

## Parent Handbook

Welcome to Eastlands Primary School.

We hope this handbook will be a useful guide to help you and your child settle into school and act as a reference document for the future.

It will help you to become familiar with our practices and school language.

If you have any questions or queries, please speak to a member of staff on morning duty.

Partnership with Parents is very important to us.

We are all here to help and look forward to building a strong and positive relationship with you and your child/ren.

Here, you will find some useful information and links to key pages on our comprehensive website.

Please use links below to find key information on our website.



### Contents

#### Section 1 - Admin

School contact details  
School Visions & Aims  
Term Dates  
School times

#### Section 2 - Communications

Contacting staff  
Newsletters  
Text2Parents

#### Section 3 -The school Day

Before School  
During School  
After school  
Attendance and Illness

#### Section 4 – EPS Curriculum

Curriculum essentials  
Assessment & Reporting  
Behaviour  
Safeguarding

#### Section 5 – Misc

Useful EPS website links

#### Glossary



# Eastlands Primary School

## 1. Section 1 - Admin

- a. The links below will take to you to the pages on the websites that are kept updated.



- b. There is a new email for all parents who wish to communicate with their child's teacher.

[EPSParents2415@welearn365.com](mailto:EPSParents2415@welearn365.com)

- c. [School contact details](#)

**E**mpowering &  
**P**reparing for  
**S**uccess in a changing world.

- d. [School Vision & Aims](#)



- e. [Term Dates](#)

- f. [School times](#) – We ask that all children are punctual as is difficult to recap on learning that has been missed. If you are dropping off children at more than one school, please talk to Mrs Edwards who will discuss ways to manage drop off at more than one school.



- g. [Late collection of children.](#)

Please inform us as soon as possible if you will be late collecting your child. Any child who is not collected by 3.30 will be admitted to BSAS club. **Please**

**note:** There will be a charge of **£3.00 - £5.00** for this

supervision. If you have children at other schools, please talk to Mrs Edwards who will discuss ways to manage collection from more than one school.



# Eastlands Primary School

## 2. Section 2 – Communications

### a. Contacting Staff

Our school communication systems are: -

1. Message through your child and in



HSCB (communication book). Please note that HSCBs are not checked every day.

2. First point of contact is your child's class teacher.

3. If you have further concerns, you can always ask to speak to

- **Miss Shipp** who leads Early Years and Year 1
- **Mr Northedge** who leads Year 2, 3 & 4,
- **Mrs Hope** who leads Year 5 & 6
- **Mrs Warrington** who is the Deputy Head Teacher or **Miss Guy** is our SENCo.

5. All email communication should be directed to

[admin2415@welearn365.com](mailto:admin2415@welearn365.com)

Or

[EPSParents2415@welearn365.com](mailto:EPSParents2415@welearn365.com)

Telephone messages: As members of staff are in classrooms phone messages will only be returned when possible.

Please note: When parents request a response by phone or email the most appropriate colleague will follow up.

- b. Newsletters - Throughout the year there will be newsletters and weekly bulletins to keep you informed of school businesses. Please read to keep your self-informed.



Head Teacher Mrs S. Edwards

**Eastlands Primary School**

- c. Text2Parents - This communication is used for reminders and any urgent information. It is important you keep us informed of any phone number changes as you will be texted on the most up to date number.
- d. Parent Pay – This is a secure method of payment. Please use where possible.

# Eastlands Primary School

## 3. Section 3 – The School Day

### a. Before school

- **Children should be in class ready to learn at 8.50.**
- Reporting and absence. – Please leave message on school automated telephone system.
- Safety first - We ask you do not park in the road immediately around the school ground.



- No dogs on or near the school grounds please.
- We ask you encourage your child to walk on school grounds and not cycle or scoot to avoid accidents.



### b. During School

- First aid – school first aiders have basic first aid training. If we are concerned about a child, we will call you and keep you informed of the situation.
- Any medicines must be taken to the main office by an adult.
- Please ensure the school is aware of your child's allergies.



### c. After school

- The school gates are secured at 3.35 so the grounds are safe for the BSAS children to access the playground.
- Children must be collected by over 18-year-old adult unless there is a temporary alternative agreed with the headteacher.



### d. Attendance

#### Know when to keep your child at home


- The start of a new term is a good time to familiarise yourself with the symptoms of common illnesses. For some, but not all, illnesses, it will be important to keep your child at home to stop their infection spreading to others.
- For example, it's fine to send your child to school or nursery with a minor [cough](#) or [common cold](#) if they are otherwise well and do not have a high temperature. But if they have diarrhoea and/or vomiting, they should stay home for at least 48 hours after the last episode.
- The NHS has a useful guide [here](#) to help parents decide whether a child is well enough to go to school, based on their symptoms

# Eastlands Primary School

## 4. Section 4 – EPS Curriculum

### a. Curriculum essentials



- Healthy Schools – please ensure your child brings in a health snack for break and **only water** in their water bottle.
- School trips - You will be informed of any trips and events through a letter.
- Swimming – Year 3 & 4 will go swimming during the year. 
- Residential take place in Year 4 & Year 6
- What your child is learning? [Curriculum webpages](#)
- Class pages - follow tab Children
  - ➔ Classes 2023.2024
  - ➔ select your child's year group.
- Homework – please focus on reading at home. Other homework will be made available through Google classrooms. Children in year 3-6 will be taught how to access this.

### b. Assessment recording and reporting

- Baseline assessment take place in the first few weeks Reception children are in school.
- Phonics screening check take place in Year 1 in June annually.

- MTC is the multiplication tables Check which Year 4 undertake annually in June.
- Year 6 SATS take place annually in May for Year 6 pupils only.
- We hold **Termly Learning Conferences (TLCs)** at the end of the autumn term and spring term to keep you informed of your child's progress. Look out for this information later this term.
- You will receive an annual report highlighting your child's progress and attainment at the end of the summer term.

- c. [School Policies](#) including Behaviour and Safeguarding policies.



- d. [Safeguarding](#) - Safeguarding the children in our care is of paramount importance to us. Please see our safeguarding children policies, procedures and guidelines. Any staff who have a concern will raise it with the lead. Wherever appropriate, the concern will then be discussed with you and then a decision will be made as to whether further action should be taken.

# Eastlands Primary School

## 5. Section 5 – Misc. & Useful EPS website links

- We are a nut free school
- As a Healthy School we ask children bring fruit for lunch and drink water throughout the day. We actively discourage the bringing in of sweets and cakes to celebrate birthdays.



- [Uniform](#)
- [PSA](#)
- [Governors](#)
- [BSAS](#)

## Glossary

<b>BSAS</b> – Before School & After School	
<b>Google Classroom</b> - a learning platform for sharing learning & assignments used in KS2	
<b>PSA</b> – Parent and Staff Association	
<b>TLC's</b> – Termly Learning Conferences	