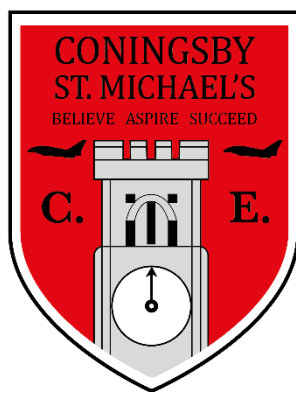


Information for Parents



This short booklet includes the following:

- School term dates
- Our mission statement
- Clothing and equipment
- Hot school meals
- ICT and Internet Use
- Educational visits – walking
- Safe use of photographs policy
- Letter from our governing body

School Term Dates 2020-2021

Term 1	Thursday 3 rd September 2020 to Thursday 22 nd October 2020
Term 2	Monday 2 nd November 2020 to Thursday 17 th December 2020
Term 3	Monday 4 th January 2021 to Friday 12 th February 2021
Term 4	Monday 22 nd February 2021 to Wednesday 31 st March 2021
Term 5	Monday 19 th April 2021 to Friday 28 th May 2021
Bank holiday	Monday 3 rd May 2021
Term 6	Monday 7 th June 2021 to Wednesday 21 st July 2021

If the school is going to close due to bad weather etc, an announcement will be made on local radio a little after 8am on the day of closure. We will also aim to send a ParentMail alert.

Our Mission Statement

We, at Coningsby St Michael's CE Primary School believe that every child should be valued for their individuality, culture and heritage. Inspired by our faith in Christ and together with our parents, churches and communities we aim for each child to reach their full potential through our core Church School Values.

- Friendship
- Perseverance
- Compassion
- Thankfulness
- Forgiveness
- Truthfulness

Clothing and Equipment

The school uniform is as follows:

Boys: The school red sweatshirt; grey or black trousers; either a red or white polo shirt or a white shirt. Black school shoes (No trainers).

Girls: Grey skirt/grey or black trousers, red or white polo shirt or a white blouse, school red sweatshirt or sweat-cardigan. A cotton, red and white gingham dress can be worn for summer. Black school shoes (No trainers).

Children can wear either the uniform with the school badge available from our uniform provider, or a plain version from any supplier.

Also available for both boys and girls are red or black outdoor fleeces and red caps, all with the school badge.

Children are encouraged to use the school book bags.

Clothing for PE and Games

Black shorts and a red T-shirt are to be worn for all PE lessons by all the children in school. Children will also require a pair of trainers for outside PE lessons; however Reception children will not need them until the Summer Term.

For KS2, black tracksuits are advisable during the winter months in order that the children may exercise outside throughout the year.

Please provide suitable bags to hold PE equipment. A red PE bag with school logo is available to order from our uniform provider.

During PE lessons no jewellery is to be worn. If ear-rings are worn these must be removed by the child or taped over (children must bring their own tape). Long hair is to be tied back securely. Please note that school staff are NOT able to remove ear-rings for pupils.

Sweatshirts, sweat-cardigans, red or white T-shirts, red or white polo shirts, black or red fleeces and red caps all with embroidered badge, are available to order from our uniform provider, Nationwide Uniforms.

Book and PE bags, with the school logo, are also available to order through the uniform provider.

Pupils are responsible for the security of their personal possession. Parents are therefore requested to please ensure that all items of school clothing and equipment are adequately marked with their child's name.

Hot School Meals

Our Big Red Kitchen supplies delicious and healthy menu options each day. There is a choice of 2 main meals followed by fresh fruit, yoghurt plus an additional dessert option several times a week. The children can also help themselves to healthy salad/vegetable platters, and freshly baked bread each day. Our Family Dining plan gives the children a much more enjoyable lunch experience with each meal served from their table and no queuing involved.

All children in Reception, Year 1 and Year 2 are eligible for Infant Free School Meals. Children in Year 3 through to Year 6 may also be eligible for Free School Meals (to check if you are eligible please complete the form and hand this in to the office.)

If you are not eligible for Free School Meals, children in Years 3 -6 can pay £2.30 per day. School meals are booked and paid for via ParentMail so you will need to download the app/android. We have our own branded app. Simply click into your Apple App Store or Google Play Store and search CSM Primary PMX ParentMail. Please note, parents will need to be registered on ParentMail in order to access the App and will login with their existing account details. A registration email will be sent to you before your child starts school.

Choosing your meals is simple; menus will be released for the full term ahead so you can choose to select your child's meals weekly or termly. Meal orders must be submitted at latest by a Monday for the following week (This may vary at the start of a new term so please take note of the deadlines on each menu). Payment for meals must be made at the time of booking.

The menus can also be found on our School's website www.coningsbyprimary.co.uk

If you have any questions please do not hesitate to contact the school office.

ICT and Internet Use

As with the use of photographs in school, you are probably aware that concerns about children's safety when using the internet have increased over recent times. Your child's safety is extremely important to everyone at Coningsby St. Michael's.

We recognise that the internet can be an extremely valuable educational tool in accessing the world-wide-web of information. There are, however, a number of steps we take to protect your child while he or she is using the internet at school. These are:

- a. Making sure each child logs-on using a designated user-name and password so that we can monitor an individual child's use of the internet;
- b. Making sure each child logs-on through the school's platform that will block access to inappropriate websites and filter any content by checking for inappropriate language, etc.;
- c. Making sure that each child is supervised by an appropriate adult while using the internet;
- d. Not allowing any child to share information of a personal nature - including home addresses, telephone numbers, photographs or other images - with anyone at any time;
- e. Monitoring any exchange of information with other children in other schools while working on school-approved projects to ensure that your child's safety is not compromised;
- f. Encouraging your child to develop a responsible attitude to using the internet, appropriate to the age of the child; and
- g. Sharing any concerns or problems that may arise at school about your child's use of the internet with you.

You will be asked to sign an 'ICT User Agreement' which forms part of your admission pack.

Educational Visits – Walking

From time to time the teachers like to take the children out of school to see different things in and around our village. Examples include walking to Tattershall Castle, a visit to the pet shop and a visit to St. Michael's Church to make sketch drawings in and around the church.

We believe these short visits are an important part of your child's education at our school. We would like to continue to take the children on these visits and are asking your permission to take your child out of school from time to time.

- The children will always be well supervised with an appropriate ratio of adults to children.
- There will always be a teacher in charge.
- We will never take your child on a coach or bus without asking for additional permission from you for your child to take part in that specific activity.

Please read this letter carefully and, if you are happy for your child to take part in these local educational visits, please tick the permission box on your child's registration form. This permission will remain valid for the period of time that your child is a pupil at this school, or until such time as you amend your choice.

Safe use of photographs policy

To see this policy in full please visit the school's website www.coningsbyprimary.co.uk

At Coningsby St. Michael's C.E Primary School photos and video footage may be taken for any of the following purposes, within the parameters set out within this policy.

During your child's life at school we may wish to take photographs of activities that involve your child. The photographs may be used for displays, evidence of work, publications, on a website by us, on our school Twitter pages or by local newspapers.

Photography or filming will only take place with the permission of the Head Teacher and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize) and home addresses will never be given out. Images that might cause embarrassment or distress will not be used, nor will images associated with sensitive material.

Videos and photographs of concerts and school events, taken by families of those taking part, for family use only.

This is a valuable part of school life and looking back at 'special times' can be very rewarding for both families and the school. When images are taken at an event attended by a large group or crowd, or where a group of children are taking part on school premises, permission is not required for photography or video. Individuals would not be named or identifiable in these cases. Such situations may include concerts, sports day etc.

Those taking photographs are asked not to publish the photos on any social networking website, to ensure the safety of all children; where there are other children who may be identifiable in the background.

Pictures of children at work in school, individually or groups or teams, to be used within school only

Photographs of pupils are often used to add life and colour to school displays and for assessment purposes. They are also used to promote a positive image of children in learning situations, which staff and pupils find very motivating. Such pictures also help parents and the local community to identify and celebrate the schools' achievements.

Parents will be asked to give a general consent (form included in your admission pack) regarding this use of personal images – within this policy we will clearly set out the purpose of the use of such pictures, how and where they may be used, the period for which their consent applies and their responsibility to inform us of any changes which may affect this consent. We will retain this consent form while the pupil is still at school.

Pictures of individuals, groups or teams to be used in Newspapers

The use of photographs by newspapers is already subject to strict guidelines. The press, in school, will only photograph pupils with our permission. The names of children in photographs will not be given to the press without parental consent. Whenever possible, it will be sufficient to simply state what the group is and/or where they are from which will be covered by the general consent form.

Pictures of children for school publications

Photographs and video images of pupils are classed as personal data therefore can only be used for publicity purposes with parental consent. Parents will be informed of the purpose of the image used and asked to give permission for its use.

The use of such images may include photos for the School brochure, reports from school groups and/or events, photographs on display outside of the school environment, etc.

In many cases it may be possible to use pictures without naming or identifying the pupils in the shot i.e. by ensuring that faces are out of focus or that pupils are turned fully or partly away from the camera, or by ensuring that the child's name is not used.

We would never knowingly use an image of a child who is subject to a court order - however it will be the responsibility of the child's parent/guardian to inform the school.

Pictures of groups or individual for other publications

Occasionally the school receives requests for pictures of pupils to be used in external publications. In such cases the school is asked to identify those in the shot who are approached to request permission for the use of the image. It is also made clear, why the image is being used. Unless permission is granted, the entire photograph would not be used.

Individual, class and team photographs, taken commercially, with families given the option to purchase

Use of a commercial photographer is a regular part of our school programme. Individuals, classes, groups and teams are all photographed annually and families of those in the pictures are given the option to purchase them.

Pupils and their families are always informed prior to the photographer being in school; the photographer wears appropriate identification at all times; children are never alone with the photographer; these sessions, always supervised by a member of our school staff, take place in the school and within the school day.

General

In all cases, every effort will be made to ensure that images of pupils are used in a responsible way. At all times we will consider balancing any potential risks against the advantages of using the photographs.

Letter from our Governing Body

As the Governing Body, we welcome your child to our school.

At Coningsby St Michael's we pride ourselves on ensuring your child's time here is not only a happy time, but a safe time as well.

Our school is situated on School Lane which also has residential properties, a garage and a Care Home along its short route. At peak times, traffic (vehicular and pedestrian) can be very high and in order to maintain your child's and your own safety, we ask all parents to observe certain restrictions and guidance at the beginning and end of the school day.

Parents are asked not to park outside the school or on the roundabout at the end of School Lane between the hours of 08.30 – 09.30 and 14.30 – 16.00. A number of children arrive at school on buses which need to be able to negotiate the roundabout without mounting the pavements to manoeuvre around parked cars. Unfortunately, this has happened on many occasions and we are asking for your help along with all other parents to ensure the continued safety of our children.

The majority of our parents support us in our efforts to keep everyone safe at St Michael's by "Parking and Striding" from **Silver Street car park**, which is only a few minutes walk from the school, or by walking to school from their homes.

At the beginning and end of the school day there are over 400 people (children and adults) around our school gates – it is our desire to keep all these people as safe as possible. We can only achieve this with your help along with everyone else associated with the school.

We thank you in advance for your support, and look forward to a long, happy and safe association with our school.

Kind Regards,

The Governing Body