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Dear Parents and Carers,

Welcome back to a new and exciting year at Ebbfleet Green Primary School. We hope that you have had an enjoyable summer break and have been able to spend some quality time together. As well as spending time with our families, we have been very busy getting as much as possible ready for your return and we are all very pleased to see all of our families back again! A particular welcome to our new Ebbfleet Green families.

We hope that you find the enclosed: '[A - Z Information](#)' a useful reminder for all. However, should you have any queries which are not covered, please don't hesitate to contact the school office.

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## **ABSENCE FROM THE SCHOOL**

In our ongoing efforts to enhance communication and streamline processes, we use Studybugs for all absence reporting. It is the only way to report absence.

### Why Studybugs?

- Saves you time — it takes seconds to give the school all they need, and know they've got the message even if you're reporting at 6 am or 11 pm the night before.
- Confidential and secure. Your personal data is kept strictly confidential between you and your child's school. We never share your personal data with third parties. Your child's school cannot see your location. All shared illness data is first anonymised so your personal data is always kept confidential. You can also opt out of having your anonymised data shared. Studybugs is hosted from purpose-built secure facilities and all communications with our apps and website are encrypted.
- Communication: The system ensures that all absence reports are accurately recorded and promptly communicated to the relevant staff.

### How to Use Studybugs:

1. Download the App: Please download the Studybugs app from the App Store or Google Play. Alternatively, you can access Studybugs via their website at <https://studybugs.com/about/parents>
2. Register: Follow the simple registration process to create your account.
3. Report Absences: Once registered, you can easily report your child's sickness or absence directly through the app or website.

If you have any questions or need assistance with the setup, please do not hesitate to contact the school office on 01987 591 627 or email [info@ebbsfleetgreenprimary.org.uk](mailto:info@ebbsfleetgreenprimary.org.uk)

### Medical Appointments

If your child requires a medical appointment which is not urgent e.g. dentist, optician or routine doctor appointment, these should be outside of the school day. When appointments have to be made during school time, please notify the school prior to the appointment with a copy of the appointment letter.

Please see the attached document regarding our Fast Track process in relation to attendance.

### **Accidents at School**

If your child has an accident at school, a first aider will administer first aid. Please do not worry, most of the accidents are minor and you will be informed through our 'medi-tracker' of the accident. In the rare event that the accident is more serious, we will call you immediately.

### **Administration in School**

The school office is situated at the main entrance. We ask that, for safeguarding reasons, all visitors report to the office before entering the rest of the school. Every visitor must sign in and wear the appropriate visitor badge. Office hours are 8:30am – 5:00pm. You may leave telephone messages on the school answerphone outside of these hours. There are times during the school day that are extremely busy and the office staff may not be available immediately. We ask that all visitors wait in the Entrance Hall for assistance.

### **After School Club**

We have a very busy and popular after-school club at Ebbsfleet Green. Please find more information about the [available clubs](#) on our website and how to sign-up for these via [MCAS](#). They provide Breakfast Club from 7.15a.m. and After School Club until 6.00p.m. within our school grounds. Children will need to be registered. If you are more than 10 minutes late to pick up your child, they will be placed in After-school club and you will be responsible for any costs incurred.

### **Appointments**

Teachers are always pleased to see you to discuss any concerns or worries you may have. Please make appointments with the school office. Teachers are not available in the mornings or throughout the day as they are teaching. Please do not directly email teachers; instead, email [info@ebbsfleetgreenprimary.org.uk](mailto:info@ebbsfleetgreenprimary.org.uk) and we will pass messages to the teacher. If you need a telephone call with the teacher, this can be arranged.

### **Arrival at School**

The school gates will be open at 8:25 a.m. for all year groups. Parents should escort their children to the classroom doors for Nursery, Reception and Year 1, and to the courtyard entrances for Year 2 upwards. Whilst we know the playground equipment is tempting, please do not allow your children to use the climbing frame, wooden train or gym equipment before school because it goes against our risk assessments. We cannot take responsibility for any accidents that may happen. Registration takes place at 8.40 a.m. for all year groups; punctuality is monitored in line with our attendance procedures. The gates will be closed at 8.40 a.m. Children who arrive after this time should come through the main office to be registered as late. A school adult will escort the child to class.

### **Assemblies**

Assemblies take a variety of forms from group assemblies to whole school assemblies. Every Friday morning, we have a 'Celebration Assembly' where a child in each class, nominated by adults in their class, is encouraged to share how they have followed our School Values, or to celebrate a particular outcome in their learning. Our 'Stars of the Week' all receive a certificate to share their successes with their family as well. We also have additional special whole-school events and you will be notified when these are planned.

### **Behaviour**

Our Behaviour and Relationships policy is available on our website. We follow the 'Restorative Approach' at Ebbsfleet Green where we support children to resolve conflict in a calm and reflective conversation. All staff follow this model. Children are encouraged to share any concerns with a school adult as soon as an issue arises so there are opportunities to resolve the issue before the

end of the school day and we encourage parents to support the school in this. We cannot resolve a concern until we are made aware of it, and doing this as soon as possible is always preferable.



### **Bike Shed**

We ask that parents ensure their children store any bikes or scooters in the shed as soon as they enter the school gates. Children should not be on scooters or bikes in the school playground at the start or end of the day as the playground is a very busy area at this time and it is unsafe.

### **Bullying**

At Ebbsfleet Green we follow the school values of 'growth', 'respect', 'enjoyment', 'aspiration' and 'togetherness' and the term 'bully' or 'bullying' is the polar opposite to all of these values. We teach the children through Circle Time, assemblies and our curriculum about forming positive relationships with their peers. We encourage children to talk to our adults if anything happens in school that is a concern for them. Everyone makes mistakes, loses their temper or says an unkind word. However, we teach our children about how to resolve conflict constructively and move forward in a more positive way. If your child comes to you with a concern about an incident that happens at school, please speak to the class teacher who will ensure that the incident is investigated and will feed back to you. School should be a safe place for everyone and with your support, we will ensure this is the case.

### **Change of Address or Telephone Number**

If you change your address, telephone number or email, or any of your contact details, please let us know as soon as possible. We will update our records to ensure you do not miss any communication from the school.

### **Class Structure**

Every year, when children are moving to their next year group, we support their wellbeing by discussing transition with the children during assembly and class Circle Times.

As a two-form entry school, we are fortunate to be able to offer our children the experience of collaborating with a wider range of children as most year groups have 60+ children. We are able to mix our year group cohorts so that all children in two form entry year groups go into different classes. Class teachers are involved in this process from the beginning to ensure that children are with at least one of their friends and that this split fosters the behaviour for learning that we expect children to develop. This forms part of what we do at Ebbsfleet Green Primary School.

For those children with only one-form of entry for their year group, their class group will remain the same; however, there will be lots of opportunities for them to mix with the wider school community as they have done previously through lunchtimes, play times, Big Outcomes, Educational Visits and school events.

## **Communication**

The partnership between child, parent and school depends on good communication. To this end, we try very hard to keep you informed about everything that goes on in school. We have a school website which also has all the latest information, as well as [Facebook and Instagram](#).

All communication is sent out predominantly via e-mail and Class Dojo, or for urgent communication, we may send a text message. The company we use is 'MCAS' and all parents must be signed up to this system. If you need support with this, please come to the school office and our team will help you to set this up. We usually do not send out paper communication. However, if you do not have access to the Internet, or find this form of communication challenging, please speak to the school office as soon as possible. If, for any reason the school needs to be closed at short notice due to any unforeseen circumstances, notice will be given by text, email, and on our website.

Class teachers use Google Classroom to share learning with the children. They use ClassDojo to communicate key messages with you and to share a weekly update on the learning that has taken place across the week with photographs.

## **Curriculum**

Details of the curriculum and how we approach it can be found on our website. You are, however, always welcome to come into school to discuss approaches to the curriculum and to look at curriculum documents. Each curriculum area is led by a member of staff and these teachers will be more than happy to discuss any items of interest. We will be hosting parent workshops in some of these subject areas this year and are looking forward to seeing as many of you there as possible.

## **Educational Visits**

Educational Visits are seen as an important part of the curriculum and are planned to enhance the learning in the classroom. They are planned at intervals throughout the year and we aim to keep the cost of trips to an absolute minimum. We will be communicating planned visits to you as soon as they are booked.

## **Extra-Curricular Clubs**

We are able to offer a wide range of clubs after school which are run by both our staff and external providers. These clubs run on a half-termly basis. For internal clubs offered by the school, the registration process and payment operates through [MCAS](#). For clubs run by external providers, the registration and payment process occurs through their own systems and all of this is explained in their club letter which we email out.

## **Fire Drills**

A fire drill takes place each term. The executive head teacher, head of school and our local academy councillors monitor the effectiveness of all procedures carefully.

## **Food and Drink in School**

We ask that only water be brought into school in plastic water bottles that the children access throughout the day, as we have many children with allergies, including citrus fruits and so squash is not allowed. We are a nut-free school. We request that children [do not bring in sweets or food for their](#) birthdays as there are children in all classes who are not allowed to eat certain foods and it is not fair to set expectations for other families that sweets are given. Snacks for break time should be healthy snacks. Biscuits, chocolate or sweets are not appropriate snacks and children would be offered a healthy snack instead.

## **Forest School**

Ebbsfleet Green Primary School's forest school is on-site and is a place where children can develop life skills from a young age. They will learn resilience, independence, gain confidence, self-esteem and be able to take risks, experience new activities and challenges.

Children in the Early Years have taught sessions outdoors, learning about the outside environment. Children undertake active learning, which encourages confidence, independence and self-esteem through small achievable tasks. The children are given the opportunity to learn about the natural environment, how to handle risks and most importantly, to use their own initiative to solve problems and co-operate with others.

To enable the children to fully take part in the session, it is important that they are dressed appropriately. On their Forest School days, the children will come to school wearing both long-sleeved tops and full length bottoms. Tops are to be plain and black, grey or white in colour. Bottoms are to be plain and grey, green or black in colour.

## **Free School Meals / Pupil Premium**

If you are claiming Income Support, Income Based Job Seekers' Allowance, Universal Credit, Support under the Immigration and Asylum Act, or the Child Tax Credit, please let us know so we can apply for the Pupil Premium grant. This is additional money the school receives to support our children as is incredibly important.

## **What is Pupil Premium?**

Pupil Premium is additional funding given to schools to help raise the attainment of pupils. It is paid to schools according to the number of pupils who have been registered as eligible for free school meals at any point in the last 6 years and been in care for 6 months or longer.

## **Gazette**

We believe that [communication](#) between school and home is vital and therefore the school publishes our Ebbsfleet Green Gazette each half-term to let you know what is going on in school. This is sent out by email, published on the website and is photocopied on our display board at the school entrance.

## **Grounds**

We are proud of our grounds and ask everyone to help us look after them by ensuring that litter is placed in bins and any damage is reported to the school office. We welcome donations of seeds, plants and trees and have recently received a £20,000 donation from the EDC for the creation of our Edible Garden.

## **Helpers in School**

We do welcome helpers throughout the school. We value your help in assisting in school in a variety of tasks including reading with children and helping on school trips. If you wish to volunteer in school please contact the school office. If you love hearing children read, we would love to hear from you. Please let us know if you can offer some of your time.

## **Home School Learning Agreement**

Our Home-School Learning Agreement is a key part of the relationship between the school and home. It is an agreement between you, us and our children, ensuring the same messages are shared and agreed with all groups. All parents are asked to read and sign this agreement and to discuss the agreement with their child in an appropriate way to enable them to understand what they agree to when attending Ebbsfleet Green Primary School. This agreement is then kept as part of your child's record whilst at school and can be referred to at any time. If you would like to keep a copy of this agreement, please ask at the office and we will provide you with a copy. We send a new copy of this agreement home at the start of every year as a reminder.



## Home Time

School finishes at 3:15pm for all year groups and gates will open at 3:10pm. Nursery finishes at 3:30pm. All children in Nursery, Reception and Year 1 will be dismissed from their classroom doors. From Year 2 upwards, children will be **dismissed from the MUGA**. Children will not be dismissed until their class teacher can see a home adult. If there is a change to the normal adult collecting your child, please inform the school office who will let the class teacher know. It can become very congested around school and we ask that you consider our neighbours if you come by car and need to find a parking place. There is no parking on-site for parents at drop-off and pick-up times.

## Home learning/Hybrid learning

We ask that all children read at home every night. For younger children, this could be a story that is shared between you and for older children, this could be them reading to an adult at home and/or some independent reading. Children also have access to online learning activities including Times Tables Rockstars and IXL. Google Classroom is where teachers will upload spellings and other activities linked to their learning in class. We encourage children to share any home learning projects with us in school. All children in Years 3, 4, 5 and 6 have their own Chromebooks and hybrid learning is supported with these.

1. Read every day
2. Times Table Rockstars/ Numbots
3. Spelling practice every day
4. IXL

## Identification of Belongings

It is very important that all of the items of your child's clothing and belongings e.g. water bottles and lunch boxes are labelled. We always have lots of 'lost property' which is un-named and this makes it very difficult to get clothing back to the right owner. If your child does mis-place a piece of clothing, please check the lost property box in the school office.

## Jewellery in School

Children should not wear jewellery to school. If your child has pierced ears, then only ear studs may be worn and these must be removed or covered during any sports' lesson. Watches can be worn but are the responsibility of the child.

## Leadership

Our senior leadership team are Joanne Wilkinson-Tabi (E.H.T), Joshua Croucher (HoS.), Kelly Garrett (HoS) and Sarah Lovell (A.H.T.).

Year 4, 5 and 6 leadership is Ms Nunes.

Year 2 and Year 3 leadership is Ms.Franklyn.

Early Years & Year 1 Leadership is Ms Lovell

Our SENDCo is Aisling Barker.

Our Specialist Resource teacher is Lucy Bradbury.

## Medical

If your child has any medical conditions, e.g allergies , asthma etc. please ensure that the school is formally aware of this. Please do not hesitate to contact us if you wish to discuss such matters in detail. A medical form is available from the school office should medicine be needed in school. This includes inhalers, epipens and any other medicines. Medicines must not be brought into school by the children. We can administer medicine, with your permission.

## No Smoking Policy

The school, including school grounds, is strictly a 'No Smoking School' and therefore we ask for your cooperation in adhering to this policy. This policy also includes e-cigarettes. We also ask that smokers refrain from smoking right outside the school gates, being considerate of all members of our school community. Thank you for your cooperation with this matter.

### **Online Payment Facility**

MCAS is used to provide consent for any trips, visits or sporting events, to pay for educational visits and school dinners using credit or debit cards via the internet. This is our only method of payment. Every child has an individual account and it is possible to view your child's details and check balances. Individual login and password details will have been provided by the school office once your child started with us but if you need any support with this, please do not hesitate to speak to the school office.

### **Personal Property**

We expect children to bring their contact books and the reading book they have been given/selected into school every day (and Chromebooks for Years 3, 4, 5 and 6). They can choose to bring these items in a book bag or a small backpack. Please be mindful that the space to store bags is small and so large backpacks are not appropriate or necessary. [Bookbags \(part of the school uniform\)](#) are often stored in class trays and large keyrings inhibit these trays from closing fully, causing unnecessary disruption to the day. We do not encourage children to bring any personal items into school from home. This includes any electronic devices such as mobile phones. If your child is in year 6 and travels to or from school alone and you would like them to have a [mobile phone](#) to keep in contact with them on their journey, they are to bring their mobile phone, switched off, to the school office when they come into school in the morning and collect it from there at the end of the day. Any electronic devices found on a child's person during the school day will be kept at the school office and you will be contacted to collect the item. Children do not need to bring money to school. Toys are not to be brought into school. Any items of clothing that come into school e.g. scarves, hats etc are to be taken off and kept in book bags or coat pockets and hung on a peg in the cloakroom area. All outdoor clothing should be named. Thank you for your support with this.

### **P.E.**

Children come to school wearing their P.E. kit on days they have P.E. (this will be communicated by your child's class teacher in the first few days of term). [Correct P.E. kit is green or black shorts or green/ black/ grey tracksuit and a plain white T-shirt or polo shirt.](#) Plain trainers are to be worn. Football boots are not appropriate. Children can wear their school jumper. Long hair should always be tied back.

### **Problems or Questions**

We will do everything we can to ensure our children are happy and learning. If you have a concern about anything, please talk to your child's class teacher in the first instance. If you need anything further, and your child is in the mainstream, please talk to Ms. Nunes and Miss Lovell.. If your child is in The Woodlands, please address concerns and questions to Miss. Bradbury. If you need anything further, please contact Mr. Croucher, Mrs. Garrett or Mrs. Wilkinson-Tabi.

### **Records and Reports**

At the end of each school year, you will receive a school report written by the class teacher. During the autumn and spring terms, you will be invited to a formal parents' evening to discuss your child's progress. You are also invited at any time during the year to discuss your child's progress with their class teacher, should you have any concerns.

### **Safeguarding**



Mr Croucher is our Designated Safeguarding Lead. Mrs. Garrett and Miss. Lovell are our deputy safeguarding leads. The safeguarding team is always contactable should you have any safeguarding concerns. Every member of the Ebbsfleet Green team has regular safeguarding training and we follow the belief that [safeguarding is everyone's responsibility](#). It is all of our responsibility to keep our children safe and we will always work with the child's best interest and safety at the heart of what we do. If you have an urgent concern about any child's safety, please either contact the police on 999 or Social Service at Kent on [03000 41 11 11](#)

### **School Lunches**

At Ebbsfleet Green we use a family dining approach to school lunches. Family dining allows children to eat in groups with children of all ages. It encourages older children to support younger children and so fosters positive relationships between children throughout the whole school. At Ebbsfleet Green, being part of a community is an integral part of our school. Belonging within a team and showing respect are values which we believe should be evident at all times of the day, including lunchtimes.

Instead of a canteen approach to serving dinners where children queue up for food, family dining allows children the opportunity to sit at a table straight away, to have food served by older children under the guidance of a staff member and to eat in a sociable way. The children will also enjoy the opportunity to sit with staff occasionally to chat and share a tasty meal together. The children will eat alongside children of different age groups making it a very civilised dining experience! The food is served to the table and then the older children serve this onto plates. These older children will have been trained how to serve food so they are always safe when doing this. Family dining provides the opportunity for all children to really get to know each other and also for us as a community to enjoy our lunch in a calm, pleasant and enjoyable way.

At the table, children have the hot meal alongside salad which is available for all. Desserts are served after the hot meal and there is always a fruit option should children prefer this. We have a wonderful catering team who specialise in providing healthy, nutritious and delicious food with plenty of variety and all food allergies and dietary requirements are catered for. For those children who decide they would like packed lunches, they also eat in the hall so that as a school community we enjoy a shared lunchtime experience. We ask that all food brought to school is in a suitable container. Children should not bring in fizzy drinks, cans or glass bottles please. All snacks must be nut free.

Our provider is The Contract Dining Company and parents are provided with access to their portal to book a school lunch for their child and to process any payments.

### **Term dates**

Please find details of these on our website.

### **Travelling to and from School**

As part of our school Travel Plan, we are committed to ensuring children travel to and from school as safely and sustainably as possible. We have scooter and bike storage in our playground and we actively encourage children to scoot, walk or cycle to school. We ask that children alight from their scooters and bikes as they enter the main gate as our entrance way can get quite congested and it is unsafe to scoot or cycle in this area at that time. We also encourage children to wear protective gear, including helmets, knee pads, elbow pads and gloves if they choose to cycle or scoot to school. We run several safety events throughout the year and celebration weeks e.g. Walk to School Week.

If your child is in Years 5 – 6 and they wish to walk home by themselves, we need written permission from you.

## Uniform

At Ebbsfleet Green, our uniform policy reflects our value of 'Togetherness' and it is an expectation that children wear the correct school uniform every day. We fully appreciate your support with this. Our uniform consists of:

- Grey jumper or cardigan
- Grey trousers / grey skirt / grey pinafore (leggings or jogging bottoms can be worn in nursery)
- White polo shirt
- Plain socks or tights - white or grey
- Plain black shoes or trainers (no heels or boots please)
- Summer dress in green check or stripe
- **Book Bag. This is compulsory and must be brought into school every day. We ask that children do not bring in their own bags.**
- P.E. Kit for K.S.1 and K.S.2. - green/ grey/ black shorts and a white t-shirt or a green tracksuit (joggers and a sweatshirt). The children wear their P.E. kits to school on their allocated P.E. day.

Jumpers, cardigans and book bags featuring the school logo can be purchased from [Casey's Schoolwear](#) either online or through their shop in Blackfen.

*Please ensure that if your child wears footwear with laces, that they are able to tie their laces.*

Long hair should always be tied back and we ask that ornate headbands, slides and bows are not worn.

## Useful Websites Addresses

School: <https://www.ebbsfleetgreenprimary.org.uk/>

Ofsted: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Dept. for Education: [www.education.gov.uk](http://www.education.gov.uk)

Maritime Academy Trust: [www.maritimeacademytrust.org](http://www.maritimeacademytrust.org)

## Visiting School

To ensure the safety and security of the children, access to the school for visitors should be by the main entrance only. All other doors are locked. Please report to the office to sign in and obtain a visitor badge.

## Website

The school website is updated on a regular basis. The school website can be found at <https://www.ebbsfleetgreenprimary.org.uk/>

## And finally.....

It is extremely important to us that your child is happy at school and we are committed, as a whole school, to ensure that your child achieves their maximum potential. We look forward to working with you and your child to make their school days a happy and positive experience.

Needless to say, we are hugely excited about the new academic year! We know it is going to be great.

Best wishes,

Ebbfleet Green