
WELCOME TO COOKHAM DEAN PRIMARY SCHOOL

This booklet aims to ensure a smooth transition from home to school by providing information about the day-to-day routines of the school. We hope that the information within this booklet will answer many of the questions that you and your child have about the school. We want to ensure that your child will feel at ease from the first day and you will feel confident that your child is being well cared for and well educated in a happy and secure environment.

Cookham Dean Church of England Primary School is a small, friendly village school set in beautiful surroundings. We provide an excellent, all-round, inclusive education for all children between the ages of 4 and 11, which is underpinned by our Christian values of friendship, peace, endurance, trust, forgiveness, joy and community.

Cookham Dean Primary School is a school where we all flourish. We nurture a caring and positive environment in which every individual is valued and his or her efforts and achievements are recognised and celebrated. We aim to provide a wide variety of learning opportunities that will inspire, excite and challenge our children to be life-long learners.

Family is at the heart of our school. You, our parents, the church and the wider community - together we can make sure that your child's experience at Cookham Dean Primary is a happy and successful one.

We very much look forward to meeting you and working with you.

Mrs FM Reekie
Headteacher

SCHOOL STRUCTURE

Reception
(early years Foundation Stage)
(4 - 5 years old)

Key Stage 1
Years 1 and 2
(5 - 7 years old)

Key Stage 2
Years 3, 4, 5, 6
(8 - 11 years old)

The school is split on two sites:

- **Reception & Key Stage 1** is situated on one side of the road and comprises Years 1 and 2 and Early Years Foundation Stage (EYFS).
- **Key Stage 2** is situated on the other side of the road (with the Hall, Library and the School house) and comprises Years 3, 4, 5 and 6.

The children are taught in **SEVEN** year groups and the admission number per year group is currently set at 28.

SESSION TIMES

The school timetable throughout the academic year is as follows:

The school gates open at 8.35am.

08.35	Staff commence playground duty <i>children must not be left in the school buildings or school grounds before 08.35</i>
08.45	Registration in year groups
09.05	Assembly
09.20	Morning session begins
10.25	Morning break (all children)*
10.45	Morning session resumes
12.00	Lunch: Reception and Key Stage 1
12.10	Lunch: Key Stage 2
13.10	Afternoon session begins
15.15	School ends

*Breaktimes for Reception are more flexible

(any changes to the opening times will be noted in the newsletter)

We operate a 'soft start' to the day which means that the children can come into school from 8.35am to start their morning work. All children must be in their classes by 8.45am.

SCHOOL UNIFORM

The school colours are red and dark grey.

Girls:	• Dark grey skirt to the knee, allowing room for movement, dark grey pinafore, dark grey tailored trousers, or knee length shorts • School tie • White blouse or shirt • Red cardigan with school logo* • Black, red or grey tights or white knee length or ankle socks • Red school fleece (with school logo)* • Summer term: Red and white gingham or candy striped dress and red school cardigan/ sweatshirt (with school logo)
Boys:	• Dark grey or black trousers or knee length shorts • White shirt • School tie • Red jumper with school logo • Red school fleece (with school logo)* • Black or grey socks
PE Kit:	• Red & black polo shirt with embroidered logo • Red & black shorts <u>or</u> skort • Red & black knee length socks • In the interest of hygiene children must change for PE. Hair that is longer than shoulder-length must be tied back and not be allowed to hang loose for PE and games. <u>PE KIT OPTIONAL ITEMS</u> • Black & red mid-layer with embroidered logo • Black long sleeve baselayer top (worn under polo shirt) – purchase elsewhere • Black tracksuit bottoms with embroidered logo • Black baselayer leggings (worn under shorts or skort) – purchase elsewhere

All items carrying the school logo are available to purchase from Goyals in Maidenhead. 28A Bridge Street, SL6 8BJ.

EQUIPMENT

Children from Year 3 upwards should bring in to school a named pencil case with their own pencils, crayons, rubbers, felt-tip pens and a glue stick.

Recommendations:

We also make certain recommendations, which comply with Health and Safety Regulations:

- Fashion shoes are not suitable for school. Heels should not be higher than 4 cm (measuring at the back of the heel) and should not be narrow based. Open-toe sandals are not appropriate.
- All children should have wellington boots in school to use for playtime on the field (each class has a welly store). Shoes should be provided for children to change into indoors.
- Jewellery should not be worn in school.
- If your child's ears have been pierced, you are asked to make sure that your child wears flat sleepers in school. Earrings are dangerous for PE and Games and must be removed or taped over. Staff members are not permitted to do it for them.
Please provide plaster or similar tape for your child's earrings if they cannot be removed because of the six weeks healing period. After this time earrings must be removed for PE and Games and be the child's responsibility.
- Hair that is longer than shoulder-length must be tied back and not be allowed to hang loose; this is for safety reasons as well as health reasons. Hairbands should be plain, black, grey or red, and not have any sharp points.
- Nail varnish, make-up and transfers (temporary tattoos) are also not appropriate for school and should be removed before children arrive at school.
- If the weather is very sunny, we advise that you apply sun cream to your child before school. Staff members are not permitted to apply sun cream to the pupils.

We do ask for your co-operation with these recommendations. Our concern is for the safety of your child.

**ALL ITEMS MUST BE CLEARLY NAMED including SHOES, TRAINERS
and WELLINGTON BOOTS.**

ACCESS TO SCHOOL and PARKING

Pedestrian Access

Pupils and parents may access the school via THREE entry points;

- I. Key Stage 1 and Reception main gated entrance
- II. Key Stage 2 main gated entrance
- III. Key Stage 2 rear pedestrian gate near drop off zone (see Parking below).

Pupils and parents are not permitted to access the school via the staff car park – for safety reasons.

Parking and Flow of Traffic

The school operates an informal one-way system around the school between the hours of 08.30 and 09.00 and 15.00 to 15.30 to ease the flow of traffic and to minimise any risks to children. We ask parents to adhere to the system and we encourage local residents and villagers to take particular care during these times.

We ask parents to be considerate of other parents and the local residents when parking around the school.

- Cars must not be parked on the corners of the junctions around the school as this is both dangerous and illegal.
- It is also requested that you do not park on the right hand grass verge up the lane beside the school – see map opposite – ‘X’ denotes NO PARKING.
- Drivers must not stop on the yellow zig-zag lines in front of school.

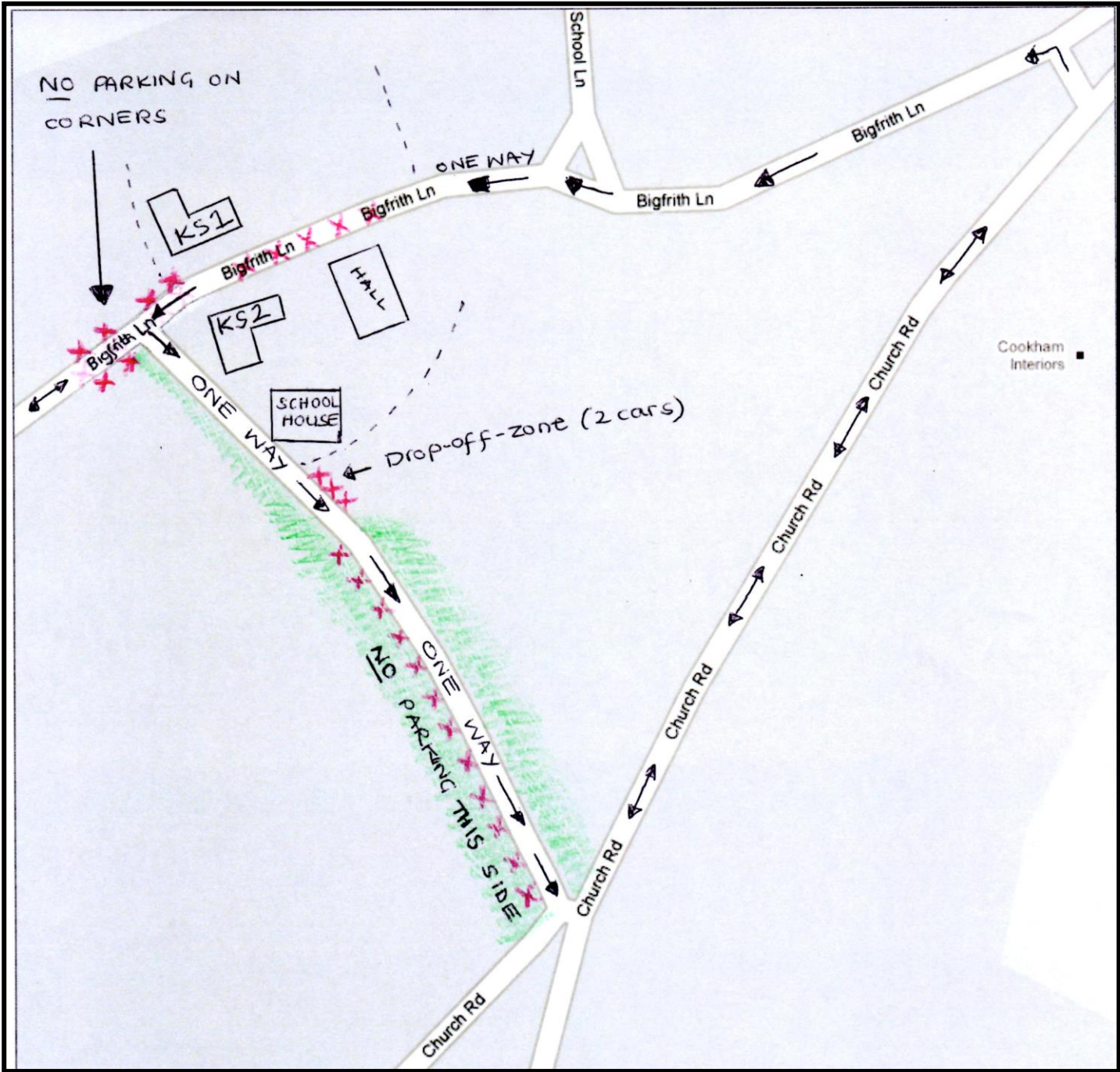
Drop-off zone: we ask that drivers leave TWO clear (large) car spaces for the drop-off / collection zone where parents/carers of Key Stage 2 children may drop their children. The drop-off zone is located just past the staff car park next to the path that leads to the rear gate of Key Stage 2 and the School house.

For your child's safety, we ask that this is the only area where children may be dropped off and collected.

We operate a kiss ‘n’ drop for KS2 in the drop off zone.

The map on the next page shows the direction of the one-way system, the no parking zones and the drop-off/collection area.

Map showing parking restrictions and the one-way system



ATTENDANCE

Regular attendance and punctuality is essential. Only illness or emergency medical appointments are considered acceptable reasons for absence from school.

Leave of absence will only be granted in exceptional circumstances and at the discretion of the Headteacher. Holidays will never be authorised and may incur a fine from the Education Welfare. Please view our attendance policy for further details.

Absence due to illness

There will be occasions when your child is not well enough to attend school. If your child has an infection or a slight temperature, please keep them at home and email the school as soon as possible and certainly by 9.30am, to let us know about the absence.

It is essential that any child who has had a period of vomiting or diarrhoea does not return to school until **48 hours** have elapsed since the last incident. The child may seem bright and well but may still be infectious to other children and staff. Please do not overlook the periods of absence even if it is inconvenient; children will be sent home if we know that the required time has not passed. Similarly, if your child is unwell with any other infectious illness or virus (e.g. conjunctivitis), they should remain at home until the infection has completely cleared.

INCLUSION

Special Educational Needs + Disability

Children have special education needs (SEN) if they have a learning difficulty that calls for special education provision to be made for them. All teachers have a responsibility to identify and meet the special educational needs of pupils. These children should be taught together with their peers and have full access to the national curriculum which is adapted to meet their needs. Support can be of various kinds - an individual programme of work, group work in the classroom or help from a teaching assistant. Where appropriate, we work in partnership with external professionals such as the educational psychology service, behaviour and learning support services, speech and language therapy and occupational therapy.

Children identified with SEN are carefully monitored through the class provision map or individual education plan (IEP). Further details can be read in the school's SEN Policy, which complies with the national Code of Practice. The school's SEN Co-ordinator is Miss Carys Windle, who works closely with the nominated SEN governor to monitor SEN provision and progress and to ensure compliance with the code of practice.

OUR ETHOS AND VALUES

Our aim is to encourage self-discipline, courtesy and consideration for others.

6Rs

In order to achieve this we have developed the 6Rs which promotes lifelong learning through 6 key areas:

Readiness – motivation towards learning, being ready for learning with the correct equipment and a ready mind.

Resourcefulness – learning with and from others, learning creatively in different ways, being flexible, applying what you have learned.

Resilience – keeping going, learning under stress, and managing your feelings about learning and the people you are learning with.

Responsibility – self-awareness in learning, taking ownership of your learning, and being able to learn alongside others

Reflectiveness – looking back, improving your learning and performance, by making connections between what you are learning and other areas of life.

Respect – for each other and the environment.

Our Christian Values

Children are encouraged to be enthusiastic learners who persevere and collaborate to achieve their goals, in a safe and caring environment underpinned by our Christian values of: **friendship, peace, endurance, trust, forgiveness, joy and community.**

Our school is built on our Christian Values that help us:-

Care and share

Create a safe, happy and friendly place

Encourage curiosity and creativity

Nurture children and staff for their journey through life

Develop responsibility and respect

Inspire the very best in all of us

The school has 6 houses, Diamond, Emerald, Topaz, Amethyst, Ruby & Sapphire. All children will be allocated a house when they start school. Siblings are placed in the same house. House points are awarded for demonstrating the 6Rs.

THE SCHOOL RULES

The school rules are underpinned by our behaviour policy and reflect our school Christian and British values as well as the 6Rs. In September, all children in each class agree a set of class rules that underpin the behaviour expected of them at all times. All the children sign this.

Positive praise is essential and staff reinforce good work, good behaviour and co-operation through a reward system that includes house points, dojos, stickers, Star Pupil Award certificates and Headteacher Awards which are given out in our celebration assembly on Fridays.

If a child's behaviour causes concern our first action would be to try to understand what has caused this behaviour. We use the Restorative Justice approach to behaviour.

ANTI-BULLYING & RACISM

The school will not tolerate bullying (including cyber-bullying) and racism in any form and we take any incidents of bullying or racism very seriously. The school works tirelessly to raise awareness about bullying through our PSHE lessons, collective worship and pastoral support. We also participate in the anti-bullying and E-safety week when we focus in greater depth on our responsibilities towards each other. We have a series of measures in place and these are outlined in our Anti-Bullying Policy which is available on the website.

EXCLUSION

Exclusion will very rarely be used and then only in the interests of the health and safety of the child concerned, or others within the school. Parents will be notified in writing at the earliest possible moment of the reason for the suspension or expulsion. All actions will follow the Local Authority regulations and procedure.

MEALTIMES and SNACKS

We provide a hot lunch with a healthy pudding, which is cooked on the premises by Caterlink. A vegetarian option is available. A termly menu is sent home to all parents, meals are provided on a 3 week rota. Copies can be found on our website and noticeboards. Lunches must be paid for termly in advance or on a weekly basis through our on-line payment system. All children in reception and Year 1 and 2 are entitled to universal free school meals.

Packed lunches may be brought to school, but the following items are not permitted;

- any glass containers, fizzy drinks, sweets and chocolate.

Lunch is in two sittings, with the Reception and Key Stage 1 children eating in the first sitting. Year 3 – 6 eat in the second sitting. Years 5 and 6 children are encouraged to help lunchtime staff during the first sitting on a rota basis. There are lunchtime controllers who help the children at mealtimes and supervise in the playground.

Some children are eligible for free school meals. We take particular care to ensure that these children remain anonymous and all information is treated in strict confidence. If you feel that you may qualify for free school meals, please come and talk to the School Secretary; she will be able to advise you. If your child is entitled to free school meals, the school can claim additional funding to help with school trips, uniform etc.

No child is allowed out of school at lunchtime unless his or her parent/carer has requested that they be taken home for lunch.

SNACKS

A piece of fruit or a vegetable is provided for Reception and KS1 children for a healthy morning playtime snack.

Key Stage 2 children are allowed to bring fruit, vegetables, cheese or plain rice cakes to eat during morning playtime.

WATER

We recommend that your child brings a (named) bottle of water to school each day, which can be taken with them into the classroom. The child may refill his/her bottle, if necessary, from the water fountains located in the school playgrounds.

THE CURRICULUM

The curriculum at Cookham Dean Primary School is broad and balanced. It aims to provide a structured programme for all children while at the same time catering for the individual needs of each child.

The Early Years Foundation Stage Curriculum (Reception)

The Reception children have the opportunity to become involved in a wide range of first hand experiences leading to the acquisition of knowledge, skills and concepts. They will experience whole class teaching, small group work and paired and individual work which are all supported by on-going observations. The staffing includes a teacher and one full time Teaching Assistant.

The curriculum for the EYFS in our school reflects the areas of learning identified in the Early Learning Goals. This is split into 3 prime areas and 4 specific areas:

Prime Areas:

- Communication & Language
- P.S.E (Personal, social & emotional)
- Physical Development

Specific Areas:

- Mathematical Development
- Literacy
- Understanding the World
- Expressive Arts & Design

Reception provision both indoors and outside includes: role play, sand & water, clay & dough, painting and modelling, construction, small world play, cooking, climbing and other physical activities, riding bikes, pushing and pulling equipment, music and movement, mark making and books, games and puzzles and much, much more! To ensure a smooth transition between Reception and Year 1, a programme is put in place to support the children as they move from the EYFS to Key Stage 1.

Key Stages 1 & 2

The school follows the National Curriculum, which consists of the four core subjects of English, Mathematics, Science and Computing.

In addition, we teach the foundation subjects of the National Curriculum which are: Design Technology, Art, History, Geography, Religious Education, Music, Physical Education, Personal, Social, Health and Citizenship and Spanish (KS2) or French in Y6.

CURRICULUM SUBJECTS

English/Literacy

At Cookham Dean we recognise the needs of children to communicate effectively and read well. Without a good grasp of language skills, children may be hampered in other areas of learning and we ensure therefore that the children have the opportunity to use their literacy skills across a wide range of subjects.

Speaking and listening

Through listening and talking in groups, children are able to explore other people's experiences and to modify and extend their own ideas. In doing so, they are able to develop a confidence in their ability to participate in discussion.

Reading

The ultimate purposes of children learning to read are that they turn to books for pleasure readily and naturally and that they use books and other printed materials as a source of information with ease and confidence.

At Cookham Dean, children are given a variety of opportunities to read throughout the day and children develop their reading skills in a wide range of contexts through all curriculum areas.

The early stages of learning to read are crucially important and we think it is so helpful for your child's learning if you can help them at home. Your child will be encouraged to bring books home and we do hope you can find a few minutes to hear them read, read to them and talk about what they are reading.

Reading for Pleasure is encouraged cross the whole school and our school library is well used.

Phonics

Phonics is taught every day in EYFS and year 1. It provides a way of teaching children particularly aged between 5 and 7 to read quickly and skilfully. Children are taught how to:

- recognise the sounds that each individual letter makes;
- identify the sounds that different combinations of letters make - such as 'sh' or 'oo'; and
- blend these sounds together from left to right to make a word.

Children can then use this knowledge to 'de-code' new words that they hear or see. This is the first important step in learning to read. Children in Year 1 are expected to sit a national phonics test at the end of the year.

Spelling, punctuation and grammar

Children across the school will have daily opportunity to practice their skills in spelling, punctuation and grammar. This includes:

- **Sentence grammar** through identifying and writing sentences that are grammatically correct
- **Punctuation** through identifying and writing sentences that are correctly punctuated
- **Vocabulary** through identifying and writing sentences in which a word is used correctly
- **Spelling** - We have weekly formal spelling tests, where the children learn keywords. Some children may be given additional spellings to learn at home, depending on the needs of the individual.

Writing

Writing is a permanent record of thoughts and ideas. Children are encouraged to write for a variety of audiences using poetry, prose, fact and fiction and this is often related to the topic being taught. At this time, they are encouraged to incorporate the conventions of spelling, punctuation and grammar that have been taught discreetly. The school has a formal handwriting policy, which is cursive in style.

Mathematics

Mathematics is a key area of the curriculum and we place a great deal of emphasis on its teaching. It is important that children acquire the basic skills and we encourage the learning of tables and number bonds. Mathematical skills are often used in other areas of the curriculum. Children are given the opportunity to apply these skills in science, technology, topic work, art, geography and history.

Science

Children need to be able to explore the world in a scientific way. The science skills taught at Cookham Dean are: observations, recording, predicting, problem solving, hypothesising, experimenting and measuring. Using skills and knowledge that are science-based, we hope that children will be better informed and more competent to judge the impact of science developments upon individuals and society at large.

Design Technology

In Design Technology children are made aware of technology in our environment and are encouraged to develop the skills required for designing and making models and artefacts.

Art

Children are offered a wide range of opportunities to express themselves in a variety of media. Art activities are a useful tool for learning across the curriculum and are incorporated into planned programmes of study in a purposeful and progressive way. We expect our children to learn to communicate with confidence in drawing, painting, print-making, three-dimensional and textile crafts and to turn as readily to image-making for expression as they do to the written and spoken word.

Geography

We encourage our children to foster an appreciation of the natural world and the human responsibilities of care for the environment. In our teaching, we develop geographical skills, and help the children to gain an awareness of their physical surroundings, as well as knowing where people live and why.

They are taught to appreciate their place in the wider world, by firstly learning about their immediate environment, leading to the United Kingdom, and then its relationship with other countries. We aim to develop within the children an understanding of other cultures.

History

We aim to develop the children's ability to describe and explain historical change and cause, as well as analysing different features of historical situations. We encourage the children to acquire evidence from historical sources, such as artefacts, pictures and photographs. We invite visiting speakers to share their experiences with us and we visit historical buildings and sites.

Computing

We live in a technological age and it is important that children acquire the knowledge and skills necessary for them to succeed in modern life. Computers and iPads are used extensively throughout the school and children are taught key skills which they then apply across all curriculum areas.

Modern Foreign Languages

Spanish is taught in KS2. Children are taught basic vocabulary and are encouraged to speak confidently in Spanish. To prepare for secondary school, French is taught in Year 6.

Music

In our music teaching we aim to develop an awareness and appreciation of sound and rhythm. We encourage the children to compose their own music and to perform to an audience by singing or playing an instrument whilst striving for the highest of standards.

Physical Education

Children take part in PE, dance and games activities twice a week. We have a large sports field, a MUGA and a full-size netball court for outdoor sports. The school is actively involved in the Schools Sports Partnership which provides opportunities for the children to participate in a range of PE and sporting activities both within school and in competition with other schools. As part of our PE curriculum, children are encouraged to run around our running track at least 3 times per week.

Personal, Social and Health Education and Citizenship

Children are encouraged to speak to their class teacher if they have a problem. We consider it very important to develop a child's self-esteem and to ensure they are happy and confident in their school environment. Personal, Social and Health Education forms a part of the curriculum but is also an integral part of school life. For those children who need extra support, we have staff who are trained in Emotional Literacy Support as well as Nurture Groups.

Religious Education and Collective Worship

We are a Church School and have close links with St John The Baptist our local Parish Church. The teaching of RE follows the framework of the Diocese agreed syllabus on Religious Education and develops knowledge and understanding of Christianity and the other principal religions represented in Great Britain. Parents have a right to withdraw their children from these lessons if they wish. A written request is required from parents by the Headteacher in this respect.

Collective Worship

Collective worship takes place in school each day and gives expression to the broadly Christian values which underpin our Church school. It provides opportunities for pupils to reflect and to consider spiritual and moral issues. We have close links with our local church St John the Baptist who will lead our collective worship. Parents have the right to withdraw their children from collective worship. Provision is made for them to be cared for by a member of staff.

Sex and Relationships Education

Sex and Relationships Education forms part of the curriculum for all children. This takes the form of work, which is centred on attitudes, feelings and an understanding of ourselves and our relationships. Sex and Relationships Education is introduced at times and in contexts relevant to the age of the child and is considered part of the Personal, Social and Health Education curriculum and Science. The work covered is presented in a way that ensures due regard to moral considerations and the value of family life. Relationships education is compulsory; however, children may be withdrawn from sex education if parents wish.

CURRICULUM SUPPORT AND ENHANCEMENT

HOMEWORK

Homework allows children to organise their own learning and to practise the study skills they will need in Secondary Education. Children are set homework, which has a purpose, interest and relevance. Homework is connected with the work that is being undertaken in school hours. Each class has homework designed in accordance with the needs of the pupils at the appropriate stage of their development. A copy of the Homework Policy is available on the website.

Currently the homework given to the year groups is as follows:

Reception	Reading, handwriting practise, topic homework.
Years 1, 2, 3 and 4	Selection of tasks related to the term's topics and maths and English. The purpose of these are to reinforce the skills and knowledge covered in the year's National Curriculum objectives. In addition, children are expected to read daily, practise their times tables/number bonds and spellings and undertake any additional work that may be sent home to supplement their learning in class. This will be personalised to the child's needs.
Years 5 & 6	As for years 1 -4 and in addition 1 piece of maths, <u>and</u> 1 piece of literacy each week. There may also be additional research to support their learning in class.

We have a series of educational apps that we subscribe to support home learning.

SCHOOL LIBRARY

All children are able to select non-fiction and fiction titles from the library on a loan basis to help them with their school projects or for pleasure.

EXTRA CURRICULAR ACTIVITIES

A variety of after-school clubs are run by external providers or staff e.g. football, netball, tennis, running, sewing, a variety of musical clubs, playball, yoga, kickboxing, Spanish etc. For an up to date list please see our latest newsletter/website.

We would welcome any offers of support with after school clubs. If you think you would like to run a club after school that is not already offered above, or if you would like to assist with any of the above, please let us know.

SCHOOL PERFORMANCES, SPORTS DAY and other GREAT EVENTS

The school takes great delight in hosting many performances by the children during the academic year and all children are encouraged to take part (although many need no encouragement). All parental support is welcomed at these events.

Performances and events include, but are not limited to:

Event	Date
EYFS/KS1 Christmas Nativity	Autumn
Year 3 & 4 Christingle Service	Autumn
Year 5 Performance	Spring
Sports Day	Summer
Musical Soiree	Summer
Year 6 Performance	Summer

We also take opportunities to take part in performances outside of school e.g. Cookham Arts Festival, Maidenhead's Got Talent and Young Voices.

SAFEGUARDING and HEALTH & SAFETY

The school works hard to ensure the safety of its pupils and staff. The school has many safeguarding procedures in place and does its best to communicate these procedures to staff, parents and pupils. The school's Safeguarding and Health & Safety policies are available for parents/carers on the website.

DBS Checks

All staff and volunteers have DBS clearance carried out by the school. Visitors who work without teacher supervision, e.g. after school clubs, are required to provide evidence of DBS clearance. Further information on this can be obtained from the school office or in the child protection advice for volunteers and visitors leaflet.

Child Protection Procedures

The designated person for child protection at Cookham Dean Primary School is Mrs Fenella Reekie, the deputy is Ms Niki Thompson. The named Governor for Child Protection is Mrs Lorna Sykes. Full details of the procedures are set out in the school's Safeguarding Policy which is available on the school website.

Signing In and Out

Children must be signed out (and back in) if they are taken out of school during the day for an emergency appointment (e.g. doctor, dentist). The signing in/out book is located in the school office for all year groups.

Parents/carers and volunteers are also asked to sign in and out when they come into school to help. This book is also kept in the school office. It is important for the school to know who is on-site in case of evacuation.

Gates

Parents are requested to close the school gates after them to keep our children safe.

Parking (see ACCESS and PARKING).

Climbing Frame

The climbing frame is for children to use under supervision at playtimes. There are safety rules concerning the use of the climbing frame, which the children and staff know. Children are not allowed to use the climbing frame out of school hours. This includes drop-off and pick-up times and also applies to siblings or other children who may be visiting at the start or end of the school day. The school cannot be held responsible for any accidents that occur out of school hours and parents who permit their children to use the climbing frame do so at their own risk.

Jewellery and Earrings (see School Uniform Recommendations).

Hair (Boys and Girls)

Hair that is longer than shoulder-length must be tied back and not be allowed to hang loose; this is for safety reasons as well as health reasons. Hairbands should be plain red, black or grey and not have any sharp points.

MEDICINE and EMERGENCIES

Medicine

All medicines must be handed into the school office with a signed medicine consent form, which is available on our website. Medication will be administered by a member of staff only with the parent's/carer's written permission. All medication must be sent in daily. Medicines must not be kept on site overnight.

Headlice

Headlice multiply rapidly in a school environment and infestations can happen fast and be a real problem. It is extremely difficult to eliminate the problem unless every family is treated. You can help prevent your child from catching lice by combing your child's hair with a nit comb regularly and washing the hair with a tea tree shampoo and conditioner. Please let the school office know if you discover that your child has headlice and have given your child a headlice treatment. A pupil found with headlice must be collected immediately by a family member for treatment at home, but may return to school after treatment.

First Aid

We have a number of First Aid at Work qualified staff at the school as well as those trained in paediatrics.

Emergency Contact

If your child becomes ill at school or has an accident you may have to be contacted quickly. Please ensure the school office have the telephone number/s to make contact in such an emergency. In case of an accident where the child needs hospital treatment, we will do our best to contact you before taking the child to hospital. If we cannot, a senior member of staff will accompany the child to hospital and act 'in loco parentis'.

RECEPTION, KEY STAGE 1 and KEY STAGE 2 SATs EXAMINATIONS

Reception

In September a reception baseline assessment will be used as the starting point from which to measure your child's progress as they move through the school. This assessment will supplement and support the teacher's broader assessments of your child's development.

Year 1

Year 1 children will undertake a phonics assessment in the summer term. Details of these results will be sent home at the end of the year as part of our annual reporting to parents. Any children that do not achieve the pass mark will be required to sit it again in Year 2.

Year 4

Year 4 will sit the multiplication tables check to determine whether pupils can retain their times tables fluently, which is essential for future success in maths.

Key Stage 2

At the end of Key Stage 2 pupils sit externally-set and marked tests in mathematics, reading, and grammar, punctuation and spelling.

In England, data collected from the assessments at all key stages are published nationally in performance tables produced by the Department for Children, Schools and Families. Our school data is published on our School website.

MOVING ONTO SECONDARY SCHOOL and the SECONDARY TRANSFER TEST (11+)

Children leaving our school move to a variety of schools in the area. Our feeder schools are Furze Platt School and Altwood Cof E School, but parents choosing single sex education may request to send their children to Newlands Girls' School or Desborough School for boys.

Children are also given the opportunity to take the Secondary Transfer Test examination at Cookham Dean Primary School. Testing for this currently takes place in school hours on the school premises.

The school is not able to tutor children who wish to take the examination, but our school is one of the approved schools in the Borough permitted to test our pupils on site, rather than travelling to Aylesbury.

OUTINGS and VISITS

Educational visits take place throughout the school year. Parents/carers are asked to complete a consent form by the teacher for each outing giving permission for the school to take the children out to places of interest and educational centres which enhance the school curriculum. Parents will always be informed of when the visits are taking place and will be asked for a voluntary contribution towards the cost of the trip or activity. The school also welcomes visitors to the school to talk to the children about specific topics and experiences. A full offsite consent form is completed at the beginning of each academic year which covers all off site visits. We will often ask for parental help on these trips, please let your class rep know if you are able to help.

Charges for Activities

Parents may be asked to make contributions for any visits or journeys organised by the school and approved by the Governors. For example, in the last few years children have visited the Milestones Museum, White Waltham Airfield, Braywick Nature Reserve, Ufton Court and Year 6 pupils make an annual visit to an outdoor education centre in Rhos-y-Gwaliau in North Wales.

Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in such an activity, the level of voluntary contributions may be a factor in deciding whether the activity can take place. If you would like to make a contribution but are unable to make the full amount, please come and talk to your child's teacher.

CHURCH SERVICES

The school has strong links with St. John the Baptist Church in Cookham Dean and the children participate in church services during school hours and are given the opportunity to participate at weekends through Sunday services, choir and other church activities. The children attend church services annually for Harvest, Christmas, Easter and in the summer for the Year 6 Leavers' Service. Every 4th Sunday in the month at 4pm children can be involved in the Family Service by reading, leading prayers or playing their musical instrument.

COMMUNICATIONS

Parent Communication with Teachers, Parents Evenings and School Reports

If you need to speak to your child's teacher about a specific matter, she/he can be available for consultation after school hours, ideally by prior arrangement, so please liaise direct with the school office. If it is something urgent, please email the office.

We organise parents' evenings in the Autumn, Spring and Summer term. The Autumn term discussion with class teachers gives parents an opportunity to assess how their child has adjusted to his/her new class and to discuss their general attitude to their work. The Spring term meeting concentrates on your child's progress and attainment with targets for improvement shared with parents/carers.

In addition, parents receive a report card twice a year that outlines their child's attainment in reading, writing and maths, their attitude to learning and their behaviour. A written report is sent home in the Summer Term, which includes attainment and progress in all subjects.

Once every term, parents are invited into class to review their child's work and learning. This may be an opportunity for the children to show parents their books or may be a short performance of a play, poem or dance to express their learning.

Website

The school website – **www.cookhamdean.org** – contains lots of information for parents. It is regularly updated to give parents quick access to the latest school news and events. Information such as school closures will be reported on the website and parents can gain access to policies, forms and other documentation without having to contact the school office. Each class has a page that reports on school activities.

Newsletter

The newsletter is our primary method of informing parents of school events, it is issued weekly. This gives details of all activities taking place in school and important messages for parents and carers. Key future dates are always included in the newsletter. The newsletter is distributed on Fridays to parents and governors by email and hard copies are available in the hall lobby area; a copy is also available on the website. Any other documents requiring attention are sent as an attachment to the newsletter. Please make sure you let the office know your email address so that you are included in the circulation.

Text Messaging/WhatsApp

The school operates a text messaging service for any emergency messages.

Termly Parent Forum

Each term there will be an opportunity for parents to meet with the Headteacher in an informal group to discuss the aim, vision and direction of the school.

Dojo

Dojo is used to share any work that the children are proud of and a form of communication between teacher and parents. This is sent direct to an allocated mobile phone.

Change of Address/Personal Details

Parents/carers are asked to inform the school of any change of address or telephone number (work, home or mobile) as soon as possible. Changes of name must be supported by the appropriate legal documentation.

PTA

At Cookham Dean Primary School we are very lucky to have a friendly, proactive and effective PTA. Their aim is to organise and support the social events that regularly take place and raise money to provide the extra resources that pupils of the school will enjoy and benefit from beyond the curriculum. All parents and carers are automatically included as members of the PTA, which is run by a committee, elected each Autumn. Participation in the PTA is purely voluntary, but we find that most parents share our enthusiasm for its work and gain a great deal of pleasure and satisfaction from joining in with its activities. The PTA is also a good support system for new parents.

Each year group has two class representatives who play an important role in school. They help to gather support within their classes for whole school events as well as class events to raise money. The PTA communicates details of upcoming events via newsletter or by email. Please make sure you pass on your email address so that you don't miss out.

All parents and carers are welcome to attend the PTA meetings and get involved. For more information please refer to the PTA notice board located outside the school hall or the school website.

PARENT VOLUNTARY CONTRIBUTION FUND

Cookham Dean Primary School has had a voluntary contribution scheme in place since 2006 which was initially set up to help fund the teaching resources at the school. This money is used to enhance school provision.

The scheme invites parents to make monthly or ad-hoc contributions. These contributions are voluntary and confidential. Gift aid can be applied to all contributions whether they are single sums or monthly donations.

For further information about the scheme, please pick up a leaflet from the lobby area of the school or contact the office at office@cookhamdean.org

GOVERNING BODY

School Governors work with the Senior Leadership to set the future direction for the school. Governors provide the Headteacher with support and advice, drawing on their knowledge and experience. They ask searching questions and respect the Headteacher's position as the professional leader of the school.

Governing bodies make decisions collectively on matters such as performance data, school policies and the school's development plan. Governors monitor the impact of policies and oversee the use of the school's budget. They report to parents on the school's achievements and respond to inspection recommendations. They hear appeals from pupils and staff and consider complaints. The Governing Body is also responsible for administering the school's admissions.

The Governing Body of Cookham Dean CE Aided Primary School is made up of:

- **One Staff Governor**
- **The Headteacher** is an automatic member
- **TWO Parent Governors** (elected by the Parent Body)
- **ONE LA Governor** (appointed by the Local Authority)
- **SEVEN Foundation Governors** (nominated and appointed by the Oxford Diocese).

The Governing Body may also elect Associate Governors as required. An Associate Governor has no power to vote.

GOVERNING BODY cont.../

The committees are:

- Admissions
- Curriculum
- School Business Support (SBS)

In addition to these committees, the Governors work in groups on ad-hoc projects that arise e.g. new builds.

If you are able to support the Governing Body in any way, please contact the Chair of Governors or the Clerk.

Minutes of Governing Body meetings are available on request from the Clerk to the Governors or the Headteacher.

For details of the Governing Body membership please refer to the school website.

OTHER INFORMATION

LOST PROPERTY

The Lost Property box is located in the lobby area of the school hall and KS1 cloakroom. Please look there first (or ask your child to) before contacting the school office.

COMPLAINTS PROCEDURE

In accordance with the Section 29 of the Education Act 2002, complaints should be made in the first instance to the Headteacher. Complaints against the Headteacher should be made to the Chair of Governors.

It is in everyone's interest that any complaint is resolved at the earliest possible stage. There are established procedures for dealing with complaints. A copy of the school's Complaints Policy can be obtained from the school website.

POLICIES

Our policies are available to parents and carers on the website, please ask if you can't find what you are looking for.

All information is correct at time of going to press in June 2024.

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OUR VISION AND VALUES

Cookham Dean Primary School is a family of learning at the heart of the community. It is built on Christian Values that help us:-

- **Care and share**
- **Create a safe, happy and friendly place**
- **Encourage curiosity and creativity**
- **Nurture children and staff for their journey through life**
- **Develop responsibility and respect**
- **Inspire the very best in all of us**



...where we all flourish