

Welcome To George Spicer Primary School



Inspire – Empower – Improve



“Learning well today to live a better tomorrow”

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School Contact Details

Early Years/KS1 (Rec, Y1 & Y2)

Kimberley Gardens
Enfield
EN1 3SN
Tel: 020 8363 1406 (Option 2)

KS2 (Years 3 – 6)

Southbury Road
Enfield
EN1 1YF
Tel: 020 8363 1406 (Option 1)

Email office@georgespicer.enfield.sch.uk

Website www.georgespicer.enfield.sch.uk

Twitter @GeorgespicerSch

Welcome to George Spicer Primary School. We are delighted that you have chosen our school for your child's primary learning journey.

At George Spicer Primary School we value our pupils as individuals and support them to achieve their full potential. Our core values of **Determination, Resilience, Equality, Respect, Responsibility** and **Kindness** underpin our daily school life and are a significant focus of the interactions between our staff and children, as well as our teaching and learning.

We pride ourselves on being a **UNICEF Gold level Rights Respecting School**. This means we focus on teaching the children about their rights, how to respect rights and their responsibilities, based on the UN Convention on the Rights of the Child (UNCRC). Children learn to voice their rights, recognise their responsibilities and respect the rights of others. This helps them to become reliable, responsible and resilient global citizens. We ask the whole school community to be committed to the importance of all children and adults modelling responsibility and respect in all of their relationships and interactions with each other.

Our School Aims are:

- For George Spicer to be a safe and happy environment where everyone is valued and respected.
- To nurture the well-being of each child so that they can achieve their best and contribute positively to their learning.
- To offer a creative curriculum that builds on talents and interests and encourages a love of learning.
- To make a positive contribution to the local and global community by sharing ideas and values.

We believe these aims support our pupils to learn in a caring, secure and supportive environment, where all children feel valued and can develop physically, intellectually, morally and emotionally.

We offer an exciting and full range of educational experiences and encourage our pupils to become confident and independent members of our school community and make the most of the opportunities we offer.

We constantly strive to improve standards and have high expectations of all pupils. Children leave George Spicer Primary School with a good knowledge of the core subjects and more importantly, skills for life. We expect high standards of behaviour and the support of parents in this matter is invaluable.

We look forward to working together with you to achieve the best for your child.

Our School

Our school is located on two sites, five minutes walking distance apart.

- Kimberley Gardens is for Reception & Key Stage 1 children. Reception to Year 2 (ages 4-7).
Children start school at Kimberley Gardens at 8.45am* and finish at 3.30pm.
- Sketty Road is for our Key Stage 2 children. Years 3-6 (ages 7-11).
Children start school at Sketty Road at 8.45am* and finish at 3.15pm.

*Both sites operate a 'soft start' meaning that the doors are open from these times but the day officially starts for all pupils at 9am prompt.

The whole school comes together for termly assemblies and termly focus weeks when different year groups mix to work together.

Behaviour

At George Spicer, our positive behaviour policy is underpinned by our core values and being a Rights Respecting School.

A child who understands their rights understands how they and others should be treated and their sense of self-worth is strengthened. Good behaviour is promoted by teaching them to express themselves and to challenge the way they are treated. The whole school community is committed to the importance of all children and adults modelling responsibility and respect in all their relationships and interactions with each other. Children are taught that they have a choice in the way they behave and that they should choose to behave in a way that supports everyone's learning.

Our four key behaviour principles are:

- Be sensible
- Be safe
- Be respectful
- Be kind

'Stars of the Week' are awarded to pupils who are spotted being good role models or have made significant achievements related to our school values. We also use the app 'Marvellous Me' to send celebratory messages to parents about their children's behaviour and learning successes. *Please read our Behaviour Policy on our website for further information.*

Term Dates

2022-23	Autumn Term	Spring Term	Summer Term
First day of term	Monday 5 th September 2022 <i>(except for new Reception starters)</i>	Wednesday 4 th January 2023	Monday 17 th April 2023
Half term	Monday 24 th – Friday 28 th October 2022	Monday 13 th – Friday 17 th February 2023	Monday 29 th May – Friday 2 nd June 2023
<u>No school for pupils</u> (INSET days/ Bank Holidays)	Monday 31 st 2022 (INSET day)	Tuesday 3 rd January 2023 (INSET day) Friday 24 th March 2023 Consultation day (INSET day except for your child's meeting)	Monday 1 st May 2023 (Bank Holiday)
Last day of term	Friday 16 th December 2022	Friday 31 st March April 2023	Friday 21 st July 2023

Attendance and Punctuality



At George Spicer we expect your child to be in school and on time every day, our school has an attendance rate of over 95% across the year. Our Attendance Team and Learning Mentors support families to achieve this.

Good attendance and punctuality is a habit that is easier to form right from starting at George Spicer and is a life skill they will carry through into later life.

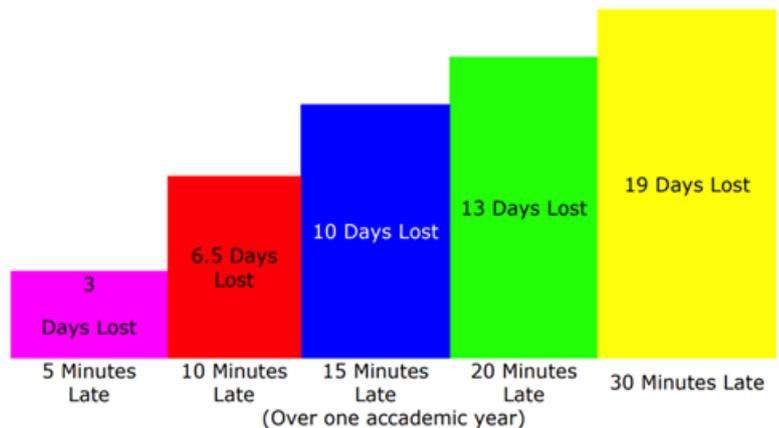
Please read our Attendance & Punctuality Policy on our website for more information.

We value children being present and punctual in school every day because:

- The day starts promptly with reading sessions; this is a key part of your child's learning time each day and impacts their learning across the whole of the Curriculum.
- Your child will make friends more easily if they are in school consistently, as this will enable them to form stronger bonds with their peers.
- Your child will settle into the daily routines of school more easily.
- Children feel uncomfortable and often become stressed when they are late arriving in class.

Every Minute Counts

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.



Illness

If your child is ill it is important that you telephone the school office by 9am on the morning of your child's first day of absence to tell us the reason why.

- Please only keep your child away from school if it is absolutely necessary.
- Your child should not come to school if they have vomited or had diarrhoea. They should stay away from school for **24 hours** after the last bout of sickness or diarrhoea.
- If your child is off for a longer period you are expected to keep the school informed and medical evidence may be requested.

If your child becomes ill at school you will be telephoned so that arrangements can be made for your child to be collected. Please ensure that all contact details are kept up to date by emailing the office with any changes.

Other Absences

If you know in advance that your child will be absent from school for a reason other than illness e.g. for a **hospital appointment**, you must inform the school office. Please note medical evidence will be requested for the absence to be authorised.

If you are observing a **Religious Festival** you will need to complete a leave of absence form which is available on the school website.

Please note the following absences will **not** be authorised:

- standard GP and dental appointments (these must be made outside of school hours)
- holidays during term time

Welfare

Our trained staff are responsible for your child's medical needs. If your child comes to the welfare room unwell or injured they will be assessed and treated accordingly and you will be contacted if the staff feel it is necessary.

Welfare staff can only administer prescribed medication if this has been discussed with the Welfare Team and a medication form completed and signed.

Children with serious medical conditions such as diabetes, allergies or asthma will need to have a written Care Plan in place with the school before they can start attending. This will clarify the nature of the condition, which treatment, medication and follow up care they will require and how the school can best support them. It is the parent's responsibility to supply the school with in-date medication which is kept on site for all children with these conditions. *Please read our Supporting Children with Medical Conditions Policy on our website for more information.*

Learning Mentors

At George Spicer, our Learning Mentors support both parent/carers and children with behaviour, parenting, emotional support and accessing outside agencies. The Learning Mentors work with the children in a nurturing way through role play and games which enables children to express themselves in a safe manner. They are also available to offer support to parents/carers with not only their child and their behaviour, but also any difficulties you may be facing. Please call the school office if you would like to speak to one of them regarding your child's well-being or you need guidance or signposting to other agencies for support.

Communication

We believe it is imperative for your child that there is a good two-way communication between the school and parents. To support in keeping you up to date, we use the following forms of communication:

- *School website:* <http://www.georgespicer.enfield.sch.uk/> This contains school term and event dates, letters, curriculum & school information, policies and forms you may need etc.
- *Curriculum Overviews:* For each year group, these can be found on the school website, informing you of what the children will be learning.
- *Weekly School Newsletter:* a link to the newsletter is emailed to parents and carers every Thursday and the newsletter is also posted on the school website. It informs you of what has happened that week at school and what is planned for the coming weeks.
- *Marvellous Me App:* Used to inform parents about their children's achievements
- *Twitter:* Follow us at @GeorgespicerSch
- *Letters:* Letters are emailed out for trips and other school events.
- *Text messages:* used to send reminders and messages to parents.
- *Email:* As we strive to become more environmentally conscious, trip letters, contact detail forms, newsletters, children's reports & most information will now be sent via email. Each class also has a designated contact email address for parent queries.

Contact Details

For safeguarding reasons, it is essential that we always have up to date contact details (name, address, telephone number, email address) for **at least 3 adults per pupil**. It is the parent/carers responsibility to keep the school updated of any changes to these details by emailing the school office - office@georgespicer.enfield.sch.uk

School Uniform

Uniform items can be purchased from many leading supermarkets and stores.

Shoes: Black shoes for all children; preferably with Velcro fastenings for Reception children so that they can manage them independently! No trainers, boots or sandals are allowed (*with the exception of black trainers only for winter PE lessons*)



Top:

White polo/shirt.

Navy blue sweatshirt, jumper or cardigan.



Trousers:

Charcoal grey or navy blue . In summer children can wear grey or navy shorts.



Skirt: Grey or navy blue skirt or pinafore dress. In summer children can wear a blue and white check dress.



Coats and Jackets:

Outdoor learning is an integral part of your child's learning. Please provide your child with an appropriate coat/jacket with a hood, as they will be outside daily.

	Spring & Summer	Autumn & Winter	
PE top	Child's house colour t-shirt, either red, green, blue or yellow, allocated by half term in October. <i>(All siblings will be in the same house colour.)</i> School sweatshirts may also be worn for outside PE lessons on colder days		
PE bottoms	Navy blue shorts	Navy or black tracksuit	
PE shoes	Black trainers		

PE Kits:

- Children will come to school in their PE kit on their PE days. Once the children have settled you will be informed when your child's class will be having PE.
- Jewellery is not allowed at school for safety reasons, with the exception of stud earrings. **NO** earrings on PE days.
- Hair bows and clips should be in the school colours and small in size.
- No nail varnish please.

Please mark all clothing and shoes with your child's name.

Book Bags:

These bags are available to purchase via ParentPay.

Book Bag: £5.00



Please only use the above bag rather than larger rucksacks as there is limited space in the cloakrooms.

Payments

George Spicer is a cashless school. All parents and carers will be provided with ParentPay login details when they join. All payments for trips, breakfast/ after school clubs and other school activities and events are made through www.parentpay.com

The only times cash is accepted in school is for charity donations.

Healthy Eating

Water & Snacks:

- Children in Reception, Years 1 & 2 are offered fruit every day, which is eaten in the classroom. This is provided as part of the Government's 'Healthy Schools' initiative.
- Children in Years 3-6 are asked to bring in a 'real' piece of fruit from home for their break time snack.
- Drinking water is available in all classrooms and water fountains are available in the playgrounds for children's use. You may provide your child with a water bottle that is clearly labelled with their name.

School Lunches:

- All children from Reception to Year 2 are eligible for Universal Infant Free School Meals (UIFSM).
- Children in Years 3 – 6 may order school dinners in half term blocks & pay through www.parentpay.com
- A copy of the lunch menu can be viewed on the school website.
- School lunches are cooked daily on each site and include vegetarian and vegan options. They do not serve pork. All meat served by the London Borough of Enfield catering is halal.
- 2 weeks' notice, via an email to the office, is required if you are wanting to change your child's lunch arrangements e.g. from school dinners to packed lunch

Packed lunches :

- If your child wishes to have a packed lunch, they should be brought in a lunchbox/bag clearly marked with your child's name and class.
- Please note we are a Healthy school - *Packed lunches* should contain a balanced variety of foods and a drink (no glass bottles please). **Sweets, chocolate, and fizzy drinks are not allowed.**
- We are a **NUT-FREE** school, this means nuts **AND** products containing nuts like chocolate spread. When found they will be removed.

Food Allergies:

- If your child is receiving UIFSM and has a food allergy, medical evidence is required to provide an appropriate meal for them.
- If medical evidence cannot be provided, please send a packed lunch with your child that meets their dietary requirements.
- The class teacher and school welfare team must also be informed of any allergies by the parent / carer. This is often discussed at home visits.

In the lunch hall, children are supported with eating their lunch by our team of lunchtime supervisors and the Reception team.

Breakfast and After School Clubs

We run our own Breakfast and After School Club on each of our sites. Breakfast Club operates from 7.30am every morning and costs £4 per day. After School Club runs from the end of the school day until 6pm each evening and costs £10.

Please register your interest by the BASC online form.

Parental Support & Involvement

Our school warmly welcomes *volunteers and helpers*. If you would like to support us by volunteering, please email the school office. Many parents help out at the beginning of the school day, for example during reading sessions. At other times you may be asked to play games with

the children, work on the computer, help with art activities, attend a school trip etc. If you have a specific skill or area of expertise, please let us know. If you would like to volunteer on a regular basis, you will be required to complete a DBS online, supported by the office. Any amount of time you can spare us is much appreciated!

We also encourage parent/carers to engage with their **child's learning** and offer termly sessions for you to attend, including Story Cafés, Phonics and Maths Workshops. These give you an opportunity to see how your child is learning by joining in activities with them. The children are so proud and love to show you what they do therefore we encourage you to attend as often as you can! Dates of events can be found on our website.

Being a **Parent Rep** for your child's class is another way to support the school. We ask for 2 volunteers per class each year. This role involves being a spokesperson for the class; meeting half termly with the headteacher to provide views on different aspects of the school, share ideas and timetabling adults to run the class stall at the summer & winter fairs. If you are interested in being a Rep please let your child's classteacher or a member of the Headship team know as soon as possible. Many thanks.



The **Friends of George Spicer School (FOGS)** is our Parent Teacher Association. They are a registered charity acting on behalf, and in the interest, of all children and parents at the school. Any parent or carer is welcome to join FOGS and volunteer their time, ideas, expertise and enthusiasm towards helping raise money for our children and the school. In the past years they have funded reading books, ICT equipment, play and sports equipment. As well as raising funds, their key objective is community spirit. They feel that it is important that the children learn from the parents how important our local community is and our events are well attended family days, which are enjoyed by all! If you would like more information or wish to be actively involved please come along to one of the FoGS monthly meetings or make contact via f0gspta1@gmail.com.

We hope that your child has a happy and successful time with us at George Spicer Primary School and we look forward to meeting you soon.