

STANWAY PRIMARY SCHOOL

Parents' Guide *September 2026*

Stanway Primary School
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Welcome to our School

We are delighted to welcome you to Stanway Primary School and this vital stage of your child's learning journey. We look forward to welcoming you to our nurturing and caring school, and getting to know your family in the coming weeks. We pride ourselves on our open-door approach and friendly staff, so please don't hesitate to ask any questions, however small.



We hope you will be active members of our school community, and look forward to working with you in partnership to support your child throughout their primary school years. This is an exciting time for your family and the purpose of this brochure is to provide a helpful and informative guide to our school as you navigate this important step for your child.

Essentially, the most important thing for us as a school is that your child looks forward to coming to school in the morning, and I hope this brochure successfully captures the ingredients we feel that come together to create this ethos throughout the school.

Rebecca Loader
Headteacher

Our Mission Statement

At Stanway Primary School we aim to give every child the best possible education and start in life in our caring and aspirational school. Our curriculum reflects the needs of all our pupils: it not only focuses on the core skills, but gives opportunities for all children to develop their understanding and appreciation of the wider world and the part they have to play in it. We want to encourage and inspire creativity, and also help our pupils to develop as caring and thoughtful people, equipped to live in the modern world and develop rich and meaningful relationships with others.

We provide a nurturing, positive and purposeful environment in which to learn, that both children and staff can look forward to attending each day, and in which all children can be happy and successful. We recognise that establishing a strong relationship with our families is pivotal in ensuring our children progress and thrive in their journey through primary school.

Our staff provide opportunities and experiences aimed to engage, excite and stretch pupils and create confident and independent learners. Our ethos is embodied in our core values of Leadership, Organisation, Resilience, Initiative, Community and Determination to which we aspire and celebrate every day. We believe each individual can grow and learn through encouragement to identify and pursue their hopes and dreams, and the development of strong self-esteem, tolerance and respect.

Firstly, on behalf of the Governors of Stanway Primary may we extend a warm welcome to you and your children.

At Stanway Primary we are a friendly, compassionate and aspirational school with our aim that the children can 'Be the Best that they can be'. Education is the 'engine' of our economy and the foundation of supporting our children on their exciting and essential journey towards preparing them for adult life.

Governors are committed to ensuring that the school delivers a high standard of education in a safe and secure environment and, in doing so, helps to secure the best possible outcomes for each and every one of our children. Our role is to support and provide constructive challenge to the headteacher and the senior leadership team by ensuring accountability and compliance to our three core functions of Governance:

- Setting the strategic direction for the school
- creating robust accountability
- ensuring financial probity

The Governing Body is made up of a number of volunteers from a wide range of expertise and experience across many walks of life; these skills are used to assist and support the school. Governors take on additional roles to enable us to fulfil its responsibilities in areas such as Safeguarding and Special Educational Needs. We also have links to other key areas and specific subjects within the curriculum. Governors regularly visit the school to meet the staff and children and attend various school events. All these activities allow us to develop and gain a good understanding of how the school is performing, as well as to understand the challenges that it faces on a day-to-day basis.

Developing a strong community partnership with all our stakeholders is one of the foundations of the school's ethos. Everyone is a part of our success, and we value and appreciate the feedback that we receive from everyone associated with the school. One of the ways that we seek feedback is by way of an annual parent questionnaire so please take the time to complete this when you receive this survey during the forthcoming academic year.

There is a very active and supportive Parent Teacher Association, who are very passionate about raising additional funds to support the school with the education of our children.

If you would like to find out more about the work of the Governors, please feel free to contact the school office and make an appointment with one of us. We would be delighted to meet with you.

Mr Malcolm Bailey
Chair of Governors.



Behaviour for Learning Expectations

Pupils will:

- **Have a positive attitude** and be engaged in their learning;
- **Respect** themselves and others, and respect everyone's learning environment;
- **Be kind** to others at all times;
- **Be responsible** for their own actions, learning and belongings;
- **Be resilient**, learning from their mistakes and take pride in their achievements;
- **Have good listening** behaviour- being attentive and facing the speaker, and following instructions promptly;
- **Follow** agreed class and whole school expectations.

Parents/carers will:

- Promote a positive attitude towards learning and the school community;
- Ensure children arrive at school on time and that they attend school every day that the school is open and available;
- Remember that we are all working together towards the same goals;
- Notify the school straight away regarding any issue concerning behaviour;
- Attend parents' evenings and support their children with any home learning
- Support the school's decisions regarding behaviour, whilst retaining their right to appeal against any decision with which they disagree;
- Treat all members of staff with respect and kindness.
- Refrain from discussing any issue on social media, instead speaking face-to-face with your child's class teacher in the first instance, in line with our open-door policy.

Staff will:

- Implement the [Behaviour for Learning policy](#) with consistency and impartiality;
- Be kind to others at all times;
- Establish a positive learning environment in their classrooms appropriate to individual needs;
- Encourage children to make sensible choices within the school;
- Give children the opportunity to change inappropriate behaviour;
- Label the behaviour but not the child;
- Use an intervention appropriate to the misdemeanour and the individual, taking into consideration the needs of children with SEND;
- Build children's self-esteem and try and find out the reasons behind unacceptable behaviour;
- Notify parents of any patterns of unacceptable or unusual behaviour.

Our School

We are a two-form entry school catering for children from Reception age to Year 6. We have fourteen classes situated in three different buildings on an extensive site which includes two playgrounds, an Astro-turf football pitch, a school field and a forest school area. The original school building dates from 1911 and has a number of unusual historical features including newly renovated playground shelters, an original weather vane and high ceilings throughout the classrooms. The two Year 1 and two Year 2 classrooms are linked by communal areas used for continuous provision (different kinds of play-based learning) and group work.

This building accommodates our Key Stage One children and has a modern extension for our beautiful wood-panelled school hall. In this hall, we hold assemblies, PE lessons, performances, workshops, dinners and much, much more. This block also hosts a Nurture room, a staff PPA Hub and staff offices and our medical room and school office.

Behind this building lies our Key Stage Two block, linked by an attractive outdoor courtyard which is used for outdoor lunches in summer. The Key Stage Two building is two storey and has lower Key Stage Two classes downstairs with Year 5 and 6 on the first floor. Downstairs we also have our school library, a second Nurture Room and our Deputy Head and SENCO office.

Finally, we have a purpose-built Reception Unit with two classrooms, a cloakroom and toilet area, a fenced outdoor area complete with their own Nurture Shed. Our whole school is situated on a tree-filled and attractive site in the middle of the community of Stanway to which we enjoy close links with, regularly using the Village Hall and Evangelical Church for off-site activities.



The School Day

8.30-8.35am

KS1 and KS2 children may wait on the playground at the start of school. There will be members of staff on duty in the playground. Reception children may enter their classes through the Reception Entrance.

8:35-8.40am

All children go through to their classes.

KS1 and KS2 classes have a 20-minute morning break

Lunch Break – 12:00 – 13:00pm

KS1 have a 15-minute afternoon break

15:05pm

Reception Children are collected from Reception Entrance

15:10pm

Years 1,2,3 end to day (collection from front playground)

15:15pm

Years 4,5,6 end to day (collection from front playground)

With written parental permission, children in Year 5 and above are allowed to walk to and from school unaccompanied by an adult.

KS1 and KS2 exit from the gates by the Villa Road Entrance.



Attendance and Punctuality

‘Those who lead, turn up...’

Here at Stanway Primary School, we recognise that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child the best education experience possible.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Good attendance is essential in ensuring your child does as well as they can at school. Establishing an excellent pattern of attendance in the Reception year is vital to the process.

If your child is unwell or otherwise absent you should contact the school before 9:00am. The school has a dedicated absence voicemail facility available for you to leave a message if nobody is available to take your call. Parents are asked to contact the school on every further day of absence, again before 9am, and to ensure that your child returns to school as soon as possible.

Authorised absence, e.g. illness or medical appointments, must be supported by a phone call, email or letter from parents explaining the reason for the absence. If your child has an appointment during the school day or goes home ill you will be asked to sign them out at the school office. **Where parents fail to make contact providing a reason for absence, the School Attendance Officer will endeavour to contact them. If contact is still not made, this will be recorded as an unauthorised absence. If contact has not been made for more than 48 hours, then we will follow our Safeguarding procedures and sooner in some cases.**

Late Arrivals

Children arriving after 8:40am should come in to school via the school office, where you will be asked to sign them in and provide a reason for their late arrival.

Although children are not officially late until after 8.40am when the gates are locked, please could you ensure that children are entering the school, with the rest of their classes, before 8.40am, so that they can be fully part of the morning routine. Learning begins as soon as the children set foot in the classroom and the beginning of the day is used to practise key mathematical concepts and read. Lateness means that your child misses this important revisiting of prior learning before they start their English and Maths learning for the day. It is disturbing for both the child and the class if they get into a pattern of always entering slightly later than everyone else. **Please support your child's education by prioritising their education and giving them the best possible opportunity for future success!**

Leave of Absence

School holidays are very generous in terms of length and I would urge you to stick to these windows when you book your next holiday. I share your frustration over the higher pricing during the holiday periods, but gaps caused by term-time holidays really do have an impact on the continuity of your child's education and you will appreciate the disruption to schooling when higher numbers of pupils are taking holidays within school-time.

This is not about genuine illness - more those days off school which could be avoided...children oversleeping, days off on Mondays or Fridays when they seem tired, days off for family occasions or birthdays, days off when children don't seem to be 100% or they have a sore throat or the

beginnings of a cold. On all these occasions, we would encourage you to send your child into school. If they really aren't well, we can contact you during the day.

Requests for family holidays will not be authorised during term-time. If you are taking your children out of school for this purpose, the time off will be marked as unauthorised, and you could receive a Penalty Notice.

Unauthorised absence includes:

- parents keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- absences which have never been properly explained
- children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes however is recorded as an absence for the session.
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays
- holidays taken during term time without leave not deemed 'for exceptional purposes' by the headteacher- may result in school applying to the local authority to issue a Penalty Notice or if you have previously been issued a Penalty Notice, the school may request a direct prosecution by the local authority.
- day trips
- other leave of absence in term time which has not been agreed

There is no entitlement for parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are exceptional circumstances. The regulations make it clear that a family holiday is not seen as exceptional circumstances.

Our policy, in line with the Local Authority's advice to schools, is to take legal action against parents who take unauthorised holidays in term-time.

Please see our [Attendance Policy](#) for more information.

A single day of absence here and there can be equally problematic. **It only takes one day off school a half-term for a child to have lost a whole term of schooling over their school career.** The statistics are startling clear - children with the best attendance go on to have far higher outcomes at all stages of schooling - better SAT's, better GCSE's, better post-16 qualifications leading to higher-paid jobs and successful careers.

Safeguarding Children – Policy Statement

The Governing Body, shares with everyone in Education and Children’s Services, an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn
- Identifying children and young people who are suffering or likely to suffer harm and taking appropriate action with the aim of making them safe.

We have a comprehensive [Child Protection Policy](#) which is available on our website.

SUPPORT FOR FAMILIES IN OUR SCHOOL
A Culture of listening

Working with others

We are always available to talk immediately if we can or make an appointment in the school office

Ask me about our Early Help Support

Or ... you can ask for support or report a concern regarding a child or family incident directly on **0345 6037627**

SCHOOL GOVERNOR
FIONA DOREY

MRS. HANNAH WATSON
DEPUTY HEADTEACHER
DEPUTY SAFEGUARING LEAD (DDSL)

MR. TIM GODWIN
DEPUTY HEADTEACHER
DEPUTY SAFEGUARING LEAD (DDSL)

MRS. NATASHA POOK
SENCO
DEPUTY SAFEGUARING LEAD (DDSL)

MRS. REBECCA LOADER
HEADTEACHER
DESIGNATED SAFEGUARING LEAD (DSL)

Essex Children & Families hub
Essex Child and Family Wellbeing services
Team around the Family (TAF)
SEND Support
Family solutions
Attendance Team

We provide safeguarding training to all staff and volunteers which is refreshed at least annually

Safeguarding updates are shared with all staff on a weekly basis



Separated or Divorced Parents

Please ensure that the office is up to date with the list of contacts for your child/ren in case of emergency. Ideally, we should have three contacts which are listed in order of priority.

If you and your child's other parent are not living together, or living arrangements change, then please ensure that we have contact details for both parents if you wish to both receive school information and literature and attend meetings concerning your child, as it is not the school's responsibility to obtain this information.

If possible, we would always encourage parents to attend meetings together, even if you are not living together. However, if this is not possible, we will arrange for separate contact to take place.

For more information on parents' educational rights and responsibilities following a separation or divorce, please refer to this government guidance:

General principles for schools and local authorities

Everyone [who is a parent](#), as recognised under education law can participate in their child's education.

This is supported by the duty on the Secretary of State for Education, when exercising or performing all their respective powers and duties under the Education Acts, to have regard to the general principle that pupils are to be [educated in accordance with the wishes of their parents](#). Governing bodies of maintained schools must also have [regard to any views expressed by parents of registered pupils](#).

All parents can also [receive information about the child](#), even though, for day-to-day purposes, the school's main contact is likely to be a parent with whom the child lives on school days.

Individuals who have parental responsibility for, or care of, a child have the same rights as biological parents. For example to:

- *receive information - such as pupil reports*
- *participate in statutory activities - such as voting in elections for parent governors*
- *be asked to give consent - such as to the child taking part in school trips*
- *be informed about meetings involving the child - such as a governors' meeting on the child's exclusion*

School and local authority staff must treat all parents equally, unless a court order limits a parent's ability to make educational decisions, participate in school life or receive information about their children. In most circumstances, the question schools must ask themselves when making decisions is not just whether the parent holds parental responsibility but whether they are a parent under education law.

All parents also have legal obligations. For example, to ensure that a child of compulsory school age receives a [suitable full-time education](#).

Where a parent's action, or proposed action, conflicts with the school's ability to act in the child's best interests, the school should try to resolve the problem with that parent but avoid becoming involved in conflict. However, there may be occasions when a school needs to decline requests for action from one or more parents.

In cases where schools cannot resolve the conflict between separated parents, they should advise the aggrieved parent to pursue the matter through the Family Court.

The full document can be found here:

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>





School Uniform

All pupils are expected to wear Stanway Primary School uniform. As a member of the school, students will develop a sense of pride in themselves and their uniform. Parental cooperation is essential to achieve this aim.

UNIFORM EXPECTATIONS

| TERM | All Year Groups |
|---------------------------|--|
| Autumn/ Spring | Grey or black trousers, skirt or pinafore (worn to knee) School jumper or cardigan with logo Grey, black or white socks or tights Black sensible flat or low-heeled shoes (not trainers or boots) White polo shirt (short or long-sleeved- any supplier) |
| Summer | Grey or black shorts or blue gingham dress may be worn Dark grey, black or white socks Sensible closed-toe sandals may be worn with socks |
| Jewellery | One small stud to be worn in each ear (these must be removed for PE) No nail varnish Nails should be kept short and clean. No make up A watch is allowed (not a smart watch) |
| Hair | Hair that is past the shoulders should be tied up Matching, discrete accessories can be worn Hair should not be dyed or bleached No extreme hairstyles or shaved designs |
| PE Kit | White T-shirt Black shorts for indoor/Summer PE Tracksuit top and bottoms for outdoor Winter PE KS1- Plimsols/Trainers (Outdoor PE) KS2- Trainers (Outdoor PE) |
| Outer Wear | Children should come to school with a waterproof coat during the Autumn/Spring terms Hoodies/tracksuit tops are unacceptable as an outer garment Children may wear wellington boots or other boots and change out of these |

Our school uniform is available to purchase from the Anglia School Wear online store at www.yourschoolwear.co.uk

Anglia School Wear accepts all major credit/debit cards.

The company is able to offer next day despatch on orders placed by noon (Monday – Friday) – please see website details for postage charges.

There is a dedicated customer service department and the website provides comprehensive size charts for you. We do also hold samples of the uniform at school so you are able to check the measurements and fit of the clothing.

Jewellery

Children should not wear jewellery at school. Rings, chains and bracelets are not appropriate for primary school wear as they can cause accidents. We will not be held responsible for any loss or damage incurred if your child does bring jewellery to school.

If your child has pierced ears a small plain stud is acceptable, but these will need to be removed by the child for all forms of PE. If a child is unable to remove their own studs, they will not be able to take part in PE lessons. If you are planning to have your child's ears pierced this should be done at the beginning of the summer holidays.

Naming of clothing

We encourage parents to name all items of clothing with sewn in name tags or permanent pen.

Inclusivity

Stanway Primary School fully endorses the principle that the school's uniform should be affordable for everyone, ensuring that no pupil or family is socially excluded through inability to buy. Accordingly, the majority of the uniform can be brought 'off the peg' from any high street outlet or supermarket; the only items which need to be purchased from our supplier are sweatshirts and cardigans. Stanway Primary School is committed to an annual appraisal of the uniform cost in order to ensure that it continues to be affordable for everyone.

Enforcement of Uniform Policy

We have clear expectations for uniform, jewellery and PE kit and will strongly enforce these expectations. The Headteacher, on behalf of the Governing Body, will make the final decision regarding what is permissible in school. Children attending school wearing items which flout this policy, and are considered to be a Health and Safety risk, may be sent home to change or remove items.





Acorn Breakfast and After School Clubs

Our Breakfast Club is open from 7:30am, Monday to Friday during term time and is run by school staff.

At the end of the day, the After School Club is open until 6:00pm.

Both clubs provide a welcoming, safe, secure environment where pupils from Reception through to Year 6 can eat a balanced breakfast in the morning, or snack after school and join in activities before the start, or at the end, of the school day.

The children are also encouraged to be independent and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social interaction skills.

All bookings for the Breakfast and After School Clubs must be made on the school booking form; children also need to be registered before a place can be confirmed.

The booking and registration forms are available from the school office or can be downloaded from the school's website.

Please see our Website for more information and charges.

[Stanway Primary School Wraparound Care](#)



The Acorn Diner



School Meals

We offer hot school meal every day. These are cooked in our own kitchen and all our meals meet the Government's standards for school lunches.

Under the Universal Infant Free School Meals scheme we offer free school meals to all children in our Reception, Year 1 and Year 2 classes.

Our [menu](#) is produced every term and can be found on the school website. Parents are required to book their child's school meal option in advance through our ARBOR parent portal or app. All payments for school meals must be paid for in advance by topping up your child's school meal account also on ARBOR. (More information about this will be sent out at the beginning of September)

In addition to the main option, there is always a vegetarian or a lighter bite alternative. Here's a taste of the meals we offer:

| DAILY OPTIONS | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------|-------------------------------------|-------------------------------------|---|--|----------------------------------|
| | <i>Meet Free Monday</i> | | | | |
| Main Choice | Southern Crumbed Burger in a Bun | Spaghetti Bolognese | Roast Chicken | All Day Breakfast | Flipper Dippers |
| Veggie Choice | As Above | Plant powered balls in Tomato Sauce | Vegan Fillet | Cheese Omelette | Vegan Dippers |
| Sides | Seasoned Wedges Sweetcorn | Garlic Bread | Roast Potatoes Yorkshire Pudding Vegetable Medley and Gravy | Bacon Hash Browns Scrambled Egg Baked Beans | Chips Spaghetti Hoops |
| Lighter Bite | Jacket potato with Various Toppings | Deli Tuna Roll Crisps and Salad | Jacket Potato with Various Toppings | Deli Cheese Roll Crisps and Salad | Ham Baguette Crisps and Salad |
| Dessert | Chocolate Angel Delight | Shortbread | Arctic Roll | Traybake with Sprinkles | Apple Crumble & Custard |



Food Allergies and Intolerance

If your child has any food allergies or intolerances, we will work with you to do our best to meet your child's dietary needs.

The school policy, [Managing Food Allergies](#), sets out the procedures for managing food allergies and the systems in place for supporting individual pupils with allergies.

The aim of the policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school. The Governing Body's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies.

The school has robust procedures in place. Allergen information for all food served at the Breakfast Club, the After-School Club and for each lunchtime menu is available from the office and posted on our website. Parents are responsible for checking the menu for allergens, and where appropriate, annotating their child's menu where particular foods are to be avoided.

We ask all parents to support the procedures by not sending in nuts, in any form, to school.

The policy also makes it clear that we are not able to accept cakes, biscuits, or other similar foods into school for distribution to children. Should parents wish to send 'treats' in for sharing (e.g., for a child's birthday), these should be in small, sealed packets (e.g., mini sweet bags). The children are not permitted to open or eat these in school, they will be sent home for consumption.

Snacks

At Stanway Primary School we operate a Healthy Snack Policy with a free choice snack on a Friday.

Within the Early Years Unit, we provide a range of healthy snacks Mondays to Fridays. For this snack we ask for a yearly contribution of £5.00 per child.

In the afternoons all children will be offered a fruit snack free of charge.

We encourage every child to bring in a bottle of fresh tap water every day.





Supporting Pupils at School with Medical Conditions and Administering Medication

At Stanway Primary School, our aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and make good academic progress.

Our procedures for the administration of medication reflect government guidance and we work closely with parents to support children with both short term and long-term medical needs.

As soon as we are made aware of a long-term medical condition parents are invited to discuss the completion of an Individual Health Care Plan for their child. Where appropriate the Individual Health Care Plan will be drawn up in partnership between the school, parents, and a relevant healthcare professional who can best advise on the particular needs of the child.

If a child requires medication during the day we encourage parents to come into school to give the medicine. School staff are only able to administer medication in very exceptional circumstances. Prescribed medicines should only be brought into school when essential and, where clinically possible, medication should be prescribed in dose frequencies which enable them to be taken outside school hours.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The container should be clearly marked with the name of the child, the name and dose of the medication and the frequency of administration.

We are only able to administer non-prescription medicine (this includes Calpol and throat lozenges that have restricted dosage) to a child in very exceptional circumstances.

No child will be given medicines without their parent's written consent.

All medication should be handed into the school office. Children are not permitted to carry or hold their own medication at any time.

Children who suffer from asthma should have an inhaler in school at all times.

Further information about our procedures is available from the school office.





Extra-Curricular Activities and After-school Clubs

We are proud to offer a comprehensive range of activities and clubs to suit every age and interest. Below, you can see a typical timetable showing the range of activities that take place throughout the school week. Children can start attending after-school clubs from Year 1 and there are typically more clubs on offer to Key Stage two children as they progress throughout the school.

Clubs typically on offer are Chess, Choir, Eco, French, Creative Writing, Football and Netball.

In addition to this, we have a range of school teams who regularly compete in local Consortium events and against other schools in the area. We are thrilled to have won medals and cups for athletics and football in the last few years.





SEND and our Nurture Rooms

Special Education Needs and Inclusion

Each pupil's education will be planned for by the class teacher as part of day-to-day teaching. It will be differentiated accordingly, to suit the pupil's individual needs. This may include additional general support by the teacher or learning assistants in class. Some children may need some additional support which may be in the form of small group support or a 1:1 intervention.

If a pupil's needs are additional this may result in the creation of a 'One Plan'. The one planning process involves the family, the child and any other relevant professionals. This process will identify outcomes for the child and how they may be achieved. For children who need additional support, we follow the graduated approach.

This means that we will:

- **Assess** a child's special educational needs
- **Plan** the provision to meet your child's aspirations and agreed outcomes
- **Do** put the provision in place to meet those outcomes
- **Review** the support and progress



The Nurture Rooms

Pupil mental health is of the upmost importance and we offer a variety of ways to support your child, should they need it at any point of their time at Stanway Primary. We are very proud of our Nurture Rooms which are used for a variety of reasons throughout the school day.

For example

- Planned access to Nurture Room, which is equipped to support children with a variety of social, emotional or mental health needs.
- Lunchtime clubs
- Soft start to the day for those children who find the transition from home to school difficult
- A safe space for children to come if they are feeling overwhelmed



Communications

Keeping you involved with what's going on in school is very important to us. We use Arbor, an app-based messaging and communication system, to keep in touch with our parents. We celebrate the children's learning with you by sharing lots of news from the classrooms, and we also use the service to send out regular correspondence and event reminders, making it easy for you to receive important information instantly. The Arbor app is free to download and use. In addition to Arbor, there are weekly Bulletins updating you on calendar events and messages and also half-termly whole-school Newsletters.

During the Reception year we use the online learning journal Tapestry to keep you informed about your child's progress and what he or she has been doing in school. We also use this to communicate about upcoming events and activities. Tapestry is available to download on your desktop, or via an app; we do strongly encourage you to engage with Tapestry as it makes a huge difference to your child's first year in school.

Parents are regularly invited into the school to share the children's work and will also have the opportunity to attend workshops about the different areas of the Early Years curriculum that we follow. These will be full of information and ideas that can help you support your child at home. We also highly value your input regarding the progress your child is making and experiences that they have outside of school.

Our [website](#) is used to publish a wide variety of information and documents and we would urge you to refer to the calendar on the home page to keep abreast of events and activities going on in school.

Mobile phones should not be brought into school unless absolutely essential. A Code of Conduct phone agreement must be signed before any phones are brought in to school. Phones should be handed to your child's class teacher for safekeeping and we will not be held responsible for any damage or loss incurred.



Accessing the School Site

Cars and Parking

The school car park is for the use of staff and visitors to the school only. Please do not use the car park when dropping off or collecting your children from school at any time.

We are fortunate to have an arrangement whereby the Parish Council allow our parents to use the Tollgate Hall car park for the school drop off and collection times and we would ask that you use this facility as much as possible. When parking at the Tollgate Hall, parents are asked to use the footpath between the car park and Villa Road. Parking is not permitted in the Village Hall Car Park at any time.

If you do park on the local roads please consider our neighbours and avoid blocking any driveways. The parking restrictions on Villa Road and Chapel Road should be observed at all times.

Parking Support for Parents and Carers of Children with Disabilities

If you are a parent or carer or if your child has a disability, or if your child has SEND or other accessibility needs and you require parking support when visiting the school, you may be eligible to apply for a school car park pass.

Please contact the school office and where appropriate, a car park pass will be issued for use during drop-off, collection times.

Dogs

Dogs are not permitted (except guide or hearing dogs) on to our school site at any time, even if held in arms. Some children are easily frightened by dogs and they can present a health hazard.

Smoking

It is against the law to smoke on our school site. Our school is a non-smoking area. We ask all parents and visitors to adhere to this and not smoke in our playgrounds, on our field or in our buildings.





'Be the best you can be'.



Stanway Primary School (SPS) PTA looks forward to welcoming our next Reception Class in September. As a welcome from us to you each child will receive their own branded SPS book bag.

Our role as the PTA is to support SPS by organising various events throughout the year for both parents/ caregivers and children to raise money to fund and support resources and activities for the school to benefit the children. Our events are fun and entertaining, family friendly and have funded trips, discos, and even helped to build the school's library.

We are looking forward to another great year filled with fantastic events, community building activities and, most importantly supporting our kids and teachers so they can continue to attain excellence in education.

As we all know 'It takes a village to raise a child' and to do so we encourage you all to volunteer and participate at our events as much or as little as you are able to. As parents/ caregivers you are automatically members of the PTA. The committee is elected in September of each year and meets once a month.

Everyone is invited and encouraged to come to join the PTA and attend the meetings, and we welcome and seek your involvement and support. Should you wish to take an active role or for any queries/more information please contact us by email pta@stanway-pri.essex.sch.uk.

Stanway Primary School Learning Journey

