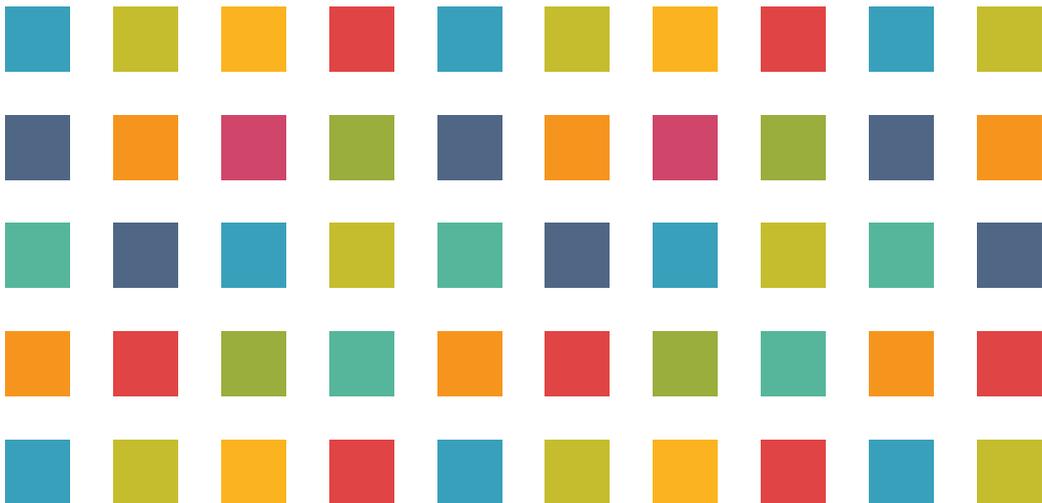




# School Handbook



**POLEGATE**  
SCHOOL

# Welcome to Polegate School

Firstly I would like to welcome your family to Polegate School.

We are delighted that your child will be joining the school. It is always a little daunting, there is so much to find out about.

Very often 'you don't know what it is that you don't know'!

This is why we produce this handbook - hopefully it has the answers to all your questions and tells you what it is you don't know! If not don't hesitate to ask!

Please keep the handbook as a useful reference while your child is at Polegate School.



Claire Martin-O'Donoghue  
Headteacher



Ofsted  
Outstanding  
Provider



# Learning without Limits

# Contents

Contents	Page
Communication	6
School Letters	6
Variety of Communication	7
Polegate Parliament	7
Attendance & Timekeeping	7
Drift in Policy	8
Absence	8
Illness at School	9
Holidays in Term Time	9
Late or non collection of a child	9
Emergency School Closure	10
Collecting Children	10
Supervision of Pre-School Children	10
Parking Guidelines	11
Dogs on school premises	11
Personal Property & Mobiles	12
Photographs	13
Child Protection	13
Reporting of Accidents	13
Medicines at School	14
School Security	15
No Smoking Policy	15
No Buggies/Prams in School	15
Dress Code, Uniform & PE Kit	16
Jewellery	18
Winter Weather	18
Food at School	20
Code of Conduct/Behaviour	21
Assertive Discipline	21
Bullying & Racial Harassment	22
School Uniform Prices	23



## Communication

We attach great importance to good communication between school and parents and as far as possible we operate an 'open door' policy. It is often both more convenient and beneficial if parents make an appointment to speak to staff about a matter of concern. This will allow sufficient time to be given and will allow the discussion to take place without interruption or in private if it is a delicate or personal matter. However, brief informal chats are always possible at the end of the day.

**Please don't try to speak to teachers before school.**

Parents are reminded that teachers are very busy (e.g. organising the day's activities, giving final instructions to support staff, preparing for assembly...) at the beginning of the day and that may not be the best time to approach them. Similarly, once children have started to come into the classroom the teacher's priority should be the children. Often a "quick word" can take up a lot of time, be disruptive to the class and teacher, and unhelpful to the parent if their problem is not resolved.



Clearly, making an appointment is preferable for all concerned.

The best way to communicate with the teacher is through email. Either directly to the class teacher or an email to the school office [office@polegate.e-sussex.sch.uk](mailto:office@polegate.e-sussex.sch.uk) which can be forwarded to appropriate member of staff. This also provides a trail of communication.

## School Letters

We would encourage all parents to provide details to enable letters to be sent home electronically. Not only is this environmentally friendly but it also ensures you receive letters and that they are not lost at the bottom of book bags! You also have the added benefit of reading full colour newsletters rather than a black and white photocopied letter.

Often work or photographs of children are included in newsletters and they look so much better in colour! All you need to do is provide an email address. If you also provide a mobile phone number we can then text any more urgent messages directly to your phone.



[www.polegateschool.co.uk](http://www.polegateschool.co.uk)

## Variety of Communication

### Class Letters

At the beginning of each term individual teachers produce a brief information sheet about the next topic. They outline the term's programme of activities, classroom routines and opportunities for parents to be actively involved.

### Newsletters

You will receive a newsletter twice a term which keeps you updated on whole school matters.

### Interim Reports

These are sent home at key points in the year to keep you updated on your child's progress.

### Term 6 final written report

To end the year, we ask pupils to reflect on their learning and contribute to these reports which we hope provides a celebration of their year. Partnership and Sharing ideas. We are a very caring, thoughtful school and we devote a great deal of time and energy to every aspect of school life. We value the partnership with parents and encourage this in many ways. We have an active PFA, we hold regular 'Think Tank' meetings with representatives in each year group. We send out annual parent questionnaires.

### Behaviour Incidents

We aim to inform you if your child has been disciplined for not following our 3 school's rules of: respect, responsible, ready. We hold a 'coaching session' with children when they have broken a school rules in order to help them understand why it is wrong and provide strategies to help. We believe 'A child will do well if they can.' You will receive a letter home that day giving information about the incident. This allows you to discuss this with your child at home.

Learning without limits

## Polegate Parliament

Polegate School has a thriving School Council which provides pupils with a greater opportunity to express their views directly. It is chaired by the Year 6 pupils, supported by the senior staff. Class representatives meet each term to discuss their concerns/ideas with senior members of staff. Each class from Year 1 to Year 6 has 2 representatives. The Head boy and Head girl also sit on the School Council. Each class has a regular Class Council meeting to discuss matters of concern or interest. Representatives bring important ideas to School Council Meetings.

## Attendance & Timekeeping

Parents have a legal responsibility to ensure that their children attend school.

Recent legislation to counter truancy (mainly from Secondary Schools) has included lateness as a form of unauthorised absence.

School day starts at **8.30am** for KS2 and **8.45am** for KS1. The KS2 children can start drifting in from **8.15am** and KS1 from **8.25am**, no children should be at school before then (unless prior permission has been given by the Headteacher because of **exceptional** circumstances). A member of staff will be on duty on the gates from the times stated before. We expect parents to accept responsibility for children before that time. When children arrive, they should not wait outside the school gates for obvious safety reasons: they must come straight into the building and to their own classrooms. Children who arrive at school after 8.30am (KS2) or 8.45am (KS1) are officially late and must enter through the main office so the Office Staff can record the reason for lateness in the register which is retained for attendance monitoring.

We appreciate the excellent time keeping of most of our families. A child who arrives late disrupts the rest of the class and is often unsettled which has a negative affect on how they perform during the rest of the day. We actively discourage lateness and do not hesitate in passing details of repeated offenders on to the Attendance team at county to deal with.

School finishes at **3.15pm** for Key Stage 1 pupils (Infants) and **3.20pm** for Key Stage 2 pupils (Juniors) and children should be collected at that time unless they are staying to an after school club or activity. Staff often have courses, appointments or meetings to attend immediately after school and cannot reasonably be expected to supervise children who have not been collected at the appropriate time.



## Drift in Policy

The school has a “drift-in” policy. We appreciate that not all children want to wait in the playground. We also wish to strengthen the fact that **school starts at 09.00** ie that is the time the first lesson starts. Children therefore need to be in class and settled **before** 9.00am. An early morning activity welcomes the children who can drift in any time after 08.45 (but before 09.00). This also does away with problems associated with unnecessary lining up and staggers the use of the cloakrooms, reducing overcrowding.

## Notification of Absence

If parents know that a child will be absent they are obliged to provide the school with a satisfactory explanation. It is preferable that contact should be made **before registration** on the first day of absence so that the class teacher can be informed: in any event the school should be contacted before 9.15 am.

**Please note that it is the parents’ responsibility to contact the school** – not the other way round. If we need to contact you it is vitally important that we have a minimum of two emergency phone numbers to use.

The reasons for the absence may be reported by telephone or in person by a responsible adult but we also require a written note when the child returns to school as these are held as a record for the Attendance officer who makes routine inspections of our registers and checks attendance figures on regular basis.

Unexplained absences are recorded as “unauthorised” and repeated incidents are passed to the Attendance officer to take action.

## Illness at School

Should a child become ill during the course of a school day we will attempt to contact the parent/carer without delay, using the emergency contact numbers which are maintained by the school office..

It is vital that we are given a minimum of **two** such contact numbers on the “Personal Information” update sheet provided by the School. Children who are too ill to stay at school and are awaiting collection by an adult are usually kept in the Medical Room where appropriate care can be given and their condition can be monitored.

## Holidays in term Time

The Local Authority is working hard improve levels of school attendance and we are committed to working with parents to help every child achieve their full potential through regular school attendance. We therefore do not expect parents to take their children out of school for a holiday in term time and it should be assumed that a request for a holiday in term time will be unauthorised.

In the case of an unauthorised holiday, the Behaviour and Attendance Service will be notified and a penalty notice will be issued resulting in a fine when 5 consecutive days or more are taken as holiday during term time.

## Late or non collection of a child

In exceptional circumstances a child might be left at school for a long period of time maybe because of an accident or because of some confusion over who was collecting the child - i.e. the parent may be unaware that their child has not been collected.

**It is vital that the school has at least two emergency contact numbers (e.g grandparent/trusted neighbour) which the school can use in such circumstances.**

Officially, the school should contact Social Services and pass the child on to a social worker in such a situation. We would be reluctant to do this as a child who has been left at school may be distressed and worried already. We would take this course of action only as a last resort.

We will make every effort to contact parents first. It is vital that when a parent or carer has collected the child that they inform a member of staff (preferably the one who has been looking after the child) **before** leaving school.

From time to time a parent may be unavoidably delayed and we hope that in such cases the parent will make every effort to contact the school so that the children can be reassured and appropriate action taken. In such circumstances children should be taken to the office until they are collected. If a child finds that no one has arrived to collect them they should inform their Class Teacher and/or office/Mrs O’Donoghue. We will endeavor to contact all numbers provided. After 10min the child will be taken to the After School Club which will incur a fee. If we have not heard from a parent after an hour we are duty bound to contact Children’s Services as it becomes a safeguarding concern.



## Emergency School Closure Procedures

From time to time we suffer from the effects of severe weather conditions resulting in the school having to be closed. This particularly applies in winter months when there may be adverse snow/ice conditions making travelling hazardous.

In such conditions there is a possibility of :-

- you being unable to get your children to school although fortunately most of our families live within walking distance of the school and are unlikely to be affected
- staff being unable to get to school
- the school needing to be closed because the heating system has failed.

We will naturally be sympathetic during such periods. It may be a wise precaution to have an "emergency arrangement" with other parents who live near to you - in case you have transport problems.

Although we hope that this will not be necessary, in extreme circumstances we will adopt this course of action :

- The School will do its utmost to stay open

If it is necessary to close we will publish our school closure on the ESCC and school website.

- A "School Closed" board will be placed in the entrance to the car park for the benefit of local or fearless parents.
- We will attempt to man the telephone at School to provide information. If there is no answer assume there is an emergency and do not send your child to School.

At the end of the day the best advice is to use your common sense. If you are in any doubt at all about the wisdom of venturing out - stay at home!



## Supervision of Pre-School children

Parents who bring pre-school children with them to collect older children are requested to exercise control and ensure that they keep to our rules also. Our children will be encouraged to copy if they see other children "getting away with it" and it is fairer to avoid temptation.

Children should not be allowed to play on the gym equipment. Please help us by being responsible for your own children.



## Parking Guidelines

We expect adults dropping off or collecting children to exercise common sense and consideration towards others. The road outside the school is dangerous and all road users share the responsibility of keeping our children safe.

Ideally we would prefer parents to reduce car use and encourage their children to walk to school. If you have to use a car please consider car sharing and park well away from the school, without inconveniencing our neighbours.

Please note that the Polegate Town Council, together with the Police, have devised a scheme to identify and prosecute repeat parking offenders.

**Inconsiderate/illegal parking outside the school is without doubt the main concern of parents.**

We will take the registration numbers of vehicles parked illegally on the zig zags or double yellow lines outside the school. The numbers of persistent offenders will be passed on to the police - possibly supported by photographic or video evidence - who **will** prosecute.

We are sure that the vast majority of parents will welcome this positive action.

Please note that we have a very small car park which cannot even cope with staff vehicles (The school has approximately 50 staff). Parents do not have an automatic right to use the school car park.

The car park may be used only by official "Polegate School Parking Permit" holders subject to space being available.

Cars **must** be parked in designated parking bays or along the opposite kerbside. Owners of cars parked along the kerbside **must** leave their car keys in the school office (in case they cannot be located in the event of an emergency).

Cars may not be double parked. Drivers may not wait in the car park and the car park is not to be used to drop off or collect children without prior authorisation

## PLEASE DO NOT:-

- **Park, pull up or drop children on, or opposite the zig zag markings or double yellow lines**
- **Attempt to turn in the road outside the school**
- **Reverse into or out of the car park**
- **Use the school car part to drop children**

## Dogs on School Premises

In the interest of safety & hygiene dogs are not allowed on the school premises at any time.



## Personal Property

The school reserves the right to decide what may and may not be brought to, or use at school. Items such as small toys, skipping ropes and lolo balls are acceptable so long as they do not cause storage problems, create hazards or cause disputes

Because of safety and moral considerations any kind of weapon is strictly forbidden at school. We would confiscate it, refer the matter immediately to the police as this is a legal offence whilst also taking action in school.

Any child bringing personal property to school for playtime use must accept full responsibility for it and ensure that such items are put away safely when not in use. Such items should not be a distraction in the classroom.

Children bringing things from home should appreciate that other children may wish to share it... and this can create problems.

Lost property should be handed in to the School Office.

Please note that it is much easier to return lost items if they are clearly marked with the owner's name. Name tapes order forms are available through the school.



## Mobile Phones

We live in an age in which the mobile phone is an indispensable accessory for many people. Some parents may feel more comfortable allowing their children to have access to a phone. However, mobile phones can be disruptive in the school context and are therefore not appropriate.

### **Mobile phones are not permitted in school below Year 5**

If a child brings a phone to school it must be labelled with their name and **MUST** be handed to the class teacher for safe keeping.

Phones are not to be kept in a child's possession, in their bags or in their lockers. Phones not handed in to the teacher will be confiscated and only returned to a responsible adult.

Personal property brought to school remains the responsibility of the owner. Items brought to school, or worn, should be named. We have lockers available to all pupils.



## Photographs of, & information about, pupils on the Web & in the Media.

Naturally we wish to celebrate all of our pupils' achievements. This includes publicising outstanding successes to a wider audience through school newsletters and the local press. In recent years we have also had coverage by national newspapers, local radio and television stations. Our own School Website will provide further opportunities to let the wider world know how brilliant our children are.

We can only do the above if we feel comfortable that individual children are not put at unnecessary risk. It is school policy that:

- Pupils must not be approached or photographed while at school without the permission of the Headteacher.
- Information or photographs of pupils will not be released for circulation outside the school without the prior permission of the parents/carers. When classes are being photographed by the media we will endeavour to inform parents in advance. When photographs appear in the media only the pupils' Christian names are used.

**There are sometimes special circumstances which mean that a child's photograph should never be released on the web or in the media. We ask all parents to fill in the GDPR form available on our website.**

## Child Protection

In all the work we do at Polegate School, the rights, safety and welfare of the children are paramount. This means that sometimes we may have to take action which some parents/carers could find threatening. In such cases, we are obliged to follow the child protection procedures set out by the Child Protection Guidance. We will always attempt to explain our professional responsibilities and will give every reassurance as to our motives but we will always stress that the child's needs and safety must come first.

## Reporting of Accidents

All incidents, accidents or dangerous occurrences (whether an injury occurs or not) are recorded appropriately on Medical Tracker (see Health and Safety Policy).

At playtimes all duty staff have immediate access to a personal essential first aid kit containing antiseptic wipes, plasters, tissues and gloves.

If we are not totally confident in dealing with an injury we will attempt to contact the parent and/or act in loco parentis and seek appropriate medical assistance (e.g. doctor, ambulance, casualty). The parent will be informed of what has happened. As a matter of course we always inform parents in writing of any injuries or knocks to the head.

## Medicines in School

Medicines only prescribed by the doctor can be administered by authorised staff in school time if we have received clearly written instructions from a parent or carer. No over the counter medicines can be administered. The appropriate form can be obtained from the School Office. Medicines (in clearly labelled containers) are kept in a locked cabinet or fridge in the Medical Room Only designated staff have access to the cabinet and are authorised to administer medicines.

Under no circumstances should children be given medicines or tablets to administer themselves at school. This presents a potential risk to others.

Please note that the medical advice which we have says that the vast majority of medicines do not need to be administered in school time. Staff are not obliged to take any responsibility for administering medicines.

## Asthma

Children suffering from Asthma and who need an inhaler should have immediate access to it and we therefore expect them to take responsibility for their safety and use. This is the only exception to as inhalers present no risk to other children. Parents should liaise with the class teacher so that they are aware of the child's condition.

## Headlice

Contrary to popular belief research has shown that adults in the wider community are the main carriers of headlice (i.e. it is not a School only problem).

Advice is readily available from the Community Health Care Team. The School Nurse can become involved at the request of the School or individual family.

The current emphasis is on prevention through improved health education, but chemical treatments are recommended in conjunction with preventative action.

Information on recommended treatment is available from the information racks. (Be informed - see the Parents' Notice Board ) **It is not necessary for children to be absent from school if the correct treatment is being followed.**

Please attempt to inform all those your family has been in contact with recently when an infestation is found.

## Verrucae

Teachers no longer routinely check children's feet for verrucae : this is the responsibility of parents. Feet should be inspected weekly - especially when the children are swimming or have PE in the Hall.

Verrucae are easily spread through contact with surfaces such as wooden/tiled floors.

Children who are infected must wear protective white verrucae socks with a waterproof plaster covering the actual verruca or have received appropriate treatment (Eg Bazooka) for swimming lessons. A covering is advisable for PE lessons as well. **All children should be instructed in taking sensible precautions while changing.** These messages should be reinforced both at school and at home.

If you are in any doubt please ask the school office staff for advice.

## Health & PE

We actively promote healthy lifestyles and physical fitness through our P .E and Health Education Curriculum. We have achieved the Healthy Schools Award.

Children who are well enough to come to school but not fit enough to take part in P.E. lessons will only be excused if they have an explanatory note from a parent or guardian.

**Children are expected to have the appropriate kit at school every week day.**

## Visitor Pass System

On entry all visitors are required to report to the School Office. If they have legitimate business with the school (e.g. a contractor or parent helper) they will be authorised and given a visitor pass which must be worn throughout the visit. Their details will be recorded online on the school system. They must sign out and the pass must be returned to the Office when they leave the premises.

## School Security

We feel that it is important for children to feel safe, secure and happy while they are at school. Following extensive consultations with pupils, parents, staff and governors - and having received advice from the Police and the County's Risk Assessment Officer - we have introduced a system which controls who has access to the school premises during the school day. This effectively keeps unwanted visitors out and the children safely in without inhibiting freedom of movement within the school buildings or grounds. Between the times of

9.00am and 3.00pm all outer playground gates will be locked (this includes the pedestrian and vehicular access gates to the junior playground and the access gate from the car park to the infant playground). The only point of entry to the school is the main office door which is fitted with a door control device. Visitors must report to the school office in order to gain access.

All classes have phones which are connected to the office and all external doors have security locks.

## No Smoking Policy

The School has a strict No Smoking Policy. Smoking is prohibited in all parts of the **school buildings and grounds**, including the car park. This rule applies equally to when the school is in session and to out of school hours. This includes vaping.

We expect all parents, visitors and contractors to comply with this policy while on the school premises. We hope that smokers will show consideration towards others by not smoking in the vicinity of the school.

## No Buggies/Prams in School

For health and safety reasons Buggies, Prams or pushchairs are not allowed in school. If you are coming in for your child's assembly we ask you to leave your buggies in the buggy park just outside the school office.

## Dress Code

**We expect a high standard of dress from our pupils and strongly encourage the wearing of School Uniform as this helps to foster a school identity.** We believe that children should take a pride in their appearance as this encourages positive attitudes.

While our uniform allows for some individuality we do insist on a degree of uniformity. We are sensitive to gender issues and have minimal differences between boys' and girls' uniforms.

### Our basic uniform is as follows:

- short or long grey or black trousers (not denim or cord or sports/tracksuit bottoms)
- grey or black skirt or pinafore dress (girls only)
- green gingham summer dress (girls only)
- white shirt/blouse/polo shirt (with school name)
- green crew necked sweatshirt with school name
- green sweatshirt/cardigan with school name
- black jogging suit
- smart black shoes - no high heels
- Black school shoes
- plain white or grey socks
- green baseball cap with school logo
- green (winter) woolly hat with logo
- black showerproof fleece with school logo
- The items marked with a symbol are available for purchase online at Price&Buckland.

**All items of school clothing should be clearly marked with the child's name.**

When 30+ children are changing for P.E. clothing does sometimes get muddled up!

Save the tears now by making sure that all of your child's clothing is easily identifiable for both the child and the teacher.

The baseball caps have been introduced to raise

awareness about over exposure to the sun and to help identify our children on school trips to crowded places. **We now expect all children to wear a green baseball cap when on a school trip.**

If a polo shirt is worn as day wear it should not be worn as P.E. kit as well - **a change of clothing is essential.**

**Plastic "jelly" shoes are not suitable for school use. We do not approve of trainers as daily footwear.**

**The school reserves the right to determine whether certain items of clothing are or are not appropriate for school use and whether or not they conform to our dress code. If a child is repeatedly abusing our uniform policy we may phone home and request the correct uniform to be brought to school immediately. We expect parents to support our decisions.**

## Hairstyles

When considering what is appropriate for school regarding hairstyles we have to make a judgement as to what is in the best interest of the school overall. Allowing children to adopt the latest fad or trend is not always consistent with this. Extreme haircuts are not allowed but this is open to interpretation, so in the interest of clarity we have tried to be specific about what this means.

- Collar length hair should always be tied up
- No elaborate hair bands/clips/braids or wraps. Any hair accessories should match school uniform and be discrete
- Hair should be neatly cut, combed and maintained
- Undercut styles are not acceptable
- Tracks and lines are not acceptable
- Dramatic layered effect of levels are not permitted
- Hair should not be tinted or coloured
- Hair must not be shaved

## PE Kit

All children require a named PE kit which should be available at school every day. We advise bringing the kit in a suitable **small** bag on Monday morning and taking it home again on Friday afternoon so that it can be washed.

**Large, hold-all type bags are unsuitable for school use as they take up too much space and are potential safety hazards.**

A suitable bag is one that will fit inside the child's locker and will be of the drawstring/shoe-bag type. Staff will be happy to show you suitable bags.

### Our basic PE Kit is as follows:

In addition to the basic kit there may be a need for a tracksuit during winter months:

- Black jogging suit (tracksuit bottoms with school logo)
- Plain white crew neck T-shirt (with school logo)
- Black plain PE shorts (with school logo)
- Trainers or similar sturdy sports shoe
- Plimsolls for certain indoor activities

**For health and comfort reasons if a polo shirt or jogging suit is worn as part of the daily uniform a different set of clothing must be provided for PE and Games lessons.**

### Please Note:

"Fashionable" shorts and/or multi-coloured/slogan bearing T-shirts are not appropriate for school P.E. lessons.

We take a firm line with children who fail to have the appropriate kit when it is needed. Written reminders will be sent home asking for your co-operation - culminating in kit detentions for persistent offenders. We do expect the children to be responsible for the things they need to bring to school on particular days.

## Swimming

- single piece swimming costume
- towel and hair brush/comb
- swimming cap (available from the school office)
- appropriate swimming aid

N.B. We do not encourage the wearing of goggles, but do not object if children wish to do so. Parents should be aware that accidents have occurred due to ill-fitting goggles. Parents, therefore, need to take responsibility for ensuring that their children know how to correctly fit their goggles and that they are competent to do so. Staff will not accept this responsibility. Children do not need items such as talcum powder or deodorants for school swimming lessons.

**Team games** (i.e. games on the field e.g. football, hockey & rugby)

- football boots or strong trainers
- spare strip to include football/rugby type top
- shin pads (optional)

NB. This applies mainly to Key Stage 2 (Junior) pupils and mainly to the autumn and spring terms.

## Art Overalls

Yes, we do messy activities! If you want to protect your child's school uniform please provide an overall.

If an adult's old shirt is being used please keep them as long sleeved but make sure that the arms are shortened and the end elasticated. The insertion of a tag to enable children to hang up the overall when it is not needed would be very helpful.

Our experience has been that tabard style overalls (such as those you might be tempted to buy in places such as Early Learning Centre) are not very practical and should be avoided.

If you are considering purchasing an overall please ask for advice - we may be able to offer catalogues or leaflets, subject to availability.

## Jewellery

We strongly discourage the wearing of any kind of jewellery : most present potential safety problems and all present problems when lost or mislaid.

Jewellery can also be a source of distraction in the classroom and this can be easily avoided. We expect parents to be supportive by ensuring that non-essential items are left at home.

Children with pierced ears should wear only small sleeper/stud type earrings. Even these will need to be removed for swimming lessons. Parents may wish to keep this in mind when deciding the timing for a child to have their ears pierced. The summer term – when children are swimming and will need to remove any earrings – is not a good time to have their ears pierced.

Rings, necklaces, bracelets (including woven "Friendship bands"), anklets etc. are not permitted at school.

Jewellery may be worn **only** on special religious or cultural grounds and with the prior approval of the Headteacher

**Unauthorised jewellery will be confiscated and held by the school until it is collected by a parent/carer.**

Watches may be worn so long as they do not include disruptive alarms, games or calculators. They remain the responsibility of the owner.

## Winter Weather

During the winter months children should bring additional warm clothing. We feel that it is a wise precaution to have a change of clothing at school for when there is snow on the ground. If children play in the snow or slip over they will then be able to change out of damp, cold clothing when they return to the classroom.

Children can only play on the snow covered fields at designated lunchtimes and will only be allowed to do so if they are wearing a change of clothing which should include:

- Wellingtons
- Old jeans (or other suitable trousers)
- Old jumper
- Warm, water-proof coat
- Gloves

It would be sensible to also have a hat and scarf

We strongly recommend that on cold days all children wear hats, gloves and scarves to protect the exposed parts of their bodies.

If Wellingtons are worn to school children will need a change of footwear for the classroom. (Shoes from their P.E. kit will suffice) We expect children to store their Wellingtons sensibly in the cloakrooms and suggest that they bring a named wooden clothes' peg to clip the boots together so that they are easy to find.

**Please note that all extra items of clothing worn at school should be clearly marked with the child's name.**

## Cold Weather/snow

Requests to stay in at break/lunch time are quite common – particularly in the colder winter months. We try to be as accommodating as possible but it is not always possible to agree to such requests. During spells of exceptionally cold weather we may feel that it is in the children's best interests to keep them warm at breaktimes and encourage them to stay in (or occasionally, even insist that they do so). Such times are treated as a "wet play" (i.e. the same as if it is raining) and the teacher remains responsible for the children.

At lunchtimes children might be given the choice of going out to play if they have appropriate clothing or sensibly staying in with a suitable indoor activity. Juniors have access to the Games Zone, Chill Zone or Computer Suite and library at lunchtime.

Suitably dressed children who want to play with the snow may do so at approved lunchtimes only. The Headteacher will inspect the fields each morning, decide whether or not they are fit for use and inform the children and staff of this decision. Children will need a change of clothes including leggings/jeans, wellingtons, gloves, a hat and a waterproof coat.

The grassed areas adjacent to the playgrounds may be used for building figures out of snow.

The rear field may be used for sledding, giant snowball rolling or building snow figures. Sledges may be used only at lunchtime and should be stored safely in the designated areas at all other times.

Snowballing is not generally permitted because of the risk of injury from ice being accidentally mixed in with the snow. It should also be remembered that not everyone likes the snow



and that some children may be upset by what others regard as fun.

After fresh snow falls the school might organise a snowball fight as a lunchtime activity for those who want to be involved. This is always at a designated time and place (usually at the bottom of the field)-well away from the innocent by-standers. An arena is marked out and only those who want to take part. Anyone who does not like having snowballs thrown at them is advised to stay well away.

No throwing is permitted outside the area. The activity is closely supervised.

**N.B. However tempting they may be – children are not allowed on the fields at times when there is no specific supervision : this includes before and after school.**



## Food & Drinks at School

At break times a healthy snack of fruit or raw vegetables may be provided by parents. Alternatively fresh fruit can be purchased at morning break. Primarily because of past litter problems and to encourage healthy eating no packaged foods such as crisps or snack biscuits are allowed at breaktimes.

**Sweets and chocolate are NOT allowed at any time - even if included as part of a packed lunch.**

As part of our healthy school initiative we will not allow children to eat sweets and will send a note home explaining this if we have taken action. It is often difficult to distinguish sweets from cake bars, biscuits etc. To clarify anything found in the sweet aisle is not allowed. It is important to note that whilst we would not encourage it anything found in the cake or biscuit aisle would be permitted.

**Fizzy drinks are not permitted and this includes sparkling water.**

If prohibited items are continued to be brought in to school we will remove these for the duration of the time in school and returned to the child at the end of the school day. All staff will continue to follow this policy.

## Lunchtime Options

At lunchtimes parents have the choice of obtaining a school meal or preparing a packed lunch for their children.

Children are encouraged - but not forced - to eat the dinner provided. It is helpful in cases where children have particular dietary needs for parents to provide a written note for the mid-day supervisors. If special arrangements are necessary the Headteacher should be consulted.

## School Dinners and Drinks

The school meals service in East Sussex is operated by a private organisation called Chartwells. Meals are prepared and cooked in our own kitchen.

We are a cashless school and all payments must be made through ParentPay account where you can also access the menu and select your child's meal.

Water and milk are available at every lunch service.

If you think that your child may be entitled to free school meals please contact the school office for advice.

**If you are entitled to a free school meal it is helpful to the school if you actually claim it:** you could also receive a discount on school trips

## Fruit & Milk

Free milk is given to all Reception children at morning break. This scheme is run by East Sussex County Council.

We also take part in the Free Fruit for Schools Scheme so all our infant children can benefit from piece of fruit or vegetable daily free of charge. This is part of the government's 5 a day programme to promote healthy eating in children.



## Code of Conduct

We have one over-riding rule, which applies equally to all persons ( children and adults ) involved in our school :

**“ Everyone will act with respect, courtesy and consideration to others, and take responsibility for themselves, at all times.”**

This means never doing anything that might :

- hurt/disturb another person, their feelings or their property
- spoil/disturb their work in the classroom or the displays around the school
- spoil/disturb the enjoyment of others at breaktimes

**Our three rules are:**

- Respect
- Responsibility
- Ready



## Assertive Discipline

Our children are expected to behave well and work hard. The school has a clear code of classroom expectations designed to support the good working environment. These have been made explicit to the children through classroom rules which have been negotiated with the children. This ensures that the Rule system is clearly understood and the children share in its ownership and consider it to be fair.

The Classroom Rules are prominently displayed in each classroom giving a clear, consistent guide to the standard of behaviour expected from the children. They are reinforced continuously by example, through thanks and encouragement.

The reward system aims to emphasise a positive response to good work and/or behaviour. Key features of this are praise, 'learning without limits' certificates, special awards/public recognition (e.g. assembly), letters home, special privileges. There are clear consequences when children fail to follow school expectations, these are applied fairly and consistently and are accompanied by positive counselling, so that pupils know why their behaviour must change. Undesirable behaviour is recorded. This identifies unacceptable behaviour and allows us to involve parents at the earliest possible stage in order to prevent problems becoming more serious. As a result, discipline is good and difficulties are rare. We aim to work in partnership with parents.

Further details of our approach to discipline, individual class rules and related rewards and sanctions can be found in the document : "Behaviour and Discipline : Code of Conduct".

## Bullying

Bullying is a complex problem which affects every school .

**Bullying is deliberate, hurtful behaviour which involves the exercise of power and is repeated often over a period of time.**

Bullying can take many forms, including :

- physical – hitting, kicking, taking belongings
- verbal – name calling, insulting, racist remarks
- indirect – spreading nasty stories, excluding someone from social groups

**Because of this there are often misunderstandings about what is or is not bullying... All bullying is aggression but not all aggression is necessarily bullying.**

**Bullying in any form is totally unacceptable.**

The level and quality of supervision - both in class and at breaktimes - is very high and is supported by regular training. By acknowledging the considerable variation in pupils' interests we offer a wide range of playtime activities, often adult led, to encourage participative play.

We aim to create a pleasant atmosphere and safe environment which caters for the needs of all pupils - the ethos of the school encourages positive attitudes and actively discourages anti-social behaviour including bullying.

When - rarely - instances do occur we have a comprehensive range of strategies which can be employed to combat bullying and offer support to the victim. Parents are always involved quickly.

Further details of our policy, rationale and strategies for dealing with bullying can be found in the document " Behaviour and Discipline : Anti- Bullying ".

## Racial Harassment

Racial harassment is a specific form of bullying and again takes many forms : it is always unacceptable. Polegate School is committed to equal opportunities and the promotion of racial harmony.



## School Uniform Prices

These items are available from our online uniform shop at Price&Buckland. Please note that prices do fluctuate and may vary from those printed here.

ITEM	SIZE	PRICE
Sweatshirt Cardigan with logo	20" - 34"	from £11.25
Crew Neck Sweatshirt with Logo	20" - 34"	from £10.25
Polo Shirts	20" - 34"	from £9.00
Crew Neck PE T-Shirt	Ages 3 - 13	from £5.00
Baseball Cap with Logo	One-size – adjustable	£5.00
Tracksuit Bottoms with Logo	Ages 3 - 13	from £12.75
PE Shorts with Logo	Ages 3 - 13	from £5.75
PE KIT in a Bag		from £13
Showerproof Fleece with Logo	Ages 3 - 13	from £17.00

### Optional items which can be offered through the School

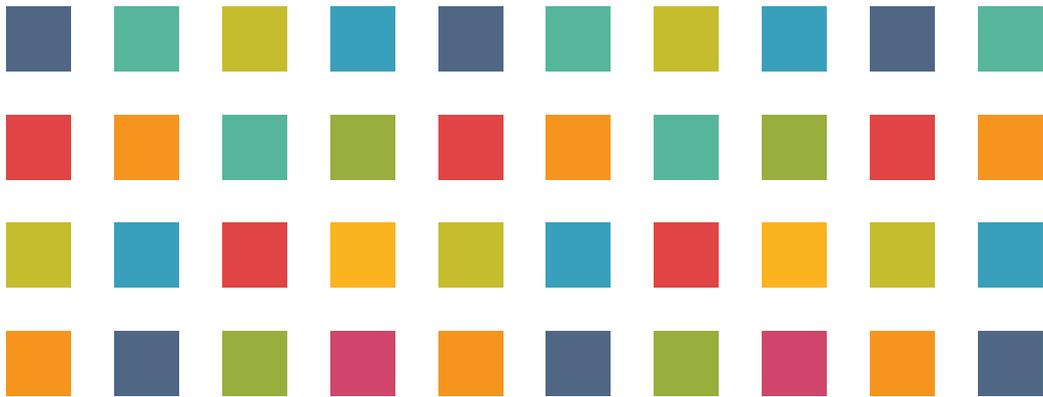
Drinks Bottles	£1.50
Swimming Hats	£1.00

### School Back Packs

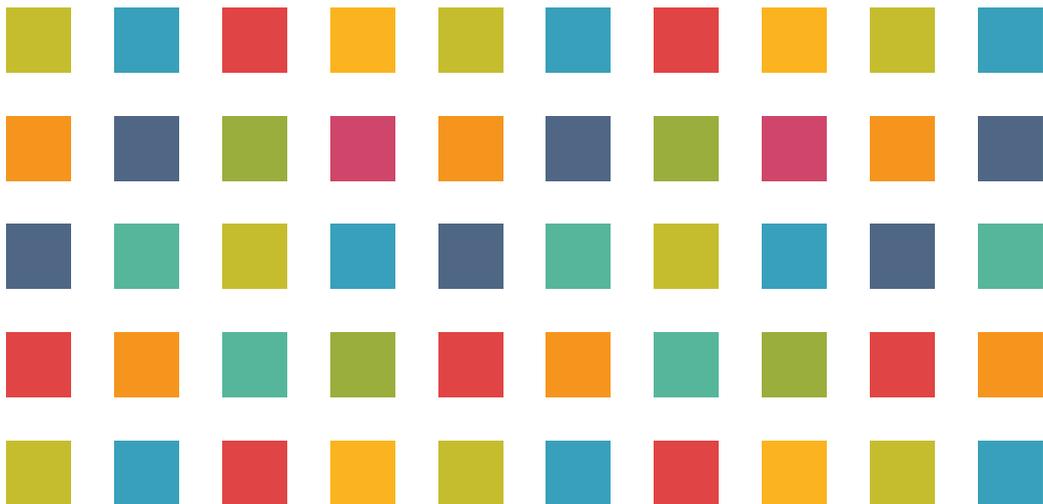
All children require a school bag to protect their reading book and reading record. Specially designed Back Packs are available from the online uniform shop.

Junior Backpack	£12.95
Primary Backpack	£11.50
PE Bag	£4.25





[www.polegateschool.co.uk](http://www.polegateschool.co.uk)



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