



**Guildhall Feoffment**  
Community Primary School

# WORKING TOGETHER TO ACHIEVE EXCELLENCE



Handbook for Parents



**BRAVE EXCELLENCE**

**KINDNESS**

**INQUISITIVE**

**NURTURING**

**DETERMINED**



# WELCOME

## FROM OUR HEAD TEACHER

I feel enormously proud and privileged to be the Headteacher of Guildhall Feoffment Community Primary School.

Guildhall Feoffment is a warm, caring and vibrant community which provides support and challenge to ensure that all students, regardless of their starting points, achieve well to go on to lead happy and fulfilled lives. We believe that every child matters, and our school atmosphere promotes a sense of inclusion allowing our pupils to flourish and achieve in a friendly, nurturing setting. Our dedicated staff have high aspirations for all our children, as a drive to support them to achieve to the highest standards possible.

This website aims to give you a flavour of life at GFCPS and what we can offer your child as well as providing up to date information for parents, pupils and the wider community. We know and celebrate that every child has different skill sets and our teaching approach reflects this and aims to create opportunities for children to unlock their potential and discover their talents, whatever they might be.

At GFCPS, our aim is that our children leave us, not only with high standards in English and Maths, but also with the self-confidence, creativity and drive to apply their skills to the world of learning. We also want our pupils to gain a sense of the wider world and how they can contribute to a thriving society through their future learning and through their lives.

In our last Ofsted inspection it was stated that:

Pupils enjoy coming to school. They study a range of subjects and speak enthusiastically. There are opportunities for pupils to be leaders and take on responsibilities. They take these roles seriously and know that they are expected to be good role models to others. Pupils are well cared for and staff know pupils well. One parent summed up the views of many in saying that the school is a 'happy, safe and fun place for my child to learn.'

It is with enormous pride that we greet our students every day. They are real ambassadors for the school, both withing and beyond the school gates. They care for the school and for each other, following the school values of kindness, integrity, compassion and endeavour. Within school they are courteous, warm and show real kindness and respect to all members of the school community.

Should you wish to learn more or are interested in joining the school as a family or as a member of staff we would be delighted to hear from you. Please contact the school office for an appointment with me and I will happily show you around our charming and delightful school.

**Andy Matthews** Head Teacher



**At Guildhall Feoffment we value each of our many children. We teach the National Curriculum, like all schools, however we believe our children should have even more, so we also enhance our curriculum structuring it in such a way that it takes children on a progressive journey through each subject. We also try to employ as many cross-curricular links as we can so that learning is grounded in rich experience.**

We are always looking to enhance the excellent provision from our talented teachers by using external expertise. For example, the Royal Ballet School teach year 3 each year and music experts teach instruments in Year 4

We offer excellent additional facilities such as a STEM room with computers and cooking facilities for staff to teach computing or technology. The children also enjoy a beautiful library space, so that books are front and centre of their educational experience.

Our upper school has a modern purpose-built teaching block. With bright and spacious classrooms and facilities. This separate block provides a perfect stepping stone of independence and really helps them get ready for their next step in education.

We have a number of subject specialists on our staff team which ensures our new curriculum inspires our children to be confident in all subjects and have the skills and knowledge they need for the next step in their education.

We don't have a school field but have two very large play areas outside as well as additional courtyard spaces and a wildlife area. Not having a field to get muddy and slippery means that we can get outside every day with plenty of space. We have also tried to maximise the sporting opportunities available within the grounds in a number of ways.

Our year one children have access to an outdoor play area next to their classrooms. Recently landscaped it gives them all weather access and help transition from Reception. Our Reception class also has their own outside space with construction area, giant sand pit as well as mud kitchen, a stage and large building area which becomes what-ever our children want it to be!

We have raised beds and vegetable plots for our gardening club and classes to plant and watch things grow. We also offer a wide range of different clubs throughout the year, from dancing, to board games and a school magazine to Spanish and Lego clubs.

We enjoy lots of different sports and work with a variety of local clubs. We are always happy to hear from local coaches who might be interested in teaching even more clubs.

# SCHOOL INFORMATION



## SCHOOL DAY ARRANGEMENTS

The school gates are unlocked at 8.30am with lessons starting at 8.45am.

At 8.40am a bell rings and the children line up with their class. Staff are on duty to support this process. Children must be present in the classroom for 8.45am registration.

The school day ends for all children at 3.15pm and collection is from the same playground as drop-off.

Car parking is available in the locality. No parking is allowed on the paved area outside the school and no parking is allowed on the zig-zag lines outside the school gates at any time. The police and

the Community Support Officers are keen to promote a good working relationship with parents. They do have to consider balancing safety issues with those of convenience and the needs of local residents and businesses.

The School supports parents to encourage their children to come in to school independently and use the "drop off" system when in place. Cycle racks are available on site. The Governors ask parents to ensure that cycles are locked. We do not accept responsibility for theft of cycles from school premises.

## EMERGENCIES



We know that life does not always go as smoothly as we would like, we therefore try to be as flexible as possible to meet your family's needs.

If something has happened and you will be late to pick your child up, we ask that you contact the school as soon as possible. If you will be a few minutes late, we will stay with your child. If you think you will be much later, please let us know who will pick up your child instead.

If you have any concerns, we ask that you contact your class teacher in the first instance. If you do not find the answer you need you can follow it up with the head teacher.

Should a club or activity be canceled, we will give you as much notice as possible. We will send emails and a school social media message on Class Dojo.

The school is prepared for a number of emergency situations and have a critical incident plan in place and emergency evacuation and lockdown procedures.

If you wish to make a complaint, please speak to your class teacher in the first instance. If you feel that you need to take matters further then please refer to the school complaints policy, found on the school's website.



## CLOSURES

If the weather prevents school from opening on a certain day, we will send a message to parents as soon as practical. This will be on Class Dojo (our parental communication tool) and on the school website. In addition, the Local Education Authority broadcasts details on local SGR FM and BBC Radio Suffolk and repeats it prior to school times.

It is important for children to attend school regularly and staff at Guildhall Feoffment endeavour to ensure that the school remains open except in the most exceptional circumstances.



# PHOTOGRAPHS

All parents must complete a General Data Protection Regulations ("GDPR") consent form in order for their child to be photographed. If you opt out of your child being photographed, there may be occasions when he/she will have their involvement in an activity managed e.g. we sometimes record school plays so that we can provide copies to parents.

Further information on how and when your child's photographs may be used is detailed in our Privacy Notice, included in your welcome pack. Further copies are available from the school office and on the website.



# INTERNET SAFETY

All our computers and devices are connected to a Suffolk school's gateway. This has extremely strong filters to ensure your children cannot access inappropriate material on purpose, or by accident.

We ask that you support the school through talking to your child about internet safety and being aware of apps and games that they play at home.

We teach all children about safety and focus on bullying through apps and social media when the children are older.

# SCHOOL UNIFORM

A list of our current uniform requirements is enclosed. We expect all children to come to school appropriately dressed.

Children must not wear jewellery in school. If your child has pierced ears, only stud-type earrings may be worn. Ear-studs must be removed on PE days, prior to coming to school. Staff will not remove children's ear studs. Children will not be permitted to participate in PE if they are wearing ear studs. This policy has been made in accordance with DfE Health and Safety in PE advice.

If you intend to have your child's ears pierced, this should ideally be carried out at the beginning of the long summer holiday in order for the healing to have taken place prior to the autumn term.

Please make sure that long hair is tied back off the face. We ask that children

do not wear high fashion accessories for school. Please make sure that hair bands, slides etc. are in keeping with school uniform. No nail varnish or make-up of any kind please.

Please make sure that shoes are suitable for school wear and that they fit well – your child should be able to play and run comfortably.

All clothes should be named - woven labels are most effective. Please make sure that PE kit is contained within a suitable drawstring bag. PE kit must be available in school every day.

We are proud of our school uniform and are grateful to all parents who ensure that children are well presented when they come to school. Our school uniform is available to purchase from Aubyn Davies in St John's Street, Bury St Edmunds.

# PARENT/TEACHER CONSULTATION

Staff are usually available at the beginning and the end of the day to see parents for brief updates. Parents with an urgent need to see a member of staff should telephone or email the school office to book an appointment. For less urgent matters, it is appreciated if an appointment is made via telephone or email. Formal Parent/Teacher consultation meetings take place in the Autumn and Spring term. Appointments are made via an online booking system. Parents are encouraged to discuss their children's progress with the Class Teacher.

Following the end of year report, parents can request a further appointment to discuss the report if necessary.

Please note that some matters of a sensitive nature can only be discussed with those who have Parental Responsibility (see definition below). If they are to be discussed with anyone else, then consent from all who have Parental Responsibility will be required.



# SPECIAL EDUCATIONAL NEEDS (SEN)

Every child is different. We celebrate this at Guildhall Feoffment. Learning is rarely steady and involves moving forwards and backwards at times. There are times in most children's learning journey where children will need extra support or scaffolding to move on. This is typical and nothing to be concerned about. Where this becomes a longer term need and children are not making the progress we might expect we will meet with parents to suggest the child is placed on the SEN register. This means we meet with you regularly to set targets and monitor provision. We may ask for specialists to give us advice and support, and we may decide to apply for an Education Health Care Plan (EHCP) if we feel that this is required.

We think it is vital that you are involved every step of the way and do not make any referrals without you being fully involved.

If you are concerned that your child might have special educational needs or want to talk to us about it, please pop in to our office or contact us by phone, email or by direct message through Class Dojo. We have two staff members working as SENCos and they will then be in contact to move things forward for you.



# HEALTH

Emergency contact forms are sent to all parents periodically and these are retained in school so that a telephone contact can be made if necessary. Please keep your telephone numbers up to date.

For minor injuries, a member of staff will give first aid. In more serious cases, parents will be informed and asked to attend school.

In all cases of emergency, the Headteacher will endeavour to contact the parents concerned but, if this is not possible, she will act on the advice of the Medical Officer consulted. Children who feel unwell should be kept at home, particularly those with any symptoms of sickness or diarrhoea. Children with vomiting/and or diarrhoea should stay at home for 48 hours after the symptoms have cleared. Please telephone to inform the school of your child's absence as early as possible on each day of the absence. The administering of medicines to children is a parent's responsibility. The advice given to schools by the County Medical Officer states that medicines generally need not be administered at school. However, if your child does need medication please check with your doctor on receipt of the prescription whether

a dose at midday is absolutely necessary. We are advised by the School Medical Service that medication prescribed three times daily can be given in the early morning, at tea time and at bed time



School staff are not permitted to administer medication except in the case of emergency.

Asthma inhalers are kept in the child's book bag and children should be able to administer their own inhalers themselves. A form is available from the School Office on which details of medical conditions and relevant medication can be recorded, along with details of appropriate action to be taken

in the event of an emergency.

It is a parent's responsibility to ensure that all appropriate medication is in school every day and that it is in date. Children will not be taken out on school trips, local visits, sports day etc if their medication is not provided.

If your child has a bump to the head during the school day, but appears perfectly ok, we will send a courtesy text to make you aware. We will monitor your child for the rest of the day and they will be given a sticker so that staff are aware. Once the school day ends, it becomes a parent's responsibility to monitor their child and to make anyone else aware if necessary e.g. if they are going on to an after school activity elsewhere. If the bump is more serious, we will contact you by telephone, or call for medical assistance as appropriate.

If a child has complex, serious or ongoing medical needs, these will be discussed on an individual basis. Parents will be asked to complete a Care Plan, to be agreed by the school, based on discussions and information from healthcare professionals where appropriate.

# PARENT RESPONSIBILITY

This is a legal status, which applies to the care of all children. We ask that we are informed of the names of all those with parental responsibility for the children in our school. We will ask to see your child's full birth certificate to confirm the details.

## What is Parental responsibility?

All mothers and most fathers have legal rights and responsibilities as a parent - known as 'parental responsibility'. If you have parental responsibility, your most important roles are to:

- provide a home for the child
- protect and maintain the child

If you have parental responsibility for a child you do not live with, you do not necessarily have a right to make contact with them - but the other parent still needs to keep you updated about their well-being and progress.



You are also responsible for:

- disciplining the child
- choosing and providing for the child's education
- agreeing to the child's medical treatment
- naming the child and agreeing to any change of name
- looking after the child's property

Parents have to ensure that their child is supported financially, whether they have parental responsibility or not.

## Who has Parental responsibility?

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he is:

- married to the child's mother
- listed on the birth certificate



You can apply for parental responsibility if you do not automatically have it.

This information is available from the government website: <https://www.gov.uk/parental-rights-responsibilities/what-is-parental-responsibility>

# REGISTERING YOUR CHILD

We are sometimes asked by parents/carers to record a "known as" name for their child which is different to the legal name stated on their birth certificate. The position is that we cannot comply with such requests until we are satisfied that everyone with Parental Responsibility for that child has consented.

It will be up to the parent requesting such a change to provide the school with evidence that all parties have consented. It may be necessary for us to make independent enquiries to validate the authenticity if any such evidence, but we will not engage in any disputes.

In any case, we are required to record a child's legal name in our records and will only use an agreed "known as" name for naming books, drawers, coat pegs. All other documents such as School reports,

Attendance Certificates etc will be in the child's legal name. This is important as in adult life your child's GCSE and other qualifications will need to match their passport and other identification documents.

We have a duty to have sight of the original birth certificate for all children entering our school, even if they have transferred from another establishment who may have done the same. If this has been mislaid, we will ask you to apply for a duplicate at your own expense.

The procedures outlined above are in place to ensure that the safety of the children in our care. They are approved by the Local Education Authority. Please speak to me if you have any queries or concerns.

# ABSENCES FROM SCHOOL



It is important that your child attends school every day available to them. If they are absent from school, you must make the school aware of the circumstances as early as possible on each day of absence.

We are limited in the reasons we can accept and we are required to notify the Local Authority if a pupil is missing school for unacceptable reasons.

If the authenticity of illness appears to be in doubt, including when siblings attending the school are routinely absent for ill health on the same day, then the school will request parents to provide medical evidence to support the period of absence, otherwise the absence will be unauthorised.

Medical evidence can take the form of appointment cards or prescriptions rather than a doctor's note.

The law states that parents/carers whose children of compulsory school age are absent from school without good reason are committing an offence and that the parents/carers may be prosecuted in the Magistrates Court. The Local Authority has been authorised to issue Penalty Notices in cases of unauthorised absence from school.

The Education Attendance Service on behalf of Suffolk County Council will issue fixed penalty fines when unauthorised absence occurs or where a pupil is stopped with parents/carers during a truancy sweep and the absence is not authorised by the school.

Suffolk County Council will issue each parent/carer with a Penalty Notice fine where there have been 8 sessions (4 days) of unauthorised absence within a school year. There is no statutory right of appeal once a notice has been issued.

If you are concerned about your child's school attendance, it is important that you contact us as soon as possible to discuss the problem. A summary guide for parents is attached.



# SCHOOL MEALS

A school meals service is provided at the School. Meals are cooked on the premises, providing a nourishing, well-balanced, two-course meal of a type which appeals to children. Catering is provided by Vertas.

The meal provides for a choice of main course and salads are available, followed by a choice of dessert or fruit. The school kitchen staff will cater for all dietary requirements and all our meals are nut free. We do request that parents refrain from sending in snacks and meals containing nuts but cannot guarantee that we are a completely nut free school. Drinks of water are provided for all meals. Meals are free to Reception and KS1 children, and need to be paid for in KS2.

School meals must be paid for in advance. The preferred payment method is online. However, we can also accept cheques (payable to Guildhall Feoffment School) or cash. Any payments must be in a clearly labelled envelope and must be given by your child to their class teacher in the morning. Lose cash will not be accepted at the school office.

The school does not tolerate dinner money debts and meals may be refused if payment is not received in advance.



## FSM – FREE SCHOOL MEAL

Free meals are available to those pupils whose parents are receiving certain Benefits and are in receipt of the Pupil Premium. To apply it is necessary to obtain a form from the School Secretary, which then needs to be completed and sent to the Area Education Office. Further details are available from the school office. Parents are encouraged to apply if they qualify, since this will attract considerable additional funding in the school budget.

# FRIENDS OF THE FEOFFMENT

This is our Parent/Teacher Association into which all parents are welcomed. Parents become a "Friend" of the School when their child joins Guildhall Feoffment. The Friends promote fund-raising activities to benefit the School and organise social events. Regular annual events include a Christmas Fayre, Easter Egg Bingo and a family summer barbeque.

Over the years the pupils have derived great benefits from the donations made by the Friends of the Feoffment to the school.



# SCHOOL NURSING

The School Nursing Team offer support and advice for parents as well as carrying out health screening checks for our pupils when they first start school in our Early Years classes. Please contact the School Office if you would like contact details.

# SAFEGUARDING POLICY

**It is our statutory duty to safeguard the welfare of our children and thus to report any concerns which we may have to the Social Care team in Suffolk. In such cases we would not always be able to consult with parents in the first instance. This policy is also applicable to our extra-curricular clubs and activities.**

The Headteacher is the Designated Safeguarding Lead in school. The Deputy Head is the deputy lead, a further staff member also acts as an appropriately trained member of safeguarding staff. We also have a member of the governing body who has particular Responsibility for Safeguarding.



# SNACKS

The children in Early Years, Year 1 and Year 2 are provided with a fruit or vegetable snack under the School Fruit & Vegetable Scheme.

We also encourage children to bring a fresh fruit or vegetable snack from home. It is helpful for children if this is something which they are able to peel/eat easily.

Please ensure that nuts are not sent to school as some pupils may suffer allergic reactions which could potentially be very dangerous.

## FOOD IN SCHOOL

School Meals are nut free and we ask parents to refrain from sending in "nutty" foods to school. However, we cannot guarantee that the school is a completely nut-free environment.

# BIRTHDAY CELEBRATIONS

We do not support children bringing in sweets/cakes etc. to give out on birthdays. The reasons for this are two-fold:

1. We are a "Healthy School" and promote healthy eating/diet
2. We do not want parents to feel that it is an obligation or "the thing to do" when it is their child's birthday

3. Homemade cakes cannot be assured to be made within health and safety guidelines and could contain ingredients which cause allergies.

We thank you for supporting us with this.

# TRIPS



From time to time teaching staff organise off-site visits in order to enhance the learning opportunities offered to our pupils. The visits complement the topic work which the children are undertaking in their lessons.

All parents are asked to complete a generic form of authority for local visits e.g. to the Abbey Gardens, St Mary's Church etc. Where coach travel is involved, a specific permission slip will be requested.

It will sometimes be necessary for the school to ask parents for a financial contribution for school trips and events. There is no obligation to contribute and pupils will not be treated

any differently according to whether or not their parents have made a contribution.

However, the level of contribution will be calculated and this activity may not take place if parents are reluctant to support it, resulting in insufficient contributions being received to cover the cost.

Activities will be cancelled at the discretion of the Headteacher and/or Governing Body.

Consent and payment for educational visits and activities are made online. We ask that parents respond promptly before specified deadlines. Children will not be taken on such

trips if parents have not responded.

If your child is unwell or unable to attend on the day of the trip, a refund may be considered but will be dependent on the terms of payment agreed with the venue and coach company.

Participation in school trips is dependent on your child displaying appropriate behaviour and discipline in school prior to the trip. Staff reserve the right to assess the suitability of pupils and if necessary withdraw them from the trip at any stage prior to the event.



# Our Values



**Guildhall Feoffment**  
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