



**Pegasus Primary School**

The best in everyone™

Part of United Learning

## Parent Handbook 2021-22

*“It is our mission to ensure all our pupils acquire the knowledge and skills essential to achieve their full potential and become active compassionate citizens”*



**“Excellence is not a skill. It’s an attitude”**

**R Marston**

## *Dear Parents,*

This booklet is designed to give you reference throughout the next academic year of life at Pegasus Primary School. I hope you will find it useful and informative and that it will answer any questions you may have about the day to day organisation of our school and our expectations of our children.

At Pegasus, every day is a learning day for all stakeholders and our aim is to provide excellence throughout your child's school career. Outstanding attendance, punctuality and behaviour create the climate in which the best learning can take place. We will always strive to make these areas perfect and know that working in partnership with you, the parent is the key. Every thing we do together should be focused on providing excellent learning opportunities for your child.

Our forms of communication come in a variety of ways but we will endeavour to keep the school's website up to date with the school's procedures and policies, including safeguarding and child protection policy. All policies are available from the school office on request.

Good communication between home and the school is vital, so if after reading this there are any questions which remain unanswered please do not hesitate to get in touch with the admin team and they will arrange a virtual meeting or telephone call.

Mrs Ruth Akrigg  
**Headteacher**

# The School Leadership Team

*Below is the Leadership Team for Pegasus Primary School:*

Executive Principal

Mrs Harry Paget-Wall Collins

Headteacher

Mrs Ruth Akrigg

Assistant Headteacher

Mrs Julieann Exley

Assistant Headteacher

Miss Roxy May

Director of Sport,

Enrichment and Character

Mr Andrew Beattie

Director of Inclusion

Mrs Sue Patrick

SENCo and Assistant Headteacher

Miss Katie Colthurst

Executive School Business

Manager

Jane Caffyn

Senior Leader

Mrs Vicky Lees

*As a team, we believe in a respectful open door attitude, so please do not hesitate to discuss with us any issues or concerns*

## *Risk Assessing Covid-19*

We are very much looking forward to entering stage 4 in the measures around Covid-19 transmission and risk assessing.

**You will be able to see the more detailed Risk Assessment and the Contingency Plan by visiting the website.** A summary is below of the actions we will be taking from September 2021:

1. Stick to arrival and pick up times this is vital. If you arrive at school after 8:40am you will have to go to reception and wait to be seen by the attendance officer.
2. If you need to contact school, please ring or email first as reception will have limited access.
3. If you need to contact your child's teacher, email first or a phone call (and allow time for a response)
4. Communication with school will be offered in the following :
  - Weekly newsletter sent to email
  - Phone calls
  - Email to teachers and office admin
  - Virtual calling (teams invites)
  - We have adopted the use of Arbor for payment and information sharing
5. If you want to speak to the Headteacher or Executive Principal then please call the admin team and they will book a slot for a virtual call/phone call.
6. Please ensure your child is in **correct uniform** (if you have any issues please call the Welfare team).

# Recovery and Reconnect Pledge



**We are determined to support all our pupils to catch up from the lost learning and opportunities due to covid.**

**As a school we are committed to following our pledge as a means of supporting curriculum recovery and reconnecting as a community.**

## Recovery and Reconnect – Our Pledge

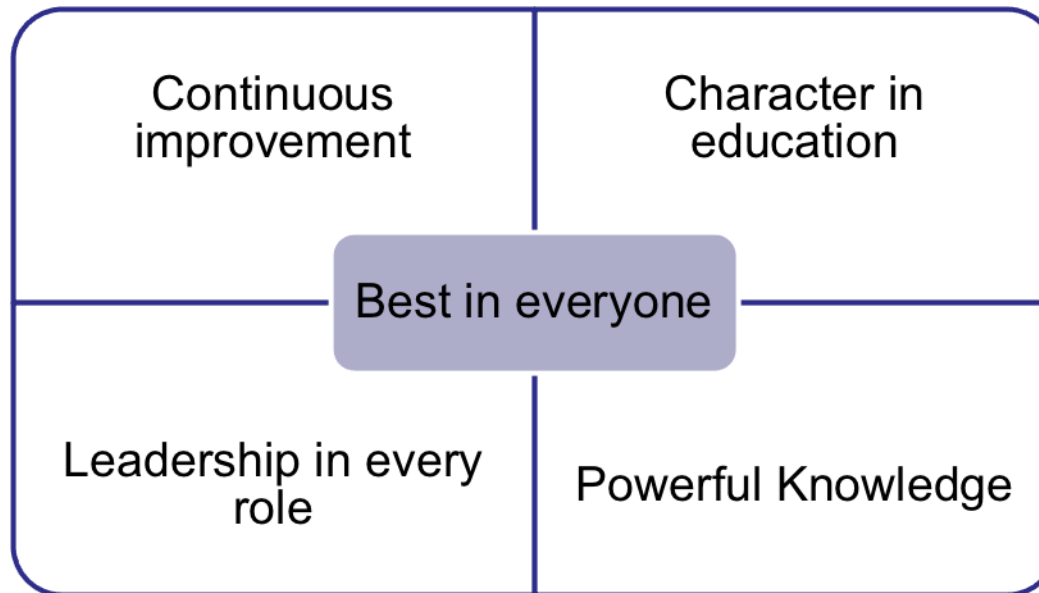
Our aim is to develop our curriculum and school practices to ensure our pupils are assessing at age related expectations by Summer 2022.

- We will be brave, driven and ambitious with our own Project 90%\*\* across our schools.
- We will be determined to recover the lost learning opportunities for our pupils through a forensic lens on our pupils current attainment and progress. Literacy and numeracy skills and key performance indicators will be taught, recalled, reviewed throughout our whole curriculum.
- We will continue to embrace the Rosenshine Principles of Instruction to ensure every minute of every lesson counts.
- We will be strategic with our SEND support, ensuring all pupils make progress against their targets. We will embed the SEND toolkit to support, plan and provide provision for our most vulnerable learners, making sure we meet specific individual needs.
- We will ensure that our conduit for reconnect is through embedding the conscious discipline, the development of metacognition, embracing our values and school intent.
- We will be trauma informed schools, ensuring all adults embrace and own the language (Adult literacy) to ensure pupils are free from shame, build resilience and self-regulation. Our children will always be supported to reintegrate back into their school families.
- We will embrace the school pledge to ensure pupils have the maximum opportunities to reconnect with their peers and develop skills and knowledge outside our curriculum. Developing their character and cultural capital.
- We will utilise our technology strategy to engage in virtual learning beyond the classroom, to involve our extended school families and embracing the world around us.

\* 90% of year groups attain ARE – SEND pupils.

At Pegasus, we believe every child can be an outstanding learner. Our ethos is to bring out the best in everyone by bringing the best of ourselves to school each day.

Our framework for excellence drives all that we do:



All that we do is driven through our values:

*Confidence*  
*Respect*

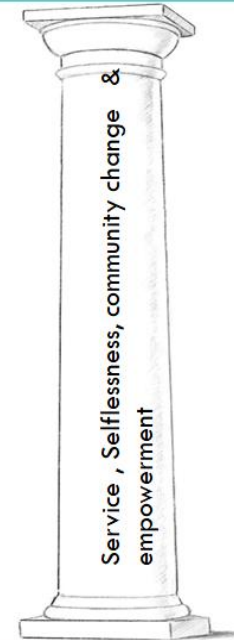
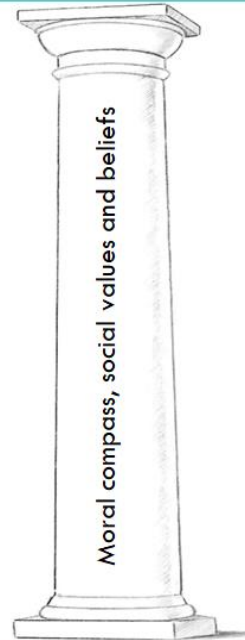
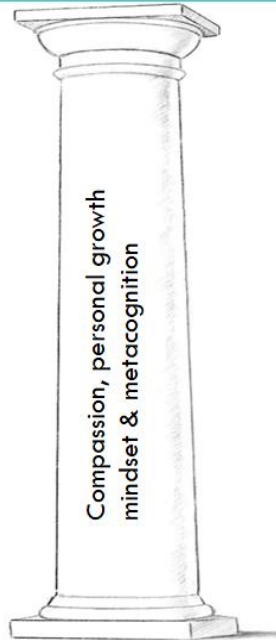
*Ambition*  
*Creativity*

*Enthusiasm*  
*Determination*

# Character Education



## Our Education with Character



Built on the foundation of our values, curriculum offer, enrichment and quality of education

Here at Pegasus, we are committed to helping your child understand how they learn, what they can give to society and how we together can develop them into future, compassionate, active citizens in our society and wider world.

We intend to do this through our curriculum, interventions, targeted clubs, opportunities to lead, enrichment afternoons and extra-curricular clubs.

# Class Names

All of our classes are named after inspirational figures that embody our school values. Pupils learn about their achievements throughout their time in school.

Year/Class	Inspirational Person	Theme	Teacher	Email
Nursery / 2by2	Carle	Writer	Mrs Karen Hopkins	<a href="mailto:mrs.hopkins@pegasusprimary.org">mrs.hopkins@pegasusprimary.org</a>
Reception	Donaldson	Writer	Miss Louise Hammond	<a href="mailto:miss.hammond@pegasusprimary.org">miss.hammond@pegasusprimary.org</a>
Reception	Rosen	Writer	Mrs Helena Grant/ Mrs Emma Lockhart	<a href="mailto:mrs.grant@pegasusprimary.org">mrs.grant@pegasusprimary.org</a> <a href="mailto:mrs.lockhart@pegasusprimary.org">mrs.lockhart@pegasusprimary.org</a>
Year 1	Matilda	Queen	Miss Lucy Walton	<a href="mailto:miss.walton@pegasusprimary.org">miss.walton@pegasusprimary.org</a>
Year 1	Elizabeth	Queen	Mrs Maggie McCoy	<a href="mailto:miss.mccoy@pegasusprimary.org">miss.mccoy@pegasusprimary.org</a>
Year 2	Seacole	Medic	Miss Hannah Phoenix	<a href="mailto:miss.phoenix@pegasusprimary.org">miss.phoenix@pegasusprimary.org</a>
Year 2	Nightingale	Medic	Mrs Hannah Bailey	<a href="mailto:mrs.bailey@pegasusprimary.org">mrs.bailey@pegasusprimary.org</a>
Year 3	Hawking	Scientist	Miss Abi Calcutt	<a href="mailto:miss.calcutt@pegasusprimary.org">miss.calcutt@pegasusprimary.org</a>
Year 3	Franklin	Scientist	Mrs Jade Hixon / Mrs Sally Rose	<a href="mailto:mrs.hixon@pegasusprimary.org">mrs.hixon@pegasusprimary.org</a> <a href="mailto:mrs.rose@pegasusprimary.org">mrs.rose@pegasusprimary.org</a>



# Class Names

All of our classes are named after inspirational figures that embody our school values. Pupils learn about their achievements throughout their time in school.

Year/Class	Inspirational Person	Theme	Teacher	Email
Year 4	Johnson	Scientist	Mrs Lees/ Miss Drohan	<a href="mailto:mrs.lees@pegasusprimary.org">mrs.lees@pegasusprimary.org</a> <a href="mailto:miss.drohan@pegasusprimary.org">miss.drohan@pegasusprimary.org</a>
Year 4	Berners-Lee	Scientist	Mr Kit Sharpe	<a href="mailto:mr.sharpe@pegasusprimary.org">mr.sharpe@pegasusprimary.org</a>
Year 5	King	Activist	Mr Francis Young	<a href="mailto:mr.young@pegasusprimary.org">mr.young@pegasusprimary.org</a>
Year 5	Obama	Activist	Mrs Kim Booth/ Miss Katie Colthurst	<a href="mailto:mrs.booth@pegasusprimary.org">mrs.booth@pegasusprimary.org</a> <a href="mailto:miss.colthurst@pegasusprimary.org">miss.colthurst@pegasusprimary.org</a>
Year 6	Greta	Activist	Miss Roxy May	<a href="mailto:miss.may@pegasusprimary.org">miss.may@pegasusprimary.org</a>
Year 6	Malala	Activist	Mrs Julieann Exley	<a href="mailto:mrs.exley@pegasusprimary.org">mrs.exley@pegasusprimary.org</a>

## *The Pegasus Primary School Character in Education Pledge*

As a member of Pegasus Primary School, we pledge that by the end of your school career, you will experience the following:

- 1. Participated in an individual or team sporting activity (interschool or school competitions)*
- 2. Participated in a music or performing arts activity*
- 3. Help others by participating in a social action campaign or by volunteering*
- 4. Participate in enrichment activities to widen my experiences*
- 5. Attended two cultural, artistic or sporting events outside my local area*
- 6. Hear from an inspirational speaker*
- 7. Have a chance to share my views about school via the pupil leadership structure*
- 8. Attended a residential trip*
- 9. Have my talents celebrated and recognised*
- 10. Will complete the Big 6 reading challenge*

# *School Structure- differentiating and developing*

As children move up through the school, they will have the opportunity to take on greater responsibility, such as training opportunities for children wishing to develop their leadership skills.

*Roles can include: Learning Ambassadors, Pupil Ambassadors, Play & Sports Leaders, Pupil Learning Committee Members, Librarian*

In their *learning*, as children move through the school, they are supported to develop *greater independence*, encouraging them to challenge and extend themselves. Children in EYFS have the chance to participate in *Forest Schools*. We are hopeful that this year our pupil's will have opportunities to go on a *trip* to deepen understanding of their curriculum.

It is our wish that all children attend, and we offer support to families who need it.

*PE and Sport* is delivered each week by specialist PE teachers and we hope to offer a *Sports Academy* for developing talent and enthusiasm.

Lastly, *Year 6* children are to wear a different colour tie as a privilege in keeping with their extra responsibilities as the key role models for the school population and to show their maturity.

*It is our aim to ensure that children leave Pegasus Primary ready for the rigour of secondary education.*

## Dropping your child off at school – Reception to Year 6

In the morning, the gates will be open at 8.30am and be closed at 8.40am. If your child arrives after 8.40am you will need to take them to the main reception, where you will be met by the attendance officer, Miss Archer.

### **Reception:**

Bring your child to school through the gate on Harebell Road and drop your child to their class between 8.30am and 8.40am. Then leave the school grounds back through the gate on Harebell Road.

### **Year 1, 2, 3, 4, 5, 6**

Bring your child to the school gate on Pegasus Road or Field Avenue. The gates will open at 8.30am and your child will be directed to their classroom by staff members. Parents will not enter the school grounds in the morning. For communication with the class teacher the preferred method is by email or leave a message with the staff member on gate duty.

\*Please also refer to Uncollected Children Policy on website

*Safeguarding your children is everyone's responsibility*

## Collecting your child from school – Reception to Year 6

In the afternoon, the gates will be open at 3pm and be closed at 3.20pm. If you are late to pick up your child, then you will need to collect them from the main reception area. Please call the school to let us know you are running late.

If you are unable to collect your child and you are sending in another adult, please make sure they are on your collection list or call the school office to inform them of the name and give a password over to the office and to the person collecting.

### **Reception:**

The gate on Harebell Road will be open at 3pm for you to walk on site to collect your child from their classroom door. You may exit the school grounds through any of the 3 gates leading to the playground.

### **Year 1, 2, 3, 4, 5, 6**

The gates on Pegasus Road and Field Avenue will be open at 3pm for you to enter the school playground and wait for your child's class to be dismissed by their teacher. You may exit the school grounds through any of the 3 gates leading to the playground.

All gates will be locked at 3.20pm

\*Please also refer to Uncollected Children Policy on website

*Safeguarding your children is everyone's responsibility*

# 2by2 / Nursery drop off and collecting

## Monday-Friday

Monday-Friday	
Morning Session	Afternoon Session
08:30am-11:30am	12:15pm-3:15pm
30 hour Provision	
8:30-3:15 with wrap around care for lunch £5.00 this includes hot lunch and child care	

Nursery and 2by2 children will be dropped to their classes by their adult through the gate on Harebell Road (not the gate by the main entrance). The children will then be met at their classroom doors by their key adult. You will then exit the school grounds through the same gate on Harebell Road.

The gate will then be opened at the end of the session. Adults collecting need to wait outside the nursery or 2by2 doors and your child will be released to you. You will then exit the school grounds through the same gate.

# *After School Clubs Year 3-6*

*Lead: Mr Beattie*

Each term we hope to be offering additional activities that can enrich your child's school experiences. At the beginning of each term, we will advertise these clubs for you to sign your child up for.

The clubs will run for 6 weeks and we ask you to make a contribution of £10 for the course of the activities: this will support the school with expenses (due to staffing, resources and other costs).

As a school, we will work to keep the costs to a minimum. If you feel that your child is unable to participate in a club due to financial restraints, please contact the school to see whether you would be entitled for financial support (*e.g. through pupil premium*).

When collecting please make sure you collect your child from the bottom gate from 4.15pm (unless stated otherwise).

***Please see our Charging and Hiring Policy on the [school website](#)***

# Pupil Enrichment Programme

Every Wednesday afternoon at 1.30pm children in Key Stage 1 & 2 will experience an enrichment programme in partnership with our new family at Radley College. The vision behind enrichment is about giving our pupils opportunities to learn new skills and experience different activities, to help develop their interests and aspirations; alongside meeting different pupils and develop new ways to learn.

## *The Programme:*

Your child will experience **3 different enrichments offers from 3 categories: Creative, Physical and Citizenship (community and wider world)**. Year groups will be placed within the categories and your child will need to make 1<sup>st</sup> choice, 2<sup>nd</sup> choice and 3<sup>rd</sup> choice. This enables an element of choice for your child.

Pupils will keep a personal profile to carry with them throughout their school career, to reflect on their learning that has taken place. At the end of each term you will receive the enrichment opportunities on offer for your child to select for the next term. Please spend time at home with your child discussing what they have achieved and future skills they may want develop.



# Physical Education, Games & Swimming

Here at Pegasus, pupils will have the opportunity to develop a broad range of skills and learn how to apply them in different ways. The curriculum is designed to develop **fundamental movement skills** and give all pupils the knowledge and **cultural capital** they need to succeed in life.

Pupils will be challenged to achieve their **personal best** and see the best in everyone, whether in lesson or at competitions. Physical Education will promote a love of learning through a **child centred** approach, shifting responsibility to our learners, with our key drivers at the very heart; **Respect, Determination, Creativity, Confidence, Enthusiasm** and **Ambition**.

The school currently offers one PE lesson per week and children in year 4, 5 and 6 will also have additional exposure to Swimming. Swimming is an activity that benefits virtually every area of your child's life but most importantly will provide them with the ability to remain safe in and around water.

In PE lesson, we follow a curriculum that can be found on the website.

In addition, children will have further opportunities to take part in additional sports sessions through our Enrichment programme and After School Clubs .

# Parents' Consultation Meetings

There will be Parent Consultation Meetings at the end of each whole term e.g. Christmas, Easter and towards the end of the summer term. We hope that you will be able to come to all three meetings but ask that you at least make one a year. You will have the opportunity to make appointments to see your child's teacher to discuss progress, attainment, how you can support at home and discuss any concerns.

Bookings are made via an online booking system and instructions for this are released nearer the time.

In your parent consultation meetings, you will have the opportunity to discuss your child's **passport to learning**. The passport will have your child's progress, attendance and behaviour information, termly targets and a written dialogue between home and school about how we together can support your child's learning and school experience.

The Parent Consultation Meetings for 2021-22 will be held on the following dates and times:

See the red squares on the school calendar below. This information can also be found on the school website.



## Primary Term Dates 2021/2022

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T									
September			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
October					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
December				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
February			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28									
March			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
April					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
May						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
June				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								

Inset Day School closed for pupils	School Holiday School closed	Bank Holiday No school	Parent Consultations* School Closed for Consultation Parents to have appointment with their child and teacher to review progress in term. Remote learning is supported for children at home. All children should have appointment. July consultation is transition.
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# We believe positive parent partnership = Positive Results

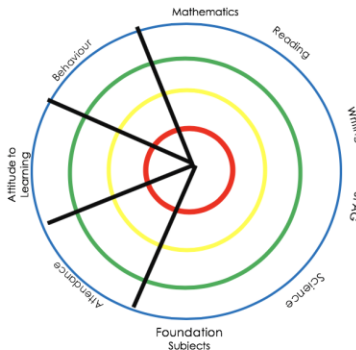
## Our reporting home and consultation events

### Pupil Passport

<b>Maths</b> <input type="checkbox"/> Progress EBI:	<b>Reading</b> <input type="checkbox"/> Progress EBI:	<b>Foundation Subjects</b> <input type="checkbox"/> Progress EBI:	<b>Attitude to Learning</b> EBI:
<b>Writing</b> <input type="checkbox"/> Progress EBI:	<b>Science</b> <input type="checkbox"/> Progress EBI:	<b>Attendance</b> Number Lateness: Number Unauthorised: Number Ill: EBI:	<b>Behaviour</b> Number Behaviour: Number Positive: Support plan in place? EBI:

Name: \_\_\_\_\_

As a school, we will work through with you and your child the following reports to inform you passport conversations.



<b>Additional Comments:</b> _____ _____ _____	<b>What am I reading now?</b> _____ _____
<b>What will I read next?</b> _____ _____	

	Curriculum Subjects	Attendance	Behaviour Expectations	Attitude to Learning
	Working <b>Below the expected level</b> for your child's age	Below 90%	Across a range of subjects, I find it hard to make the right choices and follow the school rules.	I do not try my best in a range of subjects. Often I complete little work. I do not work hard to improve across the curriculum.
	Working <b>Towards the expected level</b> for your child's age	90-95%	In most subjects, I find it hard to make the right choices and follow the school rules.	I usually work a little harder in my subjects. Often I don't ask for help and do not complete a satisfactory amount of work. At times I demonstrate a growth mindset with support and prompts.
	Working <b>At Expected Level</b> for your child's age	95-97%	I make appropriate choices and follow the school rules whilst I am in school.	I work hard in all my subjects. I normally ask for help when I am stuck and in most subjects try my hardest to improve.
	Working <b>at Greater Depth</b> for your child's age	97-100%	My behaviour is exemplary, I always follow the school rules and strive to improve my behaviour in order for it to support my learning and progress.	I try my hardest in all of my subjects. I ask for help when I am stuck and continually strive to improve.

	Reading	Writing	Maths
Year 1	<ul style="list-style-type: none"> <li>respond speedily with the correct sound to graphemes (letters or groups of letters) for all 40+ phonemes, including, where applicable, alternative sounds for graphemes</li> <li>read accurately by blending sounds in unfamiliar words containing GPCs that have been taught</li> <li>read aloud accurately books that are consistent with their developing phonic knowledge and that do not require them to use other strategies to work out words.</li> <li>read common exception words, noting unusual correspondences between spelling and sound and where these occur in the word</li> <li>check that the text makes sense to them as they read and correcting inaccurate reading</li> <li>predict what might happen on the basis of what has been read so far</li> </ul>	<ul style="list-style-type: none"> <li>words containing each of the 40+ phonemes already taught</li> <li>write from memory simple sentences dictated by the teacher</li> <li>Spell the days of the week</li> <li>begin to form lower-case letters in the correct direction, starting and finishing in the right place</li> <li>sequence sentences to form short narratives</li> <li>re-read what has been written to check it makes sense</li> <li>leave spaces between words</li> <li>use joining words and joining clauses using 'and'</li> <li>punctuate sentences using a capital letter and a full stop</li> <li>using a capital letter for names of people, places, the days of the week</li> <li>using a capital letter for the personal pronoun 'I'</li> </ul>	<ul style="list-style-type: none"> <li>Count to and across 100 forwards and backwards, beginning with 0 or 1, or from any given number.</li> <li>Count, read and write numbers to 100.</li> <li>Count in multiples of twos, fives and tens.</li> <li>Represent (including symbols) and use number bonds and related subtraction facts within 20.</li> <li>Recognise, find and name a half as one of two equal parts of an object, shape or quantity.</li> <li>Compare, describe and solve practical problems for:                             <ul style="list-style-type: none"> <li>Lengths and heights (long/short, double/half);</li> <li>Mass/weight (heavy/light);</li> <li>Capacity and volume (full/empty);</li> <li>Time (quicker, slower, earlier, later).</li> </ul> </li> <li>Tell the time to the hour and half past the hour and draw the hands on a clock face to show these times.</li> <li>Recognise and name common 2-D and 3D shapes.</li> </ul>

Detailed Steps achieved and working towards, that you can complement at home.

# School Uniform

Uniform is really important for our pupils to have a sense of identity and belonging to a community. It enhances the appearance of pupils and therefore the reputation of the school. It also helps to instil in pupils a sense of purpose when they put on their uniform in the morning.

All uniform can now be purchased through [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk), at **your convenience** by visiting the shop online.

The only expectation for logo uniform is that your child wears a Pegasus sweatshirt or cardigan. There are no objections for the rest of the uniform to be purchased without a logo.

Children in Year 6 will wear a different coloured tie as a privilege in keeping with their extra responsibilities as the key role models for the school population and to show their maturity.

**Footwear:** All children should wear **black shoes or boots** during the school day; these can be trainer form but must be **plain black**.

No coloured trainers/shoes to be worn during school day including coloured logo's. (please don't purchase light up shoes)



# PE Uniform



Plain white t-shirt and plain black or blue shorts. No logos.

## Footwear



No jewellery and long hair MUST be tied back.

*If your child forgets their PE uniform, we will endeavour to supply them with spare clean kit.*

Please make sure all uniform is labelled with your child's name and class. Any items found will be placed in lost property. The school cannot take responsibility for lost items.

***On your child's PE day, they will need to wear their school uniform to school and have their PE kit in a bag ready to change in to.***

# Our School Values

**Confidence**  
**Creativity**  
**Enthusiasm**  
**Ambition**  
**Determination**  
**Respect**



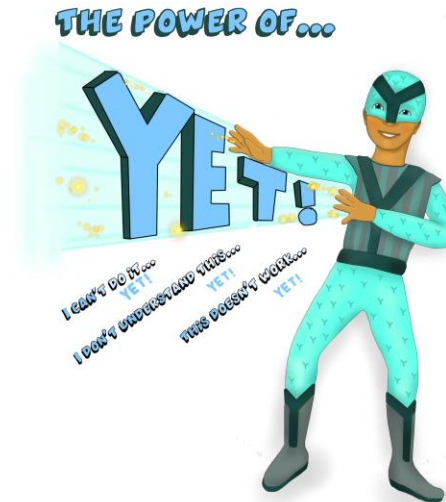
Our school values underpin everything we do and we talk about them with pupils every day. You might even see some of our 'values superheroes' on the walls if you visit the school.

# Growth Mindset

We believe that **challenge** is a fundamental part of learning and growing. At Pegasus we embrace challenges and see set-backs as learning opportunities. It is part of the way we show our value of **Determination**.

A 'growth mindset' is fostered through self-reflection using Zones of Regulation, our Pupil Development and Enrichment Programme as well as weekly assemblies.

You may hear pupils talking about 'the Power of Yet', which is a way to help pupils to understand that learning is meant to challenge and this is a good thing!



# Behaviour and Relationships model

At Pegasus we have a Behaviour and Relationships policy (available on our website).

This explains how we view behaviour as communication and have developed our practice to be trauma informed and in line with the conscious discipline model.

We use the language of 'families' to build respectful relationships which support community connection.

The fundamental expectation for all of our school community is to:

- ✓ **Be kind**
- ✓ **Be ready**
- ✓ **Be safe**



## *Creating a Positive Learning Climate*

It is vital that school behaviour is respectful to learning.

As a school we are embracing Conscious Discipline as the ethos that underpins our approach to behaviour and relationship management.

Conscious Discipline is about developing emotional intelligence in the classroom.

We support the community through a management program based on the 7 skills of discipline; this informs how we structure the classroom, establish routines and specific preventative and response interventions.

We endeavour to celebrate learning and achievement through our rewards system. The next page explains the expectations and the rewards.

Behaviours for learning can be developed and we encourage responsibility in our pupils.

# Rewards and recognition

We endeavour to celebrate achievements in all areas of learning, both academic and behaviour. We give ongoing feedback to our pupils and acknowledge achievements through our recognition and rewards system.

Our school values underpin our rewards system. Our school values are:

**Confidence**

**Creativity**

**Enthusiasm**

**Ambition**

**Determination**

**Respect**

When our children show great effort linked to a particular value, they will receive recognition and reward for this explicitly.

# Attendance

The attendance and punctuality policy is on the website for parents to view. In the policy it divides attendance into a range of categories. There is a direct link between attendance and how well a pupil does in school. We want all our students to aim for 100% attendance and **achieve at least 96.5%**. We want to celebrate attendance and each week we celebrate as a school which class has received the attendance award with a trophy presented in assembly.

Every double term you will receive information about the stage your child is at. Holidays are not permitted in term time- please see next page and policy.

Pupils' attendance will be monitored under the following headings:

Stage	% Required
<b>GOLD</b>	<i>100% Perfect!</i>
<b>SILVER</b>	<i>Above 97%</i>
<b>GREEN</b>	<i>Above 95%</i>
<b>AMBER</b>	<i>Take Care 95%- 90%</i>
<b>RED</b>	<i>Concern and action 90% below</i>

Attendance Rewards are offered each term for 100% and can be accumulated to the top Award each third term.

**Attendance Lead – Jaime Archer**

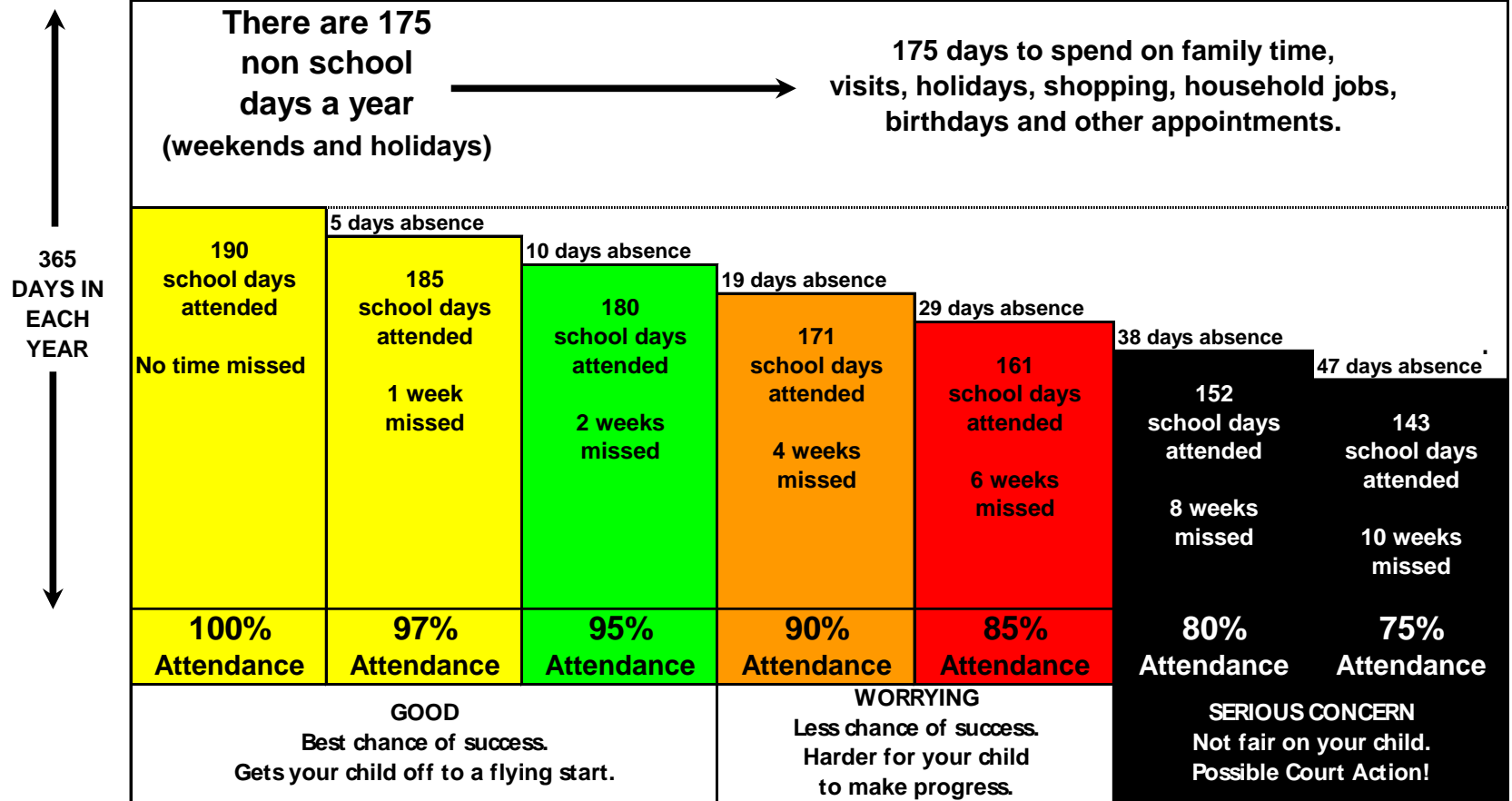
## *Time Away during School Time:-*

### *A brief summary of Policy*

*(full explanation can be found in the policy on website or paper request from the office)*

- **Parents are requested not to book holidays during term time.**
- You should only request time off in term time when there are **extremely exceptional circumstances**. We expect parents to take holidays during normal school holidays.
- You will need to collect a **Holiday Request Form** from the school office, this needs to be returned for the attention of the Head teacher.
- Requests for absence for holidays during term time will only be considered if there are exceptional circumstances. Parents will be expected to **explain these circumstances** on the absence request form and support any application with documentation such as letters from employers or doctors notes. Issues such as parents' employment conditions related to non-negotiable holiday dates, the time of year and level of previous attendance may be taken into consideration.
- If the school refuses a request, but the child is still taken on holiday, the absence will be recorded as **unauthorised** and parents will receive a letter confirming this and warning that the parents may be liable for a Penalty Notice. If a second unauthorised absence is taken within 12 months, the matter can be referred to the Attendance and Engagement Service and may result in a **Penalty Notice** being issued without further warning.

# Attendance Matters



# The Inclusion Team

At Pegasus, we take a highly structured and responsive approach to each pupil's learning in order to enable all pupils to progress, achieve and participate. The team work together to ensure that every pupil at our school is able to make the most of the education we offer so they can achieve their full potential.

Our Inclusion team will assess the needs of identified pupils and offer tailored support programmes to ensure reasonable adjustments are made and needs of each child are met.

You will find our SEND offer & statement on the website.

## **Key Contacts:**

Director of Inclusion: Sue Patrick (DSL)

Assistant Headteacher, Behaviour and Safeguarding Lead: Julieann Exley (DSL)

SENCo/ Assistant Headteacher: Katie Colthurst

Family and Safeguarding Support workers: Linda Poore (DSL) & Charlotte Steers (DSL)

Attendance Officer: Jaime Archer

Therapeutic Mentors: Lisa Byrne & Aja Jackson

# School Lunches – Caterlink

*(menu found on website)*

We take pride in our menus which are all compliant with the expectations from the School Food Standards. These are available in the newsletter and on our website.

**Healthy Eating** is key to your child's development and concentration at school. Studies have shown that children not only have improved attitudes to learning but develop key social skills whilst eating together. Children in Reception and Key stage 1 receive Universal Free School Meals\*, so they will not need to pay for their lunches. *\*(It is still important that if you are eligible for free school meal status we still apply for the funding as additional money comes into the school to support our pupils)*

To pay for school lunches this is done through the Arbor online payment. **If your child has allergies it is your responsibility to inform the school.**

If you provide packed lunches for your child, we expect parents to also meet the Food standards and provide healthy choices. We request that crisps and chocolate are limited in packed lunches and that children have non fizzy drinks.

# Medical Needs

It is vital that you inform the school of any medical needs that your child has. It is your responsibility to keep us updated.

In school we have a large number of first aid trained staff and our medical lead is Marie Keame.

If your child has an accident at home that requires risk assessing in school, *e.g. arm in cast*, it is important that you contact the school office to arrange an appointment prior to their return.

Please see our policy on the website.



# And finally....

I hope you find the information in this handbook helpful. If you have any further queries, please contact the school office and see the website for all policies.

Please don't forget that every Friday the newsletter will be the main source of communication (electronic on email) on events happening in the school. Please ensure the office always has your up to date email and phone numbers.

**Web:** [www.pegasusprimary.org](http://www.pegasusprimary.org)

**Email:** [office@pegasusprimary.org](mailto:office@pegasusprimary.org)

**Telephone :** 01865 777175