



THE PARENTS

HANDBOOK

07026895200, 07065164055, 08097463918
www.maschool.org

WE ARE
THE PARENT FRIENDLY SCHOOL

ARRIVAL AT SCHOOL

The school day begins at 7:45am. For further information please refer to the school's attendance policy.

ABSENCE AND ATTENDANCE

You must telephone us at the school office on the first day of your child's absence. If we do not hear from you by 9.30am we will be in touch with you to find out why they are not in school. We expect children to be in school and on time every day. We want the best for every child in our care and we cannot provide this if they are not in school. Family holidays in term time will not be authorised by the school – your child's absence will be marked as 'unauthorised' in the register. Good attendance and punctuality is promoted and encouraged in the following ways: 100% attendance for a whole year with NO lateness= A GOLD award. Every week the class with the best attendance wins our TROPHY to keep for a week. The children really love to win the golden trophy! Every week the class with the best punctuality wins our PUNCTUALITY PLAQUE to keep for a week. The children also love to win the punctuality prize! For further information please refer to the school's attendance policy.

ADDITIONAL NEEDS

We are an inclusive school and welcome all children. Children's progress is constantly monitored and assessed and careful records are kept. Occasionally we find that, for one reason or another, a child does not make the progress we expect. This could be in one of a number of areas and discussions between parents and teachers will lead to the child receiving appropriate help and support. Parents are consulted at every stage of this process. The needs of gifted and talented children are met through our learning provision and with opportunities to develop and extend their special talents as appropriate – this might be representing the school.

BEHAVIOUR

AMA Schools is a positive place to be in, our pupils' self-esteem is nurtured and misbehaviour becomes a less attractive way to gain attention. Everyone in the school is valued, respected and safe. AMA Schools is an orderly environment where effective teaching and learning take place. Everyone works together to encourage good behaviour and responds consistently and appropriately to poor behaviour. A high level of parental involvement and support is encouraged and expected. We will work closely with other agencies to ensure that children with special needs or specific difficulties, and their families are given appropriate support.

Dealing with inappropriate behaviour Our five simple school rules are:

1. I will walk and talk quietly in our school.
2. I will be helpful and polite to everyone
3. I will look at and listen to people who are talking to me.
4. I will look after everything in our school
5. I will always try my best in everything I do

When pupils have to be reminded of the rules, this will be done quietly and calmly with the aim of getting the pupil back on track as soon as possible. The inappropriate behaviour will be criticized, not the child.

What happens if a child behaves inappropriately? The child is warned.→ They may be given 'time out' to calm down and reflect→ If the inappropriate behaviour continues, the child will be given a 'yellow card'. This is placed on the teacher's whiteboard and the child's name will be written underneath. It will remain there until the end of the teaching session when it will be removed and the child's name erased. The incident will then be forgotten and parents will not be informed. If a child gets five yellow cards during a half term, the parent of the child in question will be sent a yellow letter. This will make you aware that your child's behaviour is not acceptable. Following the yellow letter if a child gets a further five yellow cards in the same half term, The child's parents will

be asked to come in to school for a meeting to discuss the child's behaviour. A 'red card' will be given for acts of unprovoked aggression, rudeness, swearing or persistent misbehaviour that could endanger or distract other children. The head teacher will discuss the child's behaviour with the child and his/her parents will be notified. We expect parents to support the school by also showing their disappointment in the poor behaviour. All adults in school will keep in mind that **EACH DAY IS A FRESH START.**

Good behaviour is the result of a partnership between home and school and standards set at home and school should complement each other. If any pupil lets his or her standards of behaviour fall, we will inform parents and discuss it with them. It may be that sanctions outside school can help to reinforce sanctions being used in school. If parents are having problems with their child's behaviour at home, we are always happy to discuss it with them and offer advice or suggest where extra help may be available. For ongoing and more serious behaviour issues parents' permission will be sought for us to seek help from the Behaviour Support team. For further information please refer to the schools behaviour policy.

BOOK BOX

It is very important that your child has their book box in school every day. Apart from the book and reading record book we may also use them to send home notes from school. These could easily get lost if your child does not have their book bag to put them in. Each child will be given a reading record book; this should be kept in their book bag. When a teacher or teaching assistant shares a book with your child they will write a short comment in the reading record book. Our aim is for an adult to hear each child read once a week. We can't put enough emphasis on finding some time each day for you to share your child's book with them. Even if they seem to be fluent readers they will benefit from talking about the story with you, discussing the characters and predicting what might happen. It makes a huge difference to their progress. Please feel free to write your own comments in the book diary if you wish to. We like to have a dialogue! If you prefer not to write a comment, please sign and date the book just so that we know you have read with your child.

COMPLAINTS

We hope that we will work closely together and that issues and worries can be dealt with quickly as and when they arise. If you have a complaint to make the process is as follows:

1. Make an appointment to discuss your concerns with your child's class teacher.
2. If you feel your concern is unresolved, then make an appointment to see The Head of Section.
3. If this does not resolve your issue then speak to the front desk officer at the office who will then book an appointment to see Mrs C.O.I Yusuf. It is helpful if you share the nature of your issue or concern as this will enable Mrs C.O.I Yusuf to gather any information she may need prior to the meeting to ensure that it is productive.
4. If the above does not give you what you consider to be a satisfactory answer, you can write a letter addressed to the Director of Studies and Planning. Ensure the letter is handed in at the office through the front desk officer at the office.
5. It is our intention that communication with parents will be excellent at all times and that there will be no need for this. It is unusual for a complaint or concern to have to be dealt with by the Director of Studies and Planning.
6. If you have a complaint regarding any Extended Services please contact the school or the officer in charge on 08097463918 or desap@amaschools.org.

For further information please refer to the schools complaints policy.

OUR CURRICULUM

Curriculum at all levels is in tandem with the National Policy on Education and the National Curriculum. Our students are taught through exciting methodologies that link all of their learning together. We will continually assess each child in their first few weeks at school to find out exactly what stage of development they have reached. We will find out what they are able to do and what we need to do to move them on. As a result of these assessments, your child's class teacher will set a realistic end of year target for them. We will then regularly monitor their progress towards this target and offer additional help and support if they are not making the progress that we would expect. We will share our first assessments with you during the mid-term break and give you lots of ideas of ways to support your child at home on Open days. Parent consultation evenings will take place once in the first term and once in the third term. School reports will be sent home at the end of every term and mid-term. Every week your child's teacher will put lots of information about their learning and ways to support them at home on the year group blog on the school website: www.amaschools.org. Every child comes into school at a different stage of development and our job is to take them on from the stage they have reached. We do not compare them with each other but once we have assessed a child at the start of the year their progress will be very closely monitored. If they are not making the expected progress we will discuss it with you and give them some additional support at school. At AMA Schools, we take fun and creative approaches to teaching and learning as we consider it very important that children develop a love for and of learning and school. Educational Welfare Officer (EWO) An Education Welfare Officer is in school to follow up on any poor attendance. In the first instance she will meet with parents but if the child's attendance does not improve, you could be fined or in the worst case taken to court. We want the best for every child in the school and we cannot teach them if they are not in school. Please make sure your child is in school on time every day. For further information please refer to the school's attendance policy.

END OF THE DAY

When school finishes, it is the parent's responsibility to inform their child and the school who is collecting them or if they will have to go home by themselves. However, every parents is expected to write a clear undertaking that specifies this aspect of the child's life. When your child sees the adult who is due to be collecting them – they need to tell their teacher and go straight to them in order to sign them out. ALL parents must call the school office in advance IF there is a change to the nominated adult authorised to collect your child or if the child will have to now go home alone. If your child cannot see anyone – they must stay with their class teacher

Lateness: School finishes at 3:30pm. Teachers will wait until 4.00pm. After this time children are taken to the front office where staff will attempt to contact you. Please be aware that late collection after 4.30pm will be charged at ₦1 per minute. For further information please refer to the school's late collection policy.

EXTENDED SERVICES

At AMA Schools, services are rendered on a first come, first served basis. For further information please refer to the extended services policy. If you have any queries about The Extended Services or require any more information please any of the school numbers or visit the school.

FAMILY SUPPORT

We have two Family Support Workers who are in school every day. They are trained to respond to the needs of families under stress. They are non-judgemental in attitude and sensitive to the difficulties of family life. They work in partnership with other caring professionals in encouraging families to work for change. They are based in school and will also visit families at home. They are

happy to help with all the practical aspects of family life such as problems with housing, money or benefits as well as access to adult learning and lots of other services. The Family Support Worker offers a listening ear, personal and practical support. Fears and worries It is not unusual for young children to develop fears and worries about all manner of strange things! These are often associated with the anxiety of a change in routine. Please let their teacher know if this is the case with your child. We can be ready to reassure them if we know that they are likely to become unsettled. Your child must tell their teacher or an adult in school if there is anything worrying or upsetting them and we rely on you to encourage them to do this. We can only sort things out if we know there is a problem.

STUDENTS'HYGIENE AND APPEARANCE

All parents/guardians are expected to ensure that their children appear neat and responsible to school. Ensure your child's hair is kept well trimmed or plaited as the case may be at all times.

HEALTH

You must keep your child away from school if they have been ill. This is in line with the current NHS guidelines. For health and safety reasons we will not be able to give your child medicines such as antibiotics, cough mixture etc. If your child needs any form of routine medication, then you will need to make arrangements to come into school and administer it yourself. If your child has an on-going medical condition that requires regular medications please make arrangements to discuss this with the school nurse, class teacher or head of section. We will ensure that children who are asthmatic take their inhaler as it is needed. These must be named and will be kept in a safe place. Please make regular checks to ensure that your child's medication remains in date.

PERSONAL HOLIDAYS

Children miss a great deal of learning when they are on holiday in term time and the pace of the curriculum means that it is very difficult for teachers to go back over work that has been missed. As instructed by the Government, we will not authorise any holidays in term time. If you insist on taking your child out of school in term time you will need to request a holiday form that must be completed and returned to school. This is because we need an official record of your child's absence. We will do our best to plan our school terms and inset days to give parents and carers the opportunity to take advantage of planning holidays that start or end outside the holiday period of most other schools. For further information please refer to the school's attendance policy.

HOME LEARNING

Every child is expected to have approximately 1 hour of home learning per week, this will take the form of: Blog Challenge, Research Work, Creative and craft work etc - Every Friday in class, your teacher will tell or give you task. This will be an activity to complete throughout the week. All children who complete it have their challenge shown in assembly and will be given a sticker and each week one superstar challenge will win a prize book! It is really important that you know how to help your child at home. It is very important that you are positive and encouraging. Please don't over pressurise your child to succeed as this can ultimately work against them by undermining their self-confidence. We would much prefer a child who is confident to 'have a go' than one who is so afraid of being wrong that they are afraid to try.

JEWELLERY AND BRINGING THINGS IN FROM HOME

Children are not allowed to wear ANY jewellery to school. If your child has pierced ears they can wear pin down earrings ONLY. It is our policy that jewellery must not be worn for P.E. The child must remove it or they will not be allowed to take part in the lesson. For health and safety reasons, staff at school are not permitted to remove children's earrings. Once children can reliably tell the time, then watches can be worn. From time to time, your child's teacher may request that specific items are brought in from home to support an aspect of topic work. Use of these will be supervised

carefully and then returned once the project has finished. Children are able to bring a book to school if they wish. At all other times, children's own toys and other personal effects SHOULD NOT be brought into school. The school will not accept responsibility, if items brought to school are lost or broken.

LUNCHTIME

We have a dedicated dining room where the children will eat their lunch. Our own school kitchen prepare a freshly cooked meal in school each day. You can buy a hot school meal for ₦100, which you must pay for in advance through the purchase of the meal ticket. Please see the school website for the up to date menu and school meal policy. AMA School is a debt free school. We expect you to keep up to date with your payments and will not provide a school meal if it has not been paid for. After all you don't go into an eatery, order a meal for your child and tell them you will pay them next week! If you would like your child to bring a packed lunch: The teaching assistants will supervise the children at lunchtime and will encourage each child to eat as much as possible. We will not dispose of any uneaten food as we do not have the facilities to do this. More importantly it allows you to see exactly what your child has eaten. For further information please refer to the school's Lunch Policy.

LATENESS

It is really important that you get your child to school on time every day. They miss a great deal of learning if they are late. At the end of the day you must make sure that you or your child's carer is at school promptly and on time to take them. We will not be responsible for the children who come late to school after the school gate has been shut by 8.20am and those who will be picked late. The teachers have been asked to get the children out to you promptly. Children get very anxious if there is no one there at home time and staff often have meetings to attend and always have loads of work to do. School finishes at 3.30pm. Teachers will wait until 4.00pm. After this time children are taken to the front office where staff will attempt to contact you. Please be aware that late collection after 4.30pm will be charged at ₦1 per minute. For further information please refer to the school's Attendance Policy.

LOST PROPERTY

Items of lost property will be kept in the school office where you can check for anything you are missing. Lost property is also displayed in the playground on a regular basis. Please remember to name everything then it need not be 'lost' for long! Anything not reclaimed will be taken to a charity shop once every term. Money and Parent's payments. We are a 'cashless school', which means that any payments to school i.e. Tuition, Textbooks, School meals, etc. will be received using the POS, wireless transfer, Bank payment etc. AMA School is a debt free school. We expect you to keep up to date with your payments, please remember we will not provide any service that has not been paid for.

PARENT CONSULTATION EVENINGS

There will be regular opportunities to make a 10-minute appointment to see your child's teacher on a more formal basis. The first parents' evenings will take place in the First term of 2018/2019 Academic Session. IF SOMETHING IS WORRYING YOU, PLEASE SPEAK TO YOUR CLASS TEACHER AND DON'T WAIT UNTIL A PARENTS' EVENING.

THE PLACE2BE INITIATIVE

The Place2Be is a charity working in schools to improve the emotional wellbeing of children, their families and the whole school community. It was established in 1994 in response to increasing concern about the extent and depth of emotional and behavioural difficulties displayed in classrooms and playgrounds. By giving children the chance to explore their problems through talking, creative work and play, they enable them to cope now and make better-informed decisions about their lives. They aim to help prevent more serious mental health and behavioural problems in

later life. When children are happier and less preoccupied with problems, they find it easier to learn and so their educational chances are much enhanced. At AMA Schools The Place2Be is led by our school's Project Manager. The team of counsellors offer: One-to-one counselling sessions Group sessions

The Place2Talk - a lunchtime service, open to all pupils in a Place2Be school (both on their own and in groups) via a simple 'booking' slip

A Place for Parents - a dedicated counselling service for parents and carers,

SAFEGUARDING CHILDREN

The health, well-being and safety of your children are of paramount concern to all staff. We take their health and safety very seriously. All of us working in school have had updated training in child protection procedures and there are at least two designated child protection leaders. We have a detailed and regularly updated child protection policy in place and there is a designated child protection governor who monitors the effective implementation of our safeguarding procedures. All adults and voluntary helpers who work at AMA schools are committed to this. Risk assessments are undertaken in the outdoor area every day and any activities outside of school are risk assessed before they take place. Recruitment and selection procedures always follow safeguarding best practice and procedures. For further information please refer to the schools child's protection policy.

SNACKS

All our children are encouraged to bring a piece of fruit in to school with them every day. They will eat this as a mid-morning snack. We WILL NOT allow them to eat anything other than fruit so please do not be tempted to send anything else in to school with your child.

School visits

Occasionally, children will visit places of interest in the locality. This will be as part of the topic work they are doing and we may ask for parents to come along to help with supervision. In order to do this we may need to ask for a 'voluntary contribution'. This covers the cost of transport (where appropriate), entrance and insurance. Sadly the school budget is such that we do not have the funds to pay for such trips. Therefore if parents do not pay, we will not be able to go.

UNIFORM

EXPECTED ORDER OF DRESSING TO SCHOOL

DAYS	OUTFIT	COMPLEMENT
MONDAY	NORMAL SCHOOL UNIFORM (1 ST PAIR)	BLACK SHOE AND BLACK SOCKS
TUESDAY	NORMAL SCHOOL UNIFORM (2 ND PAIR)	BLACK SHOE AND BLACK SOCKS
WEDNESDAY	ANKARA (NATIVE DAY)	BLACK SHOE (SOCKS IS OPTIONAL)
THURSDAY	SPORT WEAR (SPORT DAY)	WHITE SNEAKERS AND WHITE SOCKS
FRIDAY	FRIDAY WEAR	BLACK SHOE AND BLACK SOCKS

NOTE: We do not allow children to take part in PE lessons if they do not have the correct PE kit. Children must wear proper school shoes. For safety reasons we will not allow open toe sandals or 'jelly' shoes. Please don't buy lace up shoes until your child can competently tie them themselves. Shoelaces can easily come undone and this can be very dangerous in a busy playground. IT IS VITAL THAT EVERY ITEM OF UNIFORM IS NAMED!

WEBSITE

The school website address is: www.amaschools.org Please read all the information provided there. This is where you will find lots of information regarding the school including all the school policies, school diary, school contact information and class blogs.

You are the most important people in your child's life. You know them best and we will be most effective if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at school. If you have any questions about anything in this booklet or indeed anything not in it, then please come and ask straight away. We are always here to help and advise you. We are also keen to adapt and revise the information to make it as useful and 'user friendly' as possible. TOGETHER WE WILL MAKE A GREAT TEAM AND WE LOOK FORWARD TO WORKING CLOSELY WITH YOU!