

PURLEIGH COMMUNITY PRIMARY SCHOOL

‘A Good School’
Outstanding- Behaviour and Attitudes
Ofsted May 2024

Pump Lane Purleigh
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September 2025– August 2026



Headteacher:
Senior teachers:

Mr. Neil Stotter
Mrs. Emma Garrett and Mr Martyn Coker

Chair of Governors:
Status & Character:
No. on roll September 2025:
Published admission numbers:

Miss. Jessica O'Brien
Academy Converter
209
30

A School within The Eveleigh LINK Academy Trust

STAFF LIST

Teaching Staff

Headteacher

Mr. N. Stotter

Senior Teachers

Mrs E Garrett / Mr M Coker

SENCO

Mrs K Priest

Teaching Staff

Miss N Cook – Reception

Miss T Begum – Year 1

Mr M. Coker – Year 2

Mrs C Shepherd – Year 3 (Mon/Tues/Weds.)

Mrs S. Crooks – Year 3 (Thurs/Fri.)

Miss. R. Holmes – Year 4

Mr J. Harveson – Year 5

Mrs. E. Garrett – Year 6

Non-Teaching Staff

Office Manager

Mrs J. Farnworth

Office Assistant

Mrs M. Beckwith & Mrs K. Parker

Caretaker	Mrs. M. Collins
Cleaner	Mrs M. Collins
Kitchen Manager	Mrs. J. Newell
Kitchen Assistant	Mrs. C. Marden

Learning Support Staff

Mrs S Weeks	Mrs N Cook
Mrs E. Jones	Mrs G Jordan
Mrs H Lombard (HLTA)	Mrs E O’Leary
Mrs M Collins	Miss A Hickman
Mrs N Peel	Miss S O’Riordan

GOVERNING BODY

Miss J O’Brien (Chair)
 Mrs. H. Cook
 Mr. K. Alexander
 Mrs A Dolan
 Mr P Williams
 Mrs. E. Garrett
 Mr. N. Stotter

Mrs. J Farnworth (Clerk)

Approved Governing Body minutes are available from the Headteacher on request.

The School Building

The main school building is of brick construction and was built in 1915 to replace the small Church school. Subsequent modernisation in the 1960’s improved existing facilities. The hall was completely refurbished in August 1991. In total, the school has seven classrooms, a hall/dining room, library, kitchen, office and ICT suite. The school has ramps at both entrances to allow for disabled access to the building and there are toilet facilities for the disabled.



The school has a Pre-School on site that is located in a purpose built brick build with beautiful grounds.

The school is set in an attractive site overlooking the Blackwater Estuary. The grounds have been planted with a wide variety of trees.

The play area serving the school comprises two fields and a number of separate play areas. These are equipped with a good collection of recreational equipment, an environmental play area and an award winning Pond and Wildlife area.





Meals are cooked on the school premises providing wholesome and carefully balanced diets. Sandwich lunch facilities are also available.

School Aims.
School Vision Statement

“Achievement for all in a Community that cares.”

For all members of the Purleigh School Community we aim to:

- Provide a creative, caring, safe and happy community where children are encouraged to be confident and enthusiastic learners.
- Work in partnership with parents to enhance effective learning.
- Support each and every child to develop and achieve their full potential in the broad range of the curriculum.
- Encourage an ethos where children are respected and valued and are in turn encouraged to respect and value others.
- Provide clear expectations of behaviour which are promoted through the positive ethos of the school.
- Prepare children for the future to be confident, responsible and independent learners.
- Provide a community where everyone is valued and supported and provide equal access that takes account of their starting point; home life, beliefs, race, age, opportunities, culture, gender, ability and disability and celebrates differences.
- Provide a high quality of teaching that enables children to achieve their highest standard of attainment and take pride in that.

School Times

Morning Session	8.40 a.m. - Noon (Foundation Stage & Key Stage 1) 8.40 a.m. - 12.10 p.m. (Key Stage 2 / 2 sessions per week)
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Afternoon Session	1.00 p.m. – 3.10 p.m. 1.00 p.m. – 3.05 p.m. Reception class only
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Children should arrive no earlier than **08.30 a.m.** Registers open at **8.40 a.m** and **children need to be at school by this time to be in time for morning registration.** The children come up the ramp onto the playground and straight into school. Parents are requested to collect children **promptly** at the end of the school day in order to ease the congestion in the village. Separate supervision is specially provided for children who travel on the school buses and arrive at an earlier time or leave by collection from another organisation.

Pupils who arrive late should report to the Office on arrival. Once the register time has closed the late arrival will be recorded as an unauthorised absence. During wet mornings pupils are able to come into the school hall prior to the morning session commencing.

Teaching Organisation

Where possible, children are arranged in classes throughout the school in accordance with their age. The class structure for the academic year 2022 - 2023 is that each class is a straight year group comprising of 7 classes in total. High admissions numbers mean that year on year we are able to operate as a single form entry school and have no vertically grouped/mixed classes.

Teaching Hours

Foundation Stage	32 hours 05 minutes
Key Stage 1	32 hours 30 minutes
Key Stage 2	32 hours 30 minutes

This does not include lunchtime, break time and after school activities.

Safeguarding

At Purleigh Community Primary School we place safeguarding at the top of our agenda. We promote the safeguarding and welfare of our pupils and expect staff, parents and visitors to share this commitment. All staff are trained regularly and the training is logged. Our governor responsible for safeguarding monitors makes regular visits for in depth information checks.

Child Protection

The school has a Child Protection Policy and a named Governor and the Headteacher are responsible for ensuring the well-being of all children during their time at Purleigh School. Any child protection matters would, in the first instance, be referred to the Head teacher and the designated Governor. Should the need arise at a later stage, external agencies would be contacted. If you should ever need to discuss any issues that give concern, please make an appointment to meet with the Head teacher. The school **will** refer any child protection concerns to the relevant body in the interests of the child with or without parental involvement. Up to date information is available on the school website.

Attendance

Parents/Carers have the responsibility for ensuring that children accepted for admission at the school for full time education attend the 190 days which constitute a year's full time education. Every day that the school meets is divided into two sessions and the school meets for 380 sessions each year.

Where a child is prevented from attending because of illness, religious observance or any unavoidable cause, the school **must** be informed in order that the absence can be authorised by the Head teacher. This may be carried out by a telephone call, letter or personal visit on the morning of absence. Failure to do so will result in the recording on a child's record of an unauthorised absence.

According to a Government directive, parents are asked **NOT** to book holidays during the school's term time. If you have any questions with regard to this, please contact the Head teacher.

Children attending school must be delivered in a fit state to be educated and are expected to arrive punctually for the start of the session times previously stated. Parents/Carers are invited to contact the school for advice if they have any queries concerning the requirements of pupils attending the school.

Absence from School / first day contact

A telephone call or a letter before 9.30 a.m. is required on the first day of a child's absence. This is a safety regulation to account for a child's whereabouts as required by Essex County Council. The school will ring the child's home if we have not received a call from parents/carers informing us of the child's whereabouts. A letter should be sent to the class teacher on return to school.

Failure to comply with this request will result in an unauthorised absence being recorded on a child's primary record. If a child is absent for any other reason, permission from the Headteacher must be obtained prior to the event. If this procedure is not adhered to and permission is not granted, an unauthorised absence will be recorded. These requirements are fully explained in the school's attendance policy.

Standard Number to Admit

The school's standard number to admit in the reception year group is set in conjunction with the LA and is currently set at 30. The school is therefore only able to admit pupils until this number has been reached.

Admission

By early October a Common Application Form from Essex County Council is sent to all parents/carers who have a child who is due to start school the following September. This form must be completed and returned to them. Late registration would not necessarily guarantee a place if the number to admit has already reached 30. Any children registering after the closing date will be placed on a waiting list once the standard number of 30 pupils has been reached.

Parents will be notified by Planning & Admissions at the beginning of April with the outcome of the application process.

All children registered for full time education will begin in Reception Class at the start of the Autumn Term. Parents are encouraged to take advantage of this full year opportunity, which enhances accelerated progress in the form of learning programmes carefully structured for individual needs.

For Mid Year admissions the information is on our school website the application is made directly to the school via the school office admin team and will be processed by the school according to our Admissions Policy. <https://www.purleighprimary.com/>

Induction Procedures

Induction to school will be in the form of one session per week for 4 sessions through June/ Summer term for children who will be five years old during the following academic year. These sessions, known as **Pre-School Group**, will begin at the start in the Summer Term prior to the pupil starting full time education with us in September. The Reception Class teacher visits local pre-schools to meet the children prior to starting school.

The school also conducts individual parent interviews to gain a greater insight into the children who will be starting at the school. A parents' coffee evening is held in July where the school staff discuss the EYFS any other important information.

CURRICULUM POLICY STATEMENT

At Purleigh Community Primary School we believe that pupils should have access to a broad, balanced and creative curriculum, which provides them with a rounded education covering knowledge, skills and understanding in a wide range of areas. The themes taught are designed to meet the National Curriculum, providing continuity and progression for every child. Details of policies and topic overviews are available on the class pages section of the school website.

At Purleigh, the curriculum For Key Stage 1 and Key Stage 2 is a range of activities and experiences which include programmes of study in:

- English
- Maths
- Science

- Information and Communication Technology
- Design Technology
- Geography
- History
- Art
- Physical Education
- Music
- Personal, Social and Health Education
- Citizenship
- Religious Education
- MFL (Spanish)

For the Foundation Stage, programmes of study include:

- Personal, Social & Emotional development
- Communication, Language and Literacy
- Mathematical Understanding
- Knowledge & Understanding of the World
- Creative Development
- Physical Development

We believe that all our pupils should have equal opportunity in their education. This may require that some pupils receive extra assistance so that they can access the whole curriculum. In addition, our teaching and planning takes into account the issues of gender equality, cultural diversity and special needs. To enable a smooth transfer from primary school to secondary school, we liaise with other schools wherever possible. We complete comprehensive records to send to transfer schools for all pupils.

In order to meet our vision statement and aims, we will put into practice policies and schemes of work and monitor their implementation. The school will ensure that planning and teaching is in line with the schemes of work and will regularly monitor and evaluate the curriculum.

Parents will be encouraged to work with their children, both in the school and at home. Regular communication will be made between school and home through newsletters, annual reports and parent consultation evenings. The school will provide homework as laid down in the Homework Policy.

The school will expect the highest standards of pupil behaviour. Classrooms will be tidy and contain displays of children's work that emphasise teaching and learning. Security and health and safety issues will have a high priority and the school will follow the codes of practice as set out by the LA.

At all times the school will evaluate its effectiveness, strive to improve and continue to aim to raise pupil achievement.



Children with Special Learning Needs

The school has an Inclusion Manager, the Special Education Needs Co-ordinator (SENCO), who identifies and monitors support for children with learning difficulties. This process is carried out in conjunction with the class teacher and caters for all children needing support regardless of their levels of achievement. Learning support and special needs learners are placed on the Stages of Assessment and parents are involved and informed when this takes place. For enquiries with regard to learning support or special learning needs, parents should contact the Headteacher or SENCO via the School Office.

Assessment

Children are assessed from the time they enter full time education. Professional assessment in the classroom is a constant process where learning programmes are designed according to the individual's progress.

Assessment for the purposes of the National Curriculum takes place in May for Key Stage 2 in the form of annual statutory tests and at the start of Reception education. Year 6 SATs test results are sent home at the end of the summer term. Internal teacher assessments for all year groups using a variety of tools is carried out for all year groups throughout the year and reported. This data is shared with parents and carers via the parent consultation evenings and pupil's end of year report. Our Year 1 cohort undertake a Phonics Screening Test in June of each academic year. A multiplication test is taken in Year 4.

The 11+ Selection Test

All Year 6 children have the opportunity to sit the selection test at centres designated for this purpose. Details of the nature of the testing, its venue and date will be issued as soon as the

information is received by the school. A club is offered for Year 5 pupils after discussion with parents and carers.

Secondary Schools

Children at Purleigh Primary traditionally transfer to the following secondary schools:

The Plume School
William de Ferrers Secondary School
The Sandon School
Great Baddow High School
The Ormiston Rivers Academy

Home-Child-School Agreement

At the start of Key Stage 1 and Key Stage 2 and when a child transfers from another school, a Home-School Agreement setting out commitments for the school, family and child will be issued for each child. Each agreement requires a signature from the child and the parent/guardian with the exception of reception class children who are not required to write their names. The agreement is devised to support the school's ethos: the aims, values, responsibilities, expectations, education, behaviour and discipline, homework and communications.

Extra Curricular Activities

These are mainly for the Key Stage 2 children and are taken by teachers and helpers who volunteer their own time i.e. lunchtimes or after school, but we also use Essex Kids Camp and the Maldon Rugby Club coaching team.

Places may sometimes be limited because of time and space. Classes available include, Rugby, Netball, Football, ICT, Rounders, Handbells, Chess, Jigsaw, Dance, Story Time, Art, crafts and construction.

If any parents have skills, ability or expertise which they feel they could share with our children to enrich their education, please contact the Headteacher who will welcome any such offer.

Children taking part in after school activities are required to present a permission form giving parental consent for the activity. It is parents' responsibility to ensure that children are collected promptly from the adult in charge at the end of the activity.

In the event of a club being cancelled, we will do our utmost to inform parents at the earliest possible opportunity via our text and email alert system. Should your child not attend the club, a note must be sent in stating the reason. If your child is regularly absent from a club, he/she may be asked to forfeit the place. Poor behaviour may also result in a pupil not being able to attend the club.

School Visits

Visits take place throughout the year to places of interest to enrich the work in the classroom.

All visits will be arranged and carried out according to the Codes of Practice concerning them, which are completed electronically and held in online. Parents are asked to give permission for local visits by classes which could take place from time to time during the school year. Risk assessments are carried out for all visits. You may be asked for a voluntary contribution towards the cost of the trip in line with the school's Charging Policy.

Collective Worship

A school/class assembly is held each day. On three days of the week this is a whole school assembly (HT Celebration assembly/ SLT Theme assembly/ Whole School Singing assembly.) On the remaining two days, Key Stage 1 and Key Stage 2 have a separate assembly and there is an E-safety class assembly. The local churches come into school to support assemblies and visitors from other cultures and organisations.

As with RE, parents have a right to withdraw their children from Collective Worship. Please contact the Head teacher in writing if you wish to exercise this right.

Pastoral Care and Discipline

The school is a community in which behaviour is based upon mutual respect and consideration for peers and adults. The school encourages a culture of care and responsibility. Our Behaviour Policy stresses the importance of good behaviour. The class teacher is responsible for the care of the children in his or her class. Particular problems are referred to the Head teacher or Deputy Head teacher. In consultation with the children, the school has produced a policy to deal with "bullying".

The extensive grounds make for a safe play area at lunchtime and mid-morning. Children are securely supervised at mid-morning break by teachers and teaching assistants and at lunchtime by midday assistants. They are encouraged to partake in traditional playground games or sit in quiet areas if preferred.

The values, standards and attitudes of the school community are made clear to the children through example and discussion. However, if a child displays persistent anti-social behaviour, consultations are undertaken between the parents, the class teacher and/or the Head teacher. In exceptional cases, the Head teacher may exclude a child from school for a fixed or indefinite period, or he/she may propose a permanent exclusion. Parents have the right to make representation (written in the case of a fixed term exclusion) to the Governing Body and Local Authority at any meetings called to consider the exclusion of their child.

School Security

All visitors are requested to come directly to the school office via the **main** entrance. Please use the car park entrance when the pedestrian ramp entrance is locked. School security is an on-going management procedure in which aspects for school security are constantly reviewed and considered, the school welcomes the views of parents on any issues relating to security. Pupils who are late to school are requested to come to the school office via the main entrance in order

to register before going to their class. After 9:00 am all pupils and visitors can only enter the school via an intercom at the entrance. All visitors to the premises are asked to wear a visitor's badge and sign in and out of the building.

School Uniform

The school encourages the wearing of a uniform and it is expected that parents will support this policy. Children are required to be suitably dressed for all physical activities which take place as part of the National Curriculum.

Girls

Winter

Grey V-neck school jumper/cardigan
White shirt (**not a fashion shirt**)
(Long or short sleeved)
School tie
Grey skirt or grey trousers
White socks
Black school shoes with low heels
(in the interests of safety, high heels
or shoes without backs
will not be permitted)

Summer

As above or
Purple gingham dress
Optional white shoes,
not open-toe sandals

Boys

Winter

Grey V-neck school jumper
White shirt (**No polo shirts**)
(Long or short sleeved)
School tie
Grey trousers
Grey socks
Black School Shoes (**No trainers**)

Summer

As above or grey short trousers

Track suits, flares, joggers or jeans are not acceptable.

P.E. Uniform

The children attend school in their PE kits on the days of their lessons. The exception being Reception Class, who have a PE kit in school and change here in order to practice important skills.

Indoor: Purple T-shirt with school logo and black shorts with plimsolls (elastic/velcro fronted for infants please) or bare feet. Girls may wear black leotards for gymnastics.

Outdoor: As above with trainers, football boots or plimsolls; whatever suits the nature of the activity. KS2 Children should always have a black tracksuit in school for outdoor PE in the winter.

All clothing, equipment and belongings must be CLEARLY marked.

Drawstring bags are required for P.E. Kits. To protect clothes, an overall may be provided for art (Dad's old shirt is very useful!)

Swimwear: Swimsuit (no bikinis or long swimming shorts), towel, hat and swimming bag.

Jewellery must **NOT** be worn.

Hair: No extreme hairstyles and long hair must be tied back at all times.

Jewellery

Only **one set** of studs or sleepers may be worn in pierced ears. Watches may be worn but the school accepts no responsibility for loss or damage. **ALL jewellery** must be removed for all swimming and PE lessons.

Sporting Aims and Provisions

The aims of the school lie within the framework of the National Curriculum guidelines for all children at Key Stage 1 and Key Stage 2 and Essex County Council PE curriculum guidelines. The school aims to develop physical competence, an appreciation of skilful performance, interpersonal skills and personal hygiene. Children are encouraged to recognise and follow rules and safety procedures for the different activities provided which include netball, swimming, football, simple tennis, rounders and hard ball activities.

The school has a full sized 7 a-side football field, a five-a-side field, a netball court, a cricket strip, an athletic track and a school hall/gymnasium. Clubs provide coaching for all children and the school takes part in inter-school events which aim to develop childrens' ability to play to the best of their ability, enjoy the event, celebrate success as part of a team and learn to handle disappointment in the event of losing.

Items for sale in School/Uniform Purchase

Swimming bags, hats and reading book bags are available from the school office. All items of school uniform including embroidered Purleigh sweatshirts, Purleigh T-shirts and ties will be available from Patricia's, Trinity Square, South Woodham Ferrers (opposite the Library). Tel. 01245 328847. They are very helpful and can meet all your uniform requirements. Some good condition second hand clothing can be purchased from Purleigh Community Shop.

Medical Matters

The school Nurse attends on a regular basis. Sight, hearing and dental care is monitored. Parents should check their children's hair regularly for headlice. Long hair should be tied back.

Advice is available from the school office on head lice and the School Nurse is willing to give advice from Maldon Clinic.

In the case of infectious or contagious illness, including sickness and/or diarrhoea, please consult with the school before returning your child to school. In these cases it is advisable to return children to school after a **minimum** period of 48 hours after symptoms have cleared. Please send a note or make a telephone call to explain any absence. (This is to protect your child and to make sure absences are authorised).

Medicine Brought To School

Medicine **cannot** be administered to children unless by direct arrangement with the Headteacher or a member of the office staff. A letter clearly stating the name of the child, the nature of the medication and administration instructions **MUST** be given with the medicine for entry into the school's medical register. Bottles must be clearly marked and brought in to the school office at the start of the school day. (**Staff will administer prescribed medication only**).

Illness at School

Any children who are taken ill at school will be looked after by a member of staff. The parent or carer will be informed so that they can collect the child from school if this is the appropriate course of action. For this reason, **please keep us up to date with appropriate work or other contact telephone numbers, including mobile telephone numbers.**

It is essential that if a pupil has a medical condition or allergy, the school office administrator is to be notified in writing e.g. diabetes, allergies to peanuts etc.

Emergency Closures and Telephone Network

In the unlikely event of an emergency closure, the school will also use its email and text alert system to inform parents. Announcements are made on Radio Essex, Essex FM/Breeze, BBC Essex and their websites

Charging and Remissions Policy

The school's charging policy reflects the basic principles underlying the Charging Provision of the 1988 Act.

Parents might be requested to make a contribution to help to cover the costs of educational visits made by classes, and towards the cost of swimming lessons. School lunch costs are fixed by the Governing Body. Where parents have any enquiries with regard to payments requested,

they are urged to contact the Headteacher or the school office where advice is readily available. In the event of more than one parent being unable to contribute to a one day educational visit, the event will be cancelled and any monies already paid will be refunded in full. From time to time, children are invited to take part in charitable events which raise money through sponsorship or through other activities.

Parent Teacher Association

All parents are invited to join the hardworking committee who give freely of their time to provide generous funding for books, equipment and improvements to the school. All parents are members of this association. The meetings are advertised on the monthly Newsletters or PTA literature and they organise events throughout the year for pupils and families.

Delivery and Collection of Children

Parents are responsible for the safety of children up to the point of delivery or collection. This will either be to the bus supervisor for those transported, or to the PEDESTRIAN GATE ENTRANCE to the large playground. Unless transported by school bus, children are encouraged to arrive not more than 10 minutes before the start of school (gates open at 8.30am) and parents are responsible for collecting their children promptly from the school premises at the end of the school day (3.05pm Yr R and 3.10pm KS1 and KS2.) When alternative arrangements have been made for a child, a signed letter from all parties involved must be presented to school before the alternative arrangement may take place or a phone/email contact made. Once again, this is with the safety of YOUR child in mind. Pupils should not exit through the car park.

Parking

Staff cars **ONLY** and specifically authorised vehicles are allowed in the car park. The presence of any other vehicle must be reported at once to the office or Headteacher for investigation.

In order to protect our children **PLEASE** park with care and consideration for **ALL** children and our village neighbours. **NEVER** park across driveways, on the yellow zig-zag lines or in a manner which obstructs access or vision for any road user. We ask that you switch engines off in order to be mindful of emissions and the disturbance which may be caused to local residents. Parents are requested to keep a close supervision over their children when escorting them to and from school. Parents may park at the cricket pavillion and walk to school with their children.

Changes of Address and Contact Numbers

Each child's address, telephone/mobile number and emergency contact number is kept on the school's computer system. **PLEASE NOTIFY** the school if there are any changes to these in

order to keep our system up to date and to prevent any delay should you need to be contacted, particularly in an emergency.

Library

The school has a well stocked central reference library and selection of fictional reading material which children are encouraged to borrow with minimal formality for reading at home. The school also provides the pupils with an online book bag which is updated every month with a selection of appropriate books.



Homework

We aim to develop a successful working partnership with the parent/carer of each child. The school intends to try to nurture this partnership by involving parents and carers actively in children's learning. From an early stage, parents will be asked to help for a period of time with a number of activities designed to assist children to learn. The nature of these activities will depend on the age and stage of the child. For children in the Foundation Stage and Key Stage 1, short activities of different kinds (simple games, spellings, number facts and reading together) provide a very important opportunity for young children to talk about what they are learning to an interested adult and to practise key skills in a supportive environment. As children get older, homework provides an opportunity for children to develop the skills of independent learning and this should become increasingly the main purpose. Government guidelines for Literacy put **responsibility on parents to hear children reading on a frequent and regular basis.**

Approximate times for year groups are allocated thus :

	Daily Reading	Other home activities -weekly
Reception and Year 1	10 minutes	10 minutes
Year 2	20 minutes	15 minutes
Years 3, 4 and 5	20 minutes	30 minutes
Years 6	20 minutes	60 minutes

It is important that pupils are heard to read at home on a daily basis. If you have any queries relating to homework, please contact your child's class teacher.

The Role Of Parents/Carers In Supporting Pupils

Class teachers will send out clear guidelines on times and expectations to parents/carers at the beginning of each academic year. We expect that parents/carers understand the joint responsibility that they are entering into in supporting a child's learning at home and that overseeing the activities and their completion is of real value. Homework books and home school books constitute the home-school agreement.

Parents/carers should -

- Provide the most suitable environment for activities.
- Provide a reasonably peaceful, suitable place in which the pupil can do the activities – alone, or, more often for younger children, together with an adult - or help pupils attend other places where activities can be carried out, such as homework clubs or study groups.
- Make it clear to pupils that they value homework, and support the school in explaining how it can help learning.
- Support the school by reinforcing behaviour expectations.
- Encourage pupils and praise them when they have completed homework. □ Become actively involved in homework activities with children.

The homework book will provide ongoing dialogue for evaluation purposes together with the evidence in the form of completed work, understanding and knowledge shown in the course of class work. Feedback is helpful and appreciated.

Swimming

Our school swimming facility is currently off line.

In the meantime the school will organise swimming lessons within a cycle for classes 4/ 5 or 6 at Meadgate School swimming pool to train them for their 25m NC standard.

Lunch Time Arrangements

Cooked meals are available from the school kitchen. These are nutritious, carefully balanced meals and children are encouraged to try new tastes and flavours with a good degree of success.

- There are universal free school meals for KS1 children.
- The meals are ordered online using the Parent Pay system.
- Menus are available.
- In order to help our caterers with ordering menu ingredients, we request that you have submitted your order by the Tuesday lunchtime for meals the following week.

Packed lunches may be brought to school in a lunch box on days when a cooked meal is not required. Most parents pack a roll or sandwiches, some fruit and a soft drink in a plastic container or a pre-packed commercial product. Fizzy drinks are not permitted. Please pack any cutlery required as **NONE** can be supplied from the canteen. The school is a **nut free zone**.

Cash Free Systems

Purleigh School operates as a cash free school. All payments for meals, school trips, swimming, charity donations and purchases are made via the Parent Pay system. This is set up when you join the school. The office are able to assist you in doing this.

Parent Contact

The school enjoys a close supportive relationship with parents. An open door policy is operated whereby parents are encouraged to contact the Class Teacher or Headteacher over any enquiry or worry they might have. Appointments, if necessary, may be made to enable a greater understanding of any possible problems in order to arrive at a mutually agreeable solution.

Voluntary help from parents is welcome. We rely on parental support to carry out sport visits, swimming and other activities. Swimming helpers are asked to obtain CRB clearance prior to helping with this activity.

Parents are invited to class assemblies. Parents are able to see their child's books on the open class visits held after each half term. Parent/teacher interviews to review children's progress are held regularly throughout the year. We also have a Parent/ Carer Learning Walk, where the parent/carers are invited to join a lesson for an hour in the morning.

Parents are asked to help with activities sent home for the children to complete. Parents are also invited to join in some of our regular events.

The school uses a text and email system to enhance the communication links between the school and home. Parents/Carers are asked to ensure that these contact details are kept up-to-date

and checked regularly. The school website www.purleighprimary.com also includes important details and parents/carers are asked to check this regularly. The school is an eco-school and part of this process is to save the amount of paper that is sent home. Therefore email contact is important and better for the environment.

Parents with any problems or worries, no matter how small, are invited and encouraged to see the Class Teacher or Headteacher as soon as possible at a mutually convenient time.

We request that parents and carers operate in support of the school and if any issues arise of concern, that these are presented to the school so that we can work through to resolutions. We would ask that our community are all mindful in keeping social media postings positive in this respect.

Smoking Policy

No smoking or vaping is allowed within the school building or grounds.

Mobile Telephones

Children are discouraged from bringing mobile telephones to school or on school trips. However, if it is essential that your child has the use of a mobile, it must be switched off and handed in at the school office when she/he arrives at school and collected again at the end of the school day. This is for those Yr 6 pupils who make their own way home or to a pick up point with parental permission.

For safeguarding reasons we request that parents and carers do not have phones out at any time on the school site.