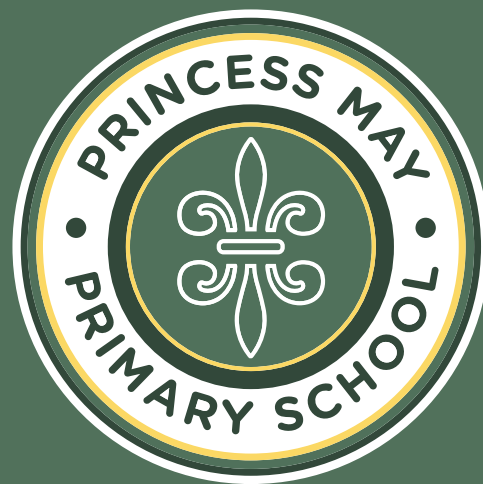


[www.princessmay.hackney.sch.uk](http://www.princessmay.hackney.sch.uk)

X @PrimaryMay



# Parent Handbook

Everything you need to know  
about our amazing school

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**“I have been amazed by the extra support we have been given by the school to help with my son’s speech and behaviour.”**

**- Year 1 Parent**

# Welcome

Princess May is a welcoming and friendly school where everyone feels safe, secure and valued.

At our school, from Nursery through to year 6, the children are always at the centre of everything we do.

We work hard to ensure that they experience the best possible learning in a happy and engaging environment. We want our pupils to explore and develop their talents and abilities within and beyond the classroom. We aim to prepare them well for the transition to secondary education and for life as citizens in an ever-changing world.

I hope that this parent handbook will enable you to gain a valuable insight into the life of our school.



**Kevin Reynolds**  
Headteacher

# About

**This handbook is designed to give all parents and carers clear guidance and information about matters relating to school life. It contains essential and useful information to answer questions about day-to-day organisation across the school.**

We hope that, having read the booklet, you will know more about how the school runs, the people involved, and what we do to secure good learning in a positive, caring environment.

It does not contain detailed information about the school curriculum or what the children are taught in school. This information will come via your children's class teacher and through regular parent consultations, reports and on the school's website:

[www.princessmay.hackney.sch.uk](http://www.princessmay.hackney.sch.uk)

**Please take time to read through this booklet, which aims to answer these questions:**

- **Who works in school and governs the school?**
- **How does the school organise things?**
- **How does the school help our children to be healthy?**
- **How does the school help our children to stay safe?**
- **How does your child contribute to school life?**
- **What does my child need to wear?**
- **How can I get involved in school life?**



**“My favourite lesson  
is PE! Coach has really  
helped me improve my  
skills, especially  
in football”**

**Year 6 Pupil**



# Our Values & Ethos



## Our Values



—  
Respect



—  
Empathy



—  
Determination

## Our Vision & Ethos

**We are proud to be a fully-inclusive school that strives to deliver outstanding outcomes for each and every child through our values of respect, empathy and determination (RED). Our broad and balanced curriculum ensures children are equipped with the knowledge, skills and cultural capital to leave Princess May fully ready for the next chapter of their lives. At Princess May Primary School, we believe learning is a lifelong process. Learning is defined as an alteration in long-term memory. If nothing has altered in long-term memory, then nothing has been learned.**

The curriculum is the progression model. We have a firm belief that knowledge is transferable, and thus have devised key concepts that underpin our curriculum. The key vocabulary and knowledge learned across our curriculum facilitates comprehension and promotes our love of reading. Our curriculum develops pupils' knowledge, skills and abilities to apply what they know and can do with increasing fluency and independence. We

have ensured that our curriculum has scope, coherence, sequencing and rigour. Overall, our curriculum gives the knowledge and cultural capital pupils need to succeed in life, underpinned by our school values of Respect, Empathy and Determination (RED).

### Our Equality Statement:

Princess May will take steps to advance equality of opportunity, foster good relations and eliminate discrimination or harassment across all the protected characteristics (age, race, gender, gender identity or reassignment, disability, marriage and civil partnership, religion and belief, pregnancy and maternity, sexual orientation) within the school community.

# School Day

## Timings of the School Day

Event	Time
Breakfast Club	7:45am - 8:45am
Break	11:15am - 11:30am
Lunch EYFS: (Two sittings)	12:00pm - 1:00pm
Lunch KS1-KS2: (Two sittings)	12:30pm - 1:30pm
Home time	3:25pm
After school Club	3.25pm - 5.45pm





“

“The partnership between parents and the school is very good. It is one of the main reasons why we like the school!”

Parent

# Attendance & Lateness

We open the school gates at 8.45am, where all children can enter their classrooms. Parents are warmly welcomed to escort their children into the playground. Any questions or queries in the morning should be directed to the school office as teachers need to focus on the children in the classroom.

From 8:45am - 8:55am, we provide 10 minutes of free extra work to help your child along in their learning. Lessons then begin promptly at 8.55am. The external school gates will close at 8.55am and any child arriving after this time will need to enter via the main office. They will not be marked late until 8.55am.

## Absences

On the first day that your child is ill, you must contact the school office by 9am on **020 7254 1589**, or email [admin@princessmay.hackney.sch.uk](mailto:admin@princessmay.hackney.sch.uk) to report your child ill to the school office. The reason for absence will be noted on your child's file. If a child is absent and a message has not been received, the school will ring to discuss the reasons for absence with you.

We are expected to share our attendance data with the local Authority, who monitor and intervene accordingly. Unauthorised absences will be shared externally.

**The government have instructed schools to remind all families that, only in very exceptional circumstances should children be taken out of school for leave. No holidays will be authorised. Full details are available in our attendance policy.**

**Requests for permission for leave should be addressed to the Headteacher.**

## Absences due to Holiday/other Circumstances

Current legislation states schools have discretionary power to grant leave of absence. No holiday will be authorised, as per guidance from the DfE. If you want to remove your child from school, you are required by law to notify the Headteacher in advance. The DfE, Hackney Education and our Governing Body monitor all absence from school. The DfE expects all children to have 100% attendance. If a child falls below this during the year, they may be referred to the Inclusion and Attendance Service. The parents can be prosecuted for poor and persistent absence.

## Absences due to an Appointment

The school understands that it may be necessary to take a child out of school for an appointment e.g. GP, paediatrician, dentist, orthodontist etc. during the school day. We would ask parents to try to minimise the number of appointments and to write informing the school of the appointment in advance. This means that when a parent arrives to collect a child all staff have prior warning that the appointment is taking place. For any medical absence to be authorised, written proof will be needed from the medical professionals. Thank you for your co-operation in this matter.

## Absences due to Illness (including Covid)

The following guidelines should be followed to ensure infection or illness is not passed on to other children:

### Vomiting or diarrhoea

Keep off for at least 48 hours after the last episode.

### Chickenpox

Keep off until the last batch of spots have crusted.

### Measles

Keep off for 5 days from the onset of the rash.

### Mumps

Keep off for 5 days from the onset of swollen glands.

### Impetigo

Keep off until the lesions have crusted over.

### Head lice

Inform the school and treat. No time off school warranted.

### Thread Worms

Inform the school and treat. No time off school warranted.

### Scarlet Fever

Inform the school and follow GP advice

### Covid

Follow the current Government guidelines. Check with the office.

A young girl with braided hair adorned with pink and clear beads is smiling warmly. She is wearing a school uniform consisting of a white collared shirt, a green and yellow striped tie, and a green cardigan. She is seated at a table with a blue and white checkered tablecloth, with a white bowl of food in front of her. The background is a brightly lit school cafeteria with a bulletin board and shelves.

““  
“I loved the ‘Come Dine with Me’ event for parents. I really got to see the amazing lunchtime experience here at Princess May.”

Year 1 Parent

# Collection

## Collection after School

The school gates will be opened at 3.20pm. All children are collected by their parents or carers from the playground. School officially ends at 3.25pm. Parents of children in the Early Years will need to collect their child from the EYFS entrance.

Please inform the school office if you are unable to collect your child/ children on time. If a child is not collected at the end of the day, they will be taken to the school office. If a different adult is collecting your child, please advise the school office or your child's class teacher.

School staff will not release your child to an adult who has not been authorised by you to collect them.

## Collection after Clubs

We respectfully ask for prompt collection after clubs. For all clubs, please collect children from the main school entrance.

If a child has not been collected five minutes after the finish time of the club, they will be taken to the school office where parents will be contacted and a fee may be charged.

# School Uniform

School uniform is an important part of a school's identity. It reinforces who we are as a community and helps allow our children to feel pride in their school.

It also ensures that our children are not put under any pressure because of the type of clothes they wear, and that they are treated equally.

## Friendly Uniform Hints

Please ensure that every item of uniform is clearly marked with your child's name.

**Children often come back in September in summer uniform as the weather is often still pleasant in early Autumn. This is fine.**

Do not feel that you need to use school uniform suppliers for every item. Second-hand uniform sales are run by the PTFA.

**Unclaimed uniform will be displayed at the end of each term.**

The school can support with hardship issues. Please contact the school office.

**Children should wear their PE kit to school on the day of their PE lessons.**



“I love the eco-club  
because we are  
helping save our  
planet.”

Year 3 Pupil

## Suppliers

### Order in store:

Rough Cut Casuals  
16 Chapel Market,  
London,  
N1 9EZ  
020 7837 7924

### Order online:

Princess May Primary School  
UK Primary Schools - Find My School  
[www.roughcutcasuals.co.uk](http://www.roughcutcasuals.co.uk)



Scan the QR code with  
your smart phone



# School Uniform

## Jewellery and Hair

**No jewellery is allowed in school except a wrist watch and stud earrings.**

Earrings must be removed before PE/ Games and swimming (staff are NOT permitted to remove earrings or tape over them; children must be able to do this by themselves). This is in line with our 'Health and Safety PE Policy' Hair for school must be tied back if long for health and safety reasons; preferably with a school hair band or plain red or black elastic. Large bows or flowers are not part of our policy.

Make up or nail varnish should not be worn to school.

## PE Kit

- **Black shorts**
- **Plain white t-shirt**
- **A pair of plimsolls – Velcro or other similarly easy fastenings are essential for younger children**
- **Navy or black jogging bottoms for outdoor lessons in cold weather**

## Book Bag

**Princess May 'Book Bags'. These are required by children in all year groups, as the inner lining protects our school books.**

## Girls' uniform

- Grey skirt/pinafore dress/ shorts/ trousers or green and white checked or striped dresses
- White blouse or collared shirt – no polo shirts please
- Green jumper or cardigan, with the Princess May logo
- Plain white short or knee length socks (not over the knee).
- Black, navy or grey tights.
- Black shoes (no sports logos).



## Boys' uniform

- Grey shorts or trousers - not jogging bottoms
- White collared shirt – no polo shirts please
- Green jumper or cardigan, with the Princess May logo
- Black shoes (no sports logos)



# Behaviour

**The school has high standards of conduct and expects all children to behave in a sensible, responsible and safe manner at all times and to have regard for the feelings and well-being of others. It is important that parents help children to understand that these rules extend into the playground and beyond school.**

We have high expectations of pupils' conduct and behaviour, which is commonly understood by staff and pupils and applied consistently and fairly. We aim to develop children into independent thinkers, resilient, motivated, confident learners, excellent communicators and happy, responsible young citizens of our school and wider community. Our school behaviour policy shares our vision of what good behaviour looks like and is used to help promote the school values of respect, empathy and determination.

Children are taught Routines for Learning, such as silent signals. Every child also has their own individual Dojo character, where they can work hard to gain points and rewards. We also use Stay on Green during all of our lessons.

Bullying, racism and homophobic language is not tolerated and children are encouraged to report incidents appropriately and sensibly.

All incidents are followed up and the school has a duty to record and report any proven incidents to the Governors and the Local Authority. Raising the profile of good behaviour is important to us and we do this in a variety of ways.

## Rewards

### Positive comments

### Gold certificates

Learning Awards

### Dojo points

Individual behaviour points

### Secret Agents

Learning Behaviours Awards  
(Growth Mindset)

**Stickers and marking special moments in whole school situations**

### Leadership badges

Pupil Ambassadors

## Sanctions

Steps	Actions	Examples of behaviour
<b>1. Reminder</b>	A verbal reminder of the three rules, delivered privately where possible. Repeat the reminder if a reasonable adjustment is required.	<ul style="list-style-type: none"> <li>• Tapping</li> <li>• Talking</li> <li>• Fidgeting in trays</li> </ul>
<b>2. Caution</b>	A clear verbal caution, thinking about next steps.	<ul style="list-style-type: none"> <li>• Any of the above</li> </ul>
<b>3. Last Chance</b>	Talking to the pupil and giving them a final chance to engage.	<ul style="list-style-type: none"> <li>• Calling out/ talking over teacher</li> <li>• Any of the above</li> </ul>
<b>4. Time Out</b>	This might be a short time outside the classroom	<ul style="list-style-type: none"> <li>• Being Physical</li> <li>• Verbal Aggression</li> <li>• Swearing</li> </ul>
<b>5. Repair</b>	Restorative conversations are needed to repair things with the pupil.	
<b>6. Escalated Behaviours</b>	Referred to SLT immediately.	Racist, sexist, homophobic, misogynistic, ableist or other derogatory references.

# Health & Medicines

**If your child has an on-going medical condition which requires intervention with medication, please ask for a meeting at the earliest opportunity with the SENDCO or member of SLT to discuss your child's medical needs. It may be necessary to complete a 'Care Plan' which will state exactly what medical needs your child has and how we deal with it during school hours.**

If your child has a specific health need e.g. asthma, severe allergy, diabetes, etc. please ensure that details about the health need/s are filled in on the annual consent forms. Should your child have a health need that becomes evident/or is diagnosed during the school year, please inform the school office straight away.

When your child starts school, it is particularly helpful if you can inform the school of any relevant health needs, concerns, or special educational needs prior to the start date. Please arrange an appointment with the SENDCO to discuss any concerns you may have about your child starting school,

especially relating to any special needs, such as speech and language, toileting, etc. This enables us to make any necessary arrangements or adjustments that can help your child to make a smooth transition to full-time school.

## Prescription Medicines

**Prescription medicines will only be administered at school:**

- When it would be detrimental to the pupil's health or school attendance not to do so.
- Where we have parents' written consent.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are: in-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage. The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. This is either in the school medical cupboard and, if necessary, also within the classroom. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

During school trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required.

Staff administering medicines will do so in accordance with the prescriber's instructions. School will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom.

## Emergency procedures

**Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' health care plans will clearly set out what constitutes an emergency and will explain what to do.**

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## Government Health Screening

School medical inspections are currently carried out across the year in various year groups. The Health Authority will notify you of these in writing, via the school, and you have the right to withdraw your child.

# Teaching & Learning

**Princess May's curriculum is a knowledge-specified and well-structured curriculum.**

Our knowledge rich curriculum aims to empower and inform children in preparation for the next steps in their educational journey. High quality planning, that considers the needs and interests of all pupils, allows the curriculum to be successful and for children to achieve their potential.

Subject leaders have carefully selected precise knowledge goals for learners at each stage of their learning journey. We believe that the more precise we are about the knowledge goals, the more rigorous we can be about the process of ensuring that all pupils meet them.

## Global Curriculum

At Princess May Primary School, we provide pupils with a global curriculum based on knowledge and skills that is relevant for the 21st century. These skills are critically important for future success. We believe that global learning helps pupils make sense of the increasingly complex and rapidly changing world in which they live. Our curriculum enables pupils to think critically about world issues and to develop an awareness of the impact our own actions can have on others.

World Leaders have committed to the Sustainable Development Goals. They consist of 17 goals to achieve 3 extraordinary things by 2030: to end extreme poverty, fight inequality and injustice, and tackle climate change.



“

“I really like the new online homework. Me and my son sit on the bus and go through it together.”

Year 2 Parent

# Reading



## 1. Encourage your child to read

Reading helps your child's wellbeing, develops imagination and has educational benefits too. Just a few minutes a day can have a big impact on children of all ages.



## 2. Read aloud regularly

Try to read to your child every day. It's a special time to snuggle up and enjoy a story. Stories matter and children love re-reading them and poring over the pictures. Try adding funny voices to bring characters to life.



## 3. Read together

Choose a favourite time to read together as a family and enjoy it.



## 4. Encourage reading choice

Give children lots of opportunities to read different things in their own time - it doesn't just have to be books. There's fiction, non-fiction, poetry, comics, magazines, recipes and much more.



## 5. Create a comfortable environment

Make a calm, comfortable place for your family to relax and read independently - or together.



## 6. Make use of your local library

Visit your local library and become a member! Local libraries also offer brilliant online materials, including audio books and ebooks to borrow.



### 7. Engage your child in reading in a way that suits them

Play games that involve making connections between pictures, objects and words, such as reading about an object and finding similar things in your home. You could organise treasure hunts related to what you're reading. Try creating your child's very own book by using photos from your day and adding captions.



### 9. Make reading active

Play games that involve making connections between pictures, objects and words, such as reading about an object and finding similar things in your home. You could organise treasure hunts related to what you're reading. Try creating your child's very own book by using photos from your day and adding captions.



### 8. Bring reading to life

You could try cooking a recipe you've read together. Would you recommend it to a friend? Alternatively, play a game where you pretend to be the characters in a book, or discuss an interesting article you've read.



### 10. Talk about books

This is a great way to make connections, develop understanding and make reading even more enjoyable.

# Our Curriculum

## Creative and Performing Arts

We believe in a broad and balanced curriculum. Drama productions take place each year. We also join with other local schools to participate in concerts, and invite secondary schools and external groups to give performances. There are opportunities for private, individual and group music tuition on a range of instruments, which happen in school.

Further details and information about waiting lists for these activities are available from the School Office. Our choir regularly attends 'Young Voices' concerts at the O2 Arena and

a wide variety of performances in local venues. At Princess May, we also have our very own Art Studio, where children take part in their weekly Art lessons. Each child has their own sketchbook, which they take with them as they move up through the school.

## Sports

The school has a variety of sports teams which compete against other schools as well as in our inter-house teams.

At the end of each school year there is an inter-house sports day - each child will be assigned to a house team (with different colours).

# Home Learning

**At Princess May, we believe home learning consolidates and reinforces skills and understanding in numeracy, literacy and other curriculum areas, and provides opportunities for parents/carers and children to work together. Princess May has decided to change the way homework is given out in order for parents to have a better overview and to save on needless paper. We have introduced a new online platform for homework called 'Learn with Emile'**

Your child will receive their own personal login details. Please support your child with completing their homework by following the guidance below.

- Your child's class teacher will set a homework task (Maths and Grammar) on Emile every Friday.
- The homework will be due the following Friday.
- If your child requires some support with their homework, we offer a lunchtime homework club every Thursday and Friday.

There will also be spellings, Times Tables Rockstars and daily reading each week. Your class teacher will check that your child has completed their homework every Friday.

**Please ask your child's class teacher or the office for a Parent Guide to access Emile. You can also find this guide on our school website.**

# Getting Ready for 'Big' School

To aid your child's preparation for life in school and preparation for independence it would be helpful if they could do these things for themselves before they start school.

- Go to the toilet by him/herself
- Use a tissue/handkerchief
- Be able to use a knife and fork
- Do up own buttons and zips. Dress themselves
- Change shoes, Wellingtons, plimsolls
- Hang up coat and hat
- Recognise own name on clothing
- Know, and be able to say clearly their name and address
- Able to respond to questions asked
- Sit quietly for a time
- Can sit on their bottom (cross-legged)
- Recognise and name primary colours
- Listen to a story for a sustained period of time
- Know numbers 1 - 10
- Write his/her own name
- Be familiar with a book
- Have some experience of the noise of larger groups of children make playing





“

**“The Early Years team are phenomenal. They have helped me and my child settle into school.”**

**Nursery Parent**

# Best Start

Preparing your child for Reception Class is vital for a great start to their education at primary school. Here at Princess May Primary School, we encourage a high level of independence, especially giving the children a chance to think independently.

It is therefore imperative that at home you too give your child the best start by providing opportunities for them to think and ask questions, play with a variety of toys and being given a chance to speak.

This can be done in a number of ways, nearly all of which are free!

- Sing along to dance music, even play their own make-shift instruments such as banging a pan with a wooden spoon.
- Chance to play with balls, bats, hoops, climbing equipment, bikes, scooters push and pull toys.
- Visit places of interest such as the seaside, parks, woods, church and other places of worship.
- Experience playing with friends of their own age and practising skills such as sharing, taking turns, negotiating rules for their play.
- Having the chance to make new friends and being encouraged to speak and interact with another child unknown to them (obviously with a responsible adult nearby!)
- Being given opportunities to experience art and crafts such as sticking, cutting with suitable age appropriate scissors, drawing, colouring, painting, etc.



- Experiencing moulding with play dough (this is easily made with ingredients found in the kitchen cupboards) or simple cooking with an adult.
- **Fixing basic puzzles/jigsaws together.**
- Being outside for a bug hunt.
- **Taking a walk and exploring nature.**
- Making collections such as a leaf collection in Autumn.
- **Being able to follow one to one instruction at a time; please find your shoes. Then moving onto two instructions such as; please find your shoes and put them on.**
- Being competent putting on their coat and shoes unaided.
- **Having the confidence of greeting an adult they know.**
- Being able to decide between two options, for example, a banana or apple for snack?

It is the children who join our school with a background of these experiences that make the quickest progress with their learning and therefore the best start in their school career!

# Additional Educational Needs

**At Princess May School, we are committed to ensuring that all pupils are given the correct support to succeed, regardless of age, gender, ethnicity or background. This commitment has been recognised by the Inclusion Quality Mark accreditation (IQM) Flagship School Award we have received, meaning differences are celebrated and correct support is implemented where necessary.**

**Our SENCO is currently working towards becoming a dyslexia assessor, meaning specialist teaching and assessment for pupils with literacy difficulties is available directly from the school. For pupils with numeracy difficulties, we have close links with specialist teachers who provide 1:1 and group support to develop maths skills. The recently-received Inclusion Quality Mark Flagship School award means we work in partnership with other schools to conduct research into special educational needs support and share**

**best practice to benefit both Princess May pupils and those in other schools.**

For pupils requiring specialised support, our NEST provision is available. The NEST is a sensory space which incorporates strategies used in an Autism Resource Provision to develop independence and learning skills. Pupils who attend our NEST, take part in a variety of interventions such as speech and language, life skills (cooking) and sensory time. Our NEST is equipped with sensory equipment to support with emotional regulation and we encourage pupils to come for regular sensory breaks with support staff.

For pupils who may require additional support with social, emotional and mental health needs, we have a school counselling service Connect Education who offer art therapy sessions to pupils. Our counselling offer includes direct work with targeted pupils on a 1:1 basis, as well as optional drop ins for pupils to discuss any concerns they may have.

Alongside this, our well-being team offer playtime and lunchtime support to pupils who may need help with emotional regulation and resolving friendship issues. A key member of our well-being team is Coco the therapy dog! Coco is available throughout the school day to lend a helping paw to those who need it. Why not follow her on twitter! @CocoPrincessMay

# Connect Ed Counselling

Connect Ed is a service available for all pupils at Princess May on Tuesdays. Connect Ed gives children the chance to talk about their feelings, help them feel good about themselves and be more able to learn.

## What difference does Connect Ed make in your child's school?

Connect Ed have over 35 years' experience of delivering professional counselling and therapy services on-site in schools across London and the South East. Currently, they work with 80 schools supporting pupils aged 4-18. This extensive experience means they can offer bespoke services, ensuring pupils access the right support at the right time to enhance their wellbeing help remove barriers to learning.

## How does Connect Ed help children?

All pupils can find help with friendship issues and other worries by choosing to visit Talk Time. These short lunchtime sessions are

open to individuals and to groups. Connect Ed also works with children one-to-one and in small groups, offering regular time-tabled support for those who will benefit most. The school will often refer children for this service. We always obtain written consent from parents or carers before working with children.

## How does Connect Ed help families?

Connect Ed will regularly work with families who may have concerns around their child's well-being or behaviour. Connect Ed offers drop in sessions, coffee mornings and parent workshops to help parents support their children both inside and outside of school.



# School Dinners

**Our School Dinners are cooked on site by staff from Olive Dining. This company provides meals each day for the majority of Hackney schools. They work within very strict guidelines and are regularly monitored by Hackney Council. As you may be aware, the Mayor of London has introduced universal free school meals for all primary school children (Reception-Year 6) regardless of income.**

However, we still need you to apply for free meals if you are receiving tax credits or benefits. This will allow your child's school to claim important extra funding that will benefit your child, worth £1,300 per year. This is extra money to spend on enrichment activities, teacher development, and targeted support for the children that need it most. There is more information about registration in your borough here:



Scan the QR code with your smart phone

## Packed Lunch

Children can bring in a packed lunch to school. The lunch needs to be provided in a suitable lunch box/bag and bottle, marked clearly with their name, (no glass bottles please). In terms of content, we ask parents to include as healthy a range as possible, with no sweets, chocolate bars or fizzy drinks. In the light of the increasing number of children with allergies, we would ask that peanut products are not included in lunch boxes, as even the smell or a trace can be enough to give an allergic reaction for some children.

## Snacks and water

Children in EYFS and KS1 receive a piece of fruit or vegetable via the Government's Fruit and Veg scheme. Children in KS2 can bring in a fruit snack in its natural form, for example, an apple or a tub of grapes. Crisps, biscuits and sweets are not allowed. Water is available at anytime of the day. Water fountains are positioned throughout the school building and in the playgrounds. We encourage children to bring in their own labelled refillable water bottles.

# Partnership with Parents

## Communication

We recognise that the education we offer will be strengthened by strong home-school communication. We have an open door policy across the school. Should you have any concerns, we would ask that you share these with the school at the earliest convenience. The easiest, most appropriate first point of contact is probably your child's teacher. A member of SLT will always be on the school gate each morning to answer any questions you may have.

We offer a range of different routes for communication, both informal and formal as detailed below.

- Short notes in reading records, either written by teachers for parents to read or vice versa
- Short notes written by parents that the child hands in to their teacher

- Formal appointment with the class teacher (outside Parents' Evening)
- Parents' Consultation appointments (2x yearly)
- Open Evenings/Classrooms (3x yearly)
- Appointments with a member of SLT
- Emails can be sent to our admin email and will be forwarded to the addressee: [admin@princessmay.hackney.sch.uk](mailto:admin@princessmay.hackney.sch.uk)

We ask that in the first instance that any issue is raised with the class teacher before escalating via the appropriate in-school channels.

We kindly request that any contact with the class teacher is not at the start of the day – please speak to the office if you have an urgent need!

# Offered to all Families

- Regular (weekly) newsletters are sent/ emailed home, posted on our school website and are available from the school office
- Termly Year group newsletters
- Welcome presentation at the start of each year
- Half-termly curriculum leaflets for each year group
- Twice yearly Parents' Consultations – all parents are invited to make an appointment to see their child's teacher(s). The SLT are also available for appointments
- Secondary Transfer consultations with the Assistant Headteacher and Year 6 team
- Termly Assessment Reports
- Annual Report/Record of Achievement – these are sent out every July
- Parent notice boards – there is a board outside the school gates, and we try to have all information on this board
- Parent voice meetings
- Follow us on our Twitter (X) accounts: @PrimaryMay, @EYFSMAY, @CocoPrincessMay, @princessmayy6
- Follow us on our Instagram account [instagram.com/eyfsmay](https://www.instagram.com/eyfsmay)

## Parents Teacher & Friends Association (PTFA)

We are fortunate at our school to have a PTFA that is and has been an integral part of the school community. The PTFA helps to raise funds to enhance our children's education experience and the school's facilities. As fantastic as the fundraising is, our PTFA is about much more than simply raising money.

The PTFA is an excellent way to bring parents and friends together socially in support of the school, working towards a common goal. All families are automatically members of the PTFA when their child joins our school and everyone is encouraged to get involved.

### Getting Involved in School Life

We have a range of whole school annual events to which parents are invited, including:

- Class assemblies and performances
- Harvest Festival – usually early in October
- PTFA Bake sales
- Christmas nativities and performances
- PTFA Winter Fair
- PTFA Summer Fair
- Fun-run Easter Service – At the end of term 4
- Sports Day – Term 6
- Summer Y6 Drama production
- Curriculum enrichment opportunities – as these arise over the year.
- Additional PTFA events across the school year

# Volunteering in School

**We welcome parents, carers and friends to volunteer in school. Volunteering in school covers three areas: hearing individual children read, helping generally in the class, and occasional help such as accompanying a school trip or volunteering at school events.**

The expertise adults can bring in to school and help bring learning alive is invaluable. All volunteers must have relevant safeguarding input and documentation from SLT.

Training takes place at the start of the school year, and volunteers are required to sign a confidentiality agreement. In year training is provided as necessary. We are sometimes able to support short term work-based projects, such as Teaching Assistant training. However, this does not imply any future

employment and depends on the timetable of the school. We are grateful to the people who currently volunteer in school and would like to encourage further involvement to give our children greater learning opportunities.

This could also benefit you by providing volunteering experience for your CV.

**Please speak to the admin team or a member of SLT for further details.**

# Adult Learning

Do you want to improve your English, maths, or digital skills, gain a qualification to enhance your career, or develop your personal and wellbeing skills?

At Princess May, our parents/carers are a part of our school community, and therefore we will do everything we can to support you. As a school, we work closely alongside various external agencies, including Hackney Council to provide opportunities for adult learning.



Scan the QR code with your smart phone

## What we offer:



- Free courses for adults and families in Hackney to learn new skills



- Group learning where online and in-person courses are taught in classes with other people



- Community-based classes run by experienced tutors and organisations who know Hackney well



- Family-friendly courses where you and your kids can learn new skills together

# Additional Information

## Enrichment

Here at Princess May, we believe that every child has the right to have an enriching, diverse and exciting educational journey. Our aim is to prepare our pupils for the wider world as successful young adults who, not only embody our seven life values but also follow their passions.

Our Enrichment programme helps to provide these opportunities for our pupils in a fun, safe and encouraging environment. We offer a wide range of subjects and skills, tailored to all ages from Reception to Year 6. Our sessions are chiefly run by Princess May's own teachers and support staff, who have particular passions for the topics they are teaching, as well as external specialists. Our Enrichment programme consists of Lunchtime and After school clubs.

## Breakfast Club

At Breakfast Club, there is always a choice of cereals, a selection of fruit freshly prepared, and toast with a choice of spreads fruit juice, milk, water and occasional hot chocolate to drink. There are two days where we provide 'specials' with crumpets, pancakes, scrambled egg, croissants etc. Children have a choice to play games both inside or outside, drawing and colouring or join in with an organised activity with a member of staff.

Breakfast Club is open daily between 7.45am - 8.45am. Payment should be made via ParentPay at least a week in advance. The pupils enjoy a healthy breakfast, followed by activities. Please contact the school office for a schedule of current charges.

## After School Clubs

The school offers a selection of after school clubs across the year. Clubs are run on a term-by-term basis for children from Reception upwards.

After School Club is available every day between 3.25pm - 5.45pm for children from Reception to Year 6.

Children are supervised at all times until the end of club. Please provide your child with a small, healthy snack. If you are late to collect your child you will be charged a late fee of £3 for every five minutes you are late.

## Lunchtime Clubs and Playtime

**Here at Princess May, we offer our pupils a variety of lunchtime clubs to choose from, such as Gardening Club, Dance Club and Chess Club. Lunchtime clubs are led by our class teachers and support staff. Year 6 children are given leadership opportunities in these clubs.**

As a school, we take an OPal approach to our playtimes. We want every child to have an amazing lunchtime - no exceptions. We believe in the physical and mental benefits of play.



Childhood has changed, and we can no longer assume that any child is able to experience full and rich play opportunities outside of school. We believe that play teaches children all the things that need to be learnt but cannot be taught. There are clearly lots of benefits from having lots of great play.



**What is the plan for play campaign?**

## Financial Matters

We operate a cashless system for all monies coming into school, whereby monies for dinners, trips and activities etc. must be paid online via Parent Pay.

Any money that does have to come into the school (charity events) should always be sent in a clearly-labelled, sealed envelope, stating the child's name, class and what the payment is for. If the payment is for more than one child, please write each child's name clearly on the envelope.

## Child Protection and Safeguarding

We have Designated Safeguarding Leaders (DSL) in school, who are contactable via the school office should you have any concerns that you feel you should share.

All staff and governors are regularly trained in safeguarding procedures. The school has an extensive policy which is available from the office. We are legally required to report any suspected cases of abuse or neglect to the authorities. We follow the Hackney Safeguarding procedures.

## Mobile Phones

We understand some children carry a mobile phone for safety if they are walking to/from school on their own. These must be handed to the class teacher at the start of the day, and collected at the end. They will be securely stored. This is to ensure mobiles are not used inappropriately in school, or cause disruption in lessons.

## Health and Safety

It is essential that the school has an emergency telephone number for both parents and where possible contact details for a friend or relative. To improve communications of a less urgent nature we are happy to contact you via text or email. We ask that you inform the school of any changes in these details.

## Security

As part of our safeguarding of children we give security a high priority. We believe all children need to feel safe and secure in school to maximise their learning.

All staff who will be in contact with your child in school must have an enhanced Disclosure and Barring Service check (DBS) before working in school. This process checks that an adult is deemed safe to work with children. The school views this as a matter of the utmost importance. Volunteers who volunteer in our lessons and/or read to our pupils will also require a DBS check. Please see the school office if you feel you would like to volunteer and require a DBS check.

All outside doors have safety locks which cannot be opened without a staff fob. When opened, school gates are manned at the beginning of the day by members of staff. The main entrance to the school is monitored closely, and a door entry system is in operation. In addition, there are CCTV cameras around the school site.

All visitors are required to sign the visitor's system and wear a badge/lanyard. If you need to collect your child for an appointment, please go to the front entrance of the school and your child will be sent to the office.

“

**“I love going on trips! We get to go to so many new places.”**

**Year 4 Pupil**



## Educational Visits and Trips

Classes take part in trips throughout the school year. A decision to arrange a trip or residential is taken after careful consideration. All visits are thoroughly risk assessed and recommended adult to child ratios adhered to. For residential trips, staff visit the venue and a risk assessment is carried out. Trips are arranged on the basis of voluntary contributions and may be cancelled if there is not enough financial support for the trip/visit.

Please see a member of SLT in the case of a request for financial assistance.

All enquiries will be treated in the strictest confidence.

We currently have residential trips in Year 6 to Kingswood in Ashford. These can be paid in instalments over a 10 month period. These residentials are not part of the 'curriculum' and are therefore can only be attended if paid for in full.

## 11 B4 11

We believe that it is not only important to provide exciting experiences within the school but to also explore the wider world, in particular the London area, to enhance children's broader learning.

11 B4 11 are eleven important experiences for children to benefit from before they leave primary school at the age of 11, such as a trip to the seaside or the theatre! We recognise that these can represent extra expense and we fundraise enthusiastically to support parents with the cost of all these experiences. Every half term, each child is entitled to an educational visit or workshop. We believe it is important to provide a wealth of experiences for our pupils!

## Swimming

**Children swim at the Clissold Leisure Centre swimming pool during their time in KS2.**

Children receive swimming lessons by qualified instructors. The class teachers are responsible for the overall health and safety

of your children. To ensure their safety in the pool, we have our own Normal Operating Procedures and Emergency Action plan, which is used in conjunction with Clissold Leisure Centre's own documentation. Life-Guards are on duty during every swimming lessons.

We also have our own risk assessments in place and medical care plans for any children with ongoing medical conditions. The pool request that children tie their hair back and wear appropriate swimwear – Girls in a one-piece swim suit and boys in trunks above the knees. This also includes goggles and a swimming cap.

## Hair/Head Lice

**Head lice are a perennial problem in all schools. Please regularly check your child's hair for head lice.**

If you do find head lice in your child's hair, please treat them in the usual way and inform the School Office so that a general note can be passed on to parents in that class. There is no need to keep your child off school during this time.

## Sun Protection

**In sunny weather we ask that parents and carers put sun screen/cream on their children before school if they so wish. You may send 'named' sun cream in with your child if you consider them able to apply it correctly. We ask you to impress upon your child that it is for their use only; other children may have an allergy. Sun hats or caps should be worn for protection. Please name all items.**



## Concerns and Complaints

In order to make a complaint, we require you to have attempted to solve the issue informally at the first instance. This involves speaking to a class teacher or the member of staff involved to try to resolve the complaint. You may approach a member of the Senior Leadership Team if your concern remains unresolved after that conversation. If you feel that your concern has not been resolved, you may begin to proceed through our formal complaints process.

### Concerns

From time to time parents express concerns and these are dealt with as a matter of routine through discussion with the class teacher or another member of staff.

### Complaints

Our school has a nominated complaints lead with responsibility for the operation and management of the school complaints procedure. This member of staff is Claudia O'Garro. They can be contacted at [admin@princessmay.hackney.sch.uk](mailto:admin@princessmay.hackney.sch.uk).

However, if the complaint is specifically against the Headteacher, please address this to the Chair of Governors, marking your

correspondence as confidential and send it to the complaints lead who will forward your complaint to the chair. Please ask for the school's complaints policy which is available from the school office or via the school website. The school has a complaints procedure and this document is available from the school office on request or on the school website.

## Images and Videos

We have a specific policy and associated permission form to allow us to use images or video of your child. This will be provided for you to complete when your child starts school and at the beginning of each year.

If you do not wish your child's image to be used, you must indicate this. Any photographs or video footage taken by the school will only be used for school purpose, including promotional material, website news, local press. We only ever publish first names with a photograph. We will offer the chance to take photographs at the end of any 'performances' in school – but none must be taken during. However, we would request that you respect the privacy and views of other parents when thinking about posting online.

## Support With Cost of Living

With the cost of living rising, many families across the country are struggling with the cost of food and energy. On this page is a list of organisations that may be able to offer help and support to those who are struggling to meet the demands of the rising costs. We are always available to offer guidance if you are experiencing difficulties at this time.

### Household Support Fund

Funding Administered by Hackney Council to support vulnerable households meet daily needs such as food, clothing, and utilities: [www.gov.uk/government/publications/household-support-fund-guidance-for-local-councils](http://www.gov.uk/government/publications/household-support-fund-guidance-for-local-councils)

### Council Tax Help

Hackney residents can apply for up to £80 reduction a month on their Council Tax bill. Tel: 020 8356 3399 or visit: [www.hackney.gov.uk/council-tax-reduction-claim](http://www.hackney.gov.uk/council-tax-reduction-claim)

### Support Paying Energy Bills

A further £193k has been distributed so far to help people struggling to pay their energy bills. These government-funded grants

will help towards the rising cost of living for thousands of residents who are on low incomes. Tel: 020 8356 3111 or [www.grantapproval.co.uk](http://www.grantapproval.co.uk)

### Support with Housing Costs

The Council can make Discretionary Housing Payments to help those experiencing difficulty meeting housing costs, supporting residents whose rent is not met in full by housing benefit or universal credit or have a temporary situation which makes it difficult to pay their rent. [www.hackney-framework.egovhub.net/DHPform/launch](http://www.hackney-framework.egovhub.net/DHPform/launch)

**Low Cost Community Food Shops:**  
These shops do not provide vouchers but food at a low cost for a minimum contribution:

#### Woodberry Aid

24 Bouverie Road, London,  
N16 OAJ - Tuesday 12pm to 2.30pm only

#### N16 Community shop

Catholic Church our Lady of Good Counsel,  
Unit A, Hartingtons Court, Coster Avenue,  
London, N4 2WQ - Friday 12pm to 2pm only

## Organisations that can Issue Food Vouchers:

- **Fair Money Advice (finance and debt advice):**  
[www.fairfinance.org.uk/advice/](http://www.fairfinance.org.uk/advice/)  
0203 475 8811
- **Riverside Engage Hackney (housing):**  
0800 953 4044
- **Turning Point (addiction and mental health):** [www.turning-point.co.uk/services/city-hackney](http://www.turning-point.co.uk/services/city-hackney)
- **Citizens Advice Bureau East End:**  
[www.eastendcab.org.uk](http://www.eastendcab.org.uk)  
or call the  
Help Through Hardship line: 0808 2082138 (freephone) or 020 3855 4472
- **Mind in Hackney (mental health):**  
[www.mindchwf.org.uk/](http://www.mindchwf.org.uk/)
- **Greenhouse Project (homelessness)**  
[www.homeless.org.uk/homeless-england/service/thamesreach-greenhouse-walk-in-centre](http://www.homeless.org.uk/homeless-england/service/thamesreach-greenhouse-walk-in-centre)
- **Shoreditch Trust (health and wellbeing):**  
Mon-Fri 9:30am to 5pm  
0203 5599234 or 0207 0338 500,  
or email [connect@shoreditchtrust.org.uk](mailto:connect@shoreditchtrust.org.uk)
- **British Red Cross Refugee Service:**  
Email: [LondonRU@redcross.org.uk](mailto:LondonRU@redcross.org.uk)  
or call: 020 7704 5670
- **Hackney Council Housing:**  
[www.hackney.gov.uk/housing-options](http://www.hackney.gov.uk/housing-options)
- **Hackney Discretionary Crisis Support Scheme:**  
[www.hackney.gov.uk/discretionary-crisis-support-scheme](http://www.hackney.gov.uk/discretionary-crisis-support-scheme)

## Home-School Agreement

Every child and parent/carer will be asked to sign a Home-School Agreement. Please ask the office if you have not signed our Home-School Agreement.

## Useful Websites:

Details regarding the Department for Education guidelines and other curriculum information can be accessed at:  
[www.education.gov.uk](http://www.education.gov.uk)

Applying for Free School Meals (FSM):  
[www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals)

For information for parents/carers in Hackney:  
[www.hackney.gov.uk/parent-carers](http://www.hackney.gov.uk/parent-carers)

For information on schools in general and admissions:  
[www.education.hackney.gov.uk/content/primary-before-you-apply?guidebook=188](http://www.education.hackney.gov.uk/content/primary-before-you-apply?guidebook=188)

For information regarding adult learning in Hackney:  
[www.hackney.gov.uk/adult-education](http://www.hackney.gov.uk/adult-education)

## Disclaimer

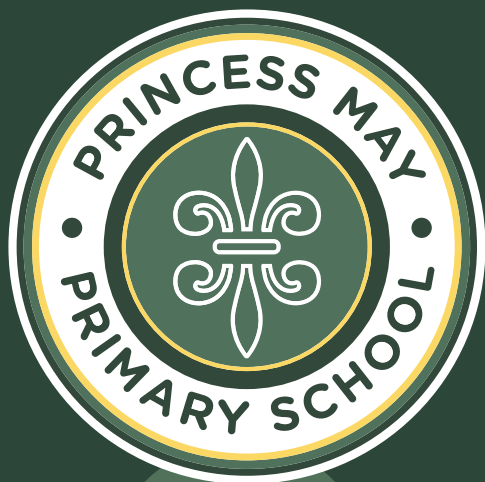
The information contained in this Handbook is intended for the parents of children who will be starting school during this academic year. It was correct at the time of going to press but Government legislation, County Council policy and particular circumstances of the school might create the need for some organisational changes and adjustment of policy. Further details of School Policies, Governors Meeting Minutes and other information available under the 'Freedom of Information Act' can be obtained on request.

The school would be grateful to receive any feedback from parents on the content and format of this Handbook.

Please join our Parent/Carer Working Party Committee meetings - all parents are welcome.

Please complete any questionnaires and surveys sent to parents/carers. Your honest views and opinions help us to improve our school for everyone.

**Thank you for your continued support.**



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