

# Eaton Primary School

An Evolution Academy Trust School



Learning Together Through Challenge

# Welcome to Eaton Primary

Headteacher - Mr Allan Lowe MA (Oxon), NPQH

Tel - 01603 502454

Website - [www.eaton.norfolk.sch.uk](http://www.eaton.norfolk.sch.uk)

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## **Welcome**

I am pleased to welcome you and your child to our school. We hope it will be the start of a great partnership.

We want your child to be happy at Eaton Primary, and we work hard to ensure that starting our school is enjoyable for you and your child.

This booklet is designed to help you and your child at the start of their time at Eaton Primary School. We hope you will find it useful.

## **Our Vision**

Every child has a safe, happy and inspiring learning journey.

## **Our Aims**

To provide a safe and stimulating learning environment, through robust financial management and adherence to policy and procedure, in which we all continually strive to provide excellence for our children.

- To fulfil the potential of every child, through encouragement and challenge, so that they can be adaptable and self-sufficient and are prepared for life ahead.
- To achieve high levels of motivation and well-being for our employees, through quality training and personal development.
- To foster trust and confidence from our community partners, so that we can both learn from and contribute to our local, national and global neighbours.

## **Our Values**

We strive to achieve our aims through promoting and acting on the values of Trust, Openness, Respect and Integrity.

I look forward to meeting you and your child.



Mr Allan Lowe

Headteacher

## **Your child's first day**

If your child is starting in Reception in September, you should take them to the Infant playground on the first day of term where you will be met by their teacher. If your child is joining us during the school year, a member of the office staff will advise you of a starting date and time. Please report to the school office and we will take you and your child to their class.

## **Timings of the school day**

The school day runs Monday to Friday 08:50 to 15:15.

The school playground is supervised from 08:40 each morning and we ask that children do not come onto the school grounds prior to this.

Morning break is from 10:15 - 10:30 and lunch is 12:15 -13:15.

Parents are invited to come into their child's class each "Welcome Wednesday" from 08:50 – 09: This gives you the chance to speak to their teacher and see some of their work.

House games and activities take place every Friday afternoon and your child will need their PE kit for this.

At the end of the school day children are to be collected from their classroom door, where the staff will dismiss children to their parent or carer. With permission, children in Years 5 and 6 can go home by themselves.

If your child is attending a Teacher led club or Crafticubs after school care provision, parents will be informed of where to pick up.

## **What do I do if someone else is picking up my child at home time?**

We can only hand your child to your nominated person if you have given us prior permission to do so. Please contact the school office by email or telephone by 11:00 if someone different will be collecting your child.

## **What does my child need at school?**

- A school uniform and book bag
- A named water bottle

Please ensure that everything they bring to school has their name clearly marked on it. Information on printed 'Stickins' self-adhesive naming labels is enclosed in your welcome pack. Each 'Stickins' purchase generates a donation to our PTA.

Please make sure your child does not bring to school:

- Sweets
- Trading Cards
- Toys

Any mobile phones must be handed in to the school office or class teacher at the start of the school day.

## Uniform list

It is very important that our children are in the correct uniform. If you have any questions, please ask the class teachers or the school office.

### Upper wear:

- Round-neck burgundy sweatshirt or cardigan online via [www.myclothing.com](http://www.myclothing.com). My Clothing will give a cash donation of 5% on all sales back to the school. Uniform can also be purchased from Stevensons uniform suppliers, Ber Street Norwich or at [www.stevensons.co.uk](http://www.stevensons.co.uk).
- A white or burgundy collared top. These can be purchased from **any** supplier and may be polo top, shirt or blouse, long or short sleeve. Polo shirts which are embroidered with the school logo are also available from both the suppliers listed above.

### Lower wear:

- Charcoal grey only for trousers, shorts, pinafores and skirts
- Summer dress; red gingham only
- School shoes; black shoes only to wear to/at/from school – no open toe shoes e.g. sandals
- Optional outdoor shoes / wellingtons in a plastic bag in wet seasons, if children go on field
- Grey tights
- Grey or white socks

### PE:

- Black PE shorts.
- White t-shirt; no logo required
- Trainers (no flashing lights or wheels). Plimssoles do not provide the support required
- Swimwear one piece for girls and trunks (not baggy) for the boys and own towel
- Swimming hat in any colour (swim hats with school logo can be purchased from school office)
- Black or grey tracksuit bottoms and top

### Accessories:

- Burgundy peaked sunhat but any other hat acceptable
- Book bags with our school logo are available from Stevensons
- Pupils may wear a watch on wrist only
- Gold/silver studs only and must be removed by child for PE
- No smart watches, necklaces, bracelets, tattoos or nail varnish

### **How will I be told about my child's progress?**

Parent Teacher consultations are held during the autumn and spring terms where you will have the opportunity to discuss your child's progress with their teacher.

Booking is made via parents evening booking system, a link can be found on our school website homepage. The booking window will only be open at the specified dates which we will inform you of during the year. An annual report will be provided to towards the end of each academic year.

### **How do we keep you informed?**

Our school website [www.eaton.norfolk.sch.uk](http://www.eaton.norfolk.sch.uk) is regularly updated and is a source of information on all aspects of school life along with copies of letters sent home, homework etc.

Our primary source of communication with you is by email and text. Please ensure that you keep us updated of any change of contact details. This information is also used as part of your login for our online booking services.

We have a notice board inside the school entrance which displays information such as menus, copies of the latest newsletter and club information. You can also find copies of useful forms and letters here.

Please take a look at our school Facebook page (<https://www.facebook.com/Eaton-Primary-School-1618452708415523/>) where we share pictures of school trips and achievements etc.

### **What to do if your child is unwell?**

Please ring the school by 08:30 each day of absence and leave a message on the pupil absence line 01603 502454, option 1.

In the event that your child is unwell or sick we follow the procedure below:

- The school is not permitted to admit children whilst they are contagious. This is to prevent cross contamination with other children.
- Should your child develop symptoms of illness while at school, you will be contacted and asked to collect your child as soon as possible.
- Only prescribed medicine can be given to your child upon completion of the relevant form giving us permission to do this. These forms are available from the office and also our website.
- Following illness your child must be clear of sickness/diarrhoea for 48 hours before they return to school.

### **If my child is injured will I be told?**

If your child is injured you will be told via an accident slip in your child's book bag, or we may telephone you. Please ensure we hold up-to-date contact details for you. If your child bumps their head, we will also send you a text message.

### **Lunch Time and Snack Arrangements**

All infant children (Years R to 2 inclusive) are entitled to a universal free school meal. If you believe your child is entitled to income based free school meals it is important that complete a form which is available from the school office.

Junior school (Years 3-6 inclusive) can order school lunches which are £2.20 per day payable in advance. If you believe your child is entitled to income based free school meals it is important that complete a form which is available from the school office.

Your child may choose a hot lunch which can be meat/fish or vegetarian; jacket potato or school packed lunch. You may prefer to provide a home packed lunch.

School lunches must be chosen in advance on the School Money system; even if your child is entitled to a free lunch. You will be sent a password for this via text and it can be accessed via the School Website homepage.

Infant children are provided with a free piece of fruit each day. Junior children may purchase snacks during morning break.

All children under 5 are provided with free milk through the Coolmilk scheme. Once your child reaches their 5<sup>th</sup> birthday you may choose to continue this provision by direct payment to Coolmilk. Please visit their website [www.coolmilk.com](http://www.coolmilk.com) for more information. If you have any questions, please speak to your child's class teacher or the school office.

### Healthy Lunchboxes

This dietary advice sheet gives some general information to help you make healthy choices for your lunchbox. With a little imagination, packed lunches can be healthy and fun! Include a drink and something from the four main food groups shown below. **Please do not send food containing nuts as we have children with nut allergies.**

Filler Foods	Fruit and Veg
Go for variety. Try wholemeal, granary or white with added fibre.	Fresh fruit prepared into bite sized, easy to eat pieces, such as grapes, kiwi, orange segments.
Try different kinds of breads, such as sliced bread, rolls, ciabatta, pitta bread, bagels, baguette, tortillas, chapattis and crackers.	Dried fruits, such as raisins, apricots or a small packet of mixed fruits.
For a change, use wholemeal pasta, brown/mixed rice or	Tinned fruit in juice - pop it into a small pot. Avoid fruit in syrup.
	Raw vegetables in small, ready to eat, bite sized pieces, such as cucumber, cherry tomatoes, pepper, carrots, celery.
Protein Foods	Dairy
Eggs - as a filling or hard boiled	Mini cheese portion
Fish - such as tuna or salmon	Low fat cheese spread
Chicken - as a filling or as drumsticks	Low fat custard or rice pudding
Lean meat - such as ham or beef	Low fat yogurt or fromage frais
Beans and pulses, such as hummus, kidney beans	
A little extra!	Something to Drink
Plain popcorn, low fat crisps, twiglets Currant bun, scone, malt loaf	Water
	Small carton of pure fruit juice

## Attendance at school and legal intervention

You will be aware that the law requires all parents to ensure that their child attends school regularly.

Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress. The government is very clear that all schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

The Local Authority has introduced a system where any pupil who has an attendance of 85% or less with at least 15% unauthorised absence over a 6-week period or 10 consecutive sessions unauthorised absence will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

Any pupil at Eaton Primary who meets either criteria, will be referred to the Local Authority for action to be considered. If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days, if unpaid a further invoice for £60 per parent per child is issued, both individual invoices would then have to be paid making a total payment of £120 in 28 days. Failure to pay the total amount within the timescale will result in legal action being taken.

Our aim is to ensure that our pupils receive the most from their education and I hope we can count on your support in this matter.

## Operation Encompass



Eaton Primary participates in a jointly run initiative between Norfolk County Council, Norfolk Police and our school called Operation Encompass.

Encompass has been set-up to help schools to provide support to children who have been present at incidents of domestic violence. We know that children can be significantly physically or emotionally harmed when they are involved in, present or witness to domestic violence.

The school will receive a confidential phone call from the Multi-Agency Safeguarding Hub before 09:00 on the morning after any domestic incident where one of our pupils have been involved in, present or witness to domestic violence.

The school have designated Kate Estlea, Louise Goodson & Gemma Leggett as Key Adults. They have received training from Norfolk County Council to allow them to use the information that has been shared, in confidence to make sure that the right support is available for children and their families, who have been involved in or witnessed a domestic violence incident.

We are keen to offer the best support possible to our pupils and we believe this is going to be extremely beneficial for all those involved.

If you have any concerns or questions, then please contact one of the above Key Adults or Headteacher and we will be happy to discuss this further. Further information about the project can be found on our school's website and is available from the school office on request.

## Privacy Notices

### Data Protection Act 1998: How we use pupil information

We collect and hold personal information relating to our pupils and may ; them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the school office.

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit our local authority at **Norfolk County Council** or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>



## **Internet Use Policy Statement**

This document sets out the aims, principles and strategies for the acceptable use of the Internet for educational purposes by the pupils and staff at Eaton Primary School.

### **Aims**

1. To allow all users to safely access and use the Internet via a filtered connection, for educational purposes. This includes e-mail and World Wide Web facilities. The school activities may cover:
  - Directed collection of information by individuals or groups from sites specified by a teacher, with or without support.
  - Individual or group research with or without support
  - The sending and receiving of e-mails as directed by a teacher, with or without support.
  - Communicating with other pupils, teachers and members of staff within the school.
2. To provide a mechanism by which staff and students are protected from sites, information and individuals which would undermine the principles and aims of the school
3. Provide rules which are consistent, and in agreement with the Data Protection Act
4. Provide rules which are consistent with the acceptable procedures commonly used on the Internet.

### **The Internet Use Policy: Teachers**

1. Do not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system
2. Do not give personal addresses, telephone/fax numbers of any adult working at the school or any pupils at the school
3. Do not use names or photographs of pupils unless written permission from parents has been obtained first. This also applies to any work done by pupils in school
4. Do not use material which is copyright
5. Do not view, upload or download any material which is likely to be unsuitable for children.
6. Respect the privacy of files of other users
7. Ensure that pupils in your charge are supervised when using the Internet

### **The Internet Use Policy: Pupils**

1. You must obtain permission from your parent(s)/guardian(s) before you use the Internet.
2. You must only access those services you have been given permission to use.
3. You must not access the service without being supervised.
4. You must only access the Internet in connection with your school work
5. Do not tell anyone other than your teachers any password or login name you may be given.
6. Do not give personal addresses, telephone/fax numbers of any person
7. Respect the privacy of files of others. Do not open files belonging to other pupils or staff without permission from them first This includes school work, files saved from software and the Internet and e-mail
8. You must allow your teachers to view any material you store on the school's computers, or on disks you use on the school's computers.
9. If you do not follow these rules your access to the school's computers, internet and e-mail facilities will be restricted and your parent(s)/guardian(s) will be informed.

## **Parental Permission to use the Internet**

The school has a connection to the Internet which will enhance learning and understanding in all areas of the curriculum. As a result of the open nature of the Internet there is some material which is unsuitable for viewing by pupils. The school uses a filtered connection which should enable your child to access the facilities safely and securely. We will make every effort to ensure that unsuitable material is not viewed and every session will be supervised by a member of staff or adult helper. Each adult and pupil using the Internet must agree to follow the Internet Use Policy.

## **Eaton Primary PTA**

Eaton Primary PTA committee is made up of parent representatives elected annually, and one teacher representative. We also have a class representative for each year group.

The PTA works closely with the school to raise funds for exciting school projects; most recently the pirate ship and castle and new staging for school performances.

We hold regular events across the year

- Easter Fair
- Summer Fete
- Santa's workshop
- Christmas card sales
- Bake sales
- School discos
- Quiz and chips
- 2nd hand uniform sales
- Ice cream sales
- Non-uniform days

Get involved

New members are always welcome. If you would like to support us and join our friendly group, please email [eatonpta@gmail.com](mailto:eatonpta@gmail.com).

# School money (online payment portal) tips and hints for parents

## How do I log onto my account?

- To log into your account with SchoolMoney you will need your mobile number, email address and the password your school should have sent to you
- Go to [www.eduspot.co.uk](http://www.eduspot.co.uk)
- Click on the parent link in the top right hand corner of the screen
- This will send you to our login page. Fill out the details and select GO

## The school hasn't sent me a password, what do I do?

If you do not have a password or you forget it, then you will need to contact your child's school directly and ask them to send you one.

## I can't log in, it is saying 'Invalid Login Details?'

This message means that one of the login fields has the incorrect information. If this is the case you may want to check your mobile number and email address against the ones that your school has on record. If these are different in any way, it will not allow you to log in.

## I am logged in, how do I know what to pay for?

It is up to your child's school what they set up on the system so you may not have the option to pay for all payment types. On the left hand side of the screen you will have any payments the school has set up, such as trips and music lessons. On the right hand side you will have the School Shop; in here you have your top ups (dinners/clubs) and any shop items your school is selling.

## How do I pay for the item I want?

Once you are logged in and have decided what you want to pay for, tick the box next to the payment and it will be added to the total. Once you have selected everything you want, click on the 'Make Payment' option and you will be sent to a page where you can input your card details.

## Some of my costs are highlighted in green and orange, what does this mean?

- **Green:** this means that you can pay off the amount in smaller chunks up until the due date, when you will need to have paid it off in full. Click into the green box and amend the amount.
- **Orange:** this means you can pay as much towards this payment as you would like. This will then remove any remaining cost so that you do not have to pay any more towards it.

### **My school has asked that I pre-book dinners, how do I do this?**

Log in as normal and then select the Dinners section in the options menu on the left. Here you will find all of the weeks the school has set up for you. Select the week you want to book and choose your options. Once you have selected your meals click 'Add To Basket.' Repeat on any other weeks.

### **My school has asked that I pre-book club sessions, how do I do this?**

Log in as normal and then select the Clubs section in the options menu on the left. Here you will find all of the weeks the school has set up for you. Select the week you want to book and choose your options. Once you have selected your meals click 'Add To Basket.' Repeat on any other weeks.

### **Can I change a booking I have made for dinners/clubs?**

If you have decided that you want to change a booking, go back into that week on your account and amend the booking. Please be aware that you can only do this for bookings in the future.

### **I want to buy more than one shop item but there is nowhere to change the quantity.**

If you would like to purchase more than one shop item you need to select the plus sign next to the items as many times as you would like and they will be added to your total.

### **How will I know that my payment has processed?**

When you have input your card details and selected 'make payment,' a pop up will appear letting you know that this has processed. You will also receive an email receipt shortly after.

### **How can I see what I have paid previously for my child?**

On your account there is a History option. This will show you your transaction history (including any cash and cheque payments you may have made within the school), as well as any dinners and club sessions taken.

### **If I want to query any of the information I can see, what do I do?**

If you have questions about any of the information that you can see on your account then you will need to contact your child's school directly. They can then pass this onto **SchoolMoney** if needed