



*An information  
Guide for Parents  
and Carers  
2019-20*



*Dear Parents and Carers,*



Thank you for taking the time to find out about Moorlands Primary School. We hope you find this guide informative.

Our school offers a high standard of education to pupils in Eastern Southampton, serving the community of Bitterne. We accept children from other areas of Southampton and from across the border in Hampshire. We cater for children from age 4 to 11, after which time they transfer to local Secondary Schools.

We are situated in a beautiful wooded 6 acre site, in spacious buildings. Our staff and governors are fully committed to providing the best possible education for your child. We believe that all children are different and we aim to meet the needs of each individual across the full range of the curriculum.

We endeavour to make our school a happy, lively and caring place where learning is stimulating and exciting. We believe that the child who feels happy, valued and secure will be able to make the most of his or her education. We aim to ensure that each child reaches their full potential.

We work closely with families and if you choose to entrust your child's education to us then you will always be welcome at Moorlands. Whether you want to discuss your child's progress, share a problem or offer your help, we look forward to working with you.

Yours sincerely

Louise Rankin and Julie Geen  
Joint Chair of Governors

Caroline Potter  
Head Teacher



*Every Learner Matters*





Every Learner  
Matters at  
Moorlands!



We share  
learning  
share success,  
and share  
rewards!



# Secrets of Success

At Moorlands our Secrets of Success underpin our entire ethos. All members of the school community use them and they are regularly reflected upon throughout each year.

We feel that they encompass everything needed to become a successful, active participant in both school and the wider community and feature heavily as part of our whole school curriculum.

*Have a look at our Secrets of Success!*

## Try New Things



## Understand Others



## Don't Give Up

## Push Yourself



## Imagine



## Concentrate



## Improve



## Work Hard



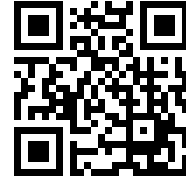
## Contact Information

Moorlands Primary School,  
Kesteven Way,  
Bitterne,  
Southampton  
SO18 5RJ

02380 464404

Email: [info@moorlandsprimary.net](mailto:info@moorlandsprimary.net)

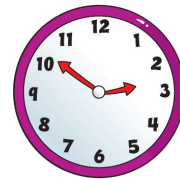
Website: <http://www.moorlandsprimary.com/>



*Scan here to visit  
our website!*

The school office is open from 8.30am-4.30pm. Please note it is closed from 12-1pm for lunch.

## The School Day



**Lower School:** YR, Y1 and Y2



8.55am-12.00pm

1.00pm-3.15pm

**Upper School:** Y3, Y4, Y5 and Y6



8.55am-12.30pm

1.15pm-3.15pm

YR and Y1 enter and leave their classrooms by the classroom courtyard at the front of the Acorn Building. Years 2-6 line up on the playground and are collected by their class teacher and brought out at the end of the day from here.



# Who's Who?



## Senior Leadership



Mrs L Ross  
Assistant Head



Ms C Potter  
Head Teacher



Mrs R Wright  
Assistant Head



Miss S Roughton  
SENCo / Senior Leader

## Phase Leaders



Mrs N Pfeiffer  
Phase Leader  
Assistant Coach



Mrs N Henneberg  
Phase Leader  
(YR)



Miss A Llewellyn  
Phase Leader  
(Y1 / Y2)



Miss G Waring  
Phase Leader (Y4 / Y5)



Mr A Turner  
Phase Leader  
(YR3 / Y6)

## Class Teachers

Mrs J Crowther

Mr P Hart

Mrs L Jenks

Miss J Nash

Mrs N Pfeiffer

Ms McGuire

Miss G Waring

Mr J Cunningham

Mrs N Henneberg

Mr B Kill

Miss C Perkins

Mrs P Pritchard

Mr A Turner

Mrs L Whittingstall-Bean

Mr Burt (LTS Sports)

Miss A Llewellyn

Miss D Sewell

Miss H Wallaya

Miss H Buckfield

## *Teaching Assistants*

Mrs T Dalley– ELSA	Mrs Seaman	Mrs Shrimpton
Mrs N Allen	Miss F Asher	Mrs F Aygun
Mrs E Baker	Mrs R Deadman-Rose	Miss Aniballi
Miss E Harley	Mrs P Goddard	Mrs M Gowans
Mrs K Kracjczewski	Mrs M Venn	Mrs J Spacagna
Mrs G Tubbs	Mr T Aktins	Mrs C Saunders
Mrs G Bell	Mrs J Jennings	Mrs M McCarthy
Ms E Oliver	Mrs A Opcain -Khan	Mrs B Rudd

## *Office Staff*

Mrs S Harrison– School Business Manager  
Miss K Hartley – Administration Assistant  
Miss M Clark– Clerical Assistant

## *Governing Body*

Mrs J Geen– Joint Chair of Governors  
Mrs L Rankin– Joint Chair of Governors

In addition to the Chairs of Governors, there are other members of the Governing body including members of the community, parent and staff representatives.

Teachers are available to talk to each morning before school from 8.50am and appointments are welcomed should you wish to have more time to discuss something. For any concerns or queries, class teachers are the first point of contact for families. If you are unable to speak to the class teacher directly, you are welcome to pop a note in their bookbag.

Phase and Senior Leaders are also be available by appointment and Governors can be contacted via the School Office.



# The Curriculum

Moorlands Primary is a fully inclusive school and as our School Motto states **“Every Learner Matters”**. We therefore strongly believe that:

- ✓ Every child has the right to a broad, balanced and engaging curriculum which is effectively differentiated to meet their needs, whatever these may be.
- ✓ Every child has a right to reach his or her full potential, regardless of additional needs or abilities.
- ✓ Every child has the right to feel happy, safe and secure at school.
- ✓ Every child has the right to a high quality education that enables them to become confident, successful and enthusiastic learners.

## Our Key drivers:

Our Key Drivers for the curriculum are to ensure that we develop:



Successful learners

Creative learners

Active learners

These drivers ensure that wherever possible the curriculum is delivered in a way that explores these issues.

For more information on the curriculum at Moorlands Primary School please see our Curriculum Information Report which can be found on our website at:

<http://www.moorlandsprimary.com>



This document outlines what subjects are taught across each year group as part of the National Curriculum and how we deliver these.



## *How do we keep you informed?*



We are always looking at ways in which to improve our communication with families but here are some of the ways in which we currently do:

- ✓ Twice yearly parents meetings to share current targets, attainment and progress
- ✓ Annual written report at the end of the year covering progress and attainment across the curriculum
- ✓ Parent galleries termly where you are invited in, with your child, to see the classroom, learning and work done
- ✓ Parent workshops to support learning at home and information sessions regarding specific aspects of the curriculum such as reading, SATs and Sex education for example.
- ✓ Our school website which contains links to what the children have been up to!
- ✓ Letters, leaflets and newsletters on a regular basis
- ✓ We welcome parents to come in a work alongside children in classrooms to support their learning, for example by listening to readers or helping run a club.
- ✓ Transitional parents evenings and information workshops at the beginning of the year

If you want to speak to someone about something specific, then please get in touch to arrange an appointment. We cannot always give the time needed on the playground in the morning but are more than happy to see you to discuss any concerns or questions you may have.

## *Home-School Partnership*



At Moorlands we acknowledge the importance of parents as Prime Educators– that is the first and most significant factor in a child's education! Working together, parents and school can be a very strong force indeed.

Please see a copy of our home school agreement which we feel outlines the responsibilities of the child, family and school in ensuring the best possible support while at Moorlands Primary School. Please share this with your child and sign it, as a sign of commitment from us all.

## School Uniform

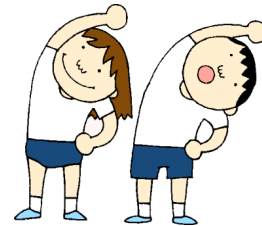
- ✓ White polo shirt or shirt (Lower School: YR-2)
- ✓ Pale blue polo shirt or shirt (Upper School: Y3-6)
- ✓ Royal Blue Jumper or Cardigan
- ✓ Black or grey trousers, skirt or shorts
- ✓ Blue Summer Dresses (warmer weather only please)
- ✓ Black School shoes– please no sandals, trainers or boots. We ask children do not wear open toes or heels for safety reasons and that all footwear is appropriately supportive.
- ✓ Blue bookbag
- ✓ Socks / tights in blue, black, grey or white. (no patterned tights please)



School jumpers, cardigans and t-shirts can be purchased from Skoolkit with the school emblem on or you can buy them plain from many of the leading supermarkets.

## PE Kit

- ✓ White t-shirt
- ✓ Black shorts
- ✓ Plimsolls (indoor PE only)
- ✓ Dark blue or black tracksuit and trainers (outdoor PE only)
- ✓ PE bag



Check with your child's class teacher for what kit is needed at the start of each term as outdoor kit may not be needed all year round.

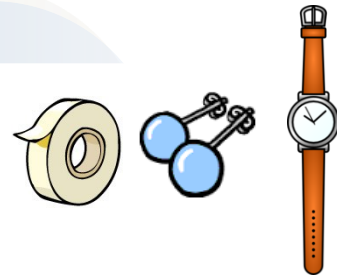
**PLEASE NAME ALL ITEMS OF CLOTHING CLEARLY AND CHECK THEM REGULARLY!**

PE times can be very challenging if items of clothing are not clearly named and items can get lost!

*Scan here to visit Skoolkit for more information on Moorlands uniform and accessories.*



## *Jewellery and Accessories*



Please note that only small stud earrings and watches are appropriate for wearing in school.

Children should be able to remove all jewellery and watches prior to PE or be independent in the application of tape, which must be provided. If they cannot do so, it is recommended that no jewellery be worn on PE days as school staff can accept no responsibility for the safekeeping of watches or jewellery.

Please see the class PE timetables in order that these items be removed before school.

The school follows Southampton City Council's Health and Safety in Schools guidelines which are updated accordingly.

## *What is not allowed?*



We ask parents not to send their children to school with any of the following:

- ✗ Shaved hair / patterns cut into hair or dyed hair. We also request that hair accessories be small.
- ✗ Make up, nail varnish or excessive amounts of hair gel
- ✗ Jewellery other than small stud earrings or watches. If jewellery needs to be worn for medical or cultural reasons then please speak to the school directly.
- ✗ Chewing gum or cough sweets
- ✗ Inappropriate clothing such as jeans, shell suits, track suits, football shirts or clothes with slogans or pictures on them
- ✗ Smart watches

We also respectfully request that all children, parents and carers refrain from the use of inappropriate language.

*The school will not tolerate any form of verbal or physical abuse.*

## Mobile Phones & 'Special' things



At Moorlands we do not allow the use of mobile phones during school hours. School can be contacted directly for any questions or concerns from parents.

We therefore recommend mobile phones be left at home. Mobile phones will be routinely collected in the mornings if this guideline is not followed and will be returned at the end of the day. The school cannot accept responsibility for the safekeeping of mobile phones in school.

Please note, there are no facilities to secure or store special items or toys that belong to the children and therefore we do not recommend they be brought into school. We appreciate your support in this matter.

## Security



For safety reasons, children are not allowed to leave the school site during school hours unless the parent has made prior arrangements with the Head Teacher. When arrangements are made for pupils to leave the school site to participate in activities elsewhere, pupil's parents and carers will be given advance notice of proposed arrangements.

If you need to visit the school during the day, please go directly to the school office.

All visitors to the school are signed in and out and must wear a visitor badge. DBS checks are routinely carried out for all adults who work with the children, including club leaders.

In addition to these, for the safety of our staff and children please take note of the following :

- ✗ Only assistance dogs are allowed on school premises



- ✗ No smoking on the school site



- ✗ Do not park on the zig zag lines, block entrances to the school car parks or park across pavements and driveways. Please be considerate in where you park your car. The school car park is for staff and official visitors only.



## Collection arrangements

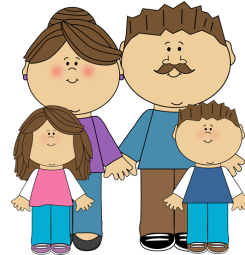


Upon joining Moorlands, we will ask who is likely to collect or drop off your child and put their names on an approved collection list. This list is kept in each classroom so that staff are aware of who is allowed to collect each child.

We are unable to allow children to go home with someone not on that list without a direct phone call. There may be occasions where you may need someone to collect your child unexpectedly and we ask that you give us a ring to inform us of this change by **2pm**. This is to ensure that the children are kept safe at all times and released into the care of nominated adults we have been informed of.

If you would like to add anyone new to the list, please see the office and this can be arranged.

## Parental Responsibility



When joining Moorlands, you will be asked who holds parental responsibility for your child.

We understand that in some cases communication between parents and carers can break down and, where possible and appropriate, we will support both parties in ensuring the best interests of the child.

Please note that we are only able to register your child with their **LEGAL** name, as stated on their birth certificate or other legal documentation.

We are unable to use 'preferred surnames' and have a duty to communicate with all parents and carers with parental responsibility, unless informed by the appropriate authorities.

## Photo permission



We take lots of photos across each year, to both celebrate work, successes and events across the school. Sometimes these photos may be uploaded to our website or be featured in leaflets and newspapers. If you do not give permission for your child to be included in such photographs, please inform the school directly.

## *Can I choose the class my child will be in?*



The school will choose the most appropriate class for your child, if there is indeed more than one class with available spaces.

If your child is due to start in Reception, then Early Years staff will gather all the relevant information needed from yourselves at home visits, transition sessions and by visiting pre-schools before making the final decision. We do take friendships into account when organising classes and the decision will be made based on the dynamics within the class.

If you have twins or triplets that are in the same year groups, again we will investigate the most appropriate placement for them. We will discuss this with you as well as previous settings and make the decision on a case by case basis.

When your child is allocated to their new class, this will not change.

Classes may stay the same or change each year as they move up, depending on the needs of the children and the dynamics within the class.

## *Teachers*



All the children will have a registered teacher for each academic year. There may be regular times where that teacher is not in class and they are relieved by other in school staff or a 'supply' teacher. This may be because they work on a part time basis or are being covered for Planning, Preparation and Assessment time (PPA) or leadership responsibilities.

Wherever possible, we provide regular cover with the same staff to ensure continuity and maintain routines for the children. Where this is not possible, in the case of staff sickness for example, we recruit from a registered supply agency in order to ensure and maintain a high standard of teaching for the children.



## Houses

At Moorlands we operate a house system to share and celebrate successes as well as support positive relationships and behaviours across all year groups. We have four houses:

Water (Blue)

Wind (Yellow)

Fire (Red)

Earth (Green)



Children joining Moorlands will be welcomed into their house and can start to collect House Points that go towards winning the House Cup. We celebrate the achievements of the houses each week and provide a House Treat for the house with the highest number of points each term. Houses participate in Sports Days as teams, which brings all age groups together.

## RE/Collective Worship

As part of the National Curriculum, the children are required to attend regular Collective Worship within school and undertake the Agreed Syllabus for Religious Education.



By law, we are required to provide a RE and Collective Worship Curriculum of a mostly Christian focus, to reflect the main religion of the UK. We also cover many aspects of Social, Emotional and Behavioural learning in our assemblies as well as coming together for celebration, visitors and other events, such as singing and music.

If you do not wish your child to participate in RE or Collective Worship for religious or cultural reasons, please put this in writing for the attention of the Head Teacher. You reserve the right to withdraw your child from these sessions on religious grounds.

# English as an Additional Language

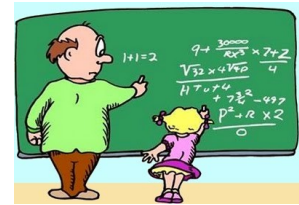


If your child is new to English or uses English as an Additional Language then please let us know.

We are a predominately English speaking school but will do what we can to support your child in developing their English.

It may be possible to provide in school support, utilising outside agencies where necessary, in order to do this.

# Able, Gifted and Talented Children



You may feel that your child is particularly able or talented in area and the school has guidelines to follow in how to identify and support them. When using the terms able, gifted and talented we use the following criteria.

**Able-** this refers to the children who are *working above* the age related expectations in comparison with their peers.

**Gifted-** this refers to the children who are working *significantly above* the age related expectations in comparison with their peers. These children are *exceptionally* able in a particular area, such as reading, writing or maths.

**Talented-** this refers to children who show a natural aptitude or ability in another area of the curriculum, such as art, dance or science. It may also link to extracurricular out of school activities such as being identified to be part of a young talent squad, gymnastics or football for example.

## Illness and Absence



If your child becomes ill during the school day, parents / carers will be contacted so that the child may be taken home. If no one is available immediately then we will care for them to best of our ability until they are collected



It is therefore **essential** that the school have access to emergency contact numbers and that these are updated should they change; particularly mobile phone numbers. Where possible, please provide more than one emergency contact number so that the child is not left at school, feeling unwell longer than absolutely necessary.

Please note the minimum periods of absence required for common illnesses below:

Illness	Absence from onset of illness
Sickness / diarrhoea	No sooner than 24 hours after symptoms cease
Chickenpox	7 days after appearance of rash
German Measles	7 days after appearance of rash
Measles	7 days after appearance of rash
Influenza (flu)	7 days from onset of illness
Mumps	Until swelling has subsided
Whooping cough	7 days from outset of cough
Impetigo	Until healed, unless lesions are covered
Conjunctivitis	Immediately after starting treatment
Slap cheek	When symptoms subside
Scarlet fever	24 hours after starting treatment (antibiotics)
Head lice	Immediately after completing treatment

Please contact the school office by 9.00am on each day of absence. School have a duty to follow up unexplained absences via phone or home visit. If your child has a contagious illness, please notify the school immediately so that we may organise steps to prevent spread of infection.

Where children attend a medical appointment, where possible please share the appointment letter with the child's teacher or office staff, or get a stamped appointment slip from the doctor. These are available from the school office.

**Please note** any unexplained absence may result in an "unauthorised absence". The school assigned Educational Welfare Officer can be contacted by the school in cases of regular late attendance or persistent absenteeism and Fixed Penalty Notices (fines) can be issued. All children with attendance below 90% are routinely monitored by the school and EWO.

## *Medicines and Medical Needs*



The school can only administer prescribed medicines for children with long term or specific health conditions, by prior arrangement with the school. Depending on the type of condition, the school may ask you to attend a School Health Care Plan meeting in order to facilitate this and make arrangements for medical provision. This may be with the head teacher or SENCo. The following guidelines must then be followed:

- ✓ A consent form must be completed for the administration of medication by the parent or carer
- ✓ Parents and carers must collect / replace medication and be aware of 'use by dates'.

Children who are taking antibiotics or pain relief but are well enough to be in school can normally fit this in by going home at lunchtime or by arranging someone to come in and administer the medicine at some point during the school day.

## *Health Checks*



There are occasions during their primary school years where your child may undertake a health check by the school nurse or dentist. In such cases you are always informed in writing and welcome to attend. Routine checks for height, weight, dental, hearing and vision are carried out but by the school's nursing team but can also be requested if you have any concerns.

Please note that the school nurses contact you directly, via the school, on the phone or by letter, but are not directly employed by the school for their services.

## *Child Protection*



The school have a duty to work alongside Social services, Health Services and the Police to safeguard and promote the welfare of the children in the school. If there is evidence to suggest the physical, sexual or emotional abuse of a child or persistent or severe neglect, then we have a legal responsibility to contact the appropriate agencies immediately. At Moorlands the Senior Leadership Team are specifically trained Child Protection Officers and the Head is the Designated lead for the school. If you suspect the abuse or mistreatment of a child, please do not wait to tell the school but call Social Services or the Police directly. A leaflet is available from the office for more information and agency contact details.

## Punctuality

Being on time is very important for a range of reasons. Coming into class late can be very disruptive for all children and particularly embarrassing for the one who is late! Odd minutes here and there can add up to a large chunk of missed learning time and routines and expectations at the beginning of each day are important for the children.

School starts at **8.55am** and registers are returned to the office by 9.00am. At this point they are 'closed' and all children arriving after this time will have to be signed in the office by the parent or carer and are registered as late. Persistent lateness is monitored by the school attendance team and the Educational Welfare Officer.

Take a look at how being a few minutes late every day can really add up over the course of a year!



Every minute Counts!	
5 minutes late each day	3 days lost
10 minutes late each day	6.5 days lost
15 minutes late each day	10 days lost
20 minutes late each day	13 days lost
30 minutes late each day	19 days lost

## Holidays and Leave of Absence



As you are probably aware, schools are now no longer allowed to authorise holidays or absence from school in anything other than 'exceptional circumstances'. Holidays do not fall into this category so with this in mind:

**We are unable to authorise any holiday during term time.**

If you do wish to apply for authorised absence then please collect a 'leave of absence' form from the school office and return to the school as soon as possible.

Unauthorised absences may well be referred onto the local authority which may result in a penalty notice (fine). Please note that the school is abiding by the government directive on agreed leave of absence during term time.

## Admission



All applications for admission to Moorlands Primary School are processed via the admissions team for Southampton City Council.

Parent's are welcomed to view the school and talk to the staff before making their application, where we can answer any questions you may have.

For new YR entrants who have a confirmed place, you will be offered additional opportunities for contact and written information regarding transition arrangements. These arrangements are organised according to their date of birth and are provided at parent's meetings prior to them starting school. Starting school can be very scary for children (and parents!) and so we plan for this very carefully and want you to be with us every step of the way.

Applications for all admissions and transfers be made at:

<https://www.southampton.gov.uk/schools-learning/find-school/apply-school/>



## Transition

We understand that transition can be a sensitive time for all pupils, both joining and leaving the school. We try to make transition as easy as possible by communicating with all those involved.



For those starting school, year R staff will be in touch to arrange home visits in the summer term before they are due to start and will liaise with pre-schools as necessary to try and get as much information on your child as possible.

For those joining us from other schools, we contact the previous school where we can to gain as much information as possible prior to their arrival to ensure it is as smooth as possible!

For those leaving us, we welcome contact from the new school and in the case of starting Secondary school we liaise directly with them regarding transfer to discuss any potential concerns or needs your child may have.

Pupils currently at Moorlands remain with us until the end of the Summer term of the academic year where they are 11. The academic year finishes on 31st August. Details of transfer arrangements in the academic year prior to transfer will be made available, at which time you can express preference for the Secondary School you wish them to attend.



## *Hot Dinners or Sandwiches?*



Children are welcome to have a hot school meal each day at a cost of £2.22 (£11.10 a week). This can be paid online via our website, using a unique access code that the school office can provide. This is our preferred method of payment. Alternatively, cash or cheque can be used for payment provided it is in a sealed and named envelope. We also ask that this be done on a MONDAY morning so that meals can be paid for the week. Please make cheques payable to Southampton City Council.

For those who would rather not have a hot dinner, facilities are available for children to eat a packed lunch. To make organisation as smooth as possible parents are asked to supply a named lunchbox which should be large enough to contain everything sent for lunch. Children are provided with cutlery and water but a cold drink can be brought in if wished (no fizzy drinks please). Please note that we do not have facilities in school to keep lunchboxes cold.

## *My child won't eat hot dinners!*



We understand that some children may be fussy and may not want to eat a hot dinner at school. We would encourage them to try it and would recommend booking one and providing a packed lunch in case they do not like it.

We praise children for trying something new and find that when they see all of their friends enjoying a hot and healthy lunch, they start enjoying it too!

Having a school dinner is easier than ever before. There are 3 choices each day, which always include vegetarian options and fresh salad, fruit and bread can be chosen to accompany their meal. With a range of choices and encouragement from staff, children quickly enjoy choosing what they would like to eat.

School dinners are halal and there are options available for vegans as well as those with allergies, such as wheat, gluten or dairy intolerance. The menu changes twice a year and include regular favourites such as pizza, macaroni cheese and roast dinners.

Children are of course welcome to alternate between hot dinners and lunchboxes and menus are sent out termly to help organise this.

## Free School Meals



If you are in receipt of any of the following then your child is entitled to a free hot meal each day at school.

- ✓ Income Support (IS)
- ✓ Income Based Jobseekers Allowance (IBJSA)
- ✓ Child Tax credit (provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190)
- ✓ Guaranteed Element of State Pension Credit
- ✓ Employment and Support Allowance Income Related (ESA)
- ✓ Support under part VI of the Immigration and Asylum Act 1999
- ✓ Working tax credit during the four week period immediately after employment finishes or after they start to work less than 16 hours a week
- ✓ Universal credit

This can save you £11.10 a week and is funded directly from the government.

In addition to getting a free meal each day, the school also gains extra funding to support your child so if you think you are entitled please come into the office and we will be happy to help. For each child entitled the school receives **£1,320** which enables us to provide additional support and resources to support your child. Being eligible does not mean your child has to eat a school meal each day if they do not want to, but the option is always there.



If you are entitled or think you may be entitled, give the school your National Insurance Number (NI), Date of birth (DOB) and Surname and we can check your eligibility for you.

Alternatively scan the following QR code or check online at:

<https://www.cloudforedu.org.uk/ofsm/southampton/>



## Free School Meals YR to Y2

All children in Year R, 1 and 2 are automatically entitled to a free meal at school each day under current government directive.

If you think you would still have been eligible based on the above criteria, then please apply anyway in order that the school can receive the dedicated funding.

## *Lunchtime support*

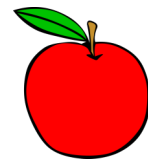


We have a fantastic team of Lunchtime supervisors at Moorlands who look after your children at lunchtime. They support and encourage the children with developing their independence at lunchtime, such as choosing their lunch or learning how to cut it up and provide games and activities for them to play at lunchtimes.

When children start in YR the class teachers and teaching assistants take the children into the hall to settle them slightly earlier than the rest of the school and support them in making their food choices.

Any food sent in lunchboxes will be sent home so that you can see what they are eating. If you have any concerns about your child at lunchtime, please speak to your child's class teacher.

## *Snacks and Drinks*



At Moorlands we are a healthy school and as such promote healthy snacks! A snack of fresh or dried fruit / vegetables can be provided for mid-morning playtime. For those children in Years R-2 we also provide 1 piece of fresh daily, usually eaten in the afternoon. Sugary fruit, yoghurt or cereal bars are not permitted unless agreed with the Head teacher by prior arrangement, for example in the case of medical or health needs.

We provide all new entrants with one free water bottle but additional ones and replacements can be purchased from the school office at a cost of £1.50 for a bottle and 25p for a lid. Drinking water is available around the school but we ask that bottles are regularly taken home for cleaning and ask they be clearly named. Please do not fill bottles with squash or fruit juice, unless it is part of their lunchbox. All year R children are entitled to free milk each day.

## *Allergies*

We ask that no nut products be brought into school wherever possible, as there may be children who are allergic.



## School Governors



School governors are volunteers who help to run the school. Most schools have a group of school governors and together they are called the Governing Body.

From time to time, vacancies arise on the School Governing Body for Parent representatives. If this is something that is of interest to you then when vacancies arise please apply! Governing bodies are vital to the smooth running of the school and are there to ensure the school is fulfilling its responsibilities.

## Friends of Moorlands (FOM)



We like to call our PTA our Friends, because that is exactly what they are! When your child starts at Moorlands you automatically become a Friend of Moorlands and we welcome any parent or carer to get involved as little or as much as they want. The FOM are responsible for organising a range of activities and events at school and are an invaluable source of fundraising. Some of the events they organise include

School discos

Fairs

quiz nights

Christmas events

Film nights

Raffles

They are always on the look out for volunteers so please pop into the office for more information or see the school website for more information!

## Complaints Procedures

Should there be a concern or complaint then we ask that you speak to your child's class teacher in the first instance. If you feel this is not appropriate, or does not solve your query then you may wish to escalate this to a Phase Leader or Senior Leader. If you are still dissatisfied, then a formal complaint can be addressed to the Governing Body who will investigate and respond in due course. Alternatively, please 'Have your say' and return the relevant section from one of our newsletters.



## School Trips and Activities



Where at all possible, school activities will be provided free of charge.

Occasionally parents are asked for a contribution towards a specific activity or event, such as a school trip or in school theatre visit.

No child will be denied participation in these events regardless of any contribution being made. **However, some activities will need be cancelled if there are insufficient contributions towards the cost of the event.** If you cannot afford the suggested contribution, please give what you can or make arrangements to come and speak to us as we may be able to help, such as by spreading the cost or subsidising the cost for example.

Where events or trips are planned, you may be able to offer your support in helping out or supervising, but this will need to be made by prior arrangement by either the school or FOM directly. Please note that all school helpers are subject to a DBS check in line with school procedures.

## Clubs



We try to offer a variety of school clubs for all children at Moorlands and there is not limit to the number any one child can attend. Some clubs may only be available to specific year groups for health and safety reasons but all clubs are on a first come, first serve basis.

You will be notified of available clubs at the start of each term along with costs, as appropriate. From time to time a club may need to be cancelled, possibly at short notice. We will not do this unless it is absolutely necessary and will contact you as soon as possible by call or text. Please ensure we have all up to date numbers in case this happens.

Some clubs are run by school staff and others by outside agencies which mean that some aspects, including cost, are out of our control.

**All clubs are subject to change / cancellation and are not to be treated as a childcare alternative .**

## Homework



There is a legal requirement for children to undertake homework, relative to their age and year group. We also recognise that children make significant progress if they work and practice regularly at home. This experience should not be a chore but should be as relaxed as possible.

Expectations for homework are outlined for each year group as part of the school's teaching and learning policy and do increase each year as they get older. If you or your child have any concerns about homework, please see the class teacher.

## Special Educational Needs

Some children find it harder to learn than others and most children will require additional support at some point in their school lives. There is a legal Code of Practice which all schools must abide by which outlines expectations, guidelines and guidance in how children with additional needs can be best supported in mainstream education. There must also be a named member of staff responsible for the overall management of Special Educational Needs. At Moorlands this is Miss Roughton who is the identified Special Needs Co-ordinator (SENCo)



Where a child may be identified as requiring additional support, then you may be invited in to discuss this with the class teacher and/or SENCo in order to identify steps to support them. If you have concerns that your child may need additional support then you can request a meeting with the class teacher and/or SENCo to discuss this. This may not just be a learning need, but could be linked to diagnosed conditions or disabilities.

If your child is identified as needing additional small group or 1:1 support, it may well be appropriate for your child to be recorded and monitored as part of the school's SEN register and provided with an Individual Education Plan (IEP) both of which are overseen by the SENCo. This is done on a case by case basis and may not always be appropriate.

For full information regarding Special Needs Provision at Moorlands Primary School, please see our Special Educational Needs Policy and Local Offer which outlines the types of provision we have and makes attempts to answer any frequently asked questions you may have.



[Both of these documents are available on our website in the Policies section.](#)



## Behaviour at Moorlands



At Moorlands we promote the following school rules for all members of the school community:

Be safe, Be kind, Be helpful, Be polite,  
Be our very best!

We aim to provide an excellent all round education which aims to prepare children for their roles as adults in the community. Moorlands Primary School is organised so that all those who work here can do so within a environment which provides security and support, fostering self esteem and self discipline.

Our school rules apply to all. We encourage everyone to implement them fairly and consistently in order to foster good behaviour in a positive way.

Praise is given to those who keep the school rules and unacceptable behaviour will result in the withdrawal of privileges, such as playtime.

Persistent bad behaviour will be referred to the phase leaders and senior leaders in accordance with our behaviour policy and you may be asked to meet with school to resolve the matter.



Our policy needs to be known by all and is shared with parents, children, governors, visitors and staff. Adults will model appropriate behaviour on a professional and personal level, in keeping with the aims of the policy.

*Both of these policies are available on our website in the policy section.*

## Bullying



Bullying is identified as continued negative behaviour towards another, over a period of time. Any suspected bullying incidents are investigated thoroughly and dealt with seriously. If you have concerns regarding potential bullying please see your child's class teacher in the first instance, For more information on bullying please see our Guide for

## *Catchment Area*



Visit [www.southampton.gov.uk](http://www.southampton.gov.uk) for information on what roads are within the catchment for Moorlands.



Alternatively, scan the following QR code to see a map of the catchment area.

If you are out of catchment, placement at Moorlands is dependent on availability of spaces in the requested year group. For more information, please speak to the school office staff.

*Have a look at some of the fantastic  
learning (and fun!) that happens at  
Moorlands!*



We have lots  
of exciting  
visitors



Even from  
Royalty!







We have  
fantastic  
grounds



We love  
working and  
learning  
outside







Learning is  
fun!



We welcome  
you to  
Moorlands!



Please visit our school website and take a look at our class pages for more information on what we get up to!