



Parent Handbook

2023 – 2024



LETTER OF WELCOME



Dear Parents and Carers,

A warm welcome to Gossops Green Primary; we provide a calm, purposeful learning environment that strives to provide exceptional education and the best learning opportunities possible for all. We have a talented and dedicated team of staff and governors who, along with expertise from The Collegiate Trust, all work together to make learning rich, exciting and purposeful. We are delighted that this is recognised by Ofsted, where we are judged to be a

GOOD school with OUTSTANDING for our Early Years and Leadership and Management. We feel privileged that our parents and carers have placed their trust in us to educate, nurture and develop their children and we repay this faith with a deep commitment to delivering the most ambitious education possible.

Ofsted commented that Gossops Green 'has a family atmosphere...and staff know their pupils well and look after them carefully' and it is true that above all else, this is a happy school where children feel valued, listened to and safe. We are particularly proud of our emphasis on Wellbeing and Nurture because we know that a happy child will go on to thrive in their education and so at Gossops Green we value the whole child and develop their emotional, physical and mental wellbeing, alongside their academic learning. In essence, we want the same things for your child as we would want for our own and your child becomes our child, with every lesson, experience, conversation and playtime having this ethos at its heart.

Our creative and ambitious curriculum is planned around topics which spark children's interest and make them, as Ofsted comments, 'happy to learn and thrive in lessons.' We build in many memorable experiences to bring learning alive and meaningful for our children. Indeed, our fantastic Year 6's reminisce fondly about the many experiences they have had during their time at Gossops Green when they leave us as confident, resilient, and fulfilled learners, ready for secondary school.

Central to our approach to learning at Gossops Green, is our belief in the importance of reading. There are no limits to what a child can achieve if they can read, and we are proud that Ofsted described our teachers as 'experts' in this essential, life-enhancing skill. We work in partnership with our supportive parents and carers to ensure that every child is a confident and fluent reader, able to access all learning and achieve to their best potential.

We also teach our children to be considerate and care for their school, their community, and for one another. Gossops Green children learn that they have the power to make the world a fairer, kinder place and they are nurtured to develop confidence, to articulate their ideas and to be proud of who they are.

We look forward to meeting you and your child and working in partnership to ensure that your trust in us is rewarded with a happy, fulfilled child set firmly on the path to success as a life-long learner.

Best wishes

A handwritten signature in cursive script that reads "SDunne".

Mrs S Dunne

Principal

OUR VISION

'Delivering equity through education, nurture and ambition'

At Gossops Green we believe that every child has the right to succeed, to meet their full potential and to understand that high aspiration and dreams are rightfully theirs to own and pursue, whatever their starting points in life might be.

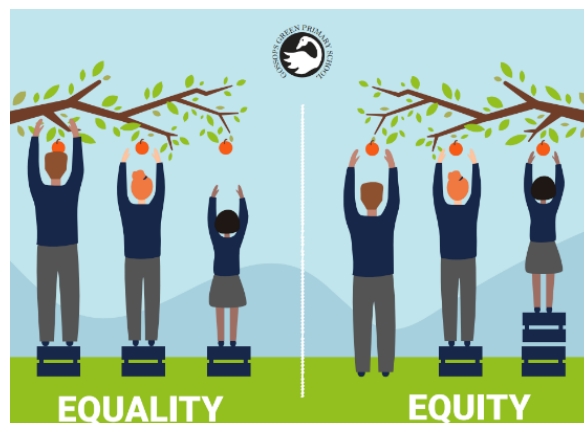
Our extensive experience shows us that emotionally strong children will go on to achieve academically and this is why, alongside delivering our **excellent, ambitious curriculum**, we place great emphasis on **Wellbeing and Nurture** at Gossops Green.

We know, however, that life does not always make success as straightforward a path for some children, as it might be for others. In reality, most of us will find that we need a little extra support at some point in our lives.

Children experience a whole range of events in their young lives which have the potential to affect them emotionally, physically and mentally: loss, bereavement, family breakdown, friendship issues, financial hardship, medical conditions, and academic struggles, are all areas that we know can impact on a child's wellbeing and ability to cope with learning.

In recognising this, we have made it our mission at Gossops Green to identify any barriers - which could prevent children from meeting their potential - and to find ways to reduce and overcome these barriers so that every child has an equal, fair chance to be successful, happy and fulfilled.

At Gossops Green, we refer to this as 'delivering equity.' This image is a good visual explanation for what 'equity' means:



Our high ambition lies in our unwavering commitment to creating an inclusive environment where all children can succeed.

We ensure, at Gossops Green, that our children are nurtured, feel safe, cherished and equipped with the emotional tools to cope - in an often-imperfect world – so that they can then focus 100% on their academic learning and fully meet the unique potential each child possesses.

OUR CORE VALUES

At Gossops Green we develop and nurture our characters, talents and skills through our '3R's':



These core values are at the heart of creating successful learners of the present – and valuable citizens of the future – able to demonstrate empathy, kindness and tolerance, offer moral leadership and contribute fully to society.

- ✚ We **RESPECT** our school, our families, our local community and the wider world. We learn that self-respect helps us to be the best versions of ourselves.
- ✚ We develop **RESILIENCE** to nurture strength of character and the ability to face challenges with determination and tenacity. We learn that the most important thing is not to give up but always try our best.
- ✚ We are empowered with **RESPONSIBILITY** and commit with head, heart and hands to make a positive difference. We learn that we have a responsibility to make our world a better place.

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SCHOOL ORGANISATION

Gossops Green takes children from Reception through to Year 6. We have three classes in each year group and are part of The Collegiate Trust, which is a Multi-Academy Trust which has schools in Crawley and Croydon. Although we are an Academy, we still have close links to West Sussex and use their term dates and safeguarding procedures.

LEADERSHIP TEAM

The Senior Leadership team consists of the Principal, Mrs S Dunne, the Deputy Principal, Mr M Warwick and three Assistant Principals; Mrs D Bullen, Miss L Gianella (KS2) and Mrs D Williamson (KS1). The Senior Leadership Team welcome opportunities to speak to parents about queries and concerns. They can be seen on the school gates at the start and end of the school day and through the school office.

Each year team also has a Year Lead. In 2023-24, these are:

Reception – Miss Barraball
Year 1 – Mrs Jewell
Year 2 – Miss True
Year 3 – Mrs McGrath
Year 4 – Miss Leung
Year 5 – Miss Totman
Year 6 – Miss Paterson

SCHOOL HOUSES



Each child is placed in one of four houses: **Ruby (red)**, **Sapphire (blue)**, **Topaz (yellow)** and **Emerald (green)** and children are allocated a house when they enter the school. Siblings are always placed in the same house to avoid family feuds! Children should wear a T-shirt in their house colour on PE days.

Children are awarded house points by staff for various reasons, including good behaviour, reading at home, politeness and good work. These are collated weekly and children can earn the following individual certificates each year:

Bronze	–	150 house points
Silver	–	300 house points
Gold	–	450 house points
Platinum	–	600 house points
Diamond	–	800 house points

These certificates are awarded in class or in assemblies and children can bring them home to celebrate their achievement with their families.

In addition, each house point earned is added to a weekly house total and the winning houses for each week, and each half term, are announced in Celebration Assemblies on a Friday and in the weekly newsletter. A Year 6 boy and girl from each house are elected by pupils as their House Captains. Houses also compete against each other on Sports Day.

ADMISSIONS

Admission to Gossops Green is co-ordinated by a team based in Horsham. Applications should be made to the Pupil Admissions Team (Area C), Adults and Children, Learning, County Hall North, Chartway, Horsham, RH12 1XA. Tel: 03330 142903. e-mail: admissions.north@westsussex.gov.uk. Further details relating to admissions can be found on the West Sussex admissions page of their website.

INDUCTION FOR PUPILS IN RECEPTION



We understand that starting school is a big step for both children and parents, so we have developed an induction programme which is designed to make this transition as smooth as possible. Your child will be invited into school on several occasions to become familiar with the staff who will be working with them and their new classrooms. There will be an online induction meeting for new parents, giving you the opportunity to learn more about the school and ask any questions you may have.

INDUCTION FOR PUPILS IN OTHER YEARS

We encourage you to bring your child into the school for a visit before they start, whenever possible. If your child is starting at the start of a school year, we will invite your child into school on 'Moving Up Day' in July, when all current children spend time in their new classrooms with their new teacher. If your child is starting mid-year, it is useful if they can come into school for a quick tour before their start date, where they can hopefully meet their new teacher and see their classroom and key locations.

PUPILS WITH SPECIAL NEEDS

Pupils with special needs including those with disabilities are admitted in the same way as other pupils. Special transition arrangements will be set up where appropriate. All our Reception teachers visit, where possible, all our local pre-schools or Nursery settings to find out more information so that the best support can be given.

CLASSES

When children enter the school, they will be assigned a class. Classes in EYFS and KS1 have names while classes in KS2 are named after their class teacher's initials. Classes for 2023-24 are:

Reception – Cherry, Holly and Willow

Year 1 – Bluebell, Lavender and Sunflower

Year 2 – Kingfisher, Robin and Woodpecker

Year 3 – 3FM, 3MP and 3ZN

Year 4 – 4PS, 4TM and 4WL

Year 5 – 5AH, 5AP and 5KT

Year 6 – 6BB, 6LP and 6RB

Classes may be mixed up at the end of EYFS, Year 2 and Year 4 to allow children to make new friends and help support friendship issues.

ARRIVAL AND COLLECTION

BREAKFAST CLUB



Our popular Breakfast Club is available for all year groups from 7:45am to 8:40am and as well as lots of fun, welcoming activities, children who arrive before 8:15am are served with a nutritious breakfast. Bookings and payments should be made in advance using Arbor. The cost is £4 per day.

ARRIVING IN SCHOOL

The gates to the school grounds will be opened from 8:30am and will be locked at 8:50am. Families can enter and exit through any of the 3 main gates; from Kidborough Road onto the KS2 playground, from Capel Lane and from Paddockhurst Lane. Reception children can also enter through the Reception outside area, entering the site through the main office gate.

All children should be in their classrooms and ready to start the day by 8:50am so please allow your child time to enter the building and sort out their belongings. Parents **must not** enter the school buildings via the pupil entrances.

Parents should write urgent messages in the Home-School diary but may also telephone the school to pass on any information or concern they feel the class teachers should be aware of during the day. No children should enter by the main office entrance, unless they are attending clubs which require them to be in school before 8:30am or they have been given special permission from the school.

Parents are asked to observe the following:

- Children in **Reception, Year 1 and Year 2**, must be taken to their external classroom door
- Children in **Years 3-6** should enter through the door from the KS2 playground
- Children must be carefully supervised while on school premises
- Dogs cannot be brought onto the school grounds
- The school is a no-smoking site. This includes no vaping.

TRANSPORT



Children under eight years of age, whose homes are more than two miles from school and who have been placed at Gossops Green Primary by the admissions team because places are not available at their nearest school, are eligible to use a school taxi service or to claim a mileage allowance. This service is extended to children over eight years who live more than three miles away.

All issues relating to transport matters for children attending this school are dealt with by the Transport Office based in County Hall, Chichester, PO19 1RF. They can be contacted [HERE](#).

LATE ARRIVALS

If you arrive later than 8:50am, then your child will need to enter the school building via the main office and they will be marked as late in the register for that day. If your child arrives at school after 9am, then this will be recorded as an unauthorised absence for the morning session. Persistent lateness may result in the involvement of the West Sussex Pupil Entitlement Team and could result in a Fixed Penalty Notice (see absence).

WALK ONCE A WEEK

Roads around the school get very congested around school drop off and pick up. With children's safety in mind, we ask that parents and children walk, cycle or scoot to school if at all possible. If you live too far away from school for this to be possible, we ask that you park away from the roads immediately surrounding the school and walk the final few minutes (park and stride). We are part of an initiative by Living Streets called 'Walk Once a Week' where children can earn fun badges for walking to school at least once a week.

If you absolutely have to drive to school and cannot park a short distance away, we ask that you follow the Highway Code around the school grounds:

- Not stopping on the yellow Zig-Zag lines at each entrance at any time
- Not parking on double yellow lines or in parking spaces reserved for specific users, such as Blue Badge holders (unless you are entitled to do so)
- Not leaving your vehicle in a dangerous position or where it causes any unnecessary obstruction
- Not stopping on parking next to a dropped kerb, in front of an entrance to a property or on a pavement or grass verge
- That you respect the sign outside of our main gate and do not park in front of the garages

EARLY COLLECTIONS

If children need to leave school during the school day e.g. for a medical or dental appointment, a note should be written in the Home-School Diary and the main office informed by email or telephone call. Children will only be allowed to leave school when collected by an authorised adult. All adults must report to the main office and a member of staff will collect the child from class.

END OF SCHOOL

At the end of the day, children in Reception, Year 1 and Year 2 will be taken to their external classroom door for collection by a named, responsible adult and will be kept at school until collected. Please tell us in advance if another adult is collecting your child. KS2 children will be taken, by staff, to the KS2 playground. Staff are always available on the playground for a brief, informal chat, and will make an appointment with parents for any issue which requires longer.

We have a staggered end to the school day to allow parents who are collecting more than one child to move between pick up points. EYFS finish at 3pm, KS1 at 3:05pm and KS2 at 3:10pm.

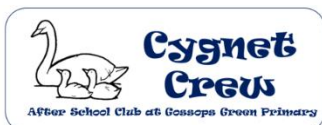
LATE COLLECTIONS

If children are not collected within 10 minutes, they will be taken to the School Office. If you are held up unavoidably, please contact the school office to let us know. Parents whose children are persistently collected late may be referred to Social Care.



CYGNET CREW AFTER SCHOOL CLUB

The Cygnet Crew meets in the Cygnet Room after school every day until 6:00pm. Children may attend other school clubs e.g. sports, craft or homework clubs first if they wish, and a nutritious meal will be served at 4:45pm. Places must be booked and paid for by midnight the previous Thursday on Arbor. The cost is £12 per day.



ATTENDANCE AND ABSENCE

It is really important that your child attends school every day and you have a legal responsibility to ensure that they have good school attendance and punctuality. Your child should only miss school if:

- they are too ill to attend and would not be able to learn and fully take part in the school day
- the school has authorised an absence due to exceptional circumstances

If you do not get permission and you take your child out of school, this will be recorded as an unauthorised absence.

UNAUTHORISED ABSENCE

Your child's absence will be unauthorised if:

- you have taken them out of school in term time for a planned event that has not been authorised or
- your child arrives at school later than 9am and this has not been authorised in advance

In West Sussex, if a child accrues 10 or more unauthorised absences in a 10 school-week period, then the Local Authority may issue a Fixed Penalty Notice (FPN) to parents. These are issued per parent, per child and are an alternative to prosecution. This gives the parent the opportunity to discharge their criminal liability by paying a fine of £120, which must be paid within 28 days (£60 if paid within 21 days). Please be aware that children's attendance is taken in the morning and after lunch, so 10 absences is the equivalent of 5 full days.

EXCEPTIONAL CIRCUMSTANCES

By law, Principals may not grant any leave of absence during term time unless there are 'exceptional and unavoidable circumstances' e.g. one day for a family wedding, one day for the funeral of a close relative.

If you wish to apply for an absence in term time, please complete the online leave of absence form, which can be found by clicking the QR code or collect a paper copy from the school office. Please be aware that holidays in term time do not constitute exceptional circumstances and cannot be authorised.

Parental request to school to authorise an absence in exceptional circumstances (23-24)



ILLNESS



Unless your child has had sickness and diarrhoea (in which case they need to have 48 hours off school to avoid the spread of nasty bugs), please make every effort to bring your child into school every day. **Typically, mild colds should not prevent a child from attending school.** If your child is too unwell for school, please ensure that you let the school know that they will be absent before the start of the school day (see below). It is helpful if you can give us a brief explanation of why your child is unwell for our records.

REPORTING AN ABSENCE

If your child cannot attend school due to illness or an unexpected, exceptional circumstance, please email us at absence@gossopsgreen.org.uk or ring us on **01293 525449** and choose option 1, before the start of the school day.



We are required, by law, to know why children are not at school so, if you do not contact us, we will email, text or phone parents and other contacts. We may also carry out a home visit if we are unable to determine why your child is absent. If we still cannot make contact, we reserve the right to contact the Police or Social Services to carry out a welfare check. These visits are very rare as our parents and carers work proactively with us to share information.

POOR ATTENDANCE

When attendance drops below 90% and there is no obvious reason, you will be contacted to let you know that your child's attendance is cause for concern. If your child's attendance continues to drop, then you may be sent a letter advising you that we will require medical evidence in order to authorise any days off your child has for illness. You may also be invited into school to discuss your child's attendance or referred to our Education Welfare Officer, who will work with you to improve their attendance. These are national expectations set by Government, which we do support as a school.

STAFF ABSENCE

School staff may be out of school for two main reasons:

- Teachers and support staff need to take part in professional development activities and may be away from school if these are off site. We try to ensure that any one member of staff is not away too often but as teachers have several roles, this can sometimes be difficult. In the case of planned teacher absence, we try to use our regular supply teachers or internal cover.
- Staff are sometimes ill. At short notice, we may need to use supply staff not known to the children. All supply teachers undertake Disclosure and Barring Service (DBS) checks before they are allowed to work in West Sussex schools.

IN SERVICE TRAINING DAYS (INSET DAYS)

There are up to 6 to 8 days during the year (INSET days) when the school can be shut to pupils, in order to facilitate whole staff development activities. The dates for these are published in advance of the school year and can also be found on the website and in the home-school diary.

SCHOOL CLOSURE

In the event of a decision being made to close the school because of adverse weather conditions, a message will be posted on the school website and on our private Facebook Group page. Our texting service will also be used, so please ensure that we have your up-to-date mobile phone contact details on Arbor. Where there is loss of power or heating, the decision to close will be made depending on the circumstances particular to that day.



BEHAVIOUR AND WELLBEING

At Gossops Green, the promotion of pupil and staff wellbeing is of utmost importance to us. We believe that outstanding wellbeing helps to form reflective, resilient, healthy and well-rounded learners. We seek to nurture individuals and to give our pupils the aspiration and confidence to participate, engage, appreciate and take fascination in the world of opportunities around them. Our desire is for them to recognise that being good citizens will enrich their lives.

PRAISE, ENCOURAGEMENT AND REWARD



Every opportunity is taken to praise, encourage and reward children for a whole range of achievements and actions. There is a weekly Celebration Assembly, at which the 'Star Learner of the Week' and 'Citizen of the Week' from each class is praised. School sports teams give a match report to the rest of the school and children with individual achievements are invited to share them.

The Tregear Trophy, a memorial shield, is awarded every year to a Year 6 girl and boy for sustained contribution to the life of the school. Pupils can also receive a 'Gold Card' if they are seen to go above and beyond in any way, academically or by their actions, attitudes or behaviours.



POOR BEHAVIOUR

If children do make poor behaviour choices, then all staff follow our behaviour policy, which is available on the website. Key information can be found below:

- Pupils involved in poor behaviour will discuss this with a member of staff and will be encouraged to behave more responsibly in future. They may lose appropriate, small privileges such as sitting beside friends or using play equipment at break
- Pupils may be sent to the 'Reflection Room' at lunchtime to reflect on their behaviour. This room is manned by a member of the Nurture Team.
- Pupils who make insufficient effort with their work will be asked to repeat it, either at home, or during one of their break times, supervised by the class teacher.
- Pupils who persistently make poor behaviour choices will be sent to their Year Leader, in the first instance. If their effort or behaviour continues to give serious cause for concern, a member of the Senior Leadership Team will become involved. Following action may include the child being put 'on report'. Pupils are not normally 'on report' for extended periods.
- Very serious breaches of school discipline will be dealt with immediately by the Principal, Deputy Principal or an Assistant Principal who will automatically involve parents. In exceptional circumstances, a child may be internally excluded for one or more days. In exceptional cases, a child may be given a fixed term exclusion for one or more days.

BULLYING



The school does not tolerate bullying, homophobic, SEND or racial abuse of any kind. Bullying is defined as targeted, repeated, unkind behaviour over time. The Behaviour Improvement Policy, which is available on the school website, details how we deal with this issue. The staff are aware of the subtle nature of some bullying and are constantly vigilant; parents and pupils are urged to inform us at once if they know of any behaviour which causes concern.

COMMUNICATION

Families are the child's first and most important educator. We appreciate the important role that families have in supporting their children to develop a positive attitude towards school and learning. We therefore work hard to develop partnerships between school and home.

SOURCES OF INFORMATION

The newsletter, Gossops Green News, is e-mailed out every Friday and is also available on the school website. You are asked to read the newsletter carefully as it contains important information about school routines, meetings and events.

Our website, <https://gossopsgreen.org.uk>, is continually updated and includes information about key school events. You can also access policies, school news, a school calendar and other information. This is a valuable resource for both parents and children.



We also have a Facebook information page and recommend that you ask to join it. Only current parents/carers will be approved for membership.

HOME-SCHOOL DIARIES

Each child has a Home-School diary, which you are asked to check and sign at the weekend. There are also important notices at the front which parents need to sign at the start of the year. It is vital that children have their diaries in school every day. The diaries can be used to send messages between home and school and they also contain important information, such as key dates and your child's reading record. Lost diaries need to be replaced by parents; these can be purchased for £2 from the school office.

If you send in a message via the diary, please remind your child to show this to the teacher on the day it is sent in. From Year 3 onwards, it is the child's responsibility to ensure that the teacher sees the message. Staff in Reception and Years 1 and 2 check the diaries every morning, although it is extra helpful if this is mentioned at drop-off.

SEESAW

Reception, Years 1 and 2 use a system called Seesaw to share information with parents. Letters will be provided with full instructions when your child starts in Reception or Year 1 or 2; please sign up as soon as possible.



SPEAKING TO STAFF

The school office is manned between 7:45am and 4.15pm and the office email (office@gossopsgreen.org.uk) is checked regularly during this time. Members of the senior team and safeguarding leads can also be contacted between these hours; please phone the office on 01293 525449 if you need to speak to them.

All queries relating to Breakfast Club or Cygnet Crew should be made by emailing childcare@gossopsgreen.org.uk or by phoning the school office between 7:45am and 8:30am.

Hard copies of information and policies contained within the website can be obtained by contacting the school office on the email or phone number above.

Staff, including the Principal, are available, either informally or by appointment, to offer support or advice on any matter concerning your child's education. Senior members of staff are available on the school gates at the start and end of the school day and class teachers are available at the end of the school day. Please do not expect to speak to class teachers at the beginning of the school day, when they are welcoming and settling their classes.

PARENT'S EVENINGS AND REPORTS

We hold a parent-teacher meeting on a termly basis. Parents are strongly encouraged to attend the Autumn and Spring parent-teacher meetings so that you can be kept informed about your child's progress. These meetings are held in person or online and parents will be sent information on how to sign up for these via the school newsletter. In July, end of year results and a final report will also be sent home. Teachers will be available on a named date for a drop-in parents' session, to discuss any queries parents may have on the report.

ARBOR



Personal data held in school, including relevant medical data, is kept on Arbor, which is a secure database. Parents can see and adjust the information we hold through the Arbor Parent Portal – you will be given sign-up details when your child starts school and you are encouraged to sign up as soon as possible. Please inform the school immediately if your child moves to a new address. This would not usually affect their right to attend the school but it is vital that we have up to date contact details for every child and his/her family. It is also essential that we have up to date phone numbers in case of an emergency.

Much of our communication is sent through the Arbor Parent Portal. Weekly newsletters, other letters and important information is all sent through this system. Special text messages can also be used to keep you informed of key events and urgent changes to publicised events so mobile numbers on Arbor are particularly useful. Please contact the school office if you have parental responsibility and are not receiving letters from the school.

CURRICULUM

There are three primary key stages of the National Curriculum: Early Years Foundation Stage (EYFS), Key Stage 1 (KS1) and Key Stage 2 (KS2). Each year group has three topics a year – one per term. More detail on the topics covered by each year group are laid out on our website.

EARLY YEARS FOUNDATION STAGE (RECEPTION)

In EYFS, the three prime areas (Communication and Language, Physical Development and Personal, Social and Emotional development) and four specific areas (Literacy, Mathematics, Understanding the World and Expressive Arts and Design) of the Early Years Foundation Stage are followed. Children may spend between a third and half of their time outdoors, so should always have warm clothing with them in colder weather and hats and sun cream (which should be applied at home before school) in hot weather.



KEY STAGE 1 (YEARS 1 AND 2) AND KEY STAGE 2 (YEARS 3-6)

In Years 1 to 6, pupils follow the National Curriculum. Our curriculum is carefully planned so that knowledge and skills are progressive and build up over time. Cross-curricular links are utilised wherever possible to support children's understanding.

To support phonics, EYFS, KS1 and those in KS2 who still need support in early reading, follow the Read Write Inc scheme which provides intensive phonic input in small groups. These groups are based on phonic ability and are not linked to individual classes



We have specialist teachers for music and Spanish. Each class has one session of Music a fortnight and children in Year 2 onwards also get a fortnightly session of Spanish.

PHYSICAL EDUCATION AND SWIMMING

Each class has two PE days a week and children should wear their full PE kit to school on those days. Some PE lessons take place in the school halls, particularly in wet and very cold weather, but other PE lessons will take place outside. Please note that, KS2 in particular, may have PE outside in cold weather and light rain. Children can wear plain black jogging bottoms to keep them warm. **Please note that ALL jewellery must be removed for PE, including earrings.**



PE is a compulsory part of the curriculum and all children are expected to take part, unless they are physically injured or have a doctor's note.

School swimming lessons take place at K2 swimming pool for children in Y4. Swimming is part of PE and a compulsory part of the curriculum. Children travel to their lessons by our school minibus and parents are asked to contribute towards the cost of travel; entrance to the pool and trained instruction are funded by the school. The cost will be £5 for 11 sessions.

RELIGIOUS EDUCATION AND ASSEMBLIES



Collective worship and Religious Education are non-denominational and broadly Christian in character. Every attempt is made by staff to allow for all religious perspectives. Particular emphasis is placed on the need to reflect on religious and moral issues to form an informed opinion and belief. The importance of living a life based on these principles is stressed and the issue of faith is explored in this context. All members of the school

community are expected to respect others' right to worship as they choose. Assemblies form a vital part in spiritual, moral, social and cultural education and they play a major role in establishing ethos and standards of the school.

RELATIONSHIPS AND HEALTH EDUCATION

Much of the Sex and Relationship Education curriculum is taught as part of Science and PSHE and takes place progressively. Prior to covering areas which children may ask more about at home, parents are invited to attend a preview session where the content of the programme is outlined and there is an opportunity to see the teaching materials used and to ask questions.

RIGHT OF WITHDRAWAL

Although parents have the right to withdraw their children from acts of worship and parts of Relationships and Health Education lessons, they are strongly advised against this as it can lead to misconceptions by the child. Parents are asked to discuss this fully with the Principal before taking such a step. Parents do not have the right to withdraw their child from any other lessons taught as part of the National Curriculum.

ASSESSMENT

We closely monitor our children's progress in school to ensure that all children are reaching their full potential. Most of this assessment is completed by your child's class teacher through discussions, observations and looking at your child's work.



We also complete more formal assessments during our termly Assessment Weeks. These are carefully organised to provide children with test practice, without being too stressful. The information gleaned from these assessment weeks then informs future planning. Children's phonic knowledge in Reception and Year 1 is also assessed regularly.

Children also complete the following statutory assessments:

Reception - Baseline (September) and Foundation Stage Profile (June)

Year 1 – Phonics Screening Check (June)

Year 2 – End of Key Stage 1 Assessments (May/June)

Year 4 – Multiplication Check (June)

Year 6 – KS2 Tests – SATS (May)

In all of these cases, we ensure that the children understand that we just want them to try their best and support is available should they need it.

ENRICHMENT ACTIVITIES



A wide range of free after-school activities are provided each term. Details of clubs are sent out near the end of the preceding term and parents are required to sign up to the clubs their child is interested in. Where numbers are limited, places are allocated on a 'first come, first served' basis and a waiting list is kept. There are also some outside club providers who run clubs for our children. These clubs do incur a fee; full details are on the clubs letters.

The school offers a popular Breakfast Club before school from 7:45am, at a cost of £4 per day to cover food, childcare and activities. Our after-school Cygnet Club also provides childcare from the end of school until up to 6:00pm, at a cost of £12 per day, including a nutritious, light meal. Bookings and payment for both should be made using Arbor.

After school clubs (except Cygnet Crew) all finish at 4pm and all children are picked up from the KS2 playground. There are no clubs (except Breakfast Club and Cygnet Crew) in the first or last week of each term. These clubs are optional and any child who misbehaves may be asked to leave.

AFTER-SCHOOL EVENTS

As well as clubs, teachers run a series of after-school events to raise money for their year groups. We have already planned to repeat our popular discos this year and also hope to run a film or games night for each year group. These activities do incur a small fee, which can be paid on Arbor; please speak to your child's class teacher if your child would like to attend but money is an issue. Please note that, if your child has been off school on the day of the event, they will not be able to attend the evening's activity.

MUSIC

All of our KS2 children get the opportunity to learn to play a variety of tuned instruments during their music lessons with Mrs Underwood, including the ukulele and the keyboard. Classes in KS2 also get the opportunity to learn instruments for a term from external music teachers.



Individual and group music lessons are available with peripatetic teachers on a private basis. Parents must cover the full cost, although West Sussex Music may fund small group instrumental lessons for pupils who qualify for benefits-related free school meals or are Looked After Children. To apply for lessons, you need to go online to the West Sussex Music Service. Please be aware that pupils may be withdrawn from class lessons in order to complete their instrument lesson. Children can currently choose to learn flute, clarinet, saxophone, violin, guitar, keyboard and piano.

Mrs Underwood also runs a popular KS2 choir, who have recently performed in the Memorial Gardens.

VISITORS



In school, we encourage the use of theatre workshops and visiting speakers to enhance the formal curriculum. On some occasions, we will request contributions towards the cost of these visitors, however, the school will not be able to cover the cost of these activities without your help and some activities may need to be cancelled if too few contributions are received. Where you are unable to make such contributions because of financial circumstances, please have an informal chat with your child's class teacher or the Principal, who will

treat the matter in the strictest confidence.

OFF-SITE VISITS

When starting school, you will be asked to give permission, on Arbor, allowing your children to go on local visits. We also run a series of educational off-site trips that go further afield. For these, a letter informing you of the detail of the visit with a separate consent slip will be sent in advance. As with in-school visitors, a minimum donation is required for these visits to be viable and the trip may have to be cancelled if insufficient money is received. Staff do all that they can to



minimise the costs of these trips. Teachers normally visit the site before the trip and ensure that practical and safety needs can be met by undertaking a thorough risk assessment. In order to meet the recommended adult to child ratio, we occasionally ask for additional adult helpers, who may be parents from their own child's class, but are not usually placed in a group with their own child, unless the child has special needs. Parents who regularly help in school are given priority. All parent helpers will be asked to sign an agreement to ensure that they follow an agreed code of conduct.

RESIDENTIAL TRIP

A four-night residential trip is offered to pupils in year 6, at a cost of just over £300. As well as being fun, residential visits have a strong educational element and are used to support the classroom curriculum. Our aim is that *every* child should have the opportunity to benefit from these important experiences. Parents experiencing financial difficulty should speak to the Principal in confidence.



FOOD AND DRINK

At lunchtime, children can either eat a meal provided by the school or bring a packed lunch from home.

SCHOOL MEALS



Our school meals are provided by The Collegiate Catering Company, who provide freshly prepared, nutritious meals onsite. The menu is rotated every 3 weeks and the current menu can be downloaded and viewed on our website. Most days there are two choices of hot food – at least one of which is vegetarian - as well as a cold pasta or sandwich option. Every child who has a school meal also has access to a salad bar.

School Meals are free for all children in Reception, Year 1 and Year 2 and for those children in KS2 who are entitled to free school meals. For pupils who are in KS2 and who are NOT entitled to free school meals, they cost £2.35 per day. All school meals, including free meals, are ordered through ParentPay, although we are hoping to move to Arbor at some point during the 2023-24 school year. Parents can choose which lunch their child would like for each day, however, please be aware that orders must be completed by **midnight of the previous Thursday**. Known dietary requirements can be catered for. Unfortunately, we are not always able to offer halal meat so, if this is required, then please check with the office.

HOME PACKED LUNCHES



Your child may also bring a packed lunch from home into school. Please do not include sweets, chocolate bars or fizzy drinks in packed lunches and there are no cooling facilities for the packed lunches so please include a 'freezer pack' in the lunchbox if necessary. Children are not allowed to swap things from their lunch boxes or give each other food.

West Sussex is a 'nut free authority'. Please do not include nuts (including peanut butter), as these are extremely dangerous for some children and members of staff.



Lunchtime supervisors oversee pupils eating lunch and will report any concerns to the class teacher e.g. children who do not seem to eat enough or do not appear to have a balanced diet. These concerns will then be shared with-parents or carers.

WATER AND MILK

All children should bring drinking water to school every day in a named, plastic bottle. This will be kept in the classroom and readily available throughout the day. We also have water fountains around the outside of the playgrounds, which children can use at break and lunchtime. Please note that water bottles should only contain water; children may bring in squash for their lunch.

A small carton of milk may be purchased for morning break time, by completing an order form from the school office. Milk is free to children under five years old and to children who are eligible for Pupil Premium, but an order form still needs to be completed.

SNACKS AND SWEETS

EYFS and KS1 pupils are given a free portion of fruit or vegetables every day, provided by the NHS. KS2 pupils may bring a mid-morning snack of fruit or vegetables.

Sweets should not be brought into school. Please do not send your children into school with sweets or chocolates to give to their classmates for their birthdays; some children are allergic to certain sweets or can't eat them if they contain particular ingredients.

FREE SCHOOL MEALS / PUPIL PREMIUM

The Pupil Premium Grant is an amount of money that schools are given to support children from lower income families. Parents can apply for this money by registering their children for free school meals, if they receive any of the following:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of state Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.

Children who are confirmed as eligible for Free School Meals are automatically registered for the Pupil Premium Grant. Children remain registered for Pupil Premium for six years after they no longer qualify for Free School Meals.

Signing up for Free School Meals helps the school because of the way our budget and national statistics are calculated and it also helps both you and your child in the following ways:

- entitlement to free school meals in KS2
- one free piece of uniform each year
- free daily milk
- help paying for residential trips
- possible subsidy for instrumental lessons



If you believe that your child may qualify for Free School Meals, please apply by scanning the QR code below. Alternatively, a paper form can be collected from the school office.



Free school meals - West Sussex County Council

www.westsussex.gov.uk

GETTING INVOLVED



Throughout the year, the school runs a range of social and fundraising events. Parents are encouraged to become involved as much as possible. Notices will be placed in the newsletter and more volunteers are always welcome.

Each year group is responsible for a performance, which parents and carers are invited to come in and watch. Please note that tickets are sometimes required due to fire regulations but full details of how to book tickets will always be published in the newsletter prior to the event.

Year groups produce the following shows:

- Reception – Christmas Nativity
- Year 1 – Christmas show
- Year 2 – Harvest celebration
- Year 3 and 4 – Christmas carol concert
- Year 5 – Easter celebration
- Year 6 – End of Year Production

HOME LEARNING



The best way that you can get involved with your child's education is through reading with them and hearing them read, ideally every night. This reading can then be recorded in their Home-School Diary so that it can be celebrated at school. Home learning also gives children the opportunity to practise and learn their basic number skills and times tables.

We increase the amount of homework that we give the children as they move through the school. Children are given online maths homework on MyMaths and TimesTables Rockstars. For full details, please see the Home-School Diary.



Pupils require access to a computer or tablet in order to complete specific pieces of homework; please speak to a member of staff in confidence if your child does not have access to a computer or tablet. If you have any problems or questions about homework, please contact your child's class teacher in the first instance.

ADULT HELPERS

Many adult volunteers help in school in a variety of ways. All are subject to a DBS check and an induction briefing. Some choose to offer classroom or administrative support e.g. hearing pupils read. Some adults accompany school trips to ensure that there are sufficient adults to keep pupils safe; it is possible to support your child's own class for these. All offers of help are gratefully received.

SEESAW

Home Learning is set on Seesaw for EYFS and KS1. Parents need to sign up to Seesaw and letters will be provided with full instructions when your child starts in Reception or Year 1 or 2. KS2 use Goggle Classroom if necessary.

INCLUSION

Gossops Green welcomes pupils of all abilities and backgrounds and ensures that all have the best possible access to a broad, balanced and adaptive curriculum, relevant to their needs. We are a fully inclusive school and are always striving to develop our resources to meet the needs of our pupils. We recognise that every child is an individual and aim to identify ways in which all pupils can reach their potential, providing a supportive framework for all pupils.

If you are worried or concerned about your child, please contact your child's class teacher in the first instance. Your child's class teacher knows your child well and will be able to talk to you about what support your child already receives and suggest ways to enhance your child's learning and development. The class teacher will also contact you if they are concerned about your child's behaviour, emotional well-being, social development, academic progress or anything else. Many issues can be resolved in class. For more complex issues, or if in-class support is not effective, the class teacher may refer your child for SEND support, Nurture support or Behaviour support.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

If the teacher notices that a pupil is falling behind due to gaps in their learning, they will give the pupil extra support or tuition to try to fill it. Pupils who don't have SEN usually make progress quickly once the gap in their learning has been filled. If the pupil is still struggling to make the expected progress, the teacher will talk to our Special Educational Needs and Disabilities Co-ordinator (SENDCO), Mrs Bracknell, and will contact you to discuss the possibility that your child has SEN.

Mrs Bracknell will observe your child to see what their strengths and difficulties are. She will have discussions with your child's teacher and will compare your child's progress and development with their peers and available national data. Mrs Bracknell will ask for your opinion and speak to your child to get their input as well. She may also, where appropriate, ask for the opinion of external experts; a referral for support from an outside agency will only be made with your consent. Based on all of this information, Mrs Bracknell will decide whether your child needs SEN support. You will be told the outcome of the decision in a meeting with your child's class teacher.

If your child does need SEN support, their name will be added to the school's SEN register and we will use the Graduated Approach cycle – **Assess, Plan, Do, Review** – to support them. More information about this can be found on our website at [SEND Information Report | Gossops Green Primary School](#)



This process is continual. If the review shows that your child has made progress, they may no longer need the additional support provided by being on the SEND register. In some cases, it may be necessary to increase or change the nature and level of support to help your child make progress.

Pupils with specific learning needs on the SEN register may be given an Individual Learning Plan (ILP). These plans replace your child's termly report and focus on specific targets relevant to the individual. ILPs are written by your child's class teacher as they know your child best, in collaboration with the SEND team. Pupils are an integral part of the ILP process and their voice is captured on the document. ILPs are reviewed once a term and, from 2023-24, will be produced and sent out via Arbor in the same way as the termly reports.

Children with significant Special Educational Needs may be eligible for an Education, Health and Care Plan (EHCP). These are rare and are awarded following a referral to West Sussex, generally after a long period of support from a number of different agencies. If the SEND team feel that your child may be eligible for an EHCP, this will only be applied for after consultation with you.

Much of the support that children on the SEND register will occur in class and be completed by our class teachers and class teaching assistants. We also have a team of SEND TAs, who support children on the register with higher level needs.

Mrs Bracknell, is also available for advice or to discuss any concerns that parents may have – please phone the school to request an appointment.

NURTURE TEAM

Our Nurture Team is an invaluable resource at Gossops Green and contains a fully trained ELSA (Emotional Learning Support Assistant) as well as two Learning Mentors. The Nurture Team is led by Mrs Browne, and they provide a welcoming, safe environment where children can explore their emotional and social wellbeing, learn about themselves, develop and grow.



We have several Nurture rooms, where children can go if they need support. We also offer a fully functional Sensory Room and Sensory Garden, which children can access to calm and regulate their emotions. We have just finished creating our safe SPACE (Safe, Protective and Calming Environment) in EYFS.



Our Nurture Team works with individual children or small groups to address socialisation issues that are common in some primary school children. Their sessions are fun and informative, using activities and resources designed to motivate, engage and support the children. Children are referred to the Nurture Team by members of staff for a number of reasons including emotional wellbeing, life skills, behaviour, anger management, learning skills, self-esteem, bereavement support, friendships, bullying, cooperation, social skills, independent thinking and transition between year groups or to secondary school.

The Nurture Team are also available on the playground at lunchtime and at the start of the school day. KS2 children can self-refer themselves for support; please encourage your child to do so if you feel that it would be useful.

The Nurture Team also offer support and advice to parents; please contact the school office to arrange a meeting with Mrs Browne.



In many cases, the support offered by the Nurture Team will be short term. If your child is struggling with their mental health, longer term support may be required and your child may be added to the SEND register, as an acknowledgement of their mental health needs.

BEHAVIOUR NEEDS

Most behaviour will be addressed by school staff following the school's Behaviour Policy (see above). However, if your child has specific behaviour needs, they may be given a Positive Behaviour Plan (PBP) or an Individual Behaviour Plan (IBP). In the same way as Individual Learning Plans, these will contain specific targets for your child to work towards and your child will be given support, by staff in school, to achieve these. Some children with the highest need may be given support from our SEMH (Social, Emotional and Mental Health) Teaching Assistant, Mrs Bradbury.

Children with IBPs will be added to the SEND register.

KEY POLICIES

Policy statements are held in school and are available on the school website. In addition, The Collegiate Trust policies are available at <https://www.tct-academies.org/documents>. Parents are most welcome to ask to see hard copies.

MEDICAL MATTERS

Children often complain of minor injuries and in the majority of cases, we can deal with this in school without needing to telephone you. In some cases we will need to either telephone you to let you know of the injury or advise you that further medical treatment may be needed. It is therefore very important that we have a list of adults who parents would like us to use as emergency contacts, legally **at least two**, ideally up to four people (part of Keeping Children Safe in Education). In the case of an accident or illness, we use the list of contacts in order of the priority indicated and it is helpful if the emergency contacts are someone who can reach the school reasonably quickly and who is regularly available.

We have first aid provision available at all times whether your child is onsite or offsite on an educational visit. All our First Aiders have attended a recognised First Aid Course and attend refresher courses every 3 years. They are easily spotted on the playground as they wear orange high-viz jackets. If your child has any medical needs, please ensure that you inform school staff of these needs. This includes medication prescribed by the doctor / hospital, any allergies they may suffer from and any short term or long term physical disability they may have.

ACCIDENTS AND ILLNESS

The school has several designated first aiders and a number of other staff who are first aid trained. A child injured in the classroom or on the playground will be treated there for minor injuries or sent to the office for first aid. Most injuries are minor but all first aid is recorded and accident slips are sent home with the child at the end of the day. If your child had a more serious accident, you would be telephoned to discuss the best course of action. If your child receives an injury to the head, they will be given a red band to wear around their wrist to alert all adults to the injury. On the rare occasions that it is necessary to call an ambulance, you would be asked to try to reach school in time to travel with your child. If this is not possible, a member of staff will accompany them to hospital. In the case of an accident or illness, we use the list of contacts in order of the priority indicated by you.

MEDICINES

Members of staff are only permitted to administer short term medicines in school if parents sign a consent form at the school office. If possible, short-term courses of antibiotics or medicines should be given before children arrive, on their return home and before bedtime.

The school does have a supply of paracetamol (Calpol) and antihistamine (Piraton). If children are brought to the office with symptoms which these medicines might help alleviate, then trained members of staff are able to administer these medications, although we will phone you first to ensure that your child has not already had this medication. If you have given your child paracetamol or antihistamine in the morning before school, please ensure that you write in their Home-School diary to let us know this. If we can't get hold of you, we will not administer any painkillers until after midday, to ensure the longest period since possibly having painkillers at home. You are asked to complete the relevant consent sections on the Arbor Parent Portal to allow staff to administer these medications when necessary.



If a child is on *maintenance* drugs i.e. those which must be taken every day to stabilise a chronic condition, guidance does allow staff to administer these on completion of a disclaimer form which is available from the school office or can be printed from the website. Parents will need to provide prescribed medicines in their original container with a personalised prescription label and this will be kept securely in school. It is the parent's responsibility to inform the school about any changes in administration of maintenance drugs.



With the exception of asthma inhalers or medicines required to treat long term illnesses such as eczema or psoriasis, children are not allowed to administer drugs themselves. All inhalers and other emergency medication are kept in class first aid bags which are taken everywhere with the class.

These should be clearly named and taken home at the end of each half term. Parents are asked to provide a second inhaler / auto-injector to be kept in the office as an emergency backup, and to ensure that all medications are in date. The school does have inhalers that can be used in emergency, but only if parents have completed a disclaimer in advance.

Should a child develop a condition that requires emergency drug administration, e.g. nut allergy anaphylaxis, please inform the school office as soon as possible so that an Individual Health Plan can be completed in order to minimise the risks to your child and to fully support their wellbeing.

TOILET USE

Children are encouraged to use the toilet in break times and at lunch time, so that they don't miss their learning time. However, we appreciate that sometimes, children will need to go at other times. Your child will always be allowed to use the toilet in a lesson, although, if they ask to go during the teacher input, especially when this is following a break, they will be asked whether it is urgent or whether they can wait until the input is finished. If your child keeps needing to use the toilet in lessons, this will be shared with you, in case there is a medical reason that needs investigating.

NAPPY CHANGING

If your child needs to wear a nappy to school for medical reasons, you will be asked to come into school for a meeting to discuss how we can meet their needs. If their medical need allows, it is helpful if your child can wear pull ups rather than nappies to aid changing.

HEAD LICE

Head lice and nits are a recurring problem for all schools, and they are very difficult to eradicate. If your child is found to have nits (lice eggs), you will be asked to treat them that evening. If your child is found to have head lice (live insects), you will be asked to take them home for treatment immediately, in order to minimise the potential for spreading. Once treated, children can be returned to school the same day. If you discover nits or lice at home, please treat your children and inform the school so that we can let parents of other pupils in the relevant class will be advised to be particularly vigilant. Free lotions are available for children, through a chemist.



SCHOOL NURSE

The school nurse team are based at Crawley Hospital and can be contacted by phoning 01293 600300 and asking to be put through to the school nursing team. Pupils may also be referred to the school nurse by school staff.

SAFETY

In order to keep your children safe, we operate a 'secure school' during the working day. All gates are open for arrival and departure but are locked during the school day and entry to the main building is only through the front door. All adults working within the school wear identification at all times and all visitors are required to sign in and wear an identification badge. External main doors have a security access locking system, which is controlled from inside or through key cards carried by members of staff. If a stranger should be found in school, he/she would always be challenged by an adult. Unless special arrangements have been made for a specific event, please only enter the building through the main entrance and sign in.

CHILD PROTECTION



All adults working in school have a very clear duty to report any concern regarding child welfare to the Designated Safeguarding Leaders who will in turn take advice from the appropriate authorities. There is a standard procedure to which we must comply, which may involve multi-agency working. The child's interests are always placed first. Please note that we are obliged to report ALL concerns, no matter how small, and to act on them without prejudice.

All staff, governors and visiting instructors have been cleared by the Disclosure and Barring Service as having no record which would prevent them from working with children. The Deputy Principal, Mr M Warwick, is the Designated Safeguarding Lead (DSL) at Gossops Green Primary School and Mrs S Dunne, Mrs D Bullen, Mrs J Browne and Mrs C Boshier are also fully trained. If a child is subject to a court order, then parents or carers must make that known to the Principal. The DSLs can be reached via dsl@gossopsgreen.org.uk



Any adult can also report a concern about a child, 24 hours a day, through the Integrated Front Door (IFD) team on **01403 229 900 / 0330 222 6664**. Please click on this link for full details: [Report a Concern about a Child - \(westsussexscp.org.uk\)](https://www.westsussexscp.org.uk)

MEDIA

At no time will any information, address or telephone number of a child be given to members of the media. In the event of a critical incident or emergency, the procedure for dealing with media intervention will be followed. There are times when the local papers may be covering a school event; parents are asked to give consent for their child's photo to be included in any write-up when they start school.

UNIFORM AND EQUIPMENT

All of the uniform below can be branded with the school logo (purchased from [TaylorMade](#)) or can be plain from supermarkets or high street shops. Acceptable uniform is:

- Navy blue cardigan or sweatshirt/jumper, either plain or with the school logo.
- Plain white polo top (or with school logo)
- Black or dark grey **tailored** trousers, shorts, skirt or pinafore
- Black footwear with covered toes and heels. Any of the following are permitted:
 - Black school shoes / Black trainers / Black ankle boots
- Plain white, grey or black socks or tights
- In warmer weather, children may wear blue and white striped or checked school dresses
- Children who need to keep their hair covered for religious reasons may wear plain white, black or navy blue head coverings or
- Children who need to keep their legs covered for religious reasons may wear plain white, black or navy blue leggings under dresses



PE KIT

Children should come to school in their PE kit on the days they have PE. They should wear:

- A sweatshirt in their house colour, either plain or with a school logo, OR normal school sweatshirt (NO hoodies)
- A T-shirt in their house colour, either plain or with a school logo
- **Plain** navy or black shorts*, leggings or tracksuit bottoms (**no logos or decorations**)
- Plain white, grey or black socks (not tights)
- **Predominantly** white or black trainers (with laces that can be tied securely or Velcro)



*shorts, particularly cycling shorts, must reach at least halfway down the thigh

JEWELLERY

- Long hair should be tied up at all times using **plain blue, black or white** hair ties.
- Extreme hairstyles e.g. dyed hair, hair gel or shaved patterns are not appropriate for school.
- Children are not permitted to wear jewellery in school with the exception of watches (not smartwatches) or religious items.
- Small, stud earrings may be worn on non-PE days.
- **Children cannot wear jewellery for PE**; earrings can only be taped for 6 weeks after piercing.

RECEPTION AND YEAR 1

Reception and Year 1 children are regularly involved in messy play and will be learning outside in all weathers. We therefore ask that all children have a complete change of clothes in school in case their first outfit gets wet or muddy. We also strongly recommend that children have the following:

- A waterproof pinafore for painting / water tray
- Wellington boots,
- Waterproof trousers and coat

SWIMMING – YEAR 4 ONLY

All children in Year 4 swim at K2 leisure centre for a term. When their class is swimming, they will need the following:

- Swimming costume / trunks
- Swimming hat (required by K2) and goggles (recommended)
- Towel and a small bag

PRE-LOVED UNIFORM

We have a lot of pre-loved uniform in school. If your child grows out of school uniform, which is in good condition, please consider donating this to the school. If you are struggling to afford school uniform for your child, please speak to your child's class teacher or the office and we will see if we have any suitable pre-loved uniform that we can offer them.

EQUIPMENT

Children will be provided with all of the stationery equipment they need for school; they should not bring their own pencil cases or other stationery into school. Children will need to take their Home-School diary, a reading book and a water bottle into school everyday and may also have a lunch box. Children will therefore need a small bag or backpack to carry these items in. Please can children also have a separate plastic folder or bookbag to carry their books home in so that school reading books do not get damaged by leaking water bottles.

VALUABLES

Children should not bring money or valuable items to school. If children ride their bikes or scooters to school, please ensure they are safely locked in the sheds or shelters provided. The school accepts no responsibility for loss of valuables in school.

We are predominantly a cashless school with all payments being made online through Arbor. If children are asked to bring in money for a school activity, e.g. non-school uniform day, the money should be handed to the class teacher at the start of the school day.

ELECTRONIC DEVICES

Children are not allowed to wear smart watches in school. It is recommended that children do not bring mobile phones into school. However, if Year 5/6 children do require their phone in order to travel safely to and from school, you will need to complete a form agreeing to the mobile phone policy, prior to bringing their phone into school. Mobile phones are not allowed in school without the completed form.



No child is allowed to be in possession of their phone during the school day so the phone must be handed to the class teacher first thing in the morning. This will be taken to the school office for storage and returned to the children at the end of the school day. The school is not able to accept responsibility for any loss or damage which should occur, even with a consent form signed.

LOST PROPERTY

Parents are asked to ensure that all personal property and uniform brought to school is clearly named. Found items which are clearly labelled will be returned to the owner.



Gossops Green Primary School

Kidborough Road

Gossops Green

Crawley

West Sussex

RH11 8HW

01293 525449

For children aged 4 to 11 Years

Pupil Admission Number: 90

Number of pupils on roll: 583 (June 2023)

Gossops Green Primary School is part of The Collegiate Trust, based at

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Tel: 020 8668 5136

e-mail: admin@tct-academies.org