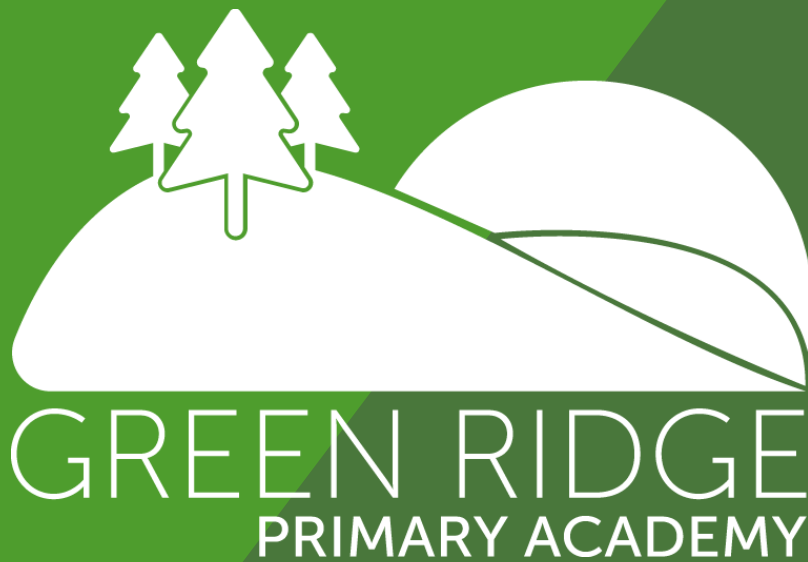


# Little Ridges Parent and Carer Handbook



September 2023



## Welcome

The first few years of education are exciting, not only for your child, but also for you, their parents and carers. We are proud to offer a warm, caring, and safe nursery community at **Little Ridges** as part of **Green Ridge Primary Academy**. Our aim is to help your child settle into their new surroundings and, over the year, become familiar and confident with the many new things they will learn. We will also be preparing your child for the rest of their schooling, from nursery onwards. We hope these crucial years with us will prove to be very happy ones.

### The Early Years Foundation Stage (EYFS)

The **Early Years Foundation Stage** (sometimes called The Foundation Stage) sets standards for the learning, development, and care of your child from birth to 5 years old. Children often begin a crucial part of **The Foundation Stage** at nursery, and they complete this stage at school, in their first year, called the **Reception** year. We always try to liaise with previous nurseries, settings, or providers to make sure we know as much as possible about the children before they join us in Little Ridges. After your child has attended Little Berries (2–3-year-olds) and Little Acorns (3–4-year-olds), you can then apply for a place in the main primary academy, Green Ridge in the Reception year group. Please note that being admitted to Little Ridges Nursery does not automatically guarantee admission into the main school for Reception, and parents/carers must apply separately. For more information, please see the **Admissions Policy** on our website.

## The Curriculum

All schools are required to follow the EYFS curriculum, which is organised into seven areas of learning:

- Communication and Language.
- Physical Development.
- Personal, Social and Emotional Development.
- Literacy.
- Mathematics.
- Understanding the World.
- Expressive Arts and Design.

The philosophy behind the EYFS is based on the 'whole child' and comes from decades of theory on child development and learning. It builds on the wealth of experiences the child has gained from their home lives and pre-school learning. It provides challenging opportunities for child-initiated learning, exploration, problem solving and decision-making. Through the different learning experiences, the child develops a strong sense of self-esteem that will promote confidence, independence, and a belief in their own self-worth. Independence and understanding about what they are doing are fundamental to the child's learning.

Green Ridge Primary Academy aims to provide a broad, balanced, challenging, and thorough education, enabling children to achieve the highest standard of which they are capable.

Schemes of work and resources are carefully chosen to accommodate and stimulate children of all abilities. The curriculum includes the following subjects: English, Maths and Science as core subjects; Computing, Physical Education (PE) and Religious Education as key subjects. History, Geography, Design Technology, Art, Music, Foreign Languages and PSHE & Citizenship as foundation subjects.

The Early Years Foundation Stage, which incorporates Nursery and Reception classes, follow the EYFS curriculum as set out by the Department for Education (DfE). We aim to create a culture where children enjoy learning in all areas and develop sound basic skills which enable them to acquire a positive outlook towards life and learning.

## Special Educational Needs and Disabilities (SEND)

- Our school has a policy for SEND which is in line with the DfE code of practice for children with SEND.
- All staff are committed to addressing the additional needs of children and our SENCo manages the wide-ranging provision available.
- Careful assessment of additional needs and early intervention is vital, and the school will work closely with parents at all stages.
- The school has good links with external agencies to support specific additional needs.
- The school also recognises the need to provide for children who have particular gifts and/or talents. These children are catered for in a range of different ways through challenge, differentiated activities and specifically designed tasks.

## The Learning Environment



The classroom will be bright, busy and reflect the work and ideas of the children. It will provide space for the children to move freely, and equipment and materials will be clean, of good quality and accessible. The children will be encouraged to use their own initiative, taking responsibility for resources and their own belongings. They will be encouraged to tidy up, put things away safely, wash up painting equipment, use glue and paint sparingly, hang up coats and keeping the cloakroom area tidy. The children

will be taught to use the toilets and paper towels correctly and everyone in the classroom treats each other with respect

Activities within the classroom:

- will be enjoyable and meaningful
- will be practical, giving opportunities for recorded work
- will involve whole class, small group and individual work
- will introduce reading as a pleasurable activity
- will develop mathematical and scientific concepts
- will encourage good speaking and listening skills

## The Classroom Areas

There are many different areas of the classroom that the children can access during their CIL (child-initiated learning) time. The children will be allowed to experiment freely within these areas. Each area will be monitored, and resources will be replenished and replaced. The areas available to the children are:

- Sand and water
- Painting
- Construction
- ICT
- Craft and Modelling
- Mathematics
- Writing and Mark-Making
- Books and Stories
- Role Play
- Listening Area

## The Outdoor Area

Children have access to the outdoor area throughout the day and a considerable amount of their learning takes place outside. The children enjoy the outdoor area in all weathers, so it is important that your child has the correct clothing – coat/jacket with a hood, hat/mittens for cold weather and wellies for splashing in the puddles and mud!





Planned activities linked to literacy, mathematics or topics are frequently taught outside. The children are also able to explore the outside environment looking for bugs and mini beasts using magnifiers etc. Paper and paint and chalk are readily available as well as the wheeled toys and small games equipment for the children to use.

The children are made aware of the outdoor boundaries, and we discuss the 'Keeping safe outside' rules before using the area. A member of staff is always with the children when they are outside.



### The Daily Routine

Little Ridges Nursery operates between 7.30am and 4.30pm, with funded childcare available at the designated times as specified below for each class. Doors open 5 minutes before the start of the morning session at 8.40am.

Little Ridges operates its own wrap-around care between 7.30-8.45am and between 3.15-4.30pm where parents/carers will be able to leave their children, with additional costs payable separately to the academy. These places are subject to demand, availability, pre-booking and payment in advance. Costs for these are outlined in Appendix 1.

All parents and carers must assume full responsibility for their child before their nursery session starts and remain with them until they are safely inside the classroom.

Throughout the nursery day your child will take part in a range of adult led activities focusing on the seven areas of learning. They will also be encouraged to take responsibility for their own learning, in choosing, planning and reviewing activities

A daily lunch club operates where children bring their own packed lunches and have these together as a group. For those parents/carers only eligible for 15 hours' childcare, there will be the option of paying separately for your child to either stay on or come in earlier and have lunch at nursery between 11.45-12.15pm, before or after the morning/afternoon session, which your child attends. This must be booked in advance when requesting your preferred sessions and is not available on an ad-hoc basis due to staffing ratios.

	Mon	Tue	Wed	Thu	Fri	Allocation
Full-time	8.45am-3.15pm	8.45am-3.15pm	8.45am-3.15pm	8.45am-3.15pm	8.45am-3.15pm	8.45am-3.15pm
AM session	8.45-11.45am	8.45-11.45am	8.45-11.45am	8.45-11.45am	8.45-11.45am	8.45-11.45am
PM session	12.15-3.15pm	12.15-3.15pm	12.15-3.15pm	12.15-3.15pm	12.15-3.15pm	12.15-3.15pm

Throughout the day your child will be 'observed' by different members of the EYFS team. This means that we closely follow your child's actions, behaviour (and where possible and where appropriate, conversations) to help us to assess what they know and what they can do. So that we can plan the next steps in the children's learning, some observations are carried out during adult-led activities, where your child will be expected to talk about the activity, and some observations will be carried out during child-initiated learning. Here, we do not always ask questions, as this can interrupt their learning. We use technology (such as cameras or iPads) to capture a child's learning and these images/videos are kept in the child's learning journey online via Tapestry. We also encourage parents/carers to upload any home learning/achievements to share in class.

At the end of your child's session parents/carers are to wait outside the nursery office doors. A member of staff will come to the door and will only let your child leave when he/she sees that a parent or carer is present. At this point, full responsibility for your child transfers from the nursery to you, the parents or carers.

## Drop-off/collection Arrangements

### Breakfast Club

For those children attending breakfast club between 7.30am and 8.45am, parents/carers should drop their child via the Little Ridges Nursery main entrance, to the left of the main school entrance. Parents/carers should press '2' followed by the 'call' button on the keypad, to ring the bell and alert a member of staff to come and greet them. All children arriving before 8.20am are offered a healthy, nutritious breakfast. We regret that breakfast will not be available after this time. The children are then taken to their classroom.

### AM (8.45-11.45am)/PM (12.15-3.15pm) Sessions

Children attending any of these sessions should be dropped off and collected via the Little Ridges Nursery main entrance, to the left of the main school entrance. For morning sessions, staff will open doors from 8.40am to allow a five-minute window for children to come in. For afternoon sessions, staff will open doors from 12.15pm to allow children to come in. Gates to the Early Years play area will remain closed at all times in order to safeguard any children who may be in the outside area. Any parent/carers bringing their child in early to join for lunch club before the afternoon sessions begins, can also drop off at the Little Ridges Nursery main entrance.

### After School Club

For those children attending the after-school club between 3.15pm and 4.30pm, parents/carers should collect their child via the Little Ridges Nursery entrance, to the left of the main school entrance. Parents/carers should press '2' followed by the 'call' button on the keypad to ring the bell, and a member of nursery staff will come and bring your child to you and sign them out. A light bite for tea will be offered at 4.00pm each day, ranging from beans on toast, crumpets, pizza muffins, or an assortment of sandwiches.

### Parents/Carers as Partners

A child's achievement and happiness are greatly enhanced when parents/carers and the school work together in their child's education. Effective home/school communication is vital in ensuring your child settles into school and is content. Parents/carers can help reinforce teacher expectations by:

- Helping your child talk about their experiences.
- Appreciating the effort made by your child to produce a painting or model.
- Encouraging your child to talk about their learning and successes.
- Supporting reading and phonics at home.

Please do inform us if you have any questions, no matter how small. We are always happy to help or clarify.

### The Foundation Stage Profile

Throughout the children's time in nursery, regular observations and assessments of the children's learning are undertaken. These are recorded along with photographs and other evidence via the children's individual Tapestry accounts. The profile is a working document, which is updated and used to discuss with you during Pupil Learning Reviews. It also helps to form the basis of your child's end of year report.

### Birthday Celebrations

- We do not allow children to bring in sweets or cakes to share with classmates on their birthdays, or because of a religious celebration.

- Birthday sweets are not consumed in or at school but can be given out at the end of the day, after the school day has finished to be taken home.
- We are not able to accept sweets/cakes to hand out with or on your child's behalf. If your child would like to hand anything out, it is your responsibility to supervise and support your child with this at the end of the school day.

### Drinks During Lesson Time

- We are aware of the importance of drinking enough fluids during the day, and its impact on learning.
- On a daily basis, children are encouraged to bring a named, sports type bottle filled with water, for use in the classroom.
- These can be refilled during the day from the drinking water taps. However, they should be taken home over night for washing.
- Children must not bring squash, juice or fizzy drinks.
- Still, flavoured water is acceptable.
- It is the class teacher's decision where and how the drink bottles are stored and when the children can have access to them.

### Milk

- Children under the age of five can receive free milk in nursery thanks to the Nursery Milk Scheme. You are required to sign up via **Cool Milk** should you wish for your child to receive milk in school. When registering, you are required to confirm your child's class, Little Acorns or Little Berries.
- Parents/carers have the option to pay a subsidised price for their child to continue receiving milk in primary school after they turn five should they wish to.
- Often children ask for milk in school if they see their peers enjoying it even if they do not normally drink it at home.

## Health, Safety and Welfare

### Lateness (Drop-Off)

We kindly ask that you try to let us know in advance if your child will be late to school. A brief voicemail or email will suffice, but it is beneficial if we know that your child is going to be late before the start of the school day. Sessions start immediately after the register is taken at the start of each session (8.45am or 12.15pm), so children who are late miss valuable learning time. It can be unsettling for children to arrive after sessions have started.

### Lateness (Pick-Up)

If you find that you are going to be late collecting your child, please inform us as soon as possible. Further information relating to the procedures that we have in place should you be late can be found within our Uncollected Child Policy [here](#). Further information regarding Nursery late fees can be found within our Little Ridges Nursery Admissions Policy [here](#).

### Late Fees and Collection

#### Principles

This framework is for protection of children who have been left at the Nursery over the agreed collection time or once the nursery has closed. The nursery has a duty of care to the children and parents to ensure that collection of very young children is made at the agreed time or within normal nursery opening hours. Late collection causes additional overheads and cost for the nursery and potentially unnecessary distress to a child. Children remaining in our care after the agreed collection time or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified. We appreciate that sometimes there may be circumstances beyond parent / carer control affecting the prompt collection of your child. If you know you are going to be late collecting the child in our care, please call at the earliest

opportunity and discuss with the staff the arrangements for the collection. Please note that a late stay fee will still be chargeable, unless agreed otherwise, for example in exceptional circumstances.

### Procedure

All parents/carers will be given a ten-minute grace period on late collection of their child. If your child has still not been collected 10 minutes after the session has ended, then a £10.00 charge will be levied and for every ten minutes thereafter. If you are late collecting your child, they will be cared for where possible, by their lead person and a senior member of staff. Your child will be inside the Nursery and reassured by the staff members. Any specific needs will be addressed.

#### If your child(ren) remains uncollected 10 minutes over the set time:

The Head of Early Years and staff team will be made aware of the situation. No late fee is charged unless this becomes a regular occurrence. If your child(ren) remain uncollected 10 minutes over this time: The parents or carers will be contacted; late stay fees will be collected of £10.

#### If your child(ren) remains uncollected 15-20 minutes over the set time:

The Nursery will contact the first emergency contact on your child's contact card. Please note this will not happen if the Nursery has been successful in contacting the parent/carer due to collect the child. Late stay fees will still be collected of £20

#### If your child(ren) remains uncollected 20-25 minutes over the set time:

The Nursery will call the second emergency contact on your child's contact card. Please note this will only happen if the Nursery was unable to contact the first emergency contact and the parent/carer has not contacted the Nursery. Please note that late stay fees will be collected of £30.

#### If your child(ren) remains uncollected 25 minutes over the set time:

The Nursery will contact the local authority's Duty Assessment Team for advice on their next course of action. This will only happen if none of the child's emergency numbers have made contact with the Nursery. Please note that late stay fees will be collected and charged at a level relative to the circumstances and lateness.

### Escalation

The safeguarding team within the Local Authority will be notified in the event of collections after 25 minutes where no notification was given. Late fees will be added to your child's account and collected with the next fee invoice.

**N.B – All late charges are at the discretion of the Nursery and School.**

### Reporting Absence (Due to Illness)

So that we can be more efficient in dealing with pupil absences, we ask that if your child is going to be absent, that you call the school on 01296 326320, and press option 1 to report an absence before 8.35am every day that your child is absent or email. This will give you the opportunity to leave a voicemail. If you are unable to call the school, then please email the school using the email [absence@greenridgeacademy.co.uk](mailto:absence@greenridgeacademy.co.uk)

- Parents/carers should provide an explanation for the absence, using the term 'unwell' is not a sufficient explanation for an absence.
- As we have a duty of care to know where the children are during school hours, if the school has not been notified, then contact will be made in order to obtain an explanation. All absences will be marked as unauthorised until an explanation has been provided.
- If a child is off for five or more days due to illness, a written note stating the reason for the absence is required to cover any absence, even if you have phoned in. Medical evidence may also be requested, without which the absence may be marked as unauthorised.
- For guidance on whether your child should attend school if unwell, please refer to the following website.

[www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

- Children who have had a raised temperature must not come into school until at least 24 hours have passed without further symptoms.
- Children who have had sickness or diarrhoea must not return to school until 48 hours have passed since the last episode.
- If your child has had a contagious infectious disease (such as chicken pox), please call the school office to confirm when they can return to school.

### Reducing Illness Days

If your child does not feel well and you are unsure about whether it warrants a day off, please send them to school. If they are truly ill, we will contact you if they become too ill to remain in school.

Use common sense when deciding whether your child is too ill to attend school. Ask yourself the following questions:

- Is my child well enough to do the activities during the school day?
- Does my child have a condition that could be passed on to other children or staff?
- Would I take a day off work if I had this condition?

Children can attend school with minor ailments (toothache, headache, stomach-ache, cold etc.), and medication can be given in school if required but you will need to complete the necessary forms in advance which can be obtained from the school office.

If you are unsure how long your child should be absent with an illness speak to your child's doctor, a pharmacist or Mrs. Cavanagh our Welfare and Pastoral Support Lead for further advice.

### Medical Appointments

Where possible, please avoid medical appointments during school hours. If this is unavoidable, please inform us as soon as possible and please remember that:

- We require a copy of your child's medical appointment, whether that be an appointment card, screenshot of a text or an email in which can be forwarded on. Failure to provide this may result in your child's absence not being authorised on the register.
- If same day emergency medical appointments occur, please obtain proof whilst at the appointment in order for us to file accordingly upon your child's return to school.
- Please try to make the appointment as late in the day as possible so your child can obtain both registration marks in the morning and the afternoon.
- If you are only able to get a morning appointment for your child, please try to bring them to school first to get their morning registration mark and then return them to school afterwards. If the appointment is early and you are unable to bring them into school prior, Please ensure that we are made aware of what time you will be dropping/collecting your child and ensure that you sign them in/out accordingly as it is essential that we know which children are out of school should an emergency arise.

### Medication

As part of our ongoing safeguarding procedures, we are required to work to guidelines for the administration of medicines. Please refer to the 'Supporting Pupils with Medical Needs Policy' and 'First Aid Policy' on our website. In summary, if your child needs to be given medication in school, the following must be strictly adhered to.

- An adult must bring the medicine in to the main school office and complete a signed agreement for the administration of the medicine in which we will then store securely.
- Medicines will only be administered if it is not possible for your child to receive the correct number of doses per day outside of the school day.
- For prescribed medication, they must be in the original container dispensed by the pharmacy showing the child's name, the dose, expiry date and the leaflet showing any possible side effects.



- A parent or carer must collect medication as it will **not** be given to children. Medication is to be collected from the school office at the end of each day (unless you are happy for the medication to remain in school until no longer required). Please bear in mind that the school office closes at 4.00pm. If your child attends enrichments clubs or wraparound care, you will need to communicate with the school office to arrange alternative arrangements.
- It is parents/carers responsibility to check that inhalers and auto-injectors held in school are in date.

### Illness During School Hours

Sometimes children become ill while at school. If deemed necessary, the school will make every effort to contact a family member to come and collect the child. The parent/carers emergency contact numbers held on the school database are essential in these circumstances, and it is very important that you notify the school of any changes to your personal details.

### Accidents During School Hours

Sometimes children have accidents whilst at school. In these circumstances, they will receive first aid treatment from a first aider, and you will receive an electronic notification via **Medical Tracker**, our online first aid reporting system. The notification may give you further details or advice, for example, complications of a head bump to look out for once the child is out of our care. There may be a delay in you receiving this email notification due to the busy environment of the school, we generally try to send them out after lunch or at the end of the school day, but please be assured that if the accident or injury is more serious, we will call you straight away. Please note the following.

- In the case of minor 'playground accidents', school staff can only administer an ice pack, clean any scrapes etc. with clean water, put on a sterile dressing if necessary, and offer some TLC.
- If your child is allergic to certain plasters, please provide suitable plasters in a named box.
- If anything more substantial is required you will be called but please note that as far as is possible, all school staff are first aid trained.
- Sometimes children have accidents that involve their clothing becoming wet or soiled. In these circumstances, we do have some spare clothes to change them into. They will be sent home with their own clothes in a plastic bag. As per the consent pack, you will be required to sign to agree that you allow your child to be changed at school where necessary, and you will be notified of this by an adult at the end of the day or via an email notification. If your child comes home with any of our spare clothes, please kindly ensure that you wash and return them as soon as possible, so that they are readily available for the next time they are required.

### Holidays during Term Time

Green Ridge is committed to ensuring that all children receive the best education possible. It is important that every child attends nursery for as many days of the school year as possible. It is the responsibility of parents/carers to ensure that their child does not take unnecessary time off nursery. Taking holidays during term time destroys the continuity of your child's education and may reduce their chance of success.

Parents/carers are expected to take their children on holiday when school is closed. Please note that as a term-time only setting, we cannot offer refunds for non-attended sessions. You must inform the school if you are planning to take your child out of school during term time and we should be notified at least four weeks prior to the absence commencing although we appreciate that there may be times when this is not possible. We kindly ask that you complete a Leave of Absence form by following this [link](#) in which your request will then be considered, and a letter will follow detailing the Headteacher's decision.

### Attendance and Loss of Nursery Place

If attendance and punctuality is poor or erratic the academy staff will talk to parents/carers and remind them that for the child to benefit fully from nursery education, attendance needs to be regular and punctual. This conversation should be recorded and dated in the child's folder.

- Where attendance is not good (nb: below 90% will be considered a possible concern) then the place may need to be reviewed if there is not sufficient reason for the absence.
- Parents may be called in to meet the Head of Learning for Early Years and/or another senior member of staff if attendance is a concern. Following the meeting, if there is no sustained improvement in attendance within an agreed period, then the child may lose their place. Parents will be notified of the loss of place in writing.

If a child is absent for a period of three weeks without any contact from the parents and the school has been unable to make contact within this time, the child may lose their place and it may be offered to someone else. This will be decided by the Headteacher, and a letter explaining the situation will be sent to the parents.

### Whole School Emergencies

- In the event of a whole school emergency, or critical incident, all parents/carers will be contacted via our electronic home/school communication system.
- Depending on the nature of the emergency we could send a text, call or email via our electronic communication system. It is therefore absolutely vital that we have each parent's/carer's up to date mobile phone number.
- If the emergency were during the school day, and an evacuation was required, we would evacuate to Berryfields Church of England Primary School.

### Toilet Training

It is anticipated that most children will be in the process of being toilet trained, or working towards this (e.g. nappies, potties etc.) before they start nursery. However, we are sensitive to the fact that there may be physical or developmental problems that prevent this from being the case for a few children. The nursery has an established procedure that is followed when needed. Please advise the room lead/class teacher if your child may need further help. For further information, please see our Intimate Care policy on our website.

### Head Lice

Head lice can be attracted to any child's hair, at anytime and anywhere. Due to the way in which they transfer they are a common problem in all nurseries/schools. We do not search children's heads for head lice, however if we do discover that a child has head lice, we will inform you promptly and anticipate that you will treat your child and your whole family as soon as possible, with the recommended medication from your pharmacy. Please note that it is important to treat the whole family for the recommended period, as indicated by the pharmacist. There is much advice available in pharmacies about recommended treatments for these pests and Miss. Eaver is also on hand to give advice should you require it.

It is every parent's responsibility to check their child's hair regularly and take action immediately if head lice are found. This includes letting the class teacher or school office team know so we can inform other parents/carers within the child's class and advise them to check their children.

### Sun Safety

Due to the health risks concerned with over exposure to strong sunlight in the summer term, we highly recommend that parents/carers apply sunscreen to their child before you bring them in. We also recommend that parents/carers check on the Sun Safe website ([www.sunsafeschools.co.uk](http://www.sunsafeschools.co.uk)) for daily access to UV ratings. This link can also be found on our website and during the summer term, we share further information in our weekly newsletters. Sunscreen should be applied on days where the levels are three and above. If you think that your child may need additional cream applied during the day, this should be brought in and passed to your child's class teacher, clearly labelled with their name so that they can apply this as directed during the day (typically before break and/or lunch times). We strongly advise parents/carers to provide sunhats for their children too (Green Ridge hats are available from Bucks Schoolwear

Plus). For further information, please see our Sun Safety Policy which can be found on our website.

### Jewellery

For safety and security, please do **not** send your child into school wearing jewellery, with the exception of watches and earrings. Exceptions are made for jewellery that is worn for religious reasons and the only earrings that children should wear in school are simple studs.

### Parking

Although we are fortunate enough to have a car park, it is still a cause for concern - especially at the start and end of the school day because of the number of cars.

- Please take care when driving in and out of the car park, as well as when reversing/parking as there could be children who may not be visible.
- Please always be aware of blocking the flow of traffic or obstructing the zebra crossings.
- Please **DO NOT** park in the disabled bay unless you are a blue badge holder.
- Please **DO NOT** park on the grass verges by the school.
- Please **DO NOT** allow your children to wander off unaccompanied amongst the parked cars.

### Security

- All external doors are kept locked during nursery hours.
- All visitors to nursery must sign in via the InVentry system located in the main school office upon arrival and will be provided with a lanyard which are required to be worn whilst on site.
- If you have any queries during the school day, please come to the main school office, call us on the phone number above or email us using [nursery@greenridgeacademy.co.uk](mailto:nursery@greenridgeacademy.co.uk). If you need access to the nursery during the school day (e.g. arriving/collecting outside of regular hours for an appointment) please press '2' followed by the 'call' button on the keypad located to the right of the nursery doors to alert a member of staff you are there.

## Communication Between Parents/Carers and the Academy

### Who to Contact

At the end of this section, further information be found regarding who to contact. Please ensure that you refer to this document so you are aware of who you should contact and how should you have any questions or concerns.

### Letters

Staff will aim to respond to parents/carers letters within two school days. Letters can be given to your child to pass to his or her class teacher or to the Nursery office, or they can be posted to us or left in our secure external post/parcel box outside the main entrance of the school. Letters will be treated with appropriate confidentiality. Where the letter is in relation to a complaint made by the parent/carers, the complaints policy should be followed to ensure that the appropriate procedure is followed. Any letters which are sent to parents/carers by the academy must be checked by the Headteacher before they are sent. Copies of all correspondence to individual parents will be placed in pupil files.

### Emails

These days, most people are communicating regularly by email, and it has become one of the primary routes for establishing communication. We therefore have an electronic mailing system to communicate with parents and carers. That being said, except for office staff, our members of staff on the teaching and learning team are not office or computer based and therefore do not have the same level of access to email. It is not our policy to provide parents/carers with email addresses for teaching staff. This is also one of our strategies for reducing the unnecessary and excessive workload of teachers and we request that parents/carers do not ask for them. Teaching staff are asked not to respond to any emails which come directly to them, without going through the appropriate channel below.

For the purposes of administration, parents and carers are asked to use the nursery office address for all email correspondence - [nursery@greenridgeacademy.co.uk](mailto:nursery@greenridgeacademy.co.uk). We can confirm that all emails will be treated with appropriate confidentiality, but we do ask that emails specify the member of staff to whom the query is addressed. In the first instance, this is usually your child's class teacher/ lead learner. Parents/carers should be aware that any emails which are sent to the academy may not be opened immediately, and as such if your message or query is urgent, we ask that you call the school to ensure that the nursery receives this timely information. Any email which is sent to nursery will be acknowledged and responded to within two school days of the date it was delivered. The nursery office will ensure that your email is directed to the relevant person/persons.

You can speak to a member of staff at the Nursery office if you have any enquiries or need to pass a message to another member of staff. However, if you are requesting changes in sessions and/or funding, please email [nursery@greenridgeacademy.co.uk](mailto:nursery@greenridgeacademy.co.uk)

### Telephone Calls

Effective telephone communication can sometimes be a problem in a nursery, where teachers may be teaching full time, working with pupils during break and lunch times or otherwise attending meetings. Parent/carers may be exasperated if they feel that a message elicits no immediate reply, when in fact there has been no available opportunity for the member of staff to return a call.

Telephone calls are appropriate to notify us that your child will be absent from nursery, to communicate brief information about your child that the nursery needs to know or in an emergency, such as to let us know that you will be late collecting your child. We ask parents/carers to telephone the nursery on 01296 326320. If calling when the nursery office is closed, there is an answering service available to take your message.

Where a parent or carer does call to speak to their child's class teacher, the office will liaise with the class teacher/ lead learner to arrange a mutually convenient time for this, within two days. As a result, it may be that a member of staff is unable to call back on the same day that the call was made.

### Social Media

Staff will **not** communicate individually with parents, carers or pupils via social media or accept them as "friends". Staff are instructed to report any such requests or interactions to the Headteacher.

The academy uses Twitter and Facebook as a way of posting reminders to parents/carers and sharing and celebrating the children's learning at Green Ridge. Where this method of communication is used, a professional manner will continue to be used at all times, as it would be for any communication within the academy.

### Pupil Learning Reviews

Parents/carers are invited to meet with their child's class teacher/ lead learner each term for parent/carer-teacher consultations, which we call 'Pupil Learning Reviews'. We will communicate in advance to inform you of the dates, and you will be expected to book an appointment via an online booking system. We encourage all parents/carers to take up this opportunity.

### SEND Reviews

Parents/carers of children with SEND will meet with their class teacher three times a year, in addition to the Pupil Learning Reviews. This gives them the opportunity to celebrate their child's successes, and to support their child in areas where there is a need for support. We encourage parents/carers to contact the school if any issues arise regarding their child's progress or wellbeing. When children have educational needs, or if they are making less than expected progress, parents/carers will be invited to meet with their child's teacher more regularly.

We will also make reasonable adjustments to our arrangements if this will enable a parent/carer with a disability to participate fully in a meeting at our academy or to receive and understand communication.

### Academy Prospectus

The academy prospectus contains a range of specified information to give parents/carers a full picture of provision at Green Ridge. This is updated regularly and can be accessed on our website.

### Academy Website

The website provides information about the academy, as well as latest news and information and is an opportunity to promote the school to a wider audience.

### Home-School Visits

Home visits take place either at the end of the term before a child starts at the academy or during the first two weeks of the term in which they start for those families with children in Reception. Several additional meetings for new parents/carers are organised at an appropriate time for them to receive information prior to their child starting at the school.

### Parent Portal - Arbor

The academy uses a Management Information System and database called Arbor. Using this system, we are able to send emails and texts to parents and carers and all information is sent out from the academy electronically. When we enrol your child, you should receive an initial 'Welcome to Arbor' email. Please make sure to check your junk/spam folders and add us to your safe-senders list; please also ensure you always keep your contact details up to date. Once you have successfully signed in, you will be able to view basic information regarding your child and sign up and pay for school trips and events using a debit or credit card; you will also be able to book Pupil Learning Reviews once bookings open. Arbor also has an app which we strongly encourage parents/carers to download. Communication and reminders can also be sent via notifications in the app so please make sure you enable this function in your settings. Please contact the school office should you require any help in setting up or accessing your account.

### Newsletter

The academy weekly newsletter is sent to parents/carers via the electronic mailing system every Friday afternoon during term-time. It contains general details of school events and activities, as well as sharing and celebrating the learning throughout the academy that week. A calendar of forthcoming school events can also be found at the end of each newsletter.

### Letters

Letters to parents/carers are sent out on a Tuesday or a Thursday, and copies of all communication (including newsletters) are posted on the academy's website. All letters are sent electronically to the primary carers email addresses. Please note that we will only send out a paper copy of a letter if we require you to complete and return a reply slip. These will be sent home via your child's book bag, so please check your child's bag frequently. We limit the communication to particular days where possible so that parents/carers know when to expect them and are not bombarded with communication and letters each day.

### Individual Meetings

Parents/carers are welcome to visit the academy to discuss their child's progress, ask questions, and gain support or talk about their child/home issues with the child's class teacher. Parents/carers are asked to phone to make an appointment to allow the school time to organise cover to make staff available to speak to the parents/carers. Our aim is to see the parents/carers as quickly as possible; we endeavour to arrange a meeting within five school days.

Your first point of contact in the school is always your child's class teacher. For all other queries, please refer to the Who to Contact document.

It is sometimes possible to speak with the class teacher, very briefly, at the beginning or end of the school day although we ask that you are mindful as teachers have limited time in the mornings as they need to register the children and begin the days learning. We would advise you not to arrive at the school with the expectation that you can be seen straight away, as this may not be possible. For longer discussions, you will need to make an appointment.

### School Office

The school office is open between 8.15am and 4.00pm, Monday to Thursday and from 8.35am to 4.00pm on Fridays during term time. We would strongly encourage you to use one of the methods detailed above to get in contact with the school, however, should you wish to pass on a brief message, or have an enquiry, you may do this at the school office. If you have an appointment after 4.00pm with a member of staff, please follow the instructions on the intercom located to the right of the doors to alert a member of staff who will grant you access and proceed with signing you in.

### How Parents/Carers Can Share Views

#### Annual Survey

We welcome and value feedback from parents and carers about our academy's policies and practices. We conduct an annual survey during the Summer Term, to canvas the views of parents and carers about our school and report back on the outcomes.

#### PTA Coffee Drop-In Mornings

The PTA run regular 'Coffee Drop-in' which parents/carers are invited to attend. The 'Coffee Drop-in' is for everyone, and anyone can attend. At the 'Coffee Drop-in' information is available about local services and events. Special consultations and specific information workshops are sometimes combined with 'Coffee Drop-in' events e.g. Internet Safety Workshop.

#### Parent Forum Meetings

Should parents/carers have any feedback of a generic nature, they are welcome to talk to the parent forum representatives or complete a short form which is available online (the link to the form is often shared in our newsletters prior to the meetings taking place). These points are then raised and discussed during the parent forum meetings held between the parent/carer representatives and the Headteacher or Deputy Headteacher each half term. The minutes from these meetings are then shared with parents/carers within the newsletter and can also be found on our website. Please note that if you complete the form, it should not be for individual/child feedback or to raise concerns. You should follow the normal procedures starting with your child's class teacher if this is the case.

### Communication With the Community

Members of the local community are invited to school functions such as special assemblies, Harvest Festival, Christmas events/carol services and school productions. Guest speakers from local churches, community organisations and charities often come into school to speak to the children. Information about local community events and activities are regularly featured in our weekly newsletters.

### Complaints Procedure

If at any time you have any concerns/issues about any aspect of school life, please do not hesitate to let us know. The school cannot investigate and, if necessary, take action, unless we are made aware. Please always refer to the Who to Contact document and speak to the class teacher as the first point of contact.

The Headteacher will see individual parents/carers if there is a serious concern and will take it back to the class teacher if appropriate. If, after speaking with the Headteacher, you are not satisfied, you may take your complaint to the Chair of Governors. A copy of our Complaints Procedure is available on the school website.

### Freedom of information act (FOIA)

Please contact the Headteacher for further details relating to this.

### Taking Photographs in School

All members of the school community should be aware that there are children in our school, participating in school events, who cannot be publicly identified. It is everyone's responsibility to adhere to our safeguarding principles and follow the policy when photographing children. Photographs are only permitted at the end of an event, and time is allocated for this. Parents/carers must only photograph their own child unless permission from another parent/carer has been given to include other children. No flash photography is permitted during an event.

Events covered by this policy include:

- Assemblies
- Concerts
- Nativity and Christmas Productions
- Other Productions

If any member of the school community fails to comply, we could be forced to stop an event immediately. Any event being hosted by school but organised through an outside agency is also covered by this policy and the same rules apply. On some occasions, the school will arrange for photographs and/or filming to be taken during a school event. This is the Headteacher's decision and is done under strict controls. The person with overall responsibility for this policy is the Headteacher, and if, in their opinion, the policy needs to be changed due to circumstances relating to a particular event, then parents/carers will be advised before that event commences. This policy does **not** apply to events in public places.

### Communication

Finally, we are passionate about Early Years education and care at Green Ridge. We want your child's time in school to be happy, safe and thoroughly enjoyable. It is important that we work together to ensure that all is well for your child and so if there is anything at all that you'd like to discuss with us, please do come and let us know.

## Behaviour and Attitudes in School

### Behaviour Charter

At Green Ridge, we have established our behaviour charter. These are key beliefs and fundamental expectations to how children behave which are applied to all children and have been created in a way that can be understood and recognised by all children, even from the youngest age.

At Green Ridge we...	
Use kind words	
Use kind hands	
Use looking eyes	
Use listening ears	
Try our best	

In nursery the children use the five 'we do,' statements to support positive behavior choices.

### Core Values

Green Ridge has six core value which underpin all aspects of academy life. Through assemblies and throughout the curriculum, these values are for life which children will need to recognise and show:

- Honesty
- Friendship
- Forgiveness
- Responsibility
- Gratitude
- Respect

These values go together with a range of other values which children will encounter and learn about at Green Ridge during their time at the academy. For example, gratitude will link closely with humility, and honesty will link closely with trust. Children will explore a range of values, although attention will be given to the six core values listed above. Children will be articulate in discussing these values and their meaning not only in the academy, but for their lives in general and implications.










### Behaviour in and around the nursery

- Children will be encouraged to respect all areas of the nursery including their own and communal areas.
- When a session is finished, children will be encouraged to clear up and return resources to their correct places.
- Staff will encourage children to go to the toilet at regular intervals.
- Acceptable behaviour is praised using language that identifies the behaviour, and why it is good.

For example, "Ben, you are really listening carefully today. That will help you complete your Writing."

**The whole academy community must promote positive behaviour reinforcement.**



<p style="text-align: center;"><b>Reflecting</b></p> <ul style="list-style-type: none"> <li>• Looks back/evaluates</li> <li>• Sees different perspectives</li> <li>• Grows from experience</li> <li>• Stays calm</li> </ul>	
<p><b>Imagination</b></p> <ul style="list-style-type: none"> <li>• Makes predictions using prior knowledge</li> <li>• Sees possibilities and opportunities</li> </ul>	
<p><b>Reasoning</b></p> <ul style="list-style-type: none"> <li>• Explains</li> <li>• Considers evidence</li> <li>• Takes time</li> <li>• Selects best method</li> </ul>	
<p><b>Experimenting</b></p> <ul style="list-style-type: none"> <li>• Tries different things out to make something work</li> </ul>	
<p><b>Investigating</b></p> <ul style="list-style-type: none"> <li>• Wants to find out a solution or answer</li> <li>• Persists in their attempts</li> </ul>	
<p><b>Working together</b></p> <ul style="list-style-type: none"> <li>• Works collaboratively</li> <li>• Shares knowledge and understanding</li> <li>• Supports others</li> </ul>	
<p><b>Curious</b></p> <ul style="list-style-type: none"> <li>• Shows initiative</li> <li>• Asks questions</li> <li>• Takes risks</li> </ul>	
<p><b>Courageous</b></p> <ul style="list-style-type: none"> <li>• Has a go even though may not be right</li> <li>• Prepared to FAIL (first attempt in learning)</li> <li>• Self-belief</li> </ul>	
<p><b>Resilient</b></p> <ul style="list-style-type: none"> <li>• Persists – keeps going</li> <li>• Stays positive</li> <li>• Practice makes perfect</li> </ul>	

## Uniform

Little Ridges Uniform (unisex) available from Bucks Schoolwear Plus
Green sweatshirt with Green Ridge logo
Green T-shirt with Green Ridge logo
Children can wear the rest of their outfit of their choosing, with clothing which is comfy and flexible enough for easy movement, such as jogging bottoms, shorts etc. Please do not bring your child in dungarees.  Please be aware that these may get dirty and should be easily washable!
Outdoor coat (This can be of own choosing or from Bucks School Wear Plus)
Book bag (available from Bucks School Wear Plus) or a rucksack
Safe and appropriate slip on or velcro footwear for running about/climbing (e.g. no laces, flip-flops, sandals or open-toed shoes)

### Second-hand Uniform Sales

- The PTA has a small stock of second-hand uniform.
- Sales are usually held each term.
- Details are usually shared within newsletters ahead of the sales taking place.

### Lost Property

- Unfortunately, things do get lost in school but staff will always try to return named items to their owners, so please check with your child's class teacher in the first instance if an item has been lost.
- Any items not clearly named are stored in the School office and often made accessible for parents/carers to check and redeem any items that they believe to be their child's. Please therefore name everything (where possible!) that your child brings into school.

### Additional uniform and equipment information

- Long hair (shoulder length and beyond) must be tied back at all times.
- We do not expect children to wear any kind of jewellery in nursery.
- Children with pierced ears should wear simple plain studs.

### Non-uniform Items (but still required)

- A pair of wellies, clearly named, to be kept in school
- A waterproof jacket with a hood – even in summer – the children play outside whatever the weather and they need to have appropriate outdoor clothing
- A warm coat, mittens, hat and scarf for when it is cold
- Sun cream – please do not bring this to school but make sure you have applied sun cream to your child in the morning before they come to school in hot, sunny weather

## Things To Bring to Nursery

### Book Bags/ Rucksack

Book bags are needed every day for the children to hold their reading books etc. Please ensure that children leave any toys at home to prevent book bags from getting too cluttered. Please also ensure that water bottles are not put into these bags as this may result in books getting ruined should bottles leak.

### Food and drink in the Nursery

WE ARE A 'NUT-FREE' SETTING DUE TO ALLERGIES. Therefore, children must not bring in food containing nuts, regardless of their nutritional value. Please check cereal bars and other similar products as they often have traces of nuts, which are also not permitted.

### Packed lunch

- Children bringing food from home to eat at lunchtime should bring them to school in an appropriate sealed container.
- This should be clearly named.
- We would encourage you to provide a healthy, balanced lunch in support of our healthy eating policy.
- Please cut up food to a size that children can chew and eat safely e.g. cut sausages lengthways into small pieces and cherry/plum tomatoes, grapes, blackberries and other soft fruits lengthways.
- No fizzy drinks, glass bottles, confectionery or sweets.
- For further guidance about healthy lunchboxes, please click [here](https://www.nhs.uk/change4life/recipes/healthier-lunchboxes) or visit: <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>
- **WE DO NOT ALLOW ANY NUT-BASED PRODUCTS IN SCHOOL.**

### Water Bottle

Sipping water throughout the day helps to keep the children's brains active. Children need to bring a named bottle of water to school each day. Water bottles will be sent home each night, so that they are washed and refilled ready for the next day. Please make sure that bottles are filled with only water and not juice. We will always have fresh water and cups available during the day should a child forget to bring their bottle.

### Snacks

The school belongs to a fruit and vegetable scheme in the government led initiative to encourage children to eat more fruit and vegetables. A piece of fruit or vegetable is offered to children in Early Years and Key Stage One free of charge every morning and afternoon session.

## School Governance and the PTA

### Local Governing Body

The academy's Local Governing Body includes four REACh2 Governors, two Parent Governors, one Teaching staff Governor and one non-teaching staff Governor. Further information about them can be found on the academy website.

The role of a Local Governor within a Multi-Academy Trust is an important one. In developing our governance arrangements, the Trust Board has sought to ensure that the responsibility to govern is vested in those closest to the impact of decision-making and that such responsibility matches the capacity of those assuming responsibility. In conjunction with the Cluster Boards, the Trust Board establishes Local Governing Bodies for each of the Academies, for the most part made up of individuals drawn from the Academy's community, both as elected and appointed members.

### Local Governing Body Monitoring and Evaluation

The LGB monitors and evaluates how well the academy is performing through several different ways, in order to hold the Headteacher to account and triangulate evidence available:

- **Learnings walks** (termly) – accompanied by a member of the SLT, Governors have the opportunity walk around the school to look at specific aspects of teaching and learning which the academy is prioritising. This may be an opportunity for Governors to see aspects of the school development plan in action so that they can report to all Governors of the implementation of specific plans.
- **Governing Body Meetings** (half-termly) – governors come together to review the academy's performance both from a curricular and resources point of view. This takes into account evidence provided by the Headteacher, as well as additional monitoring undertaken by governors.
- **Academy visits** (ad hoc) – governors are welcome to come into the academy regularly and engage with a range of different events and experiences (such as class assemblies, pupil learning reviews or whole-school themed days) so that they can see with first-hand experience how the school operates and meet with staff, pupils and parents.
- **Governor visits week** (termly) – governors come into the academy to meet with school leaders in order to review their specific areas of responsibility, e.g. finance, health and safety etc.
- **Class/year-group visits** (termly) – governors come into the academy and take part in activities within a class or year group to get to know children and staff, and are able to use this as evidence of how the academy is implementing its policies.

### PTA

Who they are:

- The Parent Teacher Association (PTA) is run by a committee of parents who co-ordinate all of the parental activity in raising extra funds, as well as getting involved with the life of the school.

What they do:

- They organise various different activities either during or outside school hours to get people involved in school life.

How to contact the PTA Committee:

- Representatives can often be found during drop off and pick up times.
- Alternatively, they can be contacted via email to [pta@greenridgeacademy.co.uk](mailto:pta@greenridgeacademy.co.uk)

How to become a committee member:

- All parents/carers at the school are automatically members of the PTA.
- If you wish to join the organising committee, please contact the chairperson.
- An annual celebration of the PTA's fundraising efforts is held in the autumn term.

## Parents/carers in school

### Volunteers

- We usually seek volunteers for the next academic year in the summer term prior. You are required to complete and return an application form which can be requested from the school office.
- Volunteers must have DBS clearance and are required to take part in a safeguarding induction.
- Volunteers are required to complete a Disqualification Disclosure declaration and must sign a confidentiality agreement.

## Our Wider Community

### Integrated Practice

As an academy, we believe in working together with families and other services to support children's development.

We are fortunate to have excellent relationships with key external professionals who provide specialist support alongside the school. You may come across these and others during your time at Green Ridge:

- Specialist Advisory Team
- Children's Centres
- Community Health Team
- Children's Development Centre
- Family Support Workers
- Speech and Language Therapy Service
- Pre-School Advisory Teachers
- Primary Support Base
- Education Support Centres – ESCs
- Children Looked After Adviser
- Assessment Team – Social Care
- SEN Advisory team
- Child and Adolescent Mental Health service - CAMHS
- Speech and Language Development Base
- Multi-Agency and Psychology Services - MAPS
- Attendance Improvement Officers - AIOs
- Special Educational Need and Disability Team

With your cooperation, or at your request, we may at some point need to make a single service referral to any of these agencies for extra specialist advice or support.

## Care, Guidance and Support

### Pastoral Care

- We aim to create an atmosphere where each child feels s/he has a contribution to make.
- The academy is small enough for children to be known by all staff and every member of staff has a responsibility for pastoral care.
- The staff are always alert to any unusual changes in mood or character and any child experiencing difficulties because of something at school or home has appropriate help.
- We appreciate receiving information from parents (of which we may be unaware) which may have an effect on children's learning and stability.

### Safeguarding Children

- The school has a responsibility to work with other agencies to safeguard and promote the welfare of all children.
- If concerns are raised within the school or a child or parent reports a situation involving possible abuse, we would not be able to guarantee confidentiality as we are duty bound to refer such matters to Social Services, in line with Local Authority procedures.

- The Headteacher and a nominated school governor have the responsibility to oversee that all necessary procedures are in place to ensure that children are safe.
- Adults working with children in an unsupervised situation (out of the classroom) are subject to rigorous Disclosure and Barring Scheme (DBS, formerly CRB) checks.
- New staff are recruited in line with safer recruiting procedures.

### Personal/Social Development

- As an academy, we are aware of the many other non-academic factors that contribute to a balanced education.
- The academy PSHE and Citizenship curriculum includes P4C (Philosophy for Children) where children are taught about generating questions, leading discussions and accepting the views and ideas with their peers.
- In all aspects of school, your child will be helped to develop as a caring, thoughtful individual.

## Childcare costs for Little Ridges, 1<sup>st</sup> September 2022–31<sup>st</sup> August 2023

### Breakfast Club

Time	Cost	What's included?
7.30-8.45am	£8.00 per session	All children arriving before 8.20am are offered a healthy, nutritious breakfast. We regret that breakfast will not be available after this time. The children are then taken to their classroom.
NB. Session prices shown are for a regular booking pattern (half termly in advance) when booked and paid for in advance. Emergency/irregular and ad-hoc sessions may be requested but will incur a £5 administration fee and we cannot guarantee availability.		

### Lunch Club

Time	Cost	What's included?
11.45am-12.15pm	£3.00 per session	Children are supervised with their lunch and have the opportunity for free-play. Excludes meal; parents/carers to provide packed lunch.

### After-School Club

Time	Cost	What's included?
3.15-4.30pm	£8.00	Children are offered a range of activities and can choose to participate or engage in their own preferred activity. A healthy light bite is provided at 4.00pm such as beans on toast, wraps.
NB. Session prices shown are for a regular booking pattern (half termly in advance) when booked and paid for in advance. Emergency/irregular and ad-hoc sessions may be requested but will incur a £5 administration fee and we cannot guarantee availability.		

### Sessional charges – Little Berries (2/3 year-olds)

Time	Cost	What's included?
8.45-11.45am	£21.00 per session	Children receive a fruit snack and drink.
12.15-3.15pm	£21.00 per session	Children receive a fruit snack and drink.

### Sessional charges – Little Acorns (3/4 year-olds)

Time	Cost	What's included?
8.45-11.45am	£18.00 per session	Children receive a fruit snack and drink.
12.15-3.15pm	£18.00 per session	Children receive a fruit snack and drink.

### Contribution toward Resources for ALL funded 3/4 year-olds

Time	Cost	What's included?
15 hours Universal provision	£10 per half term	All consumable materials used during the funded sessions.
30 hours Extended provision	£20 per half term	

N.B – Nappies, nappy cream and wipes are not included within sessional charges and parents/carers are requested to provide these for their children. NB. Session prices shown are for a regular booking pattern (half termly in advance) when booked and paid for in advance.

## Appendix 1: GDPR and Media Permissions

### Changes to Data Protection Regulations

You may be aware that new data protection law, GDPR (General Data Protection Regulation) came into force from 25<sup>th</sup> May 2018. To ensure we are meeting the new requirements, we need to seek your consent to take and use photos of your child. We really value using photos of pupils to be able to showcase what pupils do in school and show what life at our school is like to others. We are only able to continue to do this if you provide us with your consent.

In addition, we would like to forward you selected marketing information such as holiday & after school club opportunities, and fundraising ideas and events for the school.

Please could you complete section 1 of the enclosed consent form booklet, and return it to us along with your new starter paperwork. If we do not receive your consent, we will have to assume that you decline and we will be unable to take or use any photos of your child. In addition, we will not be able to forward you any marketing information and your child's name will be omitted from lists.

If you change your mind about the consents you have provided at any time, please just contact the school office on [admin@greenridgeacademy.co.uk](mailto:admin@greenridgeacademy.co.uk) and we can arrange for you to update your preferences on the consent form.

Our privacy notices have been updated to inform parents/carers about the information we hold in respect of parents/carers and pupils and how we share that information. These are available on our school website [here](#). If your child is in Early Years or has a medical condition, we may need to contact you for additional consents in the future.

## Appendix 2: Home-School Agreement

### 2022/2023

I am pleased to provide you with Green Ridge Primary Academy's Home-School Agreement for the academic year 2022/2023.

#### Aim

Our Home-School Agreement encapsulates our belief that parents and carers are a child's first and most important educators. It is designed to help achieve the highest possible standards of achievement through close communication and effective partnership with parents and carers.

#### Relationship to other policies

This agreement relates most closely to the Home Learning, Behaviour, Collective Worship and Attendance and Punctuality policies. It is relevant to many other school policies such as Assessment, Child Protection, School Equality Information and Objectives and Teaching and Learning.

#### Roles and responsibilities of the Headteacher, other staff, governors

We will ensure that the Home-School agreement and other significant communications with parents, carers and pupils are reviewed at least every three years and shared with parents, pupils, staff and governors.

Where parents or carers are unable to access this agreement because English is an additional language, translations will be produced or the contact will be oral.



## Arrangements for monitoring and evaluation

The Senior Leadership Team will monitor the number of Home-School Agreements that are signed and the reasons given when they are not signed.

## Pupil Code of Conduct

### Behaviour Charter

At Green Ridge, we have established our behaviour charter. These are key beliefs and fundamental expectations to how children behave which apply to all children, and have been created in a way that can be understood and recognized by all children, even from the youngest age.

At Green Ridge, we will:

1. Use kind words and actions
2. Listen to one another
3. Try out best

Our behaviour charter means that:

- You have the right to have your opinions heard and the responsibility to listen to others and you should always try to understand other people's point of view.
- You have the right to a good education but the responsibility to be in school promptly. School begins at 8.50am. You should arrive at school on time between 8.40 and 8.50am. If you do arrive late then you must register with the School Office. If you are absent for any reason, you must bring a note the day you return to explain why.
- You have the right to be clothed, but you should come to school smartly dressed in correct school uniform. You should always wear correct Green Ridge PE kit. Stud earrings and watches are the only jewellery which may be worn in school.
- You have the right to develop healthily and the responsibility to keep fit. This includes the responsibility to be prepared to take part in PE/Games or swimming. If there is any reason why you cannot do PE/Games or go swimming, you must bring a note from home or from a doctor.
- You have the right not to be hurt or experience oppressive behaviour. You also have the responsibility not to hurt others. Bullying will not be tolerated at our school.
- You have the right to be heard but the responsibility not to use bad language (which will not be tolerated). You should always speak politely to everyone (even if you feel bad tempered) and use a low voice (shouting is discourteous).
- You have the right to an education but the responsibility in class to make it as easy as possible for everyone to learn and for the teacher to teach. This means arriving on time with everything that is needed for that lesson, beginning and ending the lesson in a courteous and orderly way, listening carefully, following instructions, helping each other when appropriate, and being quiet and sensible at all times.
- You must move gently and quietly about school. This means never running, barging or shouting, but being ready to help by opening doors, standing back to allow people to pass and helping to carry things.
- Your right to a good education means that you have the responsibility to keep the school clean and tidy so that it is a welcoming place we can all be proud of. This means putting litter in bins, keeping walls and furniture unmarked and taking great care of the displays, particularly of other people's work.
- You should not bring any valuables into school. Money brought to school for specific purposes must be placed in a named envelope and either handed directly to the school office or your Class Teacher.
- You must take great care of your own and other people's property. Other children's belongings must not be touched, unless permission has been given.

- You have the right to have access to electronic communication and information systems such as e-mail and the internet and the responsibility to use them safely as described in the acceptable use agreement for ICT.
- You have the right to nutritious food and when this is provided the responsibility not to waste this special gift.
- Out of school, walking locally or with a school group, you always remember that the school's reputation depends on the way you behave.

### The Academy/School

We will:

- care for your child's safety and well-being.
- promote high standards of work and behaviour, and provide clear guidelines for pupils and parents.
- ensure your child is given every opportunity to achieve their full potential as a valued member of the school community.
- provide a balanced curriculum to meet your child's individual needs.
- contact you if we have any concerns, and keep you informed about your child's progress and how you can help them at home.
- be open and welcoming at all times.
- set home learning appropriate to each child.
- explain when, what and how home learning is to be done so that each child clearly understands.

Please complete and sign the Parent/Carer and Pupil sections of section 2 of the consent form booklet and return with your new starter paperwork.

Many thanks in advance for your cooperation with this.

## Appendix 3: E-Safety Rules and Agreement

ICT including the internet, email and mobile technologies has become an important part of learning in our academy. We expect all children to be safe and responsible when using any ICT. We have also created our own e-Safety page on our website which gives additional guidance.

Please read and discuss the following e-Safety rules with your child and complete and sign section 3 of the consent form booklet enclosed. If you have any concerns or would like further explanation, please contact myself.

We ask that you take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

### Primary Pupil Acceptable Use e-Safety Rules and Agreement

- I will only use ICT in school for school purposes
- I will only use my class email address or my own school email address when emailing
- I will only open email attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher
- I will not bring a Smart Watch to school because I am not allowed to wear one during the school day
- I will not sign up to online services until I am old enough

## Appendix 4: Off-Site Visits

Sometimes we may need to leave the school premises for local, curriculum-related, regular or routine visits, as may be detailed in the school's prospectus, or for sports fixtures when representing the establishment as part of a team. Therefore, we would appreciate it if you could complete and sign the Off-Site Visits section of the consent form booklet, so that we don't have to contact you every time we need to leave the site to allow your child to participate in such events.

Obviously, there will be more structured external excursions and school trips that would necessitate your child leaving the school premises, but you will be informed separately by letter when further consent may be required.

The consent for Off-Site Visits can be found in Section 4 of the consent form booklet, and this MUST be completed by person with parental responsibility for the child/young person.

## Appendix 5: School Dog

You may be aware that there is a growing movement in many schools to reintroduce the concept of school pets as a way of teaching all children responsibility and providing a source of pleasure and learning. Since the inception of Green Ridge, the staff, governors and I have been discussing the benefits of a school dog for our children. There are a number of school dogs already in post locally and around the country and we firmly believe that having a school dog can only enhance and extend the children's opportunities for learning – both academically and socially.

### What are the benefits of a school dog?

Numerous research studies have shown the benefits of therapy dogs in schools. Therapy dogs have been working in schools for the past 5 years across the UK. However, they have been commonplace in schools in the USA and Australia for many years. Evidence indicates that benefits include:

- *Cognitive* – companionship with a dog stimulates memory, problem-solving and game-playing
- *Social* – a dog provides a positive mutual topic for discussion, encourages responsibility, wellbeing and focused interaction with others
- *Emotional* – a school dog improves self-esteem, acceptance from others and lifts mood, often provoking laughter and fun. Dogs can also teach compassion and respect for other living things as well as relieving anxiety.
- *Physical* – interaction with a furry friend reduces blood pressure, provides tactile stimulation, gives motivation to move and stimulates the senses
- *Environmental* – a dog in a school increases the sense of a family environment, with all of the above benefits continuing long after the school day is over.
- Helping children build confidence in reading – <http://www.theguardian.com/education/2011/feb/28/dogs-listen-to-children-reading>

### What we offer

Mrs. Mackie has a dog called Barkley who is a miniature labradoodle. Barkley has been a regular visitor to Green Ridge since opening in the new building. In her previous school, over the past few years, Barkley came into school each week with Mrs. Mackie. Although Barkley is generally based with Mrs. Mackie's initially, he is accessible to all children.

Obviously, bringing any animal into school is not something to be approached lightly, both for the animal's sake and for the sake of the children and adults in the school. I have visited and taken

advice from fellow Headteachers, who have school dogs. We have discussed the practicalities, including everything from risk assessments and insurance to dealing with training, doggy toileting and children's allergies.

Children are never left alone with Barkley and they are taught about how to be around a dog; for example, if Barkley is on his bed, then we leave him alone to rest.

### What is Barkley like?

Barkley is a miniature labradoodle and as such has a non-shedding hypoallergenic coat. Because he does not shed his fur, it is highly unlikely anyone will be allergic to him. The breed is renowned for their calm, gentle temperament and love of children. Belonging to Mrs. Mackie and her family, Barkley has undergone strict training and assessment in order to prepare him for working with children. Barkley is certified as a 'Pets As Therapy' dog, meaning that he has been assessed as being healthy and of the right temperament to work within the local community, including young children. Pets as Therapy dogs are recognised by the Royal College of Nursing and welcomed by medical authorities in many areas.

### What have other children and parents/carers said about Barkley?

*"We get to take him for walks and we love stroking him."  
"Woof Wednesday and Furry Fridays are the best days of the week."  
"I have been reading to him, I think he liked it."*

*"I have to say that I was a bit surprised when I heard they had a dog in Reception and a little worried as my 5-year-old is really quite petrified of dogs. Her fear probably stems from not having pets in our home so this is a fantastic opportunity for her and one that I welcome very much as a parent as we are unable to have pets at home due to allergies. Barkley is a short haired Labradoodle so this is no problem with regards to allergy. Barkley has played a huge part in growing Jasmine's confidence with dogs and all animals; he is kind, gentle and very friendly. When I visited Reception I was absolutely delighted to see Jasmine sitting comfortably on the carpet with Barkley next to her. A few months later and Jasmine now runs into the playground and screams with joy when she sees him shouting 'sparkly' as the children have affectionately named him! Jasmine has used her learning behaviours courage and perseverance to get to know Barkley and she now understands that he's not scary at all and in fact he needs love, care and help from her at times too. It's a great opportunity for the reception children to learn responsibility as everyday two of the children are chosen to be 'Barkley's Bosses' and assist with helping him to take a short walk and to give him a treat also. Barkley is a great addition to Reception and the lower years as he enables the children to demonstrate so many of the Learning behaviours but also just to have a cuddle and happy times with too." Reception mum.*

### What does Barkley do all day in school?

Barkley's role in school is varied. He might 'chill out' in the classroom whilst the children are having their lessons. Research studies in both Britain and America have concluded that having a dog in a school classroom can have many positive benefits – these include helping to calm children down, improve academic achievement, motivate those children who are often not that attentive, teach responsibility and encourage children to respect all life. Also, it has been shown that when children share the affection and care of a 'school' dog, a bond forms among them and strengthens their team ethics.

Barkley also hears children read. Dogs give unconditional acceptance, as they are non-judgmental, which is especially crucial to struggling, emerging readers. He will provide confidence to children as he will not make fun of them when they read, but above all he will make an amazing listener, providing the children with a sense of comfort and love. In America, the 'Read' Dogs, as they are known, have proved through research that children who read to these dogs show an increase in reading levels, word recognition, a higher desire to read and write and an increase in intra and interpersonal skills among the children they mix with.

It would be helpful to know whether we have any children who are allergic to dogs' hair or who have a particular phobia concerning dogs. I can assure you that Barkley is not be able to 'roam' around the school and is always with a member of staff. We are very mindful, that having a dog in the school setting should not be a distraction to the children's learning and for this to enhance our school ethos and the experiences we offer our children. I attach a copy of answers to a number of initial questions you may have.

## School Dog - Further Information and Frequently Asked Questions

### How has the academy planned for Barkley?

- A full risk assessment and policy has been written.
- Parents/carers have the option to 'opt out' of planned contact with Barkley.
- All contact with children is carefully planned and children will not be left unsupervised with Barkley.
- When not working, Barkley is based in one of the school offices.

### What about allergies?

- Barkley is a miniature labradoodle and as such is a non-shedding hypoallergenic coat.
- All areas of the school are vacuumed and surfaces are wiped down daily.
- Movement around the school is controlled for Barkley.

### My child is allergic to dogs

It is understandable that some of you may be concerned about possible allergic reactions to a school dog. However, Barkley is subjected to the most thorough cleanliness and grooming regime. He is also only allowed in situations with pupils who voluntarily wish to work with him.

### Is Barkley properly cared for?

Barkley is extremely well looked after. He lives with Mrs Mackie and her family and comes to school on planned days. He works in classes but is always accompanied by an appropriate member of staff. Barkley visits the vet regularly for all his injections as well as regular check-ups. If Barkley is unwell for any reason he is not be brought into school.

### My child is scared of dogs

Some children may have had upsetting experiences and thus have a fear of dogs (or another animal). Barkley is only in contact with children whose parents/carers are happy for their child to do so. However, Barkley's training has ensured he is calm and gentle around children; he has a very loving and gentle nature. Experience and research have shown that, with proper guidance and handling, children can learn to overcome their fear of animals and grow in respect and appreciation for them.

### The school has a 'no dogs' policy

Our school does have a 'no dogs' policy; however, because Barkley has been trained appropriately to be around children and interact with them, he is permitted within the school grounds. He is always accompanied by a trained adult when moving between designated areas. Barkley is also fully insured to carry out his role thus allowing him to be on the school site.

### Hygiene

There is a designated area for Barkley to go to the toilet which will be away from the children at the side of the school site. If Barkley has an accident, this is cleared up immediately by a member of staff who is happy to do so with suitable cleaning products. Children are never asked to pick up poop.

Please don't hesitate to contact the academy if you have any questions that have not been covered above. I would be very grateful if you could complete section 5 of the consent form booklet to let us know how you feel about your child's contact with Barkley.

## **Appendix 6: Intimate Care**

Green Ridge Primary Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Please complete and sign section 6 of the enclosed consent form booklet, and return it to us with your child's new starter paperwork.

## **Appendix 7: First Aid and Emergency Care**

Green Ridge Primary Academy is committed to ensuring that all staff are appropriately first aid trained and that first aid kits are available in every classroom and around the school. Sometimes a child may be taken to the medical room or a second opinion sought from another member of staff (with more in-depth training and experience) before further action is taken; for example, the parent will be contacted to collect the child from school and/or seek further medical attention or advice.

Schools are now permitted to keep a generic inhaler in school for emergency use should the child's own be unavailable or empty. We are also now permitted to hold an auto-injector (subject to availability) in school for emergency use (usually under the advice of the ambulance service).

In extreme cases, it may be necessary for the school to call an ambulance on your behalf for your child to be taken to hospital; please be assured that we would do everything we can to contact you before this step was taken, but without putting the child in danger by waiting.

Please complete and sign section 7 of the enclosed consent form booklet, and return to us with your child's new starter paperwork.

## **Appendix 8: Tapestry Online Learning Journal (EYFS only)**

In Nursery, we use an online learning journal called Tapestry which enables each child to have their own individual learning journal.

By logging on with a secure username and password, you will be able to view your child's observations, photos and even videos from their time in Early Years. You will receive emails telling you when a new piece of work or observation is available for you to view. This will enable you to follow your child's progress closely and you can reflect upon achievements and milestones with your child. You will be able to add comments and ask questions, so that we as a staff find out about which activities your child really enjoys, and about the learning they get up to at home. Staff will reference your child's learning to the EYFS profile so you will know which area of learning your child is achieving in and the age band they were working in for that activity. Please note that we will be observing 'focus children' every week so some weeks there will be a flurry of activity and other weeks it may be quieter. This does not mean we are not working with your child, simply gathering evidence for others. All this information is then stored on a highly secure server which is closely monitored.

If you do not have regular access to the internet then please speak to one of us, and we can arrange a time for you to come in and view them on one of our computers.

At Green Ridge we take E-safety very seriously, and therefore ask you to provide us with the information requested in section 8 of the enclosed consent form booklet and sign the agreement to show you understand and will agree with our guidelines.

## Online Learning Journey (Tapestry) – Parents/Carers Guide

### Introduction

All children attending the Early Years at Green Ridge have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

### Where do I start?

Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

### Changing your settings

#### On a computer

At the top right of your screen, you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or untick the relevant box if you would like to change this setting.

#### On an iPhone/iPad

To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right-hand side of the application. This enables you to change password and/or email address.

### Viewing my child's learning journey

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to – and we would love to receive such comments!

### Adding an entry to my child's learning journey

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.