

**Welcome
to
Athelstan
Primary
School**



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Welcome to Athelstan Primary School

The core business of everyone in school is children's learning. Everyone who works in our school values the whole school community and has a genuine team spirit. They work collaboratively towards our common aim, which is for all our pupils to become successful learners, confident individuals and responsible citizens.

A very strong community atmosphere exists in our school. We acknowledge that the partnership with parents and carers is paramount for children to achieve their full potential; therefore, we have a genuine desire to maintain and further extend this partnership.

Respect is the cornerstone of our school and we endeavour to ensure that everyone feels valued. We constantly model and teach behaviours that promote respectful considerate behaviour.

We have consistently high expectations of ourselves and all pupils expecting everyone to understand that they have responsibilities. Pupils are taught about these responsibilities with regard to making healthy lifestyle choices and understanding their own learning process, so they know how to they can become a better learner.

We are extremely fortunate to benefit from a very pleasant site and although our large building presents many challenges in terms of repairs and maintenance, we are continually updating and improving our learning environment, to ensure the best provision possible for 21st Century learning. The building is now far more stimulating and well resourced. Our extensive grounds provide the perfect outdoor provision for outdoor learning including physical development in PE lessons and social development during social times.

We hope you find the following information useful, if you require any further details about Athelstan Primary School, please don't hesitate to speak to a member of staff.

Martin Fallon –Interim Executive Headteacher

Fiona Barry – Acting Headteacher

Lisa Watson – Acting Headteacher

Anna Waring – Assistant Headteacher

Zoe Godwin – Business Manager

Amy Brownhill – Administration Manager

Emma Fox – Family Support Worker

1. School Address and Contact Numbers

Athelstan Primary School
Richmond Park Way
Sheffield
S13 8HH

Phone 0114 2692301
E-mail enquiries@athelstan.sheffield.sch.uk
Website www.athelstanprimaryschool.co.uk
Twitter @AthelstanPS

2. Safeguarding

Athelstan Primary School is committed to helping all children and young people do well.

What Athelstan Primary School expects from you as a parent or carer.

Tell us if:

- There is anything in your child's life that we need to know. Things that happen outside school can affect your child while they're with us. Please talk to us – we might be able to help.
- There is a reason why your child is not attending, by ringing us on **0114 2692301** on the first day of absence.
- If your child no longer needs his/her place with us.

What YOU can expect from Athelstan Primary School

- A safe, quality, learning environment that meets Ofsted regulations and operates under Safeguarding Children legislation & guidance.
- While your child is attending our establishment, we will be taking good care of them and we will talk to you about anything important that we observe.
- Regular, efficient and accurate record keeping.
- If your child transfers to another school or educational setting, we will share any important information with them that will help to support your child's move.
- Contact from us when your child hasn't attended and you have not let us know the reason for their absence.
- Prompt action to any problem you tell us about.
- Support and assistance from staff when needed.

Let's work together!

If any parent or carer has a concern about the safety of any child or young person in this education setting, there are people who can help.

The people in our safeguarding team are:

Lisa Watson – Designated Safeguarding Lead/Acting Headteacher

Fiona Barry – Designated Safeguarding Deputy/Acting Headteacher

Anna Waring – Designated Safeguarding Deputy/SENDCo/Assistant Headteacher

Emma Fox – Designated Safeguarding Deputy/Family Support Worker

Selina Ashton – Designated Safeguarding Deputy/Class Teacher

All of these people are happy to help you to support your child. If none are available, the staff in the office will always offer to contact the appropriate staff. Further information/guidance can be found at:

www.safeguardingsheffieldchildren.org.uk or www.sheffieldsafetynet.gov.uk

Operation Encompass

We take part in this project, which is run jointly between school and South Yorkshire Police. Operation Encompass is the notification to schools that a child (under 18) has been exposed to, or involved in, any domestic incident. This will ordinarily be done by the start of the next school day.

Operation Encompass will ensure that either of us are informed. We can then use the information, in confidence, to ensure the wellbeing of the child and support the family as much as possible.

Our school is keen to offer the best support possible to all of our children and we believe this will be extremely beneficial for all those involved.

If you require any further information, please do not hesitate to contact us.

This is an Operation Encompass School

Children who are affected by domestic abuse don't have to suffer in silence.

Operation Encompass enables Key Adults in school, Police and teams within Sheffield City Council, to work together to help children feel safe, secure and receive appropriate support.

For more information, visit

www.operationencompass.org

3. SEN (Special Educational Needs)

Our curriculum at Athelstan is planned to meet the needs of all children, but some children have special needs which need to be catered for. We have an up-to-date policy on Special Educational Needs, which operates within the framework of the 'Code of Practice'. You will find a copy of this on our website.

If you have any particular worries about your child's education, please do not hesitate to contact your child's teacher or the SENDco (Special Educational Needs & Disabilities co-ordinator), Anna Waring. Please inform us if you feel your child has a special need.

4. School Policies

Important school policies can be found on the school's website
<https://www.athelstanprimaryschool.co.uk/policies>

You will find a copy of the Positive Behaviour & Administering Medicines Policies in this folder.

5. Breakfast Club

8.00am – 8.30am

Breakfast Club is held in the Infant Dining Room & Infant Hall. Children in all year groups may attend. The cost of each session is £2.00 per child, per day. **Breakfast Club is strictly by pre-booking via ParentPay, which requires payment upfront.** Parents/carers of children who are in receipt of **income based** free school meals do not have to pay but still need to book the sessions required and checkout as normal. Several Teaching Assistants are present each day, to chat with children, parents and carers.

6. Child Absences

If your child is ill or has any kind of medical appointment you must contact school as early as possible. We have an answer phone and your message will be picked up from there. It is really important we know where your child is, if they are not in school. More details can be found on our 'Athelstan Attendance' information sheet.

School Telephone Number – 0114 2692301.

7. School Meals

All children in Foundation, Y1 and Y2 are entitled to 'universal infant free school meals'. For children in Y3 – Y6, payment for school meals should be made at the beginning of the week, through ParentPay, our online payment facility. You will be given a unique registration number to use when setting up your ParentPay account. All payments to school should be made this way.

We have income based free school meals application forms in school if needed.

Children choose their meal during morning registration. If your child has any allergies or dietary needs, please speak to a member of the Office Team who will be able to assist you further. You will find menus on our website and in the main reception area.

8. School Uniform

The School Uniform and Jewellery Policy can be found here:

<https://www.athelstanprimaryschool.co.uk/policies>

Parents and carers are able to purchase uniform with the school logo directly from Logo Leisurewear <https://logoleisurewear.com/product-category/schools/schools-athelstan-primary/> or Pinders Schoolwear <https://pindersschoolwear.com/schools/12/AthelstanPrimary>

Unbranded Uniform

Please note, that pupils are not required to wear branded items/clothing with the school logo. Items do not need to be purchased from a specific retailer, and plain jade green sweatshirts/cardigans, and polo shirts (in either white or jade green) can be worn. Please see our section below about second-hand uniform.

Pre-Loved School Uniform

Emma Fox, our Family Support Worker, very kindly runs a second-hand uniform 'shop', to raise funds for the school, and to promote recycling and reusing resources. If you would like to donate any polo shirts, sweatshirts or cardigans with the school logo, please bring them to the main office.

Emma washes and stores the uniform in sizes, and you can contact her on efox@athelstan.sheffield.sch.uk and request the item you need. Requests can also be made via the office.

If the item is in stock, you then collect it from school and make payment to the admin team. Please note that only polo shirts, sweatshirts and cardigans are now stocked.

Polo shirts 50p
Sweatshirts/cardigans £1

9. School Website, App & Social Media

You will find lots more information about school life on our website.

www.athelstanprimaryschool.co.uk

We encourage parents/carers to join our app as this is one of the main methods of contacting parents/carers. Please see the letter in your welcome pack for more information.

You can also follow us on X (formerly Twitter) by searching @athelstanPS, on Facebook and on YouTube.

10. Weekly Newsletter

Every Friday, we will email our weekly newsletter, which contains news and information. Please ensure you receive this, as it often contains important information. You will also find a copy of the newsletter on our website.

11. Communication

If you change your home address, telephone number or email address, please notify the office.

Parents who do not live with their child can receive copies of our weekly newsletter, and relevant letters their child receives, by email. Please provide details on your child's admission form.

12. School Office

The school office is staffed by:

Zoe Godwin - Business Manager

Amy Brownhill - Administration Manager

Debbie Dennison - Finance Officer

Mumthaz Ahmed - Clerical Officer

Megan Shepherd – Clerical Officer

Kirsty Thornton – Clerical Officer

13. Forms to Complete and Return to School

Several forms will be enclosed in your welcome pack. Please complete them within the required timescale and return them to the school office.

14. Birth Certificate

We ask to see your child's birth certificate to verify the correct spelling of their names, and their date of birth. Please bring this into the school office to be photocopied.