



**Curzon C of E Combined School**

# **Parent Handbook**



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# 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, dedicated staff and governors, and supportive parents. By following simple guidelines, procedures and aims, working together perpetuates all that we value in our school community. Thank you for being a part of this process and for making Curzon the school that it is.*

**Mrs Coles**  
**Headteacher**

## **CURZON CHURCH OF ENGLAND COMBINED SCHOOL**

Curzon is a small village church school which was established in 1847 at the expense of Lord Howe, as a two-roomed school. The older building stood in the corner of the playground and towards the end of its life, the school log books describe the wind rattling the windows, a pupil having to stand guard at the door to warn others from tiles falling off the roof, and the classroom air being filled with black smoke from the open fire!

Although less authentic, the present building dates from 1961 and has been added to over time, steadily improving the facilities available to pupils. The school is thriving and is now able to accommodate around 150 pupils. It maintains its close links with the church and is very proud of its successful community project which enabled the construction of a natural meandering path along the field which parents frequently use when parking in the church car park, making the most of a beautiful location. The school has a secure history of providing high standards of education as demonstrated by its results that are above both National and County averages.

The school enjoys a delightful woodland setting within a catchment area comprising of a large area of low-density housing with only approximately 25% of the children attending Curzon from within this catchment; most of the remainder live within a 5-mile radius. The school has been popular and well subscribed for a number of years with parents exercising their right to choose where their children are educated. We appreciate the benefits of being situated in a beautiful rural area, whilst being centrally sited between Amersham, Beaconsfield and High Wycombe.

Curzon has a happy, caring family atmosphere in which each child is valued. A well organised environment is maintained where learning can flourish. All children are expected to develop good study habits, excellent values for living and achieve their highest possible standard in all areas of learning and behaviour. We aim to introduce pupils to areas of learning beyond the curriculum in order to encourage well-informed and independent children.

## **MISSION STATEMENT**

*'Learning, sharing and growing under God.'*

- To provide an education built upon firm Christian foundations
- To see the Christian ethos permeating the whole of school life
- To prepare pupils for the opportunities, responsibilities and experiences of life

## **AIMS**

We wish to inspire our pupils to seize the opportunities, responsibilities and experiences of life in order to reach their full potential. We aim to achieve this by:

- providing children with equal access to a curriculum of quality, which will enable them to develop high level knowledge, understanding, skills and attitudes.
- providing a happy, caring, supportive but challenging atmosphere that is sensitive to the needs of all pupils.
- encouraging our pupils to think for themselves, take initiative and risks thereby developing their self-confidence.
- helping our pupils develop respect for and acceptance of others.
- developing them socially, enabling each child to contribute both as an individual and as a team member.
- fostering an appreciation of the value of participation and the efforts of others.

## **This is what our parents say about the school:**

*“Curzon has a lovely atmosphere with happy children. The integration for my son into school was excellent, and his teacher is kind and approachable. The school is well run, with lots of activities going on all the time. Parents are kept well informed and up to date of what's going on by a weekly newsletter. I have been delighted with this school. Many thanks to all the hardworking team.”*

*“The class sizes are perfect. We love the way the school handles children's education, whether they are struggling or doing well, they are all given time and help. The manners of the children in the school are impeccable. We also like the way the school encourages all children to talk to one another no matter what year they are in. In dealing with the children, Curzon is great, and I'm really impressed with how my child has progressed.”*

*“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.”*

*“Curzon school is a very warm and friendly school which caters for each individual child. The staff and Headteacher are very caring. I would sum the school up as an excellent and well rounded school.”*

*“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.”*

*“My husband and I were immediately impressed by the qualities of the Headteacher, and have since been similarly impressed by the quality of the teaching and learning experienced by our children. We feel that the familial atmosphere contributes to making every child feel known and special, and that this is emphasised by the clear Christian teaching which they receive.”*

*“Having moved into the area and uprooted my children from another school, in the months that followed, I have seen them blossom, become more confident and focused. I am delighted with Curzon and I feel very confident in the school's excellent leadership and teaching staff's abilities to teach my children both in an academic and pastoral sense. I am really proud to be part of the school community.”*

*“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.”*

*“Curzon does lots of great things; competitive sports, loads of different clubs, fun lessons and loads of interesting places to visit.”*

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

*“I feel really proud of what I have achieved in my Literacy and Numeracy. They have really good teachers here.”*

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

## THE CURZON SCHOOL DAY

This section will give you an idea of what to expect on your child's first year at Curzon, including;

- the structure of the school day,
- guidelines on parking at school,
- lunches,
- how classes are organised
- after-school clubs

### Daily Timetable

<b>8.45am</b>	Teacher on duty in the playground, pupils begin to arrive 'Drop and Go' front road area manned
<b>8.55am</b>	School bell for pupils to enter building and start their school day
<b>9 – 9.15am</b>	Assembly
<b>9.15-10.15</b>	1 <sup>st</sup> lesson
<b>10.15am</b>	Morning break
<b>10.30 – 11.00</b>	Short target lesson eg Phonics, Guided Reading, Mental Maths, Handwriting
<b>11.00 – 12.00</b>	2 <sup>nd</sup> lesson
<b>12 – 12.45pm</b>	Years 3 – 6 lunch
<b>12 – 1pm</b>	Classes 1 & 2 lunch
<b>1 – 3pm</b>	Afternoon lessons with break time for Class 1 & 2 (at teacher's discretion)
<b>3pm</b>	End of school day (Classes 1 & 2)
<b>3.05pm</b>	End of school day (Years 3 – 6)

### Wake Up Shake Up!

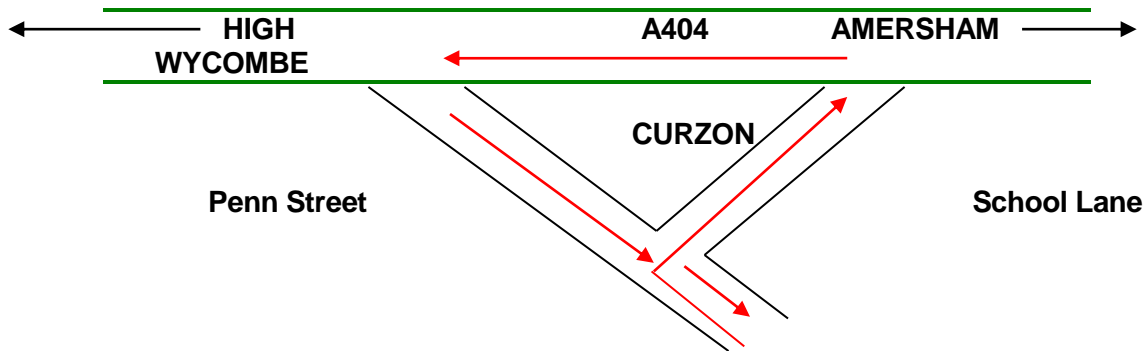
One morning each week, some of our older pupils lead all the children on the playground in a Wake Up Shake Up routine to music. This is affectionately known by the children as 'WUSU' and the children really enjoy it. It wakes up those who have travelled by car and teachers comment that pupils are more alert for their first lesson afterwards!

The first bell rings for children to stand still and listen, and then instructions are given for pupils to move in their class lines and space out ready for the WUSU sequence. As it occurs after the bell, we do include it as part of our curriculum time and we therefore ask for your support in encouraging any pupils who are not as confident, to join in with their friends, as it is a whole school activity.

### 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, it also encourages our pupils to walk and appreciate the beautiful surroundings the school is situated in. It wakes them up and makes them fresh and alert, ready to get the best from their 1<sup>st</sup> lesson 😊

- To support the school's Eco Silver award status, every day the children record how they travel home from school in the Walk once a Week (WOW) software. When children walk at least once a week for a month, either from the church car park or cycle or car share, they receive a special 'WOW@' badge (a different design each month).
- 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 or too near corners).



- Please only park on the school side of Penn Street before you approach the school on your left. Please do not park near the Crossing Point (which is where families cross to get to the church car park and need good visibility), on the yellow zig-zag lines, on the pavement, blocking access for buggies or across driveways of residents, particularly in the Chancellors cul de sac. Please do not park or pull onto the lovely grass verge alongside the field or in School Lane, which will erode the beautiful characteristics of the local village which we wish to preserve.
- The staff car park is only available for staff, and parents are asked particularly not to use it to turn around, as visibility with children walking past is poor. Please do not park too close to the car park entrance either as this blocks visibility for any vehicles attempting to pull out. Please note that a minibus which picks up pupils from the neighbouring villages also needs good visibility and room to manoeuvre in and out of the car park at arrival and departure times.
- Due to the narrowness of School Lane (which runs behind the school), we ask that you do not park along this road. Not only is it dangerous for children to be getting in and out of cars in such a confined place, there is only a short run of pavement and neighbours complain when cars churn up the grass edges. Please note that emergency vehicles have had to bump cars out of the way to get past and lorries have damaged cars which have been poorly parked without a wide enough space to pass.
- It is also important that we are sympathetic to the local residents who understandably get very frustrated when they cannot exit their driveway due to reduced visibility or because parents have actually blocked it with their car!
- We know this may sound like a lot of rules, but at the start and end of the school day it gets very busy outside school and these rules are in place to keep all our pupils safe and our local neighbours happy and supportive of the school. We work very closely with our village community so please do all you can to uphold the school's reputation.

### **Morning Drop Off**

- We operate a successful 'Drop & Go' system whereby parents can pull in to a coned area at the front of the school and drop their child/ren off without the need to park. The coned area is manned by parent volunteers (wearing fluorescent vests) who supervise children getting out of parents' cars and into the playground. If you feel you can help with this valued service, do let the school office know.
- A teacher is on duty from 8.45am, so you are welcome to leave your children after this time, but not before, as there is no staff supervision provided for them before this time.
- We encourage our pupils to respect their parents and not rely on them to carry their book bag and lunch box! You can encourage your child to put their belongings in the line for their class, before going off to play with their friends prior to the bell ringing.
- When the first bell rings, parents, siblings and pupils are asked to stand still in silence and stop what they are doing. When the second bell rings, pupils are asked to bid their farewells to their parents and line up with their class, whilst parents and siblings are asked to stand at the side of the playground.
- If it is raining, children can be taken to the cloakroom entrance where they will go into the hall and read quietly until the bell rings at 8.55am. Please say your farewells at the Cloakroom door and not

follow them into the hall, as this often adds to congestion, and only provides more wet footsteps we have to clean up before the children have to sit on the floor in assembly!

- Parents are asked not to stand in front of the office or to stand under the covered area by the classrooms (however tempting this may seem when it is raining!) as it distracts the children and staff from their work.
- Sadly it is not possible to provide extra staff to supervise the playground equipment at the far end of the playground where the plastic grass is, so it is off limits to pupils and siblings before and after school.
- Due to there being younger pre-school toddlers in the playground, ball games and running games are not permitted before / after school.
- Please note that due to extremely limited space in school, pupils are only allowed slim folders. We cannot accommodate back packs and bags.

## Afternoon Pick-Up

### KS1 END OF DAY ROUTINE

At the end of the day for safety purposes, Class 1 and Class 2 will file out of the back door but stay along the line of the plastic grass at the bottom end of the playground until parents begin to walk towards the middle of the playground, to show their child and their teacher that they are present. (Please don't walk all the way to where they are standing as it will muddle visibility for staff regarding who has been collected and who hasn't.) We ask the children in these classes, to tell the teacher that they can see you, in order to get permission to leave the waiting line.

### General

- Pupils are not permitted to leave the school grounds by themselves to meet a parent in their car. This applies at normal home time and at the end of after-school clubs. Instead, please ask your child to wait inside the playground for you and not go outside the school gates on their own at home time.
- When the children are dismissed from their class they are asked to go straight to you and stay with you until you leave. This means staff can quickly see any children who have not been collected by their parents. It also enables staff to clear the playground and be released for any after school meetings they may be involved with.
- Regardless of the time of day, we ask parents not to enter the school through any open door but always via the main entrance. However brief your reason is (eg just locating a forgotten piece of uniform) and however welcome and an established part of the school you feel, please can you respect our need to keep the school safe and secure for your children at all times, knowing exactly who is within the building.
- If you know you are going to be late or have asked someone else to collect your child, please let the office know before 2.45pm so we can advise your child. If you are late to pick your child up, they will be asked to wait with the teacher on duty. If you arrive after 3.15pm your child will go back to the classroom of the teacher on duty and you can collect them via the main entrance.
- For those children who are old enough and live in the village, if you allow your child to walk home unaccompanied please can you let the office know with your written authorisation to do this, so staff know the child is allowed to leave the playground unaccompanied.
- We know the younger children sometimes forget things in their classrooms, but at the end of the day the corridors get very busy, so please avoid accompanying them back to their classrooms so that pupils re-enter alone responsibly whilst parents wait outside with siblings etc.
- Children who use the transport service to Winchmore Hill and Coleshill make their way to the Bus Stop tree outside the office where they will be taken by the teaching assistant on duty to their bus/taxi.

## Tips for Class 1 pupils

- The yellow Reading Record book is used not only for recording reading, but also for parents and teachers to record home/school messages.
- Reading books are best changed after school for Class 1 pupils, but Miss Neale normally supplies plenty so you have lots of choice and seldom run out. All other Year groups change their reading books during the course of the school day.
- Parents are emailed a letter from the class teacher at the beginning of each term with details of what will be covered in the curriculum during that term.



- A named water bottle is needed in school which will be left on the class water tray so children can keep hydrated, but please remember to remind your child to bring it home so you can give it a wash occasionally!
- Year R pupils are not invited to after school clubs until the summer term. This is because we have found that they become very tired during their first term at school.
- If your child is starting in Reception, please practise with your child the art of undressing and dressing; encouraging your child to dress themselves will not only benefit them, but their staff and their classmates on PE days. They may then be able to have some time actually doing the PE!

## Tips for new Year 3 starters

- There are four places available for children joining Curzon from other schools at the start of Year 3 and these new pupils are quickly made to feel welcome by their classmates. This is what a former Year 3 joiner had to say about how he found joining Curzon from a local first school in Year 3:  
*"I was worried at first about going to a new school after Year 2. Everyone seemed to know each other. I didn't need to worry though as everyone was really friendly. I even went to have a drink and biscuit in the Headteacher's Office with other children who were new. She was very kind and said we could always go and talk to her about anything."*
- We use our staff on a specialist basis i.e. a specialist IT, Science and PE teachers, rather than expecting the class teacher to be expert of all areas of the curriculum.
- In Year 3, pupils are given a homework diary which is not only used to record the week's homework but also home/school messages between teachers and parents. This can be useful if you need to ask a teacher a question which you don't feel warrants a face to face visit. These homework diaries are read regularly by the class teacher/teaching assistant. The majority of classteachers are on the playground after school each day to talk to, apart from Wednesdays when we have a staff meeting and on the day they may be running a club. If you wish to dialogue for longer, please make an appointment with your child's teacher (requesting it either via the homework diary or via email to the office). Please ensure you initial any messages sent home by a teacher/TA so they know you have read them. Similarly teachers/TAs will initial to show that they have seen your comments. Alternatively, if you have a small query, you can email the parents' email account; [parents@curzon.bucks.sch.uk](mailto:parents@curzon.bucks.sch.uk) or look out for/email your Class Rep.

## School Lunches

### Universal infant free school meals (UIFSM)

As the school is currently unable to cook its own hot meals, it opted in to the local authority's central arrangements. At the time of writing, this is in the form of free packed lunches. These are ordered in advance for the month ahead.

### Key Stage 2 lunches

- KS2 children are asked to bring in a healthy, packed lunch and a drink which should be in a water bottle with a flip lid attached (not screw lid please). Fizzy drinks are not allowed.
- We place a lot of emphasis on healthy eating, so crisps are only permitted in lunchboxes on Fridays, and lollies/sweets/bars of chocolate are not allowed at all.
- Given the choice, many children will eat the fun things in their lunchbox first, so if this sounds like your child, please can you talk to them about it, or just put a savoury item in for a period of time, until you feel they can be trusted to save the sweeter items until last? The midday supervisors do what they can to get them to eat correctly, but in a class of 30 children this can be a challenge!
- It's also worth noting that pupils have 20 minutes to eat their lunch before going out into the playground, so try and be realistic regarding the amount they will eat in this time if you don't want to waste food.
- Unfortunately due to messy accidents, inability to open them without scissors and pupils playing rather than eating yogurt Frubes / tubes and Fruit Winders, we made the decision to ask parents not to put these in their child's lunchboxes.

- If you do send in a pot of yogurt, don't forget a spoon as our midday supervisors cannot leave the class unattended to go and hunt for one. We also don't have an endless supply of teaspoons! So generally, the item will be sent home uneaten if you forget to provide a spoon. It's also worth putting in a napkin or piece of kitchen roll just in case of spills.

Packed lunch recommendation – See appendices:

- at least one portion of fruit, vegetables, nuts or seeds each day.
- other source of non-dairy protein (e.g. lentils, kidney beans, chickpeas, hummus, peanut butter and falafel) regularly
- oily fish, such as salmon, once every three weeks.
- Water is highly recommended, or fruit juice, milk.
- Make cakes or biscuits a treat only on certain days, rather than expected daily.
- Meat products such as sausage rolls, individual pies, corned meat and sausages / chipolatas should be included only occasionally (ie less than once a week)

### Parents on low income

If you are in receipt of any of the following, your child should be able to gain from extra funds to support and maximise their learning:

- **Income Support (IS)**
- **Income-based** (not contribution-based) **Job Seeker's Allowance (IBJSA)**
- The **Guarantee** element of the State Pension Credit.
- **Income-related employment and support allowance** or
- Financially supported by NASS (National Asylum Support Service).
- **Child Tax Credit** except if you meet ANY of the following criteria -
  - Entitled to working tax credit (regardless of income)
  - Have an annual income in excess of £16,190 (Please note that this figure is for April 2011 and that it changes in April each year).
- Children who receive **IS** or **IBJSA** in their own right are also entitled to receive free school meals.

**If you are receiving one of these allowances but have not informed the school, then please make an application (contact the school office for an application form) immediately. It means that the school can then also access further funds to be spent on your child ☺. This information will be treated in strict confidence.**

### HOMEWORK

Homework is important and the staff at Curzon have designed the table below to explain the homework expectations for each Class:

	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
Literacy	Y1 Bug books	Bug books	20 mins	30 mins	35 mins	40 mins
Numeracy	YR and Y1 10 mins	Y1 10 mins Y2 10-15 mins	20 mins	30 mins	35 mins	40 mins
Spellings	10 mins	15 mins	20 mins	30 mins	35 mins	40 mins
Times Tables	2, 5, 10	2, 5, 10, 3, 4	2, 5, 10, 3, 4, 9,	2, 5, 10, 3, 4, 9, 6, 7, 8,	Up to 12 x 12	With speed as multiples and factors and inverse
Reading	YR- read 5 books per week Y1 Bug books	Y2 read aloud 3x each week	Read aloud at least 3x each week			
Science						30 mins

- History and Geography projects may be given during half term holidays. Where this is the case, children will receive less homework for Numeracy and Literacy.
- The form the 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.
- Homework which is not of a written / recorded nature is deemed just as important. From Year 2 onwards, pupils who read 3x a week get a sticker on a bookmark, with a special badge presented in assembly if they read by this amount every week during the course of the year.
- 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. The pupil may be asked to re-do it during a break time.
- Should you find it difficult supporting your child with homework, we do have a KS2 homework club held each week after school.

### **Term Dates**

Please see our website for this year's term dates and inset days. Three out of the five annual INSET days (Staff In Service Training days) are generally announced immediately and link in with other school within the local authority. The remaining two days are decided during the course of the year, so keep an eye out for these in the school weekly newsletter.

### **After School Clubs**

- These are very popular and children are welcome to join these (subject to availability) from the summer term of Year R. They start as soon as school finishes and run between 45-75 minutes.
- The clubs are run either by staff or outside specialists (all of whom will have been DBS (CRB) checked and have qualifications for their subject area).
- Pupils are expected to make a regular commitment to their chosen activity for the whole course without any absences and parents are requested to inform the organiser in advance should there be any unexpected absences or difficulties in attending. (It is frustrating if time is wasted and stress is caused at the start of a club, searching for a perceived missing pupil, only to find that a parent may have decided without informing the office that their child is not attending one week.)
- At the end of each term, a list of the following term's clubs is sent out and parents are asked to fill in the form and send it into school as soon as possible with payment (if applicable) for the club (the deadline is usually the beginning of term).
- If the club is oversubscribed (Active Kids and gymnastics are always very popular for example) usually the first pupils to bring in their form and payment will be given places. We sometimes use a waiting list from the previous term if a club is very popular.
- For the sports clubs, children use their home sports clothes rather than their school PE kit as we found that when they wore PE kit, it would go home and not come back again for PE lessons! For the muddier sports like rugby, a set of clothing/trainers/football boots should be provided and taken home when dirty for washing, to avoid it sitting wet or dirty in a bag in the cloakroom.
- Finally, for the staff/leaders who run these clubs please make sure you arrive on time when it comes to collecting your child.
- Examples of some of the many afterschool clubs offered include netball, cookery, Active Kids, gymnastics, guitar, tag rugby, yoga, football, choir, guitar, homework club, art, cross country and recorders.

## SCHOOL UNIFORM AND EQUIPMENT

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



- In the summer term girls may wear a pink/white or, maroon/white or red/white striped or checked summer dress and flat white closed toe sandals. Girls are asked to wear white socks with summer dresses please, not winter tights.
- Both boys and girls may wear grey knee length, summer shorts and white polo shirts without a tie
- However, if your daughter chooses to wear a normal school shirt in the Summer term, it must have a proper collar so that their tie can be worn properly. The informal short sleeve blouses which do not allow the collars to be pulled together are not allowed.
- In the event of a more formal occasion (for example the Summer term whole class photos) pupils will be asked to wear a collared shirt and tie for the day rather than the polo shirt.

### PE

- All pupils are expected to have the following PE kit in school **at all times** which should be in a fabric drawstring PE bag (a personalised version can be bought from the PTA):

Plain white T Shirt  
Black shorts / cycle shorts  
Trainers (Year 3 – 6)  
Plimsolls (Class 1 and 2)  
White socks



- In addition to this, Years 3, 4, 5 and 6 are required to have the following:
  - Trainers for outdoor use
  - A plain tracksuit (grey, black or maroon) may be worn outside in cold weather (round neck sweatshirt, no hoods please).
- Your child will be swimming in Years 3, 4, 5 and 6 and will require the following:
  - Conventional swimming trunks (boys)

- One piece swimming costume and swim cap (girls, and boys if hair is long)
- Towel

## Curzon Branded School Uniform

- The following are optional, Curzon branded school uniform can be purchased via

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

Orders can be made by calling their customer service team on 01895 809321. To avoid postage costs your order can be delivered free of charge and collected from the PMG school shop in High Wycombe. The shop will also be happy to take your orders but will not hold our uniform in stock.

- Maroon v-neck logo sweatshirt or cardigan.
- School tie
- Book bag
- Personalised PE bag
- Summer (cap) and winter (woollen) hats
- Winter waterproof 'Storm Stuff' coat with fleece lining (which can be worn inside out)
- Fleece
- Hair accessories

Some second hand uniform is available to purchase through the PTA generally for a donation of £1 per item.

### Additional items

- Lunchbox and water bottle.
- Art shirts (made from an old shirt), but no plastic ones please!

### Stationery Requirements:

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

KS1		KS2			
Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
Bookbag		Bookbag		Slim Folder	
<b>TRANSPARENT Pencil Case containing:</b> <ul style="list-style-type: none"> <li>• 2 - 3 HB pencils</li> <li>• 15cm ruler</li> <li>• Whiteboard pen</li> <li>• Rubber</li> <li>• Pencil sharpener (metal generally are better)</li> </ul>		<b>TRANSPARENT Pencil Case containing:</b> <ul style="list-style-type: none"> <li>• 2 - 3 HB pencils</li> <li>• Berol writing pen if pen licence held</li> <li>• 30cm ruler</li> <li>• Whiteboard pen</li> <li>• Rubber</li> <li>• Pencil sharpener (metal generally are better)</li> </ul>			
		<b>Separate pencil case if required (to be kept in drawer):</b> <ul style="list-style-type: none"> <li>• Pritt stick</li> <li>• Felt pens / Colour pencils</li> <li>• scissors</li> </ul>			

- 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 in which to house a ruler.

- Pens can be bought from the Office at a cost of 30p each for Berol pens and 50p for whiteboard pens. Purchase of pens should be made by pupils once they have come in to school and have been registered (not by parents). Writing pens are only used once a pupil has obtained their 'pen licence' (usually obtained between Years 3 to 5).
- The school always gladly receives donations of pencils, glue sticks and colouring pencils, particularly in Key Stage 1, so if you see any bargains and would like to make a gift to the school, do send them in. As you can imagine, our younger pupils get through pencils at a rate of knots!

### **Cosmetics, hair styles and jewellery**

- No jewellery (including earrings) is permitted in school with the exception of a watch which must be removed for PE.
- If your daughter has medium/long hair, it must be tied back as head lice spreads like wildfire when it is not. Please inform the office if you find head lice in your child, not sending them back into school until hair has been treated.
- Non-conventional hair styles (including shaved heads) are not permitted and if long hair is braided following a holiday for example, the braids must be in school colours and tied back.
- Children are not allowed to wear make-up (including nail varnish and hair colorants).

### **And Finally.....**

- Please, please, please name EVERYTHING your child brings into school! Use either iron-on or sew-in name tapes, or a permanent black pen. The PTA has registered with Stampstastic, for more information go to [www.stampstastic.co.uk](http://www.stampstastic.co.uk) (if you enter CURZON at the checkout, the school benefit from a commission scheme). Please don't forget to name lunch boxes, water bottles and shoes. Also check items regularly if you use laundry marker pens as washing tends to fade names, making them impossible for staff to decipher after a few weeks.

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## **COMMUNICATION AT CURZON**

Please see our [www.curzonschool.co.uk](http://www.curzonschool.co.uk) (password for parental portal is 'pennstreet').

### **Communication with the Curzon**

- Parents can contact the school via:
  - Parents email address which is [parents@curzonschool.com](mailto:parents@curzonschool.com)
  - School office telephone number which is 01494 712251.
  - Text messaging system: please use 'Teachers2Parents' text service by replying to a previously received text message from the school office
- The PTA can be contacted:
  - Via a note in the PTA box situated in the Howe Lobby post box
  - They can also be contacted via email; [pta@curzonschool.com](mailto:pta@curzonschool.com)
- Any correspondence to school governors is via the school office: either post a letter in the Howe Lobby post box or send an email to [parents@curzonschool.com](mailto:parents@curzonschool.com)
- A post box is located in the Howe Lobby for **all correspondence**. Please post all letters in an envelope into one of these boxes, rather than disturb the office staff. Please ensure envelopes are clearly marked with your child's name and the recipient.
- Please do not send your child with loose money.
- If you have put a letter or paperwork in your child's book bag please remind them on the morning of school to put it into the post box. Please do not rely on Teaching Assistants to locate letters in book

bags.

## Letters for after-school clubs / trips / PTA

- **PLEASE ADHERE TO DEADLINES!** Sadly a number of parents have to be chased for outstanding responses to letters, some on several occasions, wasting staff time. I am sure you will appreciate that collating paperwork for a class of children is a very time consuming exercise so please do all you can to help, by dealing with paperwork as soon as you receive it.

## Communication with Parents

- Parents are kept informed about school news and updates via the following:
  - **Weekly Newsletter** – This is emailed and contains information on school/pupil successes, updates on changes to after-school clubs, upcoming school events, admin reminders, diary dates for the coming term and news from the PTA. There is also a section covering community news. **PLEASE let the office know if you change your email address! The newsletter is also posted on our website each week.**
  - **The school text system** – This sends messages to parents via their mobile phones, which can at times be urgent. This is particularly useful if the school needs to close due to bad weather, after-school club cancellations or for reminders for non returned permission slips etc. **Again please let the office know if you change your mobile number.**
  - **We have a fantastic website containing lots of useful information. Visit [www.curzonschool.co.uk](http://www.curzonschool.co.uk) to find out more!**
- *It is worth noting that the office checks the text system every morning for messages but unlike email it is not checked routinely throughout the day. If your message is urgent please telephone the office rather than text, so you have peace of mind that the message has been received and has also reached the right person.*

## Communication between Teachers and Parents

- **Class letters from teachers** – At the start of each term you will receive a letter from your child's class teacher giving details of the curriculum and activities for the term ahead, homework expectations etc.
- **Messages to / from class teachers / teaching assistants / parents** - Teachers and teaching assistants use Reading Records (KS1) and Homework Diaries (KS2) to communicate home to parents / receive messages back from parents. It is therefore imperative that these get looked at on a regular basis and it would be very helpful to the staff if parents could initial and date when they have read a message so we know it has been seen. In the same way, staff at school will initial to acknowledge messages from parents.
- **Talking to your child's class teacher** - Curzon is proud of its open door policy and all the staff support and endorse it. However, before school it is too difficult for teachers to give you their full attention, so if you need to speak to them please catch them after school on the playground, or if they are running a club make an appointment so that they can give you their full attention. If you find that the teacher you need to talk to briefly is on duty in the morning, please approach one of the class teaching assistants rather than them as their attention needs to be solely directed to supervising pupils at this time.

## HOW IS MY CHILD DOING?

The school arranges numerous opportunities for you to find out more about all that your child has been doing. For example,

- After school sessions to see pupil books
- Open assemblies where they share work
- Open lessons where parents can be a fly on the wall
- Evening Parent Interviews

### Parent Interviews

- These are held twice a year in October/November and Feb/March. Parents sign up for a 10 minute slot via Teachers2Parents online booking system.
- For full-time working parents who are not able to be in the school playground, the school office will select dates and times on your behalf, providing you request this in writing via email/letter, stating which teacher/s you need to see and what approximate times are preferred.
- At these meetings your child's class teacher will tell you how your child is progressing and what their targets/areas for development are. Our teachers are always willing to discuss your child's progress at any time during the term, but we ask that you make an appointment, so they can prepare fully.

### School Reports

These annual end of year written reports are issued towards the end of the summer term.

### Concerns and Queries

- Parental concerns are our concerns too as a child will learn best when they are happy. We aim to sort out any difficulties a child may be experiencing quickly and rely on your help and partnership in this. If your child is having a problem at school, please speak first with your child's class teacher as they are in the best position to help with a resolution. Likewise if there is something going on at home which may be unsettling a child, do also let the teacher or Headteacher know.
- Sometimes staff may need a day or so to talk to other staff or pupils in order to respond knowledgeably to your concern.
- Should you wish to raise a formal complaint, please request a copy of our Complaints Policy from the school office and ensure that you have spent time talking it through with a member of staff and then senior management if needed before completing it. The majority of concerns can be resolved verbally and this is often a more successful means of bringing about a resolution.

### Special Educational Needs

Curzon has a Special Educational Needs and Disability Coordinator (SENDCO). Please contact either your child's class teacher or the SENDCO if you wish to discuss whether your child has special educational needs.

### SATS

National SATS (Standard Assessment Tests) tests are given at the end of Year 2 and Year 6 and they are used to show your child's progress compared with national expectations for these ages.

- **Key Stage 1** - SATs take place in Year 2 during May. Each child is assessed by their class teacher in Reading, Writing (including spelling, punctuation, grammar and handwriting), Maths (including number, shape, space and measurement) and Science.
- **Key Stage 2** - SATs take place in May and are more formal than Key Stage 1. The tests which are taken in Year 6 cover the three core subjects, English (Reading, Writing, Spelling, Punctuation



and Grammar), Maths and Science. The Reading, SPAG and Maths papers are sent away to be externally marked with all results being available before your child leaves school in July.

## Secondary School Transfer

Due to our pupils travelling in from a wide radius, our pupils move onto different secondary schools according to where they live. In the past few years, pupils have moved onto the following schools;

### Girls' grammar

Wycombe High

Beaconsfield High

Dr Challoner's High

### Boys' grammar

Royal Grammar

John Hampden

Dr Challoner's Grammar

### Mixed Grammar

Chesham High

### Upper Schools

Holmer Green

Sir William Ramsay

The Amersham School

Misbourne School

Highcrest

Beaconsfield Secondary

Cressex

Wye Valley

### Private Schools

Pipers Corner & St Mary's for girls

The Beacon, Thorpe House, Berkhamsted  
for boys

- All of these schools have Open evenings during the Summer or Autumn terms, to which we encourage our Y5 and Y6 pupils to go and have a look around with their parents.
- Great care needs to be taken before completing the application form with your preferences for schools as each school has particular admission policy criteria e.g. Highcrest now have their own admission test and you will not be considered for a place unless your child has taken this test. Information is also available which will guide you through the likelihood of obtaining a place at a particular school according to how far away you live, whether you are in the catchment area etc.
- As with all primary schools in Buckinghamshire, the two transfer test (11+) examination papers are taken on the same day by Year 6 pupils in September.
- These tests are not compulsory; some of our pupils' parents opt for them not to take part.
- All primary schools have the same very clear guidelines about what they are and are not permitted to do with regards to preparation for the tests.
- An information evening giving further detail of some of the above aspects is held in May/June at the school for parents of Year 5 pupils.

## Reading Books at Curzon

### How reading is taught

There are two main parts to reading: decoding the words and having a good understanding of what is being read. In the early stages of reading, a lot of the focus is on teaching children how to decode words. We use daily phonics sessions in KS1 to teach the children how to sound out the letters and how to blend these sounds together. We also encourage children to work out new words by reading the whole sentence to get a feel for the meaning. Once children have mastered decoding words and can read from a range of texts fluently (usually around Year 3), we focus on developing good reading understanding. We teach children to read between the lines and to think about how the text is organised and the types of words that are used.

### How reading is organised

#### Key Stage 1

At Curzon we really want our pupils to develop a love for books! We are perhaps therefore more free than other schools in letting several reading books at a time go home each week. Children love to read books they've read before and also like ones they can read themselves without help. If a child always has a reading book that they have to read slowly one word at a time, it becomes a hugely tedious exercise for them and could put them off reading. Storytelling, using expression, exploring the pictures and understanding meaning is as important as developing the skill of reading individual words.

Even at KS1 children enjoy being able to choose their own books. Whether it be a factual book about slugs or an adventure book set in a magical land, the motivation to read is high when they like the look of the book, they are interested in the subject and they chose the book (rather than the teacher!). So sometimes you'll find the books are 'easy' for your child, and at other times a little challenging. If you experience several weeks of challenging books and reading is becoming a negative experience for your child, do let us know. Likewise, if you feel they have had numerous weeks of very easy books, also do let us know, by writing this in your child's reading record.

In KS1, we have benefitted from purchasing several different reading schemes over the years. We therefore colour band our books. 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.

These are the colours in order, with guideline ages for each band.

**Pink, Red and Yellow books are mostly used for year R pupils.**

**Yellow, Blue and Green mostly by Year 1 pupils.**

**Orange, Turquoise and Purple mostly by Year 2.**

**By the beginning of Year 3, it is our hope that most pupils will be onto White and Lime books, reading fairly fluently.**

In addition to school reading books, we also use a reading and comprehension scheme in KS1 called Bugbooks. These books are given out by the teacher rather than chosen by the child and increase in difficulty as the child progresses. These books are supported by written comprehension sheets. For Reception pupils this may be drawing a picture. By Year 2, children will often write their own text about the book. Bugbooks have been key to seeing pupils progress in their comprehension skills and this is a fundamental skill for work in Key Stage 2.

Staff from Classes 1 and 2 hear pupils read regularly and so are aware when a pupil is ready to move up to the next colour. 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.

Most of our Reading books in Key Stage 1 are soft backed card. As they become well read, their condition obviously becomes the worse for wear. If you do receive any books which have suffered from over-use, and you are able to extend their life by covering them in sticky backed plastic or sellotape, please do!

## **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 eg any book on a certain shelf, 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, middle and lower to support your child a little with the range of books they can be choosing from.

We would like home visits to the local library to feature even more at Key Stage 2 as there is a much wider choice of books to borrow than they might find on the school bookshelves. 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 the child's enjoyment of books, rather than just following a teacher's direction constantly.

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. Reading aloud is in itself a skill and we expect older children in upper KS2 to still read aloud to an adult.

All children, even older ones, enjoy being read to and love sharing and talking about books. They relish some quite complex stories and concepts that they can listen to without the pressure of trying to read difficult vocabulary. Story tapes played or downloaded are also excellent to listen to in those final bed-time moments, should you not be able to read to them one evening.

All children in Class 1 are paired with a reading buddy in Year 5. Both the Year 5 children really enjoy this as well as the Class 1's when they share time together each week.

Reading is important. 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, a combination of reading schemes, approaches and techniques are used. This allows for individual strategies and provides maximum opportunity for each child to learn new and extend existing reading skills. We use a synthetic phonic approach which is taught systematically from Reception to the end of KS1. Phonics is taught through Letters and Sounds in small ability groups across the whole of KS1. Our emphasis is on making phonics fun and interactive. The groups are reviewed regularly. 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 from Reception to Year 2. Children are provided with frequent, daily opportunities to practise reading sight words. KS1 children develop their comprehension skills through a home reading Bug Book programme.

All children throughout the school have guided reading sessions in addition to the daily English lesson. We use fiction texts by quality children's authors and a range of reading scheme texts for non-fiction including Collins, Rigby Star. It is our aim that each child reads in a small adult-led group at least once a week.

The school sometimes uses the programme Reading Eggs in EY and KS1 and Reading Eggspress in KS2 to set homework.

## **Guided Reading**

Throughout the school, pupils also have a group guided reading book which is kept at school. When pupils read either their individual Reading book or their guided reading book, this is generally entered into their Reading Diary in Year 3 and below, so that you as parents are aware of this. (In Years 4-6, with pressures on staff time and the pace of lessons, it will just be recorded on a central sheet for the benefit of the teacher, who will also be assessing pupils' ability levels with regards to assessment foci). Guided reading sessions generally take place twice a week. We group children by reading ability and each group reads texts suited to their ability level. During this small focus group time, we hear the children read and discuss their reading with them.

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## **Writing**

Children are taught to write appropriately for a variety of purposes and real life situations. We teach units of work, interweaving speaking and listening, reading and writing. Within each unit, there are opportunities for planning, editing and redrafting writing. As part of the school's growth mind set approach, pupils are taught the value of following and responding to teachers' comments. Time is allocated for children to reread their writing and make improvements

Clear presentation is important. From an early stage children become familiar with drafting and information retrieval skills. Clear communication, speaking and listening skills are emphasised and actively taught throughout the school. Drama and speaking and listening is included in its own right as a learning strategy in each Key Stage and all members of the school are given the opportunity to work towards an annual production and participate in services at the local church.

## **Library**

We have a library of wide ranging books which the children enjoy using. There is a section of books for younger readers and a wide range of fiction and non-fiction for older readers. Each class has an allocated time for visiting the library and books are borrowed and exchanged on a weekly basis.

## CURZON'S PARTNERSHIP WITH PARENTS

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Parents' views on what is going well at the school and on any areas for enhancement, are important to the school. Governors conduct an annual parents' survey, usually at the end of 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 like 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 need to have submitted paperwork for a DBS (CRB Criminal Records Bureau) check, which isn't a complicated process but it's one that can take a few weeks. Contact the office to find out the procedure for obtaining a check. It's worth being checked even if you can't help at the moment - you never know when an exciting school trip might pop up that you'd like to go on!

### 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.

- 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 whether *Frubes* are allowed in lunch boxes or what the policy is on bringing birthday cakes/sweets to school, then ask your class rep who should be able to help.
- The PTA Committee organises a variety of regular events throughout the year for example:
  - **Festive Lunches** – these are held at the end of the Autumn and Spring terms and every child is offered the opportunity to have a cooked roast meal in the festively decorated school hall. (The charge is made at food cost)
  - **Summer Fete** – In June the PTA organise a day of fun, stalls and fundraising in the school and its grounds.
  - **Termly Cake Sale** – Parents donate cakes which are then sold one afternoon after school.
  - **Termly ice cream sale** – children obviously love these! Ice creams are generally sold from the kitchen window after school once a term.
  - **Termly coffee mornings** held at our local pub (The Squirrel)
  - ⇨ **Bags to School** – this is a very easy way to earn money for the school! Simply keep hold of unwanted clothes and twice a year blue sacks are sent home and a central collection is made, for which every kg earns the school money.
  - ⇨ **Easyfundraising** – Raise money for Curzon without costing you a penny. When you buy online using 'easyfundraising' a donation is automatically given to Curzon. We would be grateful if you would like to sign up and generate donations for Curzon School when you shop online. [www.easyfundraising.org.uk/curzon](http://www.easyfundraising.org.uk/curzon)
- There are many ways to be involved in the PTA without joining the Committee itself. You can bake a cake for the cake sale, man a stall at the fete, come up with some interesting fundraising ideas or just come and join us for a drink when we meet.
- If you want to speak to someone on the PTA you can either email them at [pta@curzonschool.com](mailto:pta@curzonschool.com) or post a note into the box in the Howe lobby. Cheques for PTA events should be made payable to CURZON SCHOOL PTA.

## PUPIL WELFARE

The behaviour of our pupils is of great importance to us. Our Curzon Code of Conduct begins with Respect to everyone, whatever their age. All pupils sign a school contract promising to

- Attend school regularly and on time;
- Dress myself properly in my school uniform and bring all the equipment I need each day;
- Show I am working my hardest at all times;
- Read every day at home and do any homework my teacher sets;
- Be kind and not hurt others;
- Respect teachers at all times, offering to help and support them and other pupils;
- Help care for the school, my classroom and the environment;
- Share my school day with my parents/ guardians;
- Make my teacher, my class and my parents / guardians proud of me.

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 anti-bullying ambassadors who have been trained to help children with friendship issues. They have led assemblies and circle times on the importance of being a good friend. On the playground there is a buddy bench where pupils can sit if they don't have anyone to play with. Although befriending them is a specific role of the anti-bullying ambassadors, 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.

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's is bullying, it is important to us and time is spent fostering positive friendships and repairing any temporary fall-outs. Although sometimes it does take two to tango!

Two children from each class represent their class on the School Council. Here, pupils talk about any aspect of school life that they may wish to discuss. Teachers, the Headteacher and Governors often use the School Council as a sounding board for new ideas or to get feedback on different topics from each class. Surveys are sometimes undertaken by School Council or by staff to gauge interest or information on a topic. We also have eco councillors who meet regularly.

## FREQUENTLY ASKED QUESTIONS

We asked current parents to list the questions they asked when their child first joined Curzon and we have listed these below (with answers!) which we hope you will find useful.

### 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 telephone/text the office by 9.45am on the first day of absence to notify us that they will be late / not be in. If a phone call/text is not received the office has to clarify the whereabouts of your child to ensure they didn't arrive with you and then run out of the school gate! You don't need to call on subsequent days, unless there is a prolonged absence. For absences of more than one week, we would appreciate a phone call on a weekly basis to update us.

For ANY absence, a letter or email confirming the reason for absence is required (even if you have telephoned). It would be appreciated if this could be brought to school the first day your child returns and placed in the Howe Lobby post box.

Pupils arriving after the first bell, departing before the end of the normal school day, or being taken out during the day i.e. for an appointment, must always enter/depart via the main entrance and sign in/out. The Signing In/Out book is located on the shelf outside the Office window.

If your child has diarrhoea or vomiting please do not send them back into school until 24 hours after the last bout.

Conjunctivitis is not generally considered to be a reason to take a day off school. Just encourage your child to wash their hands frequently during the course of the school day.

- **My child has allergies, should I notify the office?**

Yes. A Healthcare plan forms part of our induction form pack. It is essential that we are aware of allergies, asthma, diabetes etc. When notified that a pupil has a medical condition, parents will be asked to complete a form called a 'Healthcare Plan for a Pupil with Medical Needs' and supply a recent photograph. The information contained in the form will 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.

- **We are planning a family holiday during term time, do we need to notify school?**

We feel it is important that our pupils attend every day of school, therefore we do not authorise leave of absence during school term times except in very exceptional circumstances. Should the absence be unavoidable, requests should always be made on a school Leave of Absence form which can be found on our school website). Leave of absence is not granted during KS1 and KS2 SATS testing (May/June each year). Requests for LofA should be submitted in advance in writing. Teachers do not set work for pupils who are absent as it is difficult to keep them up to pace when they are not able to receive the teaching input needed to learn. We do issue penalty notices where attendance is unsatisfactory and holidays are taken, so please read the policy carefully.

- **My child has a sore throat, can I send in some Calpol for a teacher to give to them during school?**

Whilst we discourage general administering of medicine to pupils, in exceptional circumstances please visit the office to complete the necessary paperwork.

- **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 texts'. If we were at all worried, we would telephone you directly and ask for you to come and pick up your child. If it's just a text, we have been advised to alert you so you can keep them under observation over the following 24 hours. In accordance with Health and Safety regulations, only ice/water may be applied to injuries. In the event of an emergency requiring urgent hospital 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.

- **Can my child bring sun cream into school in the summer?**

We ask parents to apply sun cream before their children arrive at school because it would take us too long to apply it to those who can't and even if a child is capable of applying it themselves, we would prefer to keep sun cream out of school as it is very greasy and may rub off on text books. We require children to wear a sun hat (named please) in the playground or on the field when it is hot. School caps can be purchased via the PTA.

- **What does KS1 and KS2 mean and Year R - 6?**

The curriculum years are split into three key stages: Early Years Foundation Stage (EYFS), Key Stage 1 (KS1) and Key Stage 2 (KS2)

EYFS = Reception pupils (aged 4 & 5)

KS1 = Year 1 and 2 pupils (aged 5-7)

KS2 = Year 3, 4, 5 and 6 pupils (aged 7-11)

- **You have seven year groups at Curzon, but only six classes. How does this work?**

We only have two classes in Key Stage 1 for three year groups, so your child is likely to stay for two years in one class or the other. Class 1 accommodates all Reception children and half of the Year 1 children, whilst Class 2 accommodates the remaining Year 1 children and all Year 2 children. (Class 1 and 2 staff work closely together to ensure all the children have access to super opportunities). In Key Stage 2, pupils are generally within their year group.

- **My child has lost his school sweatshirt. Is there a lost property box?**

Lost property is usually returned to a child if named. There is also a central lost property box located in the cloakroom. If your child has mislaid an item, please encourage them to look for it in this box and also in their own classroom before contacting the school office. It goes without saying that all uniform looks the same so please make sure everything is labelled in an obvious place! At the end of each half term, lost property is displayed on a table outside the cloakroom on the playground. Even if you think your child hasn't lost anything, please go and have a look – you may be surprised what you find!

- **Can my child bring in a birthday cake or treat to share with their class on their birthday?**

There are children in school with food allergies which is why we ask children not to share their lunch and break time snacks. If you want to provide a birthday cake/treat, please check with your child's teacher before doing so, to make sure that it is suitable for everyone in the class and if not, that an alternative can be arranged for those with allergies. All items will be given out to be taken home, at the end of the day rather than eaten on school premises. Lollies (with sticks) are not allowed for H&S reasons.

- **Does the school provide music lessons?**

We have a class set of drums which are used to give every child a taste of playing an instrument. The school also offers different after school clubs each term, some of which are musically based eg a guitar group. We also offer trombone lessons. The school has other instrumental teacher contacts; please ask at the office.

- **How can we get a copy of the school Ofsted Report?**

The school was given four 'Good' judgements in the last inspection in September 2012. The report can be found at: [www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/110429](http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/110429)

As we are a Church of England school we also have a church inspection. The school achieved four 'Outstanding' judgements in 2013. The report can be found by clicking in the bottom right hand corner of this link:

[www.churchofengland.org/education/your-local-school/school-details.aspx?id=160&dist=0.00](http://www.churchofengland.org/education/your-local-school/school-details.aspx?id=160&dist=0.00)

Here are some of the comments taken from previous Ofsted reports:

*'The school makes a difference for its pupils because it is well led and managed, so that teaching is good and pupils receive excellent care, support and guidance. In consequence, they achieve well and their personal development is outstanding.'*

*'The outstanding care provided has many positive outcomes. Pupils display exceptionally good attitudes to learning and exemplary behaviour. They cooperate very well with staff and other pupils, and are enthusiastic about learning. They say they greatly enjoy school life and their attendance is above average and improving.'*



*'Pupils are good listeners and this contributes to their good involvement in the school and wider community. They keenly participate in the school council, expressing their ideas persuasively. Good progress in literacy, numeracy and information and communications technology underpins the good development of the skills pupils need for economic well-being. They work with strong independence and are confident and fluent speakers.'*

- **What traditional Christian services does the school celebrate?**

The school has very close links to Holy Trinity Church in Penn Street and the school holds Harvest Festival, Christmas Carols and Easter services to which all parents are invited. Pupils often go to church at other times, either to practise for a service or as part of their RE studies.

- **What sports teams will my child be able to join?**

Curzon has a number of teams including netball, football and cross country running teams. We also have opportunities for sports festivals in tag rugby, cricket, swimming etc. The school links with the PE department at Holmer Green Secondary School and enters into locally based events and competitions as they arise. Every pupil competes at a PE festival during the course of the year against other schools.

- **How often will my child do PE?**

All pupils have two PE lessons every week. Depending on the weather, these will either be outside in the playground, on the field or in the school hall. Pupils cover a range of physical exercise including dance, ball games, gym, hockey, tag rugby, football, netball, rounders and cricket. Tracksuits are only permitted in very cold weather and they should be of a dark colour without hoods.

- **I do not wish my child to be photographed for press/website purposes whilst at school, how do I make sure my wishes are met?**

The school prides itself on often appearing in the local press and have regular requests from the media to take photographs at school events. We normally only have a parent request for their child not to be photographed if there is a tricky family background issue; it's extremely difficult to manage day to day school life if pupils are not allowed to be photographed. A form giving permission for this has been given to you in the Induction pack. If you do not wish your child to be photographed it is essential that:

- we are advised
- your child is very clear of your wishes and abides by them.

Whilst we will always do our best to ensure that your wish is carried out, it can, in logistical practical terms, be very difficult to do. Hence it is extremely important that you tell your child and your child remembers your decision. Please contact the office manager or headteacher if you have any particular concerns or queries.

- **I would like to offer my help on an educational visit. Is there anything I need to be aware of?**

Other parents have requested for parents not to use their mobile phone on the trip to take photos of the children. Should a child feel unwell, or the trip suffers a difficulty, we would ask that you enable the school to use their communication channels to inform other parents, rather than for you to text other parents information directly.

Each trip holds a briefing meeting for parent helpers. Please read the information and risk assessment carefully, so that if you are responsible for a group of children you are taking that responsibility seriously. Whilst we wish you to thoroughly enjoy the trip, we do need you to help by being vigilant in supervising pupils at all times.

- **My child is going on a school trip and will be transported by a parent volunteer. Do I need to provide a booster seat?**

If the parent volunteer does not have a spare one then yes you will, but please make sure it is named clearly. All parent volunteers who offer to transport children to sports fixtures or to school trips are required to have adequate insurance, driving licence and are responsible for making sure their passengers are seated in the rear seats wearing full seat belts (not lap restraints) and on booster seats if appropriate.

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

It goes without saying that children do well when they are encouraged and rewarded and 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.

Every week one child from each class is given a 'rocket shield' for achievement and one child in the school is awarded the 'kindness shield'. The children really appreciate receiving this acknowledgement from their teacher.

The end of each term is marked by an Achievement Assembly during which pupils who have a 100% attendance are commended by the Head Teacher. Class teachers also nominate a child from their own class who they feel has shone in some way for example by showing initiative, resilience or being creative. These children are presented with a Teacher's Award. The highly prized Headteacher's certificate is awarded to pupils who have been exceptional for one reason or another.

- **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 'yellow card' is given. Pupils really dislike getting a yellow card and may not tell you out of embarrassment! A yellow card also means the loss of some weekly 'Golden Time' and is normally sufficient to restore high quality behaviour. A more serious misdemeanour causes a red card to be issued, which results in total loss of Golden Time.

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 parents notified if the school is closed for any reason?**

In the event of severe weather, which may result in the closure of the school, the following procedure will be adopted:

- The Headteacher will check availability of staff and discuss any possible closure with the Chair of Governors,
- An information text will be sent to all parents if the decision is to close the school
- A closure notice will also appear on the Bucks County Council website <http://apps1.buckscc.gov.uk/eforms2005/SSSchoolStatus/default.aspx> who will also inform the local radio.

- **Where can I find your school policies and statements?**

The most useful ones can be found on our school website ([www.curzonschool.co.uk](http://www.curzonschool.co.uk)). Alternatively, please send in a request to the school office.

- **My child was allowed to bring a toy to nursery everyday, is this allowed now she has started at Curzon?**

We have a school policy that Class 1 and 2 pupils only bring in something from home for 'Show and Tell'. Class teachers will advise you which day this falls on for their respective class.

We discourage the bringing of toys and very personal, special possessions from home as there is a lot of upset if these possessions get lost or broken.