



Parent Information Booklet for New Pupils

Please read the information carefully and then sign and return the forms included in the pack.

Thank you

Welcome Statement

Welcome to The Discovery School. We are delighted that you are joining us and know that you will enjoy your time here.

Please read all of the information in this booklet and return the forms at the back to the school office as soon as possible.

Additional information about the school including links to the uniform suppliers, Cool Milk and GSS Ltd can be found on our website www.discovery.kent.sch.uk

Our Vision and Values for The Discovery School

At The Discovery School, all children will have the opportunities to be the best that they can be, and enjoy learning, in a safe, caring and stimulating environment.

All children at The Discovery School will have:

- Skills for life and aspirations for their future.
- Confidence and self-belief.
- Good manners and respect.
- Tolerance and understanding.
- A positive attitude towards learning.
- Happy memories.
- Responsibility for their actions.
- Pride in themselves, others, their school and their community.

Our school values are; Perseverance, Friendship, Respect, Kindness and Honesty. These values underpin all that we do at The Discovery School, as we work to enable our children to be prepared for life beyond their primary school.

Who to speak to if you have a problem or question?

Sometimes as parents we can be unsure about whom to speak to if we have a question, problem or concern. We are keen to ensure that this communication is as straight-forward, reassuring and effective as possible and would like to clarify the roles of key staff in the school.

The Class Teacher:

This is almost always your first port of call, as they will be expected to resolve the vast majority of concerns relating to your child.

The Key Stage Leader:

This is a key member of staff for you and your child, as they are expected to entirely lead and manage their key stage team. They are a member of the Senior Leadership Team and responsible for behaviour, standards, quality of teaching & learning, work and communication across their team. If your concern has been discussed with your child's class teacher but is unresolved, you should then discuss this with the Key Stage Leader.

The Deputy Head Teacher / Head Teacher:

As the most senior leaders in the school, they should be contacted if you feel that your concern remains unresolved after discussion with the class teacher and the Key Stage Leader. Concerns, comments or questions sent directly to the Headteacher or Deputy Headteacher will, in most cases, be forwarded to the class teacher or Key Stage Leader for attention in the first instance.

The SENCo:

If you have a concern or question relating specifically to SEND (Special Educational Needs or Disabilities); it can be addressed directly to the SENCo.

Communication:

As a school, we will always endeavour to respond quickly to your communication. The most efficient way to make contact with a member of staff in the school is via email. You will find every teacher's email address on the school website. Teachers generally will not be able to speak with parents at the start of the day, due to the pressures of managing their classroom at this time. Instead, please email them directly or request an appointment in the office. They will always aim to make contact with you within 24 hours and usually the same day. Please remember that teachers will be unavailable after school every Wednesday, except in emergencies, as they will be required to attend a staff meeting.

The Office Team:

If your concern or question is not classroom related (i.e. trips, bookings for Breakfast or After School Club, lunches, clubs, attendance etc.), this should be addressed directly to the office. You may also find the answer to any query on our school web-site.

If you have a confidential matter to discuss, on arrival at the school office please alert a member of staff who will be happy to show you to a private area

The Governing Body:

The Discovery School Governing Body is dedicated to working in partnership with the staff in order to ensure that every child has the opportunity to reach their full potential during their primary school years.

The Chair of the Governing Body is Mrs. C Stringer. If you have any questions or would like to find out more about the work of our governing body, then please contact us via the Clerk c/o the School Office or by email: chairofgovernors@discovery.kent.sch.uk

Social media:

At The Discovery School we welcome open and honest communication. If you should ever have a concern or complaint during your child's time with us, we ask that you to bring it directly to us so that we can work together to resolve any problems. Placing unwelcome comments on social media sites is never helpful and can cause unwelcome distress to staff who work very hard to ensure your child has a really positive time at our school.

Post-box:

If you need to deposit a note, letter or payment, we have a secure 'quick-drop' post-box situated outside of the school office. This is emptied regularly throughout the day, including first thing in the morning and at the end of the school day.

The Friends of Discovery School (FODS)

The FODS are an invaluable part of our school and cannot be praised highly enough for their hard work and commitment. The FODS are a group of parent volunteers who work tirelessly to raise funds for our school. Without their support, the ‘extras’ the children benefit from, such as the play hut pictured, could not be purchased.

As a team they are reliant on new parents joining them to ensure continuity and future sustainability. As such the FODS would welcome your interest and support—the committee can be contacted by popping a note into the FODS file by the front office.

Medicine in School

- Medicine will only be administered at school when it would be detrimental to a child's health or attendance not to do so.
- Medicine will only be administered in school with written consent from parents. A consent form is attached for this purpose.
- Where clinically possible, medicine should be prescribed in dose frequencies which enable them to be taken outside school hours (i.e. once, twice or three times daily).
- Non-prescription medicine should ideally be taken outside of school hours, where possible.
- Children requiring medicine during the school day will be required to go to the school office at agreed times. School staff will, of course, remind children who forget!
- All medicine held in school must be clearly labelled with the child's name and dosage instructions. Emergency equipment such as asthma inhalers and adrenaline pens must also be clearly labelled.
- Asthma inhalers will be stored within the child's classroom (for children in FS/KS1, these will be stored by the class teacher and for children in KS2, these will be held by the child).
- Adrenaline pens and other emergency treatments will be stored within the office medical room and/or in the classroom, in order for these to be quickly and easily accessed if required at any time of the school day.

[Arrangements may be different for children with a Health Care Plan]

Health Care Plan (HCP)

If your child has an ongoing and/or serious medical condition we must be informed. Conditions such as Diabetes or Anaphylaxis (severe allergies) require the school, parents and local health representatives to write an individual medical plan together. The contact person in our school regarding Health care Plans is Mrs Hannah Pullen.

If your child is unwell

If your child is absent from school for any reason please telephone the school to give the reason for the absence. There is an answer machine facility so you may phone as early as you like. Parents should also send a letter or e-mail into school explaining any absence. If no notification is received, the absence will have to be recorded as unauthorised absence.

If your child becomes unwell whilst at school, and we consider that he or she should go home, we will telephone you. It is very important that we always have up to date telephone numbers for you, both at home and at work, and if at all possible an additional emergency contact.

Anaesthetic

During your child's time at The Discovery School there may be times when he/she goes off site for an activity such as a walk or on a school trip.

Should the necessity arise during the school day or off site visit please sign to give permission for an anaesthetic to be administered. We would of course try to contact you in the first instance.

Attendance

Every pupil needs to attend regularly and punctually if she or he is to take full advantage of the educational opportunities available to him or her at this school. Irregular attendance places the child at a disadvantage and almost certainly leads to the child falling behind in his or her studies.

Any absence not authorised by the Headteacher will be regarded as an unauthorised absence and may be referred to the Local authority; invoking a fixed penalty notice (FPN).

Holiday:

The government allows that up to ten working days leave of absence per calendar year may be authorised by the Headteacher in **exceptional** circumstances. The government does not allow schools to grant leave of absence for general family holidays, social occasions or other similar events. In such instances, the absence must be marked as unauthorised and may incur a monetary fine and/or court action.

Before and After School Care

We offer a Breakfast Club (7.30-8.45) and After-School Club (3.15-6.00pm) for children attending our school. Trained members of staff provide high quality care and healthy food for children in a safe environment. Children are offered a wide range of indoor and outdoor activities according to the weather. For further details regarding bookings, times and prices please contact the school office (Tel: 01732 847000).

Drop-off zone and parking:

Our school operates a 'drop-off' zone in the mornings, in front of the school building. This system is dependent upon parents following the rules and not using these spaces as a stationary parking spot. If you have to get out of your car to escort your child to the school gate or need to go into the school office then you must find a parking space on the roads outside of the school grounds or use one of the designated parking bays. Please do not park in the disabled bays unless you are a 'blue badge holder'. Thank you for your co-operation.

Changes to Data Protection Law

On 25th May 2018, The Data Protection Act 1998 was replaced by the new General Data Protection Regulations (GDPR). The change in the law is intended to strengthen your rights over how organisations use your personal data. This is to ensure that sensitive or private information remains safe.

As part of our work in complying with the GDPR, we need to advise you of how we use, store and share data in our Privacy Notice. Our Privacy Notice is available on the School's web-site and a hard copy can also be requested, free of charge, from the school office.

Photographic Consent

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulations (GDPR) and Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. Please can you sign and return the enclosed 'Consent form for taking and using photos' to the school office.

Rules for Responsible Internet Use

As part of your child's curriculum and the development of ICT skills The Discovery School provides supervised access to the internet. We believe that the effective use of the internet and email is worthwhile and is an essential skill for the children as they grow up in the modern world.

These rules will keep everyone safe and help us be fair to others.

- I will use only my own login and personal password, which I will keep secret.
- I will not access other people's files.
- I will use the computers only for school work and homework.
- I will not bring discs and USBs into school without permission.
- I will ask permission from a member of staff before using the internet.
- I will only email people I know, or my teacher has approved.
- The messages I send will be polite and sensible.

- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages/emails I do not like.
- I understand that the school can check my computer files and the internet sites I visit.

Local Area Visits

From time to time we like to take the children out of school to explore the local surrounding area for school activities and projects. For example walking to the post box to deliver letters, examining where we live and different types of houses, walking to Asda to visit the bakery or learn about money. The children will be accompanied by the class teacher, teaching assistant and a number of parent helpers. Class teachers will always give prior notice.

Volunteers

We welcome any additional, voluntary help that parents can offer e.g. reading in school, clubs, art activities etc. If you would like to volunteer then you will need to contact the school office so that a DBS check can be carried out.

Food Tasting

Sometimes during lessons to enhance their learning the children will participate in tasting foods. For example food from a different country or items they have cooked themselves during design technology. Class teachers will always give prior notice.

PG Rated Films

Occasionally to enhance their learning children will watch PG rated films relevant to a topic. Class teachers will always give prior notice.

We hope that this information is helpful. Remember that we are here to help. If you have any concerns or questions please feel free to contact us.

Additional information about our school can also be found on our web-site <https://www.discovery.kent.sch.uk>; including copies of useful school policies and our school prospectus.