



FIG TREE PRIMARY PARENT HANDBOOK



This Handbook is designed to bring together the vital administrative information which in our experience parents in the past have most needed to know. It should be seen as a supplement to the standard Terms and Conditions, which parents signed when they accepted a place for their child in the School. If at any time, however, there is anything you do not understand, or anything you are worried about, please do not hesitate to contact us.

Our Contact Details:

30 Bentinck Road

Hyson Green

Nottingham

Ng7 4AF

Phone: 01159788152

Office@figtreeprimary.co.uk

Admission

The school welcomes pupils who are five years old by 1st September in the year of their admission. New parents are welcome to visit the school, look round and ask questions at any time before their child enrolls. Please make an appointment with the office Manager so this can be arranged for you.

We require 4 weeks' notice in writing if you wish your child to stop attending school.

Meet the staff

Mrs Hussain	Head Teacher DSL KS1 Teacher Yr1/2
Mrs Kulsoom	Deputy Headteacher Deputy DSL
Hafiz Muntazir	Head of Islamic Studies and Religious Education
Mrs Akhtar	Office Manager
Mrs Khan	Finance Manager (PM)
Mrs Hussaini	Ks2 Teacher Yr 5/6 (Literacy Co-Ordinate KS2)
Ms Yousaf	Ks2 Teacher Yr $\frac{3}{4}$
Ms Qayum	Maths Teacher Yr 5/6
Miss Zahra	Yr 1/2 Teacher Intervention Support
Miss Misbah	Learning Support Assistant
Dr Latif	PSHE Teacher
Mrs Latif	Catering Staff
Mrs Azam	Lunch Time Supervisor
Mr Latif	P.E Teacher
Mr Jumma	Caretaker

School Uniform

An important aspect of our religion is the way in which we dress. The School Uniform is detailed below:

Item	Description - All in a modest fitment
Trousers	Grey - plain
Pinafore dress	Grey pinafore dress
Shirt	Boys: White polo shirts - plain Girls: White polo shirt long sleeve
Jumper /Cardigan	Green
Topi	Black
Scarf	Black
Shoes	Black - flat sole - plain Not allowed: trainers, plimsolls and boots.

PE UNIFORM

- White loose t-shirt
- Long black bottoms
- Black trainers/ plimsolls

Please ensure that all school uniform and other items of clothing are clearly labelled with your child's name.

School Fees

No. of children	Year	Term	Month (12 months)
1	£2040	£680	£170
2	£3600	£1,200	£300
3	£4,800	£1,600	£400
4	£6,600	£2,200	£550

School Rules

- Children should wear school uniform at all times. School dress should be of an appropriate length and style for girls.
- Children should wear appropriate black school shoes and not trainers.
- During the summer term all children should have a sun cap and a water bottle.
- During the autumn, winter and spring terms, all children should bring a coat to school. This ensures they are able to participate in outdoor activities and playtimes. During the summer term it is advisable to have a light waterproof coat.
- No jewellery should be worn in school. Children with pierced ears may wear plain studs. These must be removed for all PE activities and the child must be able to put them back in themselves.

- No nail varnish to be worn.
- Children must walk sensibly around school.
- No toys or games should be brought into school unless given special permission by a member of teaching staff.
- If a child is to be collected by anyone other than its parent/guardian or regular adult the class teacher must be informed prior to collecting the child.

The School Day

Morning

The gates to the school open at 8.20am and the children will be allowed to go in their class through the reception area.

The school does not accept responsibility for pupils before 8.20am.

What if we're late in the morning?

If you're going to be later than **8.30am**, you should ring the school to explain the reason for lateness.

8:30 am - 11:50pm	Morning Playtime 10.30am - 10.50am
11.50-12.20pm	Lunch
12.20pm- 12.40pm	Lunch Break
1.40pm-2.00pm	Congregation Prayers In Salah Room (Subject to change due to Summer/Winter Salah timings)
2.00 pm - 3:00pm	Afternoon Session
3:00pm	Home Time

If no message has been received by 8.45am, parents will be contacted by the school. Failure to notify the school will result in an **"unauthorised absence from school"** being recorded on the register.

If your child has a school meal, the school needs to know if your child is in or not by **9.30am**. It really does help your child - and their class teacher- to be in school on time. Those students who attend school every day receive an award at the end of each term.

Class punctuality is tracked daily.

Afternoon

School finishes at 3:00pm. Teachers accompany children in to the hall at 3.00pm and do not let the children go until a parent or known adult is seen. Children in year 6 are allowed to walk home unaccompanied if the school have been notified.

What if I'm late to collect my child?

If you're unavoidably late, the children will be taken to school office and will wait for you. You should ring the school to let them know you're on your way. After 3.15pm, enter the school via main entrance. **Please try not to be late!**

What if someone else is picking up my child?

You should tell the class teacher in the morning if someone other than a parent is collecting your child. Otherwise ring the school during the day to inform them.

LEAVING SCHOOL EARLY

Parents are discouraged from taking children out of school during term time. If it becomes necessary for a student to leave school early, the student must check out through the office. When a child needs to leave early for medical or dental appointment, it is requested that the parents send a note to the school on the day the child is to be released.

The note should include the time of the appointment, the name of the doctor, and the time the child is to leave school. If someone other than the parent is to pick up your child, please include that person's name.

Pupils must be picked up in the office. Do not go directly to the classroom to get your child. By law we cannot release a child to anyone other than the parents without a written permission.

Please try to avoid taking your children out of school before their regular dismissal times.

Absence

If parents know their child is going to be absent they must let the School know by telephoning the school office on 01159788152, or by emailing: office@figtreeprimary.co.uk by 9.30 each morning.

What if we need some time off school?

One major factor in a child's success in school is regular attendance. Children who miss school lose valuable teaching which cannot be duplicated. It is very important that your child attends school every day unless he/she has a medical excuse due to an illness. Doctor appointments should be scheduled after school hours.

This is why no schools are keen on children being away except if they're ill. Having said that, if you need to take time out of school for exceptional circumstances you need to fill out a form and get permission. The school does not authorise holidays during term time. If you need to go away for an extended visit overseas you have to apply to the Head teacher and agree a definite return date.

Homework

The school has a homework policy. We aim to work in partnership with home and ask all parents to support the school in encouraging their child to complete homework tasks.

The Curriculum

The National Curriculum is organised on the basis of key stages.

Key stage	Ages	Year Groups
Key Stage 1	5 - 7	1 - 2
Key Stage 2	7-11	3 - 6

Core Subjects: English, Maths, Quran and Islamic Studies

Foundation Subjects History, Geography, Personal- Social -Health and Citizenship Education, Design technology Art, PE, ICT, and RE.

The core subjects promote key skills which are used across the curriculum

It is recognised however that many educationally valuable activities are dependent on voluntary financial contributions from parents/carers. The school's concern is to keep these contributions to a minimum and to ensure that all children are able to take part.

Parents are asked to see the Office Manager or Head Teacher in confidence if they experience difficulty in making these contributions. However, if insufficient contributions are received for funding activities, it may be necessary to cancel the activity as the school is unable to subsidise these activities.

Our Assessment System

In April 2014 the Department for Education released 'Assessment Principles', a document outlining the core values all effective assessment systems should implement as part of the changes introduced with the 2014 National Curriculum.

As the 'Government will not impose a single system for ongoing assessment', it is up to schools to implement a system that can: 'Give reliable information to parents about how their child, and their child's school, is performing, help drive improvement for pupils and teachers and make sure the school is keeping up with external best practice and innovation.'

At Fig Tree Primary we use the 'Rising Stars Progress Tests' to assess children. The tool is designed to ensure that children continue to be accurately assessed and lines of development planned to meet their needs, raise aspirations and secure potential.

The new National Curriculum has set out clear expectations for what children should achieve by the end of each key stage and has provided guidance as to when in each phase this content should be covered. The programme of study expected end of year outcomes have been adapted to help support practitioners in making their step judgements over each academic year. These formative statements may be shared with pupils to help define and guide next steps in learning.

Half Termly Tests (Rising Stars Progress Tests)

Children will also undergo half termly tests in Reading, SPaG, Writing and Mathematics. Scores will be given and children's progress will be tracked at the end of each half term to show if children have achieved year group expectations. Children will also be given targets to work on to help achieve objectives.

Progress at the end of the year

It is anticipated that the children will make a step progress each half term. The table below is a summary that will be given to show what zone your child has achieved by the end of each term and the end of the year

Example Assessment results:

Childs name	Mark Zone		
	Less than expected progress	Expected progress	More than expected progress
Maths			
Reading			
SPAG			
Writing			

SATS- children in year 2 and 6

Children at the end of KS1 and KS2 will sit new SAT's papers. That means if your child is in year 2 and 6 they will sit the SATs papers published by the government.

SAT's have been overhauled in both Key stage 1 and Key stage 2 to reflect the changes to the national curriculum, which was introduced from September 2014.

Children will take SAT's in:

- Reading
- English grammar, punctuation and spelling
- Mathematics (paper 1 Arithmetic, paper 2 reasoning)

Phonics screenings test

Phonics screening check is designed to confirm whether pupils have learnt **phonic** decoding to an appropriate standard at the **end of year 1**. Children who do not pass the test in year 1 get a chance to re-sit the test at the **end of year 2**.

Parents' workshop/courses

Head Teacher runs Literacy and Numeracy workshops every year for parents these include ways to support your child's learning. These are held throughout the year and are free. These are a great way to learn more about helping your child or to improve your own skills.

Hot Lunch, Snacks and Drinks

Hot Lunches are now available each day as we have a kitchen on site. Your child will get a full meal at the cost of just £2 per day. The Menu for Hot lunches is available in the school office. Please see sample menu displayed below.

Day of the week	Lunch	Extras	Dessert
Monday	Pasta	Mixed Salad	Custard/Cake
Tuesday	Fish Fingers, fish cakes Garlic Bread, Beans & Boiled Vegetables		Jelly
Wednesday	Curry with Naan		Fruit Salad
Thursday	Pizza, Lasagne, chicken wraps, pizza & chips		Ice Cream
Friday	Rice with Raita		Yoghurt

Drinking water is available from the water fountain in school. Children may fill up their drink containers from this fountain.

Parents can order milk from the office if they wish their children to have milk in school at morning break. Milk cost is £6.00 per half Term.

Children are encouraged to have fruit or bring their own healthy snack in their lunch box. We have a **healthy eating policy** and are children informed about keeping healthy.

Events at Fig Tree Primary

At Fig Tree Primary we aim to develop a good link between parents and teachers, for that reason we try our best to arrange and organise many events that involve parents in school.

The following events are happening at school regularly

- **Coffee morning:** - This is a great opportunity for you to get to know other parents and teachers whilst enjoying a lovely hot drink in a relaxed atmosphere. Coffee Mornings are currently running every other Wednesday at 8.45am- 9.30am.

Educational Visits

Classes undertake visits related to the curriculum, which provide an extra dimension to their school work this is a very valuable part of their school career as it creates wider opportunities for academic and social development.

School policies

All school policies are kept in office, if you would like to read or request any policy please speak to the office manager.

EMERGENCIES, GENERAL INFORMATION

In cases of emergency, such as when a student becomes ill or injured, the school will make every effort to contact the child's parents or guardian. Because of this, it is **CRITICAL** that parents completely fill out the emergency information forms that are sent home each year.

It is **EXTREMELY IMPORTANT** that the school have a telephone number where parents can be reached in case of an emergency.

The school also needs to have the name and telephone numbers of friends or relatives who can be contacted in case of emergency if the parents cannot be reached. The school cannot release your child to someone that is not on this list. If no one can be reached, and the child is extremely ill, the school will notify the paramedics.

Please notify the office IMMEDIATELY if you change your telephone number, address, or place of employment. Remember that this information is needed for your child's safety.

PARENT TEACHERS' ASSOCIATION (PTA)

Parent Teacher Association is made up of a dedicated group of parents, and teachers who work together to help the school in many worthwhile activities. As well as raising valuable funds, the PTA provides a social focus for the school community. Money has been raised for a variety of projects and the PTA also subsidises special events including educational visits.

There are annual events which have become a traditional part of the school year - a Summer Fayre. We are proud of the thriving partnership of staff, parents and governors.

Fig Tree Primary School

The Fig Tree Primary School is a project of
Crescent Educational Trust LTD
Registered Office is below.

Further information about the School Governors and Directors is available on our website

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Hyson Green
Nottingham
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