

General Information



Visitors in School

- We have many visitors to our school, including parents, at various times during the day. In the interests of the security of the children we ask that all visitors report to the school office on arrival. The school is then aware who is authorised to be on the premises.
- We follow current legislation with regards to obtaining DBS clearance or List 99 checks for parents and helpers.
- We ask all visitors to sign the visitors' book which is kept in the entrance area by the school office. You will then be given an orange visitor sticker to wear.

Office Hours

- The school office is open from 8.30-4.00pm, Monday to Friday during term time only.

Admission Policy

- We have one intake per year in September.
- In accordance with Council policy, we offer places to siblings and looked after children as a priority and then to children living closest to the school until our full allocation is complete.

Attendance

- Our School and parents take pride in the excellent attendance of our pupils.
- Good attendance is celebrated weekly.

Leaving the School Premises

- No child is allowed to leave the school during school hours without the permission of the Head Teacher (or a member of staff acting on her behalf).
- If you wish your child to leave the school a request must be made in writing to the Head Teacher before your child is collected from the school.

Lollypop Lady

- We provide a lollypop lady, on the crossing at the top of Poverest Road, at the beginning and end of each school day.

Discipline

- We believe that teaching our children the skills of self-discipline, co-operation, respect and tolerance are an important part of the curriculum. Without these skills our academic objectives cannot be achieved. We believe that these are skills which can be learnt, particularly if we work together with parents to achieve our goals.
- We believe that everyone in school has the right to be treated as an individual and with respect.
- Good relationships are vital to the successful working of a school.
- We value achievements of every kind - academic and non-academic - and we believe that everyone should have equal opportunity to achieve their potential.
- We believe that young people respond well to high expectations.
- We expect everyone to work hard and give of their best.

Equal Opportunities

- At Poverest we aim to achieve equality in education.
- We offer the widest possible range of experiences regardless of gender, culture, ability, race, religion, colour, age or disability.
- We celebrate all cultures at our school – parents who have English as an additional language may ask for an interpreter in the event of meetings at the school.

Celebration of Learning

- Our parents have many opportunities to see the progress the children are making in their learning.
- We have pupil progress meetings each term when parents are informed of their child's progress and standards compared to National standards.
- We provide reports each term which are sent home with children's grades and new targets.
- Parents are invited in each term to a 'Celebration of Learning' afternoon where they can come in and see their children's books and other learning examples.

Learning outside the Classroom

- All children/classes have an educational visit away from the school environment each term, or a visitor will come in to the school to visit them.
- Our Year 2 and Year 4 classes have an overnight stay at either an activity or historical centre. Year 6 are expected to attend a week residential School Journey which is thoroughly enjoyed by all.
- There is a saving scheme in place for parents that would rather stagger payments for overnight trips.

Pastoral Care

- During school hours each child is in the care of the class teacher.
- Parental concerns regarding a child's welfare should be raised with our Family Liaison Officer in the first instance.
- If a child is unwell and not well enough to be in school, a message should be left on the school answer phone specifying exactly what the illness is.
- The school must be called each day that a child is off sick.
- If a message is not received as to why a child is absent, contact will be made with the parent or through the contact name provided to the school.

Accidents/First Aid

- All accidents are recorded in the accident book.
- Medicines should be administered at home wherever possible.
- The school is only able to administer prescribed medication which is in its original container and has to be taken four times a day. This should be handed to the school office together with a fully completed and signed authorisation form (which may be obtained from the school office). No medication will be administered without this authorisation.
- All inhalers must be marked with your child's name.
- If a child has an infectious disease (e.g. mumps, measles, chicken pox etc.) the child must remain at home and the school should be informed immediately.

Jewellery

- For safety reasons our children should not wear jewellery to school. It can be dangerous in PE and playtimes and can easily be lost.
- If children have their ears pierced, they may wear close fitting gold or silver studs.
- If children wear jewellery to school parents must accept responsibility should any accident occur as a result.
- All earrings must be removed for PE by the children themselves. Any earrings which cannot be removed by the child themselves will be taped over (parents to provide the tape).

Health and Safety

- Risk Assessments are carried out for all areas of the school and educational visits.
- We must always have emergency contact details for each child.
- In the case of emergencies where there are no contact details, Social Services will be called.

Holidays

- In accordance with DfE guidance, we do not encourage parents to request leave for holiday in school.
- The Head Teacher will not authorise holidays during term time unless there are exceptional circumstances.
- Further information can be found in the Attendance Policy.

Lost Property

- Lost property is kept until the end of each term when it is put on display to give parents and children a chance to claim their lost items. Any unclaimed items at the end of each term will be disposed of.
- Please note that the School Governors, Staff and the Bromley Education Authority cannot be held responsible for any damage to or loss of personal belongings no matter how this should occur.

Parking

- The safety of our pupils is a priority at Poverest and we ask all of parents to observe and adhere to the parking regulations displayed outside the school.
- The driveway should be kept free at all times for emergency vehicle access and we ask that you keep well clear of the gates.
- The Council send intermittent CCTV cars to monitor the roads around the school.
- We encourage our children to walk to school every day. This helps to reduce congestion, increase safety and helps keep our community fit and healthy.

Website

- We regularly update the school website with weekly news, letters, dates and pictures of what the children have been learning.

Dogs

- Dogs are not allowed on school grounds, however, we do have some pet therapy sessions.

School Policies

- Copies of the policies followed by the school are available from the school office on request.

Complaints

- All the staff at Poverest are more than happy to help address any queries parents may have.
- Parents are asked to approach their child's teacher in the first instance as he/she will be in the best position to answer any queries.
- Key Stage Managers and the Deputy Head Teacher are also available to speak to parents.
- The Head Teacher is always happy to meet with parents should they continue to have concerns after speaking to the Key Stage Managers and Deputy Head Teacher.
- Should these procedures prove unsatisfactory, you may make a complaint to the governing body, via the school office, or to the local authority.

GOVERNING BODY



Our Governing body is composed of people appointed by Bromley Council; people elected by parents; staff members elected by the staff and members of the local community invited to serve with them. Those currently serving as governors are:

LA Appointed Governor: *Mrs Booker* (*Chair*)
 Mrs Clark

Staff Governors: *Mrs Weeks* (*Head Teacher*)
 Mrs Reed
 Miss Bramson

Community Governor: *Mrs Bellsham*
 Mrs Baldwin

Parent Governors: *Mrs Walton*
 Mrs Graham
 Mrs Mills-Clarke
 Mrs Matthews

Our Governing Body meet at least once each term. Much of the business of the Governing Body is conducted through various sub-committees and working parties who report to the main meeting each term.

STAFF



Head Teacher:	<i>Mrs Weeks</i>
Deputy Head Teacher:	<i>Miss Bramson</i>
Assistant Head Teachers:	<i>Mr Haylock, Mrs Wilson</i>
Teaching Staff:	<i>Mrs Gutmann, Mrs Wallis, Miss Perkins, Mrs Collinstone, Miss Bowley, Mr Haylock, Miss Christophers, Miss Gavin, Mrs Wilson, Miss Hann, Miss Baxter, Mr Scurfield, Mrs Gardiner</i>
Music Teacher	<i>Mrs Mills</i>
Reading Recovery Teacher	<i>Mrs McDonald</i>
Sports Teacher	<i>Mr Duffin</i>
Inclusion Manager:	<i>Miss Bramson</i>
Admin Manager:	<i>Mrs Helm</i>
Office Manager/ PA to Head Teacher:	<i>Mrs White</i>
Classroom Support Staff:	<i>Mrs Reed, Mrs McNamara, Miss McIlmurray, Miss Moore, Mrs Wheeler, Mrs roa Avendano, Mrs Smith, Mrs Carney, Mrs Holden, Mrs Milani, Mrs Wallis, Mrs Wheller, Mrs Williams, Mrs Walton, Mrs Wade, Miss Barkway, Mrs Baker, Ms King, Mrs Banks, Miss Booth, Mrs Hallam, Mrs Senft, Mrs True</i>
Family Worker:	<i>Mrs Boorman</i>
Midday Supervisors:	<i>Mrs True, Mrs Wade, Mrs Crawley, Miss Jafrato, Mrs Walton, Mrs Theodoulou</i>
Caretaker:	<i>Mr Owbridge</i>

Helping your child at home

- Encourage and praise your children. Try not to say that they are “no good” at something – it takes years to undo this!
- Include your child in adult conversation whenever practical and appropriate as this will help to improve his/her spoken language in school.
- Share the pleasure of reading – read to your children daily and listen to them read to you and discuss books they have read. Enroll your children, if possible, in the local library. You will receive a copy of the “Help Your Child To Read” booklet.
- From Year 1 timetables with your children every day.
- Look at opportunities outside school where your children can practice what they have learnt – i.e. telling the time, counting out money/working out change in shops.
- Encourage your children to participate in extra-curricular and out of school activities.
- Visit educational venues outside of school – i.e. museums.
- Show an interest in the work your children are doing at school or bringing home. (Friday phonics – reinforce at home)
- Encourage your children to pursue topic work at home.
- Support the school rules and help us to maintain a high standard of education.

Poverest Primary School

Tillingbourne Green, St Mary Cray, Orpington, Kent BR5 2JD
Telephone: 01689 816060 Fax: 01689 881912 Email: admin@poverest.bromley.sch.uk



Head Teacher Mrs Weeks M.A. NPQH

Deputy Head Teacher Miss Bramson B.A. Hons

Dear Parents/Carers

I am the Family Liaison Officer here at Poverest. My duties include Designated Child Protection Referral Officer and the School Attendance Officer.

I would like to take this opportunity to welcome all new children and reception children and their families. I can be contacted should you have any concerns about your child's welfare or questions regarding non-academic aspects of your child's education and will also be available to discuss home or personal issues should such advice be needed.

At Poverest we work in partnership with parents to support children in every way possible, including working with external agencies to safeguard and promote the welfare of all children. We have an excellent pastoral team which has resulted in outstanding personal development for our children. Working with children and their families, I strive to promote a safe and caring learning environment so every child can reach their full potential: this includes helping to maintain a stable home life. I work with families to alleviate the effects of personal distress, supporting families to reach their goals through positive change, in a safe and confidential manner.

I am able to make referrals to outside agencies when necessary, and have access to advice agencies.

Please do not hesitate to contact me through the school office to make an appointment or alternatively I can be found after school in the playground.

Kind regards

Mrs K Boorman
Family Liaison Officer

Poverest Primary School are committed to the safeguarding and welfare of their pupils



THE SCHOOL DAY

Breakfast Club	8.00am		
Key Stage 1			
Arrival Time	8.45am		
Lessons Begin	8.55am		
Break	10.30am	-	10.45am
Lunch EYFS	11.45am	-	1.00pm
Lunch Yrs 1 & 2	12.00am	-	1.00pm
Break	2.15pm	-	2.30pm
End of Day	3.10pm		
Key Stage 2			
Arrival Time	8.45am		
Lessons Begin	8.55am		
Break	10.50am	-	11.05am
Lunch	12.30pm	-	1.30pm
End of Day	3.20pm		
After School Clubs	Please check, as each after school club has its own finish times.		

Mornings

Our doors open at 8.45am. Every morning parents are most welcome to escort their child/ren to their classroom.

Mid Morning Playtime

The Local Authority provides the KS1 children with a piece of fruit to eat at mid-morning playtime.

We encourage children in KS2 to bring themselves in a piece of fruit to eat during mid-morning break as part of their healthy eating diet.

After School

At the end of the day, teachers escort their class to the KS2 playground where parents can wait to collect their child/ren.

In the event of severe weather conditions, we open the door from the KS2 playground at 3pm and you are welcome to collect your child/ren direct from their classroom.

SCHOOL MEALS



Our meals are cooked on the premises by Eden Foods Services. A menu can be requested from the school office. Meals must be booked and paid for in advance each Monday morning. If you wish to pay by the half term, please contact the office for the amount to be paid. Children must stay with either school dinners or packed lunch for the whole week. .

Payment can be in cash or by cheque (made payable to Poverest Primary School), and should be in a sealed envelope clearly marked with the pupil's name, class and the amount of money enclosed. Free meals are available in certain cases. We will provide an application form to new parents who may be entitled. However, until approval has been obtained, all meals will have to be paid for in advance. Once approval has been received, reimbursement will be made.

As we are part of London's group of 'Healthy Schools' we do not allow our pupils to have any sweets included in their packed lunch boxes. They are, however, allowed a chocolate biscuit. You can find lots of great ideas on healthy options for packed lunches on the following website:

<http://www.nhs.uk/Change4Life/Pages/healthy-lunchbox-picnic.aspx>.



SCHOOL UNIFORM

WINTER

Skirts/Pinafore Dresses	– Dark Grey (plain)
Trousers	– Dark Grey (plain)
Blouses/Shirts/Polo Shirts	– White (polo shirts available with school logo)
Sweatshirt/Cardigan/Jumper	– Royal Blue (available with school logo)
Boys Socks	– Grey
Girls Socks/Tights	– White socks/grey tights
Shoes	– Plain Black flat, closed-in shoes (boots in snow conditions)
Hair bands	– Navy



SUMMER

Skirts/Pinafore Dresses	– Dark Grey (plain)
Trousers/Shorts	– Dark Grey (plain)
Blouses/Shirts/Polo Shirts	– White (polo shirts available with school logo)
Sweatshirt/Cardigan/Jumper	– Royal Blue (available with school logo)
Summer Dress	– Light Blue/White check (not stripe)
Boys Socks	– Black
Girls Socks	– White
Shoes/Sandals	– Plain Black, flat (white sandals will be accepted)
School Sunhat	– optional*
Hair bands	– Navy



PE and GAMES WEAR

T Shirt	– White (plain)
Shorts Plain	– Black
Plimsolls Plain	– Black slip on or Trainers (for outdoor work only)



KS2 only:

<i>Boys Swimming Costume</i>	– <i>No long swimming shorts</i>
<i>Girls Swimming Costume</i>	– <i>No bikinis</i>
<i>Swimming Hat</i>	– <i>for all children attending swimming lessons</i>

We keep our school uniform as simple as possible, as it does provide sensible, practical clothing for school use.

All items with the school logo can be purchased from the school office, including Reading Bags and PE Bags.

Long hair should always be tied back.

All items of clothing should be clearly marked with your child's name.