

MARLCLIFFE COMMUNITY PRIMARY SCHOOL



Information for Families

WELCOME TO MARLCLIFFE

Welcome to Marlcliffe Primary. We are delighted that your child has been allocated a place at our school. We understand that starting school is a very exciting time for you and your family and we are sure you will have lots of questions as you get ready for your child to start school. We very much believe that developing strong links between home and school is the best way to ensure a positive experience for everyone involved. We hope you find the information provided in this booklet useful. Information can also be found on our school website, www.marlcliffe.sheffield.sch.uk.

Marlcliffe is a large primary school with an admission number of 75 children per year group. We benefit from a wide range of additional learning spaces including an art room, library, climbing wall and our Secret Garden.

If you require any further information, please contact the school office.



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VISION AND VALUES

Our school vision of “**supporting children on a life-long learning adventure**” drives our work and we aim to ensure that every child has the highest quality education so that they have the knowledge, skills, qualities and values that they will need to be successful learners, confident individuals and responsible citizens. We have incredibly high expectations for all our children in terms of both their learning and behaviour, offering challenge and support, to enable them to achieve the best possible outcomes. Our whole school Core Values are Resilience, Resourcefulness, Respectfulness and Recognise self-worth and we work tirelessly to promote these key values with our children.



OUR SCHOOL DAY

School is open from 8.40am and the doors close at 8.50am in order for learning to start. At 8.50 am the outer doors are locked. If you arrive after this time please go to the main entrance and sign in at the office so your child can choose their dinner. External gates are also locked at this time. The top gate on Marlcliffe Road has security access into school during school hours.

Due to the size of the school, children have a staggered morning break as described below. Children in Reception access outdoor learning as part of their continuous provision.

- KS1 10.25am -10.45am (KS1 playground)
- Y3/4 10.00am -10.20am (KS2 playground)
- Y5/6 10.30am -10.50am (KS2 playground)

Children have a staggered lunch hour as described below:

- Reception 11:50am-12.50pm
- KS1 12.00pm -1.00pm
- Y3/4 12.00pm -1.00pm
- Y5/6 12.30pm-1.30pm

Children in KS1 also have an afternoon break from 2:00pm-2:15pm
The school day finishes at 3:15pm for all pupils. Children are collected from the respective playground with teachers handing children to a familiar adult. The total weekly school hours is 32 hours 55 minutes for all children.

Any children not collected will be taken to the school office until someone can be contacted or the person collecting them arrives.



ATTENDANCE AND PUNCTUALITY

"One of the most important things you can do for your child is to make sure they attend school regularly.

The law states that all children must receive a full time education between the ages of 5 and 16.

At Marlcliffe Primary School all children need to be at school promptly for morning registration at 8.50am

The school opens at 8.40am for children to come in, organise their coats and lunch and complete a morning task set by their teacher each day.

Registers are also taken at the start of the afternoon session

School finishes at 3.15pm.

Getting to School on time matters...

- Children arriving to school after 8:50am are recorded as being late (L)
- Children arriving to school after 9.20am will be recorded as being unauthorised late (U) This is the same as an unauthorised absence mark.
- Any children arriving late must report to the school office.

OUR SCHOOL ATTENDANCE TARGET THIS YEAR IS 96%

Number of minutes late every school day and days missed each year as a result:

- 5 mins every day = 3.5 days
- 10 mins every day = 7.2 days
- 20 mins every day = 14.4 days

If your child needs to be absent from school:

- Only keep your child away from school if it is really necessary- we will contact you if they are unwell and need to go home.
- On the first day of absence, you are required to telephone the school office.
- Keep school informed each day if more than one day's absence is necessary.
- Speak to us if your child will be off for a prolonged period of time so we can offer support.

ATTENDANCE AND PUNCTUALITY

Medical Appointments

Where possible please avoid medical appointments in school time. If this is unavoidable please remember that:

- We require advance notice of any appointments during school time. An appointment card/letter from the hospital, doctors or dentist may need to be shown to the Office Staff before permission is given to authorise an absence for a medical appointment.
- Children are not allowed to leave school during the school day unless clear information is given by the parent/carer regarding who is collecting the child and when. The person collecting the child will be asked to sign them in and out from school.
- If your child is too ill to return to school following the appointment, please telephone us.

Taking your child out of school, during term time

The Education (Pupil Registration) (England) Regulations 2006 Amendments have been made to the 2006 Regulations and make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

- Parents should complete a form and submit to the school at least 20 days in advance. Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday.
- Parents can be fined for taking their child on holiday during term time without consent from the school.

MEDICINES IN SCHOOL

We are able to administer medicine for children when required. Please bring any medicine to the school office and complete a consent form. Depending on the age of your child, an adult will either administer the medicine or supervise your child self-administering.

All medicines must be in the original packaging and prescribed by a doctor, dentist, nurse or pharmacist and include the prescriber's instructions. Medicines should not be brought in by children, if so they will be confiscated until an adult can collect them. Do not hand medicines into class teachers, they need to be brought in to the office as we have to store them securely in the first aid room.

Asthma sufferers should keep inhalers (clearly labelled with the child's name on all parts) in the classroom where they can have immediate access to them. Additionally, an Asthma card must be filled out at the school office. Children requiring inhalers must take them on any visit or trip including swimming lessons.

Some children have ongoing medical conditions and it will be necessary to arrange a care plan with a member of staff. Medication will be stored securely in a locked cupboard in the medical room and all staff will be notified of the child's name and procedures. Parents/Carers are responsible for ensuring all medication is in date and for collecting medicines at the end of each term. Uncollected or out of date medicines will be taken to the local pharmacy for disposal.

We keep paracetamol in school for emergency use. This will only be administered with parental consent.

Please do not hesitate to contact school if you wish to discuss individual concerns.

SAFEGUARDING

At Marlcliffe Primary, the governors and staff are committed to safeguarding all of our children. We recognise that the safety and protection of all pupils is of paramount importance and that all staff, including volunteers, have a full and active part to play in protecting pupils from harm. We believe that the school should provide a caring, positive, safe and stimulating environment which promotes all pupils' social, physical, emotional and moral development.

Ultimately, effective safeguarding of children can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children in line with: Working Together to Safeguard Children 2018 and Keeping Children Safe in Education.

We ALL have a statutory duty to 'safeguard and promote the welfare of children'. This means:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

'Working Together to Safeguard Children', DfE 2018

The Safeguarding Children Team at Marlcliffe Primary includes:

Designated Safeguarding Lead - Clare Hayes (Headteacher) – is responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Designated Safeguarding Deputy - Fiona Turner (Deputy Headteacher)

Designated Safeguarding Deputy - Sarah Adams (Assistant Headteacher)

Designated Safeguarding Deputy - Sherren Barratt (Learning Mentor)

Looked After Children (LAC) Designated Teacher ~ Liz Neale : promotes the educational achievement of 'looked after' children who are on the school role, and helps staff understand issues that affect how they learn and achieve.

OUR BEHAVIOUR APPROACH

"We want Marlcliffe Primary to be a place where everyone feels safe, respected and valued. The school is committed to promoting a culture of praise and encouragement in which all children can achieve. Our full Behaviour Policy can be found on our website. In line with the policy:

Staff are expected to:

- Establish clear and consistent expectations and boundaries
- Promote desired behaviour and set expect high standards
- Use a shared approach which involves pupils in the implementation of the school's policy and associated procedures
- Develop positive relationships based on mutual respect
- Promote self-esteem and self-discipline
- Ensure equality and fair treatment for all
- Praise and reward good behaviour
- Celebrate children's efforts and achievements
- Value children's views and opinions
- Provide a calm, safe environment free from disruption, violence, discrimination,
- bullying and any form of harassment
- Be good role models
- Discuss children's behaviour choices and explain the desired response; ensuring
- children have a clear understanding of consequences
- Encourage positive relationships with parents

Children are expected to:

- Show respect to staff, each other and their learning environment
- Promote the good reputation of the school in the community. Understanding that the school's expectations apply to and from school, and on all activities that take place off site e.g. events, competitions, trips, residential etc.
- Adhere to anti-bullying procedures and report all incidents of bullying to a staff member

OUR BEHAVIOUR APPROACH

Be self-reflective (with adult support if appropriate) and able to discuss their behaviour, considering alternative ways to overcome their emotions e.g. anger, distress, conflict etc.

Parents/Carers are expected to:

- Support the school's behaviour policy by talking regularly to their child/children about behaviour in school
- Support the use of consequences (when behaviour support is deemed appropriate by school staff)
- Show respect to staff, children and other parents
- Support the school's Anti Bullying approach
- Make time to read communications from school and to seek further clarification (if needed)
- Keep the school informed about any issues that arise that might affect their child's learning or behaviour
- Request support from school with their child's behaviour or well-being (if necessary)
- The behaviour policy at Marlcliffe is applicable to all who are involved with the school. It recognises the need to teach children lifelong behaviours which help them to be the best version of themselves. Our core values encompass four main themes:

We have a set of school rules, which form the overarching principles of our behaviour policy:



OUR BEHAVIOUR APPROACH

Whole School Rewards

- For following our core values and school rules, children can receive a number of rewards:
- Verbal praise
- Stickers
- Positive messages home (via verbal interactions with parents or through the use of planners in KS2)
- Postcards home
- Photos on class blog
- Showing their work to a member of the Senior Leadership Team (SLT)
- Photos on SLT's Celebration Blog
- Marlcliffe All Stars
- Hot Chocolate with the Head



All staff use a consistent approach for those children who are not following our school rules or who are struggling with their behaviour. This is the red box system:

1. Verbal reminder
2. Warning (outside red box)
3. Time Out (inside the red box). Children must then have a restorative conversation with a member of the Senior Leadership Team during their playtime. A record of Time Out is kept in the Headteacher's Office



OUR CURRICULUM

At Marlcliffe Primary School our curriculum intent is to provide an engaging and relevant curriculum which develops the children's skills and helps them learn about the wider world, thoroughly preparing them for secondary education. Our curriculum is built around the objectives set out in the National Curriculum which covers the following subjects: English, Mathematics, Science, Computing, History, Geography, Art and Design, Design Technology, Music, Physical Education, Languages and Citizenship. Personal, Social and Health Education (PSHE), RSE (Relationships and Sex Education) and Religious Education (RE) are also part of our curriculum.

Our Key Curriculum Drivers

Our key curriculum drivers are **Healthy Individuals**, **Confident Communicators**, **Aspirational Learners**, and **Global Citizens** and these are integral parts of our curriculum planning, curriculum delivery, our daily activities and planned opportunities. The drivers are carefully tailored to the needs of the community we serve and the context in which we work. With these drivers at the forefront, we are able to ensure our curriculum is carefully planned to meet the needs of our children, making certain that they achieve in the fullest sense.

Further details about our curriculum can be found on our school website.



PHYSICAL EDUCATION

At Marlcliffe Primary School we are dedicated to providing children with the opportunity to take part in a wide range of sporting activities and to lead healthy lifestyles. This supports our curriculum driver of Healthy Individuals. Developing a positive attitude towards sport and activity from an early age encourages children to remain fit and healthy into adulthood. In addition, it can raise children's confidence and enable them to be better learners.

All children are expected to take part in PE unless there is a medical reason for not doing so, in which case a letter should be sent to the class teacher.

Please note the following:

Our PE kit consists of:

- Black or navy shorts (required)
- White T shirt (NO FOOTBALL SHIRTS PLEASE) (required)
- Plimsolls or trainers (required)
- Change of socks (required)
- In winter, tracksuits may be worn if the lesson is taken outside and the teacher in charge considers the weather to be unsuitable for shorts. The track suit should be a separate item of clothing to normal school wear.
- Children should have appropriate footwear for the lesson. For outdoor lessons, trainers with a non-slip sole or plimsolls. For indoor lessons trainers with a non-slip sole, plimsolls or bare feet.
- PE kit should be stored in a PE bag.
- Long hair must be tied back for safety.
- No jewellery or watches may be worn.



UNIFORM

Marlcliffe Primary School Governors in consultation with parents/carers have established a dress code for all children attending the school. We are very proud of our school uniform. We believe it enables us to promote a sense of pride in the school, engenders a sense of community and belonging towards the school, is practical and smart, identifies the children with the school and makes children feel equal to their peers in terms of appearance.

Parents and carers also tell us that you like your children to wear school uniform and welcome having a clear understanding of what your children are expected to wear for school. In light of this we have produced these clear guidelines for you about school uniform and PE kit, to enable your children to be ready for school and ready for learning at Marlcliffe.

If your child is not in full school uniform or ready for learning, we will contact you to discuss the matter. Please help us to keep up the high standards we expect for our children. Please note there is no requirement for uniform to have the school logo on. Please ensure all of your child's uniform is labelled with their name.

Our School Uniform

- Sweatshirt or jumper in red, with or without the school dragon logo. No hoodies to be worn in school please(required)
- Polo shirt or T shirt in red or white, with or without the school dragon logo (required)
- Skirt, trousers, shorts, pinafore dresses in grey or black (NO LEGGINGS, JEANS OR TRACKSUIT BOTTOMS PLEASE) (required)
- Red and white checked dress (optional)
- Sensible footwear including trainers (NO HEELS PLEASE) (required)
- There are no seasonal uniform rules but please ensure that children wear clothing suitable to the current climate
- No jewellery except watches and small stud earrings. Stud earrings must be removed for PE and games

WRAPAROUND CARE

To support working parents we offer wraparound care through Dragon's Den. Dragon's Den Breakfast Club runs from 7:45-8:45 and costs £4.50. This includes breakfast and supervision. KS1 children are taken to their classes by adults before 8:50.

Dragon's Den after school club runs from 3:15-5:45 and offers a healthy snack and a range of fun activities for £8.00 a session. It is based in our Annex building and run by well-qualified school staff.

Due to high demand children must be booked into the club in advance and fees paid before the sessions.

Staffing

Dragon's Den is run by our playworkers: Mrs Clark, Mrs Taylor, Miss Allen, Mrs Circuit, Mrs Jackson, Mrs O'Malley, Mrs Deighton, Mrs Smith and Miss Elvin.

The school office deals with the accounts and payments for the club. If you have any queries with regard to your account then please contact them to discuss.

Booking/Payments

We have an online payments and booking system for Dragon's Den through Schoolcomms. You can click on the link on the front page of the website to set up an account. All sessions have to be paid for when you book unless you use childcare vouchers. Payment by cash or cheque must be handed in to the office before any sessions will be booked by the office.

All sessions must be cancelled at least 24 hours in advance. This can only be done by contacting school. If we do not receive proper notice we will charge you for the sessions as our staffing is based on numbers booked into the club.

We are registered with various childcare voucher providers including Computershare, Kiddivouchers, Edenred, Co-op, Busy Bees and the government gateway system. Please contact the office if you want to use this means of payment.

GENERAL INFORMATION A-Z

ACCEPTABLE USE POLICY

As part of our commitment to online safety, we ask all parents and children to adhere to our acceptable use agreement. These documents sets out to promote safe and secure use of digital technologies both in school and at home. All parents and children are asked to sign a copy of this document as part of their home / school agreement.

We take online safety very seriously and promote safe and secure use of digital technologies and the internet. Children receive regular lessons and assemblies about online safety. For advice on maintaining safety online, please see the Online Safety section of the school website.

COMMUNICATION WITH FAMILIES

School Spider is our website host and we use this facility to send emails, text messages and letters out to parents. We encourage you to use this electronic system for receiving communications from school. Text messaging is only used in extreme circumstances e.g. unexpected school closure etc.

In order to use School Spider we need to collect parent email addresses and mobile telephone numbers. Please be assured, the School Spider service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

IMPORTANT – Our school messages will be sent from the email address website@schoolspidermails.co.uk. Please make sure you add this address to your email address book (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters. Please also check your JUNK/SPAM folder regularly in case messages go there.

If you need a printed copy of any information sent electronically, please collect one from the school office.

Our school website address is **www.marlcliffe.sheffield.sch.uk**. Please visit the school website to find lots of interesting items on school life and useful information

School Closures

We endeavour to remain open whenever possible. In the event of a school closure or delayed start e.g. snow, information can be found in the following ways:

- Announcements on the school website
- Radio Sheffield/Sheffield City Council alert system
- Text via School Spider (if you have registered for this)

COMPLAINTS

Marlcliffe seeks to be a 'listening school' and will do its best to enable parents and carers to feel confident to raise issues and concerns with appropriate staff. The vast majority of concerns and complaints can be resolved informally and often straight away through the class teacher, administrative staff or the Head teacher.

The Governing Body will consider complaints through the Complaints and Complaints Appeals Committees where it has been impossible to resolve at school management level following clear procedures and guidance advised by Sheffield Local Authority.

Formal complaints should be made in writing and addressed to the Headteacher or Chair of Governors. The full Complaints policy can be accessed via the school website.

DINNER TIME

Our school dinners are provided by Taylor Shaw and are cooked onsite. Each day the children may choose between a meat based meal, a vegetarian meal, a jacket potato with a range of fillings or a prepared sandwich. Each day there is a choice of a hot pudding, yogurt or fruit. The children choose a coloured band to show what they are having for lunch and the meals are then cooked to order. Taylor Shaw's menus are on a 3 week rotation and the school calendar will make it clear which week we are on so you can discuss lunch choices with your child. All children from Reception to Year 2 are provided with a free school meal under the Government Universal Free School Meal arrangement. Meals are currently £2.30 a day. This must be paid in advance and must be done through Schoolcomms. You may still send cash on Monday morning but please make sure it is in an envelope with your child's name and class on, stating clearly it is dinner money.

You may send a packed lunch from home. We would ask that you send your child with a healthy selection of food, try to include fruit and vegetables with only one sweet treat like a biscuit. No fizzy drinks please, water or juice is best.

If you wish for your child to go home for lunch, you would need to collect your child at 12 noon and be back in time for afternoon registration at 1 pm. Y5/Y6 lunchtime is from 12.30 pm to 1.30 pm. You would need to collect them from the office and need to enter the school from the top entrance on Marlcliffe Road.

NUT FREE SCHOOL

We have a number of children in school who have a severe allergy to nuts. In order to reduce the risk to those children who may suffer an anaphylactic reaction we aim to be a nut free school. As a nut free school, any foodstuffs with nuts or nut products should not be brought into school. Where many food items state 'may contain nuts', these items are permitted. When preparing your child's packed lunch please ensure that you do not include any products containing nuts. This includes items such as peanut butter, cereal bars with nuts and Nutella. If you are unsure, please check the ingredients on the label.

GDPR/PRIVACY NOTICE

Who processes your information?

Marlcliffe Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Stephanie Hanson acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 0114 2344329 or at enquiries@marlcliffe.sheffield.sch.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Marlcliffe Primary School upholds are imposed on the processor. Stephanie Hanson is the school's Data Protection Officer. This role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the GDPR. The contact information is as above.

Why do we collect and use your information?

Marlcliffe Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, date of birth, pupil numbers, previous addresses, addresses, and previous school information

GDPR/PRIVACY NOTICE CONTINUED ...

- Characteristics – e.g. ethnicity, language, nationality, country of birth, free school meal and pupil premium eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results, EYFS results and phonic screening
- Relevant medical information
- Dietary information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Marlcliffe Primary School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the Department for Education on a statutory basis, this includes the following:

The National Pupil Database (NPD) is managed by the Department for Education and contains information about pupils in schools in England. Marlcliffe Primary School is required by law to provide information about our pupils to the Department for Education as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The

Department for Education may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

GDPR/PRIVACY NOTICE CONTINUED ...

The Department for Education has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Marlcliffe Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The Department for Education (DfE)
- Social Care
- MAST
- Police
- The NHS

The information that we share with these parties includes the following:

- Academic attainment
- Attendance information
- Assessment information
- Relevant medical information
- Information relating to SEND
- Behavioural information
- Name
- Address
- Date of Birth
- Parent/Carer details
- Unique pupil number
- Ethnicity
- Safeguarding information

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Marlcliffe Primary School uses your personal data.
- Request access to the personal data that Marlcliffe Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way Marlcliffe Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO).

The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how Marlcliffe Primary and/or the DfE collect, use and store your personal data, please visit our website and read our GDPR Data Protection Policy.

MILK

Milk is provided free until children are 5. Once your child turns 5 there is a charge for milk each term. You will receive a milk letter separately telling you about payment and ordering if you wish your child to receive milk.

PHOTOGRAPHS/VIDEOS OF CHILDREN AT SCHOOL EVENTS

- Parents/carers are not permitted to take photographs or to make a video recording for anything other than their own personal use.
- Parents/carers who wish to photograph or video in school will be asked to focus only on their child or children. This means that photographs and video must not be uploaded onto websites such as Facebook, YouTube or appear in any publication. This is for safety; some children are adopted or in care, or their parent may have fled domestic abuse.
- If photographs and video are used for anything other than personal use this will breach the GDPR Act May 2018, as publication requires the consent of other children in the photographs or video. This could lead to prosecution by the ICO and incur a fine.
- Consent from parents/carers is required before photographs or video of pupils can be used in Marlcliffe Primary School publications or used on the school website. This means that parents/carers must sign a consent form before photographing or videoing can take place if the images will be used outside the school, for instance on the website.
- School events include any activity to which parents and carers are invited for instance, sports day, team competitions (athletics, basketball, football) drama performances, nativity plays, music concerts.

SCHOOL PAYMENTS

Our preferred method of payment is our online payment facility **SchoolComms**. Once your child starts school, you will have access to the SchoolComms system and will be able to access it using the email address and mobile phone number you provided to school. The website to use to access this is www.schoolcomms.com. The app for this system is the Gateway app which will enable you to access the account from your phone. We would encourage you to do this as you will be able to pay for trips, milk, Dragon's Den and other clubs that are run in school. If you need to send money into school for any reason, please send it in a sealed envelope with the child's name, class and what it's for clearly written on the front. Please do not sellotape money to permission slips as these have to be retained for audit purposes. Loose money can go missing, if you require an envelope please call at the office as we keep a small supply.

Please note money is not always dealt with on the day you send it. We do try to ensure that it is dealt with promptly however there may be some delay if there are a lot of trips or activities taking place at the same time. We request that you do not mix up dinner money with any other money you are sending into school. The only money that should come into school loose would be for a non-uniform day for charity events such as Children in Need or Comic Relief. Note: no change is given for dinner money; any overpaid amount is credited to your account. If you have any questions about any of these issues then please do not hesitate to ask at the office.

SNACKS

Most children require a snack at morning break to keep them going through the day. We encourage children to bring in healthy snacks full of vitamins and minerals containing no added salt, fat or sugar. Many of these will help contribute to their 5 daily portions of fruit and vegetables, keep them alert and help them concentrate. It can be hard during the week to think of suitable items for them to bring in to school, but we are aiming, with the help of the children, to not only support them in making healthy choices regarding snacks, but to also reduce food packaging and waste. Providing snacks in a small, named, recyclable container is ideal. Children in EYFS and KS1 have a daily snack of fruit or veg provided for free by the government, so additional snacks for these ages may not be required. KS2 (Year 3-Year 6) children have a 'Tuck Shop' where healthy items are on sale at morning break.

If you are intending to send in healthy snacks with your child please limit them to the list below.

- Vegetable sticks – such as celery, cucumber, peppers or carrot, a range of colour ensures different vitamins and minerals.
- A piece of cheddar cheese or babybel
- A piece of fresh or dried fruit, high in soluble fibre and vitamins would also be a great snack– pineapple, mango, kiwi, plain raisins, apricots, blueberries, banana slices.
- Bread sticks, plain pretzels, banana bread, malt loaf, oat/rice cakes and small pitta breads are also good snacks, providing children with carbohydrate to sustain them in-between meals.

Snacks must be nut free. Items brought into school should be carefully checked by you, to ensure this. We have pupils who are severely allergic to a range of nuts. We are aiming for a common-sense approach, with the key being to keep it healthy and no chocolate, sweets or crisps.

We need the children to stay hydrated and so please ensure they bring a named water bottle into school daily. Squash and fruit juice are not permitted. We hope that with your help, we can encourage the children to develop healthy eating habits that become a normal part of everyday life. By keeping high calorie snacks to a minimum and establishing healthy eating habits early on, improvements can be made for a child's quality of life both in the short and long term.

USE OF CHILDREN'S IMAGES IN SCHOOL

We like to put up displays that reflect children's learning and activities in class. We would also like to use these photographs on our website and class blogs so that it provides a window into Marlcliffe School for anyone who is looking for information on our school. As such, we realise that some parents/carers may object to us using their children in this way.

Please indicate your wishes on the permission slip, whether you are happy for us to use images of your child in promoting our school to the wider community. You may change this decision at any time by notifying the school office.

VOLUNTEERING IN SCHOOL

There are many opportunities for you to become involved in the life of the school. Please take advantage of these opportunities if you are able. Your support, help and co-operation are welcomed. If you wish to help in school regularly, it will be necessary for the school to carry out a DBS check and apply for a reference. Please speak to Mrs Turner, Deputy Head teacher, if you wish to volunteer in school. To help on one-off trips this check is not necessary.