



Parent Handbook



Steam Mills Primary School
Steam Mills, Cinderford
Gloucestershire GL14 3JD
Tel: 01594 822567

Website: www.steammillsprimary.co.uk

Although this information is correct at the date of print, it should be assumed that there may be changes for the year in question. Please ensure you frequently check the front page of the website and your eSchools messages

Welcome

Welcome to Steam Mills Primary School, part of The Forest Federation!

As a friendly, happy and inclusive school that provides a caring, stimulating and supportive environment, we work with determination to help all children develop their full potential.

Through our curriculum and work on values, we encourage positive social skills, self-respect and a caring attitude towards each other and the wider community. Our dedicated staff believe that every child in our care has the right to high quality learning experiences and we are committed to their futures.

At Steam Mills Primary, the children feel safe, supported and enjoy their learning. We are proud of their successes which are created through strong partnerships between home and school.

Key Drivers

Aspiration, Communication and Knowledge of the World.

What do we offer?

Although we are a small school, we offer a wealth of different facilities for the children and their families.

Classes: Every class is well equipped with resources, including new technologies. Children are taught and supported by a class teacher and other adults who are deployed to enhance the learning that takes place.

Wraparound: The school offers a Breakfast Club which is available from 7.45am until 8.45am at a cost of £4 before 8am and £3 after 8am. The children enjoy a choice of cereal or toast throughout the week and have access to lots of activities. Breakfast Club is offered free of charge to those pupils in receipt of Pupil Premium (Free School Meals). We offer an After School Care which runs from 3.15pm until 6.00pm at a cost of £5.00 for the first hour and a quarter or £11 for the whole session and is pre-booked at the school office. Pre-school children are charged an extra £1 to cover the 3:00pm finish and 3:15pm start for After School Care.

After School Clubs: We currently offer Prostars Sports Club to KS2 on a Friday after school, 3:15pm-4:15pm. There is a charge for this club of £4 per session, payable per term. Cookery Club also runs every term at a cost of £5 per child/per session.

Forest School: We have a dedicated Forest site maintained by Forestry England. Children in Preschool, Reception and Key Stage 1 have regular sessions, experiencing the curriculum in a beautiful outdoor environment.

Teaching Staff

Executive Head Teacher

Mrs M Davis

Deputy Head Teacher

Mrs J Thomas

Executive Deputy Head Teacher

Mrs J Fawkes

Pre – School

Pre-School Lead: Mrs Stevens

EYFS Practitioner: Miss Stevens

Part-time: Mrs Molyneux

Class 1 Teachers

Miss Byrnes/Mrs Evans

Class 2 Teachers

Mrs Gibbs/Ms Barber

Class 3 Teachers

Mrs Mclean/Miss Carlson

Class 4 Teachers

Mrs Thomas/Miss Carlson

Teaching Assistants/Learning Support

Learning support staff can be deployed across several classes, provide support to various children and carry out different intervention support

Mrs Beard

Mrs Dickinson

Mrs Mayer

Mrs Molyneux

Mrs Preece

Mrs Saunders

Mrs Tobin

Mrs Warren

SENDCo - Miss Barber

Family Support Worker - Mrs Warren

School Business Manager - Miss Agg

Lunchtime Supervisors

Miss Caton, Mrs Dickinson, Mrs Molyneux and all Teaching Assistants

Cleaning Staff

Miss Caton, Mrs Dickinson and Ms Molyneux

School Organisation

The school is well established and has a long tradition of serving the needs of the children in the local and wider community. It is a school with a family atmosphere.



Our pupils are divided into five classes – Pre-School (EYFS), Class 1 (Reception and Y1), Class 2 (Y1 and Y2), Class 3 (Y3 and Y4) and Class 4 (Y5 and Y6). Each class is a separate unit but many ideas and activities are shared, across Key Stages and across the school and Federation as a whole.

Each classroom provides a stimulating learning environment. There is a library in the school and each classroom has a book area with books easily accessible for the children. There are interactive Smart Screens in all classrooms and iPads/Chromebooks are used in each class to enhance the curriculum.

Class teachers will post information such as the class topics, homework and other useful information on the class eSchools page. eSchools can be accessed via the school website, www.steammillprimary.co.uk.

The Curriculum at Steam Mills Primary

The school follows the National Curriculum, details of which and of each subject taught, can be found in the Curriculum section of the school website:

[Steam Mills Primary School - Curriculum at Steam Mills](#)

Special Educational Needs and Disabilities

Steam Mills School is committed to making suitable provision for the education of all pupils. Children identified with Special Educational Needs and/or disabilities (SEND) will be included in the whole school curriculum and, if required, receive group and individual support to enable them to reach their potential in all areas.

The Special Educational Needs Co-ordinator (SENDCo) oversees provision for children with SEND and is also responsible to the Code of Practice (2014) which provides advice to schools on carrying out their statutory duties to identify, assess and make provision for children's special educational needs. In some instances, it is necessary to consult with outside agencies, such as the School Health Team, the Educational Psychology Service or with provision made by Children's Services with the aim of working together to improve access to the curriculum.

The school and governors do not discriminate against children with SEND. Parents who would like to place a child with SEND at the school should consult with the LA Admissions team, Head Teacher and SENDCo prior to admission to ensure a smooth transition.

Access for wheelchairs and accessible toilet facilities are available. When it is necessary to seek help from an external agency; whether medical, educational or social, there will be prior consultation with parents.

The SEND Co-ordinator is Miss Barber and the SEND Governor is Mrs A Davis.



Admissions and Transition

Early Years Admissions:

For information about admission to our Early Years setting at three and four years of age, please see our Pre-school section on the website. Attendance at this provision does not guarantee a place in the reception class, as the Local Authority admissions procedure needs to be followed to gain a place in reception.

Main School Admissions:

Children enter the reception class in the September of the academic year in which they are five. For the LA admissions procedure, please see the Gloucestershire website for details at: [School admissions | Gloucestershire County Council](#)

Welcome sessions for pre-school children transitioning to Reception class take place during the summer term. During these sessions, the children become familiar with each other, teachers and the school. We hold an information evening for the parents and also offer home visits; an opportunity for the class teacher to meet with the children in an environment in which they feel comfortable. The class teacher will also visit the children in their Nursery/Playgroup.

If your child is already at a primary school, contact us about spaces and we will help you with the in-year admissions process.



We have a flexible approach for new entrants in the September term but most of them start on a full day after a short period of phased induction.

Homework

All the pupils at Steam Mills School will have some homework to do at home on a regular basis and parents are asked to encourage their children in this respect. Activities will include sharing books, learning spellings and multiplication tables. As educating children is a partnership between school and home, your support with your child's work is vital and we appreciate your help. Please do contact your child's Class Teacher if you have any queries.

LOANED BOOKS - Please note that school books which are loaned to the children are expected to be returned in a satisfactory state. Any books which are damaged beyond repair will be charged for.

Behaviour

At Steam Mills, the children are expected to show respect and to respect the rights of others at all times. You can find the latest Behaviour Policy on the school website at: <https://www.steammillsprimary.co.uk/website/policies/508742>



Rights Respecting

We are absolutely thrilled to let you know that we have been awarded our Rights Respecting Gold Award. The Award recognises achievement in putting the United Nations Convention on the Rights of the Child at the heart of a school's planning, policies and practice. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

As a school it means that we not only teach about children's rights but also model rights and respect in all its relationships: between teachers/adults and pupils. The aim of both Rights Respecting Responsibilities and the school is to help children to achieve their potential and become responsible citizens. What is taught in our curriculum helps children learn respect for self, others, critical thinking skills, and informed decision-making.

You can find more details on our school website here: [Steam Mills Primary School - Rights Respecting Award](#)

School Times

School starts at 8:45am and the school day finishes at 3:15pm. If your child arrives after 8:45am, but before 9:15am, they will incur a late code on the register (L), after 9:15am, they will incur an unauthorised absence code (U).

It is important that children arrive on time to allow for a calm and prepared start to the school day.

Parking

Please use the rear car park as much as possible and walk around to your child's gate. With limited parking spaces available please could parents of children in Classes 2, 3 and 4 use the Drop and Go at the back car park to reduce the need to park. If you do have to park at the front of the school please park vertically to the grass verge thus allowing more cars to park in this limited area. Please do not park or drop on the junction, as this restricts visibility and accessibility. Please do not park near the junction with the main road or in front of both sets of gates, as these are emergency exits and parking there can obstruct line of vision for pedestrians.

Smoking and Vaping on School Site

The school does not allow smoking on the school site and this is now updated to include vaping. This decision has been taken after feedback from parents who attend the school site.

Morning Snacks/Milk

Free fruit is provided for morning break to all children. Children are not permitted to bring sweets or sugary snacks to school. All under 5's are automatically registered for Free School Milk which is provided by Cool Milk. If any other children would like milk, please register on line at coolmilk.com. Children in receipt of Free School Meals are entitled to free milk, please contact the school office if you would like to arrange this.

Birthday/Celebration Cakes

The school has taken the decision not to allow cake to be brought into school from home. This is for any birthday/celebration cakes, whether homemade or shop bought.

Drinks

Drinking water is always available. Children should bring their own water bottle into school and are encouraged to hydrate throughout the school day. Please note that the school only allows water or sugar-free squash, no carbonated drinks, no juices and no energy drinks.

Lunch

12.00 p.m. - 1.00 p.m. (KS1)

12.10 p.m. - 1.00 p.m. (KS2)

Parents can order a cooked lunch for their child on the Parentpay platform (£2.75) or bring a packed lunch to eat in school under the supervision of our lunchtime staff. Please note that there is a 48-hour cut-off for ordering school meals. If you have missed this deadline, please provide a packed lunch from home or contact the school to order an emergency cooked lunch (before 9:30 am).

Applications for Free School Meals should be made directly to Gloucestershire County Council – www.gloucestershire.gov.uk/freeschoolmeals . It is important to apply for Free School Meals if you think that you may be eligible. Not only do you receive that help, the school also receives funding that can be put towards extra support if needed for learning and other school activities/trips.

All KS1 children (Year R, 1 & 2) are entitled to a Universal Free School Meal through Government funding.

Pastoral Care

Pastoral care is the responsibility of all members of staff with regard to the children. When difficulties arise, the class teacher must be contacted. If there are signs that a child is unhappy at school, parents are invited to contact the school as soon as possible. We do have a Family Support Worker, Mrs Warren and if you feel you need to contact us for support, please do so via the School Office.

Accidents and Illness

If a child is unfortunate enough to have a serious accident at school, the parents will be contacted at once. In the event of us being unable to make contact in an emergency, the child will be taken to the nearest A&E department. Should a child become ill during school hours, the parents will be contacted and the child will return home. If there is no-one at home, the child will be taken care of in school until contact can be made. Please ensure that we have your up to date contact details.

If your child is ill and unable to attend school, please let the school office know by telephone before 9.15 a.m. The school should be consulted about any other reason for absence. If no contact is made, then the child absence will be marked as unauthorised.

Medical Inspections

Reception children are seen by the School Nurse for vision and hearing checks. Children may be seen by the School Nurse, if parents or teachers are concerned about any aspect of their child's health. Parents will always be consulted before an appointment is made. Height and weight checks are also carried out in Reception and Year 6.

Medication

Parents of children who require medication are asked to contact the school office to obtain the necessary authorisation form. The school requires this form to be completed and returned with the medication. The school will only administer medication where it states that a dosage of four times a day is required.

Home School Co-operation

Parents are always welcome in the school. Many parents help in the school on a regular basis with classroom activities, with listening to readers and accompanying children on school visits. Helpers are asked to complete a DBS check.

Contacting the School

The best time to contact the school either personally or by phone is when the School Business Manager is present, although there is an answer phone at all times. In order to develop our 'caring community', the full co-operation of children and parents is essential and changes in family circumstances, for example, should be communicated in confidence to the Executive Head Teacher as soon as possible.

Uniform

School Uniform can be purchased from MyClothing or School Trends online.

- Burgundy sweatshirt, jumper or cardigan preferably with school logo.
- Black or grey **smart/tailored** trousers (this does not include leggings/jeggings) or skirts. Skirts must be worn at an appropriate length for school; ideally just above the knee.
- White shirt or burgundy polo shirt, burgundy T-shirt with school logo for PE.
- Black White or grey socks or tights.
- Burgundy or red and white gingham dress or skirt for girls in the summer.
- Children may wear appropriate black or grey **smart/tailored** shorts.
- Black shoes must be sensible and robust enough for outside play; no flip-flops or Crocs in the summer, for example.
- We prefer appropriate sports trainers for outside PE rather than daps.

We have a large selection of second-hand uniform items. Please contact the School Office if you are interested in any items. We ask for a small donation of £1 per item which goes to Friends of Steam Mills (FoSM).

Jewellery/Hair/Makeup

No jewellery should be worn in school. The wearing of earrings is discouraged, but if worn, these should be simple studs only and must be removed for PE. On PE days, please provide tape to cover your child's earrings, if they are unable to remove them. Children may wear watches, but the school cannot take responsibility for them.

Hair, if long, should be tied back each day. We do not allow tram-lines/shaved patterns in short hair and only natural hair dyes are acceptable. Please no added brightly coloured hair extensions. No make-up is to be worn whilst at school.

Off-Site Visits/Educational Visits

Groups of children are taken to the theatre, museums and other places of interest as often as possible. There is an opportunity to participate in residential visits every two years for KS2 children.

During the school day, children may participate in Forest School, walk around the community, visit local amenities and the local church; a generic permission slip is issued for this at the start of the academic year and activities that extend outside the normal day require specific consent. If you are in receipt of Free School Meals, then any charges for trips can be waived, on a case by case basis, and paid for by the school, using the funds given from the LA to us for your child.

Forest School

This exciting initiative for Pre-school and Class 1, built into the school day which takes the children's learning outside. The sessions are run by a qualified leader and each child is equipped with waterproofs, provided by FoSM.

Parent Teacher Appointment Evenings

Whilst appointments can be made throughout the year, we also hold two formal parent evenings in the autumn and Spring Terms. There is also an opportunity to discuss your child's Annual Report at the end of the Summer Term.

Forest Federation - Governing Body

Details of the current Federated Governing Body can be found on our school website here:

https://www.steamprimary.co.uk/website/our_governing_body/508750



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Further information about the school including attainment and assessment data can be found via the DfE links on our website Results page:

[Steam Mills Primary School - Results](#)



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Status

Co-educational, Community, Primary School Ages 3 -11

Gloucestershire Education Committee

Director of Education

Kirstin Harrison

Shire Hall

Gloucester GL1 2TP

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