



Curzon C of E Combined School

Curzon Handbook



Welcome to Our School.



Part 1 – A message from the Headteacher.

I am grateful to a group of parents for the initial drafting of this handbook, which we hope contains everything you need to know for your child's time at Curzon.

Our school means a lot to us - we are proud of its Christian ethos, its family atmosphere, the high standards, the hard working pupils, the dedicated staff and governors and supportive parents. By following simple guidelines, procedures and aims and working in partnership, we can all grow together as a community to support your children.

Thank you for being a part of this process and for making Curzon the excellent school that it is.

Mrs Payne
Head teacher



Vision

Learning, sharing and growing under God, our vision is for all within our school community to be like the mustard seed growing into a tree to support others. Through our key values of courage, kindness and respect, we teach our children to actively live out this vision.

‘The kingdom of heaven is like a mustard seed. Though it is the smallest of all seeds, when it grows, it is the largest of garden plants and becomes a tree for others to take shelter’ Matthew 13. V31-32.

This is what our parents say about the school:

“I believe this is a caring and supportive school which instils good manners, independence and the opportunity to do well. There is a very good team of teaching and support staff with strong leadership by the Headteacher and Governors. There is an "open door" policy with all staff making themselves available. A well balanced, outstanding school which wants children to succeed and allows children to develop to their full potential.”

“I would strongly recommend Curzon School. You really feel that the teachers, pupils and parents all work as a team to enable your child to succeed. Your child is treated as an individual and certainly not as a number. The school does expect support from parents - i.e. homework, reading etc and as long as you are willing to support your child with this, the partnership will work.”

“Curzon Combined School is THE most excellent environment for any child of any ability to learn and progress. The school ethos is fabulous and even the most boisterous children coming to the school have been handled brilliantly and are now wonderfully engaged in the school curriculum along with their peers.”

This is what our pupils say about the school:

“I love this school because everyone is so friendly. The teachers support you and care about you.”

“Since being at Curzon, I now feel more confident and have progressed in my learning.”

“I like the way that Curzon teachers find what you’re good at and help you do even better.”

THE CURZON SCHOOL DAY

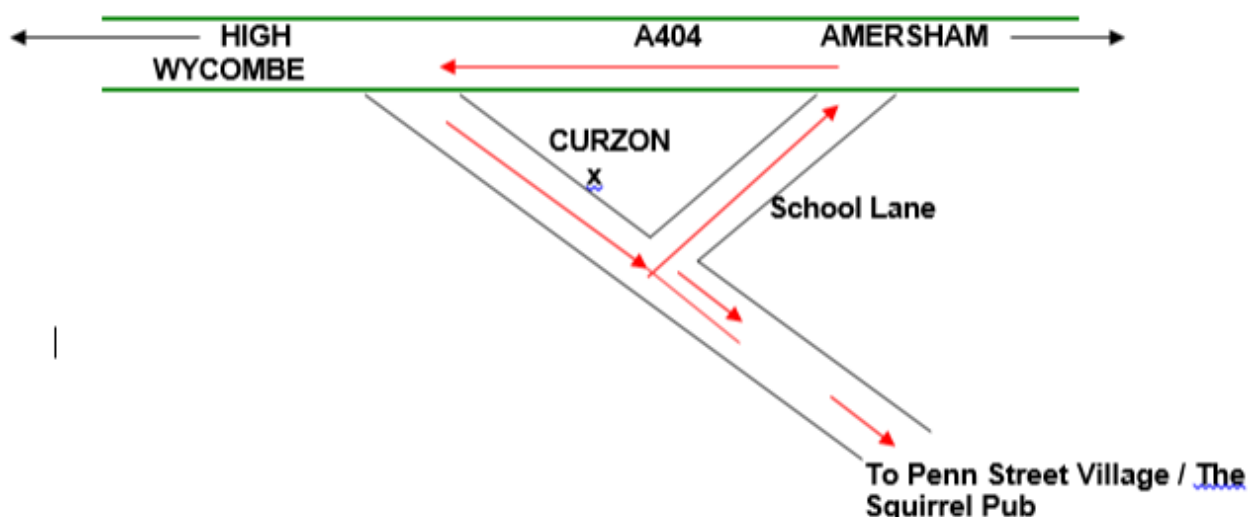
Daily Timetable

8:50 - 15:20	School day for all pupils. Pupils can arrive from 8:40 onwards.
07.45 - 08:50	Breakfast Club available (discounted rate from 08:15)
08.40	Teachers on duty, KS2 pupils begin to arrive via 'Drop and Go' outside the front of the school and enter via the cloakroom.
08:50 - 09:05	Lesson time
09:05 - 10:15/10:30	Lesson time
10:15 - 10:30	Playtime for KS1 (Reception, Year 1 and Year 2) and Year 5 and 6
10:30 - 10:45	Playtime for Year 3 and 4
10:30/45 - 11:00	Lesson time
11:00-11:45	Lesson time
11:45 – 12:00	Assembly
12:00 - 13:00	Lunchtime
13:00 - 15:20	Lesson time (break time at teacher's discretion)
15:20	End of school day
15:20-16:20	Range of after school clubs available
15:20 - 17:30	After school wrap around care available

Travelling to and from school

Parking at school is extremely limited, so parents are asked to park in the Holy Trinity Church car park and walk along the specially built path to school. It only takes at the most 5 minutes extra and not only does it relieve congestion outside school and drastically reduce the chance of a child getting knocked over.

When approaching the school, please observe the one-way system in place recommended by our local Police (who regularly observe parents' parking and do issue warnings/fines for parking inconsiderately.)



Please park only on the school side of Penn Street as you approach the school on your left. Do not park in the Chancellors cul-de-sac, near the Crossing Point, on double yellow lines, on pavements, or across residents' driveways.

The staff car park is for staff only. Do not use it to turn around, and avoid parking close to its entrance as this blocks visibility for vehicles exiting.

Do not park on School Lane. It is too narrow, unsafe for children getting in and out of cars, and causes damage to grass verges. Emergency vehicles and lorries have previously been unable to pass or have damaged poorly parked cars.

Please be considerate of local residents, who need clear visibility and access to their driveways at all times.

We run a successful '**Drop & Go**' system at the front of the school. Parents may pull into the coned area and drop children off without parking. Parent volunteers (in fluorescent vests) supervise children exiting cars. If you can help, please inform the school office.

A teacher is on duty from 8:40am; children may be dropped off after this time. Children enter school via the cloakroom door. To encourage independence, parents should not come onto the playground in the morning.

Afternoon Pick-Up

- At dismissal, children wait with their teacher until they see their parent.
- Please do not walk up to the class line, as this makes it harder for staff to confirm who has been collected.

General Information

- Pupils may not leave school grounds unaccompanied to meet a parent in a car —this applies at normal dismissal and after clubs. Children must wait inside the playground.
- Parents must always enter school via the main entrance, even for brief reasons such as collecting forgotten items.
- If you will be late or someone else is collecting your child, please inform the office before 2:45pm. If you arrive after 3:25pm, your child will wait in the office and should be collected via the main entrance.
- Children who live in the village and are old enough may walk home alone with written permission provided to the school office.

School Lunches

We are a nut and sesame free school

Universal Infant Free School Meals (UIFSM)

Jacket potatoes and cold buffet-style lunches are provided by The Little Green Kitchen. Preference forms will be sent out.

Key Stage 2 Lunches

Parents may purchase cold lunches or send a healthy packed lunch and water bottle. Crisps, sweets, fizzy drinks and chocolate bars are not permitted.

Parents on Low Income

If you are on a low income or receiving benefits, please email the office confidentially. This may allow the school to receive additional funding to support your child. All information is kept strictly confidential.

HOMEWORK

Homework is important and the staff at Curzon have designed the table below to explain the homework expectations for each Class. Reception homework is not formal and involves reading and some fun, practical activities.

	Barn Owls	Snowy Owls	Year 3	Year 4	Year 5	Year 6
Literacy	10 mins	10-15 mins	20 mins	30 mins	35 mins	40 mins
Maths	YR and Y1 10 mins	Y1 10 mins Y2 10-15 mins	20 mins	30 mins	35 mins	40 mins
Spellings	10 mins	Y1 10 mins Y2 15 mins	20 mins	30 mins	35 mins	40 mins
Times Tables	2, 5, 10	2, 5, 10, and division facts	2, 5, 10, 3, 4, 8 and division facts	Up to 12 x 12 including division facts	Up to 12 x 12 including division facts with speed	Up to 12 x 12 as multiples and factors and inverse
Reading	YR- read 5 books per week Y1 read aloud daily to an adult	Y1 read aloud daily to an adult Y2 read aloud daily to an adult	Read aloud at least 3x each week to an adult			

- History and Geography projects may be given during half term holidays. Where this is the case, children will receive less homework for Maths and Literacy.
- The form that homework takes will vary from class to class, but will include practical/investigative work, reading, handwriting practice, learning spelling/tables, grammar, collecting information, preparation/research for future lessons, etc. The school uses Mathletics and Reading Eggs online programmes too.
- Please contact your child's teacher directly if there are any difficulties with homework completion. Do encourage older pupils to talk to the teacher themselves, in preparation for when they'll need to do this at secondary school.
- The teacher will contact you, having talked with your child, if work is not received or is not of a satisfactory standard. Older pupils may be asked to re-do it during a break time.
- Should you find it difficult to support your child with homework, we do have a homework club for Years 3-6 held each week after school.

Term Dates

Please see our website for this year's term dates and inset days.

After School Clubs

- Clubs are popular and open to children from the spring term of Reception, subject to availability. They run after school until 4:20pm.
- Activities are led by school staff or qualified, DBS-checked external specialists.
- Pupils are expected to attend regularly for the full term; parents should notify the organiser of any unexpected absences.
- A list of clubs and booking details is sent out at the end of each term.
- For sports clubs, children should wear home sports clothes rather than PE kit. For muddy sports (e.g., rugby), provide separate clothing/footwear to be taken home for washing.
- Clubs offered include netball, Active Kids, multi-sports, football, choir and homework club.
- The school also provides wraparound care run by staff until 5:30pm, Monday to Friday. Contact office@czn.odbst.org for details.

Breakfast club runs at Curzon every day from 7:45am. Breakfast club offers the opportunity for children to have a healthy breakfast alongside playing games and having fun with each other before the start of school. Pupils across all years mix and socialise enjoying a wide range of activities. Breakfast club is managed by Mr Smith (PE coach and club provider) and led by regular staff that children know well. Bookings are made via Mr Smith's website: www.mygrowthacademy.co.uk.

Please contact Mr Smith for further details: [**info@mygrowthacademy.co.uk**](mailto:info@mygrowthacademy.co.uk)

SCHOOL UNIFORM AND EQUIPMENT

The presentation of our pupils is important to us and we often receive positive comments when they are out of school on educational visits, for both their behaviour and how smart they look.

Uniform there are no separate winter or summer uniform requirements

- White shirt with school tie (*elasticated tie for Barn Owls only*) or white polo shirt
- School sweatshirt*, maroon jumper or cardigan
- Grey trousers, skirt or pinafore; knee-length grey shorts
- Pink/white, maroon/white or red/white striped/checked dress
- Plain grey, white or black socks; grey/maroon/black opaque tights
- Smart, flat, black **closed** shoes
- Maroon or black hair accessories

PE Kit (to be kept in school in a fabric drawstring bag)

- Curzon logo or plain white T-shirt (no slogans)
- Black shorts
- Plain white socks
- Trainers (preferably plain white/black)
- Maroon or black hair ties for medium/long hair
- Plain grey, black or maroon tracksuit for cold weather

Swimming Kit (Years 3–6)

- Conventional swimming trunks
- One-piece swimming costume and swim cap (if hair is long)
- Towel

Second-hand Uniform

- Available from the PTA (usually £1 per item)

Optional Curzon Branded Uniform

Available from www.pmgsschoolwear.co.uk or the PMG shop in High Wycombe:

- Maroon v-neck logo sweatshirt or cardigan
- School tie
- Book bag
- Personalised PE bag
- 'Storm Stuff' waterproof coat with fleece lining
- Fleece

Additional Item

- Art shirt (old shirt recommended; no plastic ones)

Cosmetics, Hair Styles & Jewellery

- **Jewellery:** Not allowed in school. Only a traditional watch may be worn, and it must be removed for PE.
- **Hair:** Hair that covers the eyes or is below shoulder length **must be tied back** to help prevent the spread of head lice. Notify the school office if your child has head lice and keep them home until treated.
- **Hair Styles: Non-conventional styles**, including shaved heads, are not permitted.
- **Make-up:** Children may **not** wear make-up, nail varnish, or hair colourants.

Stationery Requirements:

- Stationery equipment required is dependent on your child's Class (see below):

Reception and KS1	Years 3-4	Years 5-6
Book bag	Book bag	Slim Folder
<p>We do not require children to bring a pencil case. However, we greatly appreciate them bringing in the following equipment each term to be kept centrally in the class for all to share</p> <ul style="list-style-type: none"> • whiteboard pens • pencils • coloured pencils • glue stick 	<p>TRANSPARENT Pencil Case containing:</p> <ul style="list-style-type: none"> • 2 - 3 HB pencils • Berol writing pen if pen licence held • 30cm ruler • Whiteboard pen • Rubber • Pencil sharpener (metal generally are better) • Pritt stick • Scissors <p>Separate pencil case if required (to be kept in drawer):</p> <ul style="list-style-type: none"> • Felt pens / Coloured pencils 	

- Please note that fluffy, multi-zipped etc pencil cases are not permitted as these cause a distraction in class. **Transparent 30cm+ pencil cases are ideal**
- **Pens can be bought from the Office at a cost of 50p each for handwriting pens and 70p for whiteboard pens.** Writing pens are only used once a pupil has obtained their 'pen licence' (usually obtained between Years 3 to 5).

And Finally.....Please, please, please name EVERYTHING your child brings into school.

READING BOOKS AT CURZON



All children are encouraged to read widely for pleasure and information and have free access to take books home from class and school libraries. We hold activities to promote reading for pleasure, such as book swaps, visits and reading challenges. In teaching children to read, we use the Little Wandle systematic phonics scheme which is taught in year groups systematically from Reception to the end of Year 1. So that phonics is applied in writing, KS1 have phonics grids to assist them in spelling words when they write. The reading of high frequency words is taught alongside phonics in KS1.

Whole class reading

Reading is mainly taught through whole class shared reading lessons where texts are linked to writing units or other subject areas in the curriculum. We feel it is vital to give our children opportunities to explore a wide range of quality texts and so have designed our curriculum to cover different text types and authors, including some classical texts. Throughout the school, we use some whole class readers so all children have access to, and feel ownership of, the text.

How reading at home is organised

Key Stage 1

We have recently updated our reading scheme and bought lots of new books which are linked to our phonics programme. As well phonics books, your child will take home a picture book. This is for you to read to them to develop a love for reading.

We ask that you read at least 3x each week with your child from the same phonics books to practise fluency.

In Year 2 and once children have mastered phase 5 phonics in Year 1, we have grouped our books into coloured bands. The teacher will decide from which band children should be selecting their books, but within that band children can mix books from different reading schemes and read books in any order.

Staff from Barn Owls and Snow Owls hear pupils read regularly and so are aware when a pupil is ready to move up to the next colour or phonics phase. There's no rule that they have to read every book within the colour band before they move up a level. If they are quite competent, staff will move them on. If they need longer at a stage, we will enable this.

The reading record can also be used to record “home” reading books or any other reading the child may do e.g. a recipe, instructions for a craft kit or a new toy, menus etc.

Key Stage 2

In Year 3, children gradually become ‘Free Readers’ and they choose their books when they are ready. We still offer a little guidance in order to keep your child within a right level for them and direct them to try different texts and styles of stories. The books in each KS2 classroom are broadly banded into higher (3 chillies), middle (2 chillies) and lower (1 chilli) to support your child with the range of books they can choose from.

Staff are very happy for pupils to have their own ‘home readers’ should they wish to use their own book that they have purchased, been given as a present or selected at the library. Again in so doing, this is fostering your child’s enjoyment of books.

In KS2, children may also prefer to do some of their reading on their own, rather than always reading out loud. Parents can help by discussing the book afterwards with their child, asking them what happened in the story, what they feel might happen next, about the characters or talking about what they have learnt from a factual book. However, reading aloud is in itself a skill and we expect older children in upper KS2 to still read aloud to an adult.

All children in KS1 are paired with a reading buddy in Year 5 or 6 - they really enjoy this special time together.

CURZON'S PARTNERSHIP WITH PARENTS AND CARERS

Parent and carer's views on what is going well at the school and on any areas for enhancement. Governors conduct an annual parents' survey, usually in the summer term, so do feedback all the things that you love about Curzon and anything that you feel there is room to improve.

Parental Help

Aside from weekly newsletters, there's no better way of finding out how things run at Curzon than coming in to help.

- We are always looking for parents to come in and help with a variety of tasks, such as reading, art, school trips or just generally supporting in the classroom. If you have a particular skill like gardening or baking, we would also love you to share your skills with our children. If you are interested, please speak to the school office.
- Before you can come into school, you will need to submit paperwork for a DBS check, which isn't a complicated process but is one that can take a few weeks. Contact the office to find out the procedure for obtaining a check.

PTA (Parent Teacher Association)

Curzon has an active PTA which is an extremely valuable asset to the school and its pupils. All parents are automatically members of the association and as such are welcome to attend the half-termly evening PTA committee meetings. Please do join us.

Each class has a parent representative who is very supportive in helping new parents settle into Curzon. The first day of term can be a daunting experience for pupils and parents alike. So, if you can't remember what is allowed in lunch boxes or what the policy is on bringing birthday sweets to school, then ask your class rep who should be able to help.

If you want to speak to someone on the PTA, either email them at pta@curzonschool.com or post a note into the box in the Howe lobby.

PUPIL WELFARE

The welfare of our pupils is extremely important to us and there are a number of policies and practices which are in place to make our children feel safe and happy in the school environment. We have peer mediators who have been trained to help children with friendship issues on the playground. In the playground there is a buddy bench where pupils can sit if they don't have anyone to play with. All the children know to help. Each class has a 'Worry box' whereby children can post notes if they are unhappy about something. Classes often talk about matters which may bother them in a 'Circle Time'. Circle Times are also used for enabling the class to work together as a team- we use the renowned Jigsaw scheme of work for PSHE.

The school does not tolerate bullying of any kind and has an anti-bullying policy. Whereas every child makes and breaks friends on what can seem like a fairly regular basis, if a child perceives an action of another child is bullying, it is important to us to investigate. We spend time fostering positive friendships and where appropriate, repairing any temporary fall-outs.

We encourage pupil leadership and all Year 6 pupils have a role, such as school council, eco council, house captains, worship council, peer mediators, librarians.

FREQUENTLY ASKED QUESTIONS

HEALTH

My child is ill. Who do I need to notify at school?

If your child is unwell or has an urgent medical appointment, please email the office by 9am on the first day of absence to notify us that they will be late / not be in.

If your child has diarrhoea or vomiting please do not send them back into school until 48 hours after the last bout.

This link offers advice on specific illnesses.

[Is my child too ill for school? - NHS](#)

My child has allergies, should I notify the office?

It is essential that we are aware of all medical information. Parents will be asked to complete various forms to enable us to deal with any medical emergencies in the appropriate manner. If your child suffers from asthma and is particularly wheezy at any time, please let us know. Key Stage 2 pupils are responsible for their own inhalers. KS1 staff look after inhalers for pupils.

Will I be called if my child has an accident whilst at school?

It is our policy to inform you if your child has received a bump on the head, however slight, or has been stung by a wasp or bee. Please don't panic unnecessary about one of 'head bump messages'. If we were at all worried, we would telephone you directly and ask for you to come and pick up your child. In the event of an emergency requiring urgent medical treatment, you (or your other emergency contacts) will be contacted immediately by the school and given hospital details. Therefore, please keep us updated with any telephone/mobile number changes.

What reward systems do you have in place to commend good work and behaviour?

When they start at Curzon, each child is allocated one of four coloured Houses (siblings are placed into the same house). House points are awarded for good work and behaviour and at the end of each half term the House with the most house points is rewarded. Not only do the children feel proud when they are given a house point, there is also the element of competition between houses which is inspiring in itself. There is also a whole class rewards system with classes working towards whole class prizes.

Every week, one child from each class is given a 'rocket award' for achievement and children who have shown our values of courage, kindness and respect are recognised.

The end of each term is marked by an Achievement Assembly. Class teachers nominate children from their own class who they feel have grown and demonstrated our values. Children are presented with a Teacher's Award. The highly prized Headteacher's certificate is also awarded.

How do I know if my child is not behaving as they should?

All children are entitled to 'Golden time' each week. This is when children are given free time out of lessons to have fun. Should a child's behaviour be lacking in any way, they are given a verbal warning. If this is repeated, a 'step 1' is given. A step 1 means the loss of weekly 'Golden Time' and is normally sufficient to restore high quality behaviour. A more serious misdemeanour causes a Step 2 to be issued, which results in loss of Golden Time and further sanctions.

We give the children initial responsibility for resolving any lapses in their behaviour with the understanding that if it isn't resolved, their parents will be informed. In this way, the school is teaching the children ownership and responsibility, which supports the eventual transfer to secondary school.

How are birthdays celebrated?

Each month, we celebrate those children who have had a birthday by singing to them and giving them a sticker in assembly. We do not allow sweets to be brought in for birthdays as there are too many allergies and we want to promote healthy living.