

Guidance for Parents/Carers Of Newly Arrived Pupils

Welcome

Karibu
Swahili

Bienvenue
French

خوش آمدید
Urdu

স্বাগতম
Bengali

Welcome in my language.

Soo dhawow
Somali

Powitanie
Polish

أهلاً وسهلاً
Arabic

School contact details

Copenhagen Primary School
Treaty Street
London
N1 0WF
020 78375597

Dear Parents/Carers,

I would like to warmly welcome you to our Copenhagen family. This booklet has been written for families of children who join Copenhagen Primary School after the usual starting age in Reception.

This guidance is a summary of the most important information you and your children will need to know to make the most of education at Copenhagen Primary School.

Ethos

At Copenhagen Primary School, children come first and our priority is to deliver high quality teaching and learning, whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children achieve their very best.

Vision

Copenhagen Primary School is a dynamic and driven school which provides a purposeful, safe and caring education for all. The enjoyment and achievement of all of our learners is integral to our learning philosophy. Every child has their own strengths and interests. Our school embraces and values this diversity and offers unique opportunities for children to discover and develop their own personal, social and moral identities. We are committed to building a strong foundation in English and Mathematics for all of our children. We also support children to develop the accompanying skills, values and attitudes needed in order to be successful in future education and beyond.

School Values for 2015-16

What does the word value mean to you?

Principles or standards of behaviour; one's judgement of what is important in life.

Child friendly version:

A value is something that you think is important which helps you to make good choices.

Year 2015-16

September	Health Happiness	March	Faith
October	Harmony	April	Compassion
November	Perseverance	May	Patience
December	Honesty	June	Self-belief
January	Courage	July	Sharing
February	Gratitude	August	Respect

Yours,

Harsha Patel
Headteacher

Accidents

If a child has an accident at school First Aid is given. All serious accidents are reported to the Office and an Accident Report completed (available from the office) and parents contacted.

Addresses

Please ensure that the current address for each child and the emergency contact is kept up to date. The office should be informed of any change.

Additional support

Children with learning or behavioural needs will be referred to the school's **Assistant Headteacher Inclusion: Special Educational Needs (SEN) Coordinator, Tina Saedi.**

After School Clubs

There are various please see the class teacher for details.

Term and holiday dates can be found in the Handbook. Term-time holidays are actively discouraged; please see the Headteacher for more information.

Assemblies

A list of assemblies will be given out in the newsletter.

Attendance

The key to a good education is good attendance and good punctuality. Absences for specific purposes i.e. medical appointments, visits to secondary schools can be officially recognised or authorised. Any absence not officially recognised is unauthorised. **NO HOLIDAY LEAVE DURING TERM TIME IS EVER AUTHORISED.** If your child's attendance falls below 90% the Education Welfare Officer for the school will be informed and can discuss this, however, if attendance does not improve then it is possible for parents to be fined. If your child is absent the school **MUST** be informed immediately. When you call us please state:-

Child's name

Child's class

Reason for absence

Your name and contact details

All absences are followed up with a phone call from our Attendance Officer. We also monitor lateness and if your child arrives after 9.10am they will be recorded as late.

Breakfast Club

Breakfast Club is open to all children from 8.00am to 9.10am, Monday to Friday. Costs are £2 per child and all charges must be paid in advance. The concessionary rate is 50 pence for parents/carers on benefits. If your child arrives after 8.40 breakfast is free.

Behaviour

Copenhagen Primary school has used restorative practice for the past year to create a harmonious learning environment where pupils are able to self-regulate their own behaviour and learning. Restorative Practice is a method we use in school to create a feeling of belonging and community.

It is also an important part of our behaviour strategy. It helps the children and adults within the school form stronger relationships and feel listened to, which in turn makes for a caring atmosphere whereby they look out for and help one another. We want to build quality, respectful and fair relationships. Restorative approaches have been found to be very effective in improving behaviour, and are based on four key features:

- **RESPECT** – for everyone by listening to other's opinions and learning to value them
- **RESPONSIBILITY** – taking responsibility for your own actions
- **REPAIR** – developing the skills within our school community so that its individual members have the necessary skills to identify solutions that repair harm and ensure unwanted behaviours are not repeated
- **RE-INTEGRATION** – working through a structured, supportive process that aims to solve the problem and allows young people to remain in mainstream education

We use reflective questions when dealing with behaviour.

Our behaviour chart is based on a restorative approach, where children are trained to become fully aware of the impact of their behaviour and encouraged to make good choices.

All incidents in the school will be resolved using these four restorative questions and will be discussed with both children present; use these questions at home as well:

1. What happened?

2. What were you thinking about at the time?
3. What needs to happen to put things right?
4. What are you going to do differently next time?

Child Protection

Child protection relates to any concerns we may have about the health, safety and welfare of all the children in school. All concerns relating to child protection issues are referred to the designated teacher, the Head or Deputy Head (Inclusion).

All class teachers have a responsibility to the children in their care and must ensure that any concerns are followed up.

Complaints Procedure

There is a standard complaints procedure which has been adopted by the Governing Body. The Governing Body of the school is responsible for ensuring the proper and just consideration of complaints. A form can be collected from the Office.

We do try to resolve all issues before the need for a formal complaint. The Headteacher, Deputy and Assistant Headteacher are all available to discuss matters with you, as are all class teachers. (See below).

Contacting Members of Staff

A) Come to Walk-in Wednesday. All KS1 and KS2 teachers are available to talk about anything concerning your child every Wednesday after school until 5pm in their classroom.

B) Speak to the teacher before or after school to make an appointment.

C) Ask in the Office for an appointment if you want to talk to the Headteacher.

Curriculum

Non-negotiables: Minimum expectations that all pupils in Years N to 6 must attain by the end of year.

Each year group outline contains key objectives for the non-negotiable basics in:

- Reading
- Writing
- Speaking and Listening
- Maths
- Science
- ICT

- PE
- Music

These non-negotiables have been designed with age appropriate expectations in mind. The list are the basics that help children make progress and access learning in other areas, as well as securing success in terms of preparing children for the next stages in their learning.

Daily Routine (see info from Early Years Foundation Stage booklet for variations)

9:00am	Bell rings. KS2 children line up in the Junior playground and walk up the stairs to their classroom.
	KS1 children line up outside their classrooms. Early Years Foundation Stage children are taken to their classrooms by their parents.
9:10 am	Registration
Playtime	11:15-11:30 KS1/ 11.30 – 11:45 Y3/Y4 and Y5/Y6
12.00 pm	Reception Lunch time
12:15 pm	KS1 Lunch time Y3/Y4
12:30pm	KS2 Lunch time Y5/Y6
1:30 pm	Afternoon session begins
3:30 pm	End of school day

Nursery class Torvil, Reception class Daley and Y1 class Douglas are collected from their classrooms. Y2 and all KS2 classes are collected from the Junior playground.

Dinners

Dinners from March 2010 are free for primary aged children. Some families still choose to pay and their children should bring money on Monday morning for all dinners they require in that week.

Emergencies

Please inform the school of any changes in contact details, in case there is an emergency.

End of the Day Arrangements

Class teachers are responsible for the children in their classes until 3.40 p.m. Any child not collected by that time will be taken to the Office and parents or other named contacts phoned. If parents arrive later than 3:40pm you will be expected to pay for after school care.

If children are frequently collected late we will expect them to register with Extended School and to pay the nightly fee.

Fire Drill

We are required to hold a fire drill every term.

THERE ARE FIRE NOTICES DISPLAYED IN EVERY ROOM DETAILING FIRE EXITS AND ASSEMBLY POINTS.

Governors

Copenhagen Primary School has federated with Elizabeth Garrett Anderson. The full governing body meet once a term in the staff room. The Finance, Premises, Copenhagen sub committees also meet during the term.

There are 2 Parent Governors on our Governing Body whose term of office lasts 4 years.

Homework

Your child/children will be given homework once a week on Thursday and this is to be returned on Tuesdays. Please support this important work and make sure it is returned on time.

Illness

The school should be informed every day that your child is ill. If illness exceeds 3 days you are required to provide a doctor's certificate or other proof i.e. a prescription or a hospital appointment card.

If a child is unwell at school the Office is informed and, if necessary, parents contacted. No medication is kept or administered by a teacher. If parents request that medicine be administered during the school day they must sign an official request form available at the Office. Medication regularly used by a child, e.g. if diabetic or asthmatic should be administered through the office, (See ATTENDANCE).

Jewellery

Small gold studs, jewellery used for religious purposes and watches are allowed. Nothing else is allowed for Health and Safety reasons. We are not responsible for any jewellery lost on school premises.

Lost Property

Items of lost property can be found in the white bins at the bottom of the main stairs, if initial enquiries have not located the owner.

Please make sure all your child's clothing is labelled.

Medical Information

Please share any important medical information about your child with his/her class teacher.

Money

Children should only bring money to school to pay for educational visits. All money should be handed to the class teacher.

Members of Staff

Your child/children's year group, class name and class teachers' names are:

- Class teacher's name is:
- Year group:
- Class Name:

A buddy is another pupil who looks after your child and helps them learn in the first few weeks.

- Buddies' names:

The Headteacher's name is: Miss Patel

The office staff are: Mrs Eke, Miss Owens and Mrs Osbourne

Other staff involved with your child/children are:

Please see the Handbook for names of the rest of the staff, and information about visitors to the school.

You will have a chance to meet your child's class teacher at Parents' Evenings. You will be told about these evenings and given other important information in newsletters, which your child will bring home.

Nut free school

We are a NUT FREE school therefore nuts are not permitted in the school.

Office

The office is situated on the ground floor. The Office staff are the first point of contact for information about the school.

Parents

We want parents and carers to be involved with their child's education. A newsletter is sent to all parents and carers on alternate Fridays.

Parental Consultations

KS1 and KS2 teachers meet with parents three times a year. In the Autumn Term we hold Induction meeting which give a flavour of how we teach as well as a Parents Evening; in the Spring Term we discuss progress and in the Summer Term, parents and carers receive their child's report. Where parents are divorced or separated we try to ensure that both parents receive copies of important correspondence. Please ensure we have correct contact information for both parents.

New Parents

Parents whose children join us at the beginning of Nursery and/or Reception are invited to a new intake meeting in either January or July. A visit to the new classroom is also possible. Prior to entry there will be Home Visits from the teacher and a member of the support staff. At the beginning of September Nursery and Reception classes start a week later than the rest of the school to enable staff to carry out a Home Visit. If your child transfers from our Nursery to our Reception class there will only be a Home Visit before the start of Nursery. If your child starts new in our Reception class a Home Visit will precede their entry to school. This gives us the opportunity to see the child in her/his home environment and talk to you privately about your child. In the week before class starts there will be a tea party to introduce children to each other and to the classroom.

Parents of children new to school at times other than the usual points of entry will be specifically invited to come to an event; it may be a trip or to take part in a story session in class. They will be introduced to other parents and given the date of the next PTA meeting and will also get a chance to meet other key members of the school staff.

Friends of Copenhagen

The PTA is the Parents and Teachers Association of the school. It holds tea parties, snack sales and various fund-raising events. All parents with pupils in the school are automatically members, as are all staff. Notices for meetings are posted around the school.

Physical Education

We have two halls available for P.E.

Key Stage 1 and 2 children should bring their P.E. kit to school on Monday and take it home on Friday. P.E. kit should comprise a T-shirt and shorts or track suit bottoms. We ask that these items are kept free from logos and no football kits are allowed. If there are any problems with this there is a small amount of P.E. kit which can be borrowed.

Please remember to wash and return any PE kit borrowed by your child. All P.E. kit should be labelled. Children who forget their kit will be asked to do the lesson in vest and pants or borrow spare clothes.

No jewellery except for stud earrings should be worn for school but this is particularly important during P.E. lessons.

Children are allowed to wear jewellery for religious reasons.

All children go out to play unless they are given permission to stay indoors due to health reasons.



Photographs

We like to record the work and special events which happen here in school. Every child should have completed a form ensuring that permission has been given for their photographs to be used.

Race Equality/Equal Opportunities

The school's Race Equality Policy (and related Action Plan) is based upon the three strands of the General Duty; namely to a) eliminate unlawful racial discrimination; b) promote equality of opportunity; and c) promote good relations between persons of different racial groups.

All teaching materials are carefully checked. All staff and members of the community are committed to ensuring all pupils achieve their targets.

It is everyone's responsibility to uphold principles of Equal Opportunities and Race Equality and to challenge any breaches they may witness. Any incidents should be reported to the Office.

Religious Education (R.E.)

We regard R.E. as an essential part of the curriculum where the children's understanding of the values come alive in the classroom and help with the progression of each child's spiritual, moral, social and cultural development. We are aiming to help children develop respect and sensitivity for all people and to understand more of the importance of religion in today's world. They do not learn how to practice these faiths e.g. become a Christian or a Muslim.

Reading Books and Folders

All children should have a plastic folder or a book bag in which they take home their reading and library books as well as their Home/ School Reading record book. Reading folders go home every afternoon.

Records

Confidential information is held on the Office computer. The school is registered under the Data Protection Act. Pupil information can be constantly updated and accuracy checked so please notify us of any changes in:- your address, phone numbers, contact details and other contacts.

School day

Children are allowed into their classrooms from 9.00am onwards. It is very important that children are on time. At the end of the day, **EYFS** and **Key Stage 1** children should be collected from the playground by an adult.

School Reports

School Reports are completed in June/ July and are sent in a sealed envelope to parents and carers. Parents and carers are then invited into school to discuss the school report. The school report indicates levels of attainment for children in Years 2 and 6 and whether pupils are working above, at or below the expected level of attainment for their age.

Safeguarding

Safeguarding encompasses all the systems and structures we have in place to ensure that everyone, adults and children, working at our school is as safe as we can make them.

All staff and volunteers are required to have Enhanced DBS checks and are not allowed to work with children until these checks have been carried out. All relevant policies are kept in the Headteacher's Office – Health and Safety, Child Protection, Behaviour and Anti-Bullying.

Our PSHCE curriculum ensures that children are aware of how to keep safe and where to go and what to do if they are concerned.

Special Educational Needs

At Copenhagen Primary we have a whole school policy for Special Educational Needs based on the legal requirements in the Special Needs Code of Practice document available on the DfE website or the local Islington website. This policy clearly states the procedure to follow if you are concerned about your child.

Sweets

Sweets are not allowed in school. KS2 children can bring a piece of fruit to eat at morning break. KS1 and Early Years Foundation Stage children receive a piece of free "Fruit for Schools".

Key Stage 2 children should also be collected from the playground by an adult. Year 6 can go home on their own but permission must be given to the school first.

Please let the school know if your child/children will be late or absent, or if a different person will be collecting them.

Timing of the School Day

EYFS Nursery

Morning: 9.00-9:10am

Afternoon: 3.15pm

EYFS Reception

Morning: 9.00-9:10am

Afternoon: 3.30pm

Key Stage 1 (Year 1 – Year 2)

Morning: 9.00-9:10am

Afternoon: 3.30pm

Key Stage 2 (Year 3 - Year 6)

Morning: 9.00-9:10am

Afternoon: 3.30pm

Uniform

Our uniform is important as it unifies us as a school, but it also helps children to feel proud of their learning and take pride in all that they do.

We ask that children wear black or grey trousers, skirts or pinafore dresses, with a red polo shirt, plain red or red school sweater/cardigan and dark tights or socks. We do not allow jewellery except for plain studs if children have their ears pierced and a small wrist watch. Shoes should be plain black, sturdy and flat.



Visits Out of School

Parents are requested to give permission for their child to participate in educational visits and walks. If there is any cost involved this will be outlined in a letter.

Water in Classrooms

Every classroom has a drinking water tap fitted. In Early Years Foundation Stage and KS1 cups are provided for children. In KS2 children can bring in a plastic water bottle with a sports cap (to minimise spillage). This can be refilled at the

classroom tap. No water bottles are kept on tables and all bottles need to be labelled.

**We hope you are very happy at
Copenhagen Primary.**



