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Welcome to

BOZEAT COMMUNITY PRIMARY SCHOOL

A leading member of the Nene Valley Partnership Multi Academy Trust

PARENT HANDBOOK

Please read carefully, complete and sign where necessary.

Once completed please return to the School Office on or before your child's start date with us. Thank you.

Head of School's Welcome

On behalf of the pupils, staff and governors, I would like to welcome you to the Bozeat Community Primary. I hope that our handbook will give an insight into life at Bozeat Community Primary and also provide you with some useful information about the school and Pre-School.

We are very proud of our lovely, little school! Our aim is for all of our children to feel safe and secure within a rich, stimulating learning environment which allows them to thrive and flourish to become well-rounded individuals who are ready to embark on their next step into the wider world.

The dedicated and creative staff value the importance of routinely challenging all of our pupils, in order for each and every one of them to achieve their full potential. Positive learning behaviours are consistently promoted and encouraged throughout the school.

Staff are committed to securing the best outcomes for every child - regardless of their individual starting points.

Parental partnerships are very much at the heart of everything that we do; we aim to continuously engage parents and carers and work together to ensure outstanding outcomes for all.

If you have any further questions or comments, please do not hesitate to contact the school directly or make an appointment to visit the school itself. I very much look forward to welcoming and meeting you all in the future.

Mr Gareth Rust
Head of School

Bozeat Community Primary School, Harrold Road, Bozeat, Wellingborough,
Northamptonshire, NN29 7LP
(01933) 663840
Email: bps-admin@bozeat-school.net

Step 1: Admission Form

Personal Details of Pupil – please print clearly or tick where necessary.		
Surname		
Legal Surname:		
Other Names:		
Preferred Known Name:		
Date of Birth:	Place of Birth:	
Home Address:		
Postcode:		
Home Tel No:		
Name of any related pupil currently at this school:		
Name of PLAYGROUP/NURSERY or PREVIOUS SCHOOL (if any):		
County:		

Additional Information:

Religion:			Language Spoken at Home:	
Country of Birth:			Nationality:	
Ethnic Group:	(Please tick one of the boxes)		Court Orders	
	British		Are any court orders applicable to your child?	
	Irish		Yes ☐	No ☐
	Traveller of Irish Heritage		If 'yes' please give details below:	
	Gypsy/Roma			
	Italian			
	White European			
	White Other			
Mixed:	White & Black Caribbean			
	White & Black African			
	White & Asian			
	Any other mixed background			
Asian or Asian British:	Indian			
	Pakistani			
	Bangladeshi			
	Any other Asian Background			
Black or Black British:	Caribbean			
	African			
Chinese:				
Any other ethnic background:				
Prefer not to say:				

Step 2: Emergency Contact Information

Please enter contact details in the order you wish them to be contacted in the event of an emergency.

Contact 1

Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐	Other (please specify):
Full Name:	
Address:	

Telephone Numbers	**Please tick the priority contact number**	
Home:		Relationship to child:
Mobile:		
Work:		
Email Address: *(school correspondence is usually sent by email)*		

Contact 2

Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐	Other (please specify):
Full Name:	
Address:	

Telephone Numbers	**Please tick the priority contact number**	
Home:		Relationship to child:
Mobile:		
Work:		
Email Address: *(school correspondence is usually sent by email)*		

Contact 3

Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐	Other (please specify):
Full Name:	
Address:	

Telephone Numbers	**Please tick the priority contact number**	
Home:		Relationship to child:
Mobile:		
Work:		
Email Address: *(school correspondence is usually sent by email)*		

STEP 3: Medical Details

Medical Information		
Practice Name & Address:	Practice Telephone No:	
Doctor's Name:		
Do you give permission for the school to contact the Doctor if necessary? If you do not tick YES or NO we will assume consent is given.	Yes ☐	No ☐
Does your child have asthma?	Yes ☐	No ☐
If yes should they have an inhaler in school?	Yes ☐	No ☐
Does your child have any other problems?	Yes ☐	No ☐
If 'yes' give details below together with any emergency procedures that need to be followed if relevant.		
Please give details of any other information relating to your child's health that you feel the school should be aware of:		

Dietary Needs & Allergies (if any):				
Vegetarian ☐	No Pork ☐	No Beef ☐	Kosher ☐	Halal ☐
Gluten Free ☐	Lactose Intolerant ☐	No Nuts ☐	No Dairy ☐	No Seafood ☐
Other - Please specify:				

Special Educational Needs (if any):		
Does your child have any special educational needs or medical diagnosis?	Yes ☐	No ☐
If 'yes' please give details below:		

Medical Consent – I give permission for – please read carefully (tick box):	
My son/daughter to be given first aid by a trained member of staff during any on-site or off-site activity	
My son/daughter to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered necessary by the medical authorities present, during any on-site or off-site activity	
My son/daughter to be given the school emergency inhaler if needed	
My son/daughter's information to be shared with the NHS and other relevant health professionals	
A member of school staff to sign on my behalf any medical consent forms, if my son/daughter should require emergency treatment and I cannot be contacted	
Plasters to be applied to my son/daughter	
My son/daughter to use anti-bacterial hand gel	
My son/daughter to be assisted in applying sun screen if necessary	

I agree that the information given in this form is accurate and will endeavour to inform the school of any changes to the details given at the earliest opportunity.

Signature of parent/guardian: _____

Print Name: _____ Date: / /

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.
We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with our local authority (LA) and the Department for
Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

STEP 4: PARENTAL PERMISSION / AGREEMENTS (Page 1 of 2)

Please list below any person that you give consent for to collect your child from school, either at the end of the day or in the event of an illness.

Please note that if someone not on this list arrives to collect your child, they will not be permitted to do so.

Name of Child:	Class:

Permitted to Collect:

Name	**Relationship**

We appreciate that there are times that you may get held up and that emergencies occur, however we are committed to helping your child feel safe at all times at school and in line with our safeguarding responsibilities we cannot make exceptions to this rule.

PLEASE NOTE: that if your pick-up arrangements should change on any given YOU MUST contact the school to confirm who is collecting your child.

If there are adults that must **NOT** collect your child (i.e., court order in place) please supply information below and preferably a photograph.

NOT PERMITTED to COLLECT

Name	**Reason**

Signed:	
PRINT NAME:	DATE: / /

STEP 4: PARENTAL PERMISSIONS / AGREEMENTS (Page 2 of 2)

The information in this form will be used throughout your child's time at school. You may amend or withdraw your consent at any time by contacting the school.

Pupil Name:		**Date of Birth:**	

On-Site Activities
I give my permission for my son/daughter to:

Use the internet in line with the schools Acceptable Use Agreement	
View films and video clips rated 'U' or 'PG' according to my child's age at the time	
Take part in food preparation, cooking and tasting activities	
Please give details of any **food allergies / specific dietary** requirements	

Off-Site Activities
I give permission for my son/daughter to take part in:
Parents will always be informed before any such visit is undertaken

Supervised visits to local destinations away from the main school site (i.e., in and around Bozeat)	
Supervised one-day non-residential visits within the UK	
Supervised off-site activities (for example sporting fixtures and swimming lessons)	

Medical Consent
I give permission for my son/daughter to:

Receive emergency medical attention	
Be given liquid paracetamol (Calpol). School will always endeavour to contact parent prior to administering.	
Be given liquid allergy relief (Piriton) School will always endeavour to contact parent prior to administering.	

Digital Media Use of information and image (including photographs and video recording)
I give permission for my son/daughter's:

Name to be used on the school website	
Name to be used in printed publications	
Name to be used in the local media	
Work to be used in school displays and on the school website	
Image to be used within school (e.g., in wall mounted displays)	
Image to be used in printed school publications (e.g., the school prospectus)	
Image to be used on the school website	
Image to be used on social media (Facebook, Twitter)	
Image to be used in the local media	
Image to be used in communication with national and international pen pals	
Image to be taken by, or used in circulation to, other parents (e.g., school events)	

Signed (parent/guardian): _____

Print (parent/guardian): _____ Date: / /

STEP 5: RESPONSIBLE USE OF THE INTERNET

These rules are for your safety. It is vital that you understand and follow them:

I WILL NOT share any of my passwords and log-in details with anybody.
I WILL NOT give out any personal information without permission from an adult. This includes:

My address
Telephone numbers
Parent's work address and telephone numbers
The name and location of my school.

- I will tell an adult immediately if I come across any information that makes me feel uncomfortable.
- I will never agree to arrange to meet someone online without first checking with a trusted adult.
- I will never send a person my picture or anything else without first checking with a trusted adult.
- I will not reply to any message that is unkind or makes me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell an adult immediately so that they can contact the service provider.

I will go online only with permission from my teacher. My teacher will tell me:

- When I can go online
- The length of time I can be online
- Areas appropriate for me to visit
- I will not try to access the internet at any other time.
- I will be a good online citizen and not do anything that hurts other people or that is against the law.

This is to be read through with your parents/guardians and signed and returned to school.

At Bozeat Community Primary School we expect all pupils to be responsible for their own behaviour on the internet, just as they are anywhere else in school.

Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally they are expected to report it immediately to a teacher.

Pupils are expected not to use any rude language in email communications and contact only people who been approved by the teacher.

Pupils must ask permission before accessing the internet.

Laptops should be used for schoolwork and homework if permission has been granted.

No program files may be downloaded to the school computer from the internet.

No personal information such as telephone numbers and addresses should be given out, and no Arrangements to meet someone unless this is part of a school approved project, monitored by staff and agreed with parents/guardians.

Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, will be denied access to the internet and resources. Pupils will behave sensibly and politely at all times when using the facilities.

I have read through this agreement with my child and agree to these safety restrictions.

Name of Child:
Signed Parent/Guardian:

Date: / /

STEP 6: APPLICATION FOR PUPIL PREMIUM & FREE SCHOOL MEALS

We are asking parents/guardians to visit the North Northamptonshire Council website and complete the online Free School Meal Entitlement form. This is so we can confirm whether the school is entitled to claim the Pupil Premium that is generated by families who are entitled to Free School Meals.

Free School Meals and Pupil Premium

The Pupil Premium is additional school funding for disadvantaged children. It is paid directly to the school to improve the quality of their education.

Your child may be entitled to additional Pupil Premium funding if you receive one of the following benefits:

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
- National Asylum Seekers Support
- Guarantee Element of the State Pension Credit
- Employment and Support Allowance (income related)
- Universal Credit (income dependent)

In order to identify whether you are entitled to Pupil Premium please visit the North Northamptonshire Council website and type in Free School Meals in the search box. Follow the links to the Free School Meals web page and follow the guidance. Please follow this process even if your child is in Reception, Year 1 or Year 2 as you may also be entitled to Pupil Premium which brings additional benefits for your child.

Each year the School issues information on how it can support pupils entitled to Pupil Premium. In addition to this, on the website you will find information on how the School has historically spend Pupil Premium funding and the impact this has had on our pupils.

STEP 7: SCHOOL UNIFORM

Please find below some guidance as to how you need to order the necessary uniform for your child starting at our school.

The school's uniform provider is Uniform Shop Wellingborough. Orders can be placed by visiting the shop at 8 Olympic Way, Wellingborough, NN8 3QE or on-line at: www.uniformshopwellingborough.co.uk Payment must be made at the time of ordering. Please ensure ALL uniform is clearly labelled.

Boys Uniform	Reception, Y1, Y2	KS2
White Shirt		✓
White Polo Shirt with logo	✓	
Tie		✓
Grey Trousers or Shorts	✓	✓
Green Jumper with Logo	✓	✓
Black shoes (not trainers)	✓	✓
Fleece* **(optional)**	✓	✓
Waterproof Jacket* **(optional)**	✓	✓
Summer Cap* **(optional)**	✓	✓
PE Kit		
White Tee Shirt with Logo	✓	✓
Green or Black Shorts	✓	✓
White Socks	✓	✓
Tracksuit or sweatshirt & jogging bottoms (navy blue or black)	✓	✓
PE Kit Bag	✓	✓
Water Bottles, Ties & Book Bags can be purchased from the Office		

Girls Uniform	Reception, Y1, Y2	KS2
White shirt		✓
White Polo Shirt with logo	✓	
Tie		✓
Grey Skirt/Grey Pinafore/Grey Trousers/Green Check Dress	✓	✓
Green Jumper with Logo	✓	✓
Black shoes (not trainers)	✓	✓
Fleece* **(optional)**	✓	✓
Waterproof Jacket* **(optional)**	✓	✓
Summer Cap* **(optional)**	✓	✓
PE Kit		
White Tee Shirt with Logo	✓	✓
Green or Black Shorts	✓	✓
White Socks	✓	✓
Tracksuit/ or sweatshirt & jogging bottoms (navy blue or black)	✓	✓
PE Kit Bag	✓	✓
Water Bottles, Ties & Book Bags can be purchased from the Office		

ITEMS AVAILABLE TO PURCHASE FROM SCHOOL

School Book Bag: (required for all year groups except Year 6) **£4.50**	**Iron-On School Badge:** £1.50	**School Tie:** £3.00	**Water Bottle**: £1.50	**Water Bottle Lid:** 0.75p

The school reserves the right to amend these in line with the costs from our suppliers.

*optional purchase but must have school logo

WE HAVE LIMITED STORAGE SPACE IN SCHOOL
PLEASE DO NOT BRING LARGE, BULKY RUCKSACKS TO SCHOOL

Items with school logo can be purchased from:
Uniform Shop Wellingborough
8 Olympic Way
Wellingborough
Northamptonshire
NN8 3QE
Tel: (01933) 426433 Email:
info@uniformshopwellingborough.co.uk

OPENING HOURS:

Monday CLOSED
Tuesday 9.00am -5.00pm
Wednesday 9.00am - 5.00pm
Thursday 10.00am - 7.00pm
Friday 9.00pm - 5.00pm
Saturday 9.00am - 2.00pm
Sunday CLOSED

KEY INFORMATION

What are our school times?

Pre-School
Morning Session: 8:50am – 11:30am
Lunch: 11:30am – 1:00pm
Afternoon Session: 1:00pm – 3:30pm

Year R to Year 6
Morning Session Starts: 8:50am
Afternoon Session Ends: 3:30pm

TERM DATES – 2022/2023 Academic Year

Term	Open to pupils on the morning of:	Closed at the end of the afternoon on:
Term 1	Friday 2nd September 2022	Friday 21st October 2022
Term 2	Monday 31st October 2022	Friday 16th December 2022
Term 3	Wednesday 4th January 2023	Friday 10th February 2023
Term 4	Monday 20th February 2023	Friday 31st March 2023
Term 5	Monday 17th April 2023	Friday 26th May 2023
Term 6	Monday 5th June 2023	Thursday 20th July 2023

Teacher Training Days 2022/2023

Thursday 1st September 2022
Friday 25th November 2022
Monday 28th November 2022
Tuesday 3rd January 2023
Friday 21st July 2023

Please note: these dates are school specific and may not match those published on the North Northamptonshire Council's website.

HOT DINNERS

Our school hot dinners are currently provided by Wollaston School who use Parent Pay™ for their online ordering. When your child starts with us a letter will be sent home with further instructions. Meal orders have to be placed one week in advance so for the first week or so you may need to provide your child with a packed lunch.

NB: Hot dinners are available for children who attend our Pre-School at a cost of £2.41 per meal.

WRAP-AROUND CLUBS

At Bozeat Primary School we recognise the need to provide additional childcare arrangements to help working parents manage their time more effectively.

Our Breakfast Club opens at 7.45am and operates Monday to Friday during term time. It provides children with a healthy start to the day in a stimulating and caring environment. Places can be booked online via School Gateway and cost £5.00 per hour. Places are limited to 20 children.

Our After-School Club is open until 5.30pm, Monday to Thursday during term time. A range of activities are provided enabling children to wind down at the end of their day. Places can also be booked online via School Gateway and cost £5.00 per hour. Places are limited to 8 children.

If you would like to take advantage of either or both of these Clubs please read and sign the Terms and Conditions. Bookings are made online using School Gateway and once your child has started with us we will be able to give your further information on how to set up your own online account for Clubs and Trips

In addition, the school offers a variety of extra-curricular activities each term which are run by independent clubs. The range of activities varies from term to term and has previously included Cricket, Street Dance and Archery. Traditionally gymnastics, football and dodgeball clubs have been available every term.

Extended Services – Terms and Conditions – 2022/23 Academic Year

We are committed to providing a fair and open admission system that offers a competitively priced and value for money service.

General:

Parents are able to book a place in the Breakfast or After School Clubs online using School Gateway.

For regular users, places can be booked up to a half-term in advance. Notification is issued via the School Newsletter when the next half term sessions are available to book. Parents may also book ad-hoc sessions as and when they are required, subject to availability.

Parents are not permitted to pre-book places if payment is outstanding from the current term. The school reserves the right to cancel pre-booked sessions if a parent actions this and payment is still outstanding.

If your child has not previously attended Breakfast Club or After School Club please contact the school office before booking your place online. We will need to set up the appropriate permissions on your account.

Places are allocated on a first come, first served basis.

When booking online places must be booked 7 days in advance. Ad-hoc bookings required at shorter notice will need to authorised by the school office. Online bookings can only be amended by the office staff.

Refunds will not be given for any bookings made where the child does not attend the setting. Exceptions to this are where a child books onto an alternative activity run by the school or FOBS for example film nights.

WRAP-AROUND CLUBS

Pre-School and Reception aged children will be escorted to the After School Club by a member of staff at the end of the school day. All other pupils are expected to make their own way to the Club.

Eligibility for the transfer of a booked session to an alternative date is at the discretion of the Business Manager or Head of School.

For regular users with block booking, should you wish to terminate your child's place in the Extended Services facilities, 2 weeks' notice is required.

Our credit terms for fees due are currently 30 days. A reminder will be issued to parents who have not paid within this period. If fees remain unpaid a further reminder will be issued and the debt referred to the Trustees for further action.

We may suspend your child at any time if fees remain unpaid.

Breakfast Club:

A maximum of 20 places are available in the Breakfast Club setting, which operates Monday to Friday.

The entrance to the Breakfast Club is situated to the rear side of the building. Parents/carers should ensure that their child is registered into the club by one of the staff members before leaving.

Breakfast Club opens at 7.45am, with breakfast served between 7.55am and 8.20am. We cannot guarantee children will have a breakfast after this time.

We also offer an Early Birds Breakfast Club which opens at 8.30am at a cost of £1.00 per day. Breakfast is not served during this time.

At 8.50 am all children exit the Breakfast room and make their way to their classrooms. Pre-School and Reception children will be escorted to their classrooms.

After School Club:

A maximum of 8 places are available in the After School Club, which operates on Monday to Thursday, between 3.30pm and 5.30pm.

Pre-School and Reception children will be collected and escorted into the school building ready for the After School Club commencing at 3.30pm.

Pupils in Years 1 to 6 make their way to the After School Club at the end of the school day.

Parents/Carers need to collect their children from the rear/side of the building. A member of staff will open the door and release the child into your care.

In the event of any delay parents should ring the following number, 07934 921403, to advise a member of staff.

Fees:

If your child is booked to attend the After School Club until 4:30pm and you are late collecting your child by more than 10 minutes, a charge for an extra hour will be added to your fees.

If your child is booked into attend the After School Club until 5:30pm and you are late collecting them by more than 10 minutes, a charge of £15.00 will be added to your fees. This will cover the additional staff charges and associated costs that will be incurred by the school.

A healthy snack is provided in the After School Club for all children.

In the event that staff are expected to admit a child, and a place had not been pre-booked with the office, you will be charged accordingly.

Payment can either be made online via the School Gateway that all parents have access to. We can accept cash/cheque payments in exceptional circumstances.

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WRAP-AROUND CLUBS

PARENTS/CARERS DECLARATION:

Can you please complete and return the attached declaration to confirm you have read and accepted the Terms and Conditions and return to the School Office.

Childs Name..... Class .....

I agree to abide by Bozeat Primary School Terms and Conditions for the Extended Services Facilities.

Signed: .....

Print Name: .....Date: …….

PRE-SCHOOL SUPPLEMENT – APPLICABLE TO NURSERY AGED CHILDREN ONLY

Pre-School Introduction

We want to make your child's first experience of school an exciting and memorable one. Our Pre-School children will be merged with our Reception Class to create an Early Years Class. This will enable them to enjoy being part of the whole school community and ensures a smooth transition to main school providing continuity and progression in a safe, stable environment.

We will be admitting up to 16 Nursery aged pupils into the Early Years Class, into each of the morning or afternoon sessions. Places are available Monday to Friday during term time only. Places are offered for pupils from the term after they turn 3 years old. Places are allocated on a termly basis on a first come first serve basis.

For the term after your child's 3rd birthday, you will be able to claim either the universal 15 hour free funding from government or the 30 hour free funding depending on your circumstances, the minimum number of sessions in the Pre-School is 4.

The Early Years Class will be led by a Teacher, supported by a Teaching Assistant and qualified Nursery Nurse. The Early Years Class adheres to the Early Years Foundation Stage curriculum and operates in conjunction with the Reception Class.

The majority of nursery aged pupils apply for a school place at Bozeat Primary School although there are no guarantees that through attending the Pre-School, pupils will be allocated a place at the school. All school applications must be made via the North Northamptonshire Council School Admissions department.

Funding Claims are currently processed by the school on a termly basis in line with the claims process operated by North Northamptonshire Council. Claim Forms are currently issued to parents to verify at the start of each term. Every parent will be required to complete a parental contract every term which confirms the number of free funded hours you are claiming. The school will help you with these.

Funding is claimed based on your booked sessions, even if our child does not attend due to sickness, holiday, emergency closure. There is no discount for siblings. Free funding can be applied to lunch time club and extended services as part of the schools continuous provision offer.

Additional sessions not covered by Free Funding are charged at the following rates:

Morning Sessions	9:00am to 11.30am	**£10.00 per session**
Lunch Time Club	11.30am to 1:00pm	**£5.75**
Afternoon Sessions	1:00pm to 15.30pm	**£10.00 per session**

Separate guidance is issued by the School on how to access the 30 hour free funding.

Children in Early Years are also eligible to apply for Pupil Premium Funding which provides the school with additional funds to support children's learning and development. This is determined by the Local Authority based on the information you provide on the Parent Contract.

PRE-SCHOOL SUPPLEMENT – APPLICABLE TO NURSERY AGED CHILDREN ONLY

PRE-SCHOOL PROVISION - TERMS & CONDITIONS 2022/23

Only a parent/carer with parental responsibility for a child can register that child for a place in the Early Years Unit.

We will inform you in writing as soon as possible whether your application for a place has been successful. Once confirmed, we will assume that your child will attend the pre-school, unless otherwise advised in writing. We will notify you as soon as possible of any days we will be closed. The Early Years Unit does not operate on designated teacher training days for the school. These are identified on an annual basis in the School Calendar.

Our obligation to you:

- Your child's place is reserved for 38 weeks per year, term time only less teacher training days.
- We will provide you with regular verbal updates on your child's progress and will agree with you times to discuss the progress of your child or any other aspects of our childcare services as and when required.
- We will contact you during the term before your child is due to start to reconfirm your booking requirements.
- Funding applications for those children who are entitled to Free Funding are made on a termly basis in accordance with North Northamptonshire Council and Government requirements.
- You are required to notify the school by 9.30am if you child will not be attending the Early Years Unit on that day. This applies irrespective of which session your child is due to attend.
- We will contact you on a termly basis to reconfirm your place requirements.
- Once you have booked your sessions for each term, these cannot be changed unless with specific agreement by the Early Years Lead and School Business Manager.

Your obligation to us:

- You will need to complete and return the forms provided in the Registration Pack before your child can start with us.
- You must notify us immediately of any changes in the information you have provided in the Registration Pack Forms.
- You must inform us immediately if your child is suffering from any contagious disease, sickness or diahorrea. This is for the benefit for other pupils and to prevent further spread of the illness.
- You must inform us as to whom is collecting your child or advise us as soon as possible if you are unable to collect your child by the official collection time.
- You will provide us with four weeks written notice of your intention to withdraw your child from the setting. Any written notice must be received during term time.

General:

- The opening hours and charging details are as outlined on page 15. These will be reviewed on an annual basis in consultation with the school Governors.
- Our fees are calculated on a sessional basis. Fees are calculated on a half termly basis, based on the sessions booked for that half term. Invoices are issued once the application for any Free Funded hours/places has been made to the local authority.
- Our credit terms for invoices are 30 days. A reminder will be issued to parents who have not paid within this period. If fees remain unpaid the provision available will be reduced to the Free Funded hours only until such time as the outstanding fees are paid.
- The school does accept nursery vouchers as a means of payment. Please advise the office if this is the case as voucher payments are made on a monthly basis.
- If you have any concerns about paying the Pre-School Invoice, parents should contact the school office to discuss the matter confidentially.
- No refund will be given for periods where a session is not taken by the parent, or when the school and Pre-School are closed due to unforeseen circumstances i.e., adverse weather conditions. We do not charge for teacher training days or bank holidays.
- A minimum charge of £5 per 15 minutes will be made if children are not collected on time.
- Fees include a provision of fruit snack midway through the morning and afternoon sessions.

Absent Children
The school believes good habits regarding attendance developed in during the early years are important in promoting future school attendance, wellbeing and safeguarding. There is a link between good school attendance and high level attainment. Regardless of the reason, if your child is absent from school it will impact on their learning. Parents/carers are responsible for ensuring their child attends on time for each session booked.

Medical Appointments
Where possible all appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum.

Too ill to attend school?
Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat) over the counter medicines can be given before school. School will contact you if they become too ill to remain in school. Children should be off school for 48 hours if they have diarrhoea or vomiting. If you are unsure how long your child should be absent with an illness speak to your doctor or your pharmacist for advice.

The school will follow the current government and Public Health England guidance for absences associated with Covid 19 or any other pandemic.

Unauthorised leave in Term Time (Holidays)
Children should not take holidays in term time. Family holidays should be taken during school holiday periods. Requests for leave due to exceptional circumstances preventing the period of leave being taken during school holidays must be made in writing to the Head Teacher.

Absence during Term Time
Children must not be absent from school for: Day trips, Shopping, Birthdays, Baby Sitting, Parent/carer or sibling illness

Reporting Absence
It is a Parent/carer's responsibility to notify school if their child is absent. A reason must be provided. If you are concerned about your child's attendance please speak to the school to discuss your concerns.

Persistent Absence
Any child with attendance below 90%,unless there are specific medical reasons, is considered to be a persistent absentee. Statistics show that persistent absentees are less likely to achieve their full potential and can affect a child's future prospects. The easiest way to ensure your child attends school on time every day is to establish a Good Evening and Morning Routine. If mornings are hectic in your household, prepare as much as possible the night before.

Punctuality
It is important that your child attends school every day and on time. Arriving late to is unsettling for children.

School Procedures:
Please contact the school by 9.30am if your child will not be attending that day. Messages can be left on the school answer phone, via email to bps-admin@bozeat-school.net or by speaking to a member of staff in school. Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the school has not heard from parents by 10am, the school office will contact parents to ascertain the reason for not attending school. The school will follow up all absences to ensure proper safeguarding actions are taken where necessary. If no contact can be made with a parent then a home visit will take place.

Long term absences for pre-school provision covered by the Free Funding is

- A maximum of 10 working days for each absence
- A Maximum of 30 working days in each child's funding year (excluding bank holiday and religious/cultural festivals)
- Long Term sickness is not included as an absence as long as it meets the criteria set out by a Public Health Agency and/or verified by a medical professional
- Absences will be monitored by the school.

Any absence that falls outside of the above criteria will be chargeable.

Temporary Closure of the School:
In the event the school or class is required to close for a period longer than 5 days, parents who attend the setting can use their funding to attend another provider after the 5 day period.

Pre-School Pricing Structure – 2022/23 Academic Year

Up to 15 hours per week free funding is provided for the term after a child's 3rd birthday by the Government. This funding is subject to a maximum claim of 570 hours per year. Funding is claimed by the school on your behalf subject to completion of a Funding Form on a termly basis. The Funding Forms are issued at the start of each term.

SESSIONS REQUIRED (SUBJECT TO AVAILABILITY AND CONFIRMATION)

Please tick ✓ required sessions:		**MON**	**TUES**	**WEDS**	**THURS**	**FRI**
Morning Sessions	9:00am to 11.30am					
Lunch Time Club	11.30am to 1:00pm					
Afternoon Sessions	1:00pm to 15.30pm					

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Declaration:

Early Years Unit – Nursery Aged Pupils - Terms and Conditions – 2022/23 Academic Year
Parents/Carers Declaration

Childs Name …….. Date……..

I confirm that I have read and accepted Bozeat Primary School Terms and Conditions for the Early Years Unit

Signed ……

Print Name: ……

How did you hear about us?

We are keen to know how you found out about our Pre-School setting as this will inform our future marketing strategy. Can you please indicate on the form how you heard about us and what was it about the setting that encouraged you to apply for a place.

Q1. How did you hear about us?	**Please tick**
Already have children in school	
Attend Baby & Toddler Group on a Thursday morning	
Recommended by friend/neighbour/colleague	
Saw advert in local paper	
Saw advert in local shops	
Saw advert on social media.	
Other - please specify	

Q2. If you had to identify one thing, what encouraged you to apply for a place at the Pre-School?	**Please tick**
Already have children in school	
Live in village and is my nearest Pre-School facility	
Liked environment following tour of school	
Staff made me feel welcome during visit	
Literature and information provided on school website/social media	
Recommendations from friends/neighbour/colleague	
Other (please specify).	

Thank you.

Bozeat Community Primary School

HOME SCHOOL AGREEMENT

This school is committed to working together with all families and their children to provide the highest quality of education. This education will be based on a partnership of shared values and beliefs, will be challenging, engaging and will extend achievement for all. Our aim is to develop confident young people, who are independent learners and well prepared members of their community.

Parents / Carers

I / we will:

- Understand that regular attendance at school is essential and will ensure that my child attends school.
- Ensure that my child arrives on time and is collected promptly.
- Ensure that my child wears the correct uniform, including suitable footwear, following school rules and also has a suitable PE kit at all times.
- Encourage my child to remember everything needed for the day in order to encourage independence.
- Provide an explanation if my/our child is absent in accordance with school's attendance policy
- Make the school aware of any concerns or problems that might affect my/our child's work or behaviour.
- Support the school's guidelines and policies for positive behaviour and discipline.
- Support my/our child with homework and other opportunities for home learning, ensuring that homework is completed and returned on time.
- Attend parent's evenings and discussion on my/our child's progress.
- Work with the school to foster positive attitudes to education and to learning.
- Encourage use of only age-appropriate internet, mobile and social media sites and ensure that none are used inappropriately including being unkind to other.
- Not arrange holidays during KS1 SATS or KS2 SATS and endeavour to avoid taking holidays during term time.

Signed _____

Print Name: _____

School

The School will:

- Promote each pupil's health, safety and happiness
- Encourage the pupils to do their best at all times
- Enable all pupils to achieve their highest potential
- Encourage the pupils to take care of their belongings, surroundings and others around them.
- Provide a broad and balanced curriculum and a stimulating classroom environment, striving to meet the individual needs of the pupil.
- Let parents know of any concerns or problems that affect the pupil's attendance, work or behaviour.
- Keep parents informed about general school matters and about the pupil's progress in particular.
- Arrange parent's evening during which progress will be discussed, indicating strengths and areas for development.
- Teach pupils to develop a positive attitude towards everyone, regardless of gender, race, belief, values, age or need.
- Be open and welcoming at all times and offer opportunities for parents to become involved in the life of the school.

Signed Head of School

Date agreed

Pupil

I will:

- Attend school regularly and on time.
- Do all my class work and homework as well as I can and return homework on time.
- Be polite, helpful and considerate to everyone within school and outside.
- Wear the school uniform and be tidy in appearance.
- Remember that I represent my school both at school and outside.
- Keep the school tidy and free from litter.
- Always behave sensibly in class and around school.
- Look after my personal belongings
- Take school letters home and bring my reading diary to school every day.
- Respect adults and pupils at all times.
- Ask for help if needed to support my work or my behaviour.

Signed _____

One copy to be signed, dated and returned to school, one copy to be retained by parent and pupil.