



**Parent
Information Handbook
September 2022**

Arriving at School and Registration



Morning Mon - Thurs			Home Time Mon - Thurs		
Key Stage 2	Key Stage 1	Reception	Key Stage 2	Key Stage 1	Reception
Side Gate Mon-Thurs	Side Gate Mon-Thurs	Side Gate Mon-Thurs	Side Gate Mon-Thurs	Side Gate Mon-Thurs	Side Gate Mon-Thurs
8.30am	8.30am	8.30am	3.30pm	3.30pm	3.30pm
Morning Friday			Home Time Friday		
Key Stage 2	Key Stage 1	Reception	Key Stage 2	Key Stage 1	Reception
Side Gate	Side Gate	Side Gate	Side Gate	Side Gate	Side Gate
8.30am	8.30am	8.30am	12.00pm	12.00pm	12.00pm

Reception to Year 6 arriving after 8.35am will be logged as late.

Your child will not be let into school before 8.30a.m unless a prior arrangement has been made due to exceptional circumstances.

Every morning begins with **Qiraat** and pupils are able to begin their morning with peaceful recitation. We have set assembly themes every week. Pupils do activities and build on knowledge of how to become better citizens through awareness and focussed activities. Pupils gain much from this valuable time and we would encourage you to ask your child about what they have done every day.

Punctuality

We would like to encourage Parents/Guardians to bring their children in on time. Pupils who arrive late, miss out on registration, assemblies and citizenship learning; which are an important part of the daily routine.



Pupils who arrive after 9.00 am will receive an absent mark and this will be reflected in their school report.

We recognise that regular and persistent lateness can be a concern and require further investigation and support. We refer all persistent lateness to our Senior Pastoral Care Team within school who look to work with families on improvement strategies and well-being.

Absences and Holidays

Attendance is a vital part of your child's education.

We count each day as two sessions - morning and afternoon. Your child has to attend all sessions each week on time to achieve 100% attendance for that week.

If your child has a half-day absence, they would have a 90% attendance for that week. If they had a whole day off school, their attendance would be 80% and so on. If your child is absent for the

whole week, they would be given 0% attendance, impacting on their overall attendance for the year.

We analyse your attendance on a weekly basis and will make contact with families to ascertain reasons and concerns as well as work out support strategies to ensure your child is attending.

We understand that there are times when children are genuinely ill and need to be at home, however our measures are to support maximum attendance to ensure your child has the opportunity to progress to the best of their ability.

Below is the process we follow for attendance. If your child is persistently within our Red attendance range, Local Authority will request data and further escalation may be required.

Gold	Green	Amber	Red 1	Red 2
100%	99% - 96%	90% - 95.9%	89.9% - 80%	Below 80%
Respect Points	Respect Points	Letter 1	Letter 2	Early help
Awards	Certificates	Phone calls Class teacher meeting	Meeting with Pastoral Support	Meetings with Pastoral Support Further escalation to LA

If your child is ill/absent from school we request that you phone and leave a message stating their name, year and reason for absence before 9.00 am.

Pupils who are absent for more than three days, will require notification from a GP.

Pupils who are feeling under the weather must be encouraged to come into school, we can administer paracetamol at school (fill in an administering of non-prescription medication form)

We request that parents/Carers make all appointments (Doctor, Dentist, Optician) after school hours.

We request that you do not plan family holidays during term time as the **Head will not give authorisation**, unless there are extenuating circumstances. These will be judged on a case by case basis.

Please refer to the 'Attendance Policy' online or obtain a copy from the school office

Attendance and Punctuality Awards

Pupils will build reward points each week for being punctual and attending. These points will add to their RESPECT points under the 'excellence' points.



Full punctuality and attendance each week will earn 50 'excellence' points.

Pupils who have had 100% punctuality and attendance will be rewarded half termly with a certificate and their name mentioned on the newsletter.

We will be continuing our acknowledgment of punctuality and attendance as usual in the end of year Annual Awards Assembly with trophies and medals.

Uniform

Pupils must wear the school uniform. It enables them to feel that they are part of the school community, it looks smart and is a compulsory requirement.

A full breakdown of the uniform has been included with this pack, in order that you know exactly what is required.

If for some unforeseen reason your child will not be in uniform for a particular day, it is vital that you inform us either in person, by phone or in writing.

Admin staff will contact Parents/ Guardians whose child has not been in uniform for three consecutive days.

If you are having trouble or any issues with uniform please do not hesitate to contact us, we are here to support you.

As many of the classrooms are now vinyl flooring, we are advising all parents to purchase inexpensive pumps (which are clearly named) in a pump bag, for pupils to wear indoors. These also form an important basis for our 'fire evacuation procedure'.

PE Kit

Pupils in reception will need to purchase the PE uniform. Details are clearly outlined on the uniform sheet provided. Your child will need to bring in their PE kit, labelled in their Lote Tree gym bag.

Labelling uniform and Lost Property

Every year we have boxes of lost property. We are well aware that parents/guardians purchase uniforms, PE kits and coats at a cost. We are appealing for uniforms to be labelled with your child's name.

Fabric pens are readily available from all supermarkets. Marking initials or their full name on clothing tags is a great timesaver to all those concerned. As you can appreciate teachers cannot tell whose uniform it is, unless it has some form of identification on it.

If your child has lost any unlabelled clothing then there will be an opportunity to look through lost property on the last Friday of every half term.

Homework diaries and Reading Records

All pupils have a home - school log which must be brought into school **every day**. The home - school log must be **checked and signed by your selves** on a **weekly basis**.



Teachers also check diaries regularly, so feel free to put down any queries you have regarding the homework. Alternatively if you have any concerns regarding your child's homework, contact Admin and they will make arrangements for a member of staff to call you back.

Pupils have been given a reading book and a record book. We encourage Parents/Carers to listen to their child read on a regular basis as it is a vital in raising standards in literacy.

Children do not just have to log their school readers, we are currently encouraging them to log any reading that they are doing at home, as this enables them to monitor the various types of literature that they are covering as well as giving them a sense of achievement.

For pupils who lose their diaries or reading records, there will be a charge of £1 to replace it.

Homework

As an independent school we have high expectations of our pupils. As a result we do have more homework than other schools. This is not to put undue pressure or stress on either parents or pupils, it is simply to consolidate and strengthen the work done at school, as well as allowing pupils to progress further.



Pupils will receive homework on a weekly basis. Some of this work will require your child to be independent whilst others will tasks will need you to assist your child.

Specific details of homework and due dates are issued by the class teacher at the start of the school year. Please encourage your child to take responsibility for checking their work and ensuring they know when it is due back in. This will allow them to become more independent and establish effective routines.

Spellings and Vocabulary

Pupils will get weekly spellings to learn. These words are taken from the high frequency list and the statutory spelling lists in the National Curriculum that all pupils are expected to know or be working towards learning by the end of their respective year or phase.

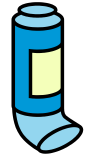


My Maths

At Lote Tree Primary, we are passionate about making maths fun. Each child will be given a 'my maths' login. Your child can practice number skills and play fun interactive games.

Medication and Inhalers

If your child requires long term medication, please make an appointment with one of 'Pastoral Team' who are also trained paediatric first aiders to discuss their condition in detail and to fill in a 'Health Care Plan'.



If your child suffers from asthma, then we require an inhaler to be kept at school at all times. We request that you contact your GP and explain that a spare inhaler is needed. We will contact you, informing you of the expiry date and will need you to make an appointment with Pastoral Team to fill in a 'Health Care Plan'.

If your child requires medication on a short term basis, we would need you to fill in the medication form in order to administer these.

We would request that any changes to your child's health and wellbeing should be reported to the **school immediately**.

A copy of the 'Policy for supporting pupils with medical conditions' and 'Administering of Medication Policy' can be accessed online and from the school office

Safe Guarding

At Lote Tree Primary Child protection comes above and beyond everything else. We liaise with our Local Safeguarding Board and would require any parents who have or are currently dealing with social services as well as those on a EHAC to speak to the SLT regarding this. All child protection issues are treated with the utmost confidentiality.

Pupils are made aware of safeguarding throughout their time at Lote Tree. This is through various lessons and awareness weeks, aiming to equip pupils with an age appropriate understanding of risks and how to deal with concerns about their safety and wellbeing.

A copy of our 'Safeguarding Policy' is available on the school website and in the school office.

We also have a dedicated Pastoral Team in place to support pupils and their families. This is a dedicated team of Senior staff, working with agencies and support networks to ensure our families have the best advice and support in place as well as looking after the wellbeing of our students and their families.





Safeguarding Information for Parents and Guardians

Designated Safeguarding Lead - Mariam Ashique

Deputy Designated Safeguarding Lead - Zubeda Khan

Deputy Designated Safeguarding Lead EYFS - Tasneem Choudhury

Deputy Designated Safeguarding Lead Nursery - Qalsoom Minhas

Safeguarding Governor - Mohammed Azeem

The safety and well-being of your child is of utmost importance to our school. We recognise that all staff and Governors have a full and active part to play in protecting our pupils from harm and that the child's welfare must be our paramount concern. Our Safeguarding officers have undertaken appropriate training for the role as recommended by the Local Authority within the past two years. Additionally we carry out extensive training within school and require staff to complete Level 2 as part of annual training.

Our school should provide a safe, caring, positive and stimulating environment that promotes the learning and care of all, alongside the spiritual, social, physical, emotional and moral development of the individual child

- Safeguarding is everybody's responsibility and everyone should know who to contact if they are concerned about a child or young person
- All staff need to be trained to identify and report possible cases of abuse Procedures:
- All safeguarding issues concerning individuals will be dealt in a confidential manner and information will only be disclosed on a 'need to know' basis. Written information will be stored securely to maintain confidentiality
- If staff have any concerns they will notify parents/carers at the earliest opportunity
- This information will be shared with one of the safeguarding officers
- If the safeguarding officers believe it necessary to take the matter further they will contact relevant authorities to investigate. The safeguarding officer will inform parents/carers before contacting relevant authorities, unless the safeguarding officer believes this could put a child at further risk
- If we feel that your child is in immediate danger or at risk we have an obligation to contact social services/police
- If you are concerned about a child, young person or a member of staff, please ask to speak to a member of the School's Safeguarding Team
- NSPCC on 0808 8005000

Pastoral Care Team

Our Pastoral Leads are qualified and trained members of staff in their area of expertise. They work hard to ensure that your child is well supported and happy at school. Depending on the need of the child or family, we provide tailored sessions for your child and will ensure high levels of communication and support for the family.

Our pastoral team deal with all areas of support, however below are key areas that they champion in their specific area.

Qualsoom
Minhas

Tasneem
Choudhury

Zubeda Khan

Farida Farooq

Nursery
Support
Domestic
Violence Lead

Behaviour
Support and
Mental
Wellbeing

Family
Support,
Attendance
and CEOP

Islamic
Wellbeing and
Tarbiyah

Accidents in School.

Keeping your child safe is our priority in school. However there are times where children can fall or trip in the playground or may be involved in an accident that was unforeseen despite all safeguarding and health and safety measures. At Lote Tree Primary we keep a log if your child has suffered from an injury. In the event that the fall involves a bump to the head, we will advise you at home time and give you a copy of the accident form

Concerns Regarding Your Child

Your child is our priority. If you or your child has any concerns, small or large please do not hesitate to contact us. You can speak to your child's tutor, or alternatively for matters that you feel are more serious contact one of the Senior Team who will be more than happy to deal with your issues or concerns. Our Safeguarding policy outlines procedures for reporting concerns or complaints against staff or the Head teacher. Please refer to the 'Whistle blowing' section and/or complaints procedure.

Dinner times

Pupils must bring in a packed lunch and a drink for dinner. Staff make every effort to try and ensure pupils are eating their lunch. If you have concerns regarding your



child please communicate this to us either in person or through the homework diaries.

Unfortunately the school cannot allow the pupils to heat their food up as this carries many safety issues. If you wish your child to have hot food you can bring this in, providing it is before 12.00pm.

Can we also request that pupils are bringing in healthy dinners. We are encouraging foods which are nutritious and low in saturated fats.

Drinks

For the first term all pupils will have free milk provided. If your child has any allergies then please outline details in the medical forms.

Pupils who wish to bring in an additional drink can do so, but can we encourage water as this is a vital element of a healthy diet.

Outdoor clothing and Footwear

At dinner and break times, pupils go outside to play. Whilst we fully understand many pupils come to school in cars, it is necessary that all pupils have a warm coat and appropriate footwear particularly at this time of year.



During the cold weather we cannot allow pupils outside unless they are appropriately dressed.

Mobile Phones

Pupils are **not allowed** to carry mobile phones to school. The school cannot accept any responsibility for lost or stolen phones.



Under certain conditions if you feel a mobile is absolutely necessary, you must come and speak to a senior member of staff explaining your position regarding these circumstances. We will then make appropriate provisions depending upon the situation.

E-safety

At Lote Tree Primary we take e-safety very seriously. We educate our staff, parents and pupils about how to stay safe online. We will be allowing your children to access technology and will equip them with some super tools to stay safe. Our pupils and parents must read the 'E-Safety Policy' and sign our '**Acceptable Use Policy**' and we require parents to be active partners in regard to safety online.

We will require parents and pupils to fill in the 'Family Agreement' and for parents to attend workshops and awareness days.

Toys and games

Reception pupils **are allowed** to bring in their small toys as part of the EYFS regulations. However we **do not recommend** that the toys are **valuable or expensive**, as we **do not take responsibility** for these.

We also **do not** allow electrical games, games consoles, smart watches, etc in school.

Equipment and Stationary

As a school we provide pupils with all of the equipment they need. However we recommend that pupils in upper primary bring in their own stationary.

This does not have to consist of anything expensive, namely a pencil, pen, sharpener, rubber, ruler and some coloured crayons.



Pupils who wish to bring in calculators must label their equipment clearly. This will ensure that it can be returned to them should it get lost or misplaced.

We cannot take responsibility for expensive stationery items and would recommend that you do not send in such to school

Lost or Damaged Equipment

As we encourage the highest level of respect and care at all times, pupils must take care of equipment, resources and possessions. Parents/Guardians will be contacted if any equipment or possessions have been damaged purposely.

Reading Books and Text Books

Pupils will bring home books on a regular basis. We request that pupils take care of these books and make sure they bring them in daily.



If books become lost or damaged please let us know either by phone or via the homework diaries.

Contacting Your Child Teacher

If you wish to speak your child's teacher in person regarding any issues or



strand of the Student Council is championed by a member of staff, developing and nurturing the key skills and active leadership.

The Roles to build upon year on year include, Head Boy, Head Girl, Student Reps, Playground Buddies, Eco-champions, Librarians, E-Safety Champions, Student Administrators and Qiraat Stars

Parents as Partners

We recognise the importance of parents and carers in a child's developing stages. As a primary care provider, you are your child's first educators and we greatly value any input, opinions and information you can share with us about your child's learning and progress.

To support this, we produce a 'profile book' within the classroom that records your child's learning and achievements during school. These represent both child-initiated activities and directed tasks. We also encourage you to contribute to these by making small observations at home. We provide many other opportunities for parents and carers to take an active part in their child's education. These include:

- Yearly parent assemblies to share our class' success and topic work
- Parent's evenings
- Sporting Events
- Regular newsletters
- Parent texts (please make sure the office have your up to date mobile phone number to receive this useful service)
- Most importantly, our family ethos is central to our school and as such, we operate an `Open-Door Policy' where parents are actively encouraged to meet with staff to discuss any concerns at the earliest opportunity. Our staff are available at the school gates during the morning and at home time. Please feel free to ask any questions. If they cannot be addressed immediately, staff will ensure the concern/message is passed on to the relevant staff member who will deal with the matter in hand.



RSE and SRE

At Lote Tree your child will be studying RSE and SRE. We approach these subjects from a holistic point of view. These are not stand alone subjects, but form part of the wider curriculum, incorporating Islamic Studies, PSHE, Citizenship, Science and emotional and physical wellbeing.

- At Lote Tree we use a scheme that has been developed by a team of teachers and Heads from The Association of Muslim Schools
- They are quality checked by the author and developer of the pioneer PSHE scheme 'Ilm to Amal'

- Checked for Islamic content and compliance by two Imams working with the AMS
- Compliance approved by DFE

If you have any questions or concerns, we have senior staff who are happy to take you through the curriculum. Our Chair of Governors, Alim Suleman Bhayat is also available by appointment to discuss any issues or concerns regarding RSE.

Parent Workshops and Awareness Training

At Lote Tree Primary we are committed to providing quality education for our pupils. We recognise that partnership with parents is key to academic and social development. Every year we provide detailed and comprehensive training on a variety of subjects for our parents.

We request that you make time to attend these as they form a vital part of your child's education.

Some of the training we would like you to attend includes:

Internet Safety and Computer Games Awareness

PREVENT

Maths - curriculum awareness and how to help your child

Phonics - workshop

My Maths- Helping your child access the online maths programme.

Parent's guide to phonics- Understanding phonics and helping your child read

Understanding the Primary Curriculum

Healthy Lunchboxes

Sugar Awareness

Sats- Helping your child

There are a number of training programmes, individual letters will be sent out to Parents/Carers outlining the details. A copy of ALL policies are available on request from the school office. Please request a list as outlined in the presentation

Important Contact Information

Contact Number: 02476261803

Email: admin@lotetreeprimary.com

Head teacher: Headteacher@lotetreeprimary.com

