

Mundella Primary School



School Starter Pack

and

Home School Agreement



Mundella Primary School

EARLY YEARS INDUCTION PROGRAMME

Please put this information in a safe place!



- Thursday 5th & 6th July** Children to visit Foundation Stage. Parents are requested to attend a brief meeting in the community room where you will also be required to book your home visit.
- Friday 13th July** Children and parents are invited to our Sports Day
- Week Beginning Tuesday 4th September** Reception Teacher to visit your child at home (times to be arranged.)
- Monday 10th September** Children in Group 1 to attend school 9am – 1pm.
- Tuesday 11th September** Children in Group 2 to attend school 9am – 1pm.
- Wednesday 12th September** All children will attend 9am – 1pm.
- Thursday 13th September** All children will attend all day.





Mundella Primary School

As a school we feel that it is important that the children come to school ready to learn and wearing the correct school uniform helps them to do this. The school wishes to promote a sense of pride and belonging in our children and believes that the wearing of a school uniform is one of the ways in which this can be achieved. The uniform is simple and practical, suited to the demands of a primary school education and economically priced.

Daily Uniform	P.E. Kit								
<p>Red polo shirt</p> <p>Grey trousers</p> <p>School sweatshirt (not fleece or cardigan)</p> <p>Plain Black Footwear</p> <p>Grey skirt</p> <p>Grey or navy blue tights in cold weather (not leggings)</p> <p>Blue gingham dress in summer (optional)</p> 	<ul style="list-style-type: none"> • Plain navy blue shorts • Plain navy blue or grey jogging bottoms in cold weather • Team colour t-shirt (first t-shirt is provided by school) <table border="1" data-bbox="981 745 1409 808"> <tr> <td>Blue</td> <td>Green</td> <td>Red</td> <td>Yellow</td> </tr> <tr> <td>Neptune</td> <td>Jupiter</td> <td>Mars</td> <td>Saturn</td> </tr> </table> <ul style="list-style-type: none"> • Black or white gym shoes <p>Due to Health and Safety earrings should be removed at home on the day of PE lessons; if a child is wearing earrings, and are unable to remove them themselves, they will be unable to take part in the physical activities of the lesson.</p> <p>In addition</p> <ul style="list-style-type: none"> • A basic wrist watch (no smart devices) • Stud earrings only may be worn (due to Health and Safety)  <p>(example watch)</p>	Blue	Green	Red	Yellow	Neptune	Jupiter	Mars	Saturn
Blue	Green	Red	Yellow						
Neptune	Jupiter	Mars	Saturn						
<p>Please note:</p> <ul style="list-style-type: none"> • 'Plain' describes our expectation for a single colour without patterns, logos or large branding. • Shoes with wedge soles or high heels are not suitable for school wear. • NO TRAINERS, suitable black shoes or boots (in the colder weather) should be worn for school. • No other jewellery to be worn to school including Tag days • No Make-up including nail varnish to be worn to school including Tag days 	<p>Order your uniform online;</p> <p>http://www.channeluniforms.co.uk/</p> <p>https://www.hawkingeuniforms.co.uk/</p>								

If there is a genuine reason why your child isn't able to wear the appropriate item of clothing, please send in a short letter or inform the adult on the door, who will pass this onto the class teacher.




ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME.

Children are allowed to wear their own clothes to school on their birthday.










Mundella Primary School

Staffing

Senior Leadership Team		
<p>Mr Frazer Westmorland</p> <p>Headteacher</p> <p>School Development Child Protection, SLT</p>	<p>Mrs Lauren Wharmby</p> <p>Deputy Headteacher Inclusion, Attendance, Community, T&L, Support Staff, Safeguarding, Behaviour and Wellbeing, SMSC</p>	<p>Mrs Lisa Paez</p> <p>Deputy Headteacher</p> <p>Teaching and Learning, Teachers, Assessment and Progress, Curriculum</p>
		

Pastoral Team		
<p>Mrs Carol Gretton</p> <p>Senior Family Liaison Officer</p>	<p>Mrs Sarah Baker</p> <p>Inclusion Assistant</p>	<p>Miss Gemma Caspell</p> <p>Children's Liaison Officer</p>
		

Site and Office Team		
<p>Mr Rob Dickson</p> <p>Site Manager</p>	<p>Mrs Rebecca Milton</p> <p>Administration Manager</p>	<p>Mrs Marie Neshet</p> <p>Administration Assistant</p>
		

Foundation Class Team		
	Mr Ian McCoy Foundation Class Teacher	
		
Mrs Karin Blomfield Foundation Class TA	Mrs Kim Stephenson Foudation Class TA	Mrs Candice Thrale Foundation Class TA
		

Mundella Primary School

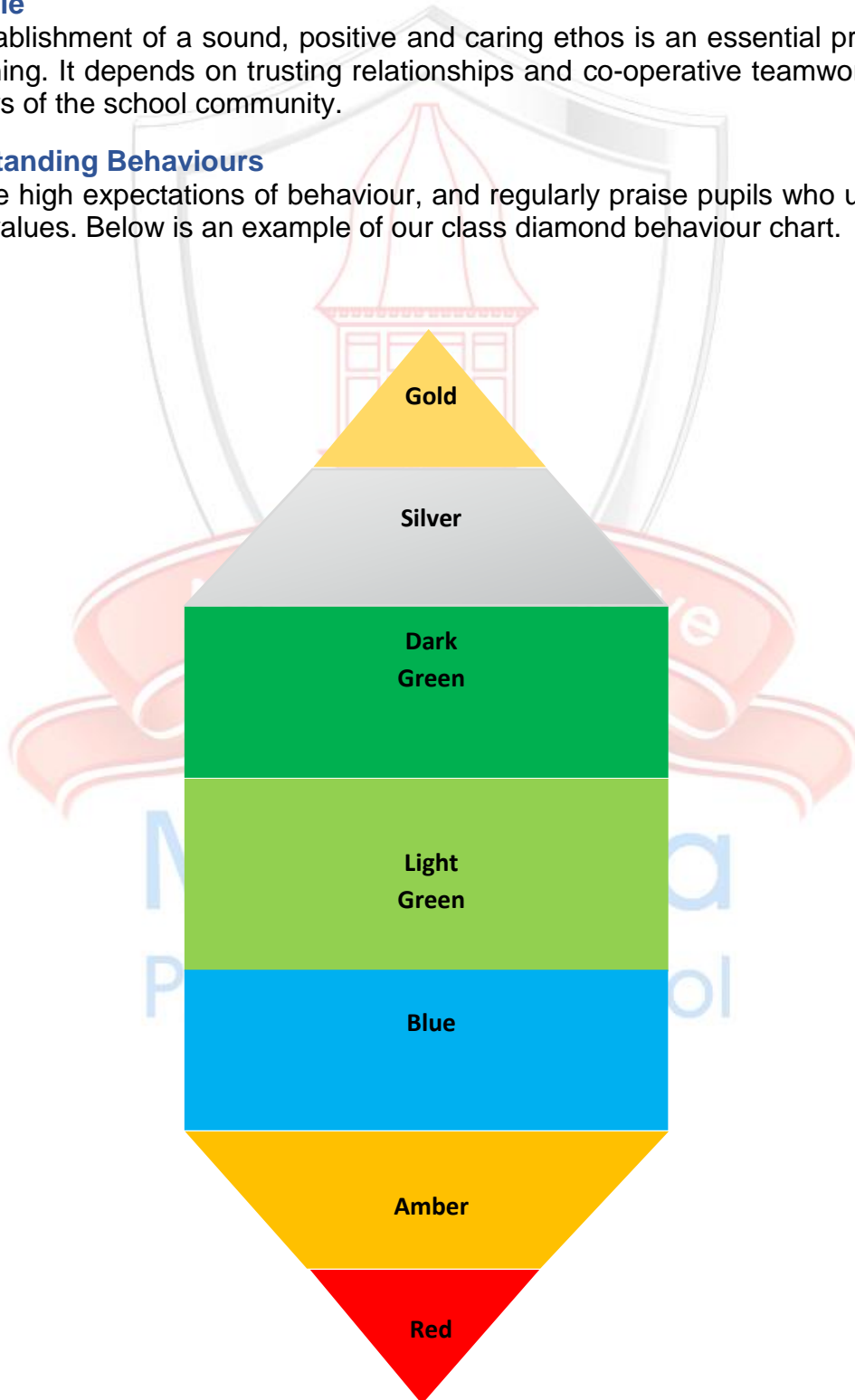
Behaviour at Mundella

Rationale

The establishment of a sound, positive and caring ethos is an essential prerequisite for learning. It depends on trusting relationships and co-operative teamwork from all members of the school community.

Understanding Behaviours

We have high expectations of behaviour, and regularly praise pupils who uphold our school values. Below is an example of our class diamond behaviour chart.




Diamond Zones	Behaviours	Rewards and Sanctions
Gold - Model Behaviour	Consistently outstanding behaviour over time; Personal best achievement in an aspect of behaviour or behaviour for learning.	Gold Sticker from Senior Leadership Team, and a postcard sent home.
Silver - Wow Moment	Sustained and considerable effort in behaviour for learning with excellent personal outcomes.	Silver award sticker from Class Teacher. Good news shared with parents.
Dark Green - Additional Praise	Consistently Green behaviour with noteworthy additional examples of acts of kindness or politeness, making good choices about their behaviour in difficult situations or encouraging others to make the right choice.	In class praise.
Good to be Green	Displaying good classroom behaviour and behaviour for learning around the school.	Start the day in this zone. Good readiness to learn.
Blue - Behaviour Reminder	Pupils will have a behaviour reminder No additional sanction and no automatic record of behaviour	Class teacher to provide discreet behaviour reminder.
Amber - Formal Warning	Infringement of the classroom rules	5-10 minutes working in isolation within the classroom. Behaviour recorded.
Red - Sanction	Persistently recurring infringement of rules (not just a sustained 'discussion') or escalation from amber. Intended physical or verbal aggression (inc. swearing) and/or damage to property.	Pupil to be removed from class for short period of time. Sanction time with CLO or SLT

How we demonstrate our school values, through our behaviour;

Caring	Being helpful Considering others
Creativity	Share your aspirations
Respect	Respecting others and their property Saying 'please' and 'thank you'
Independence	Following instructions Trying your best
Collaboration	Valuing others point of view Learning/ Playing well together
Honesty	Being fair

(additional information is available in our full Behaviour Policy)

Home School Agreement

 <p>Mundella Primary School</p>	<p style="text-align: center;">ASPIRE</p> <p style="text-align: center;">We believe that our children can be whatever they wish to be. We want them to aim high and become members of society that really make a difference.</p> <p style="text-align: center;">ACHIEVE</p> <p style="text-align: center;">Our drive is to equip children with the skills that they need to meet their academic and personal goals.</p>
Our School Values	
Caring	Develop the skills and ability to care for themselves, property, peers and the whole community and make a difference.
Creativity	Develop and explore skills, imagination, confidence and new ideas.
Respect	Treat each other, the environment, our community and possessions as we would wish to be treated in return.
Independence	Develop the initiative, confidence and self-esteem needed to achieve today and in the future.
Collaboration	Think together, work together, achieve together, celebrate together.
Honesty	Be true to yourself and to others even when it is tough.

Please share this information with your child and talk to them about their responsibilities as a learner and member of our school community.

As a family we will ensure that we will:

- Make sure our child's attendance is good (at least 95%), and that they arrive at school on time ready for learning and are collected promptly at the end of the school day or from clubs. We will inform the school on the first day of any absence.
- Share any information that will support the school in supporting our child, including any concerns or problems that may affect our child's behaviour or learning.
- Support the school's policies and expectations for behaviour and good manners.
- Ensure our child wears the correct school uniform and the correct indoor and outdoor PE kit and appropriate footwear.
- Ensure that my child is always dressed appropriately for school activities, e.g. sun cream, sun hats for the summer and warm coat, appropriate shoes for the winter.
- Support our child with homework and home learning opportunities.
- Attend events and teacher-parent meetings to share our child's learning, progress and achievements.
- Support the school's inclusive ethos.
- Support the school's approach to e-Safety (and will not upload or add pictures, video or text that could upset, offend or threaten the safety of any member of the school community).
- Read letters and access information the school provides and return all reply slips and permission forms on time.
- Respect all members of the school and local community, by behaving in a calm and considerate manner.

Signed by Parent(s)/Carer(s): Date:

As a pupil of Mundella Primary School I will ensure that I:

- Come to school every day, on time and ready to learn.
- Share and talk about any worries I have and ask for help if I need it.
- Strive to achieve my best and also to value the achievements of others.
- Be proud of myself and the Mundella school values.
- Will be polite and helpful to others, respecting all other members of our school community, property and environment and will keep the school e-safety rules.
- Wear School uniform, taking pride in my appearance, remembering that I represent my school at all times.
- Complete homework set by my teacher and endeavour to develop good independent study skills.
- Tell my parents/carers about what happens in school and give them messages and letters on the day they are given to me.

Signed by pupil: Date:

The staff at Mundella Primary School will ensure that we:

- Establish a safe and creative learning environment where all learners feel valued and can flourish.
- Provide a balanced, stimulating and well taught curriculum, that promotes spiritual, moral, social and cultural development,
- Provide ideas, information and homework for children and their families to support children's learning outside of school.
- Promote equality for all pupils, including those with protected characteristics as defined by the Equality Act, across our curriculum and day to day school life.
- Encourage the safe use of new technologies to enhance teaching and learning.
- Foster good manners, mutual respect and tolerance and implement our behaviour policy fairly and consistently.
- Will keep parents/carers informed about pupils' learning, progress, achievements and well-being.
- Share any concerns that may affect children's learning or behaviour.
- Share and follow key school policies and publicise them on the school website.
- Keep families informed about school activities through regular letters home, notices and the school website.

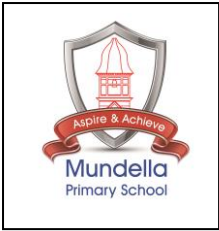
Signed on behalf of Mundella Primary School:.....



..... Date:.....05/07/2018....

Together we will:

- Take pride in and promote Mundella School within the school and the wider community.
- Develop a love of learning, and support your child to do their best.
- Celebrate personal achievements
- Aspire and Achieve



Equal Opportunities Form

Full Name of Child:..... **Date of Birth:**.....

Every school has to collect information about the ethnicity of its pupils and the special educational needs of its pupils, to ensure admission arrangements are fair.

Please complete the following questions:

1. What is your child's ethnic group? (Please tick)

<p>White British Irish Gypsies Other White background</p>	<p>Mixed White and Black Caribbean White and Black African White and Asian Other Mixed background</p>
<p>Asian or Asian British Indian Pakistani Bangladeshi Other Asian background (please state: _____)</p>	<p>Black or Black British Caribbean African Other Black background (please state: _____)</p>
<p>Other Chinese Other ethnic group not listed (please state: _____)</p>	<p>I do not wish my child/my ethnic group to be recorded in any way</p>

2. Does your family normally speak at home, in a language other than English? Yes/No
If yes, what language is spoken? _____

3. Do you believe your child has Special Educational Needs or a Disability? Yes/No
If yes, please give details:

4. Have you been advised by anyone (early years teacher/pre-school advisor/health professional etc.) that your child needs additional support? Yes/No
If yes, please give details:

Signature of Parent/Carer _____

Name of Parent/Carer _____

Date _____

NEW ADMISSIONS INFORMATION



HEALTH

- | | | |
|---|-----|----|
| 1. Does your child have any health condition or disability?
If yes, | Yes | No |
| 1a. Has it lasted or is it expected to last 12 months? | Yes | No |
| 1b. Does this have a substantial effect on your child's ability to carry out day to day activities? | Yes | No |
| 2. Does your child take regular medication? | Yes | No |
| 3. Does your child regularly need to use an inhaler? | Yes | No |
| 4. Does your child have any allergies? If yes please write full details overleaf. | Yes | No |

EDUCATION

- | | | | | |
|---|------|-------------|-----|------|
| 1. Does your child need to wear glasses? | Yes | No | | |
| 1a. Do they need to be worn all day or at specific times? | Yes | No | | |
| 2. Does your child have any speech or language difficulties? | Yes | No | | |
| 3. Does your child have any hearing difficulties? | Yes | No | | |
| 4. Does your child have any physical difficulties? | Yes | No | | |
| 4a. Does your child have difficulty moving about the school and going on school visits? | Yes | No | | |
| 5. Does your child have difficulty washing, going to the toilet, controlling the need to go to the toilet, dressing etc.? | Yes | No | | |
| 6. How does your child get to school? (circle one) | Walk | Car / Share | Bus | Taxi |

Please give details overleaf if you require support in any of the following ways or if you think there is anything we should be aware of:
Support with information sent from school in alternative formats e.g. Braille, large print, specific access requirements to the school buildings or to enable you to take part in consultation meetings e.g. interpreters for British sign Language, loop system, explaining things over the phone.

Date..... Signed (Parent/Carer).....

Contact Email Address.....



Pupil First Language Questionnaire - Kent Local Authority

Children, Families and Education Directorate



Please tick one box only to indicate the first language of the pupil named below

Main Code	Sub-Code	First Language	
ALB		Albanian/Shqip	
ARA	ARAA	Arabic (Any Other)	
ARA	ARAG	Arabic (Algeria)	
ARA	ARAI	Arabic (Iraq)	
ARA	ARAM	Arabic (Morocco)	
ARA	ARAS	Arabic (Sudan)	
ARA	ARAY	Arabic (Yemen)	
BNG	BNGA	Bengali (Any Other)	
BNG	BNGC	Bengali (Chittagong/Noakhali)	
BNG	BNGS	Bengali (Sylheti)	
BUL		Bulgarian	
CHI	CHIA	Chinese (Any Other)	
CHI	CHIC	Chinese (Cantonese)	
CHI	CHIH	Chinese (Hokkien/Fujianese)	
CHI	CHIK	Chinese (Hakka)	
CHI	CHIM	Chinese (Mandarin/Putonghua)	
CZE		Czech	
ENG		English	
FIN		Finnish	
FRN		French	
GER		German	
GRE	GREA	Greek (Any Other)	
GRE	GREC	Greek (Cyprus)	
GUJ		Gujarati	
HGR		Hungarian	
HIN		Hindi	
ITA	ITAA	Italian (Any Other)	
ITA	ITAN	Italian (Napoletan)	
ITA	ITAS	Italian (Sicilian)	
JPN		Japanese	
KUR	KURA	Kurdish (Any Other)	
KUR	KURM	Kurdish (Kurmanji)	
KUR	KURS	Kurdish (Sorani)	
LIT		Lithuanian	
LTV		Latvian	
MLM		Malayalam	
NEP		Nepali	

Main Code	Sub-Code	First Language	
PAT		Pashto/Pakhto	
PNJ	PNJA	Panjabi (Any Other)	
PNJ	PNJG	Panjabi (Gurmukhi)	
PNJ	PNJM	Panjabi (Mirpuri)	
PNJ	PNJP	Panjabi (Pothwar)	
POL		Polish	
POR	PORA	Portuguese (Any Other)	
POR	PORB	Portuguese (Brazil)	
PRS	PRSA	Farsi/Persian (Any Other)	
PRS	PRSD	Dari Persian	
PRS	PRST	Tajiki Persian	
RME		Romani/English Romanes	
RMI		Romani (International)	
RMN	RMNM	Romanian (Moldova)	
RMN	RMNR	Romanian (Romania)	
RUS		Russian	
SCB	SCBB	Bosnian	
SCB	SCBC	Croatian	
SCB	SCBS	Serbian	
SHO		Shona	
SLO		Slovak	
SOM		Somali	
SPA		Spanish	
SWA	SWAA	Swahili (Any Other)	
SWA	SWAC	Comorian Swahili	
SWA	SWAK	Swahili (Kingwana)	
SWA	SWAM	Swahili (Brava/Mwini)	
SWA	SWAT	Swahili (Bajuni/Tikuu)	
SWE		Swedish	
TAM		Tamil	
TGL	TGLF	Filipino	
TGL	TGLG	Tagalog	
THA		Thai	
TRI		Traveller Irish/Shelta	
TUR		Turkish	
URD		Urdu	
VIE		Vietnamese	

First Name: _____

If first language is not in list above please write it here →

Surname: _____

Class: _____

NB: Codes are for school use only



Mundella

Primary School

UNIVERSAL SCHOOL MEALS ELIGIBILITY FORM

All pupils up to age 7 are entitled to a 'free' meal, regardless of personal circumstances. In order for us to secure the correct funding for our school, we ask that **ALL** parents **complete this form and return to the office as soon as possible.**

You only need to complete this form once and it will last for the duration of your child's time at school. Thank you for completing this form and helping to make sure our school is as well funded as possible.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1										Parent/Guardian 2									
Last name																				
First Name																				
Date of Birth	DD			MM			YYYY				DD			MM			YYYY			
National Insurance Number*																				
National Asylum Support Service (NASS) Number*			/			/							/			/				
Daytime Telephone Number																				
Mobile Number																				
Email Address																				
Address																				
	Postcode:										Postcode:									

* Complete as appropriate

FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes No

If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you¹ are in receipt of any of the benefits listed below:

Income Support	
Income-based Jobseekers Allowance	
Income-related Employment and Support Allowance	
Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999	
The guarantee element of State Pension Credit	
Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190	
Working Tax Credit run-on	
Universal Credit.	

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/carer:

Date:.....

OFFICE USE ONLY:

Eligible Not Eligible








¹ This includes those who have parental rights for the child/children named on this form.



Consent Form 2018 / 2019

Name of Child	
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Could parents please consider the following elements of this form for which we feel it appropriate to request additional consent. All of these activities form part of the day-to-day running of the school and, as such, consent to them allows us to organise activities at short notice.

	I give consent for my child to take part in school trips and other activities that take place off the school premises ; these may be outside school time. I give consent for my child to be given first aid or urgent medical treatment during a school trip or activity.	Tick
	I give consent for my child to watch films rated certificate PG (parental guidance) at school or whilst on a visit.	Tick
	I give consent for my child to take part in the preparation of food and drink and to taste different food or drink as part of their learning	Tick
	I give consent to images of my child being taken, stored and used for official school purposes ; including promotion or publicising school events, in accordance with school guidelines, both in print and on websites .	Tick
	I agree only to record images of my own child , wherever possible, and not to publish or upload any images of other children onto any websites or social media platforms.	Tick
	I have discussed the school online-safety rules with my child and they agree to follow them and to support the safe use of ICT at Mundella.	Tick
	Please record any allergies or medical conditions in the space below	

Signature of parent: _____ Date: _____

Ticking the boxes confirms that you have read, understand and agree with the information included.

Please return to the school office when completed. Data collected. Thank you.