Inventory electronic system and their lunch preference noted.

We expect children to arrive at school in good time; being late is upsetting for pupils and disrupts the learning of the whole class.

Sickness and Medical or Dental Appointments

Routine dental and doctor's appointments should ideally be made after school or during the school holidays. We do however understand that occasionally there are emergencies or hospital appointments when it may be necessary to take your child out during school time. Please send a note or copy of the hospital letter/appointment card in to the office advising of the date and time of the appointment and when you will collect your child. When you collect your child, the receptionist will request that you sign your child out. They will be signed back in upon their return.

If your child will not be in for morning registration and requires a school meal, please telephone the school office before 9.15am to place the lunch order.

Administration of Medication

We are unable to administer medication in school unless it is for a long term illness; parents/carers are welcome to come to school to administer medication themselves or to send a nominated adult. The school office must be informed in writing if anyone other than a parent/carer will be administering medication to a child. Children with Asthma must have a labelled, in date inhaler in school in case of emergency and parents/carers should complete a medical form. Younger children will be supported by an adult where necessary. Children with AAI Pens must also provide the school with two pens in the event of an emergency. The school provides emergency inhalers and AAI's which we hold on the premises that can be used in emergency ONLY (if the inhaler or AAI is out of date, fails to work or has run out) this will be the only time the emergency medication will be administered and this also requires parent/carer consent.

Medication kept in School

If it is necessary for your child to take medication during the school day or have an epi-pen/asthma pump in school, parents/carers must ensure that this medication is in date. A medication form should be completed, the medication and form should then be handed into the school office, NOT the class teacher. All medication must display the child's name and dose as advised by the GP.

Please ensure the school is aware of any medical conditions that your child may have including allergies and that all medication kept in school is in date.

Rashes and Skin Infection	Recommended period to be kept away from school	Comments
Athletes foot	None	Athletes foot is not a serious condition. Treatment is recommended.
Chickenpox	Until all vesicles have crusted over	
Cold sores (herpes simplex)	None	Avoid contact with the sores. Cold sores are generally mild and self-limiting
German measles (Rubella)	Four days from onset of rash	Preventable by vaccination
Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces infectious period
Measles	Four days from onset of rash	Preventable by vaccination
Ringworm	Exclusion not usually required	
Scabies	Child can return after first treatment	Household and close contact usually require treatment
Scarlet fever	Child can return 24 hours after commencing the appropriate antibiotic treatment	Antibiotic treatment required for the affected child
Slapped cheek (fifth disease or parvovirus B19)	None once rash has developed	
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause Chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch
Warts & Verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.
Diarrhoea & Vomiting Illness	Recommended period to be kept away from school	Comments
Diarrhoea and/or vomiting	24 hours from last episode of diarrhoea or vomiting	
Respiratory infections	Recommended period to be kept away from school	Comments
Flu (influenza)	Until recovered	
Whooping cough	48 hours after commencing antibiotic treatment or 21 days from onset of illness without treatment	Preventable by vaccination, after treatment non-infectious coughing may continue for many weeks.
Other infections	Recommended period to be kept away from school	Comments
Conjunctivitis	None	
Glandular fever	None	
Head lice	None	Check child's hair regularly and if eggs are present either treat with over the counter lotion or wash, condition and comb with a nit comb.
Mumps	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

Accidents and Emergencies

If your child is unwell or is injured at school it may be necessary to contact parents/carers urgently, therefore please ensure you inform the office if you change any of your contact details.

If your child suffers a minor injury, we will inform you via your child with an information slip, if there is a mark we will send you a text message as courtesy and you will also receive an information slip home via your child.

If your child suffers a serious injury, we will contact you immediately and telephone for an ambulance. If you are unavailable and in extreme circumstances it becomes necessary for a member of school staff to accompany your child in the ambulance, another member of staff will follow the ambulance to the hospital where staff will wait until parents/carers or a nominated adult arrives.

School Uniform

Wearing school uniform helps your child to feel part of the school community. It also looks smart, is economical and wears well. Please ensure that all uniform is clearly labelled; it may be necessary to check that the name has not faded after washing. Logo uniform and ties can be purchased from Urban Uniform, their shop is located in Lam-pits Hill, Corringham. <https://www.urbanuniform.co.uk/>

or

Uniforms by Niki. For more information visit the website <https://uniformsbyniki.com/collections/east-tilbury-primary-school-nursery>

Jewellery should not be worn to school. Children with pierced ears may wear stud earrings and parents/carers should provide them with micropore tape to use during PE lessons.

Long hair should be tied back. Children should have suitable and appropriate



UNIFORMS
by Niki



Winter	Summer	PE KIT
White shirt, School tie	White polo shirt	Plain white T shirt
School jumper	School jumper	Navy Shorts
Grey pinafore, skirt or trousers	Grey trousers, skirt or shorts Navy checked dress	Black plimsolls (or trainers for KS2 only)
White socks or black tights	White socks or black tights	
Navy school cardigan or jumper	Navy school cardigan or jumper	
Black sensible shoes	Black sensible shoes or enclosed sandals	

How can Parents/Carers help children to be ready for the school day?

- It is important that parents/carers ensure their child is in school by 8.50am every day, gates are open from 8.30am. Children arriving late are often embarrassed walking into class when lessons have already begun and this in turn disrupts the learning of the other children.
- Remind your child to take their homework and reading book into school.
- Children should have all the equipment they need for the day, i.e. swimming, PE kit, coat in cold weather and sun hat in the summer.
- Jewellery should not be worn in school. If your child wears a piece of jewellery as a religious symbol, please ensure the school receive notification of this in writing.
- Please make sure that your child and the class teacher are aware of collection arrangements at the end of the school day. If the usual collection arrangements change for any reason, please call the office before 2.00pm to allow time for the message to be passed on. If you have a more permanent change to collection arrangements, please complete a new form and this information will be updated on our collections list.
- Children should be collected promptly at the end of the day. Reception are collected at 2.50pm, KS1 children should be collected at 3.00pm and KS2 finish at 3.10pm.
- As with all public buildings smoking is not permitted on school grounds, this includes the use of Vape and E-cigarettes.
- Please do not bring dogs onto the school site.

Extra-Curricular Activities

The school offers a variety of after school activities which are predominantly run by teachers or learning support assistants. These include, but are not limited to, football, netball, art club, gardening club, drama, athletics, badminton and rounders.

Thurrock Music Services also offers a selection of music lessons including keyboards, guitar and drums. Fees are payable termly in advance, please look out for reminders on the weekly newsletter or alternatively request a pack from the school office. Unfortunately it is not possible to start lessons mid-term.



Educational Visits (subject to COVID-19 restrictions)

There will be occasions when we offer the opportunity for children to enhance their learning outside the classroom by arranging an off-site visit to a suitable venue. Occasionally we may have a visiting workshop depending on the topic that the children are studying. We will aim to give parents/carers as much notice as possible of such trips and a letter will be sent home seeking parental consent. From time to time your child may visit the library or go for short walks around the local area. As consent for this can be given when children are admitted to the school, we may inform you of the visit either in the weekly newsletter or by sending a letter home with your child.

The school has an established pool of parent volunteers, who are willing to accompany children on educational visits as well as supporting in class. These volunteers are DBS checked, regarded as unpaid ambassadors for the school and expected to conform to all school policies relating to issues of child protection, emergency procedures, dress code etc. Volunteers have an induction session delivered by Mrs Jarvis. No parental volunteers will be allocated to their child's group on any trips.

Risk Assessments

If your child has an injury that will affect their day to day school life i.e. has a cast/injury that means they are unable to participate in PE or other activities, it may be necessary for an individual risk assessment to be carried out. Please contact the office prior to sending your child into school if you think that an assessment may be necessary.

Admissions

East Tilbury Primary School is a popular school serving residents of East Tilbury and we are regularly over subscribed. We are an ever-growing school with the capacity for over 700 pupils.

The School regularly receives more applications than there are places available and parents aren't always successful in gaining a place for their child, even though they reside in the priority admissions area.

Our planned admission number (PAN) is **120**

Thurrock Council is the admission authority for East Tilbury Primary School. This means that the council sets the oversubscription criteria and makes the decisions as to which pupils are admitted to our schools.

Complaints Procedure

We believe that our school provides a good education for all our children, and that the Headteacher and other staff work very hard to build positive relationships with all parents. However, the school is obliged to have procedures in place in case there are complaints by parents/carers.

If a parent/carer is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with their child's class teacher. Most matters of concern can be dealt with in this way. All teachers work very hard to ensure that each child is happy at school, and is making good progress; they always want to know if there is a problem, so that they can take action before the problem seriously affects the child's progress.

Where a parent/carer feels that a situation has not been resolved through contact with the class teacher, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it with the Headteacher. The Headteacher considers any such complaint very seriously and investigates each case thoroughly. Most complaints are normally resolved at this stage.

Should a parent/carer have a complaint about the Headteacher they should first approach the Chair of Governors, through the main school office, who is obliged to investigate it. The governor in question will aim to resolve the issue through a dialogue with the school, but if a parent/carer is unhappy with the outcome, he or she can make a formal complaint, as outlined below.

Only if an informal complaint fails to resolve the matter should a formal complaint be made to the Local Governing Body. This complaint must be made in writing, stating the nature of the complaint and how the school has handled it so far. The parent/carer should send this written complaint to the Clerk to Governors to be addressed by the Local Governing Body.

Behaviour of Adults on site

As part of our duty to safeguard our pupils and staff we have a parent/carer conduct policy (which is available on our website). Please take time to read this so that you can support our efforts to display and model appropriate behaviour to our pupils.

East Tilbury Primary School, Princess Margaret Road, East Tilbury, Essex, RM18 8SB

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