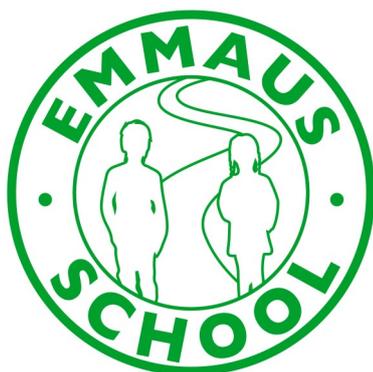


# Parents' Handbook

Primary Department

2018—19



## EMMAUS SCHOOL

School Lane, Staverton, Trowbridge,  
Wiltshire, BA14 6NZ

Tel: 01225 782684

Email: [info@emmaus-school.org.uk](mailto:info@emmaus-school.org.uk)

[www.emmaus-school.org.uk](http://www.emmaus-school.org.uk)

## Contact Details

These are the contact details for both term time and holidays:

|                            |   |
|----------------------------|---|
| School postal address:     | Emmaus School<br>School Lane<br>Staverton<br>Trowbridge<br>Wiltshire<br>BA14 6NZ              |
| Tel No:                    | 01225 782684  |
| Email:                     | info@emmaus-school.org.uk<br>absence@emmaus-school.org.uk <i>To report absences</i>           |
| Charity Number:            | 1073476   |
| Dept. of Education Number: | 865/6032  |
| Headteacher:               | Mrs Miriam Wiltshire B Ed (Hons)  |
| Chairman of the Governors: | Mr K C W Wiltshire<br>C/O Emmaus School<br>School Lane<br>Trowbridge<br>Wiltshire<br>BA14 6NZ |
| Governors                  | Mrs C Alsop<br>Mrs R Chitty<br>Mr R Haddow<br>Mr K Wiltshire<br>Mrs H Greenman                |

## The School Day

The School building is open for pupil registration from 8.35 am

|                      |  |
|----------------------|--|
| Staff Prayer Meeting | 8.20 am — 8.35 am                                      |
| Assembly             | 8:45 am  |
| Break time           | 10.15 am—11 am (Infants) 10.30 am – 10.45 am (Juniors) |
| Lunch break          | 12 pm – 1 pm (Infants) 12.15 pm – 1 pm (Juniors)       |

***Pupils need to bring a water bottle and a packed lunch***

|                 |      |
|-----------------|------|
| School finishes | 3 pm |
|-----------------|------|

## Homework

Children take their reading books home every day. In the early years your child will benefit greatly if you listen to them read daily. Please sign and date the reading record book. As your child learns to read independently, you can help them by ensuring that they have a quiet time before going to bed to read to themselves. They will also benefit from shared reading – you reading a page to them and them reading a page to you. Enjoying a book together will help your child to learn to read for pleasure and will encourage your child to read more challenging books.

As your child progresses through the Primary Department they will begin to bring home spellings to practice, and they will also start to learn their times tables. From Year 3, children will also have an individualised programme of maths using Mathletics which they should do at least 4 times a week.

## Lunch Boxes

In addition to a packed lunch everyday, please provide your child with fruit for a snack at break time. We encourage the children to eat healthily and support parents in trying to restrict the amount of junk food the children eat. Please provide a spill-proof water bottle which the children are allowed throughout the day. We would like the children to drink water only, as this is better for them and also is less of a problem in the event of inevitable leaks and spillages.

## Absence from School

If your child is absent from school, please ring in as soon as possible to notify the class teacher or email [absence@emmaus-school.org.uk](mailto:absence@emmaus-school.org.uk). When your child returns to school please send a written explanation for the absence, which may be in the form of an email to the above address. Attendance and number of late arrivals are entered on the annual summer school reports.

In order to help your child develop a good work ethic, please try to arrange family holidays, and routine medical and dental appointments out of school hours. If this is not possible, please use a Request for Absence From School Form which can be obtained from the School Office or the parents' area of the website.

## Administration of Medication

As it is not always possible to time the doses of medication outside school hours, we are willing to administer prescription medicine to pupils but to do so will require clear written permission and instructions from parents. (The relevant form is obtainable from the class teacher.) **Please do not allow your child to bring any medication to school without our knowledge.**

## **Lost Property**

All clothing and equipment should be clearly labelled with the owner's name. We would recommend that your child does not bring to school valuables or precious possessions as they can become very upset if these items are lost or damaged.

## **Extra Curricular Activities**

Pupils are encouraged to take advantage of the wide range of extra-curricular activities on offer. School events throughout the year offer the pupils opportunities to perform in singing, drama and music ensembles and private music lessons are available during the school day. There are after school clubs where, for example, pupils can learn to play chess, or take part in the Adventure Service Challenge and the Duke of Edinburgh Award. The pupils organise a School Council themselves and thereby gain useful life and leadership skills, as well as serving the School and wider community through fundraising and other charitable ventures. Please encourage your child to get involved, where possible, to help your child gain a broad and balanced education which will be good preparation for life after school.

Please contact the School for prices of piano, flute and guitar lessons.

## **Reporting to Parents**

Written reports are sent to parents at the end of the spring and summer terms. A Parents' Evening is held in the autumn when parents are invited to see their child's work and discuss progress with class teachers.

## **The curriculum**

## **Computers, Hand-held Devices and the Internet**

Modern technology has so many benefits and can enrich children's education. However, there are many dangers, and teachers are increasingly seeing adverse effects on children of too much screen time and having to deal with problems that are a direct result of high usage of social media.

The School asks that parents regularly audit and supervise their children's use of modern technology.

Increasingly, research is showing that high usage (i.e. more than two hours per day) is having an adverse effect on children. Because modern technology uses a different part of the brain, high usage can adversely effect pupils' progress in reading, their ability to concentrate and to memorise information, and their academic results. It also has the potential to be highly addictive. The internet and social media can be detrimental to pupils' emotional and mental well-being, as they may come into contact with bad language from other users (in online gaming) and also other inappropriate content. Teachers are finding that pupils are not ever getting a break from each other, and, because they are frequently using social media while they are doing homework, standards of homework are declining. In the primary years it is immensely important that high standards of reading are established and that children build up the stamina to sustain the concentration required for progressively longer periods of time. Hard as it is, it is important that parents monitor their children's involvement on modern devices and that parents of younger children think proactively about how they will manage modern technology before it becomes a problem.

Simple measures such as only having computers, televisions and hand-held devices in public areas of the house, and ensuring that children do their homework under supervision can help greatly.

All parents want their children to do well at school, and teachers can certainly tell the difference between children who are low users and high users of modern technology. Remember, when auditing usage, to include the combined time of television, internet, computers and hand-held devices - it all adds up!

## **The School Community**

There are plenty of opportunities for parents to become involved in School life.

### **Volunteering**

The children's education is greatly enhanced by the contribution of our volunteers and there are many opportunities to become involved:

- Listening to readers
- One to one work in literacy and numeracy
- Tutoring distance learning GCSEs
- Helping out on school visits
- Running an extra-curricular club

Please contact Mrs Wiltshire for more details if you would like to help out in any way.

### **Praying**

The School is very blessed with many praying parents who pray daily for the governors, staff and pupils. An informal termly prayer meeting is held on different nights of the week so that as many parents as possible can attend, and there is a monthly prayer meeting on Fridays in the Mobile Classroom, starting at 8.45 a.m. These meetings are important in order to stay in touch with the current prayer needs of the School.

Friends of Emmaus also organise other prayer groups throughout the year and these are indicated in the School Bulletin.

### **School Bulletin**

The School works really hard to communicate effectively to parents via the weekly bulletin mailed out to parents and which can also be found in the parents' area of the school website. It is really important that you read this weekly, as the bulletin is used to communicate important information about school life, including trips. If you would prefer a hard copy of the bulletin, please request this by contacting the school office on [info@emmaus-school.org.uk](mailto:info@emmaus-school.org.uk).

### **Friends of Emmaus**

Friends of Emmaus organise various fundraising events, parents' coffee mornings, and prayer events throughout the year and joining in is a great way to become part of school life. Please contact the School for more details.

## Policy and curriculum documents

All parents should make themselves aware of the contents of the admissions policy, discipline policy and fees policy. These policies can be found on the School website: [www.emmaus-school.org.uk](http://www.emmaus-school.org.uk). If you are unable to access these policies via the website, please request a hard copy from the School.

Keeping children safe in education is a priority and the School's safeguarding policy is available on the website. The policy also contains up-to-date information about the named persons responsible for safeguarding in the School.

Parents are welcome to request hard copies of any of our policy documents on the curriculum, child protection, disability, fire safety, health and safety, security, bullying, first aid, health and safety on school visits, and complaints procedures.

A list of all who currently teach in the school with details of their academic background is available on request.

The results of GCSE examinations are available on the website.

## School Uniform

The school uniform is available to purchase from ISUS Ltd—[www.isus-ltd.co.uk](http://www.isus-ltd.co.uk).

Please see separate uniform list.

## Equipment

**Infants**

- 4 x H.B. (lead) pencils
- 1 x 6 inch / 15cm ruler
- 1 rubber
- 1 metal pencil sharpener
- 1 pack of long colouring pencils. We recommend Crayola or Lakeland as the cheaper varieties crack easily and need to be replaced more often.

*All of the above to be stored in a zip topped pencil case or plastic bag.*

**Juniors**

- All of the above plus:
- 1 12 inch / 30 cm ruler
- A fountain pen or roller ball pen (Blue or black ink only)
- Dictionary
- Thesaurus