



Parent Handbook

The Canons C.E Primary School

Taking you step-by-step through starting school





Step 1

STEP 1: SCHOOLS INFORMATION MANAGEMENT DATA CHECKING SHEET

The Canons C.E Primary School

PERSONAL INFORMATION

Previous School			
Child's Legal Surname:		Other Names:	
Preferred Surname:			
Address:		Date of Birth:	
		Sex:	
		Post Code:	
Telephone No:		Mobile No:	
Email address:	This is extremely important as we communicate with parents through an email and text service.		
Marital Status of parents: civil partnership/married/separated/divorced/other		Any current/past court injunctions? Date?	
Name of Main Guardian:		Phone/Mobile No:	
Relationship to Child:		Parental Responsibility: YES/NO	
Name of 2 nd Guardian		Phone/Mobile No:	
Relationship to child:		Parental Responsibility: YES/NO	
Who does the child live with?			
If parents are not living together, does the child have contact with the other parent? YES/NO			
Was the child adopted from care? YES/NO		Is your child eligible for Free School Meals ? YES/NO/UNSURE	
Names of other children in family?		Date of Birth of other children?	

CONTACT INFORMATION

Obviously we would always try your home first if there were an emergency. If you work and would like us to contact you there, please give details:

Main Guardian Work:	
Work Address:	
Telephone No:	
2 nd Guardian Work:	
Work Address:	
Telephone No:	

Please list AT LEAST one other person whom we may contact (by telephone) in an emergency.

Name:		Relationship:	
Address:			
Telephone No:			
Name:		Relationship:	
Address:			
Telephone No:			

Mrs Michaela Fallon, Headteacher, says...

Its great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 024 76 312220 and we will be happy to help!

Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

Welcome to The Canons C.E Primary School and I look forward to getting to know you and your child.

Please tear here

Step 1

LUNCHTIME ARRANGEMENTS

School Dinner <i>Please tick</i>	Free Meal	Sandwiches	Mixture
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Special Dietary Information, if any:

MEDICAL INFORMATION

Doctor: _____
 Surgery & Address: _____
 Telephone No: _____

Essential Information: Information about any medical conditions, e.g. Asthma, Diabetes, allergies, allergies to medication, food allergies, epilepsy, sight hearing, speech difficulties, behaviour problems etc.

Regular medications or treatments: _____

ETHNIC INFORMATION

Ethnic Origin: _____ Country of Birth: _____
 Religion: _____ Nationality: _____
 Language: _____
 Language spoken at home: _____

CONSENT & AGREEMENTS

Please indicate by ticking those for which you give consent

Child can be taken to hospital in the event of an emergency <input type="checkbox"/>	Child can use plasters without an allergic reaction <input type="checkbox"/>	Child can have their photograph taken in school to be published on the school/newspaper websites <input type="checkbox"/>	Child photographs published can have their name published <input type="checkbox"/>	Child can be filmed in school shows & DVDs sold to school staff & parents <input type="checkbox"/>
Child can be taken out of school for educational activities as approved by the Headteacher (eg Almshouses, Church, Civic Hall, Leisure Centre) that do not involve coach transport. <input type="checkbox"/>		Child can travel in the school minibus (driven by a member of staff who have passed the local authority's minibus drivers test) for sporting, musical, environmental activities within Coventry & Warwickshire. <input type="checkbox"/>		

E-Safety (please refer to the E-Safety leaflet and Acceptable Use Policy, which can be found on our website or in hard copy from the School, before ticking these boxes)

I have read and understood the school e-safety rules for my child to access the Internet in school. <input type="checkbox"/>	I understand that the school will take all responsible precautions to ensure that pupils cannot access inappropriate materials, but I appreciate that this is a difficult task and understand that the school cannot be held wholly responsible for the content of materials accessed through the Internet. <input type="checkbox"/>
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Step 1

Home School Agreement (please read the enclosed booklet before ticking these boxes)

I have read and understood the Home-School Agreement. I Agree to uphold all points made on the Parents/Carers page.

OTHER INFORMATION

How will your child be getting to school most of the time? CAR/BUS/WALK/SHARED VEHICLE (please delete appropriate)

Please give any further information about your child which you may feel may help us at school:

Signature of parent/Guardian

Date

.....

Please inform us immediately if any of these details change during your child's time at The Canons C.E Primary School.

Please tear here

Homework Club Registration Form

Name:	Class:
Walks Home Alone: <input type="checkbox"/> Collected by an adult <input type="checkbox"/> (please tick which one applies)	
Please name those entitled to collect your child:	
Emergency Contact (name & number):	
Name:	Number:
Name:	Number:
Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> (please tick)	
My child has the following dietary/food allergies:	
My child has no dietary/food allergies <input type="checkbox"/>	

Register of Interest for a Music Lessons

Name:	Class:
Woodwind <input type="checkbox"/> Violin <input type="checkbox"/> Keyboard <input type="checkbox"/> Guitar <input type="checkbox"/> Drums <input type="checkbox"/> (please tick which one applies)	
Parent/Carer Name:	
Parent/Carer Name:	

Step 2

Step 3



APPLICATION FOR FREE SCHOOL MEALS

We recommend that you apply on-line at www.warwickshire.gov.uk/freeschoolmeals

You can also apply by calling 01926 359189

Please be aware that the date of entitlement is the date we process a successful application for Free School Meals: we **do not** backdate claims.

Details of the Parent/Carer Claiming the Qualifying Benefit

Title _____	First Name _____	Surname _____
Date of Birth _____		
Address _____		

Post code _____	Telephone No _____	
Email address _____		
National Insurance No _____		or NASS Reg. No _____
Relationship to child(ren) _____		

Which benefit do you receive?

You must be claiming one of the following benefits to qualify for free school meals.

<p>I Receive: (please tick appropriate box)</p> <ul style="list-style-type: none"> • Child Tax Credit with an annual income assessed by HMRC of less than £16,190. <input type="checkbox"/> (If either you or your partner are entitled to Working Tax Credit you do not qualify for free school meals regardless of income). (Where a claimant receives a 4 week 'run on' of Working Tax Credit they became eligible to claim free school meals for that 4-week period only – please tell us if this is why you are applying) • Income-Based Job Seeker's Allowance. <input type="checkbox"/> • Income-Related Employment Support Allowance. <input type="checkbox"/> (Contribution-Based JSA and ESA only qualifies if receiving equal amount or lower of Income-Related JSA/ESA) • Universal Credit. <input type="checkbox"/> • Income Support. <input type="checkbox"/> • Guarantee Element of State Pension Credit. <input type="checkbox"/> • Support under Part VI of the Immigration & Asylum Act 1999. <input type="checkbox"/>
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Please tear here

Names and Details of Children in Full -Time Education

Surname	First Name	DOB	Name Of School

Declaration:

- I will notify WCC if my benefit is stopped/changed and I understand if I do not do this or give false information I will have to repay the cost of any meals taken free to which my children were not entitled.
- I agree that you will use the information provided to process my claim and will contact other sources as allowed by law to verify my initial and ongoing entitlement.
- I understand that this information may also be used to assess entitlement to receive free travel to school for my children.
- I understand that I can contact you and withdraw my consent for you to use this information for these purposes at any time.
- I understand that each child's details will be sent electronically their current school.
- I understand that the system will continually check eligibility and notify the school of any changes.

Signature _____ Date _____

If your child will be in Reception, Year 1 or Year 2 and your application is unsuccessful – don't worry, they will still receive a meal.

The fact that you have submitted an application will help ensure the school receive all of the funding they are entitled to.

You will be automatically notified if the status of your application changes.

Please return to:

Warwickshire County Council,
Communities Group (Free School Meals)
Saltisford Office Park
Ansell way
Warwick
CV34 4UL

Step 3

Step 4

The Canons C.E Primary School
PRIVACY NOTICE for
Pupils in Schools, Alternative Provision and Pupil Referral Units
and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We **The Canons C.E Primary School** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact, **The Office Manager**.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites: www.warwickshire.gov.uk or <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- **Warwickshire County Council, Shire Hall, Warwick**
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Please tear here

We believe that pupils perform better when the home and school work together in partnership.

To achieve and support our home-school agreement the school will:

Support pupils to achieve their full potential

- Provide balanced, interesting and appropriate curriculum
- Look after the well being of the pupil when at school
- Set challenging targets for our pupils to achieve
- Keep parents informed of their child’s progress by meetings, reports and letters
- Keep parents involved with the life of the school through regular reports and newsletters
- Provide new parents with an information booklet
- Annually update information to parents
- Ensure that the building is warm, welcoming, clean and safe
- Give special help to pupils as needed
- Set and mark homework regularly
- Monitor home/school diary

Agreement for Parents /Carers: As parents and carers, we will try to: -

- Ensure that our child arrives at school on time
- Ensure that our child attends regularly, equipped for the day’s work
- Support the school’s Behaviour and Race Equality Policies
- Support the school’s anti-bullying stance
- Create the best possible conditions for homework
- Support the school’s Uniform Policy
- Attend meetings that involve my/our child
- Read and sign home/school diary every weekend.

If I have concerns I will speak to my child’s class teacher first or, if I am still concerned I will then speak to the year leader or phase leader, then the Head Teacher if I need further clarification.

Agreement for Pupils: As pupils we will try to: -

- Bring correct equipment to school
- Attend school and be on time
- Keep to school rules
- Respect others and their property
- Make every effort to produce class work and homework of high standard and hand it in on time
- Be caring and considerate of others
- Have respect for our surroundings
- Complete and date home/school diary

If I am unhappy or need help, I will talk to my teacher.

Signed (Parent)

Signed (Pupil)

Key information

What are our school times?

Lower School (Reception, Year 1 and Year 2)

The doors to the classrooms are opened at 8.45 am when you are welcome to bring your child into school. School starts at 8.55 am ready for registration. Lunchtime is from 12.15pm – 1.15pm and the school day ends at 3.00pm.

Upper School (Year 3, Year 4, Year 5, and Year 6)

The school is open from 8.30am when staff are available on the lower playground. Children should not arrive before this time. Children make their way into school between 8.40 and 8.45am. The playground gate is locked soon after this time and subsequent arrivals will need to enter via Main Upper School Reception. All children should be on site by 8.45am so that they are in their classrooms by the time registers are taken at 08.50am. Lunchtime is from 12.15pm – 1.15pm and the school day ends at 3.15pm.

Breakfast and After-School Clubs

We are fortunate enough to host an activity based before/after school paid facility by an external provider called SKAMPS. Here the children can play and have fun and you know they are being looked after until the time you are able to collect them. This facility runs from 7.45am until the start of the school day, and from home time until 6.30 pm. This facility charges per hour. If you would like further information, or would like to book a place, please contact them directly on 07979 522342.

Uniform

We expect all parents to provide school uniform and to adhere to the school uniform policy. Shirts are to be tucked in and cardigans and sweatshirts not to be tied around the waist. House ambassadors and house captains are given blazers to wear. PE Kit should be kept in a named bag and all items of clothing should be clearly marked with the child’s name. It is important that kit is always in school. We keep a number of items, such as jumpers, ties and PE kit, in stock at the School. We believe that a uniform looks smart, wears well and contributes to a feeling of belonging to the school, and our uniform consists of:

Purple V neck sweatshirt or cardigan with School logo in the colour of your child’s house team:

- Hanover – Red.
- Stuart – Blue.
- Tudor – Green.
- Windsor – Yellow.

Lower school (Reception, Year 1 and 2)

- White polo shirt.
- Dark grey skirt/trousers.
- Purple gingham dress (Summer only).
- The Canons sweatshirt or cardigan.

Upper school (Year 3, 4, 5 and 6)

- White shirt/blouse with collar.
- Dark grey skirt/trousers.
- School tie.
- The Canons sweatshirt or cardigan.
- White polo shirt (Summer only).
- Purple gingham dress (Summer only).

Please note summer uniform may be worn for the term after Easter up until the October half term. Thereafter the winter uniform MUST be worn, however children may wear the winter uniform throughout the whole year. Parents can purchase all the items that bear the school logo from Toye Kenning and Spencer in Bedworth.

Footwear

Children should wear black shoes or black trainers to school. Shoes should have sensible sized heels. White or coloured trainers are not permitted. Footwear with Velcro fastening is preferred for children in the lower years.

Coats

We do not specify a uniform coat but during the winter it is important that children have their coats in school. As well as break-time and lunchtime there may be other times when pupils are working outside the classroom and for all these occasions they will require a coat.

Hats

We encourage the wearing of a hat during the summer term for protection against the sun. Children may wear hats to school at other times of the year if they wish to do so.

PE

All children should have a change of clothes for Physical Education. Indoors this must consist of house colour T-shirt, with dark blue or black nylon short or navy/ black pleated games skirt. Children undertake indoor P.E. in bare feet. When undertaking outdoor PE, kit may be supplemented with a jog suit or a track suit during colder months. Children will need plimsolls or trainers for outdoor games. PLEASE MAKE SURE THAT ALL CLOTHING IS NAMED. To help keep everything together we ask that each child has a large drawstring bag to keep their PE Kit in.

Clothing recommended for swimming

- Girls - one piece swimming costume and swimming hat
- Boys - swimming trunks and swimming hat

Additional equipment

The Lower School children should also have a book bag for their reading books and homework, and a spare set of clothes should also be provided in their PE bag. The Upper School children should bring a school bag (small back pack size) with all of their belongings, which will be kept in their school locker throughout the day.

Food in school

We promote healthy eating in school and hope that our parents will support this.

Free school meals

All children in the lower school are entitled to a free school hot dinner at no cost to the parent. Although parents do not have to complete an application form for this service, we would still urge parents who are eligible for pupil premium funding for their child to make a claim. Our school office staff are very happy to help you with this claim.

Children in the Upper School (Year 3, Year 4, Year 5 and Year 6) are currently required to pay for their hot school dinner. Our school meals are cooked on the site and represent good value, both nutritionally and cost wise. Cooked school meals currently cost £2.20 per day, although you may be eligible to receive Free School Meals for your child. For more information on the criteria please come into the school office, call: 01926 742060 or visit the following website: <http://www.warwickshire.gov.uk/freeschoolmeals>.

Packed lunch

Alternatively children in all school years can eat a packed lunch; these are normally consumed in the hall. We encourage healthy eating and parents are requested to support this by carefully choosing what they pack in their children’s lunchboxes. Sweets, fizzy drinks, grapes and chocolate bars are not permitted in school. We also do not allow cans, bottles or thermos flasks and would suggest a disposable carton. At break time the upper school has a tuck shop that sells nutritional inexpensive snacks e.g., cheese toasties, fruit and orange juice. Children may bring in money to purchase tuck rather than eat items from their lunch provision.

Dinner money

You are able to pay for school dinners by cash or cheque (presented at school), or by electronically online using our School Money system. If paying by cash or cheque you will now need to ensure that children only bring their dinner money into school on a Monday to pay for the whole week ahead. If you are paying online you may top up your account at any time. You will need an activation code from Reception in order to set up your account. Those paying online who have more than one child in school MUST make the payment against each child and not the whole payment made to just one child’s account. Any payments which are in arrears by 6 days or more may result in you having to bring a packed lunch for your child, until the debt is paid in full.

Frequently Asked Questions

Here are our answers to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

If your child is absent please notify the school either in person or by telephone on the day of absence to ensure it is authorised. Our answer machine is available 24 hours a day. You simply need to leave your child's name, class and the reason for their absence. Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- Children being kept off school unnecessarily, e.g. shopping trips.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Children who arrive at school too late to get a mark.
- Holidays in term time.

If no written or telephone message has been received from the child's family to explain absence or late arrival a member of the school's office staff will endeavour to contact the child's parents to ascertain the reason for absence. This is normally done by 10.00am.

Requests for authorised absence

Head Teachers are not permitted to authorise absence for holidays taken during term time. They are permitted to grant leave only in exceptional circumstances. If you think you have exceptional circumstances please talk to us without delay and before arrangements are entered into or money committed. If exceptional circumstances are accepted the Head Teacher will determine how much absence will be authorised. Forms are available from the unit in the foyer.

Punctuality

Lateness is very disruptive for your child and the class so please be prompt at the beginning of the school day. All late marks are recorded and regular lateness as well as poor attendance may be referred to the Attendance and Compliance team.

Illness

If your child is unwell at home, please consider whether they are well enough to be in school. We have staff qualified to look after minor bumps and bruises. If your child receives a head bump, they will wear a fluorescent first aid wrist band which you will be able to see when they return home, however, we will always try to contact you if we

are concerned, especially if they have a head bump. First aid slips are sent home with every child who has received first aid in school.

Jewellery and accessories

Whilst we prefer children not to wear jewellery of any kind in school, we are allowing children to wear stud earrings on the understanding that parents are taking full responsibility for any loss or injury. Children will need to remove or cover earrings for P.E. to comply with health and safety and the onus is on the parent to provide a means for this. Children may wear a watch if they wish, however again we cannot be held responsible for any loss or damage occurring in school.

Smart watches

We must also insist that Watches or watches that can text, message, ring or record images, are not worn in school.

Hair

Extremes of haircuts or hair colours are not acceptable in school. eg. no designs shaved into hair and no cloured hair.

Clubs and activities

We hold a variety of after school clubs to help with the children's education, i.e. Mathematics, Spellodrome, Sports, Music etc. These clubs change regularly and we would advise you to visit our website to keep up to date with the clubs we are currently offering. We always endeavour to find new interests for the children to participate in and would welcome suggestions from anyone who would be able to run additional clubs. We have a before and after school homework and breakfast club which is also free of charge. Details of this will be distributed at the beginning of the terms.

Collective worship

As a Church of England Aided School our religious syllabus is geared heavily towards Christianity and its teaching. Therefore, the Bible is central to the syllabus.

We lay great stress on a daily assembly and a collective act of worship. Our acts of worship are firmly rooted in the Christian values, but we acknowledge the diverse and multi-cultural world that we live in. All teaching staff are encouraged to lead assemblies/collective worship and there is regular input from the clergy and other members of the parish church with whom we seek to maintain strong active links, and occasionally from members of other local churches/charities etc. On occasions parents are offered the opportunity to attend these gatherings. Children also have opportunities to plan and lead acts of worship. On several occasions during the school year children attend All Saints Church for an act of worship.

Medication in School

Our policy relating to children requiring medication can be found on our website and gives detailed information relating to children requiring long term medication.

Permissions

If your child requires short term medication in school please note that we are only able to administer medication if it is prescribed and required four times a day or more. You must complete a specific medication form which gives us permission to administer medication, otherwise we will be unable to provide this medication for your child. All medicines must be handed into the school office and children should not keep their medication in their bags or on their person. Children in the upper school may self-medicate, however the medication forms are still required to be completed, and the medication still needs to be handed into the school office.

Special Educational Needs and Disability

We are an inclusive school and are committed to meeting the needs of all pupils including those with special educational needs and disability (SEND). There is a shared expectation that all pupils, regardless of their specific needs will be provided with every opportunity to make the best possible progress in school. Parents of children identified as having SEND are invited to a termly review meeting with their child's teacher (this is in addition to termly parent's consultation meetings). At this meeting progress and/or concerns are shared and targets are set for the term.

Resources

A range of support/resources will be deployed to meet the individual needs of our pupils with SEND. Any concerns about progress and/or involvement of other agencies will always be discussed with parents/carers in the first instance. Likewise we encourage parents to raise any concerns about their child's progress with their class teacher. Mrs Richards is the Learning and Pastoral Manager, and is responsible for coordinating the provision for those children identified as having SEND. Please speak to her if you have any concerns/questions relating specifically to SEND. The governor with responsibility for SEND is Mr Geoff Allen.

Access

The school building has disabled parking and is accessible by ramp through several entrances. We also have a care suite including a toilet adapted for disabled users.

Charging policy

The school has a charging policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by Governors and applicable to all registered pupils. Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school. The full policy can be obtained from the school office or by visiting our website.

Frequently Asked Questions

Emergency arrangements The School will only be closed when exceptional circumstances make it absolutely necessary and when it is in the best interest of the pupils, i.e. snow, floods, power failure, widespread illness, or pandemic, etc. In the event of an emergency school closure, the School will make the announcement via the School and County Council website. It will also be broadcast on the following radio stations:

- Free Radio

The Headteacher or a representative, is on site by 7.30am each day (7.00am when poor weather is expected) and will determine as quickly as possible after consultation with the facilities manager, if the school is to be closed or a later start invoked for safe travelling purposes. There is no need to contact the school. Unless announced as above, we are open!

If you have a mobile telephone, you will receive a text message from school. If your number has recently changed, it is important for you to inform the office of your new number. You can do this using the 'Change of Details' form provided on our website:

Collecting your child

Should the weather worsen during a school day, children will only be sent home if we have concerns that pupils are at risk of being unable to travel home safely. Every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day.

Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.



Working with parents Parental involvement

The school recognises the value of parental and community involvement and parents are welcome to help in school. Teachers also use the class 'dojo' system, whereby, teachers can contact parents direct and vice versa. Regular helpers are obliged to fill in a DBS form.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

Parent's Evenings

Regular parents' evenings are held throughout the school year. These are an opportunity for you to come into school and meet with your child's teacher to discuss their progress and to view their work. If you have any concerns at any other time, please do not hesitate to make an appointment to speak with your child's teacher.

News and Newsletters

Our website is a great resource for keeping updated with events at school. You'll find regular updates in the 'News' section of our website.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible in case of emergencies.

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.

Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport – but it may involve children sharing lifts in other parents' cars. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for their child to get home from school.

Parent Teacher Association

We have an excellent Parent Teacher Association that has been running since 1973. We now call this the 'Friends of The Canons'. All who join the committee make a valued contribution to the life of the school. The 'Friends' organise activities/events such as, Summer Fayres, Christmas Fayres, raffles, bingo nights, quiz nights, and much more. All events are organised in order to help raise funds for more resources which enhance the children's learning. Your support is therefore much appreciated. New volunteers are especially welcome. If you are interested in becoming part of our PTA, please pass your details onto our school office. It is also worth looking out for information about events/meetings in our regular weekly newsletters and on our website.



Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At The Canons C.E Primary School we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website: www.thecanonsprimary.co.uk, click on 'Key information' and scroll down to 'Policies' to read some of our policies.

Key policies

Some of our key policies are:

- E-Safety and Acceptable Use
- Drugs Education
- Complaints Procedure
- Charging and Remissions
- Admissions
- Child Protection and Safeguarding
- Attendance and Punctuality
- Collective Worship
- Religious Education
- Anti-Bullying
- Supporting Pupils with Medical Conditions
- Sex and Relationship Education
- Home School Agreement

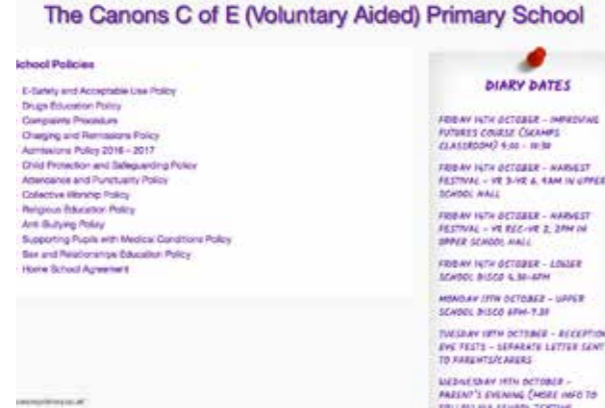
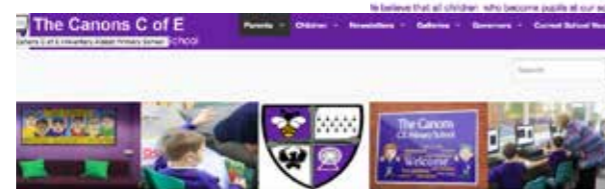
Internet safety

We place particular emphasis on E-Safety. The use of ICT including the Internet, email, learning platforms and today's mobile technologies are integral elements of learning in our school and we expect all pupils to act safely and responsibly when using technology both within and outside of the school environment.

Step 1



Step 3



Step 2



M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
August 2017							September 2017							October 2017							November 2017						
	1	2	3	4	5	6				1	2	3	2	3	4	5	6	7	8			1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		30	31						27	28	29	30			
December 2017							January 2018							February 2018							March 2018						
				1	2	3	1	2	3	4	5	6	7			1	2	3	4			1	2	3	4		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31	
April 2018							May 2018							June 2018							July 2018						
						1		1	2	3	4	5	6			1	2	3	2	3	4	5	6	7	8		
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		30	31					
30																											
August 2018							September 2018							Half Term		Days		School Holiday		Public Holiday		Teacher Day					
			1	2	3	4	5						1	2	1	36											
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	40												
13	14	15	16	17	18	19	10	11	12	13	14	15	16	3	31												
20	21	22	23	24	25	26	17	18	19	20	21	22	23	4	24												
27	28	29	30	31			24	25	26	27	28	29	30	5	29												
														6	35												
														Total	195												



Vision

As a Christian place of learning our vision is for The Canons C.E. Primary School to be a happy place where:

- all conduct themselves in a manner that is respectful of others, acting responsibly and considerately, clearly demonstrating an understanding of right and wrong.
- a Christian, caring ethos pervades every aspect of school life and helps to create an inclusive environment in which all feel loved and valued.
- all develop confidence in their ability to learn and a desire to learn more, through praise, encouragement, enjoyment and achievement.
- all are encouraged to take some responsibility for their own learning, to demonstrate perseverance, determination and an aptitude for hard work in order to achieve high standards.
- the environment is safe and secure, attractive and stimulating; - all are encouraged to understand their responsibilities as members of the school and citizens of the world, whilst being aware of the importance of personal beliefs and spiritual understanding.



Ethos and Values

The Canons C.E. Primary School is a Christian community built on gospel values. We encourage positive supportive relationships with all stakeholders. We endeavour to work in partnership to achieve the best for our children.

Our school code of conduct is based around 'Respect'. Respect for others and respect for property, these are our two golden rules.

Other key 'values for life' underpin our curriculum and our collective worship:

Perseverance

Truthfulness

Courage

Service

Compassion

Thankfulness

Generosity

Friendship

Trust

Respect

Justice

Forgiveness

Cover photos courtesy of Jeff Cook Photography

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