



Nor**th**bourne  
CE Primary School  
Nurturing Excellence.

# Parent & Carer Handbook

*All you need to know about everything that matters!*

Northbourne C of E Primary School  
2025 - 2026



# Northbourne Primary School Parent Handbook

Academic Year: 2025–2026

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## Contact Information

**Address:** Northbourne Primary School, Cockcroft Road, OX11 8LJ

**Phone:** 01235 817744

**Email:** [office.3852@northbourne.oxon.sch.uk](mailto:office.3852@northbourne.oxon.sch.uk)

**Website:** [www.northbourne-school.org.uk](http://www.northbourne-school.org.uk)

**Facebook:** [www.facebook.com/northbourneprimary](http://www.facebook.com/northbourneprimary)

**Instagram:** @northbourneprimary

**Note:** Content on our Facebook and Instagram will be starting in September 2025

## Key Personnel

**Headteacher:** Mr Andrew Denham

**Deputy Headteacher:** Mrs Charlotte Allmond

**SENCO:** Mrs Becky Parsons

**Chair of Governors:** Mrs Kate Woods    Email: [governors@northbourne.oxon.sch.uk](mailto:governors@northbourne.oxon.sch.uk)

## Policies and procedures

Northbourne meets all statutory requirements in terms of the information made available to the parents and public through our website.

- Attendance
- Anti-Bullying
- Behaviour
- Complaints
- Collective Worship
- Relationships, Sex and Health Education Policy (inc. PSHE)
- Religious Education Policy
- Supporting Pupils with Medical Conditions

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Dear Parents and Carers,

Welcome to Northbourne! Whether you are joining us for the first time or are already a valued part of our school community, we are delighted to welcome your child to our school.

Our vision—Nurturing Excellence—and our core values of courage, compassion, and community are inspired by the life of Peter, the fisherman chosen by Jesus to lead the early Christian Church. Known as The Rock, Peter became the foundation on which the Church was built, just as our school is built upon values that guide the way we learn, grow, and live together.



A powerful image associated with Peter is that of him stepping out of the boat to meet Jesus (Matthew 14:22–33). This story reflects our values beautifully: Peter showed courage in leaving the safety of the boat, Jesus offered compassion by reaching out to help him, and the community of disciples supported him throughout.



Our school logo reflects this story. At its center is a traditional Nazarene boat, with a sail bearing the Chi Rho—the first two letters (X and P) of the Greek word ΧΡΙΣΤΟΣ (Christos), meaning Christ. Above, the North Star shines, symbolising guidance—just as it did for sailors of old, and just as our vision guides us today.

Our Northbourne North Star is Nurturing Excellence, and we pursue it by living out our values:



- Having the courage to embrace challenges
- Showing compassion to those in need
- Understanding that great things can be achieved when a community works together

To encourage and celebrate these values, we have a House Team system, each with its own colour, motto, and our logo as its emblem. Children earn House Points for demonstrating our values, helping to foster a strong sense of belonging and pride.



With our vision and values embedded, and high expectations for learning and play in place (always sprinkled with a little bit of fun!), I am excited about the future of Northbourne and all that we will accomplish together.

This handbook has been created to support you with the practical aspects of school life. We hope you find it helpful and look forward to working in partnership with you so that your child can thrive and flourish at Northbourne.

Warm regards,

Andrew Denham

## My Child at School (MCAS):

### **Before you do anything else...!**

MCAS provides a secure login portal for parents and carers to receive school communications, access your child's school information and to pay for items such as uniform, lunches, snack cards, clubs and trips. It is essential that all parents are registered on this system before your child starts at the school. Here's how...

- Look out for an **email** with a link to generate your password (the email will be from SCHOOL titled "Create password for your new MCAS account")
- Use the link to create your password so you are registered. **Please note the link expires in 24 hours.**
- You can also upload the app for easier, on the go access
- If you haven't received the email or your link has expired, please let us know by sending an email to [office.3852@northbourne.oxon.sch.uk](mailto:office.3852@northbourne.oxon.sch.uk) Please use the email subject "Please resend MCAS link"

## School Hours and Daily Schedule for Reception to Year 6

Gates Open: 8:40 AM

Registration Opens: 8:45 AM (gates will be closed at 8.50 AM)

Registration closes: 8.55 AM

Lunch: 12:00 – 1:00 PM

Gates Open: 3.10 PM

End of Day: 3:15 PM

At the start of the day, **children in Year 1 to 6** enter the school via the side gate near the School Office and walk round to the big playground, ready to be greeted by their class teacher on the playground in the class line order. **Children attending the Reception** classes enter the school via the gates in the car park, walk round to the area outside their classroom ready to be greeted by their class teacher outside their classroom door.

At the end of the day, parents collect their children from outside their classroom or nearest door. Staff will release children only to parents or authorised adults, who have been named on the New Starter Form. If someone new is collecting your child, please inform the office in advance. Children in Year 5&6 can walk home on their own or meet a parent outside of the school gates. If you would like this for your child, please indicate on the Google Form (see above), explaining this. Year 5&6 children will not be able to leave the school site on their own without this permission.

## Travel to School

We encourage all families to **walk, cycle, or scoot to school whenever possible**. It's a great way to promote healthy habits, reduce traffic congestion, and support our environment.

We have a dedicated **bike and scooter park** located opposite the main school entrance. For safety, please ensure children wear a **helmet** and, during the darker autumn and winter months, **reflective clothing** to increase visibility.

If you need to drive to school, parking is available in the **Tesco car park** opposite the school or in other safe, nearby locations. We kindly ask that you are **considerate of our local residents**—please do not block driveways or park too close to, or on, road junctions.

## Attendance

We are committed to ensuring that your child receives the best possible education to prepare them for the next stage of their life. Every school day is carefully planned, and each lesson contributes to a wider programme of learning—**every lesson truly counts**. Your child is a valued member of our school community, and every day missed is a day of learning and connection lost.

It is the policy of this school **not to authorise absences for holidays during term time**. While permission may be granted in exceptional circumstances, this is rare and can only be authorised by the Head Teacher. Any such request must be made in writing **before** the planned absence, and permission should **not be assumed**.

If a holiday is taken during term time without permission, the absence will be recorded as **unauthorised**. This may result in a referral to the County Attendance Team and could lead to the issue of an **Education Penalty Notice** under Section 444A of the Education Act 1996. Penalty notices are issued per child, per parent/carer, and are intended as an alternative to prosecution.

## Late Arrival

Children must arrive at school **on time**. Late arrivals can be embarrassing for children and are disruptive to both their learning and the classroom environment.

If your child arrives **after 8:50am**, please bring them into school through the **main office** so we can update our attendance records accordingly and ensure your child is marked present.

## Illness & Medical Appointments

If your child is too unwell to attend school, please call the school office by **8:30am** on the first day of illness—and **each subsequent day** they are absent—until they are well enough to return.

For cases of **vomiting or diarrhoea**, children should remain at home for **48 hours** after the last symptom to reduce the risk of spreading infection.

Whenever possible, please arrange **medical or dental appointments outside of school hours**. If your child needs to miss part of the day for an appointment, please **call or email the school office in advance**. These appointments are likely, but not guaranteed, to be recorded as authorised.

If your child will miss a **whole morning, afternoon, or full day** for a medical or other reason, a **Request for Absence Form** must be completed and submitted to the school office for authorisation. Please use this link:

<https://forms.gle/SwHj13R76sXGuGuj7>

### Medical Matters, including allergies and asthma

Please inform the school of any medical needs, including allergies or asthma, when completing the **Pupil Information Google Form** upon your child's admission.

If new medical concerns arise after your child has started school, please notify the **school office immediately**.

The school **does not routinely administer medication** during the school day, except in *exceptional circumstances*. If this is required, you must complete a **Medical Permission Form**. More information can be found in our *Supporting Children with Medical Conditions Policy*, available on the school website.

Parents of children with asthma should read the **Asthma Policy**, also available on the website. Children who require inhalers must **bring them to school every day**.

### Uniform and Dress Code

Our school colours are **emerald green**, white, and **dark grey/black**.

We believe that school uniform plays an important role in promoting **equality, unity, and discipline** among children. It also helps reduce distractions and peer pressure related to clothing choices, allowing pupils to focus more fully on their learning.

We understand that, from time to time, uniform items may be in the wash or temporarily misplaced. If this is the case on a particular day, **please don't worry**—we look forward to seeing your child back in their correct uniform the following day.

If your child needs to wear an alternative item of clothing for **medical reasons**, we ask that you provide appropriate evidence so we can make the necessary accommodations.

Our logoed school uniform is available to purchase via **MCAS (MyChildAtSchool)**. Once your order is received, we will deliver your items to your child's classroom to bring home.

If you are unable to use MCAS, please contact the school office by phone or email (see contact details above) to make alternative arrangements.

We also run a **regular second-hand uniform sale**. If you have any unwanted, good-quality uniform items, **donations are always gratefully received** and help support other families in our school community.

### Label Uniform

**Please label all items of your child's uniform clearly with their name.** This makes it much easier for staff to return lost items to their rightful owners.

When uniform is labelled, we will do our best to ensure it is returned to your child. Unlabelled items will be placed in **Lost Property**.

From **Year 2 upwards**, we expect children to begin taking responsibility for their own belongings. Please note that **staff are not responsible for lost uniform**.

### Daily School Uniform

- **Emerald, green sweatshirt or cardigan with school logo (School Office)**  
*Sizes range from 24" (£8.50) to 38" (£9.50)*
- White collared polo shirt
- Dark grey/black trousers or tailored shorts (not football shorts), or dark grey/black skirt or pinafore
- Green and white summer dress

- Plain white, grey or black socks, or plain white, grey or black socks or tights
- Black sensible shoes or trainers

### PE/Sports Day Uniform

At the start of each term, teachers let parents know which days PE will be taught on in their child's class; we ask for children to arrive at school dressed in their PE clothes on this day rather than bringing these to change into.

- Green PE t-shirt with school logo (School Office)  
*Sizes range from 24" (£5.00) to 38" (£5.50)*
- Black or grey shorts OR black or grey jogging bottoms (especially for outdoor PE in the winter)
- School sweatshirt or cardigan
- Trainers
- Please note, children **do not** need plimsolls. These do not adequately support children's ankles and are not sufficiently waterproof for outdoors PE, and are not used during indoor lessons (when children are typically barefoot)

**The following additional items are sold from the School Office. They are not compulsory:**

- Book Bags - £5.50
- Drawstring bags - £5.00 – suitable for keeping spare clothes in

If the cost of purchasing uniform is the reason your child is not wearing the correct clothing, please don't hesitate to speak to us. We may be able to provide the appropriate items or offer support.

### **The following items are not permitted as uniform in school:**

- White/coloured trainers (except on PE days)
- Football shorts, cut offs or track suits, even if they are dark grey/black or blue
- Leggings; tight pencil skirts; short, tight shorts. Girls' skirts or pinafores must reach half-way down their thigh.
- Uniform colours but with motifs/pictures/logos on
- Make-up, nail varnish, fake nails & eyelashes, tattoos and body piercings.
- Jewellery, except for one pair of stud earrings that the child must be able to remove (for PE lessons) themselves without adult support.
- Wristwatches may be worn to school but on the understanding that they are the child's responsibility. We would prefer that children do not come in with Smart Watches, particularly those that have a picture and messaging system because they are a significant distraction to the children.

### Swimming

We are very fortunate to have The Wave Leisure Centre just a 5–10-minute walk from our school. As part of our commitment to the government's statutory requirement for primary school children to receive swimming instruction, we aim to ensure that by the end of primary school, all children can:

- Swim competently, confidently, and proficiently over a distance of at least 25 metres
- Use a range of strokes effectively (such as front crawl, backstroke, and breaststroke)
- Perform safe self-rescue in a variety of water-based situations

Our swimming lessons are focused on Years 5 and 6. At the beginning of the academic year, we assess all pupils on their basic swimming ability and organise them into appropriate groups. Pupils who are less confident in the water will receive more lesson time and support during the year. Competent swimmers may not have as much lesson time during the year, instead remaining in school.

## What Children Need to Bring to School

All children will need a **school bag** that is **comfortable and appropriately sized**. It should be able to hold:

- A **water bottle**
- A **book**
- A **healthy snack** for playtime
- A **jumper or cardigan**, when not being worn

Please note: **children do not need a pencil case**, as all learning equipment will be provided by the class, so please ensure that these stay at home.

### Personal Items

Items such as **chew toys, fidget toys, comfort toys, or ear defenders** may only be brought to school **with the agreement of the class teacher**, and where their use is **supported by professionals** as a tool to help the child access learning more effectively.

### Lunchboxes

If your child brings a **packed lunch**, they will need a **separate lunchbox**. Lunchboxes should be placed on the trolley outside the classroom each morning and will be taken to the lunch hall at lunchtime.

### Mobile Phones

Only **Year 5 and Year 6** children who **walk to and from school independently** are permitted to bring a mobile phone to school.

Phones must be **handed in to the class teacher on arrival** and will be **returned at the end of the school day**. Phones must **not** be used during the school day.

### Breaktime Snacks

Breaktime snacks must be a **healthy option**, such as:

- Fruit
- Vegetables
- Cheese

Unhealthy snacks (e.g. **chocolate bars** or **crisps**) are not permitted at breaktime.

Children in **Early Years, Year 1, and Year 2** are provided with fruit daily, though they are welcome to bring their own snack if preferred.

If you are sending grapes for younger children, **please cut them in half** to reduce the risk of choking.

**Please note: No nuts are allowed in school**, including products that contain nuts, due to allergies.

### School Milk

All **children under the age of five** are **entitled to free school milk**.

To register, please visit: [www.coolmilk.com](http://www.coolmilk.com)

### Snack Cards (Years 3–6)

Children in **Years 3 to 6 (Key Stage 2)** can purchase a **Snack Card** for **£3.00**.

This provides a **daily fruit snack for 12 days**. Cards can be purchased via MCAS.

## School Dinners

We are proud to **provide nutritious, balanced meals** that are prepared fresh on-site each day. A variety of options are available daily, including:

- **A hot main meal**
- **Jacket potatoes**
- **Sandwiches**

Parents are required to **pre-book their child's** meal by midday of the Monday the previous week so that food orders can be calculated, booked, delivered and prepared. Menus for each term will be shared before the start of that term.

### Reception, Year 1 and Year 2

Children in these year groups receive **Universal Free School Meals** funded by the government. Although payment is not required, **meal selections must still be made via MCAS.**

### Years 3 to 6

School dinners cost **£2.65 per day**. Orders and payments must be made through **MCAS**.

### Free School Meals (FSM)

Your child may be entitled to Free School Meals if you (or your partner) receive any of the following:

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- The guaranteed element of State Pension Credit
- Child Tax Credit (without entitlement to Working Tax Credit) and an annual income of £16,190 or less, as assessed by HMRC

If you think you might be eligible, please complete the **eligibility check** information on the **New Starter Google Form** or contact the school office for a **Free School Meal application form**

Even if your child is in **Reception, Year 1, or Year 2** and already receives **universal free meals**, we still ask you to apply if you meet the above criteria, as it provides the school with **additional funding** to support your child's education.

## Packed Lunches

While we encourage all children to enjoy our nutritious school dinners, we understand that some families may prefer to send in a packed lunch.

Children in **Key Stage 1 & 2 (Years 1–6)** should place their **named lunchbox** on the **classroom trolley** outside each morning.

Children in **Penguins, Puffins, and Swans** (Early Years) take their lunchbox directly into their classroom.

Please ensure packed lunches are **healthy and nut-free** due to allergy concerns.

## Homework

We understand that children work hard during the school day, and their young minds need time to **rest and process what they've learned**. For this reason, we do **not set large amounts of homework**.

That said, we do believe in developing good learning habits at home. As such:

- **Daily reading** is expected for all children. This is one of the most important ways you can support your child's learning.
- In **Years 1–6**, children have access to **online maths platforms** such as **SumDog** and **Times Tables Rockstars**, which they can use throughout the week to practise their maths skills in a fun and flexible way.
- Children are also given **weekly spellings** to practise at home, which will be tested in school.

Occasionally, class teachers may set **additional projects**. These are designed to be **engaging and manageable** and should never feel overwhelming.

Our approach is about supporting learning without adding unnecessary pressure—encouraging children to develop independence, curiosity, and a love for learning both in and out of school.

## School to Home Communication

We aim to keep parents fully informed and involved in school life. Wherever possible, we will give **advance** notice for events and activities. Most major dates are available on the **school website calendar**.

That said, the day-to-day life of a school can occasionally bring **last-minute changes**, and we thank you for your understanding when this happens.

You can expect to receive:

- **Start of Term, Mid-Term, and End of Term Newsletters** (Whole School)
- **Regular emails** with updates or class-specific information
- **Parent-Teacher Meetings** in the Autumn and Spring Terms
- A **written School Report** in the Summer Term

## Home to School Communication

We want parents to feel confident and comfortable reaching out to school staff whenever needed.

**For anything related to your child's:**

- Learning
  - Special needs
  - Friendships or well-being
- **Please speak to the class teacher first.**

**For all other queries please contact the school office** and your message will be directed appropriately.

## How to Contact Class Teachers

**In person:**

Quick questions or brief updates can be shared with teachers at **morning drop-off** or **afternoon pick-up**. For longer discussions, please request a separate meeting.

**Via the school office:**

Call or email the office to leave a message. The class teacher will get back to you as soon as possible.

## By email:

You can also contact teachers via the Phase Email, which is checked daily. We aim to **respond within 2 working days**.

Year Group	Email Address
Nursery	penguins@northbourne.oxon.sch.uk
Nursery & Reception	reception@northbourne.oxon.sch.uk
Year 1 and Year 2	Keystageone@northbourne.oxon.sch.uk
Year 3 and Year 4	LowerKeyStagetwo@northbourne.oxon.sch.uk
Year 5 and Year 6	Upperkeystagetwo@northbourne.oxon.sch.uk
Phoenix Class	phoenix@northbourne.oxon.sch.uk

## Response Times to Communications

We know that strong communication between home and school is essential, and we want to be as accessible to parents as possible. At the same time, it's important to manage expectations and ensure that staff have a healthy work/life balance.

### Teacher Communication

- Teachers will respond to emails sent to the **phase email inbox** within **two working days**, during the hours of **8:00am–5:00pm**.
- For **urgent matters**, teachers will respond to phone messages within **24 hours** (weekdays only, between 8:00am–5:00pm).

### School Office Communication

- The school office responds to emails and phone messages between **8:30am–3:30pm**.

### Email Etiquette and Channels

- All email communication must go through the **phase email** or **school office**. (Teachers cannot respond to personal or direct emails.)
- Please **do not send emails after 5:00pm or on weekends** expecting a reply before the next school day.
- If you have an **urgent concern outside of school hours**, please leave a message on the **school answerphone**, and we will get back to you as soon as possible during office hours.

## Concerns and Complaints

You can find our full **Complaints Policy** on the school website. Below is a brief outline of the steps to follow if you have a concern:

1. **Speak with the person most directly involved**  
In the first instance, concerns should be raised with the relevant staff member. Often, issues can be quickly resolved through open and respectful communication.
2. **Contact the Headteacher**  
If the matter is not resolved to your satisfaction, you may bring it to the attention of the Headteacher, **Mr Denham**. Most concerns are successfully addressed at this stage.
3. **Write to the Chair of Governors (in exceptional cases)**  
In the **very rare event** that a resolution is not achieved after speaking with the Headteacher, you may write to the **Chair of Governors**. This step is only appropriate in **exceptional circumstances**.

We are committed to working in partnership with parents and carers and believe that, by communicating openly and respectfully, most concerns can be resolved quickly and effectively.

## Social media

As outlined above, there is a clear and respectful process for raising these concerns directly with the school, where they can be addressed constructively and confidentially.

Using social media platforms such as Facebook or class WhatsApp groups to express frustration or anger is not helpful because it:

- Often presents a one-sided or incomplete view of events.
- Can create unnecessary anxiety or confusion among other parents.
- May cause upset to individuals or groups mentioned—whether named or not.
- Risks causing reputational damage to staff members and the school as a whole.
- Sets an example to children that contradicts what we teach them about responsible and respectful online behaviour.

If you see or are affected by any social media posts and would like to discuss or clarify any concerns, please don't hesitate to get in touch.

## School Governors

### **What Do Primary School Governors Do?**

School governors are **volunteers** who help run the school and support its development. Governors do **not** manage the school day-to-day. That is the headteacher's role. Instead, governors provide **oversight, challenge, and support** to help the school be the best it can be. They work as part of a **governing board** to:

#### **1. Set the Strategic Direction**

- Help shape the school's long-term vision and priorities.
- Approve key policies (e.g. safeguarding, behaviour, curriculum).
- Support school improvement and development planning.

#### **2. Hold the Headteacher to Account**

- Ask questions and challenge decisions to ensure high standards.
- Monitor progress, pupil outcomes, and quality of education.
- Support the headteacher while ensuring they are accountable for performance.

#### **3. Oversee the School's Finances**

- Approve the school budget and monitor spending.
- Ensure money is used effectively for the benefit of all pupils.

### **Who Can Be a Governor?**

Governors can include: Parents, School staff, Members of the local community, People with relevant experience or skills. No specialist qualifications are required—just a commitment to supporting the school. If you are interested in joining the Governing body, please contact the governing body.

**Governor Email:** [governors@northbourne.oxon.sch.uk](mailto:governors@northbourne.oxon.sch.uk)

## Parents and Teachers Association (PTA)

The PTA are a hard-working, friendly group of parents and value the contributions of as many people from within the school community as possible. All parents are automatically members of the association. If you are interested in joining the committee, or would like to know more, please pass your details to the office and someone will contact you. We hope you will want to get involved.

The committee is elected each year at the Annual General Meeting (AGM) and consists of parents and school staff. Events are organized throughout the year and the money raised is of tremendous value and benefits all within the school.

## Behaviour Expectations

You can find our full School Behaviour Policy on our school website. Below is a summary of our approach:

At our school, we believe that **all behaviour is a form of communication**. When a child's behaviour doesn't meet expectations, our role as staff is to understand what may be behind it, support the child in recognising their response, and guide them in making more positive choices moving forward.

When children demonstrate positive behaviour, we recognise and celebrate it. When behaviour falls below our expectations, we respond fairly, consistently and in a way that's appropriate for the individual child. We understand that some children may need a more tailored approach to help them succeed.

### **We aim to:**

- Promote and maintain high standards of behaviour to ensure a calm, purposeful, and happy school community.
- Set clear expectations for behaviour and help children understand the difference between right and wrong.
- Apply consistent approaches to recognising positive behaviour and addressing inappropriate behaviour.
- Support children in developing self-discipline and taking responsibility for their actions.
- Encourage children to behave well because it is the right thing to do—not just to gain rewards.
- Provide support for those who find behaviour regulation more difficult.
- Work in partnership with parents to support each child's development.

### **We Encourage Our Children To:**

- Understand how their behaviour affects themselves and others.
- Learn about self-regulation, tolerance, and respect.
- Know they are valued and supported as individuals.
- Feel safe in an environment where bullying, discrimination, and harassment are not accepted.
- Grow in self-awareness, resilience, and wellbeing.

### **Good Manners at All Times**

We expect everyone—children, staff, and parents—to show **respect and good manners** at all times. Respect means treating others the way we would like to be treated. We may not always agree with others, but we expect everyone in our community to act with **tolerance, kindness, and understanding**.

### **We model and encourage:**

- Using a calm and respectful tone of voice
- Saying “please”, “thank you”, and “excuse me”
- Taking turns and waiting to speak
- Asking before borrowing something
- Moving aside to let others pass
- Holding doors open for others

## Parent Behaviour on the School Site

We are committed to maintaining a **safe, respectful, and welcoming environment** for all members of our school community. **Intimidating, aggressive, or abusive behaviour** by parents or carers towards **pupils, staff, or other parents** will not be tolerated under any circumstances.

Everyone has the right to feel safe in our school. In cases of inappropriate behaviour, we will take action, which may include **restricting access to the school site**. If you witness or experience any concerning behaviour, please report it **on the same day to Mr Denham, Headteacher**, so that it can be addressed promptly.

By working together, we create a respectful, supportive, and inclusive environment where all children can thrive.

## Wrap-Around Care and After School Clubs

At Northbourne, we passionately believe that every child deserves a broad and balanced curriculum—one that extends well beyond academic lessons. Learning happens in many forms, and we are committed to offering rich experiences that help children grow into joyful, independent, and resilient individuals.

A key part of this commitment is our Northbourne North Stars programme—our one-stop shop for wrap-around care and after-school clubs, running from 7:30am to 6:00pm for children in Reception to Years 6, 8:00-5:00 for Nursery children.

This extensive programme offers children the chance to:

- Try new activities
- Develop interests and talents
- Build confidence and friendships
- Enjoy active, creative, and stimulating experiences beyond the classroom

We're proud of the quality and variety that our North Stars offer and are always looking for ways to make it the very best it can be. Here is an example of a termly programme, which is updated and sent out in readiness for each new term:

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning</b> 7.30am to 8.35am	<b>Breakfast Club</b> <i>Craft, Games &amp; Activities &amp; Breakfast</i>	<b>Breakfast Club</b> <i>Craft, Games &amp; Activities &amp; Breakfast</i>	<b>Breakfast Club</b> <i>Craft, Games &amp; Activities &amp; Breakfast</i>	<b>Breakfast Club</b> <i>Craft, Games &amp; Activities &amp; Breakfast</i>	<b>Breakfast Club</b> <i>Craft, Games &amp; Activities &amp; Breakfast</i>
<b>Afternoon Session 1</b> 3.15am to 4.30pm	<b>Drink &amp; Snack for All</b>	<b>Drink &amp; Snack for All</b>	<b>Drink &amp; Snack for All</b>	<b>Drink &amp; Snack for All</b>	<b>Drink &amp; Snack for All</b>
	<b>Mixed Dodgeball (Y2-Y6)</b> <i>Dodge, duck, dip, dive — throw, catch, win.</i>	<b>Mixed Gymnastics (R-Y6)</b> <i>Balance, roll, shapes — grace meets precision &amp; power</i>	<b>Girls Netball (Y2-6)</b> <i>Pass, pivot, shoot — teamwork rules the court.</i>	<b>Girls Football (R-Y6)</b> <i>Pass, dribble, shoot — teamwork drives the game.</i>	<b>Friday Fun &amp; Games!</b> <i>Relax, play, create - fun for all.</i>
	<b>Mixed Rounders (Y2-6)</b> <i>Hit the ball, run fast, field smart.</i>	<b>Mixed Tag Rugby (Y2-Y6)</b> <i>Run, dodge, tag — fast-paced teamwork and fun.</i>	<b>Mixed Football (R-Y6)</b> <i>Pass, dribble, shoot — teamwork, skill, goal, victory.</i>	<b>Mixed Cricket (Y2-Y6)</b> <i>Bat, bowl, field, run — strategy meets patience.</i>	
	<b>Mixed Chill Zone (R-Y6)</b> <i>Relax, play, create - fun for all.</i>	<b>Mixed Chill Zone (R-Y6)</b> <i>Relax, play, create - fun for all.</i>	<b>Mixed Chill Zone (R-Y6)</b> <i>Relax, play, create - fun for all.</i>	<b>Mixed Forest School (R-Y6)</b> <i>Outdoor play, exploration, nature connection.</i>	
<b>Afternoon Session 2</b> 4.30pm to 6.00pm	<b>Tea and Drink</b>	<b>Tea and Drink</b>	<b>Tea and Drink</b>	<b>Tea and Drink</b>	<b>Tea and Drink</b>
<b>Nursery Provision</b>	<b>Free Play</b> <i>Relax, play, create - fun for all.</i>	<b>Free Play</b> <i>Relax, play, create - fun for all.</i>	<b>Free Play</b> <i>Relax, play, create - fun for all.</i>	<b>Free Play</b> <i>Relax, play, create - fun for all.</i>	<b>Free Play</b> <i>Relax, play, create - fun for all.</i>
	<b>8.00-8.35</b>	<b>8.00-8.35</b>	<b>8.00-8.35</b>	<b>8.00-8.35</b>	<b>8.00-8.35</b>
	<b>3.15-5.00</b>	<b>3.15-5.00</b>	<b>3.15-5.00</b>	<b>3.15-5.00</b>	<b>3.15-5.00</b>

Please note that some clubs have limited spaces and are age-restricted, so we always recommend booking early to avoid disappointment. **Here's how you sign up.** *Please note, there are slightly different arrangements if you are using Tax Free Childcare or other childcare vouchers (see pages 17 & 18)*

**Step 1:** Set up a My Child at School (MCAS) Account.

Contact the School Office if you have not received a link to set up the account.

**Step 2:** Log into your account

**Step 3:** Add money to your account before you book an activity

**Step 4:** On the Dashboard, scroll down to Wraparound Care.

*This will give you a list of every available activity for the week.*

**Step 5:** Click on the activity or activities you want.

**Step 6:** Click on the blue boxes for the days you want for the term.

*You can choose as many as you would like, up to the end of that term*

**Step 7:** Click Proceed (Blue Button)

**Step 8:** Click Proceed (Red Button).

*You will receive a message on the screen to say your child is enrolled for the activity and your account will be deducted the appropriate amount of money.*

This is the **North Stars email** to use for any questions you have about wrap-around care and clubs (please do not use the normal School Office email): [northstars@northbourne.oxon.sch.uk](mailto:northstars@northbourne.oxon.sch.uk)

## Government Tax Free Childcare & other childcare vouchers

These can be used to pay for our wrap-around care and clubs. Here's how:

### **Government Tax Free Childcare**

#### **STEP 1: Check Your Eligibility**

You must:

- Be working (including self-employed).
- Earn at least the minimum income threshold (both parents, if applicable).
- Have a child **under 12** (or under 17 with a disability).
- Not receive Universal Credit or childcare vouchers at the same time.

Apply or check eligibility here: <https://www.gov.uk/tax-free-childcare>

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#### **STEP 2: Set Up Your Tax-Free Childcare Account**

1. Go to <https://www.gov.uk/sign-in-childcare-account>
  2. Sign in using your **Government Gateway ID**.
  3. Open a **Tax-Free Childcare account** for each child.
  4. Add money into your account:
    - For every **£8 you deposit**, the government adds **£2** (up to £2,000 per year, per child).
- 

#### **STEP 3: Add Your School as a Childcare Provider**

1. Search for: **Northbourne Church of England Primary School** or our postcode: **OX11 8LJ**
  2. Select our name.
- 

#### **STEP 4: Make a Payment to the School**

1. Choose the correct child and provider.
  2. Enter the **amount to pay** (e.g. £100).
    - Note: If you add £80, the government will top up £20, and the school gets £100.
- 

#### **STEP 5: Tell us you have made the payment so we can apply the funds to the right account**

- Email [northstars@northbourne.oxon.sch.uk](mailto:northstars@northbourne.oxon.sch.uk) to confirm payment and the amount.
  - Please write: *I have made a payment using Tax Free Childcare for the amount £00.00. My account name is NAME and it is for my child NAME.*
  - Please specify if the payment is for Morning Breakfast Club, Nursery Lunch Club and/or After School Activities.
  - You will need to do this each time you make a payment
- 

#### **STEP 6: Repeat as Needed**

- You can make regular or one-off payments from your Tax-Free Childcare account.
- Keep track of balances and upcoming care costs to ensure timely payments

## Other Childcare Vouchers

**STEP 1: Confirm the School Accepts Vouchers you want to use.** We need to be registered with the company for you to use them. We are currently registered with:

- Computershare Vouchers, Kiddi Vouchers, Edenred, Sodexo

**If you want to use a different company, please contact [northstars@northbourne.oxon.sch.uk](mailto:northstars@northbourne.oxon.sch.uk),** tell us the name of the company and provide your **carer/account reference number** or **carer ID** for that provider.

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### **STEP 2: Log In to Your Voucher Provider**

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### **STEP 3: Search for the School Provider**

1. Use our postcode: **OX11 8LJ**
  2. Select the correct provider entry: **Northbourne Church of England Primary School**
- 

### **STEP 4: Set Up or Schedule a Payment**

1. Enter the **amount** you want to pay.
2. Include a **reference** (e.g., child's name + club name).
3. Choose to:
  - Make a **one-time payment**
  - Or set up a **recurring monthly payment**

The amount will be deducted from your **childcare voucher balance**, which is usually funded directly from your salary (pre-tax).

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### **STEP 5: Tell us you have made the payment so we can apply the funds to the right account**

- Email [northstars@northbourne.oxon.sch.uk](mailto:northstars@northbourne.oxon.sch.uk) to confirm payment and the amount.
  - Please write: *I have made a payment using Tax Free Childcare for the amount £00.00. My account name is NAME and it is for my child NAME.*
  - Please specify if the payment is for Morning Breakfast Club, Nursery Lunch Club and/or After Activities
  - You will need to do this each time you make a payment
- 

### **STEP 6: Keep Track of Payments**

- Monitor your childcare voucher account to ensure payments are processed and balances are sufficient.
- Keep records of payments in case of any queries.

## Special Educational Needs and Disabilities (SEND)

We believe **every child is unique** and capable of thriving when given the right support.

We understand that starting a new school—especially when your child may have additional needs—can feel overwhelming. Please know that **you are not alone**. Our staff are committed to **working in partnership** with you to understand your child's strengths, needs, and goals.

If your child has already been identified as having special educational needs, or if you have any concerns about their development, learning, or wellbeing, we are here to help. We have **clear and supportive processes** in place for identifying needs, creating support plans, and ensuring your child has access to the right interventions and resources.

**Mrs Parsons is our Special Educational Coordinator**, and she is happy to meet and discuss any concerns you may have around additional needs your child may have. Her email is [senco@northbourne.oxon.sch.uk](mailto:senco@northbourne.oxon.sch.uk)

### SEND Coffee Mornings

At Northbourne, we hold **termly SEND Coffee Mornings** for parents and carers of children with additional needs. These sessions are an opportunity to:

- Hear about our **approach to SEND** at Northbourne
- Access **useful resources** and signposting to external services
- Hear from **SEND professionals**
- Speak informally with staff and ask questions
- Connect with other parents in a **relaxed and supportive environment**

We want to create a **welcoming community** where parents can share experiences, support one another, and feel heard. Occasionally, we invite **guest speakers from the world of SEND** to talk about their work, offer advice, and share practical tips for supporting your child at home. Everyone is welcome—we look forward to seeing you there!

### Friday Achievement Assembly:

This takes place **every Friday 2.30-3.05pm**. Each week, we hold a special Celebration Assembly to recognise and celebrate the achievements of our children. Two key awards are presented:

- **Stepping Out of the Boat** (for living our school values of courage, compassion, and community)
- **Learner of the Week** (for demonstrating effort or achievement in their schoolwork)

Parents of children receiving these awards are warmly invited to join us for the assembly. If your child is selected, you will receive an **email invitation on Thursday after school**, ahead of the **assembly on Friday**.

We understand this is short notice and appreciate that some parents may not be able to rearrange their schedules. The timing is deliberate, as these awards are based on something your child has done **during that week**—often right up to Thursday.

### Safeguarding

Northbourne CE Primary School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you have any concerns about the safety of a child, please speak to any one of our designated safeguarding leads (see below). Any concerns about the conduct of a member of staff in relation to safeguarding and child protection should be raised in the same way.



Mr. Denham



Mrs. Allmond



Ms. Cook



Mrs. Parsons



Miss Tierney



Mr. Guy



Mr. Mallam



Miss Hill

Mrs Mollen is the named governor with responsibility for Safeguarding and Child Protection.

## Nursery Parents and children

Our Nursery is made up of two sessions: one made up of 5 mornings (8:45 – 11:45am) each week and one of 5 afternoons (12:15 – 3:15pm) a week.

We also offer some **30-hour places**, where children attend for both mornings and afternoons. These sessions include the option for children to stay in school for a lunch break between the two sessions at a cost of £4 per lunchtime (£20 per week). If you are interested in finding out more about our 30-hour provision and think you may be eligible, please speak to our office team.

Children join our nursery at the start of the term after they turn 3 years old. Our Penguin class is made up of **Nursery 1 and Nursery 2** children:

- **Nursery 2** means your child celebrates their **fourth birthday during the current academic year.**
- **Nursery 1** children **turn three during the current school year.**

## Home Visit

Before your child starts their Nursery place, two of our Nursery Team will come and do a home visit. Home visits are an important part of our settling-in process and are designed to help your child feel secure, confident, and ready for their start at nursery. They offer several key benefits:

1. **Building Relationships**  
Home visits give staff the opportunity to begin forming a positive relationship with your child in a familiar environment. This can help reduce anxiety and make the transition into nursery much smoother for your child.
2. **Understanding Your Child's Needs**  
We learn more about your child's personality, interests, routines, and any specific needs or preferences they may have. This helps us to plan for their care and learning in a way that is personal and supportive from the very beginning.
3. **Supporting Parents and Carers**  
Home visits are a chance for you to ask questions, share information, and talk openly with staff in a relaxed setting. We want to work in partnership with you, and this visit helps us establish that trust and communication early on.
4. **Helping with Separation**  
For many children, starting nursery is their first time away from home. Seeing familiar faces from the home visit when they arrive at nursery can help reduce separation anxiety and build confidence.
5. **Consistency Between Home and Nursery**  
Understanding your child's home routine allows us to mirror elements of it at nursery where possible, which helps them feel settled and secure.
6. **Funding Form, 30-hour code**  
This will be given to you during the home visit, please complete and return this form on your child's first day at nursery. If your child has a 30-hour place, please make sure you have their funding code ready to share with us. It needs to be within date (not within the grace period) effective from the first day of term.
7. **Identification**  
We will need to see an original form of your child's ID on your home visit, for example, a birth certificate, passport or your child's red book.

### The Nursery Sessions (Penguin Class)

For the morning nursery session, please drop your child off **by 8:45am** at the classroom door and pick up at **11:45am**, from the Early Years gate, at the end of the car park. For the afternoon session, please come to the school office at **12.15pm**, and pick-up is at **3:15pm** from outside the classroom.

All children are different in the way they settle in school. It is important to **arrive punctually** to have plenty of time for your child to greet their teacher and enter the classroom. At this point, please say goodbye to your child and reassure them by telling them the arrangements for them being picked up at the end of the session. This will help provide security for your child and help them understand that you will be back later! Similarly, at the end of the session it is vitally important to be on time to collect your child. If you are held up for any reason, please phone the office to let a member of staff know.

### Clothes

There is **no uniform** for children in our Nursery; instead, we ask that they come to school wearing **clothes which are comfortable**, appropriate for taking part in the full range of learning experiences provided in Nursery (including being outside), and easy for your child to get in and out of when they need to use the toilet. Please make sure that shoes are not open-toed, and crocs are not appropriate. The nature of learning in Nursery means that sometimes your child will get messy; please keep this in mind when shopping for new clothes!

We ask that all **clothes (including coats and shoes) are named** to avoid losses. Named items can be returned to their owner when they occasionally get misplaced...please clearly name anything that comes into school to help us reunite these with their owner.

Other things to send to school:

- Named, filled **water bottle** (water only please – not juice or fizzy drinks)
- Named **wellington boots** for outdoor play, to be kept in school
- A named **sunhat** in hot weather; in this case, please also apply long-lasting sunscreen before school

### Toilet training

Please keep staff updated with the **stage your child has reached** with toilet training, allowing us to support your child through the process. Accidents are very normal in Nursery, as children are busy learning and may be distracted. To help, please provide **plenty of spare clothes** and plastic bags! If you have concerns, please ask a member of staff for a copy of our Personal Care Policy as this contains more information about how we deal with accidents.

### Food

Children in Nursery are provided with a portion of **fresh fruit or vegetables** each day. You can also register for your child to receive **free milk** at [www.coolmilk.com](http://www.coolmilk.com). If your child has 30-hour provision, please also send a **packed lunch** for them, in a container with their name on it. Children may bring juice or a smoothie, or a bottle for water. The school operates a **healthy eating policy** which means chocolate and sweets are not to be brought into school. However, your child may bring a chocolate biscuit providing that there is some biscuit/wafer content. Any items not eaten are left in children's lunchboxes to ensure parents can monitor the amount of food pupils are eating whilst in school. **Please not send in any products containing nuts.**

### Starting school (Reception)

Even though our Nursery is very much a full part of our school, **attendance in our Nursery does not guarantee a place** in Reception when your child is ready to start school. For this, you **need to apply** to Oxfordshire County Council between September and January of the school year that your child turns 4. Forms are available from **[Oxfordshire.gov.uk/admissions](http://Oxfordshire.gov.uk/admissions)**, but school staff are happy to help with any aspect of applying for a school place. Visits to look around the other classes at Northbourne are very welcome; we also organise several **open days** each year to provide more information about the main school.

## Thank you!

As we come to the end of this handbook, we want to thank you for taking the time to learn more about our school community. We believe that a strong partnership between home and school is key to every child's success so that they can have the courage to embrace challenges, show compassion to those in need, and understand that great things can be achieved when a community works together.

We look forward to welcoming your family into our school.

**The Staff at Northbourne Church of England Primary School**

