



PARENTS' HANDBOOK

Junior School

LONG CLOSE SCHOOL

Upton Court Road

Slough

Berkshire

SL3 7LU

A Cognita School

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Foreword by the Head of the Junior School

I would like to extend my welcome to you as parents of pupils in the Junior School. At Long Close the Junior School encompasses the primary years of education; through Key Stage 1 (Years 1 and 2) to Key Stage 2 (Years 3 to 6). These are important years in a child's education and the development of a love of learning, strong aims and values are instilled alongside academic excellence, character and global awareness. We endeavour to provide a broad curriculum so that the children develop a wide appreciation and understanding of the world. The academic subjects and work in the classrooms are enhanced by school trips, visitors to the classes, events and activities designed to extend and offer learning beyond the traditional subjects, such as displaying and sharing our work weeks during the term across the school and with pupil's families. The pupils have the opportunity to learn through a themed creative topic curriculum.

As the pupils progress through the Junior School they are encouraged to develop their growing independence so that that they are confident and ready to embrace the next part of their learning journey and transition into the specialist teaching form teacher based YR6 alongside YRs 7 and 8 as part of the senior school as they work towards the 13+ common entrance exam in preparation for their GCSE'.

Long Close Values:

Here at Long Close School the development of a strong value system is something that we place in high regard and we will endeavour to:

Altiora Petimus. We seek higher things. These words, which sit beneath our 'Winged Pegasus' emblem, sum up the collective pursuit of excellence that characterises Long Close School.

Everything we do at Long Close is based around your child. We start by getting to know them – their capabilities and interests, their personalities and potential. And this treatment of them as individuals persists right through from nursery to year 11. When teachers meet to discuss progress with senior colleagues, for example, they don't talk about classes, they talk about individuals. And if anything needs to be done to help a pupil progress, it is carried out on an individual level. One size does not fit all at Long Close.

We believe that this individual approach is the best way to help each child become a happy, productive member of society – making a contribution through their work, their strong family relationships and their links to the community. This is what we, as a school, call success.

Long Close children learn that their own success in life comes through hard work, self-discipline and inner strength – and we teach them how to develop and harness those characteristics. They are taught that happiness comes from the pursuit of success rather than the trappings of it and that they can spread that happiness through respect, tolerance, good manners, honesty, compassion and fair-mindedness. And they learn that personal fulfilment depends on maturity, confidence and independence of thought.

These are the values that we teach at Long Close. They are the values we live by every day at the school – values that link the diverse faiths and cultures of our pupils and their families. We believe that they form the foundation for the first-class education that we provide, the excellent academic results we achieve, and the well-rounded young people who eventually leave our school to make their way in the world.

- Put the child at the centre of everything we do.
- Value individuals as part of the Long Close family.
- Enrich the learning of children through inspired teaching.
- Give people opportunities to develop their all-round potential.
- Maintain high professional standards.

As Head of the Junior School my key responsibility is to work with the Senior Leadership and Management team and assistants Heads of the Junior School to oversee the progress and safety of all the pupil's whilst offering the pastoral care to support this. I report directly to the Head teacher. This ensures that the needs and views of pupils, parents and staff within this department are heard at the highest level. Please do contact me if you have any questions or queries regarding the Junior School.

I look forward to triangulating the journey for your children, yourselves and staff so that we can work together to enjoy and be very happy and safe whilst at Long Close.

Mrs. Sarah Harris

Head of Junior School

sarah.harris@longcloseschool.co.uk

Long Close School Statement of Aims

As a school community we want to equip and prepare the children at Long Close School to take their place successfully during their school years and in society. In particular, our aims for our pupils are as follows:

Curriculum

To provide a first-class academic education through a broad and balanced curriculum, which will equip each child for life in and out of the classroom. In particular, it is our aim to provide a sound base in language and number, which are the springboards to success in all other areas of the curriculum, and promote a positive attitude to learning.

Standards of Effort and Achievement

To set and expect high standards of work and behaviour, to encourage each child to make maximum effort so that he/she can fully exploit their individual talent.

Environment

To create a bright, challenging, secure and happy learning environment, which will promote individual development as well as a love of learning.

Moral Standards

To foster personal and social responsibility among all members of the school community and to encourage in particular the virtues of industry, honesty, kindness, tolerance, good manners and courtesy.

Individuals

To recognise the needs and abilities of individual children, with a view to developing their confidence and the 'whole child'.

Extra-Curricular Activities

To provide children with the opportunity to participate in and enjoy a wide range of character and enhance the learning of new skills during after school activities.

Safeguarding

The key to successful learning is happiness and confidence and at Long Close we put the pastoral care and welfare of the pupils at the centre of all that we do. We believe that safeguarding children is everyone's responsibility and that everyone who comes into contact with children and families has a role to play.

Our Safeguarding Policy and Child Protection Policy is fully compliant and has been prepared in keeping with 'Keeping Children Safe in Education' and in accordance with our legal duty as an independent school under s157 Education Act 2002.

We are committed to the safe recruitment of staff and comply with our statutory duty to operate safe recruitment procedures for all staff in our school which permit them to work regularly with children. Our staff complete safeguarding training, refreshed at least every three years, which enables them to recognise potential signs of abuse. I am the Lead Designated Safeguarding Lead (DSL)- Mrs. S. Harris for Long Close School. I work with a team who share different areas of lead responsibility in safeguarding roles throughout the school. The Deputy DSL for the Reception Classes and the Junior School (Years 1-6) is Miss. Letitia Powell, Mrs. Paula Reynolds is the DSL for the Nursery, Mrs. Bhamra is the Deputy DSL for the Nursery and Mr McCarthy is the DSL for the Senior School (Years 7-11) with Mr. Larcombe as the Deputy DSL for years 7-11. If you have any issues of concern please contact any of the team for support and direction.

Further details of our Safeguarding Policy including Child Protection can be found on our school website.

The School Day

Daily routines

The school opens at 08.00 and pupils go to the Dining Hall to be supervised by members of staff.

At 08.20 the pupils are escorted out onto the play ground or to the Main Hall if it is raining, to be supervised until the school bell rings.

The bell for registration is rung at 8.25am. Pupils line up with their class and their form tutor, or class teaching assistant if they are in KS1, will take them to their classrooms.

School begins with class registration at 08.30 and lessons beginning at 8.30am. Pupils are deemed 'late' if they haven't arrived for registration time in the classroom. If pupils are late parents must sign the 'Late book' held in the School Reception with the reason for their child's late arrival.

In this time there may be a range of activities, including reading, handwriting, problem solving, debating, PSHE, collecting house points and checking diaries. In addition, there are assemblies and music activities:

- On Monday assembly is held for the Prep School (Yrs. 1-6) in the school hall. Individual classes sometimes lead the assembly and parents will be welcome to attend.
- Orchestra practise takes place throughout the week in the music room.
- Singing practice takes place in the school hall.
- Junior Choirs run throughout the week.
- House meetings and student council meetings take place periodically

Daily Class timetables will be given to pupils at the start of the academic year or term with any changes updated.

The KS1 school day ends at 15.30 and pupils either go home or they can stay for a pre booked internal or external provider club or be supervised whilst they wait for an older sibling. Sibling cover and clubs are pre booked and run from 3.30pm, and pupils staying for these are given a light snack and a drink if pre booked and paid for. After school care is available up until to 18.00 Mon-Friday. There is a charge for this facility.

The KS2 school day ends at 16.00 and pupils can either go home or stay for Junior (supervised homework club) or clubs. They are given a light snack at 16.00; and Junior/ clubs begin at 16.00 each day and finish at After School Care (ASC) caters for pupils who need to stay for longer and is available until 18.00.

If parents are delayed, we request that they notify the office, so that pupils may be told and will not therefore become distressed. These pupils will join ASC from 15.30 if they are in KS1, or if they are in KS2 from 4pm and then ASC available until 18.00. There will be adhoc charges for any care not pre-booked.

If parents are unable to collect their pupils and another person is sent, we need to be informed. No child will be allowed to leave school with an unidentified person.

School closes at 18.00 hours.

Absence & lateness

The School Office should be informed early in the morning if pupils are ill, or unable to attend school for any reason. This is to allow the form teacher to give the appropriate mark in the Register. This can be done in the following ways:

Phone - Leave a message on the pupil absence line that can be accessed by dialling 01753 520095, choosing option **1**. We would appreciate being informed as early as possible. Please leave the following information: pupil name, form and reason for absence (we do not need full medical details)

Email – we have an account for parents to email us if a child is absent or late – the address is: absent@longcloseschool.co.uk

Pupils are expected to get to all lessons promptly. Pupils, who have music lessons, must inform their subject teachers of their whereabouts.

It is requested that pupils do not miss school during term time as they will miss the crucial teacher input given in lessons. Permission for absence other than illness must be sought from the Headteacher before the required date.

Break times are supervised by staff throughout. Pupils may bring fruit snacks for break times. If a pupil is injured at playtime the staff member on duty initially attends to them. Duty staff carry a first aid kit to give immediate aid. If the pupil needs further care they are taken to the School Office. First aid is applied and the pupil will either return to class or be sent home, with the parents/guardians having been telephoned to come and collect them.

Pupils are encouraged to play socially and to interact constructively with one another. There are benches in the playground where pupils can sit if they wish to have a quiet time, or to sit with a friend or friends, or if they simply want to join in with a group, to play. There is a climbing frame area which students may 'explore'

and climb the equipment safely. Children can play ball games in the astro sports courts or near the target wall area when available

At the end of break there is a 'first' bell for pupils to go and change their trainers, go to the toilet or collect books for their next lesson before lining up for the 'second' bell. When the 'second' bell rings, all pupils line up in their class groups ready for collection by their teachers, who will take them to the next lesson.

Wet break

If pupils are unable to go outside at break times they will be supervised by either a member of staff, in their classroom or in the Main Hall. Each class has a selection of activities available such as, board games, drawing etc. available for wet playtimes.

Contact & Communication with Staff

Parents with pupils in KS1 have the opportunity to talk briefly to teachers each morning and afternoon when they drop their children off and/or collect them.

We have an Open Door policy at Long Close School and parents are welcome to talk informally to their teacher as and when needed or via email at a mutually convenient time. If a more formal discussion is required with the class teacher, Head of Junior School or the Headteacher, a convenient appointment time may be made directly, via the school diary or through the School Office. We do our best to accommodate any requests as soon as possible.

Each pupil in the Junior School is issued with a homework diary. The homework diary can be used to record homework and also forthcoming events and reminders. In addition, in KS1 it can also be used to communicate your child's daily reading in the classroom and at home. The homework diary is also a useful means of communicating messages between home and school.

To strengthen communication between school and home, each year group gives curriculum information on Firefly which is Virtual Learning Environment. Pupils are issued with login details. School newsletters are E-Mailed to parents giving news, updates and reminders of events. The newsletter is also posted on the school website.

All parents receive a school calendar at the beginning of each term. Dates of important school events and match fixtures, as well as term dates for the year ahead, are listed on it. Occasionally, amendments have to be made, but parents will receive any changes via school comms to their email addresses or directly from your child's teachers.

The Parent Teacher Association (PTA) also post notices of events, on the school newsletter and website or coffee mornings in the school calendar.

School Uniform

We are proud of our uniform and hope the pupils are too. A full uniform list is attached and available on our website (www.longcloseschool.co.uk). All our uniform is available from our outfitters Billings and Edmonds in Eton, their telephone number is 01753 861348.

www.billingsandedmonds.co.uk

Pupils are expected to wear the regulation uniform and no deviances will be accepted without prior permission.

No jewellery is permitted. For safety reasons this includes earrings; if needed we suggest pupils wear small in-obtrusive plastic or herbal sticks to prevent earring holes from closing. Any pupils wearing earrings will not be able to participate in PE/ Games' lessons. No coloured nail polish please.

Pupils may wear religious items which have a specific significance such as a kara, but these will need to be covered by a sweat band during PE lessons for safety reasons.

In the Summer Term, all pupils should wear a Long Close school cap in the hot weather. This is also part of the attire for those participating in sports' matches.

School Visits & Outings

Pupils go on educational visits and outings during the year and these are wherever possible marked ahead of time on the calendar. Trips help to broaden your child's education and also help to enrich their learning, develop character and social skills through wider experiences outside the classroom. Parents will also receive a letter via school comms giving full details and any costs of visits. Some are local walks and others may require transportation by coach or mini-bus. The cost of trips is added to the school bill. Parent helpers are sometimes needed and the letter home will ask for assistance if required.

Full risk assessments are made prior to outings and our educational visits coordinator (EVC) and school Head give the final permission for the trip to go ahead, every care is taken for the pupils' welfare and safety.

If the school mini bus is used, all drivers will have undertaken full PSV (Public Service Vehicle) training and passed an updated DVLA test.

We often receive very positive comments following outings and visits, praising the politeness and good manners of our pupils as they are ambassador's for the school.

Extra-Curricular Activities

The school offers a variety of extra-curricular activities, which take place during lunch time or after school. These include music activities, sports' clubs, dance, chess, drama, Judo, pottery, creative art, science and gardening. The range of clubs may vary from term to term. Application forms are sent out electronically towards the end of term and places are filled on a first come, first served basis as numbers are limited in clubs.

Academic

Curriculum

Children in this part of the school are taught in cross curricular topic work and in individual subject based lessons.

The following subjects are covered:

English

Maths

Science

ICT (Information and Communication Technology)

Spanish
History
Geography
Music
Design Technology
Religious Education
Physical Education (PE lesson, Games session and Swimming)
Art
PSHE (Personal, Social and Health Education)

Equipment

Pupils in KS1 are provided with all the school equipment that they require.

In KS2 all pupils will require a pencil case for school containing:

- Cartridge pen or suitable handwriting pen with blue ink; we recommend a fine liner type as medium nibs can cause difficulty with handwriting formation. *Please do not purchase Berol*. Pupils will be gradually asked to write in ink from Year 3 and achieve their 'pen licence'. All pupils are required to write in ink pens from January of Year 4
- HB pencil(s)
- Rubber
- Ruler; 15 or 30 cm – no bendy rulers please!
- Pencil sharpener
- Small pair of scissors
- Colouring pencils (not felt tips please)
- Glue stick
- Geometry set (from Year 5)

Calculators are not required.

Homework

Homework is set for pupils in Year 1 and above to reinforce and consolidate the work that has taken place in the classroom or to research work ready for future learning. Looking at books and reading together, is positively encouraged for the younger pupils and reading at all times is considered fundamental to learning.

The homework diary is a valuable means of communication. We ask parents of pupils in Years 1-4 check the diary and initial it to acknowledge the completion of homework. It is also initialled by the Class Teacher or Teaching Assistant. The diary for all year groups can also be signed at the end of week by parents and Class Teachers/ Form Tutors.

Learning Support

Long Close has an individualised learning approach and all our pupils' needs are provided for. Pupils are assessed prior to entry to the school so that their strengths and weaknesses can be identified.

Pupils who require additional support in their learning, are offered help either on a one to one basis or in a small group. Parents are consulted before this process is instigated. An IMP (individual mapping programme) is written for each pupil who requires support and these are shared with parents. It is very important that regular discussion and communication between home and school takes place.

Marking/Feedback

We believe that feedback and marking should be thoughtful, informative and targeted to the individual pupils. The marking and feedback principle that we follow is assessment for learning (AFL) with the aim being that every child knows how they are doing, and understands what they need to do to improve and how to get there. Pupils are set specific targets for subjects and also in terms of their application or organisation if necessary. Marking and feedback is then used to inform the teachers for forward planning about the individual needs of the pupils so they can support them and extend them with their learning. Staff discuss with the pupils what they need to do to move to the next step and this information is also reported to parents at meetings and in reports.

Pupil Assessment

Pupil assessment is undertaken at Long Close School as part of the teaching of the teaching and learning in order to evaluate and assess the strengths and needs of individual pupils. This information is then used to inform lesson planning so it is tailored to the individual needs of pupils to provide individualised learning programs as well as to target the needs of groups in the class and the class as a whole. Summative and formative assessment information is also used to give factual information to parents on the progress of their child.

Formative Assessment

Formative assessment takes place on a daily basis and informs both the teacher and pupil of 'how the pupil is doing'. This kind of assessment may take the form of observation, listening to pupils read, discussing their work with them, marking feeding back work, spelling, times tables tests, end of unit assessments. Discussion with pupils is given to inform them of their progress; what achievements they have made and what the next steps are in their learning.

Summative Assessment

At the beginning of each academic year all pupils in Years 1-6 are baselined and complete standardised assessments electronically and on paper for the younger years and transition notes from the previous academic year's books, GL assessments and reports and Target's set from the summer term are considered to gain a full well rounded continuation starting point for pupils.

In addition, pupils in Years 4 & 5 are assessed with CAT 4 at the start of the academic year, which test their Mathematics, Verbal Reasoning and Non-Verbal Reasoning ability and skills. These results are discussed in the Autumn Term parent meeting.

Pupils in Years 1-6 take the Salford Reading New Group Reading Test Age Test which assesses 'sight' reading and Spelling Age Tests. Pupils in Years 1-6 are given standardised assessments in English (Progress Test in English) and Mathematics (Progress Test in Mathematics). These help to give a measure of each child's progress over time in a standardised format and can help to identify strengths and areas to help them with as they journey through the school.

New Pupils

New pupils are assessed prior to their entrance to the school to ascertain their individual needs. The assessment may be a Progress in maths or English paper depending on their age and individual need. The pupils also spend some taster time in their current year group age class when visiting so that teachers can see how they interact socially and the children get a feel for Long Close pupils, staff and environment.

From June onwards pupils in the Junior School take PTE/PTM (Progress tests in Maths and English) GL tests to use as part of our yearly progress and next steps assessments. These results are shared in reports in the summer term report and the parent copy is printed and given to the parents/pupils.

We are aware at Long Close that Data can hi-light what a child can't do rather than what they can do' so we use High quality teaching approaches underpinned by the use of assessment, and other evidence alongside data electronic testing data, to inform individualised intervention, that maximises the progress of every pupil'.

We additionally assess our pupils continually throughout the year as we move through our Literacy and Language Read Write Inc Program using end of section progress test handbooks to align against the National Curriculum and track pupil's development in comprehension, writing and spoken language.

Maths is delivered and also tracked at Long Close by using the Inspire Maths Program. Inspire Maths is a whole-school primary maths programme that supports us in teaching to mastery and meeting the higher expectations of the National Curriculum.

'In a society seemingly obsessed with data and targets, it is all too easy to lose sight of what an exceptional education mean, at long close we aim to work for the whole child.

Reporting your child's progress

Parent Meetings

Formal Parents' Meetings take place in the Autumn and Spring Terms for you to discuss your child's progress with their Class Teacher.

As a school we do operate an open door policy and if you wish to talk to your child's teachers, or the Head of Junior School, at any time then please do contact the relevant member of staff in order to arrange a suitable time.

Reports

Summer term:

- A full end of year report in July gives detailed comments about the pupils' work in each subject. The pupils are also given effort and attainment grades.
- At the end of the full report there is an opportunity for parents to comment on their child's report. All feedback is gratefully received.
- End of Year GL assessments papers for pupil's parents are also sent home in the Summer term.

All meetings and reports aim to give constructive and helpful comments so that parents understand their child's achievements and also what needs to be done in order to either improve their work further or to move on to the next step. If parents wish further clarification or information about the reports they can arrange an appointment with their child's teacher, or the Head of Junior School, at any time.

Pastoral

At Long Close we strive to give pastoral care which is of the very highest quality.

Role of the Class Teacher

In Years 1 to 5 the Class Teacher is the key teacher for your child. They will teach the core subjects of English, Mathematics and Science and the majority of your child's other subjects. Their role is to be the key educator of your child and to be responsible for the pastoral care of all the pupils in their class. They work hard to get to know the pupils very well and any information given to us with regard to home or personal difficulties is treated with respect and confidence. Any issues regarding your child's school work, whether taught by themselves or another member of staff, or any pastoral matters should in the first instance be raised with the Class Teacher so that together we can agree a strategy to help. The Class Teacher will also liaise with other members of staff or refer the matter to the Head of Junior School in order to assist further.

The role of the Form Tutor in Year 6 is different, as the pupils are taught by specialist subject teachers and are only registered by their form teachers in the morning and afternoon. They may see their form teachers for some lessons depending upon which subjects their form teachers teach.

Houses, Rewards & Behaviour management

Houses & Rewards

Long Close School has a very positive and open ethos which we all strive to maintain. The school sets high expectations through encouragement and praising good behaviour. We aim to teach pupils to behave in an appropriate manner. Good behaviour includes being kind to each other, showing respect for others by listening to another person's thoughts and ideas and allowing others to learn in the classroom by not being disruptive, respecting each other's belongings, playing together co-operatively and being truthful. We seek to encourage good behaviour through rewards, house points and PSHE activities in the classroom; and working closely with pupils and parents to moderate any examples of poor behaviour.

All pupils are put into House. Pupils work for house points and gain them for a range of good behaviours including good quality work and effort, helpfulness, courtesy, co-operation and courage. There are also a range of House events which contribute to the overall tally of house points. House points are recorded by staff.

The earning of house points contributes towards a winning House, with a cup being awarded at the end of each term. The ultimate aim is to be the overall House winner at the end of the school year. The number of house points a pupil has accrued is celebrated.

Sanctions

Whilst the discipline and behaviour of a class is primarily the responsibility of the teacher, all the staff are collectively responsible for ensuring that pupils learn to be considerate to others and behave appropriately. If pupils do have to be reprimanded regarding inappropriate behaviour or lack of effort with school work, this is done in a constructive manner. Sanctions in KS2 may include missing part of break or minus house points taking part in good citizen extra duties such as litter picking, helping clear plates in the dining hall etc.

Occasionally, a pupil who is repeatedly gaining minus points or not working well, will be placed on a Report Sheet. The reasons for this action will be discussed with the parents by either the Class Teacher/ Form Tutor or Head of Junior School. Each report sheet will have one to three targets. At the end of each lesson or break time the teacher will comment on whether the target has been achieved. The teacher will also initial each lesson. The Report Sheet must be seen by the Head of Junior School, and a feedback is given. The Report Sheet is then to be taken home and initialled by the parents and brought back to the Class Teacher/ Form Tutor.

Bullying

Long Close takes bullying very seriously and we will not tolerate bullying of any kind. Any reports of unkindness to others and bullying, is thoroughly investigated by the Class Teacher/ Form Tutor in the first instance. It may then be referred to the Head of Junior School or Head teacher if further action is required. Fallings out between the pupils do occur from time to time and mediation between the pupils often provides a sensible and productive solution. Occasionally pupils are not always kind to one another and a sanction may be required. On rare occasions if it is found that any unkindness is more serious then the parents of the perpetrator will be asked to come in for a meeting with either the Head of Junior School or Head teacher to discuss the matter more fully. In the most serious of cases this will include exclusion. *We follow the procedures outlined in our Anti-Bullying and Behaviour Policy which is available on our website.*

Positions of Responsibility

Class and School Community Ambassadors

Some Pupils will have the opportunity to represent the school by been chosen and voted as ambassadors throughout their year group in the junior school that show leadership qualities in specific areas. Such as 'Friendship Buddies, house captains, attend student councils etc.

Medical Care & Medication

If a pupil becomes unwell during the day, they should inform their teacher immediately or the teacher on duty, if they are outside during break. Pupils who are unwell are looked after by a member of staff and if deemed unfit to stay at school their parents/carers are contacted to collect them as soon as possible.

If a pupil is injured at playtime the staff member on duty initially attends to them. Duty staff carry a first aid kit to give immediate aid. If the pupil needs further care they are taken to the School Office. First aid is applied and the pupil will either return to class or be sent home, with the parents/guardians having been contacted to come and collect them.

An 'Administration of Medicines' form must be completed in order for medicine to be administered at school. Forms are available from the school office.

It is most important that we are kept informed of any new contact details changes of address, and contact numbers immediately that they occur.

No medication is to be administered by pupils. All medicines and tablets **MUST** be handed into the office with a completed 'Administration of Medicines' form signed by the parent or guardian, and all items of medication must be clearly marked with the child's name and the correct dosage to be given.

Not prescribed medicines will only be given to children if a completed medical form has been given for that child for that day. Blanket forms do not cover this type of medicine being given out. All medicine received and administered will be signed off by a member of staff and signed by the parent to confirm they are aware of the medicine having been given.

Lost Property

All lost property is stored in school. Please will parents ensure that clothing and items of sports equipment are clearly labelled. Unmarked clothing is re-cycled regularly through the PTA if not labelled or returned to the correct owner.

Special Occasions

Long Close has a wonderfully diverse mixture of pupils, parents and staff whose cultural and religious backgrounds define and enhance who we are. We seek to broaden the pupils understanding and appreciation of the world, by not only educating them in RS lessons about the many religions and cultures, but also celebrating festivals and special occasions with them. Christmas and Easter events are celebrated by the whole school. Our annual Christmas Carol Service takes place one evening after school, at the end of the Autumn Term and all pupils in Years 3 to 6 participate. It is a magical occasion and we do hope you will join us at this event. Other major religious festivals are also recognised and celebrated throughout the school year.

All pupils in Year 1 to Year 6 are required to attend their retrospective annual Speech Days which takes place near the end of the Summer Term. Parents receive an invitation to share this special day. The Head teacher then gives their report on the year, to the pupils, parents and staff. The prize giving ceremony follows. The attire of parents and guests is smart casual. This is a formal occasion.

Birthday celebrations: Pupils may only bring in shop bought and clearly packaged /labelled cakes/sweets or similar items in with them to celebrate their birthdays with their classmates. These should be given to the form teacher immediately on arrival at school. Parents are reminded that we have pupils at school who are allergic to a range of food ingredients, including nuts and eggs.

Form teachers are also aware of who these students are, but in order to be as inclusive as possible in all celebrations we ask you to do everything you can to bear these issues in mind. Shop bought cakes, whilst sometimes more expensive they make the ingredients clearer for the teachers.

Health & Safety

Catering

Long Close School catering fully complies with the recent government guidelines on food-based standards for school lunches and Pupils have a freshly prepared hot meal at lunch times. School lunches are provided in partnership with Thomas Franks Ltd. All food is fresh and locally sourced to create a delicious series of menus which are seasonal, healthy and nutritionally balanced. A vegetarian option, home-made bread to eat with soup and a salad bar are available.

Thomas Franks' ultimate goal is to inspire the pupils in every school to develop a life-long positive relationship with food. Please visit the Thomas Franks at Cognita web page:

<http://www.thomasfranks.co.uk/cognita>

Menus are prepared in advance and are available for your perusal on the Long Close School Website and in the school dining hall.

Please note that:

- No confectionary is sold in school to Junior pupils
- Fresh drinking water is readily available for all pupils

Halal meat and Beef are not served, however Lamb, Chicken and Fish are regularly available on the menu. In addition, vegetarian and vegan options, home-made bread and a salad bar are available every day. Please note that dietary requirements will be collected from pupils on joining Long Close School and catering staff will be aware of the pupils' needs. **Packed lunches are not allowed.**

Fasting: In accordance with recommendations made by Children's Services, we prefer pupils in the Junior School not to fast in the school day. This is for reasons of welfare, as pupils are in school for several hours and may experience dizziness or weakness, particularly if they have PE or if it is a warm day. We recommend pupils fast on days when they can be fully supervised by their parents.

Exclusion Policy

At Long Close pupil exclusion is a rare occurrence. However, the two main areas for which this could happen would be:

- After discussions, several letters or the non-payment of fees could result in temporary or permanent exclusion.
- Repeated and totally inappropriate poor behaviour e.g. bullying, thieving, or wilfully damaging school or other property.

Exclusion is only used in extreme cases and parents' interviews would occur first in all cases.

Mobile Phones (pupils)

We ask that children do not bring mobile phones to school unless they are in Years 5 & 6 and their parents have requested that they walk home unaccompanied. If a mobile phone is brought to school it must be left in the safe keeping of the school office and collected at the end of the school day.

Photographing Children at School Events

We seek permission of parents for all photography when any child joins our school as a matter of course. Parents are asked to sign consent forms for their children to be photographed for school purposes. However, parents have the right to refuse to allow their child's photograph to be used for any reason.

Parents may take photographs or videos of their own children taking part in activities such as sports or drama events, but these must be for personal use and not commercial or publicity purposes. They must not be posted on the internet in a public domain, such as Facebook.

Site Security & Safety Considerations

The security and care of your children is of the utmost importance to us at Long Close. Parents and pupils arrive for school by parking in the Upton car park and enter via our Pupil Gate. They are given a code to open the gate. The gate is unlocked from 8.00 to 9.00am, 11.30am to 12.30pm and from 3.00pm until we close at 6.00pm. Please close the gate behind you and we kindly ask that it is not propped open.

If you need to come to school between these times, please park in the Upton car park and walk round to our side small pedestrian gate entrance which is on the main Upton Court Road. Please do not park on the main road outside this gate.

Please do consider the safety of the pupils as you drive in and out of the Upton Court car park. We ask that you do not drive directly up to the gate to collect your child, but park in a marked bay and walk to the gate to collect them.

School Compliments & Complaints Policy

We believe that our school provides a good education for all our children, and that the Head teacher and other staff work very hard to build positive relationships with all parents. If any parent has a query, is unhappy with the education that their child is receiving, or has any concerns relating to the school, we encourage them to talk to the child's Class Teacher/ Form Tutor immediately. If the matter needs to be further addressed, the Head of Junior School should be contacted in the second instance. The Head teacher is the third step in the complaints procedure if required. However, the Head teacher should always be contacted direct if the complaint is of a serious nature.

Our Long Close School Cognita Educational Executive and Assistant Director of Education Ms. Danuta Tomasz should then be contacted to escalate your concerns further should you not be entirely happy with any responses you have had from the school Leadership Team.

If, following attempts to informally resolve the complaint, you are not satisfied with the response of the school you may complain directly to Cognita at their Head Office, 5&7 Diamond Court, Opal Drive, Eastlake Park, Milton Keynes, MK15 0DU.

Should your concerns still not be rectified appropriately to your needs you can contact OFSTED on 08456 404045 or email them on enquiries@ofsted.gov.uk.

A full copy of the school's 'Compliments and Complaints Policy' can be found on the school website or is available from the front office.

Mrs. S. Harris, Head of Junior School

Review Date: September 2019