Quernmore
C.E. Controlled School

Parents' Handbook

Welcome to Quernmore VC CE Primary School! We have put together this information to support you in understanding all that you need to know about school.

Collective worship and Christian ethos

Quernmore Primary C of E is a church school and we are committed to ensuring that our pupils are guided by our Christian ethos and values. Children participate in daily prayer and worship. Worship is led by Miss Richardson, Reverend Cindy and class teachers. We are very lucky to have a Church community that plays a part in our school life. We welcome Reverend Cindy to school every week and she also holds our Church calendar celebrations. You will find a worship schedule on the school website.

School Uniform

We do not require pupils to wear a school uniform but you may purchase a school jumper from the Uniform & Leisurewear Shop on Common Garden Street in Lancaster.
We request that children are dressed appropriately for the school day in comfortable clothes that are suitable for outdoor activities. Sandals and crocs are not suitable to be worn in our woods and adventure playground.
We are an all weather school and children will be playing outside in all weather conditions. They will therefore need to be provided with:

- All year round - a waterproof coat and wellies.
- Winter - a hat, warm coat and gloves.
- Summer - sun hat and sunscreen.

Children may wear small stud earrings if their ears are pierced.
Hair that is long enough must be tied back.

PE Kit

Children should have a PE kit in school at all times. They will need trainers, shorts or tracksuit bottoms, a t-shirt and jumper and a pair of pumps for indoor PE. We will let you know if they need to bring in trainers for outdoor PE.

Please make sure that clothes and pumps are clearly labelled so that we can return them if they are misplaced.
For safety, children should not wear jewellery in PE lessons and long hair must be tied back. We recommend that pupils leave earrings off, and at home, on PE days.

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Swimming

Swimming takes place for Class 3 during the Autumn Term. All pupils will need to wear a swimming cap.

What does my child need to bring to school?

Book Bag/Rucksack	Please bring a small rucksack for your child's books - nothing too big as we don't have much room in school to store them.
Packed lunch	Please do not send anything containing nuts or seeds. You can check our food policy on the school website for more information.
PE kits, pumps and wellies	Children should come to school in their PE kit on their PE day. Pumps, football boots and wellies can be stored in a bag on their peg.
Musical Instrument	Children who have music lessons should put their instrument in the entrance hall when they arrive at school.
Money or permission letters	All permissions and payments are made through our school app - School Spider.
Toys	Please don't bring any toys from home. We know from experience that these can cause upset and often go missing. We have lots of play equipment at school.
Spare clothes	Younger children may need a spare set of clothes. Please send these to school in a labelled bag.

Toilets and Accidents

Please make sure your child can use the toilet independently and knows how to wash their hands properly.

Children can use the toilets at any time during the school day but accidents do happen! If your child has an accident we will support them to ensure they are not distressed. Their clothes will be put in a carrier bag and sent home with them at the end of the day. Any clothes borrowed from school should be sent back as soon as convenient.

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Dropping Off and Picking Up

Pupils are welcome to arrive at school from 8.30am. They will come to the playground where staff will supervise their play until 8.55am.

	Drop Off	Pick Up
Class 1 (Reception)	From 8.30am Park near the Church and use the side gate	At 3.20pm Park near the Church and use the side gate. From the ramp outside Class 1
Class 2 (Year 1 and Year 2)	From 8.30am Park at the front of school and use the main entrance.	At 3.20pm Park at the front of school and pick up at the playground.
Class 3 (Year 3 and Year 4)	From 8.30am Park at the front of school and use the main entrance.	At 3.30pm Park at the front of school and come to the front of school.
Class 4 (Year 5 and Year 6)	From 8.30am Park at the front of school and use the main entrance.	At 3.30pm Park at the front of school and come to the front of school. Children may walk to the layby by themselves.

Reminders:

- Please remember to be respectful in the churchyard - walk sensibly along the path.
- Please drive carefully and abide by the parking rules (no parking on the zig zag markings or the bus stop).
- We encourage independent walking down to the school, if you feel they are safe to do so. If there are any safety concerns, we will kindly ask that you walk them down instead.
- We encourage a quick drop-off to make space for other families.
- This is not the ideal time for speaking to staff as we will be busy and not able to retain multiple messages— please phone or email for any communication.
- Please do not park or turn in the church gateway.

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- Please observe the zigzag markings and do not park, turn or loiter (in your car) across the school driveway.
- We use the bus stop regularly so please do not park there at any time.
- The church and side gates are locked at 9.00am and 3.45pm for safeguarding reasons. Please make sure you have vacated the school grounds by this time.
- Please do not stay and play - we need to make room for other cars.

What do I need to do if…?

I am unable to pick up my child on time?	Ring the school and we will discuss whether it is more appropriate for your child to go to after-school club.
My child is ill?	Either phone school and leave a message or fill in the form on School Spider
My child needs to attend an appointment during the school day?	Fill in the form on School Spider, phone or email the school office.
Someone else is picking my child up from school?	Please let us know in good time so that we are ready to expect someone new.
It is snowing?!	We will contact you via School Spider to let you know if we have decided to close the school. Please don't set off if you don't think it is safe in your area. Experience has told us that the snow-fall can be very localised and even if it looks safe in one area there can be very dangerous driving conditions in another.
I have concerns about my child?	We don't want you to worry about your children and would rather you discuss concerns as soon as possible. In the first instance, please speak to your child's class teacher. They know your child well! If necessary they will pass on your concern to another member of staff (SENDCo or headteacher). The best time for a quick chat is the end of the day but if you need a longer conversation please make an appointment via the school office.

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I want to take my child out of school for a holiday?	Taking holidays during term time will result in an unauthorised absence. Please contact the school office for a leave of absence form or download it from the school website

The Governing Body

Our governing body works closely with the Headteacher and staff to ensure that we maintain the high standards expected of our school. Meetings are held twice every term. Being a school governor is a demanding but rewarding role. Vacancies arise quite frequently and if you are interested please let us know.

Volunteering

We love having volunteers in school! If you would like to make a regular commitment please contact school so we can organise a Disclosure and Barring Screening and an induction which will cover Safeguarding, Health and Safety, and Code of Conduct.

Communication

Ways to communicate with us:

- By phone 01524 66628
- By email bursar@quernmore.lancs.sch.uk
- In person
- Using the appropriate forms available on School Spider.

Ways we communicate with you:

- School uses School Spider to communicate with parents as a group. Please ask for the registration details if they have not already been supplied.
- We may use a combination of school spider, email and phone calls for individual communication.
- Please feel free to contact the school office at any time during the day if you are unsure of anything or have any queries or concerns.

Parents' Evening

We have an informal parents' evenings in Autumn Term where you can see your child's work and chat to the teacher. We hold a formal parents evening in Spring Term where you will book a time to talk in private with the teacher.

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Concerns or Complaints

Please raise any concerns with the class teacher initially. If we are unable to resolve the matter you may need to speak to the head teacher by arranging an appointment via the school office.

Our complaints procedure can be accessed from the website. The policy insists that parents meet initially with the class teacher. The headteacher is the next point of contact to ensure they remain impartial. If the headteacher cannot resolve the problem the final point of contact would be the school governors.

School Environment

We are blessed with beautiful school grounds and we endeavour to make the most of them! Children love accessing the outdoors throughout the day during curriculum and play time. Children in Class 1 have their own outdoor area which they use as an extension of their classroom.

We have an adventure area, two woods, a pitch, a sensory garden and a nature garden. Each of these areas is unique and needs care and attention. We have been very fortunate to have staff and parent volunteers who have helped us take care of these areas.

For health and safety reasons we ask that you do not use these areas outside of school hours, including during drop-off and pick up times.

Extended Services

Breakfast Club (book on School Spider)

Run by Miss Richardson on a daily basis from 8.00am. The cost is £4.50 per session, each session must be booked and paid for in advance.

After School Club (book on School Spider)

Run by Mrs Hodgson, Miss Hodgson, Mrs Wood and Miss Whitaker Monday to Friday 3.20pm – 4pm for short club or full club run which ends at 5.45pm. The cost is £3 for the short session or £7 full session, each session must be booked and paid for in advance.