Information for Parents

Potter Street Academy

2026-2027

Our mission:

To inspire children to set and achieve their own high aspirations.

A warm welcome to Potter Street Academy

I am delighted to be in my third year as Head of School at Potter Street Academy, a vibrant and caring community of children, teachers, and parents who share a passion for learning and a commitment to excellence. My name is Neil Gladwin, and I am proud to lead this wonderful school, which sits at the heart of our community.

At Potter Street Academy, we have created a warm, inclusive, and stimulating environment that fosters curiosity, creativity, and critical thinking. We believe that every child deserves a high-quality education that prepares them for the challenges of the 21st century, and we are committed to working tirelessly with our staff, parents, and students to ensure that every child thrives. Every decision we make is driven by our dedication to our students and their success.

I want to take this opportunity to sincerely thank you for taking the time to consider Potter Street Academy for your child's education. We are incredibly proud of what we stand for, and I hope you enjoy discovering all that our school has to offer.

Neil Gladwin
Head of School, Potter Street Academy

The School Day

The school gates are open from 8:30am and children are welcomed inside the classroom from 8:40am each morning.

08:40am to 8:50am	**Children arrive in class**
08:50am to 9:00am	Registration/morning activity
09:00am to 10:15am	Lessons 1 and 2
10:15am to 10:30am	Assembly
10:30am to10:45am	Break time
10:45am to 12:00pm	Lesson 3 (KS1)
10:45am to 12:10pm	Lesson 3 (KS2)
12:00pm to 1:00pm	Lunch (EYFS, KS1)
12:10pm to 1:00pm	Lunch (KS2)
1:00pm to 3:10pm	Lesson 4 and 5
3:10pm	School ends

The gates to the playgrounds will be opened at 3:05pm and all children must be collected by a parent or carer from their classroom door. If parents / carers are not available, they must let us know if another adult is going to pick up their child. We will ask you to give us a password, so that teachers can check it is safe for your child to leave with someone we do not know.

Please note, no one under the age of 16 is permitted to collect your child(ren) from school, this also includes after school clubs.

In year 6 some parents want them to develop more independence and may want them to walk home on their own. If this is the case parents need to put this in writing giving permission; we do not allow children to walk home alone unless this permission is in place.

No child should go home to an empty house.

It's all about the learning

We believe that children should receive a broad, balanced and creative curriculum. Lessons are planned to teach the skills, knowledge and understanding from the new National Curriculum.

Emphasis is placed on:

English	reading & writing—including spelling, punctuation and grammar
Maths	fluency, mastery and application of methods and skills, problem solving
Science	knowledge, understanding and inquiry
Computing	programming and using technology

Throughout the year themed weeks are planned to promote creativity and teamwork across the school – these topics are planned and discussed with the children. Younger and older children benefit greatly through learning together.

English

Teachers plan for this subject using the guidelines for each year group from the National Curriculum. Children are given opportunities to develop speaking and listening skills through drama and discussion, to write for a range of purposes, and to read daily.

Mathematics

Children have daily maths lessons and are taught the objectives as set out in the maths National Curriculum. Pupils at Potter Street develop a good understanding of mental methods before learning a range of written strategies to calculate problems. As well as number, shape, measurement and data handling are taught throughout the school. Fluency and mastery of maths is a key target for all our students.

Science

Children learn about science and develop their investigation skills which link to their science topic. From Reception to Year 6, children learn a wide range of scientific inquiry skills and knowledge.

P.E.

As part of the National Curriculum, your child will learn how to swim during Key Stage 2. Swimming is a compulsory element of the curriculum, ensuring that all children develop essential water safety skills and confidence in the water

The Great Outdoors

We have an amazing school grounds and pupils have several opportunities to learn outside the classroom. Class trips are regularly organised by teachers. A highlight towards the end of Year 6 is a visit to a residential activity centre for a few days of fun and adventure!

Our Learning and Life Experiences

At Potter Street Academy we believe that every child should have amazing childhood experiences, ones they will remember for life. Throughout their time with us children at Potter Street are offered the chance to take part in our 63 learning and life experiences, these are:

1. Jump in muddy puddles
2. Receive a parcel
3. Bake a cake
4. Be transported to another world
5. Make a mud pie
6. Run through a garden bare foot
7. Find treasure
8. Have a picnic
9. Work with a senior citizen
10. Hunt for bugs
11. Hatch an animal
12. Paddle in the sea
13. Build a sand and shell sculpture
14. Skim stones
15. Make something that moves
16. Visit a castle where real Kings and Queens have lived
17. Be a weather reporter
18. Watch a West End show
19. Visit a zoo
20. Feed an animal
21. Hold a creature
22. Learn a different language
23. Learn a song in sign language
24. Visit some ruins
25. Ride the train
26. Discover the landmarks of London
27. Be a film producer
28. Visit a library
29. Experience life from a time in the past
30. Discover what is in a pond
31. Go birdwatching
32. Visit a museum
33. Visit an art gallery
34. Experience 3D art
35. Go star gazing
36. Experience secondary school
37. Make and fly paper aeroplanes
38. Camp out
39. Sing songs around a campfire
40. Go on a nature walk
41. Try foods from around the world
42. Visit a place of worship
43. Float along a river (year 5 water-based activities – rafting/kayaking
44. Navigate your way around London on the underground
45. Find your way with a map and compass
46. Visit the home of Shakespeare's plays
47. Have a speaking part in a play
48. Order food and eat a meal in a restaurant
49. Have a story published
50. Be a photographer
51. Go on a trip away for 2 nights or more
52. Take part in team building activity
53. Talk to professionals from a range of industries
54. Ride a rollercoaster
55. Plant it, grow it, eat it
56. Do something for charity
57. Take part in a talent show
58. Join a school club
59. Hold a position of responsibility in the school
60. Perform at the O2
61. Attend and watch a sporting event
62. Spend time with other primary children from a different school
63. Make something and sell it

Life Skills

At Potter Street Academy we believe every child needs to have a set of core skills that will help them to be independent in every day life. To support this we have Life Skill Challenges which are:

Reception

1. I can say please and thank you
2. I can dress myself on my own and look after my own belongings
3. I can use the toilet and wash my hands after
4. I can blow my own nose
5. I can use cutlery to eat
6. I can show I am sorry
7. I can write my own name
8. I can name healthy foods
9. I can resolve conflicts I have with my peers
10. I can choose materials to be recycled and place them in the recycling bin

Year 1

1. I can use a knife and fork to cut up food
2. I can brush my hair
3. I know when my birthday is
4. I can work in a team
5. I can describe what makes a healthy meal
6. I have fire safety awareness
7. I know how to cross a road safely
8. I can describe how someone else feels
9. I can resolve conflicts I have with my peers
10. I can choose materials to be recycled and place them in the recycling bin

Year 2

1. I know my left and right
2. I know my address
3. I know how to make an emergency phone call
4. I can point to where I live on a world map
5. I can pay someone a compliment
6. I can use dining etiquette
7. I can set myself a target
8. I know what to do if I am lost
9. I can resolve conflicts I have with my peers
10. I can choose materials to be recycled and place them in the recycling bin

Year 3

1. I can tie shoelaces
2. I can wrap a present
3. I can check the weather forecast
4. I know how many days there are in each month of the year
5. I can carry out research using a search engine
6. I can teach something to someone else
7. I can make a sandwich
8. I can measure, choosing the appropriate equipment
9. I can resolve conflicts I have with my peers
10. I can recycle materials and know why we turn off lights and things that use power

Year 4

1. I can read and follow a map
2. I can calculate the change from £1.00, £5.00 and £10.00
3. I can give directions
4. I can write and post a letter
5. I can swim a length
6. I can read a bus timetable
7. I can tell the time on an analogue and digital clock
8. I can follow a simple recipe
9. I can resolve conflicts I have with my peers
10. I can recycle materials; know why we turn off lights and things that use power and know what sustainable and renewable resources are

Year 5

1. I can send an email
2. I know how to behave appropriately online and on social media
3. I can fill in an application form
4. I can prepare for an interview
5. I can use a compass
6. I can make a cup of tea
7. I can give a presentation to an audience
8. I understand the changes that happen during puberty
9. I can resolve conflicts I have with my peers
10. I can recycle materials, know why we turn off lights, know what sustainable and renewable resources are and explain the impact of plastic on earth and in our oceans

Year 6

1. I can prepare and cook a simple hot meal
2. I can take part in a debate
3. I have an awareness of basic first aid
4. I can find out about a range of careers
5. I have an understanding of drug and alcohol misuse
6. I can tie a tie
7. I can read a timetable and follow a schedule
8. I know how to manage money
9. I can resolve conflicts I have with my peers
10. I can recycle materials and can explain the impact on earth and in oceans and suggest different materials which are more environmentally friendly

Partnership and Community

Passmores Cooperative Learning Community

We're proud to work with our local and successful secondary academy, Passmores. It's a partnership that started in September 2013 and has been growing ever since. Our children visit regularly, and so have access to specialist resources and teaching. Passmores staff have involvement here and support a wealth of initiatives that enrich the learning. Cooking, netball, drama, music and well-being are all areas directly supported. The Trust have formal responsibility for standards at Potter Street and are closely involved in governance.

Pupils regularly visit local secondary school Passmores

"Sponsoring Potter Street is a two-way thing - both schools benefit."

Vic Goddard, CEO, Passmores Co-operative Learning Community

Our Governors

We have a dedicated team of volunteers elected and appointed to help directly in the running of the school. They meet at least twice a term and have legal duties, powers and responsibilities. They help decide what is taught, with setting standards, recruiting staff and overseeing how school funds are spent. Governors are parents, teachers, Passmores Cooperative and community representatives.

A full list of members is available on our website.

Our Local Community

We're at the centre of our local community. People including local fire crew, police officers and community churches often visit to explain what they do. We also reach out and take part in community activities such as singing carols in local residential homes and sheltered accommodation.

Pupil Welfare

Happy and Healthy

We aim for a positive atmosphere every day, where it's easy for children to relate problems or concerns to adults. We teach right from wrong, for example that bullying, racism and homophobia are never acceptable. We promote healthy eating and provide daily fruit for children in reception and KS1 classes. Drinking water is encouraged throughout the day.

Illness

Many children experience common ailments from time to time. Most of these do not need a prescription, are rarely serious and do not require time away from school. Often treating your child's ailment or illness yourself, or with advice and medicines from your pharmacist, can be the quickest and easiest way to deal with it. You will find our guidance attached.

If your child has an accident or falls ill during school hours, we have registered first aiders on site but there may be occasions when we have to call you to come and collect your child to take them home. For this reason, we ask all parents to keep us updated with **three** emergency contact telephone numbers. We have our own medical room and will call straight away if we feel it best that a child returns home.

Children with medical conditions such as asthma, diabetes, epilepsy, etc. are supported with personal care plans to enable them to gain access to all areas of school activity. We ask parents to make us aware of any existing medical conditions on entry to the school. Children with allergies or asthma are requested to keep medicines needed in an emergency in school in a locked cupboard. Prescribed medicines should be brought to the school office and signed into our medical book. They must be clearly named. No medicines can be administered by school staff unless parents / carers have signed a permission slip. Children are not allowed medicines on their person including cough sweets and throat soothers.

Safety

Regular safety checks are carried out by the school and other agencies. We hold termly fire drills to ensure adults and children are prepared. The Fire Brigade checks all fire arrangements and equipment annually. P.E. apparatus, electrical appliances and water pipes are monitored in accordance with regulations. Our kitchens are subject to mandatory rigorous safety standards which are externally monitored.

Special attention is paid to road safety. At least once a year, we hold assemblies and workshops for children teaching them how to be vigilant when out and about.

Increasingly, children need to know the risks associated with using the internet. We hold regular assemblies to make children aware of the dangers, and this important topic is discussed in the classroom as well as part of our computing and PSHE curriculum.

Child Protection

As a caring organisation with direct responsibility for children, our first concern must be the welfare of your child. We have a strict safer recruitment process when appointing staff and all staff and volunteers are DBS checked in accordance with regulations. At least two members of staff are qualified Child Protection Officers and all staff receive regular safeguarding training.

There may be occasions when we have to consult other agencies about a child. This is our statutory duty and part of safeguarding policy. If you want to know more about these procedures, please speak to the Head of School.

Learning at Home

Home learning is set across the school. Your child will have several tasks appropriate for their age and we hope you will enjoy helping them complete them. If home learning is rarely returned, we will invite you to make an appointment to discuss the matter. For further information please refer to the Home Learning policy on our school website.

Come and see us!

Prospective parents are welcome to make an appointment to view the school at work – please contact the office.

New entrants to Reception are invited with parents to visit in the term prior to their admission when they are given a short talk and other information. Children also have the opportunity to visit the class with their parents and meet their new teacher.

At the end of April, parents receive a written report on their child's progress. We hold consultation evenings twice a year when parents are welcome to come into school for a talk with the child's class teacher.

We encourage our parents to come into school to help with various activities and to accompany classes on outings and school visits. If you feel you would like to offer some voluntary assistance, please speak to the Head of School.

Visitors

All visitors must report to the school office on arrival and we ask all parents to try and make an appointment, if they need more than a brief word with a teacher on any matter. Please try and remember that mornings are a very busy time for staff!

Website

This gives you the opportunity to share in our school life, special events and celebrations. Our website also contains a wealth of extra information on school life, including policies and procedures.

Web:

www.potterstreetacademy.com

Class Dojo:

Each class has Class Dojo as a way for parents and teachers communicate. This is free to download and you will be given a code from the class teacher.

Attendance

We recognise the impact of good attendance and punctuality on academic achievement. Parents have a legal responsibility for ensuring that their child attends school regularly and punctually. Our popular Breakfast Club is open from 7:45am daily, for parents who need to make an early start.

We reward good attendance and punctuality in our celebration assemblies on Fridays with certificates for classes. Individual certificates and are given termly.

If your child is absent for any reason you should contact the school as soon as you know:

- give the expected date of return;
- send a note with your child on their return to school giving full details of the reason for the absence

Please note, for safeguarding reasons, the school office will call home if we receive no reason for absence, if we have not made contact with you by 12:00 we will carry out a home visit.

If children are absent, medical evidence is required from the 3rd day onwards. Medical evidence (such as prescription/doctors appointment) will need to be shown to the school office to authorise the absence.

Punctuality is important - late arrivals can legally be counted as unauthorised absence after the registers close. It disrupts the child, the class and the running of the school. Playgrounds are open from 8.30am and classrooms open at 8.40am and all children should be in school by 8:50am for registration. If your child arrives after this time, they must report to the school office and will be marked as late. Medical appointments should, where possible, be given to the school in advance and take place outside of school hours. Evidence of all appointments should be presented to the school office.

Even a small dip in attendance can impact a child's learning, and in keeping with national policy absence can only be authorised for exceptional circumstances. The school is responsible for authorising this and will check attendance regularly.

There is no entitlement in law for pupils to take time off during the term to go on holiday

The law specifies that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances". The School Attendance (Pupil Registration) (England) Regulations 2024 state that "the need or desire for a holiday" is not considered an exceptional circumstance.

At Potter Street Academy 'exceptional circumstances' will be interpreted as:
... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

It is important for parents/carers to be aware that while decisions will be made on a case-by-case basis, requests will normally be refused.

The Department for Education has introduced a new statutory national Framework, that all schools in England must follow

- There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including lateness.
- If a Penalty Notice is issued for an offence of unauthorised absence, the first will attract a fine of up to £160 per pupil per adult (£80 if paid within 21 days);
- A second offence in three years will attract a fine of £160 per pupil per adult
- Schools cannot issue a third penalty notice in 3 years, and must consider other sanctions, which may include prosecution.

This school submits an annual return of all absences, both authorised and unauthorised, to all parents and the Department for Education and Employment. Parents are informed of their child's attendance record in an annual report.

Home / School Agreement

This is signed on admission, and lets parents know what they can expect from school for their child and sets out what the school asks of parents.

Concerns

A child's class teacher is the first point of contact in the case of any queries or concerns. If you would subsequently like to speak with the Leadership Team, please make an appointment with the school office. Sometimes a referral to the SENCO or Learning Mentor is the next step.

Complaints

A majority of issues can be resolved by talking directly with your child's class teacher, or making an appointment to see the Head of School. However, if you feel that a matter is not dealt with satisfactorily, the school has an official complaints procedure. It involves a nominated school governor who formally handles the matter. In the event of a complaint being unresolved in this way, there is then recourse to the Department for Education (DfE).

Further details and a copy of the policy are available on our website or from the school office.

Admissions and Procedures

Reception Class Children

All children are admitted full-time from September.

It is policy to phase in the attendance of children at the beginning of September in order to take account of the individual needs of children. This means your child may not start school on the first day of term. You will receive a letter informing you of the day your child will start.

Each school has a published "number intended to admit" (NIA) in the Primary Education booklet, copies of which are available from Essex admissions team. In the case of Potter Street Academy, the NIA is 30.

Admissions Procedure

If your child is already at primary school and you wish to transfer them to Potter Street Academy, you should complete the Mid-Year Primary School Application Forms (you will find these on the school website) and return them to admissions@potterstreetacademy.com.

Once you have completed the form and sent it back to us, we will email you to notify you and Essex County Council of the outcome within 10 - 15 school days. As we can only admit 30 pupils per year group, if your application is successful, we ask that you notify us within 10 working days of receiving the emailed letter if you wish to accept the place. This will allow us to offer places to other families applying or to those on our waiting list.

Parents requesting admission to Potter Street Academy are encouraged to visit the school and meet the Head of School before applying. For further information please see our Admission Policy.

Houses

When you start at Potter Street Academy you are placed in one of our Houses; Dragon, Griffin, Lion or Unicorn. House points form the basis of our whole-school reward system. You stay in the same House throughout your whole education should you attend Passmores Academy.

House points are awarded each week and the winning House is announced in our celebration assembly on Fridays, the children that earn House points will also receive House point certificates. The House with the most points has their House colours attached to the House Cup for the week and this is displayed with pride in the school's trophy cabinet.

The children with the most House points in each class at the end of the term get to go on a reward trip.

National Curriculum Testing

Children in Reception are assessed through the Foundation Stage Profile. Year 1 are assessed by their teacher on a termly basis. Year 2 tests have been replaced by teacher assessments, with test materials used to confirm their judgements. Phonics is tested formally at the end of Y1 and Y2.

Children in Year 4 will complete an on-line multiplication test.

Children in Years 3, 4 and 5 are assessed by their teachers in English and Mathematics. This information is used to track pupils' progress and as a means of initiating early intervention strategies, if needed. The Head of School reviews the progress of all children with their teacher every half-term.

Children needing extra support to achieve will be placed on the special needs register and, in consultation with parents, a one plan will be drawn up. Parents are an essential part of this process, and will be invited to attend meetings with our Special Educational Needs Coordinator (SENCO).

Children who are consistently achieving exceptionally well or who show a particular talent in a curriculum area, e.g. Art or P.E. may be invited to attend extra challenges or enrichment sessions.

The school's latest test results are available on:
www.education.gov.uk/schools/performance/index.html

Lunches

Hot lunches are available to all children cooked on site. Daily menus offer a vegetarian and halal alternative. Sample menus are sent home termly.

Dinner money, currently £2.60 per day, should be paid online on Monday mornings. Children who receive free school meals are accorded complete confidentiality and are served in exactly the same way as other children. If you are in receipt of Universal Credit and wish your child to have a free school meal, please come into the school office and collect an application form or you can apply online at www.essex.gov.uk/educationawards. **Please note—all reception, Y1 and Y2 children are now entitled to a free school lunch.**

Facilities are also available for children who wish to bring a packed lunch. This should be brought in a rigid container clearly marked with the child's name. Drinks should be brought only in plastic containers or cartons, which fit inside the lunch box; no glass bottles, cans or fizzy drinks.

What a child eats at lunchtime can make a big difference to their attention and learning that afternoon. The school asks that there is no chocolate in packed lunches except on Fridays. We want our children to learn which foods help us to be healthy and the value of moderation. Children with chocolate items in packed lunch boxes on days other than a Friday, will bring it home to eat at home with you.

Supervision of the children at lunchtimes is carried out by our team of midday assistants, both in the halls and outside in the play areas. Older children are also given the opportunity to be play leaders. Our play leader scheme promotes children's wellbeing, skills, socialising, team work and demonstrates enjoyment, communication, organisation and responsibility.

The school is a "Health Promoting School" and we encourage children to have a healthy mid-morning snack of fruit (provided free by us) or an alternative healthy snack brought from home.

We encourage all children to bring a bottle of still water to school each day which can be filled up in class.

Free Breakfast Club

Our Free Breakfast Club is open to all pupils every morning. Children can enjoy a healthy breakfast, spend time with their friends and begin the day in a calm, welcoming environment – ready to learn. This runs from 8:20am – 8:50am

Nut-Free School Policy

Our school community has made a commitment to follow nut-free guidelines for the safety of our children and needs everyone to help us make Potter Street Academy a safer place for children who have food allergies.

- Please do not send any peanut or nut containing products to school with your child at any time.
- If peanuts/nuts have been eaten before school, please be sure your child's hands and face have been thoroughly washed before coming in.

Sample Lunch Menu (Summer)

Fresh fruit and yoghurt available every day.

fruit supplied by a local greengrocer.

Salad bar available 3 days a week

Potter Street Academy

School Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1	Chicken burger in a bun Seasoned potato wedges Jacket Potato with cheese or beans Cheese baguette	Sticky chicken served with rice. Vegetable and bean burrito. Cheese panini	Sausage and mash Quorn sausage and mash Jacket Potato with cheese or beans	Beef lasagne with garlic bread Cheese and onion pasty With beans Jacket Potato with cheese or beans	Fish fillet served with chips. Quorn nuggets served with chips Jacket potato with cheese or beans Mini do'nut and a milkshake
WEEK 2	Cheese pizza Jacket potato with cheese or beans Ham baguette	Homemade chicken goujons With chip shop curry sauce Quorn goujons. Jacket potato with cheese or beans	Roast chicken served with stuffing, roast potatoes, Yorkshire pudding, seasonal vegetables and gravy. Quorn fillet. Jacket potato with cheese or beans	Minced beef cottage pie Cauliflower cheese Cheese panini	Jumbo fish finger served with chips. Quorn nuggets served with chips. Jacket potato with cheese or beans Chocolate brownie and a milkshake.
WEEK 3	Cheese and tomato pasta Jacket potato with cheese or beans Tuna baguette	Homemade pork sausage roll Seasoned potato wedges Sweet potato curry and rice. Jacket potato with cheese or beans	Roast chicken served with stuffing, roast potatoes, Yorkshire pudding, seasonal vegetables and gravy. Quorn fillet. Jacket Potato with cheese or beans	Minced beef burrito Veggie meatballs served with rice. Cheese panini.	Beef burger in a bun served with chips. Quorn burger in a bun served with chips. Jacket potato with cheese or beans Ice cream and a milk shake.

Our menu includes halal meat options, and a number of dishes can be modified to suit gluten-free and dairy-free requirements. However, all meals are prepared in a standard kitchen environment.

Uniform

We rely on parents and carers to ensure every child is well presented for school. Our uniform is practical, comfortable and all children are expected to wear it. It's an important way for children to feel included, and it creates a professional working atmosphere across the school.

Children must wear:

- *Plain black / grey or navy blue tailored trousers (not "skinny leg", cords, leggings or jeans)*
- *Plain black / grey or navy blue tailored skirt on or near the knee. Tight lycra skirts are not acceptable*
- *Royal blue (with or without school logo) sweatshirt / jumper / cardigan*
- *Royal blue or white (with or without the logo) polo shirt*
- *White shirt / blouse*
- *Blue/white checked or striped dress. Summer only*
- *Black, grey, white or navy blue socks or tights. No patterns or logos*
- *Black flat footwear should be worn at all times, shoes with high heels are not deemed suitable.*
- *Royal blue fleece or waterproof jacket*
- *Hairstyles should be appropriate for school. Long hair must be tied back, no unnatural hair colours are allowed*
- *No make-up/tattoos or nail polish is to be worn*

P.E.

For health and safety reasons, all students must remove jewellery before participating in PE lessons, and long hair must be securely tied back.

If children wear earrings, parents are asked to ensure that their child can independently remove and reinsert them, as staff are not permitted to assist with this. Alternatively, earrings should be removed before the start of the school day. As a safe alternative, we permit the use of flat, soft, flexible, clear rubber earrings.

If ears are to be pierced, this should ideally take place at the beginning of the six-week holiday period, as healing can take up to six weeks (or slightly less with the use of appropriate aftercare solutions).

No nose rings/studs in school.

Every child is required to bring a pair of plimsolls or trainers which must be different to the ones worn to school (in a named bag), black shorts and T-shirt (house colour) for P.E. and games.

All items of clothing, as well as bags and lunchboxes, should be clearly labelled with the child's name.

School uniform can be purchased from:
Create Identitee
17-18 St James Centre, East Road, Harlow CM20 2SX 01279 881333 http://createidentitee.co.uk/

Please contact the school office if you have any queries – 01279 866504

Keeping busy!

Clubs and Activities

These are run by our teachers and teaching assistants at different times of the year. A small contribution is asked for to cover costs of specific projects.

Watch out for announcements in our regular newsletters or enquire at the school office.

Breakfast Club

Our daily breakfast club is a fantastic way to start the day, with a tasty bowl of cereal, toast and a drink and a wide choice of games and activities. There is a small charge for this, currently £3.00 per session. The club starts at 7:45am in the main hall.

After School Club

If picking up at 3.10pm is a problem, children are welcome to stay a little longer at school and join us in our after-school provision, run in the main hall by a member of school staff. It's a chance to have a game or two, chill out with a book or even catch up on some homework. Light refreshments are served around 4.00pm. Childcare is available until 5pm (Mon-Friday)—please book in advance online. A charge is made for this service.

What to do

Advice on childhood illnesses

- **Go to school; if needed, get treatment as required**
- **Some restrictions for school attendance**
- **Don't go to school and see the GP**

What it's called?	What it's like	Going to school	Getting treatment	More advice
Asthma flare up	Worsening of usual symptoms		Follow your care plan	Stay off school if feeling too unwell
Chicken pox	Rash begins as small, red, flat spots that develop into itchy fluid-filled blisters		Pharmacy	Back to school five days after on-set of the rash, or when all lesions are crusted over
Common cold	Runny nose, sneezing, sore throat		Pharmacy	Ensure good hand hygiene
Conjunctivitis	Teary, red, itchy, painful eye(s)		Pharmacy	Try not to touch eye to avoid spreading*
Flu	Fever, cough, sneezing, runny nose, headache body aches and pain, exhaustion, sore throat		Pharmacy	Ensure good hand hygiene*
German measles/ Rubella	Fever, tiredness. Raised, red, rash that starts on the face and spreads downwards		GP	Back to school four days after the rash has started, if feeling well enough. Please let the school know, as pregnant members of staff may be affected.
Glandular fever	High temperature, swollen glands, sore throat; usually more painful than any before		GP	*
Hand, foot & mouth disease	Fever, sore throat, headache, small painful blisters inside the mouth on tongue and gums (may appear on hands and feet)		GP	Attend school while monitoring symptoms
Head lice	Itchy scalp (may be worse at night)		Pharmacy	
Impetigo	Clusters of red bumps or blisters surrounded by area of redness		GP	Back to school when lesions crust or 48 hours after start of antibiotics
Measles	Fever, cough, runny nose, watery inflamed eyes, rash		GP	Back to school four days from on-set of rash, and if feeling well enough
Ringworm	Red ring shaped rash, may be itchy, rash may be dry and scaly or wet and crusty		Pharmacy	
Scabies	Itching rash, commonly between fingers, wrists, elbows, arm		GP	Back to school after first treatment
Scarlet fever	Fever, unwell, red tongue, sandpaper rash		GP	Exclusion period during first 24 hours of antibiotics*
Shingles	Pain, itching, or tingling along the affected nerve pathway. Blister-type rash		GP	Only stay off school if rash is weeping and cannot be covered
Sickness bug/ diarrhoea	Stomach cramps, nausea, vomiting and diarrhoea		Pharmacy	Contact GP if symptoms persist after 48 hours
Threadworms	Intense itchiness around anus		Pharmacy	Ensure good hand hygiene
Tonsilitis/ Strep throat	Intense sore throat for more than 1 day		Pharmacy	See GP if temperature lasts more than 48 hours or cannot swallow . Only need to stay off school if feeling too unwell
Whooping cough	Violent coughing, with a 'whoop'		GP	Exclusion period during first five days of antibiotics
Covid				Visit www.nhs.uk for latest guidance

***Attend school while monitoring symptoms.**

This information is a guide and has been checked by health professionals. If you are unsure about your child's wellbeing, we

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