

## Arrivals and Departures

Please take care when driving and parking in and around the school. For safety reasons, we ask parents to consider the points below:

- Do not park or drop off on the markings outside school, as this limits the view of the road for people to be able to cross safely.
- Do not park in the school car park (exceptions to this are for disabled badge holders through prior agreement with the school office).
- Do not use the entrance to the school as a turning area.
- Please consider the access of residents when parking and do not park across driveways or obstruct access.
- Do not turn into or drive up Palmero Avenue.
- Do not drop off or park in the residents' parking bays on Crediton Close.
- Please walk to school if possible or park a little away from the school and walk the last part of the journey.

At the end of the school day, we ask parents and carers to assemble on the playground or outside the entrance to your child's classroom until the class teachers bring your child to the door. Children will only be allowed to leave when the teacher has checked that you are there. If there is an occasion when someone other than you will be collecting your child, please inform the school office or a staff member (and your child) that morning. Teachers will not let children go with anyone who has not been identified as a contact unless we have been notified. We will not let children go with anyone who is of an inappropriate age or who is not responsible enough to take care of the child. Should you unavoidably be delayed, please telephone the school and we will ensure that your child stays with us.

Please note that the whole of the school grounds is a non-smoking area, including vaping. We would be grateful if you would encourage children to keep to the footpaths and not ride bikes or scooters until they are off site and to take their litter home. Only working dogs are permitted on school grounds.



## Attendance

### Attendance and Punctuality

Regular attendance and punctuality is an extremely important factor in raising the achievements of pupils. Even short absences can have a detrimental effect on children's learning and late arrivals can be disruptive and affect the learning of other children in the class. Early poor attendance habits follow right through from primary to secondary school and into employment and so we expect all children to be at school, and on time, every day that the school is open, as long as they are fit and healthy enough to do so. We do all we can to encourage children to attend. Please see the Attendance and Exceptional Leave policy on the school website.



### Absence

If your child is going to be absent from school, please inform the office staff as soon as possible by leaving a message on our absence line. Please clearly state the reason for absence – rather than just 'unwell.' If we have not been informed by 9.30am, a text message will automatically be sent to the parents/carers. If there is no response to this message, the Pastoral Lead will contact the parent or guardian to check on the safety and wellbeing of the child.

### Persistent Absence

The Government has stated that if a child's attendance figure goes below 90%, they are classed as persistently absent. This is equal to just 20 school days, so please help your child by ensuring they are in school unless there is a valid reason for their absence. If your child's attendance is causing concern, you will be invited into school to attend a meeting to discuss this. If concerns persist, then this may be referred into Early Help Intervention. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

### Exceptional Leave

There is no automatic right to any leave of absence, and all schools in Coventry are encouraged to adopt a policy of not authorising exceptional leave. Being mindful of this, only in very exceptional circumstances will school grant leave of absence during term time. An Exceptional Leave form is available from the school office for parents requesting absence due to

Be the best that you can be!

exceptional circumstances. Each request will be considered on an individual basis.

Please note that any leave taken without authorisation can lead to parents being issued with a fixed penalty, which is currently £60 per parent per child if paid within 21 days and £120 per parent per child if paid after this date but within 28 days. School holiday dates will be sent to you regularly and are always available from the school office or they are on the school website, and we ask you to keep to these dates when booking holidays.



## Behaviour

At Howes, we operate a positive behaviour system and look to promote positive behaviour in all our children. We expect all children to behave in an acceptable manner in school and to follow Roux's Rules which are:

- To be polite, kind and helpful.
- To listen to other people.
- To always tell the truth.
- To look after everything in school.
- To try and be the best that we can be.  
.....and we smile.

Please see our positive Behaviour Policy on the website

Please do not send children to school with toys from home as they are easily lost (or even swapped) which causes upset and distress.

## Contacts

### Contacting parents

It is essential for us to have the name and numbers of people we can contact if your child has taken ill or has an accident at school. Please inform the school as soon as any of your contact details change so that we can amend our records accordingly. We must also have an email address for each correspondence.

### Seek Permission

We will always seek your permission if any activity takes place after school, and we will notify you of any activities that will take place during school hours. If we are playing a sport at another venue, we will try to arrange transport, but you may be

required to make alternative arrangements which may involve children sharing lifts in other parents' cars. We will ensure that children are brought back to school, but it is the parents' responsibility to ensure that appropriate arrangements are made for your child to get home from school.

## Clubs and Wraparound Care

### Wraparound Club

Howes operates a Breakfast and After school Wraparound club. Breakfast Club is from 7.45am- 8.45am. This club is a fantastic way to start the day and costs just £3 per child. The price includes a light breakfast. After school wraparound club is available from 3.25pm – 5.45pm every day. The afternoon cost is: 3.25pm-4.30pm £3.00 and 4.30pm-5.45pm a further £3.00.

### Clubs

Howes also has many other clubs before, during and after school. These can change termly however; parents and children are updated regularly. Some of the clubs are free, but some are chargeable. Some of the clubs that are available are: Board games, Crochet, Dance, Forest school, Football, Gymnastics, Multi-sports, Taekwondo and others.

If you would like a place for your child at any of the clubs, please sign up for the MCAS (My Child at School App) where you will be able to book them into clubs and make payments. If you need assistance with this, please call into the school office, email [admin@howes.coventry.sch.uk](mailto:admin@howes.coventry.sch.uk) or call 02476 411711.



## Curriculum

At Howes Community Primary School, we offer a rich, exciting, well-balanced curriculum for all children from the first day they become part of our school community until the day they move onwards. Ensuring that all children have the ability to shine across the curriculum is important to us as we celebrate differing talents and abilities. Our curriculum is based on exploration and wonder alongside knowledge and skills whether that is in reading, maths, music, science, history, art or any of our curriculum subjects. We encourage inquisitiveness and build upon curiosity, supporting children to articulate their ideas, opinions and views which creates a thirst for learning and produces life-long learners. Please see the school website for the full offer.

*Be the best that you can be!*

### EYFS Curriculum

In Early Years, we are 'play people' who prioritise high quality interactions, enriching opportunities, and memorable learning experiences. Our curriculum is designed to reflect the needs and interests of our children, inspire imaginations, and is grounded in high quality learning provision. Our Transformation Tree illustrates the intended learning journey for children receiving our curriculum. Starting as acorns, they grow to become Mighty Movers, Terrific Talkers, Fantastic Friends, Magnificent Mathematicians, Masters of Mark Making and Meaning, Crafty Creators and Incredible Investigators. Their roots are made strong by learning to actively play and explore and think critically and creatively. We look after each other and enjoy exploring what makes us the same and different so that we can feel safe to begin our journey to being the best that we can be. Please see the website for further details.



### Books

From the beginning of their time at Howes, children can borrow library books and enjoy reading them at home. Taking the time to share these books with your children is an important part of developing their interest in pictures and stories and encouraging a love of reading. It is also the first stage in learning to read. Unfortunately, books are expensive, and if a book is lost or damaged at home a contribution of £5.00 will be requested to provide a replacement.

Children will also bring home reading books and journals which will be used in school as well as at home. Please ensure that your child brings these into school each day. Please sign to say that you have listened to your child read or that you have shared a book so that this can be used as part of their assessment of engagement in reading.

Your child will be given a nylon book bag with velcro fastening and a carrying handle which is ideal for keeping books in good condition and encouraging children to take care of them. Replacement bookbags are available from the office for £8.

### Phonics

The children will start to learn to read through the use of phonics. At Howes, we use The Phonic Shed as our scheme. If you have any questions, please ask and there will be opportunities to come to parent workshops throughout the year so that you can help your child to learn to read.

### Homework

Our school homework policy is designed to ensure school and home work together in partnership for the benefit of the children. We ask parents to spend some time (preferably daily, but at least three times a week) either sharing books with their child or listening to them read. Asking them questions to check that they understand what they have read is important. Younger children will be learning to sound out their words using their phonics knowledge. Please join us for our phonics workshops so you can support your child at home.

As children progress through school, they will have additional homework, predominantly set as digital homework, which has increased engagement. Your child will be provided with their passwords. They may still get paper-based homework and termly topic-based homework.

Please support your children by finding out more about the topics they are covering; details of these are sent out to parents at the start of each term. If you have any queries or concerns about the quality or quantity of the homework, please do not hesitate to have a chat with your child's teacher. Please see our Homework policy on the school website.



### Enrichment experiences

Throughout the year, every child will have the opportunity to have enrichment experiences to enhance the curriculum and their learning. We ask for voluntary contributions to support the school with this and 'Friends of Howes' heavily subsidise these activities by helping with certain costs. The children also have the opportunity to attend residential trips to enhance their experience.

Please see our Charging and Remissions policy on the school website.



Be the best that you can be!





### Collective Worship

Howes is a diverse community school, and our assemblies reflect the values of the school and the faiths within our community. During our Friday 'celebration' assembly, we recognise and share the achievements of children, both in and out of school, children who have had birthdays and also share housepoint totals for the week. Parents will receive notification if their child is due to receive a certificate in this assembly.

If you wish your child to be withdrawn from our assemblies on religious grounds, please discuss this with the Head teacher so that alternative arrangements can be made for their care during this time.

### Class Structure

Due to fluctuating numbers over the years, there are some mixed age classes throughout the school. Our curriculum is flexible and therefore the children still have opportunities to meet their own year group National Curriculum objectives.



## Emergencies

### School closures

If there is bad weather or any other eventualities that may close the school, you will be notified via text/email and through our social media platforms. Please do not leave your child at the school, or send them off to school, before you check that there is someone here to receive them. Work will be provided after the first day of closure to support remote learning.

## Food in School

### Universal Infant Free School Meals & Income Based FSM

All children in Reception and Key Stage One are eligible for universal infant free school meals. Some children may be entitled to free school meals if their families are in receipt of income support, income-based job seekers allowance, child tax credit (not working tax credit), Universal credit and other criteria. Full details can be found on the school website or from the office or visit Coventry City Council's website to apply. If you are entitled to this funding, the school also receives pupil premium funding to support you and your child further in school.

### School Meals

Educaters provide our school dinner service with a three-week rolling menu. Children have a choice of meals each day with a vegetarian option available each day. Meals are prepared in our own kitchen and offer a choice of fresh, healthy cooked food that meets Government food-based standards using good quality local ingredients. All sauces are enriched with vegetables to help increase daily vegetable uptake, with limits on added salt and sugar. Food allergies, preferences and intolerances can be catered for by contacting the school office.

The cost of a school dinner is £2.42 per day. Payment can be made through 'My Child at School' app. Children can choose daily if they want a school dinner or if they want to bring a packed lunch.

If your child has a doctor's or dental appointment and will be arriving late, it is essential that you notify us by 9.30am to ensure that a school meal is ordered. Please can you show the office staff evidence of the appointment. We ask where possible, that you arrange any appointments outside school hours. If you will be collecting your child for an appointment and a school meal will not be required please let us know. If the meal is not cancelled it will be charged.

### Packed Lunches

Children may bring healthy packed lunches, provided that the containers used are secure and clearly marked with the child's name. Children have thirty minutes to eat at midday. We feel that very few would take longer than that for a meal at home, so please ensure that lunch boxes are not overloaded. No cans, fizzy drinks, energy drinks or glass bottles are to be brought to school. Sweets, chocolate and chewing gum, etc. are also not permitted in school.

### Ideas for a healthy packed lunch:

- Small sandwich/wrap/pitta
- Chopped up fruit/vegetables (peppers, cucumbers, sugar-snap peas, celery)
- Piece of fruit (Banana, apple, raisins)
- Yoghurt
- Fruit
- Drink of water

### Healthy snacks and Drinks

Under the Fruit in School scheme, children in Early Years and KS1 are entitled to a piece of fruit a day free of charge. This is given as a playtime snack. Children are encouraged to drink water and can fill water bottles throughout the day. All children in Nursery and Reception receive a free water bottle when they

Be the best that you can be!

start school at Howes. Replacement water bottles are available to buy from the school office for £2.

### IMPORTANT ALLERGY AWARENESS

Due to food allergies, Howes Community Primary aims to be a **nut free school**. This means that children **MUST NOT** bring in anything that contains any nuts or nut oil including chocolate spread or breakfast type bars. If your child is found with any products that contain nuts, they will be removed as we have children in school with serious allergic reactions.

### Governors

Governors play an increasingly important role in the life of the school, taking more and more important decisions on your behalf. Parents have the opportunity to elect Parent Governors every four years, or as a vacancy occurs and when the time comes, we will send out further details. Please see our school website to learn more about our Governing Board.



### Medical and Illness

#### Medicine in School

If your child requires regular, long-term medication such as an asthma inhaler, this should be discussed with the class teacher and the appropriate medication form completed. Any inhalers or medication brought into school must be clearly labelled with the child's name and dosage requirements. This must be given to the office and not sent in with the child.

In most cases it should be possible for parents to ask their doctors to arrange for medication dose frequencies so that it can be taken outside of school. Where medication must be administered by staff, the parents or guardians of the child must complete a written agreement form prior to the medication coming on to the school premises. Please see our Medical Conditions Policy on the school website.

#### Illness

Parents are asked not to send their child to school if he/she is unwell. If they feel under the weather, we will be able to look after them and if their condition worsens, we will contact you. When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 48 hours following the last attack. More information about illness can be found on our website.

### Parental Support

#### Parental Involvement

At Howes, we truly believe that working together as a partnership with parents gives the children the best possible experience of school. We encourage parents to keep in close contact with school. Newsletters are emailed out on alternate Fridays during term time to keep everyone up to date with what is happening in and around the school, so please take time to read these. We also keep parents fully informed about the work of the school and the progress of their children, and hope that you will take every possible opportunity to learn about the curriculum we offer.

During the autumn and spring terms, there are opportunities to make appointments for a formal and confidential meeting with your child's class teacher to discuss progress. However, parents are always welcome to arrange to meet staff after school if there is an issue or concern, they wish to discuss. There is plenty of opportunity for you to share in the educational and social partnership we endeavour to promote – working together in unison helps your child to be the best that they can be.

#### Voluntary Helpers

We are committed to forging good relationships between home and school and should they wish to do so, parents are encouraged to help in school on a regular basis. If you are interested in helping, please see your child's class teacher. Examples of activities that parents might like to get involved in include cooking, reading, sewing and learning games, or to undertake the upkeep of books. In addition, if you have a particular talent or skill that you wish to share we would love to hear from you!

We prefer Nursery and Reception children to become accustomed to school routine before parents help in their immediate area, as too early an appearance can be unsettling for them.

#### Friends of Howes

All parents / carers are automatically members of 'Friends of Howes School,' and we welcome anyone wishing to join the committee to help in the organisation of social, educational and fund-raising activities. Events organised by Friends of Howes benefit all children in the school, so please give them your support.



Be the best that you can be!

### The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. Please sign and return this to the school.



### Pastoral support

We have excellent pastoral support for our children and families. Mrs McKenzie (our Pastoral Mentor) works closely with those children and families who need support. She is happy to help whenever she can so if you feel you need to speak to her, please call in to the school office or call the school.

At Howes, safeguarding our children is the most important role that we have. You can find our Child Protection and Safeguarding policy on the school website.

### Dog Mentor

At Howes, we are very lucky to have Roux, our school dog mentor. She has been fully trained and works with Mrs McKenzie to support our children. Roux can often be found working with children in other areas of the curriculum. She is a labradoodle and is therefore hypo-allergenic, but if your child is allergic to dogs, you must declare this on your medical form. If your child is afraid of dogs, Roux has supported many children to become more confident around dogs. If you do not want your child to be around Roux, please inform Mrs McKenzie.



### Payments

#### Charging Policy

A wide range of additional activities, including clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. We hope that parents will be prepared to make voluntary contributions towards these activities so that they are able to proceed, but if this causes difficulties, please contact the school. Please see our Charging and Remissions policy on the school website.

#### How To Pay

We are a cash free school (apart from charity events) and therefore any payments need to be made using the 'My Child at School' app. You will be given details on how to use this system, but if you have any issues, please come into the school office where we will be able to help.



### Resources Base and Intervention Support on site

#### Hearing Resource Base

Howes Primary School is the base for Coventry Hearing Resource Base (HRB) for primary age hearing impaired children. It caters for children with a profound hearing loss whose parents choose a Total Communication approach for their education. Total communication is a communication policy that involves children using either speech or Sign supported English. Sign supported English in the HRB is used to support spoken English, not as a substitute. Development of good listening and lip-reading skills is essential to the success of this approach. All pupils based in the HRB have weekly access to a deaf adult who uses British Sign Language.

All children in the HRB have an Education Health Care Plan (EHCP) based on their own communication and learning needs. The children are encouraged to develop their language and communication, both spoken English and Sign Supported English, in all aspects of their daily life at school. The children's day is split between time in the HRB with specialist Teachers of the Deaf and time in their mainstream class. This is decided on an individual basis and may change within the academic year depending on needs. We provide the children with exciting hands-on opportunities to involve them in their learning and to always encourage communication. The mainstream children and teachers in school are supported to learn signing to communicate with the hearing-impaired pupils.

Be the best that you can be!



The HRB is staffed with Specialist Teachers of the Deaf, Nursery Nurses and Teaching Assistants provided by Coventry Sensory Team. The HRB works closely with other agencies to support the children's needs including The Sensory Team, Specialist Speech and Language Therapists, Cochlear Implant Teams and Coventry Hearing and Balance Centre. Parents are invited into school for parents evening and have annual reviews every year to review the child's EHCP.

Children are usually referred to the school through the Sensory Team. The children who access support from the HRB are pupils at Howes.

### The Key Intervention Support

The Key Intervention is part of Coventry SEND Service. It is a Local Authority-run intervention, delivered by the specialist teachers of the Social, Emotional, Mental Health and Learning (SEMH) Team. This intervention is on Howes' school site, and they have their own classrooms and outdoor space. The children remain on roll at their own school throughout the duration of their intervention.

The Key offers a part-time intervention for primary-aged pupils, who are struggling to meet the behavioural expectations of their mainstream school, or who are at risk of exclusion. There is also a pathway within the Key intervention for pupils who have been permanently excluded from their mainstream school. The Key works closely with parents/carers and professionals to ensure better outcomes for pupils.

The Key provides a short-term, intensive and therapeutic approach to delivering education. The Intervention focuses on understanding and meeting the social, emotional and mental health needs of pupils, and supporting them to re-engage with learning. Through personalised plans and a holistic approach, pupils develop their independence, perseverance, and resilience. Staff are highly skilled in providing a trauma-informed and attachment-aware environment, where all behaviour is seen as a means of communication. There is a strong focus on PACE and relational approaches, where all adults have a clear understanding of their role as co-regulators. There are differentiated pathways within the Key Intervention to meet the individual pupil's level of need: These pathways range from targeted early intervention for pupils who are finding it difficult to meet the behavioural expectations of mainstream school, to a higher level of specialist support for pupils with significant SEMH needs. The Key uses the 'My Support Plan' process to evidence the provision provided and the progress the pupil makes.

All pupils who access The Key Intervention are on roll at Coventry school. With support and advice from the specialist teachers at The Key, pupils access their home school at least one day each week. Pupils eventually return back to their school setting full-time with increased success following the specialist support received throughout their placement at The Key.



### School Day

- 8.55am: School day begins (Doors open 8.45am)
- 12.00am: Early Years & KS1 lunch break.
- 12.15pm: KS2 lunch break.
- 1.00pm: Afternoon sessions begin for Early Years and KS1.
- 1.15pm: Afternoon sessions begin for KS2.
- 3.25pm: School day ends for Early Years and KS1.
- 3.30pm: School day ends for KS2.

All the children have a morning break and younger children also have a short afternoon break.



### Social Media

#### Website

Any other information that you may need you will be able to find on our school website which is [www.howesprimary.co.uk](http://www.howesprimary.co.uk)

#### Facebook

We update our facebook page regularly to share with the community all of our news and events. Please follow us <https://www.facebook.com/HowesCoventry>

#### Twitter

We also update our twitter account with some activities. Please follow us @HowesCoventry

### Special Educational Needs

Howes is an inclusive school with a dedicated Inclusion Team that is fully committed to providing a broad and balanced curriculum for all our pupils. Our staff ensure that the school provides the best support possible for children identified as having special needs. We discuss any support plans with parents and provide regular feedback on progress. External agencies may need to be consulted on some occasions but only with prior consent from parents.

Please have a look at our Special Needs Policy on the school website for more detailed information or arrange to speak to a staff member if you have any concerns. Mrs. Walters is our

Be the best that you can be!

SENCO if you need to discuss anything with her regarding any additional needs.

### Access

Children with a physical disability are fully supported in accessing all parts of the school. There is wheelchair access to all teaching areas and disabled toilets with wheelchair access. Please see our accessibility plan on the website.



### Uniform

Children are encouraged to take care of their appearance and to wear clean, tidy, sensible clothing and footwear. A school uniform helps children to develop pride in themselves and their school, to come to school with the right attitude, and to feel part of the school community. Jumpers and cardigans with the school logo can be purchased online from Brigade ([www.brigade.uk.com](http://www.brigade.uk.com)) or from the school office.

Children, especially those in Nursery and Reception will often come home with messy clothes if they have been exploring in the mud laboratory or being creative in the craft area or working with water. This shows that they have had a productive and busy day exploring their learning through play.

### School Uniform

- Royal blue sweatshirt / cardigan. (Plain or with the school logo)
- White polo shirt.
- Grey trousers/ shorts / skirt / pinafore dress.
- Blue checked summer uniform (skirt, dress) if preferred.
- Plain black shoes or black trainers with **no logo** on them.
- Weather appropriate outdoor clothing (warm coat, hat, scarf, sun hat etc)

Children in Nursery and Reception are encouraged to bring in a pair of wellington boots for outdoor play and we will provide other waterproof clothes.

### PE Uniform

- Black shorts.
- Plain white T-shirt.
- Pumps/trainers.
- Black tracksuit for outside PE.
- Swimwear for KS2 as and when required including a towel
- PE bags (available from the office).

Please ensure that all clothing is clearly labelled with your child's name including their PE uniform as it is extremely difficult to allocate non-named uniforms to the correct children. We have a pre-loved uniform sale each term.



### Jewellery

For safety reasons, children should not wear jewellery to school. We ask that children with pierced areas should only wear stud earrings and that they should be able to remove them independently.



Be the best that you can be!