



# **Gateway Primary School**

**PARENT HANDBOOK**

**2024-25**

## GATEWAY PRIMARY SCHOOL



### School Contact Information

Gateway Primary School  
Netheravon Close  
Carterton  
Oxon  
OX18 3SF

01993 842189

Office Email: [office.2254@gateway.oxon.sch.uk](mailto:office.2254@gateway.oxon.sch.uk)

Kayleigh Anstee, Headteacher, DDSL: [head.2254@gateway.oxon.sch.uk](mailto:head.2254@gateway.oxon.sch.uk)

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## **Gateway A-Z**

### **Absence Reporting**

Planned absence – you can collect an absence from the office area, or download one from the website. On the form please detail the reason for absence, and the length of absence. All absence requests will be reviewed and a decision around whether the absence is ‘authorised’ or ‘unauthorised’ shared with you. Please request know absences with as much advance notice as possible.

Sickness/emergency absence – if your child is unable to attend school due to sickness or emergency, please call the office as soon as possible. There is an answerphone facility where you can leave your child’s name, class and a brief reason for absence. You will receive a text message later in the morning confirming your child’s absence. Please call in, as above, for every day of absence.

### **Attendance**

Everyday at school is important and we encourage all children to come to school all day, every day. We ask you to support this view by avoiding ‘days out’ during term time. Whilst one day may seem insignificant, learning builds day by day and one days absence can have a significant impact on learning outcomes.

We celebrate good attendance in weekly assemblies and award the class in each phase with the best attendance by presenting a trophy. This is shared on the weekly newsletter.

### **Behaviour**

Through our school values and house point systems, we hope to foster a positive attitude to learning behaviour at school. All children will use the ‘airplane behaviour system’ to track their learning behaviour throughout the day. (This is detailed further in our school behaviour policy). Any child who is ‘flight grounded’ during the day will visit a member of the school leadership team to discuss their behaviour and how to ensure a return to more positive actions. We log this on our school system and inform parents. Please support your child’s positive learning behaviour by reinforcing messages from school at home.

### **Bikes**

If your child rides a bike to school, please ensure they wear a helmet. All bikes, and scooters, should be dismounted at the school gates and pushed across the school site to the bike shed. The bike shed is locked when the main gate is locked in the morning and opened again at the end of the day.

## **Class Names**

EYFS – Chicks and Ducklings

Year 1 and 2 – Parrots, Robins and Penguins

Year 3 and 4 – Doves, Kingfishers and Owls

Year 5 and 6 – Toucans, Eagles and Peacocks

## **Coats**

Please provide your child with a water-proof, warm coat for outdoor play and learning. This should be clearly named and brought to school every day (other than warm, dry days in the Summer Term.)

## **Communication**

The office staff, Miss Busby and Mrs Lock, will endeavour to support any questions or queries you have regarding school based admin, including attendance, medicines, consent for trips and visits, payments, school meals and wrap around care. They work during school hours, and in term time. You can contact the office via telephone (01993 842189) or via email ([office.2254@gateway.oxon.sch.uk](mailto:office.2254@gateway.oxon.sch.uk)). Please be mindful that either end of the school day can be a congested and busy time at the main school reception.

For queries or questions related to your child's experience in the classroom, please reach out to your child's class teacher in the first instance. You can do this via an email to the office (please mark the subject with 'for the attention of...'), a Class Dojo direct message or by speaking in person at either end of the day at the classroom door. If your concern or question is more complex, you may wish to make an appointment with your child's class teacher. Please be mindful that teachers often have further commitments at either end of the class day and may not be able to make last minute appointments.

If you have a query or question for the Headteacher or Deputy Headteacher, they can be found on the playground at most drop off and collection times. Alternatively, you can contact the main office email address.

## **Deployment**

If you are part of a military family and are made aware of an upcoming deployment, please let school know by completing a deployment form. This will allow us to check in, if needed, and support your child and family whilst a family member is away. The form can be found in the reception foyer, or online via the school website.

## **Dogs**

Dogs are not permitted on the school site – please do not bring them with you for drop off or collection. This includes dogs being carried. Please avoid leaving dogs tied to the school fence or gate at either end of the day as this can cause concern to some children.

## **Dojo**

Class Dojo is an app which links learning in school to parents at home. Class teachers will upload updates and communicate key messages on this platform. It also offers a facility to directly message your child's class teacher if necessary. Please be advised that staff are not directed to respond to messages outside of school hours and this facility should not be used for reporting your child absent. Please be mindful of appropriate boundaries between yourself and your child's teacher – we do not recommend sharing photos or personal details of your child in this way.

## **End of the day timing**

The school day finishes at 3:15 and children should be collected from the outside doors of their classrooms. Any child walking home by themselves needs to have a letter of permission from a parent/carer – this is generally only done by children in year 5 and 6. Any children who are not collected by 3:25 will be taken to our onsite wrap around facility and parents will be charged for a session. Please make teachers aware of any changes to collection as children will not be released to other adults otherwise.

## **Forest School Clothing**

All children in EYFS will attend forest school once a week. On these days, children are asked to wear full length trousers, full length tops, gloves, hats and waterproofs. Children attending Forest school need to be dressed appropriately for being outside. Jeans, shorts, skirts, dresses and short sleeved tops are not suitable. Children should come to school wearing footwear that they can fasten themselves, and should not come into school wearing wellington boots – they will change into these ahead of going to the forest.

## **Fruit for snack time**

Please provide your child with a fruit snack for break times. No other food is permitted at break time. Children in EYFS and KS1 will have a piece of fruit provided for them, but you may wish to provide an alternative.

## **GSA**

The Gateway School Association is a group of parent volunteers who fundraise for extra resources and experiences for the children in our school. They aim to plan and deliver one key event each term for children and families to enjoy, such as school discos, colour runs and fetes. You can find them on Facebook – Gateway School Association (PTA).

## **Healthy Lunchboxes**

If you choose to provide a packed lunch for your child, please ensure it is a healthy balanced selection of food. We do not permit chocolate bars, sweets or energy drinks in lunchboxes.

## **Holiday Bookings**

Holidays in term time will not be authorised but must be requested with an absence request form from the office. Please avoid booking holidays in term time – all absence has a negative impact on your child's schooling – not just their academic attainment, but it is likely they will miss key events, trips, experiences and moments with their friends which we cannot make up. We all value holiday time with our families, but please take these opportunities within the 13 weeks we have away from school each year.

## **House Teams and House Points**

All children are allocated a house team when they join our school. The school houses are: Spitfire (green), Hurricane (yellow), Wellington (blue) and Lancaster (red). Siblings will be put in the same house and each house also has staff representatives. The house teams help to foster a sense of belonging and team and teams collect points collectively as well as individually. Individual house points are awarded for academic effort and achievement. Children are given star shaped pin badges for reaching milestone housepoint amounts – bronze for 30, silver for 60, gold for 90 and purple for 120. At the end of the academic year, the child in each house with the largest number of housepoints will be awarded the overall housepoint winning badge – an enamel badge in the shape of their house team airplane. Weekly, the total housepoints awarded in each team is shared and celebrated in assembly and on the newsletter. Each house has two pupil house captains – these are pupils nominated and voted in by the year 6 cohort.

Sports Day is also conducted in house teams, with races and events points collected for house totals and children are asked to wear a t-shirt in their house colour.

## **Jewellery**

Children are not permitted to wear any jewellery to school other than a single stud in the ear lobe and a wrist watch. Children who wear additional jewellery to school will be asked to remove it. Please support this by checking your child is not wearing additional items.

## **Labels**

Please clearly label all your child's belongings – we recommend personalised stickers as pen can fade over time. Please ensure your child knows where their items are labelled and if you have received another child's second hand items, please update the labels. All items include drinks bottles, bags, shoes, swim kit, forest school waterproofs, lunchboxes, phones (for older children). The label needs to include the child's full name, not just initials.

## **Long Hair**

We ask all children with long hair to tie it up to prevent any spread of head lice and to avoid the risk of it being caught or pulled. Any children who do not tie up their long hair will be given an elastic band to do so.

## **Lost Property**

Any lost property found throughout the school will be stored in the large black box at the bottom of the main building, near the playground. We will endeavour to return any clearly named items to their owner. Uncollected lost property will be handed on to the GSA for second hand uniform sales.

## **Medical Appointments**

The same process for absence needs to be completed for all medical appointments. Where possible we ask for you to arrange appointments outside of school hours. If this is not possible, we ask parents to bring their child to school either side of the appointment time to minimise the time away from school. Children should be collected and returned to the school office, not directly to classrooms.

## **Medicine process**

If your child requires medicine to be administered during the school day, this must be taken to reception by a parent/carer and handed to our office staff. You will need to complete a medicine form with clear details of dosage and frequency.

## **Mobile Phones**

We discourage children from bringing their mobile phones to school and only year 5 and 6 are permitted to do so. If a child does bring a phone to school, it is not to be used on school grounds. Phones are collected in after morning register and stored in

the school office during the day. They are returned at the end of the day. The school will not investigate incidents of bullying through social media or messaging and we ask all parents to ensure their children's devices are monitored regularly.

We politely ask parents to limit their time on their mobile phone whilst on school site so you can readily engage with your children and school staff.

### **Nut Free School**

We are a nut free school. We have pupils who attend our school with dangerous allergies and there are to be no nuts sent into school for snacks or packed lunch boxes. Please be cautious of cereal bars, breads and other snacks and ensure they do not contain nuts. This includes nut spreads, including Nutella.

### **Ordering Lunches**

All school meals are to be ordered on ParentPay by midnight on Thursday for the following week. This deadline is not flexible and we cannot add additional meals beyond this point. All meals are catered off site and we have very limited control of menus, ingredients and portion sizes.

### **Parent Hub**

Parent Hub is an online communication system used by school to share longer messages and letters. Please ensure you are signed up and that you check messages regularly. Support with this process can be obtained through the school office.

### **Parental Involvement**

Parents play a crucial role in their child's educational journey by providing support, guidance, and encouragement. Their responsibilities include creating a conducive learning environment at home, ensuring regular attendance, and fostering a positive attitude towards education. They should engage in their child's school activities, communicate regularly with teachers, and stay informed about academic progress and school events. Additionally, parents should help with homework, encourage reading, and develop good study habits. By being actively involved and supportive, parents can significantly enhance their child's motivation, confidence, and overall academic success.

### **Parent Pay**

ParentPay is an online system allowing payments to be made for trips and visits and for consent to be given to outings. It is also where school meals, breakfast club and wrap around care can be booked.

## **P.E. Kit**

All children need a P.E. kit in school all week. Whilst some classes will have set days for P.E., we will make changes to timetables to make best use of the weather conditions. Please ensure all P.E. kit is clearly named. P.E. will be sent home on a Friday.

### Indoor lessons.

Black shorts, a white T-shirt and plimsolls are required for indoor lessons.

### Outdoor lessons.

Children are required to wear appropriate sports wear for the lessons. In the winter months, tracksuit bottoms and a hooded sweatshirt are acceptable. Trainers should be provided for use on the playground or on the field.

A t-shirt in house colours will be needed for sports day in term 5 or 6.

## **Phase Groups**

The school is split into phase groups as follows:

Early Years Foundation Stage, known as EYFS - Foundation Classes: Ducklings and Chicks

Key Stage One, known as KS1 – Years 1 and 2: Robins, Penguins and Parrots Classes

Lower Key Stage Two, known as LKS2 – Years 3 and 4: Owls, Kingfishers and Dove Classes

Upper Key Stage Two, known as UKS2 – Years 5 and 6: Peacocks, Eagles and Toucans

## **Reading and Homework expectations**

We expect parents to support children in completing regular reading at home and completing homework tasks which support learning in school. Please refer to the information shared in your child's phase for key dates/timings and tasks. Regularly reading to your child has been shown to have a huge impact on their enjoyment of reading in the future and should be built into your daily home routines for best impact.

## **School Closures**

In the event of emergency school closures, parents/carers will be notified via Class Dojo, Facebook and ParentHub.

## **Senior Teachers**

Across the school year groups are grouped into 'phases.' Each phase is lead by a Senior Teacher. This teacher leads the phase classes and may communicate with all

parents in the phase on occasion. Senior Teachers make part of the 'Senior Leadership Team' and support operational and strategic management of the school. For the 2024-25 academic year, our Senior Teachers are:

EYFS – Mrs Natasha Stone

KS1 – Mrs Rebecca Barnes

LKS2 – Mrs Kate Morgan

UKS2 – Mrs Sarah Jones

### **Stars of the Week**

In our weekly celebration assembly, two children from each class are awarded the 'star of the week' certificate. These awards are selected by class teachers and are to celebrate an out of the ordinary contribution, achievement or effort. Certificates are sent home with children and are detailed in the weekly newsletter.

### **Start time**

Teachers open their classroom doors at 8:35 and this is when learning activities begin. To make the most of the day, please have your child at school by this time. Door close at 8:45 and this is when registers are taken – all children must arrive by this time to avoid a late mark and to avoid missing vital learning at the start of the day. Any child arriving after 8:45 needs to report to the office and be escorted to class.

### **Stationary**

Children are not required to bring in their own stationary items. All items will be provided by school.

### **Sun cream / Sun hats**

In warmer weather, please send your child to school with sun cream already applied. They can reapply sun cream later in the day, but we cannot do this for them. Please supply a clearly labelled bottle if you wish this to happen. Similarly, a sun hat should be provided for the warm weather – again, please make sure this is clearly labelled.

### **Tattoos**

Temporary tattoos are not permitted at school and should not be applied outside of the school holidays.

## **Tea Party**

Children can earn 'values slips' for showing our focus school value throughout the week. These slips detail what they did to demonstrate the school value and they are collected in the school tea pot. During Friday celebration assembly, we pick 6 random slips and celebrate their achievements. These 6 pupils are then invited to attend a tea party with the Headteacher or Deputy Headteacher as a reward. During the tea party, they receive a positive postcard outlining how they have demonstrated the school value. These pupils are also celebrated on the weekly newsletter.

## **Trips and Visits**

Trips and visits are carefully scheduled and planned for, forming an important part of the curriculum. It is expected that all pupils will attend their year groups events. Please ensure you give consent via ParentPay ahead of any events.

## **Toys**

Please do not allow your children to bring their own toys into school. These should be kept at home to avoid special items being lost or broken.

## **Uniform Expectations**

Gateway School asks all its pupils to wear a school uniform.

The school uniform comprises:

- White or purple polo shirt, white shirt or white blouse
- Black or dark grey bottoms - either tailored trousers, shorts, culottes or a skirt near the knee.
- Purple sweatshirt, cardigan, fleece or hoody with school logo for all year groups up to year 5.
- Year 6 pupils wear a black sweatshirt, cardigan, hoody or fleece with school logo
- Low-heeled and entirely black, shoes, boots or trainers.
- Purple and white checked summer dresses can be worn in summer months.

School Uniform can be purchased from our online shop. Please logon below to see uniform and prices available online:

<https://www.mapac.com/education/parents/uniform/gatewayox183sf>

Please clearly name all items of uniform with children's first and surname. It is really helpful if children are shown where their name label is, so they can quickly identify their own items.

## **Website**

This handbook provides a small amount of the information held within policies and documents on the school website. [www.gateway.oxon.sch.uk](http://www.gateway.oxon.sch.uk) is where you will find further information. Copies of the information held on the website can be obtained from the school office.