



# Loose

Primary School



**We hope that you find some key information in this short booklet to welcome you and your child to Loose Primary School. If you have any questions, please ask any member of staff. Please also refer to our twitter feed @looseprimary and website <https://www.loose-primary.kent.sch.uk/> to get a true feel for Loose.**

### **School Times**

**8.55am – 3.20pm (gate/doors open 8.40am)**

It is important that children are punctual so that they are able to start the school day at the correct time. Children can choose to 'trickle in' to school any time during the 10 minutes prior to the start of the school.

School Crossing Patrol is on duty from 8.30 – 9.10 am and 3.10 – 3.45 pm each day

### **Absences**

If your child is absent from school, please notify the School Office of the reason for this before 8.45am. You can call 01622 743549 and press for the absence line or email [absence@loose-primary.kent.sch.uk](mailto:absence@loose-primary.kent.sch.uk).

If your child needs to attend a medical or dental appointment please arrange this outside of school hours as far as that is possible. If this is not possible, a copy of the appointment letter should be emailed to [office@loose-primary.kent.sch.uk](mailto:office@loose-primary.kent.sch.uk) so the absence can be authorised and collection can be organised. Please come to the main gate to collect your child.

**In line with KCC guidelines, the school strongly discourages parents from taking children out of school for family holidays or similar occasions during term time. Absence will only be authorised in exceptional circumstances.**

### **Attendance Tracker**

There are 365 days per year. 190 are in school, leaving 175 non-school days for appointments, family visits, holidays etc.

If your child attends for ...

- **190 days each year**
  - In school for the full 190 days
  - 100% attendance
  - Fantastic! Many children at Loose Primary School achieve this.
- **10 days missed**
  - In school for 180 days
  - 95% attendance
  - Target for all pupils
- **20 days missed**
  - In school for 170 days
  - 90% attendance
  - We monitor carefully if attendance falls below 90% as this is 4 weeks of school missed
- **29 days missed**
  - In school for 161 days
  - 85% attendance
  - Real concern as almost 6 missed weeks of school in 1 year
  - Shared with EWO (Education Welfare Officer)
- **38 days missed**
  - In school for 152 days
  - 80% attendance
  - We would be working closely with you and the EWO as almost 8 weeks missed

### **Joining our School**

Children are admitted to Loose Primary School in accordance with our Admissions Policy. If you are seeking a place at the school mid-year, the Families & Community Manager will be happy to arrange a tour of the school. All applications must be made through the school office via an In Year Application Form; the school can advise on this process. Should all places be taken in the year group you are requesting, then you can be added to a waiting list. Places will be allocated according to the published criteria, in priority order:

- children in care
- current family association (elder brother/sister in the school at the time of entry provided the main residence is still within 2 miles of the school)
- Children of staff
- health, social & special access reasons (for which a medical evidence may be needed), parental health is not a criterion
- proximity – nearness of children's home and ease of access to the school

If desired, a meeting can be arranged with our SENCo (Special Educational Needs Co-ordinator) should there be information regarding your child's needs which you wish to share/discuss with the school. This can be done by making an appointment via the school office.

See full admissions information here <https://www.loose-primary.kent.sch.uk/page/?title=Admissions&pid=15>

### **Induction**

We are passionate about ensuring that children settle quickly and we have an extensive settling in programme for our reception starters. The induction will include the following:

- Pre-school visits for all children
- Welcome meeting for parents in June
- Transition afternoons in school during June and July - there will be three of these with the first one consisting of only half the class (the second and third will have all the children present)
- Teddy Bears Picnic in July for children and parents
- Home visits prior to September where necessary
- Invitation for children to come along to our holiday club
- Summer preparation activity to engage the children when starting school in September
- One full week of half days, finishing at 12:00
- One full week of half days, finishing at 13:00 (To include lunch)
- Individual Parent consultation meetings in October

### **Arrangements for Pupils with Physical Needs**

Parents of children with Physical Needs should give the SENCo details of the disability as soon as accept a place at the school. A mutually convenient meeting will be arranged to discuss ways in which the child's needs can be best dealt with by the school.

### **Lunchtime Arrangements**

There are 3 options available to the children – a cooked school lunch (free lunches are now provided for children in Years R, 1 and 2); a packed lunch brought from home; to go home for lunch.

A priority for the School is to provide healthy, balanced meals prepared from fresh food each day on the premises. Catering arrangements and staffing are managed by the Contract Dining Company (CDC) with the support of the school. The cost per meal is £2.40; £12.00 per week. Parents/Carers of children in years 3 to 6 need to book and pay for dinner in advance via School Money. We encourage as many children as possible to have school dinners. Please see menu on our website for food choices for each day <https://www.loose-primary.kent.sch.uk/page/?title=School+Dinners&pid=26>

Lunch boxes should be named clearly in case they get lost and please ensure that drink containers are plastic, not glass. Please also, do not send your child in with cans of drink.

If children go home for lunch, the School Office should be advised in writing of the arrangements made to collect and return the child to school.

### **Extreme Bad Weather**

Living in Great Britain, we do occasionally experience extremes of weather. The following is a guide should there be severe weather conditions at any time:

- If the weather is so severe that you consider it unsafe for your child to journey to school. Please keep your child at home.
- Once the school is open and working it will not close unless the Headteacher considers the building unsafe or where the weather deteriorates to the extent that it is becoming increasingly dangerous for children and staff to travel home. Should this happen, the school will not close until every child has been collected by a responsible adult. No child will be allowed to go home on their own in extreme weather conditions
- The school will notify parents via the texting service if necessary to keep all informed of any changes to the situation
- Listen to Radio Kent (96.7 FM) or Heart (103.1 FM) for any report of school closures

Please note that we aim to remain open, even with a skeleton staff, wherever possible. It is very rare or in extreme circumstances (eg having no water on site) that we would close.

### **Subjects taught in school**

For curriculum information about subjects and themes taught in each year group, please go to our website: <https://www.loose-primary.kent.sch.uk/page/?title=Curriculum&pid=22>

### **Sex and Relationships Education**

SRE is formally taught in Year 5 and 6 but is part of a whole-school PSHE policy, and also part of the Science curriculum. Parents are made aware of when these lessons will be delivered and have the right to discuss content of the session before it is delivered to their children.

### **Religious Education and Collective Worship**

The school is not affiliated to any particular religious denomination. Religious education is taught according to the Kent Agreed Syllabus, which develops knowledge of Christianity whilst raising awareness of other religions. The children gather daily for assembly. We offer a range of assembly themes which involve the children in a variety of ways. The final assembly of the week provides the opportunity to celebrate and give thanks for the week. Learner of the Week Certificates are awarded during this assembly to which parents may be invited.

All parents have the right to withdraw their children from the daily assembly or from Religious Education. Any parent wishing to withdraw a child from assembly or Religious Education should contact the Headteacher. Pupils withdrawn from the above are provided with appropriate alternative activities.

### ***Additional Educational Needs***

Parents of children with Additional Educational Needs are invited to work with the school to ensure the best possible outcomes for their child. Each child has different needs and we strive to help children to develop their strengths, overcome difficulties and build self-esteem. Specific needs will be addressed in consultation with our SENCo, the class teacher and teaching assistants to enable the child to play a full part in all aspects of school life. Wherever possible, children with additional needs are catered for within the classroom.

The needs of more able children are also considered and time is given to assessing and addressing their needs. Parents who feel that the needs of their child are not being met should contact the class teacher, in the first instance, to discuss the matter.

### ***Homework***

Following Government guidelines homework may be set for pupils, as it is generally agreed that some work at home is desirable for primary aged children. General learning from home such as reading, learning spellings and timetables is set for children to encourage good learning habits. Details will be entered in the child's journal to ensure that parents are kept informed of expectations.

### ***Healthy Schools***

We are an accredited Healthy School and therefore encourage children to bring fruit or vegetables into school for morning break rather than biscuits, sweets or crisps.

### ***Equal Opportunities***

The Governors and staff at Loose Primary School are committed to providing the full range of opportunities for all pupils regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have equal access to the curriculum and the right to a learning environment which dispels ignorance, prejudice and discourages stereotyping. The entire school community has the right to protection from insult, abuse and bullying of any kind. Discrimination on the basis of colour, culture, origin, gender or ability is completely unacceptable in our school.

### ***Multi-Cultural Education***

We believe it is essential that children should develop an understanding of a variety of cultures. We aim to help children grow into people who respect and care for all others.

### ***Valuable Items and Mobile Phones***

Children should not bring valuable items in to school for security reasons. Staff cannot take responsibility for such items and the school is not equipped to store them safely.

Mobile phones may be brought into school (for use on the way to and from school). These must be handed in to the class teacher first thing in the morning for safe storage. Phones should be labelled clearly with child's name and class. Please note that the school accepts no responsibility for loss or damage.

### **Uniform**

Loose Primary School considers school uniform to be of great importance. We believe it helps to encourage a pride in the school and engender a feeling of 'togetherness' and belonging. It also reflects the tone and ethos of the school.

Uniform is as follows:

Grey skirt / pinafore / trousers / tailored grey shorts  
White blouse or shirt with straight edged collar (no polo shirts)  
School jumper or cardigan with logo  
School tie  
White socks or grey socks/tights – not trainer liners  
Black school shoes of a sensible height (3cm max)  
A red checked summer dress may be worn in summer months

Boots may be worn to and from school in the winter but **may not be worn** during the school day – a pair of shoes should be provided for in school. These should be named and can be left in school in the cloakroom.

### ***Sale of Uniform***

School uniform is available from Pages Schoolwear, Granada House, 7-8 Lower Street, Maidstone, ME15 6JR. Non-logo items may be purchased from major chain stores. The cardigan / sweatshirt must be the official school one with logo. We also offer a weekly 'nearly new' shop in our Owl Room. It is essential that all uniform is named so that it can be returned to the owner should it be mislaid.

### ***Additional Uniform Information***

Hair should be tidy and neat to reflect the tone set by the uniform. Long hair should be tied back, to avoid interfering with learning during the day. Hair accessories should be small and in school colours.

### ***Jewellery***

As a rule no jewellery may be worn at any time in school. It is school policy to discourage children from wearing earrings in school. However, plain stud earrings are acceptable provided your child is able to remove these by themselves for PE, games and swimming activities. Following KCC guidelines, we do not allow earrings to be covered by sticking plaster for games and PE lessons

Should you be considering having your child's ears pierced we would ask you to do so at the beginning of the longer Summer Holiday to ensure the earrings are ready for daily removal for school.

Any child who is to be excused PE, Swimming or Games should bring a note written by the Parent/Guardian/Carer for a single occasion. For longer periods of time a doctor's certificate should be shown to verify medical grounds for exclusion from physical activity.

### ***PE Kit***

Children are expected to wear regulation PE kit for PE activities. PE Kit is as follows:

#### Girls and Boys

Black shorts

House colour t-shirt – plain

Plimsolls for Years R, 1 & 2

Trainers for Years 3, 4, 5 & 6 for outside wear

White socks (if worn) or white trainer liners

(Activities in the hall will be undertaken barefoot, except where the child has a verruca. In that case trainers may be worn.)

Football boots and shin pads (required for Y3, 4, 5 & 6 pupils only)

Plain dark tracksuit in colder weather needed for outdoor PE

PE kit should be in school at all times.

### ***Swimming for children in Years 2 and 3***

One-piece swimming costumes should be worn by girls, and swimming trunks, not shorts, should be worn by the boys. A towel will also be required. If the hair is below the collar, the children are encouraged to wear a swimming cap.

### ***Secondary Education***

The move into Key Stage 3 is an important step. You may express a preference for any school that is best suited to your child. The main secondary schools to which our children transfer are:

#### *Wide Ability*

Cornwallis Academy

New Line Learning Academy

The Maplesden Noakes School

Viat Valley Park Community School

Viat School of Science and Technology

#### *Wide Ability Denominational*

St. Simon Stock Catholic School

St Augustine Academy (Church of England)

#### *Grammar*

Maidstone Grammar School (boys)

Maidstone Grammar School for Girls

Viat Invicta Grammar School (girls)

Oakwood Park Grammar School (boys)

Further details may be obtained from the schools above or by contacting Mid Kent Area Education Office on 01622 671411. They will also be able to supply you with a complete list of all schools in the Maidstone area.

The Kent Test for entry to Grammar school [Procedure for Entry to Secondary Education (PESE)]

KCC is responsible for assessing whether any child in Year 6 should transfer to a selective or non-selective school. During Term 6 (second half of the summer term) of your child's Year 5, you will be asked if you wish your child to take part in the Kent Test. All information regarding this process is sent to parents via a booklet produced by the local authority. The tests take place during Term 1 of Year 6.

Once papers are marked, a note of the assessment given will be posted to parents (usually mid-October). There is an established procedure for appeal if you wish to query the assessment that your child receives but this will not be possible until a secondary school place has been formally offered in March of the following year.

### ***Charging Policy***

The aims of the charging provisions in the Education Reform Act are as follows:

- To maintain the right to free school education
- To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parental ability or willingness to help meet the cost
- To emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give schools the discretion to charge for optional activities provided wholly or mainly out of school hours
- To confirm the right of schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

The main effects on this school are outlined below.

### ***Educational Visits/Activities***

When a visit or activity is planned, a letter will be sent home explaining the details, the purpose of the visit or activity and advising you of the cost. You will be asked if you wish your child to take part and be invited to make a financial contribution. There will be no obligation to contribute, and pupils will not be treated differently according to whether or not their parent/carer is able/willing to contribute. No child will be excluded because a parent is unable/unwilling to pay. Should there be any problems of any kind associated with the cost of these visits, then we would ask you to contact the school. Matters relating to payment are dealt with in a sympathetic and entirely confidential manner.

However, visits and activities cannot be funded without voluntary contributions from parents. If there is insufficient financial support from parents, the visit or activity will not go ahead.

Please note that we only use coaches fitted with lap restraints when travelling long distances, or on motorways.

A link to all school and Trust policies can be found here <https://www.loose-primary.kent.sch.uk/page/?title=Policies&pid=106>

### ***Wellbeing***

The wellbeing of our children and staff is very important to us. Please see our website here <https://www.loose-primary.kent.sch.uk/page/?title=Wellbeing&pid=144> for tips and guidance to help you and see what we can offer your child.

## **Potential is Limitless**

*With trust, we lead / With pride, we act / With respect, we serve*

*With compassion, we care / With determination, we excel*

We pride ourselves on being a supportive and excellent school choice for your child. We welcome all parents to come in and speak to any member of staff if you have any questions, concerns or worries. We are always pleased to assist you and look forward to meeting your child and welcoming them to our school. Click here to view our prospectus and read our welcome from the Headteacher.

<https://www.loose-primary.kent.sch.uk/site/data/files/documents/4341052B051958200CEE9463AD16346B.pdf?pid=6>



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