Alexandra
Primary School
Aspire, Perform, Succeed

Alexandra Primary School

Parent and Carer Handbook

Alexandra Primary School
Denbigh Road
Hounslow
Middlesex
TW3 4DU
E-mail: office@alexandra.hounslow.sch.uk

Headteacher: Mr. Norton
Deputy Headteachers: Mrs Mansfield and Mrs Buchanan

School website: www.alexandra.hounslow.sch.uk

Contents

Welcome to Alexandra Primary School (APS) 3
Our School Aims 3
Our Values 4
A to Z Guide 5
A is for… About Alexandra Primary School 5
A is for… Absence, Attendance and Punctuality 5
A is for… After School Clubs 6
A is for… Antibullying 6
B is for… Behaviour 6
C is for… Code of Conduct 6
C is for… Class Charter 6
C is for… Collection 7
C is for… Communication 7
C is for… Community Corner 7
C is for… Curriculum 7
D is for… Drop off 8
E is for… EAL provision 8
E is for… Extended day care 8
F is for… Fruit and Milk 8
G is for… Governing Board 9
H is for… Homework 9
L is for… Library 9
L is for… Lunch 9
M is for… Medicines in school 10
M is for… Music 10
O is for… On line safety 10
P is for… Parent Pay 10
P is for… Parent support 10
P is for… Parking 10
P is for… Pastoral Care 10
P is for… Physical Education (PE) 11
P is for… Policies 11
R is for… Reporting to Parents 11
R is for… Resolving problems 11
R is for… Rights Respecting 11
S is for… Safeguarding 12
S is for… School Council 12
S is for… School Day 12
S is for… Special Educational Needs and Disabilities (SEND) 12
T is for… Term and holiday dates 13
U is for… Uniform 13
W is for… Website 14
W is for… Weekly Overviews of Learning 14
W is for… Welcome Booklets 14
W is for… Wellbeing 14
Y is for… Young Carers 14

Welcome to Alexandra Primary School (APS)

Alexandra Primary School's Moral Purpose:

Alexandra Primary School will work collaboratively to ensure that all children have a world-class, rounded education, through an ambitious and creative curriculum. We will enrich and enhance pupil's learning and life experiences, enabling every child to develop a love of learning and achieve outstanding progress and attainment.

This will be realised through our commitment to, and participation in, a systematic, sustainable and accountable framework of challenge, support and continuing professional development for school improvement, drawing on best practice locally, nationally and internationally.

Emotional Literacy and well-being is a clear indicator of academic achievement, success and satisfaction in later life. We are committed to promoting children's emotional literacy and wellbeing and incorporating appropriate activities into children's routines and school life. Such activities may include: well-being, resilience, personal responsibility, growth mindset, kindness, mindfulness and gratitude. We will promote our ethos through assemblies, work-related tasks and school projects via the School Council and our Rights Respecting Committee. Our school values equip children with the knowledge and skills to support, encourage and enable them to be in charge of their own wellbeing.

APS School values and the values of our Collaborate (C8) partners, the 5R's and British values all link together with the value of respect and compassion, as part of respect, being particularly important to promote British values.

Alexandra Primary School will:

- Place emphasis on developing the whole child;
- Ensure consistently high quality teaching and learning;
- Strive to ensure all pupils make good or better progress;
- Continually work at diminishing the difference for disadvantaged children.

Through our culture and organisation, we will:

- Continually strive to build capacity and sustainability;
- Build a culture of teamwork and collective accountability;
- Ensure high levels of staff satisfaction and job fulfilment;
- Strengthen partnerships within and across schools particularly the partnership with parents and the community.

Our School Aims

At Alexandra Primary School we aim to encourage all children to:

- **Aspire to be successful learners who enjoy learning**
- **Perform as well as they can, make progress and achieve and become confident individuals who are able to live safe and fulfilling lives**
- **Succeed as responsible citizens who make a positive contribution to society**

… and when children enter their next stages of education and then ultimately employment the young people know that educators and employers want them to have the following attributes; to have…

- a good grasp of basic knowledge and skills;
- be reliable, take responsibility and show resilience;
- an ability to build and maintain relationships;
- an ability to work collaboratively in a team;
- creativity and use problem solving skills.
- an understanding of how to keep themselves fit and healthy, physically and emotionally.

Our Values

To achieve our aims, we have looked at the main values that will underpin them and link together and start from the first day children join Alexandra Primary so that these should be embedded by the time they leave us. Children should have high aspirations in their school career. Staff, parents and carers will work together to equip children with the skills to perform the best they can whilst at Alexandra. This will then determine success for achievements at school and beyond.

Aspire	Perform	Succeed
Children at Alexandra **aspire** to be successful learners who enjoy learning through demonstrating the following values:	Children at Alexandra **perform** as well as they can. To achieve to the best of their ability, they should demonstrate the following values:	Children at Alexandra **succeed** as responsible citizens who make a positive contribution to society. We can teach them the following values for them to succeed:
Independence Alexandra children, staff, parents & carers work together to **build independence.** Learning to **support yourself** is fundamental for any success you ever hope to achieve. Children also feel **self-worth** whenever they get to accomplish things on their own. We become more **confident in facing challenges**, which is important in preparing children for life outside of Alexandra.	**Respect** Alexandra children, staff, parents & carers endeavour to work and play with **everyone within their community** and show **respect** for every group and individual, the school environment and themselves. We demonstrate **self-respect** and believe that everyone should be treated **fairly and equally and with compassion**	**Resilience** Alexandra children, staff, parents & carers "**bounce back" from setbacks**. We show **resilience and perseverance** as we try to achieve our goals. We understand the need to work hard. We are not afraid to **take risks** and take on-board **advice** that is given to us to help us in our **continual development.**
Achievement Alexandra children, staff, parents & carers **know what they want to achieve and how to achieve it**. We do not give up when things are difficult and show **determination** to find a solution to a problem if we face any difficulties. We demonstrate our achievements in a **variety of ways** such as: academically, or through our creative talents and through our social skills and friendships.	**Honesty** Alexandra children, staff, parents & children learn that honesty is to **say what we think** and is telling what really happened. Honesty is telling the truth. When we feel honest, we feel clear on the inside. There are no contradictions in thoughts, words and actions. We learn that honesty is having a **clear conscience** and that **being honest brings trust.**	**Collaboration** Alexandra children, staff, parents & carers endeavour to work and play with everyone. We believe in the **power of teamwork – of cooperating and collaborating**. Working together equates to success for all. We show **tolerance and understanding** for every group and individual and people's different beliefs and ways of life. We have an understanding of **good manners** and demonstrate these always.
Ambition Alexandra children, staff, parents & carers **embrace challenge and set high expectations** for themselves. Children recognise **how their school learning** can help them to achieve their **goals in life and the wider world.**	**Confidence** Alexandra children, staff, parents and carers are **enthusiastic and articulate** about their learning and their school community. Children know they can say **how they feel and know how to communicate their thoughts and feelings**. If we teach children to be articulate then they can develop their skills and consequently, become more confident.	**Responsibility** Alexandra children, staff, parents & carers learn that responsibility is **doing your share**. We carry out our **duties with integrity**. We accept what is required and carry out the task **to the best of our ability.** We know that responsibility lies at **home, school** and in **our world.** We know that along with rights there are **responsibilities.**
Creativity Alexandra children, staff, parents & carers **think carefully** to find **solutions** to the **problems** they may encounter. We **express ourselves** in many ways and are not afraid to be **unique or individual** in our acts or thoughts. We **celebrate our talents** and work hard to develop these. We appreciate and are **inspired by** the **imagination and creativity of others** and seek to encourage this.	**Reflection** Alexandra children, staff, parents & carers demonstrate the value of reflection, which is **thinking carefully about our learning and actions**. We get to know our own **strengths and weaknesses** and may have quiet time with ourselves and others. This in turn, will allow us to **build on our past experiences of learning to make future learning experiences even better**.	**Reliable** Alexandra children, staff, parents & carers learn that if **you are trustworthy you can be relied on to do the right thing.** We learn that trust is **not giving in to temptations or wants.** We learn that trusting people is **part of everyday life.** We know that being reliable will allow us to succeed in life at school and beyond.

To help you and your child settle into life at Alexandra Primary School, we have written this handbook to provide you with information about routines, rules and other school information that you may need to make this an enjoyable start to your child's school life at Alexandra.

A to Z Guide

A is for… About Alexandra Primary School

Alexandra Primary School amalgamated in September 2014 after being separate Infant and Junior Schools. We have a positive and inclusive ethos, within which we endeavour to make everyone feel safe, secure and valued. We are proud of our diverse cultural community and encourage all children to achieve their personal best, academically and socially. We believe that children flourish when home and school work together. We encourage parents to become involved in their children's education and the life of the school. We aim to work with our families to develop caring attitudes, thoughtfulness, mutual respect, self-discipline, self-confidence and good manners alongside excellent academic progress. We treat all of our pupils as unique individuals who are or will become independent learners and view their education as a positive experience.

A is for… Absence, Attendance and Punctuality

If your child is absent from school for any reason, you must notify the school office, preferably by 8.45am on the first day of absence and also on subsequent days of absence. If your child remains ill for three or more days you must provide proof of any illness etc. (e.g. medication prescribed).You may also send an e-mail to our school office office@alexandra.hounslow.sch.uk to advise of an absence. Please ensure that your child arrives to school every day at the correct time. Persistent absence and lateness has a detrimental effect on the education of a child. If your child is late to school, you must take them to the School Office in order to sign in late.

We strongly believe that regular school attendance is essential if a child is to take full advantage of the educational opportunities on offer. Irregular attendance will always affect a child's achievement in school. Absence for any reason other than illness will not be authorised except in the most exceptional circumstances. The school will inform the Local Authority if you withdraw your child from school during term time.

Days off school add up to lost learning

There are 175 non-school days every year.

That is 175 days to spend on family time, visits, holidays, shopping, appointments &household jobs

190 Days for your child's education each year	10 days absence = 10 days missed education 180 days of education	19 days absence = 19 days missed education 171 days of education	29 days absence = 29 days missed education 161 days of education	38 days absence = 38 days missed education 152 days of education	47 days absence = 47 days missed education 143 days of education
100%	95%	90%	85%	80%	75%
Excellent Best chance of success. Gets your child off to a flying start.	**Initial concern.** Missed learning opportunities.	**Worrying** Less chance of success. Makes it harder to reach their potential	**Not fair on your child** Less chance of success. Makes it harder to make progress Possible friendship issues Educational outcomes and life chances are affected		
Attendance rewards Certificates Attendance raffle Mufti day	Coloured letters Initial concern letter Attendance monitoring Target letter	Coloured letters Attendance meeting Target letters Refer to EWS	Coloured letters EWS intervention EWS Target Fixed penalty warning notice Fixed penalty Court action = fines up to £2500 per parent. Possible custodial sentence.		

Legal action may be taken for poor school attendance &/or unauthorised leave.

A is for… After School Clubs

We offer a selection of after school clubs mainly for Key Stage 2 children. These clubs are run termly and are usually held over 8 or 10 weeks. A letter informing parents of available clubs will be sent home at the end of each term. Clubs choices are made through our online ParentPay system. If you are unsure about the clubs your child can attend, please speak to someone in the school office.

A is for… Antibullying

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group where the relationship involves an imbalance of power. It can be verbal, physical or psychological and can happen face to face or online.

At Alexandra Primary, we are committed to safeguarding and promoting the welfare of children in school. As such, we do not tolerate any form of bullying in school. Through our curriculum and values, we help children to understand the importance of respect and tolerance for others to help support healthy relationships. Each year we mark anti-bullying week in school, which together with our PSHE curriculum gives children the opportunities to understand what bullying is, the different types of bullying, the effects it can have and how to get help if they or someone they know is being bullied.

We are committed to recognising incidents of bullying and acting quickly to offer appropriate support to the target of any bullying behaviour and ensure the child or children feel listened to. We also engage with those carrying out the bullying to help them to make changes to their attitudes and beliefs to encourage good choices and respect for all. Where appropriate, mediation, can be used to support all concerned to recognise the consequences and impact of their actions. Further information can be found in our Anti-Bullying policy on the school website.

B is for… Behaviour

Children's learning is our purpose and priority. We aim to promote the development of a positive self –image, a respect for oneself and for others, to respect property and the environment. We therefore approach Behaviour Management with a view to educating every child and empowering them to make appropriate choices in life. We phrase our directions and corrections in deliberately positive language, making explicit the desired behaviour. We set clear expectations in the form of simple rules and routines and we make a point of noticing when children behave well and celebrate achievement.

We promote positive behaviour through the language of rights linked to their responsibilities and use articles within the UN Rights of the Child to help with this. We build positive relationships, where pupils feel valued as individuals. We do this through the use of praise to promote positive behaviour and through the modeling of desired behaviours.

The school behaviour, discipline and anti-bullying policy provide the frameworks within which a positive learning environment can be created. For further information, please read our behaviour policy on the school website.

C is for… Code of Conduct

The Code of Conduct provides an important framework on which to build the code of behaviour. It is not meant to be an exhaustive list of rules but rather a framework which operates in conjunction with other policies such as the PSHE policy. Our school rules are based on the principle that teachers have the right to teach, children have the right to learn, and that all children can behave well. All classes begin the year by agreeing a code of conduct for their classroom, called the **Class Charter**.

C is for… Class Charter

Class Charters are written by the children and are on display prominently in the class at the end of the first week back. This is a positive list (Do's! Not don'ts) of rights that have reminders about how they show respect for these rights. e.g. Every member of the class has **a right to learn**.
We respect these rights by listening to the teacher and to each other's ideas, we take turns to answer questions, we think about our answers carefully, we encourage and help each other to try their best in their work etc.

Strategies:
The school employs a wide range of strategies to help manage inappropriate behaviour. These include:

- Establishing clear, firm rules about behaviour boundaries
- Recognising that a child who is experiencing emotional disruption in their home life may present a considerable challenge in the classroom or playground which must be carefully managed
- The use of a Behaviour report card where necessary. This is after the child has had the opportunity to speak to an adult and we have communicated with parents, yet there has been no evidence of change
- Classroom Support – continued check-ins from staff to ensure reminders and discussions have taken place
- Differentiation of work – a consideration of whether the child has been challenged enough or whether they are finding work difficult and are displaying behaviour changes accordingly
- The use of social stories and or small group social skills
- Speaking to our Pastoral Care Lead, Mrs Bird.

C is for… Collection

We have a 3.30pm finish time for Infants and Juniors. This will mean that Infant parents with Junior siblings will come round to the Junior playground and collect immediately. Parents must collect their Infant children first and supervise any younger children with them. Children in Year 5 and Year 6 who have permission to walk home alone will leave at 3.30pm. Nursery morning session finishes at 11:45 and the afternoon session finishes at 3:30pm.

C is for… Communication

Our aim is to keep you as up to date with information and news as possible. Every fortnight, you will be sent a copy of the newsletter via our text and email service. Please take time to read this as we will give dates for forthcoming events as well as other information such as classes attending trips etc. The newsletter is also published onto the school's website. The text service will be used to keep you informed of events etc. and therefore please keep us updated with a current mobile number and email address.
How you can communicate with us:

- Email – The main school email address is office@alexandra.hounslow.sch.uk
- Year Group email addresses. We encourage parents to communicate directly with the year group leader and classteachers by email initially. Please use the year group, followed by @alexandra.hounslow.sch.uk, e.g. Year3@alexandra.hounslow.sch.uk

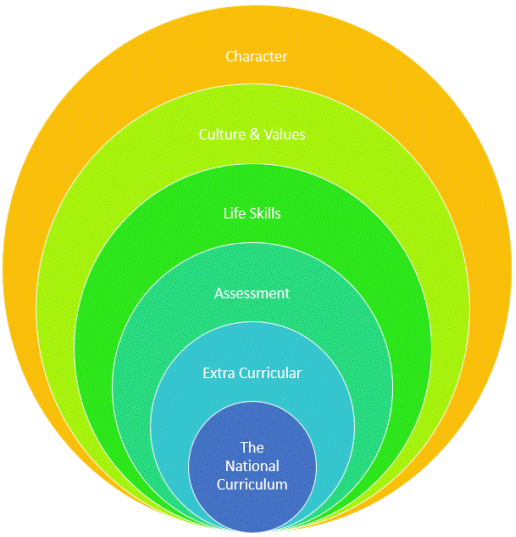
C is for… Community Corner

Community Corner is a designated space for preloved uniform and toy bank. It is located near the pathway near the main entrance to the Early Years and KS1 playgrounds. It will also be a space for parents of children in Early Years to meet with teachers.

C is for… Curriculum

We offer a broad curriculum which includes all National Curriculum subjects. There are many enrichment opportunities planned into the curriculum such as trips and visits. We have frequent visitors to school throughout the year and these enrich and enhance the learning experience within classrooms. Throughout the school year you will have the opportunity to attend both curriculum meetings for your child's year group and Parents Evenings. The curriculum that we have devised at APS is broad, balanced and ambitious.

We have thought about how children learn and the personal development of learners, considered the knowledge, understanding and skills children need to learn and use. We have developed a curriculum that also reflects our community.



The Components of the Curriculum

The school's curriculum promotes the Spiritual, Moral, Social and Cultural (SMSC) and physical development of pupils at the school and of society and prepares pupils for the opportunities, responsibilities and expectations of later life. Speaking, communication and reading lie at the heart of our curriculum so that when children enter their next stages of education and then ultimately employment the young people know that educators and employers want them to have the following attributes:
To have:

- a good grasp of basic knowledge and skills
- be reliable, take responsibility and show resilience
- an ability to build and maintain relationships
- an ability to work collaboratively in a team
- creativity and use problem solving skills

Please see other documents available on our website, which refer to our curriculum at APS

D is for… Drop off

Parents of Infant children, please drop off at the Denbigh Road gate. Members of staff will be waiting for your children.

Parents of Junior children, please drop off at the Tiverton Road gate. Members of staff will be waiting for your children.

If you have children in both Key Stage 1 and 2, please drop off your child in Key Stage 1. Children in Key Stage 2 can follow the path to the Junior playground from Denbigh Road.

E is for… EAL provision

At Alexandra Primary School, we will support your child if English is not their first language.

E is for… Extended day care

We run a Breakfast and Aftercare club for children at Alexandra Primary School. Breakfast club runs from 7.45 am until the children go to class at 8.50am. The fee for this includes a light breakfast. Aftercare runs from 3.30pm to 5.45pm and again the cost includes a light tea. A registration form can be obtained from the school office and they can advise of the cost and whether there are spaces available. You can contact our school office in charge of bookings at:
office@alexandra.hounslow.sch.uk

F is for… Fruit and Milk

You can organise your school milk order through our provider Cool Milk. School milk is free for the under 5's and subsidised for over 5's. If you are entitled to free school meals your child's milk will be free too although you will still need to register. Please register online at: www.coolmilk.com.

We also participate in the Government's School Fruit Scheme. Every child from Nursery to Year 2 is given a free piece of fresh fruit each day.

G is for… Governing Board

The Governing Board (GB), offers both challenge and support to the school and works with the Headteacher and senior staff to develop strategic leadership for the school. The GB holds the school to account for the standards it achieves, ensure that all resources are used appropriately to meet the needs of the school to provide value for money. The GB also holds statutory health and safety duties.

The GB appoints the Headteacher and delegates the responsibility for the day to day running of the school to the Headteacher. Individual governors have no power as such and cannot act or speak on behalf of the GB unless power has been delegated to them via the committee structure.

H is for… Homework

Homework is based on current learning in class, or to practice a particular skill which may be taught in the future or to recap a previous concept to assess if children have understood completely.

We ask that you help your child to complete the work by offering them a calm learning environment at home and encouragement to do their best. We would like children to complete their homework as independently as possible.

Reading with your child and helping them learn their weekly spellings in Year 1-6 should also be a regular part of home life. If children have any difficulties with their homework, they are encouraged to speak to their classteacher. Online learning is available through School platforms such as Doodle, My Maths, Bug Club and in addition, Reading Plus (for Years 4 and 6).

L is for… Library

Ou refurbished school Library is located upstairs in the school building. We encourage children to take out books from school to read at home.

L is for… Lunch

We use WilsonJones, an independent catering company who specialise in education catering. They have a real passion and drive to provide the very best school meal service to their customers using the very best ingredients.

Universal Infant Free School Meals government program entitles every infant school aged child to free school meals. As a result, if your child is in Reception, Year 1 or Year 2 you do not need to pay for their school meal. From Years 3 to 6, your children can either have a school dinner or you can provide them with a packed lunch. Parents can apply for free school meals if in receipt of certain benefits. More information can be found here: https://www.hounslow.gov.uk/info/20025/schools_and_colleges/61/free_school_meals

We ask parents not to give nuts or sweets / chocolates to children in their packed lunches and snacks. If your child has a food allergy, our caterers WilsonJones can organise a special menu. You should list any allergies on the school registration form. School dinners are paid for (if applicable) through our online system ParentPay and children select their meal with their teacher in the morning during registration time. The menu is on the school website for you and your child to decide on the lunch they would like to have.

- Menus meet or exceed government food and nutrition standards
- Menus minimise and where possible, eliminate food additives
- All menus include balanced, healthy choices
- Menus can be adapted to meet your needs

If you are in receipt of certain benefits then you may be eligible for free school meals, please ask in the office for an application form (you can still register for this without taking up the option of having the school dinner as you will also be entitled to other financial support such as some subsidised clubs.)

M is for… Medicines in school

School can only administer medication for your child if it is prescribed by a medical practitioner. As part of the school's Managing Medicines Policy, if your child requires prescribed medication at school you will be asked to fill in a form in the school office. Medicine should not be with a child themselves. If your child has a specific medical need we will ask you to fill out an individual healthcare plan. If your child develops a new condition or there are any changes to their medical needs, please ensure you speak to our Welfare Assistant so we can write a risk assessment if required to ensure your child is safe at school.

M is for… Music

Your child will have opportunity to learn a musical instrument in Year 2 and Year 3. In addition to this, we are able to offer other music lessons such as guitar. These are made available from year 2 upwards. Please ask in school office for further details if you wish your child to learn an instrument. Your child will be put on a waiting list if there are no spaces currently available.

O is for… On line safety

Children have the right to enjoy childhood online, to access safe online spaces appropriate to their age, and to benefit from all the opportunities that a connected world can bring to them. New technologies inspire children to be creative, communicate and learn. However, as they grow older it is crucial that they learn to balance the advantages offered by technology with a critical awareness of their own and others' online behaviour.

In order to safeguard children in the digital world it is important to promote safe and responsible behaviour online, not only for children but everyone within our school community. We know that the internet and other technologies are embedded in our children's lives, both in and outside of our school and it is important to highlight both the benefits and risks of using technology. We aim to give them the knowledge, skills and understanding to develop effective strategies for staying safe and making a positive contribution online so that they can navigate technology effectively and safely. For further information, please read our online safety policy on the website.

P is for… Parent Pay

Once your child has started school with us you will receive a ParentPay log in letter. ParentPay is our online payment system –we do not accept cash payments. You will also pay for your child's lunch option through this system if they are having a school lunch.

P is for… Parent support

At Alexandra we have a Parental Support Officer who is in school every Tuesday and Thursday. This role supports parents / carers with a variety of difficulties which may be impacting on the child's availability to learn. The support may be around parenting, for example setting up rules and routines or could be about signposting parents to other agencies who are available to support the family i.e. domestic abuse, mental health etc.

P is for… Parking

Unfortunately, there is no parking on site for parents. We also ask all parents and carers to be mindful of where they park in the surrounding areas and be respectful of our neighbours and walk to school where possible.

P is for… Pastoral Care

Pastoral care is extremely important to us. All members of staff undertake a pastoral role. We hope that a friendly atmosphere in school, together with regular contact with parents and sensitive relationships with children enable any difficulties that arise to be dealt with effectively and quickly. Our Welfare assistant and pastoral lead are trained to deal with medical and emotional issues and forms positive relationships with parents and outside agencies should further help be required.

APS has a Pastoral Behaviour Support and Family engagement officer who works at our school twice a week. Her name is Jo Bird and she talks to children about their worries and discusses strategies to help them in school and communicates with parents to offer support and has an in-depth knowledge of outside agencies who can support, should parents need them too.

P is for… Physical Education (PE)

On the school website, you will find a timetable which informs parents of when each class has their PE session. Children engage in physical activity at least twice a week. We are currently asking for children to wear their PE kits to school on PE days in order to be ready for their lesson as this allows more time for the lesson. Currently Y4 go swimming weekly as part of the PE curriculum.

A school PE kit should consist of:

PE T-shirt – The green APS T-shirt (and all school uniform) is available from the Schoolbells website. A plain white T-shirt is acceptable too.

A school jumper or suitable plain tracksuit top / jumper should be worn over their PE T-shirt in the Winter months.

Plimsolls for indoor PE and plain trainers for outdoor PE.

P is for… Policies

All schools are required to have a clear set of policies and procedures. Some are required in order to comply with Government legislation, such as Health and Safety and some are more specific to the school. Policies assist schools to make good decisions to optimise well-being. The policy intention is transformed into action by school staff, governors, parents, students and the wider community, working together to benefit the learning potential of each child. We have a number of Policies that have been written to explain various procedures in school. They can be accessed via the school website under 'Statutory docs.'

R is for… Reporting to Parents

We hold parent consultation evenings termly. These are 10-minute appointments with the class teacher to discuss your child's learning. You will also have the opportunity to view your child's work in their books. You will receive an interim snap shot report in the Autumn and Spring term. At the end of the year you will receive an annual written report detailing your child's progress, attainment and attitude to learning overall. If you have concerns about your child's learning, we strongly encourage you to contact the class teacher at the earliest opportunity by using the class email address. Appointments can be made to speak to the class teacher after school if appropriate, in the first instance by telephone to discuss any matters further.

R is for… Resolving problems

School works hard to maintain and develop relationships with parents and our community. Sometimes however, difficulties can arise and we encourage you to approach the school at the earliest opportunity in order to seek a resolution. If you have a problem or query, we encourage you in the first instance to speak to your child's teacher via the year group email address. Should you wish to discuss things further you can arrange to see a Deputy Headteacher or the Headteacher. You can contact the Deputy and Headteacher via email if preferred through the following email address: office@alexandra.hounslow.sch.uk. If having followed these procedures you are not satisfied, you can make a complaint, following the complaints policy on the school website, in writing to the Chair of Governors, care of the school office.

R is for… Rights Respecting

Alexandra Primary School is a Rights Respecting school. We obtained the Gold award in 2022. The UNICEF UK Rights Respecting Schools Award (RRSA) is based on principles of equality, dignity respect, non-discrimination

and participation. The RRSA seeks to put the UN Convention on the rights of the child at the heart of the ethos and culture of the school to improve well-being and develop every child's talents and abilities to their full potential. APS is a community where children's rights are taught, practised, respected, protected and promoted. Children learn about children's rights by putting them into practice every day. As a rights respecting school, we model rights and respect in all relationships, whether between adults and pupils, between pupils, or between adults. Rights based agreements (charters) are developed to replace traditional rules. These support the language and behaviours of a mutual respect for rights.

S is for… Safeguarding

Alexandra Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child. We will involve outside agencies if we have safeguarding or child protection concerns.

S is for… School Council

At APS, we value the ideas and opinions of our children in helping us to make our school the best place it can be for them. School Council, which is made up of an elected member from each class, represents the whole school and allows all children to have a voice through class meetings and discussions. Any suggestions from either our face to face meetings or our Smart School Council Programme are then fed back to the Senior Leadership Team.

Being a school council member is open to everyone at the start of each academic year and it provides an excellent opportunity for children to develop their communication, personal skills, teamwork and responsibility as well as learning about democracy.

School Council promotes our school values across all year groups including British Values, wellbeing and supporting the work as a Rights Respecting School to ensure that all children know their rights and that their views are respected.

S is for… School Day

Nursery
Morning Nursery runs from 8.45am to 11.45am. Afternoon Nursery runs from 12.30pm to 3.30pm.

Reception to Year 6
The school gates open at 8:40am so that children can come into school and begin the day with a 'Soft Start.' Doors close at 8:55 promptly. Children are encouraged to read their teacher's comments from the previous days learning and engage in activities to begin the day in a settled and harmonious way. Our Early Years Foundation Stage operates a free flow play system with no timetabled playtimes. KS1 and KS2 have a morning break and KS1 have an additional afternoon break. Lunchtimes are staggered between 12:00 and 1:20. The school day ends at 3:30pm.

S is for… Special Educational Needs and Disabilities (SEND)

The school SENCO is Mrs McLaughlin, who can be contacted via the school office or you can e-mail her sendco@alexandra.hounslow.sch.uk. There is also a named Governor for SEND. They ensure that the school's Special Educational Needs Policy works within the guidelines and inclusion policies of the Code of Practice (January 2015). More information can be obtained from the school website. School will endeavour to secure special educational provision for pupils for whom this is required, that is "additional to and different from" that provided within the differentiated curriculum to better respond to the four areas of need identified as follows:

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory/physical

T is for… Term and holiday dates

Alexandra Primary School
Term and Holiday Dates
2022-2023

AUTUMN TERM 2022		
Inset Day 1	Thursday 1st September	Closed
Inset Day 2	Friday 2nd September	Closed
First Day of Term	Monday 5th September	Open
Half Term Break	**Monday 24th October to Friday 28th October**	**Closed**
Return to School	Monday 31st October	Open
Last Day of Term	Friday 16th December – **school closes at 1.30pm**	Open
Christmas Break – Monday 19th December to Monday 2nd January		**Closed**
SPRING TERM 2023		
First Day of Term	Tuesday 3rd January	Open
Half Term Break	**Monday 13th February to Friday 17th February**	**Closed**
Return to School	Monday 20th February	Open
Last Day of Term	Thursday 30th March – **school closes at 1.30pm**	Open
Inset Day 3	Friday 31st March	Closed
Spring Holiday Break – Monday 3rd April to Friday 14th April		**Closed**
SUMMER TERM 2023		
First Day of Term	Monday 17th April	Open
May Day Bank Holiday	Monday 1st May	Closed
Polling Day	Thursday 4th May	Online Learning
Half Term Break	**Monday 29th May to Friday 2nd June**	**Closed**
Return to School	Monday 5th June	Open
Last Day of Term	Wednesday 19th July - **school closes at 1.30pm**	Open
Inset Day 4	Thursday 20th July	Closed
Inset Day 5	Friday 21st July	Closed
There is no Extended Day Care in the afternoon on the last day of each term when school closes at 1.30pm		

Please ensure you make a note of the above dates, as holidays when school is open are NOT allowed.

U is for… Uniform

All children wear school uniform when attending APS, representing the school, or when participating in a school-organised event outside normal school hours. The School Uniform Policy can be found on the school's website together with a uniform list. Certain items such as cardigans and sweatshirts are available to purchase through School Bells. Alexandra Primary School has a smart yet comfortable uniform and all children need to follow the school's uniform guidelines. See the School Uniform Policy.

Our uniform consists of:

Female

Girls should wear grey or black trousers, skirt or pinafore dress, with a white polo shirt and a school sweatshirt or cardigan. Shoes should be plain black with enclosed toes and no logos. Boots, sandals flip-flops or trainers are not permissible footwear for school. In cold or wet weather pupils should wear a sensible coat or waterproof jacket. Hair bands, socks, tights, hijabs and head scarves may only be plain black, green, grey or white. Small gold or silver studs can be worn to school but must be removed on PE days. No hooped earrings.

Male

Boys should wear grey or black trousers or shorts (in the summer term), with a white polo shirt and a school sweatshirt or cardigan. Shoes should be plain black with no apparent logos or symbols. Boots, sandals flip-flops or trainers are not permissible footwear for school. In cold or wet weather pupils should wear a sensible coat or waterproof jacket.

W is for… Website

The school's website is an excellent way of keeping up to date with school activities and information. General information is provided and you can also visit your child's year page to see the weekly overview of learning and specific information about the year group. The website address is:
https://www.alexandra.hounslow.sch.uk

W is for… Weekly Overviews of Learning

The school provides you with information about your child's learning for the week so you can support your child at home. This enables you to ask your child questions about their learning and how they are progressing with their work. Overviews are available every Tuesday on the school website in the Learning tab of each year group across the school.

W is for… Welcome Booklets

Staff in school have compiled relevant information for each year group. Some information is generic, while other information may be relevant specifically to the year group. Their purpose is to inform you of the routines, expectations and curriculum information with how you can support at home.

W is for… Wellbeing

For children to be able to learn effectively and aspire, perform and succeed they need to feel safe in a secure and caring environment. Our policies and practices are founded in the development of a happy, healthy school, where all learning can flourish and children are encouraged to talk about their feelings. This helps children to understand that emotions are normal and that it is ok to ask for help if they are struggling. A focus on developing a child's emotional literacy allows them to grow in confidence, to be open about their feelings and can give them the skills to cope with the ups and downs in their lives as they grow up.

Wellbeing and mental health education are included within the PSHE curriculum, however all children in KS1 and KS2 also have regular small group wellbeing sessions in addition to this. We also practice breathing techniques across all classes to help children learn strategies to regulate their emotions when they need to.

Y is for… Young Carers

At school we run a young carers group, offering support and time for the young carers to talk and socialise. A young carer is a child or young person who has a caring role and or is affected emotionally by a family member. It is not always easy helping or caring for someone, especially if you are a young person. At times we recognise that young people may need some extra support.