



**Curzon C of E Combined School**

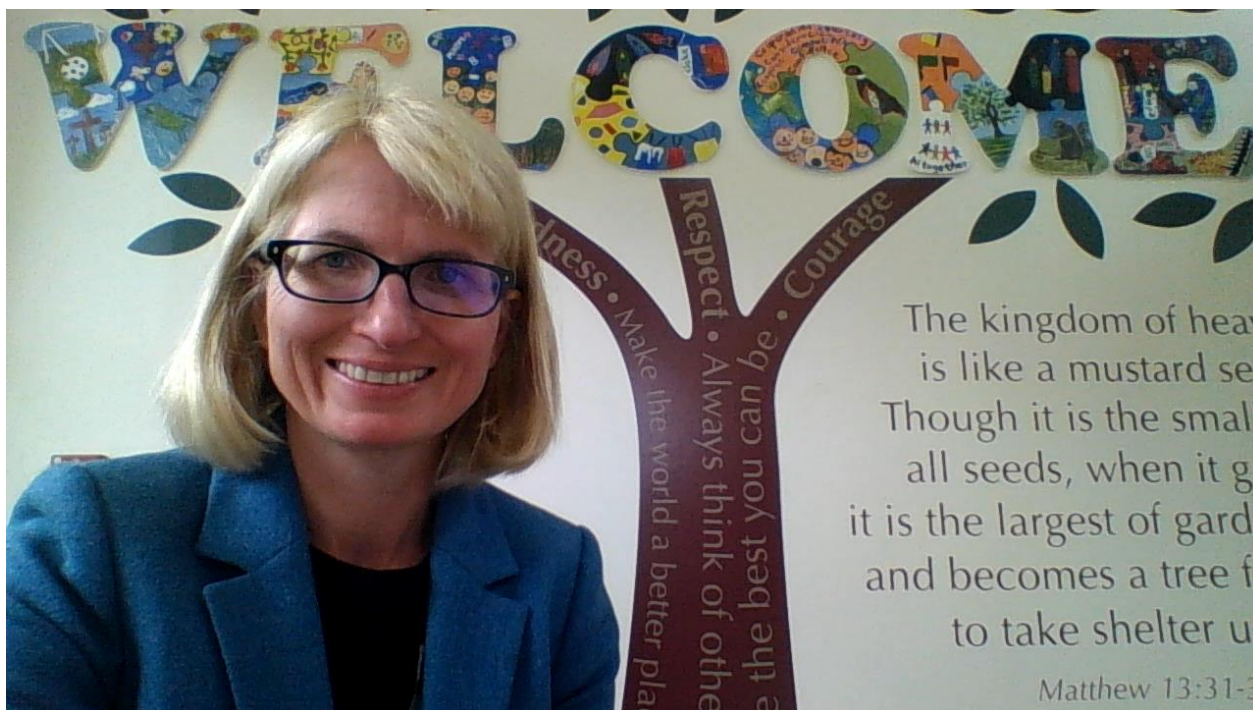
# **Parent/Carer Handbook**



# Contents

Page 3	<a href="#"><u>Welcome to Curzon</u></a>
Page 6	<a href="#"><u>Curzon School Day</u></a>
Page 13	<a href="#"><u>School Uniform and Equipment Requirements</u></a>
Page 16	<a href="#"><u>Communication at Curzon</u></a>
Page 17	<a href="#"><u>How is my Child Doing?</u></a>
Page 19	<a href="#"><u>Reading</u></a>
Page 21	<a href="#"><u>Curzon Partnership with Parents</u></a>
Page 22	<a href="#"><u>Pupil Welfare</u></a>
Page 23	<a href="#"><u>Frequently Asked Questions</u></a>

# Welcome to Our School!



## **Part 1 – A message from the Headteacher.**

*I am grateful to a group of parents for the initial drafting of this handbook, which we hope contains everything you need to know for your child's time at Curzon.*

*Our school means a lot to us - we are proud of its Christian ethos, its family atmosphere, the high standards, the hard working pupils, the dedicated staff and governors and supportive parents. By following simple guidelines, procedures and aims and working in partnership, we can all grow together as a community to support your children.*

*Thank you for being a part of this process and for making Curzon the excellent school that it is.*

**Mrs Payne**  
**Head teacher**





### **CURZON CHURCH OF ENGLAND COMBINED SCHOOL**

Curzon is a small village church school, established in 1847 at the expense of Lord Howe, as a two-roomed school. The older building stood in the corner of the playground and towards the end of its life, the school log books describe the wind rattling the windows, a pupil having to stand guard at the door to warn others from tiles falling off the roof and the classroom air being filled with black smoke from the open fire!

Although less authentic, the present building dates from 1961 and has been added to over time, steadily improving the facilities available to pupils. The school is thriving and is now able to accommodate around 160 pupils. It maintains its close links with the church and is very proud of its successful community project which enabled the construction of a natural meandering path along the field which parents frequently use when parking in the church car park, making the most of a beautiful location. The school has a secure history of providing high standards of education as demonstrated by its results that are above both National and County averages.

The school enjoys a delightful woodland setting within a catchment area comprising of a large area of low-density housing with only approximately 25% of the children attending Curzon from within this catchment; most of the remainder live within a 5-mile radius.

Curzon has a happy, caring family atmosphere in which each child is valued. A well-organised, nurturing environment is maintained where learning flourishes.

## VISION



Learning, sharing and growing under God, our vision is for all within our school community to be like the mustard seed growing into a tree to support others. Through our key values of courage, kindness and respect, we teach our children to actively live out this vision.

*‘The kingdom of heaven is like a mustard seed. Though it is the smallest of all seeds, when it grows, it is the largest of garden plants and becomes a tree for others to take shelter’ Matthew 13. V31-32.*

### **This is what our parents say about the school:**

*“I believe this is a caring and supportive school which instils good manners, independence and the opportunity to do well. There is a very good team of teaching and support staff with strong leadership by the Headteacher and Governors. There is an "open door" policy with all staff making themselves available. A well balanced, outstanding school which wants children to succeed and allows children to develop to their full potential.”*

*“I would strongly recommend Curzon School. You really feel that the teachers, pupils and parents all work as a team to enable your child to succeed. Your child is treated as an individual and certainly not as a number. The school does expect support from parents - i.e. homework, reading etc and as long as you are willing to support your child with this, the partnership will work.”*

*“Curzon Combined School is THE most excellent environment for any child of any ability to learn and progress. The school ethos is fabulous and even the most boisterous children coming to the school have been handled brilliantly, and are now wonderfully engaged in the school curriculum along with their peers.”*

### **This is what our pupils say about the school:**

*“I love this school because everyone is so friendly. The teachers support you and care about you.”*

*“Since being at Curzon, I now feel more confident and have progressed in my learning.”*

*“I like the way that Curzon teachers find what you’re good at and help you do even better.”*

[Back to contents](#)

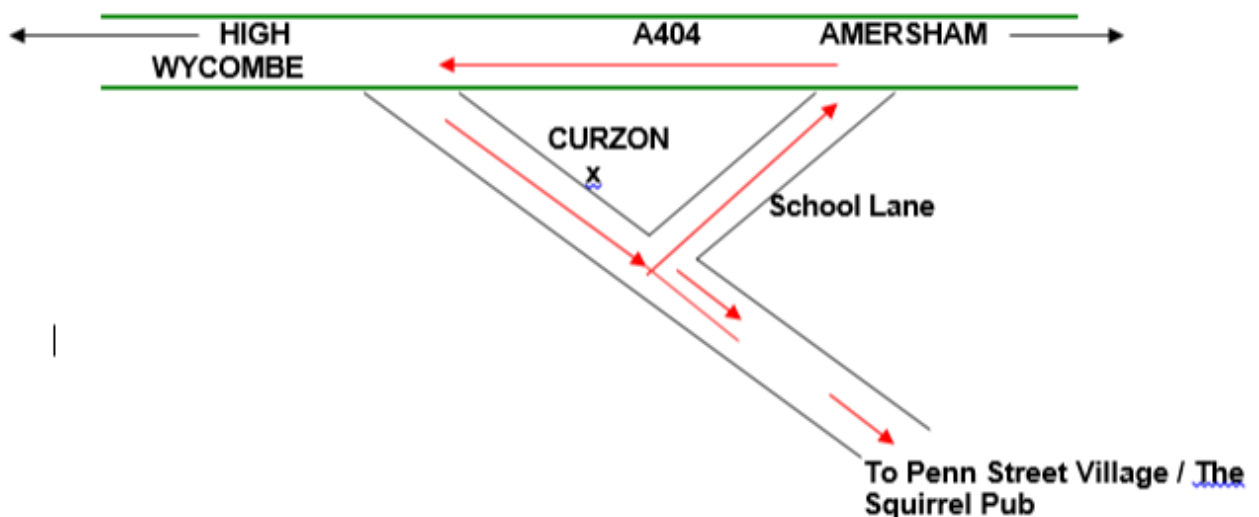
## THE CURZON SCHOOL DAY

### Daily Timetable

<b>8:50 - 15:20</b>	<b>School day for all pupils. Pupils can arrive from 8:40 onwards.</b>
<b>07.45 - 08:50</b>	Breakfast Club available (discounted rate from 08:15)
<b>08.40</b>	Teachers on duty, KS2 pupils begin to arrive via 'Drop and Go' outside the front of the school and enter via the cloakroom.
<b>08:50 - 09:05</b>	Lesson time
<b>09:05 -10:15/10:30</b>	Lesson time
<b>10:15 - 10:30</b>	Playtime for KS1 (Reception, Year 1 and Year 2) and Year 5 and 6
<b>10:30 - 10:45</b>	Playtime for Year 3 and 4
<b>10:30/45 - 11:00</b>	Lesson time
<b>11:00-11:45</b>	Lesson time
<b>11:45 – 12:00</b>	Assembly
<b>12:00 - 13:00</b>	Lunchtime
<b>13:00 - 15:20</b>	Lesson time (break time at teacher's discretion)
<b>15:20</b>	End of school day
<b>15:20-16:20</b>	Range of after school clubs available
<b>15:20–17:30 or 16:20 – 17:30</b>	After school wrap around care available

### Travelling to and from school

- Parking at school is extremely limited, so parents are asked to park in the Holy Trinity Church car park and walk along the specially built path to school. It only takes at the most 5 minutes extra and not only does it relieve congestion outside school and drastically reduce the chance of a child getting knocked over, it also encourages our pupils to walk and appreciate the beautiful surroundings the school is situated in. It wakes them up and makes them fresh and alert, ready to get the best from their 1<sup>st</sup> lesson ☺
- When approaching the school, please observe the one way system in place recommended by our local Police (who regularly observe parents' parking and do issue warnings/fines for parking inconsiderately or too near corners).



- Please only park on the school side of Penn Street before you approach the school on your left. Please do not park in the Chancellors cul de sac, near the Crossing Point (which is where families cross to get to the church car park and need good visibility), on the double yellow lines, or the pavement, blocking access for buggies or across driveways of residents,.
- The staff car park is only available for staff, and parents are asked particularly not to use it to turn around, as visibility with children walking past is poor. Please do not park too close to the car park entrance either as this blocks visibility for any vehicles attempting to pull out. Please note that a minibus which picks up pupils from the neighbouring villages also needs good visibility and room to manoeuvre in and out of the car park at arrival and departure times.
- Due to the narrowness of School Lane (which runs behind the school), we ask that you do not park along this road. Not only is it dangerous for children to be getting in and out of cars in such a confined place, there is only a short run of pavement and neighbours complain when cars churn up the grass edges. Please note that emergency vehicles have had to bump cars out of the way to get past and lorries have damaged cars which have been poorly parked without a wide enough space to pass.

- It is also important that we are sympathetic to the local residents who understandably get very frustrated when they cannot exit their driveway due to reduced visibility or because parents have actually blocked it with their car!
- We know this may sound like a lot of rules, but at the start and end of the school day it gets very busy outside school and these rules are in place to keep all our pupils safe and our local neighbours happy and supportive of the school. We work very closely with our village community so please do all you can to uphold the school's reputation.

### **Morning Drop Off**

- We operate a successful 'Drop & Go' system whereby parents can pull in to a coned area at the front of the school and drop their child/ren off without the need to park. The coned area is manned by parent volunteers (wearing fluorescent vests) who supervise children getting out of parents' cars and into the playground. If you feel you can help with this valued service, do let the school office know.
- A teacher is on duty from 8.40am, so you are welcome to leave your children in the playground after this time.
- Children enter school via the cloakroom door.
- We encourage independence so after the first few weeks, please do not come onto the playground in the morning.
- Please note that due to extremely limited space in school, we cannot accommodate back packs and bags. See below for what pupils are permitted to bring.

### **Afternoon Pick-Up**

#### **KS1 END OF DAY ROUTINE**

At the end of the day for safety purposes, Barn Owls and Snowy Owls will file out of the back door but stay along the line of the artificial grass at the bottom end of the playground until parents begin to walk towards the middle of the playground, to show their child and their teacher that they are present. (Please don't walk all the way to where they are standing as it will muddle visibility for staff regarding who has been collected and who hasn't.) We ask the children in these classes, to tell the teacher that they can see you, in order to get permission to leave the waiting line.

#### **General**

- Parents are asked not to stand under the covered area by the classrooms (however tempting this may seem when it is raining!) as it distracts the children and staff from their work.
- Pupils are not permitted to leave the school grounds by themselves to meet a parent in their car. This applies at normal home time and at the end of after-school clubs. Instead, please ask children to wait inside the playground for you and not to go outside the school gates on their own.
- When the children are dismissed from their classes, they go straight to you and stay with you until you leave. This means staff can quickly see any children who have not been collected by their parents.
- **Regardless of the time of day, we ask parents not to enter the school through any open door but always via the main entrance. However brief your reason is (e.g. just locating a forgotten piece of uniform) and however welcome and an established part of the school you feel, please respect our need to keep the school safe and secure for your children at all times, knowing exactly who is within the building.**
- If you know you are going to be late or have asked someone else to collect your child, please let the office know before 2.45pm so we can advise your child. If you are late to pick your child



up, they will wait with the teacher on duty. If you arrive after 3.30pm, your child will go to the office and you can collect them via the main entrance.

- Children who are old enough and live in the village are allowed to walk home unaccompanied. Please inform the office of this in writing so staff know the child is permitted to leave the playground unaccompanied.
- We know that younger children sometimes forget things in their classrooms, but at the end of the day the corridors get very busy, so please avoid accompanying them back to their classrooms. Pupils can re-enter alone responsibly whilst parents wait outside with siblings etc.
- Children who use the transport service to Winchmore Hill and Coleshill make their way to the Bus Stop tree outside the office where they are taken by the adult on duty to their bus/taxi.

#### **Tips for Barn Owl starters**

- *Reading books are best changed after school for Barn Owl pupils, but the teacher normally supplies plenty so you have lots of choice and seldom run out. All other year groups change their reading books during the course of the school day.*
- *A named water bottle is needed in school, which will be left on the class water tray so children can keep hydrated. Please remember to remind your child to bring it home so you can give it a wash occasionally!*
- *Reception pupils are not invited to after school clubs until the spring term. This is because we have found that they become very tired during their first term at school.*
- *If your child is starting in Reception, please practise the art of undressing and dressing; encouraging your child to dress themselves will not only benefit them, but their staff and their classmates on PE days.*

#### **Tips for new Year 3 starters**

- *There are 6 places available for children joining Curzon from other schools at the start of Year 3 and these new pupils are quickly made to feel welcome by their classmates.*
- *This is what a former Year 3 joiner had to say about how he found joining Curzon from a local first school in Year 3: "I was worried at first about going to a new school after Year 2. Everyone seemed to know each other. I didn't need to worry though as everyone was really friendly. I even went to have a drink and biscuit in the Headteacher's Office with other children who were new. She was very kind and said we could always go and talk to her about anything."*

## **School Lunches**

We operate a nut and sesame free school.

### **Universal infant free school meals (UIFSM)**

As the school is unable to cook its own hot meals, delicious cold lunches are supplied in a buffet style by a local company called The Little Green Kitchen. Forms will be circulated so that you can indicate your children's preferences.

### **Key Stage 2 lunches**

Parents of KS2 children (Class 3, 4, 5 and 6) have the option to purchase cold lunches for their child(ren). Alternatively:

- KS2 children bring in a healthy, packed lunch and a drink which should be in a water bottle with a flip lid attached (not screw lid please). Fizzy drinks are not allowed.
- **We place a lot of emphasis on healthy eating, so crisps, lollies/sweets/bars of chocolate are not allowed.**

- Given the choice, many children will eat the fun things in their lunchbox first, so if this sounds like your child, please can you talk to them about it, or just put a savoury item in for a period of time, until you feel they can be trusted to save the sweeter items until last?
- If you do send in a pot of yogurt, don't forget a spoon. It's also worth putting in a napkin or piece of kitchen roll just in case of spills.

Packed lunch recommendations

- *at least one portion of fruit, vegetables, seeds each day.*
- *oily fish, such as salmon, once every three weeks.*
- *water is highly recommended, or fruit juice or milk.*
- *make cakes or biscuits an addition only on certain days, rather than expected daily.*
- *meat products such as sausage rolls, individual pies, corned meat and sausages / chipolatas should be included only occasionally (ie less than once a week)*

**Parents on low income**

If you are in receipt of any of the following, your child should be able to gain from extra funds to support and maximise their learning:

- **Income Support (IS)**
- **Income-based** (not contribution-based) **Job Seeker's Allowance (IBJSA)**
- The Guarantee element of the **State Pension Credit**.
- **Income-related employment and support allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **Universal Credit**
- **Child Tax Credit** (with no Working Tax Credit)
- Where they are entitled to Child Tax Credit and also Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals.
- Children who receive **IS** or **IBJSA** in their own right are also entitled to receive free school meals.

**If you are receiving one of these allowances please email the office in confidence. It means that the school can access further funds to be spent on your child. This information is treated in strict confidence.**

## HOMEWORK

Homework is important and the staff at Curzon have designed the table below to explain the homework expectations for each Class. Reception homework is not formal and involves reading and some fun, practical activities.

	Barn Owls	Snowy Owls	Year 3	Year 4	Year 5	Year 6
Literacy	10 mins	10-15 mins	20 mins	30 mins	35 mins	40 mins
Maths	YR and Y1 10 mins	Y1 10 mins Y2 10-15 mins	20 mins	30 mins	35 mins	40 mins
Spellings	10 mins	Y1 10 mins Y2 15 mins	20 mins	30 mins	35 mins	40 mins
Times Tables	2, 5, 10	2, 5, 10, and division facts	2, 5, 10, 3, 4, 8 and division facts	Up to 12 x 12 including division facts	Up to 12 x 12 including division facts with speed	Up to 12 x 12 as multiples and factors and inverse
Reading	YR- read 5 books per week  Y1 read aloud daily to an adult	Y1 read aloud daily to an adult  Y2 read aloud daily to an adult	Read aloud at least 3x each week to an adult			

- History and Geography projects may be given during half term holidays. Where this is the case, children will receive less homework for Maths and Literacy.
- The form that homework takes will vary from class to class, but will include practical/investigative work, reading, handwriting practice, learning spelling/tables, grammar, collecting information, preparation/research for future lessons, etc. The school uses Mathletics and Reading Eggs online programmes too.
- Please contact your child's teacher directly if there are any difficulties with homework completion. (Do encourage older pupils to talk to the teacher themselves, in preparation for when they'll need to do this at secondary school.)

- The teacher will contact you, having talked with your child, if work is not received or is not of a satisfactory standard. The pupil may be asked to re-do it during a break time.
- Should you find it difficult to support your child with homework, we do have a homework club for Years 2-6 held each week after school.

### **Term Dates**

Please see our website for this year's term dates and inset days. Three out of the five annual INSET days (Staff In Service Training days) are generally announced immediately and link in with other local schools. The remaining two days are decided during the course of the year, so keep an eye out for these in the diary dates attached to our weekly newsletter email.

### **After School Clubs**

- These are very popular and children are welcome to join these (subject to availability) from the spring term of Reception. They start as soon as school finishes and run until 4:20..
- The clubs are run either by staff or outside specialists (all of whom will have been DBS checked and have qualifications for their subject area).
- Pupils are expected to make a regular commitment to their chosen activity for the whole course without any absences and parents are requested to inform the organiser in advance should there be any unexpected absences or difficulties in attending.
- At the end of each term, a list of the following term's clubs is sent out and parents are asked to book using the School Money system
- For the sports clubs, children use their home sports clothes rather than their school PE kit as we found that when they wore PE kit, it would go home and not come back again for PE lessons! For the muddier sports like rugby, a set of clothing/trainers/football boots should be provided and taken home when dirty for washing to avoid it sitting wet or dirty in a bag in the cloakroom.
- Examples of some of the many after school clubs offered include netball, Active Kids, gymnastics, guitar, multi sports, football, choir, guitar and homework club.
- The school operates after school wrap around care, run by school staff, and you can choose either 3:20-5:30 or 4:20-5:30.

[Back to contents](#)

## SCHOOL UNIFORM AND EQUIPMENT

The presentation of our pupils is important to us and we often receive positive comments when they are out of school on educational visits, for both their behaviour and how smart they look.



School UNIFORM- there are no separate winter or summer uniform requirements.

White shirt with school tie (elasticated tie to be worn by Barn Owls only) White polo shirt (no tie)
School sweatshirt*, maroon jumper/cardigan
Grey trousers, grey skirt, grey pinafore dress Pink/white / maroon/white / red/white dress - striped or checked Knee length, grey shorts
Plain grey, white or black socks $\frac{3}{4}$ length below knee Tights: grey, maroon or black opaque
Smart flat black CLOSED shoes
Maroon or black hair accessories if required

## PE

- All pupils are expected to have the following PE kit in school **at all times** which should be in a fabric drawstring PE bag (a personalised version one can be bought from the PMG Schoolwear):

Curzon logo or plain white T-shirt (no slogans)  
Conventional black shorts  
Plain white socks  
Trainers (plain white/black if possible)  
Maroon or black hair accessories to tie back medium/long hair  
Plain tracksuit – grey, black or maroon - may be worn for outside work in cold weather.  
Hooded sweatshirts are acceptable with hoods only worn up in adverse weather



- Your child will be swimming in Years 3, 4, 5 and 6 and will require the following:
  - Conventional swimming trunks
  - One piece swimming costume and swim cap (if hair is long)
  - Towel

### Curzon Branded School Uniform

- The following are optional, Curzon branded school uniform can be purchased via [www.pmg-schoolwear.co.uk](http://www.pmg-schoolwear.co.uk)

Orders can be made online or the PMG school shop in High Wycombe hold our uniform in stock.

- Maroon v-neck logo sweatshirt or cardigan.
- School tie
- Book bag
- Personalised PE bag
- Winter waterproof 'Storm Stuff' coat with fleece lining (which can be worn inside out)
- Fleece

Some second hand uniform is available to purchase through the PTA, generally for a donation of £1 per item.

### Additional items

- Lunchbox (unless having school lunch) and water bottle.
- Art shirts (made from an old shirt), but no plastic ones please!

### Stationery Requirements:

- Stationery equipment required is dependent on your child's Class (see below):

Reception	Years 1-4	Years 5-6
<b>Book bag</b>	<b>Book bag</b>	<b>Slim Folder</b>
<p>We do not require children in Reception to bring a pencil case. However we greatly appreciate them bringing in the following equipment <b>each term</b> to be kept centrally in the class for all to share</p> <ul style="list-style-type: none"> <li>2 whiteboard pens</li> <li>3 pencils</li> <li>coloured pencils</li> <li>glue stick</li> <li>30cm ruler</li> </ul>	<p><b>TRANSPARENT Pencil Case containing:</b></p> <ul style="list-style-type: none"> <li>2 - 3 HB pencils</li> <li>Berol writing pen if pen licence held</li> <li>30cm ruler</li> <li>Whiteboard pen</li> <li>Rubber</li> <li>Pencil sharpener (metal generally are better)</li> <li>Pritt stick</li> <li>Scissors</li> </ul> <p><b>Separate pencil case if required</b> (to be kept in drawer):</p> <ul style="list-style-type: none"> <li>Felt pens / Coloured pencils</li> </ul>	

- Please note that fluffy, multi-zipped etc pencil cases are not permitted as these cause a distraction in class. **Transparent 30cm+ pencil cases are ideal in which to house a ruler.**
- Pens can be bought from the Office at a cost of 50p each for Berol pens and 70p for whiteboard pens.** Purchase of pens should be made by pupils once they have come in to school and have been registered (not by parents). Writing pens are only used once a pupil has obtained their 'pen licence' (usually obtained between Years 3 to 5).
- The school always gladly receives donations of pencils, glue sticks and colouring pencils, particularly in Key Stage 1, so if you see any bargains and would like to make a gift to the school, do send them in. As you can imagine, our younger pupils get through pencils very quickly!

### Cosmetics, hair styles and jewellery

- No jewellery (including earrings) is permitted in school with the exception of a watch which must be removed for PE.
- If your child has hair which covers their eyes/below shoulder length, it must be tied back as head lice spreads like wildfire when it is not. Please inform the office if you find head lice in your child, not sending them back into school until hair has been treated.
- Non-conventional hair styles (including shaved heads) are not permitted and if long hair is braided following a holiday for example, the braids must be in school colours and tied back.
- Children are not allowed to wear make-up (including nail varnish and hair colorants).

**And Finally.....**Please, please, please name EVERYTHING your child brings into school! Use either iron-on or sew-in name tapes, or a permanent black pen.

[Back to contents](#)

## COMMUNICATION AT CURZON

Please see our [www.curzonschool.co.uk](http://www.curzonschool.co.uk)

### Communication with the Curzon

- Parents can contact the school via:
  - Parents email address which is [office@czn.odbst.org](mailto:office@czn.odbst.org)
  - School office telephone number which is 01494 712251.
- The PTA can be contacted:
  - Via a note in the PTA box situated in the Howe Lobby post box
  - They can also be contacted via email; [pta@curzonschool.com](mailto:pta@curzonschool.com)
- Any correspondence to school governors is via the school office: either post a letter in the Howe Lobby post box or send an email to [office@czn.odbst.org](mailto:office@czn.odbst.org)
- A post box is located in the Howe Lobby for **all correspondence**. Please post all letters in an envelope into one of these boxes, rather than disturb the office staff. Please ensure envelopes are clearly marked with your child's name and the recipient.
- Please do not send your child with loose money.
- If you have put a letter or paperwork in your child's book bag please remind them on the morning of school to put it into the post box. Please do not rely on Teaching Assistants to locate letters in book bags.

### Letters for school trips / PTA

- **PLEASE ADHERE TO DEADLINES!** Sadly a number of parents have to be chased for outstanding responses to letters, some on several occasions, wasting staff time. Collating paperwork for a class of children is a very time-consuming exercise so please do all you can to help, by dealing with paperwork as soon as you receive it.

### Communication with Parents

- Parents are kept informed about school news and updates via the following:
  - **Weekly Newsletter** – This is in the 'School Newsletters' tab on the school website and contains latest news, updates on changes to after-school clubs, upcoming school events and admin reminders. There is also a section covering community news. The newsletter is emailed to parents every Friday.
  - **The MCAS app** – This sends push notifications to parents via their mobile phones, which can at times be urgent. This is particularly useful if the school needs to close due to bad weather, after-school club cancellations or for reminders.
  - **We have a fantastic website containing lots of useful information. Visit [www.curzonschool.co.uk](http://www.curzonschool.co.uk) to find out more!**



## Communication between Teachers and Parents

- In KS1 the orange Reading Record book is used for recording reading.
- In Year 3, pupils are given a homework diary which is not only used to record the week's homework but also home/school messages between teachers and parents. This can be useful if you need to ask a teacher a question which you don't feel warrants a face to face visit. These homework diaries are read regularly by the class teacher/teaching assistant. The majority of class teachers are available to talk to in the playground after school each day, apart from Thursdays when we have a staff meeting and on any day when they may be running a club. If you wish to speak for longer, please make an appointment with your child's teacher (requesting it either via the homework diary or via email to the office). Please ensure you initial any messages sent home by a teacher/TA so they know you have read them. Similarly teachers/TAs will initial to show that they have seen your comments. Alternatively, if you have a small query, you can email the parents' email account [office@curzonschool.com](mailto:office@curzonschool.com) or look out for/email your Class Rep.
- **Class letters from teachers** – At the start of each term you will receive a letter from your child's class teacher giving details of the curriculum and activities for the term ahead, homework expectations etc.
- **Talking to your child's class teacher** - Curzon is proud of its open door policy and all the staff support and endorse. Please do catch them after school in the playground.

[Back to contents](#)

## HOW IS MY CHILD DOING?

The school arranges numerous opportunities for you to find out more about all that your child has been doing. For example,

- After school sessions to see pupil books
- Open assemblies where they share work
- Evening Parents' evenings

### Parents' evening

These are held twice a year in October/November and Feb/March. Parents sign up for a 10 minute slot via the MCAS booking system.

- At these meetings your child's class teacher will tell you how your child is progressing and what their targets/areas for development are. There is a choice of online or in person slots.
- Our teachers are always willing to discuss your child's progress at any time during the term- please just make an appointment.

### School Reports

These annual end of year written reports are issued towards the end of the summer term.

## Concerns and Queries

- Parental concerns are our concerns too as a child will learn best when they are happy. We aim to sort out any difficulties a child may be experiencing quickly and rely on your help and partnership in this. If your child is having a problem at school, please speak first with your child's class teacher as they are in the best position to help with a resolution. Likewise if there is something going on at home which may be unsettling a child, do also let the teacher or Headteacher know.
- Sometimes staff may need a day or so to talk to other staff or pupils in order to respond knowledgeably to your concern.
- Should you wish to raise a formal complaint, please request a copy of our Complaints Policy from the school office and ensure that you have spent time talking it through with a member of staff and then senior management if needed before completing it. The majority of concerns can be resolved verbally and this is often a more successful means of bringing about a resolution.

## Special Educational Needs

Curzon has a Special Educational Needs and Disability Coordinator (SENCO). Please contact either your child's class teacher or the SENCO if you wish to discuss whether your child has special educational needs.

## SATS

National SATS (Standard Assessment Tests) tests are given at the end of Year 6 and they are used to show your child's progress compared with national expectations for these ages.

- **Key Stage 2** - SATs take place in May and are more formal than Key Stage 1. The tests which are taken in Year 6 cover, English (Reading, Writing, Spelling, Punctuation and Grammar) and Maths. The Reading, Spelling, Punctuation and Grammar, and Maths papers are externally marked with all results being available before your child leaves school in July.

## Secondary School Transfer

Due to our pupils travelling in from a wide radius, our pupils move onto different secondary schools according to where they live. In the past few years, pupils have moved onto the following schools;

### Girls' grammar

Wycombe High  
Beaconsfield High  
Dr Challoner's High

### Boys' grammar

Royal Grammar  
John Hampden  
Dr Challoner's Grammar

### Mixed Grammar

Chesham Grammar

### Upper Schools

Holmer Green  
Sir William Ramsay  
The Amersham School  
Misbourne School  
Highcrest  
The Beaconsfield School  
Cressex  
Bourne End Academy

### Private Schools

Pipers Corner & St Mary's for Girls,  
The Beacon, Thorpe House,  
Berkhamsted for boys

- All of these schools have open evenings during the Summer or Autumn terms and we encourage our Y5 and Y6 pupils to visit them with their parents.

- Great care needs to be taken before completing the application form with your preferences for schools as each school has particular admission policy criteria e.g. Highcrest have their own admission test and you will not be considered for a place unless your child has taken this test. Information is also available which will guide you through the likelihood of obtaining a place at a particular school according to how far away you live, whether you are in the catchment area etc.
- As with all primary schools in Buckinghamshire, the two transfer test (11+) examination papers are taken on the same day by Year 6 pupils in September.
- These tests are not compulsory; some of our pupils' parents opt for them not to take part.
- All primary schools have the same very clear guidelines about what they are and are not permitted to do with regards to preparation for the tests.
- An information evening giving further detail of some of the above aspects is held in May/June at the school for parents of Year 5 pupils.

[Back to contents](#)

## READING BOOKS AT CURZON



All children are encouraged to read widely for pleasure and information and have free access to take books home from class and school libraries. We hold activities to promote reading for pleasure such as book swaps, visits and reading challenges. In teaching children to read, we use the Little Wandle systematic phonics scheme which is taught in year groups systematically from Reception to the end of Year 1. So that phonics is applied in writing, KS1 have phonics grids to assist them in spelling words when they write. The reading of high frequency words is taught alongside phonics in KS1.

### **Whole class reading**

Reading is mainly taught through whole class shared reading lessons where texts are linked to writing units or other subject areas in the curriculum. In today's society where reading for pleasure seems to be decreasing, we feel it is vital to give our children opportunities to explore a wide range of quality texts and so have designed our curriculum to cover different text types and authors, including some classical texts. Throughout the school, we use some whole class readers so all children have access to, and feel ownership of, the text.

## **How reading at home is organised**

### **Key Stage 1**

We have recently updated our reading scheme and bought lots of new books which are linked to our phonics programme. As well phonics books, your child will take home a picture book. This is for you to read to them to develop a love for reading.

Sometimes you'll find the books are 'easy' for your child, and at other times a little challenging. If you experience several weeks of challenging books and reading is becoming a negative experience for your child, do let us know. Likewise, if you feel they have had numerous weeks of very easy books, also do let us know, by writing this in your child's reading record.

In Year 2 and once children have mastered phase 5 phonics in Year 1, we have grouped our books into coloured bands. The teacher will decide from which band children should be selecting their books, but within that band children can mix books from different reading schemes and read books in any order.

Staff from Barn Owls and Snow Owls hear pupils read regularly and so are aware when a pupil is ready to move up to the next colour or phonics phase. There's no rule that they have to read every book within the colour band before they move up a level. If they are quite competent, staff will move them on. If they need longer at a stage, we will enable this. The reading record can also be used to record "home" reading books or any other reading the child may do e.g. a recipe, instructions for a craft kit or a new toy, menus etc.

### **Key Stage 2**

In Year 3, children gradually become 'Free Readers' and they choose their books when they are ready. We still offer a little guidance e.g. any book on a certain shelf, in order to keep your child within a right level for them and direct them to try different texts and styles of stories. The books in each KS2 classroom are broadly banded into higher (3 chillies), middle (2 chillies) and lower (1 chilli) to support your child with the range of books they can choose from.

We would like home visits to the local library to feature even more at Key Stage 2 as there is a much wider choice of books to borrow than they might find on the school bookshelves. Staff are very happy for pupils to have their own 'home readers' should they wish to use their own book that they have purchased, been given as a present or selected at the library. Again in so doing, this is fostering the child's enjoyment of books.

In KS2 children may also prefer to do some of their reading on their own, rather than always reading out loud. Parents can help by discussing the book afterwards with their child, asking them what happened in the story, what they feel might happen next, about the characters or talking about what they have learnt from a factual book. However, reading aloud is in itself a skill and we expect older children in upper KS2 to still read aloud to an adult.

The school sometimes uses the programme Reading Eggs in Reception and KS1 and Reading Eggspress in KS2 to set homework.

All children in Barn Owls are paired with a reading buddy in Year 6. Both the Year 6 children and Barn Owls really enjoy this special time together.

## **Writing**

Children are taught to write appropriately for a variety of purposes and real-life situations. We teach units of work, interweaving speaking and listening, reading and writing. Within each unit, there are opportunities for planning, editing and redrafting writing. As part of the school's growth mind set approach, pupils are taught the value of following and responding to teachers' comments. Time is allocated for children to reread their writing and make improvements

Clear presentation is important and handwriting is taught daily in KS1 and weekly in lower KS2. Clear communication, speaking and listening skills are emphasised and actively taught throughout the school.

Drama and speaking and listening are included in their own right as a learning strategy in each Key Stage and all members of the school are given the opportunity to work towards an annual production and participate in services at the local church.

### **Library**

We have a library of wide-ranging books which the children enjoy using. There is a section of books for younger readers and a wide range of fiction and non-fiction for older readers. Each class has an allocated time for visiting the library.

## **CURZON'S PARTNERSHIP WITH PARENTS**

[Back to contents](#)

Parents' views on what is going well at the school and on any areas for enhancement are important to the school. Governors conduct an annual parents' survey, usually at the end of the summer term, so do feedback all the things that you love about Curzon and anything that you feel there is room to improve.

### **Parental Help**

Aside from weekly newsletters, there's no better way of finding out how things run at Curzon than coming in to help!

- We are always looking for parents to come in and help with a variety of tasks, such as reading, art, school trips or just generally supporting in the classroom. If you have a particular skill like gardening or baking, we would also love you to share your skills with our children. If you are interested, please speak to the school office.
- Before you can come into school, you will need to submit paperwork for a DBS check, which isn't a complicated process but is one that can take a few weeks. Contact the office to find out the procedure for obtaining a check. It's worth being checked even if you can't help at the moment - you never know when an exciting school trip might pop up that you'd like to go on!

### **PTA (Parent Teacher Association)**

Curzon has an active PTA which is an extremely valuable asset to the school and its pupils. All parents are automatically members of the association and as such are welcome to attend the half-termly evening PTA committee meetings.

- Each class has a parent representative who is very supportive in helping new parents settle into Curzon. The first day of term can be a daunting experience for pupils and parents alike. So, if you can't remember what is allowed in lunch boxes or what the policy is on bringing birthday sweets to school, then ask your class rep who should be able to help.
- The PTA Committee organises a variety of regular events throughout the year for example:
  - **Festive Lunches** – these are held at the end of the Autumn and Spring terms and every child is offered the opportunity to have a cooked roast meal in the festively decorated school hall. (The charge is made at food cost)
  - **Summer Fete** – In June the PTA organise a day of fun, stalls and fundraising in the school and its grounds.
  - **Half Termly Cake Sales** – Parents donate cakes which are then sold one afternoon after school. **Ice cream or lolly sales** – children obviously love these!
  - **Termly coffee mornings**
  - **Bags to School** – this is a very easy way to earn money for the school! Simply keep hold of unwanted clothes and twice a year sacks are sent home and a central collection is made, for which every kg earns the school money.

- **Easyfundraising and Amazon Smile** – Raise money for Curzon without costing you a penny.  
When you buy online using ‘easyfundraising’ a donation is automatically given to Curzon. We would be grateful if you would like to sign up and generate donations for Curzon School when you shop online. [www.easyfundraising.org.uk/curzon](http://www.easyfundraising.org.uk/curzon)
- By logging onto Amazon Smile and selecting Curzon, you are able to make donations every time you shop on Amazon.  
<https://smile.amazon.co.uk/charity?orig=%2F>
- ⊖ **Printer Cartridges** – if you have old printer cartridges, we can raise funds against these so please do donate them to the school Further details can usually be found in the PTA section of the newsletters.
- There are many ways to be involved in the PTA without joining the Committee itself. You can bake a cake for the cake sale, man a stall at the fete, come up with some interesting fundraising ideas or just come and join us for a drink when we meet.
- If you want to speak to someone on the PTA, either email them at [pta@curzonschool.com](mailto:pta@curzonschool.com) or post a note into the box in the Howe lobby.

[Back to contents](#)

## PUPIL WELFARE

The behaviour of our pupils is of great importance to us. Our Curzon Code of Conduct begins with Respect to everyone, whatever their age. All pupils sign a school contract promising to

- Attend school regularly and on time;
- Dress myself properly in my school uniform and bring all the equipment I need each day;
- Show I am working my hardest at all times;
- Read every day at home and do any homework my teacher sets;
- Be kind and not hurt others;
- Respect teachers at all times, offering to help and support them and other pupils;
- Help care for the school, my classroom and the environment;
- Share my school day with my parents/ guardians;
- Make my teacher, my class and my parents / guardians proud of me.

The welfare of our pupils is extremely important to us and there are a number of policies and practices which are in place to make our children feel safe and happy in the school environment. We have anti-bullying ambassadors who have been trained to help children with friendship issues. They have led assemblies and circle times on the importance of being a good friend. In the playground there is a buddy bench where pupils can sit if they don't have anyone to play with. Although befriending them is a specific role of the anti-bullying ambassadors, all the children know to help. Each class has a 'Worry box' whereby children can post notes if they are unhappy about something. Classes often talk about matters which may bother them in a 'Circle Time'. Circle Times are also used for enabling the class to work together as a team- we use the renowned Jigsaw scheme of work for PSHE.

The school does not tolerate bullying of any kind and has an anti-bullying policy. Whereas every child makes and breaks friends on what can seem like a fairly regular basis, if a child perceives an action of another child is bullying, it is important to us to investigate. We spend time fostering positive friendships and where appropriate, repairing any temporary fall-outs.

Two children from each class represent their class on the School Council. Here, pupils talk about any aspect of school life that they may wish to discuss. Teachers, the Headteacher and Governors often use the School Council as a sounding board for new ideas or to get feedback on different

topics from each class. Surveys are sometimes undertaken by School Council or by staff to gauge interest or information on a topic. We also have eco councillors who meet regularly.

[Back to contents](#)

## FREQUENTLY ASKED QUESTIONS

We asked current parents to list the questions they asked when their child first joined Curzon and we have listed these below (with answers!) which we hope you will find useful.

### HEALTH

- **My child is ill. Who do I need to notify at school?**

If your child is unwell or has an urgent medical appointment, please email the office by 9.45am on the first day of absence to notify us that they will be late / not be in. If an email is not received the office has to clarify the whereabouts of your child so will call you after 10am.

For ANY absence, an email confirming the reason for absence is required.

If your child has diarrhoea or vomiting please do not send them back into school until 48 hours after the last bout.

Conjunctivitis is not generally considered to be a reason to take a day off school. Just encourage your child to wash their hands frequently during the course of the school day.

- **My child is late to school and no one is in the playground. What should I do?**

Pupils arriving after the bell, departing before the end of the normal school day, or being taken out during the day i.e. for an appointment, must always enter/depart via the main entrance and be signed in/out by a member of staff in the school office.

- **My child has allergies, should I notify the office?**

Yes. A Healthcare plan forms part of our induction form pack. It is essential that we are aware of allergies, asthma, diabetes etc. When notified that a pupil has a medical condition, parents will be asked to complete a form called a 'Healthcare Plan for a Pupil with Medical Needs' and supply a recent photograph. The information contained in the form will enable us to deal with any medical emergencies in the appropriate manner. If your child suffers from asthma and is particularly wheezy at any time, please let us know. Key Stage 2 pupils are responsible for their own inhalers. KS1 staff look after inhalers for pupils.

- **We are planning a family holiday during term time, do we need to notify school?**

We feel it is important that our pupils attend every day of school, therefore we do not authorise leave of absence during school term times except in very exceptional circumstances. Should the absence be unavoidable, requests should always be made on a school Leave of Absence form which can be found on our school website). Leave of absence is not granted during KS2 SATS testing (May each year). Requests should be submitted in advance in writing. Teachers do not set work for pupils who are absent as it is difficult to keep them up to pace when they are not able to receive the teaching input needed to learn. We do issue penalty notices where attendance is unsatisfactory and holidays are taken, so please read the policy carefully.

- **My child has a sore throat, can I send in some Calpol for a teacher to give to them during school?**

Whilst we discourage general administering of medicine to pupils, in exceptional circumstances please visit the office to complete the necessary paperwork.

- **Will I be called if my child has an accident whilst at school?**

It is our policy to inform you if your child has received a bump on the head, however slight, or has been stung by a wasp or bee. Please don't panic unnecessary about one of 'head bump messages'. If we were at all worried, we would telephone you directly and ask for you to come and pick up your child.

In accordance with Health and Safety regulations, only ice/water may be applied to injuries. In the event of an emergency requiring urgent hospital treatment, you (or your other emergency contacts) will be contacted immediately by the school and given hospital details. Therefore please keep us updated with any telephone/mobile number changes.

- **What does KS1 and KS2 mean and Year R - 6?**

The curriculum years are split between three key stages: Early Years Foundation Stage (EYFS), Key Stage 1 (KS1) and Key Stage 2 (KS2)

EYFS = Reception pupils (aged 4 & 5)

KS1 = Year 1 and 2 pupils (aged 5-7)

KS2 = Year 3, 4, 5 and 6 pupils (aged 7-11)

- **You have seven year groups at Curzon, but only six classes. How does this work?**

We only have two classes in Key Stage 1 for three year groups, so your child is likely to stay for two years in one class or the other. Barn Owls accommodates all Reception children and half of the Year 1 children, whilst Snowy Owls accommodates the remaining Year 1 children and all Year 2 children. (Staff from both classes work closely together to ensure all the children have access to super opportunities and that the Year 1 curriculum is consistent across the classes). In Key Stage 2, pupils are within their year group.

The allocation of Year 1 children is discussed at length, with a particular focus on their emotional and social needs as well as their learning style (how they learn best). This decision is made in consultation with parents. There is also an extra adult in both classes meaning excellent pupil to adult ratios and small group support. Please be reassured that the decision is not solely made on your child's academic ability or age. The Year 1 curriculum is followed in both classes and children from both achieve highly at the end of KS2. Year 1s come together daily for playtimes and phonic lessons. They also sometimes work together in other subjects, such as art.

- **My child has lost his school sweatshirt. Is there a lost property box?**

Lost property is usually returned to a child if named. There is also a central lost property box located in the cloakroom. If your child has mislaid an item, please encourage them to look for it in this box and in their own classroom before contacting the school office. It goes without saying that all uniform looks the same so please make sure everything is labelled in an obvious place! At the end of each half term, lost property is displayed on a table outside the cloakroom on the playground. Even if you think your child hasn't lost anything, please go and have a look – you may be surprised what you find!

- **What sports teams will my child be able to join?**

Curzon has a number of teams including netball and football. We also have opportunities for sports festivals in tag rugby, cricket, swimming etc. The school links with the PE department at Holmer Green Secondary School and enters into locally based events and competitions as they arise. Every pupil competes at two PE festivals during the course of the year against other schools.



- **How often will my child do PE?**

All pupils have two PE lessons every week. Depending on the weather, these will either be outside in the playground, on the field or in the school hall. Pupils cover a range of physical exercise including dance, ball games, gym, hockey, tag rugby, football, netball, rounders and cricket.

- **What reward systems do you have in place to commend good work and behaviour?**

When they start at Curzon, each child is allocated one of four coloured Houses (siblings are placed into the same house). House points are awarded for good work and behaviour and at the end of each half term the House with the most house points is rewarded. Not only do the children feel proud when they are given a house point, there is also the element of competition between houses which is inspiring in itself. There is also a whole class rewards system with classes working towards whole class prizes.

Every week one child from each class is given a 'rocket award' for achievement and children who have shown quiet acts of kindness are recognised in our special Golden Book of Kindness.

The end of each term is marked by an Achievement Assembly. Class teachers nominate children from their own class who they feel have shone in some way for example by showing initiative, resilience or being creative. These children are presented with a Teacher's Award. The highly prized Headteacher's certificate is also awarded.

- **How do I know if my child is not behaving as they should?**

All children are entitled to 'Golden time' each week. This is when children are given free time out of lessons to have fun. Should a child's behaviour be lacking in any way, they are given a verbal warning. If this is repeated, a 'yellow card' is given. Pupils really dislike getting a yellow card and may not tell you out of embarrassment! A yellow card also means the loss of weekly 'Golden Time' and is normally sufficient to restore high quality behaviour. A more serious misdemeanour causes a red card to be issued, which results in loss of Golden Time and further sanctions.

We give the children initial responsibility for resolving any lapses in their behaviour with the understanding that if it isn't resolved, their parents will be informed. In this way, the school is teaching the children ownership and responsibility, which supports the eventual transfer to secondary school.

- **My child was allowed to bring a toy to nursery everyday, is this allowed now she has started at Curzon?**

We have a school policy that Barn Owl and Snowy Owl pupils only bring in something from home for 'Show and Tell'. Class teachers will advise you which day this falls on for their respective class.

We discourage the bringing of toys and very personal, special possessions from home as there is a lot of upset if these possessions get lost or broken.

- **How are parents notified if the school is closed for any reason?**

In the event of severe weather, which may result in the closure of the school, the following procedure will be adopted:

- The Headteacher will check availability of staff and discuss any possible closure with the Chair of Governors,
- A push notification will be sent via the MCAS app. if the school will be closed.
- A closure notice will also appear on the Bucks County Council website who will also inform the local radio.

- **Where can I find your school policies and statements?**

The most useful ones are on our school website ([www.curzonschool.co.uk](http://www.curzonschool.co.uk)). Alternatively, please send in a request to the school office.

