



# Welcome to Foxdell Primary School





<b>Headteacher</b>	Mrs R Nisar
<b>Chair of Governors</b>	Mrs A Khan
<b>Deputy Headteachers</b>	Mrs R Hilton (Maternity Leave) Mrs R Kapadi Ms A Hussain
<b>Assistant Headteacher</b>	Mrs J Tetteh
<b>Inclusion Manager</b>	Mr S Boswell
<b>Family Workers</b>	Mrs A Ahmed Mrs R Rahman
<b>Junior Site</b>	Dallow Road Luton LU1 1UP
<b>Infant Site</b>	Dallow Road Luton LU1 1TG
<b>Contact Details</b>	Tel: 01582 733764 Email: <a href="mailto:admin@foxdellprimary.uk">admin@foxdellprimary.uk</a> Web: <a href="http://www.foxdellprimary.uk">www.foxdellprimary.uk</a>
<b>X (formerly Twitter)</b>	@foxdellprimary



# Welcome to Foxdell Primary School

Foxdell Primary school was formed in April 2022. Previously this was two separate schools; Foxdell Infant School and Foxdell Junior School. Foxdell Infant School first opened its doors in 1972 with Foxdell Junior School opening soon after in 1974. The schools are both situated on Dallow Road, Luton and are on two separate sites approximately half a mile apart. Our Infant Site caters for Early Years and KS1 and the Junior Site caters for KS2.

At Foxdell Primary School, we believe that every child has the right to the best education, the best care and the best opportunities. We have an ambitious school community and we are committed to providing an exciting and enriching curriculum to enable our children to develop physically, emotionally, socially and academically. We work together to create educational experiences and an engaging curriculum, employing exciting themes and resources. This is complemented by a broad range of extra-curricular activities which include a variety of school visits and residential opportunities in KS2.

We serve a multicultural community and are proud of the diverse backgrounds and languages that our children and staff bring. We aim to build a whole school community which thrives on mutual respect and positivity. Underpinning all of this is our commitment to ensuring that all our children possess the values, knowledge and skills to prepare them for the next phase of their educational journey as well as enabling them to make a positive contribution to our local community and wider world.

We employ a dedicated staff team who are committed to making a difference for each and every pupil at our school. Our staff are proud of working at Foxdell and work together to create a caring, secure, happy, purposeful and stimulating environment, where each pupil feels respected and valued and is encouraged to achieve their full potential in all aspects of their development.

At Foxdell, we are committed to working in partnership with parents and offer a range of opportunities for parents to become involved in their child's education. We believe that by working together, we can enhance learning and provide the best opportunities for our pupils to become confident and secure and be able to reach their full potential. We look forward to working with our parents/ carers over the coming years.

We are determined that our school continues to build a strong culture for teaching and learning so that every child achieves their full potential. We believe that every child has the right to an excellent education and we will never settle for anything less!



PROUD TO BE A  
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2023 - 2024



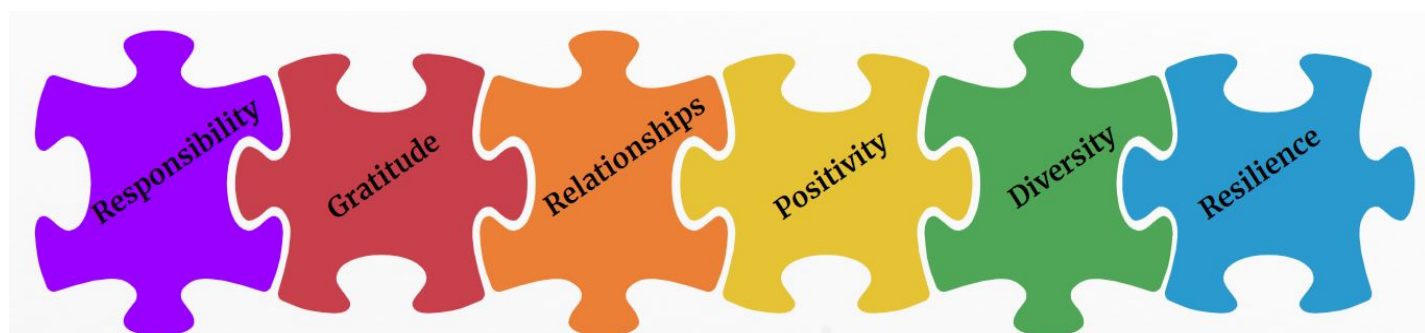
# Our Vision

At Foxdell Primary School, we want to inspire and enthuse our children to become confident, independent, lifelong learners who are compassionate and tolerant individuals. By providing a broad and balanced education, we aim to give our children the best start on their learning journey.



# Our Core Values

At Foxdell, all of our work is underpinned by our 6 core values



# We aim to:

provide a safe learning environment where mutual respect and tolerance is embedded

nurture a child's natural curiosity to create happy, independent and ambitious learners

deliver a creative, innovative and exciting curriculum that encourages reasoning and problem solving

provide learning experiences which deepen understanding and encourage children to master all learning

support and challenge children so that they become passionate learners and develop a growth mindset

celebrate achievement and success within the whole school and the wider community

encourage all children to have high aspiration and meet or exceed their full potential

promote high expectations of behaviour consistently which are modelled by staff and children

develop effective partnership between learners, staff, parents and the wider community

promote equality and diversity by being an inclusive school where all children have the same opportunities in order to excel in their learning

create a culture within our school which promotes respect for self, respect for others and respect for the environment



# Our Curriculum

All maintained schools are required to provide a broad and balanced curriculum for children which: promotes their spiritual, moral, social, cultural, mental and physical development prepares them for the opportunities, responsibilities and experiences of adult life.

We offer a high quality curriculum, which is broad and balanced and enables our children to be successful. We work in partnership with a number of organisations to enhance the curriculum we offer including the Luton Music Service, Enigma Maths Hub, Active Luton, to extend and enrich the curriculum for our pupils.

## Early Years Foundation Stage

The Early Years Foundation Stage Curriculum begins when children are three years old, and goes through to the end of the Reception year.

The curriculum for Reception follows the Early Years Foundation Stage requirements. There are seven areas of learning and development which form the Early Years curriculum:

### 3 Prime Areas

- ☐ Personal, Social and Emotional Development
- ☐ Physical Development
- ☐ Communication and Language

### 4 Specific Areas

- ☐ Literacy
- ☐ Mathematics
- ☐ Understanding the World
- ☐ Expressive Arts and Design

At the end of Reception, children are assessed against the 17 Early Learning Goals. You will see evidence of your child's progress throughout the year in your child's individual profiles, parent consultations and during opportunities when parents are able to visit the Reception classes.

The aim of Reception is to support and develop children's learning by building on their interests, abilities, ideas and experiences.

Children need to have the confidence to have a go by giving them time to play and explore. They need to be active in their learning and be able to persevere if they find things a bit tricky so that they can be proud of their achievements. They also need to be able to develop their own ideas and make links with previous learning.



## Key Stages 1 and 2

The curriculum for Key Stages 1 and 2 includes the following National Curriculum subjects as specified in their Programmes of Study: English, Maths, Science, Art and Design, Design and Technology, Geography, History, Music, Physical Education, PSHE, RHE and Information & Communication Technology.

We use the Talk 4 Writing approach to teach English and is based on a core text.

In Maths we use White Rose Maths in which maths is taught using a 'Mastery' model. The focus is on ensuring children have a deep and flexible understanding of concepts.

All planning is in accordance with National Curriculum requirements.

We teach RE using the Bedfordshire RE Syllabus.

We follow the Read Write Inc. scheme to teach Phonics. Phonics is taught daily in Reception, Key Stage 1 and for pupils that require this in Lower KS2.



# Our Behaviour

At Foxdell, we believe that positive behaviour is an essential condition for effective learning and teaching. Pupils and staff have the right to learn and teach in an environment which is safe, friendly, peaceful and fair.

We promote the attitudes and values necessary for individual children to contribute positively to their own personal development and that of the school. We are a caring community, whose values are built on mutual trust and respect for all.

We have high expectations for behaviour and expect our whole school community to uphold our core values and follow our school rules. We teach children about the expected behaviour through assemblies, PSHE lessons and through the Zones of Regulation curriculum. Children are encouraged to be courteous, helpful and to reflect the ethos of our school at all times. Behaviour choices are rewarded and sanctioned in a consistent way across the school - with parents/carers informed about both positive and negative choices.

Our three schools rules are:

- Be Kind
- Be Safe
- Be Responsible

We expect our children to:

- To work to the best of their abilities, and allow others to do the same.
- To treat others with respect.
- To obey the school rules.
- To follow the instructions of all school staff.
- To take care of property and the environment in and out of school.
- To cooperate with other children and adults.

Our staff build positive relationships with every pupil in their class and:

- treat all children fairly and with respect.
- raise children's self-esteem and develop their full potential.
- establish clear routines and create a safe and pleasant environment.
- use rules and sanctions clearly and consistently.
- promote good behaviour and use positive reinforcement
- recognise that each child is an individual, to be aware of their (special) needs and the possible impact this may have on behaviour.

We use a restorative approach to resolving conflict and work hard to develop positive relationships at all levels throughout the school.

**Bullying** is not tolerated at Foxdell. There are very few incidents of bullying here and if they do occur, they are dealt with immediately and are taken very seriously. All children are taught about procedures for reporting bullying and are encouraged to do so in confidence.

# Keeping Children Safe

Safeguarding is at the heart of everything that we do. We are committed to safeguarding and promoting the welfare of all children and young people and we expect all our staff, parents, volunteers to share this commitment.

It is our duty of care to minimise the risk of harm to children regardless of their age, gender, religion or ethnicity.

We have a dedicated safeguarding team with members from the team based at each site. If you are worried about a child, you can ask to speak to a member of our safeguarding team immediately.

We wish to work with parents and carers to ensure the best possible care for children, but this may occasionally require situations where we have a cause for concern to be referred to Social Care. In these cases parents/carers will always be informed unless it has been considered that the child may be put at further risk. All policies related to safeguarding, including Online Safety are available on our website.

**SAFEGUARDING IS EVERYONE'S RESPONSIBILITY.**

## Medicines and Allergies

If your child needs to have medicines or inhalers administered during the school day, please call at the office, complete our medical form and leave the medicine with the office staff. Please collect the medicine yourself at the end of the day and do not ask your child to do so. We will not administer any medication which has not been prescribed by the GP.

If your child is asthmatic and is likely to require any form of medication in school, please ensure that you complete the Asthma form so that we have as much information as possible on file.

If your child has any other form of medical condition that could affect them in school, or that could require a particular form of treatment or care, please let us know. All information will be treated as confidential. We can only give children prescription medicine, providing a form from the office has been completed and we are informed of doses and the times given.

Please note:

- ☐ Medicine will only be administered where it would be detrimental to a child's health if the medicine were not administered during the day.
- ☐ If your child requires an epipen or inhaler, they will need to have one inhaler and 2 epipens in school at all times- please discuss this with your child's class teacher.
- ☐ Please inform the staff if your child has any allergies or needs a special diet for medical reasons.
- ☐ Children with known allergies are provided with a badge during lunchtime.
- ☐ Please read our Supporting Pupils with Medical Needs policy for more information



# Lunch Arrangements



At Foxdell, we encourage healthy eating.

Our lunches are catered for by ASPENs. The menu is a 3-week cycle and is available on our school website so please have a look at what is on offer.

There is always a range of food available to cover many dietary requirements and our food is Halal. Due to the wide ranging allergies that our children suffer, we are a NUT-FREE school and therefore we request that no chocolate/ nut products are sent into school.

When your child starts school, you will be asked whether you choose to take up the free school meal or if your child will be bring their own packed lunch.

If you choose to send a packed lunch, please make sure your child's lunch box is clearly labelled with their name and class. If you choose to send in a packed lunch, we request that they are well balanced. Please note, no fizzy drinks, crisps, sweets or chocolate are allowed.

We encourage children to eat our school lunches. They are healthy, nutritious and good value for money at £2.35 per day.

Our school operates a cashless system which means that all dinner money must be paid using Scopay, an online payment scheme.

## **Universal Free School Meals**

All children in Reception, Year One and Year Two are entitled to a free school meal provided for them by school.

If your child is in KS2 and you are receiving Income Support and are entitled to free school meals, please enquire at the School Office for further information.

The school receives extra funding and resources for each child that takes up a free meal so it is important that families eligible for free meals take up this entitlement.

## **Fruit and Milk**

Milk is free for all children until the term after they are 5 years old. After their 5<sup>th</sup> birthday you can purchase milk for them. A letter/ email will be sent home to make you aware of this.

All children in the Infant school receive free fruit as part of a government initiative to promote healthy eating.

Your child will need to bring a water bottle into school each day. Please ensure this is clearly named and placed in the water bottle box each morning (it must ONLY contain water please.)

# Our School Day

The school gate is opened at 8:40am and children and parents wait outside the classrooms until the bell is rung at 8:45am when the children make their way to their classrooms.

Our school day:

Infant Site	Junior Site
<ul style="list-style-type: none"><li><input type="checkbox"/> 8.45 class doors open</li><li><input type="checkbox"/> 9.00am- school starts (children must be in school and ready for registration by this time)</li><li><input type="checkbox"/> Mid-morning/ afternoon- Snack time (fruit and milk/water)</li><li><input type="checkbox"/> 11.30-1.00- Lunchtime</li><li><input type="checkbox"/> 3:15pm- school finishes (children must be collected promptly from their class door)</li><li><input type="checkbox"/> 3.25pm- Class doors close</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> 8.45 class doors open</li><li><input type="checkbox"/> 9.00am- school starts (children must be in school and ready for registration by this time)</li><li><input type="checkbox"/> LKS2 Lunchtime-11.45-12.45</li><li><input type="checkbox"/> UKS2 lunchtime- 12.00-1.00</li><li><input type="checkbox"/> 3:30pm- school finishes (children must be collected promptly from their class door)</li><li><input type="checkbox"/> 3.40pm- Gates close</li></ul>

## Arrival and Collection

- ☐ All children in Reception to Year 4 must be brought and collected from school by an adult.
- ☐ Please inform us if your child is to be collected by somebody other than yourself.
- ☐ If your child is going to be late or absent, please call the school office before 9.00am and inform us of the reason of absence.
- ☐ If you arrive after the school gates have been locked at 9am please go to the main office where your child will be registered by a member of the office staff. Please note, this will be recorded as late.
- ☐ If you need to collect your child early or take them out for an appointment, you would also need to go to the main office. Parents would need to bring and collect their children at the given times.
- ☐ For your child's safety, we will only release your child to you or a nominated representative by you, unless the school has been informed in advance of any alternative arrangements. If we are ever unsure we will always contact you to check before allowing your child to leave our care.
- ☐ Should an emergency arise where parents are unable to collect their child please telephone the school immediately and advise staff of the arrangements that have been made for the collection of your child.
- ☐ If your child will be collected by a regular childminder or grandparents/ other family member please introduce them to your child's teacher.

**The school office is open from 8:00am to 4:15pm Monday to Friday. Our friendly office staff are always here to help and give advice.**

# Our School Uniform

	Reception to Year 2	Years 3-6
<b>School Uniform</b>	White polo shirt Grey school trousers/ skirt/ pinafore dress Grey or white tights Black shoes Royal blue v-neck jumper/ cardigan with the school logo Royal blue bookbag with the school logo	White collared shirt Grey school trousers/ skirt/ pinafore dress Grey or white tights Black shoes Royal blue v-neck jumper/ cardigan with the school logo School tie Royal blue bookbag with the school logo (optional)
<b>PE Kit</b>	Plain white t-shirt Royal blue shorts or plain black bottoms/ leggings Plain black or white trainers/ plimsolls <i>On PE days children will still be required to wear their Royal blue school jumper</i>	Plain white t-shirt Royal blue shorts or plain black bottoms/ leggings Plain black or white trainers <i>On PE days children will still be required to wear their Royal blue school jumper</i>

School uniform can be purchased online:

<https://prestigedesignww.co.uk/product-category/school-uniform/foxdell-primary-school/>

Families that are in receipt of Pupil Premium may contact the school office for uniform

Children may only wear stud earrings if they have pierced ears but these **MUST** be removed on PE days. Children may also wear a watch- Smart Watches are not allowed.

Due to Health and Safety reasons, wearing jewellery of any kind can be dangerous as it may get caught or accidentally pulled which can cause a painful and unpleasant accident. The only exception to jewellery is when this is worn for religious purposes. Children are also not allowed to wear any makeup or nail varnish.

## Optional

We acknowledge that some families may want their child to wear a headscarf in school, if this is the case, the headscarf must be tightly fitted, shoulder length and royal blue or black. We have a small stock of headscarves for sale from the school office.





# Attendance and Punctuality

School attendance is central to raising standards in education and ensuring all pupils can fulfil their potential.

We are open for 190 days in a school year which equates to 380 sessions including the morning and afternoon registration. Attendance is affected if a pupil is not present at school for any whole session including registration.

If your child will be absent from school, please call the office before 9.00 am and inform us. If we do not receive a reason for absence, it is counted as unauthorised. We are required to account for every child's absence and late arrival so your cooperation is essential. Any child who is late for school must be signed in at the school office before proceeding to class.

As part of our safeguarding procedures, the Attendance Officer carries out first day calling to all pupils who are absent, for whom no reason for absence has been received. Our Family Workers will carry out a home visit on the third day of absence. The Attendance Officer monitors pupil absence and also contacts parents/carers if absences are not authorised.

Please note:

- ☐ Good attendance is linked very closely to high levels of achievement and attainment both during school years and later in life.
- ☐ Parents of registered pupils have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend school on a regular and full-time basis.
- ☐ Head Teachers may not grant any leave of absence during term time unless there are exceptional/ extenuating circumstances.
- ☐ **Children only attend school 190 out of 365 days. Therefore there are 175 days each year which parents can use for any activities other than school.**

If your child has a medical appointment during the school day, please inform the school in advance. Please provide an appointment card, hospital letter or other proof of the appointment. Your child may return to school following the appointment. Where possible please make appointments outside the school day. If your child is unwell or has an accident during the school day, we will phone and ask you to collect them. It is essential that we have at least two emergency contact phone numbers.

## **Authorised and unauthorised absences:**

All absences are recorded by the school as either authorised or unauthorised and reported annually to the DfE.

**Authorised absences include:** Illness of the child; attendance at medical appointments; attendance at funerals; permission for leave of absence needs to be requested by filling in holiday request form and then authorised by the Head teacher – this is authorised only in extenuating circumstances; visiting another school for educational reasons; observance of a recognised religious festival with Headteacher approval following written request; other exceptional family reasons with permission of Headteacher.

**Unauthorised absences include:** Family holidays or “days out” that have not been approved by the Headteacher ; arriving more than 15 minutes late for school with no good reason; shopping trips; visits to the family/ friends; staying at home to look after another member of the family who is ill.





# Clubs

## **Breakfast Club**

Our Breakfast Club runs daily from 8:00am- 8:45am at each site and costs £1.50 per child per day. The latest time to arrive at Breakfast Club is 8.30am.

We encourage children to start the day with a healthy breakfast in a caring and relaxed environment. We offer a range of cereals, toast, juice and milk for your child to enjoy along with activities and games. If you would like your child to attend Breakfast Club, then please speak to the Office staff.

## **After- school Clubs**

We offer a small range of clubs after school and these are run by our staff and by outside professionals. Our clubs have strict limits on numbers and a nominal fee is required to help cover the costs of staffing and resources. Clubs run from 3:15pm-4:15pm at the Infant site and 3:30pm-4:30pm at the junior site.

When joining a club it is essential that your child attends regularly and also informs the school if they are going to miss the activity. The school will always aim to inform you by 1:00pm if a club is cancelled.

Letters are sent out each term to inform you of upcoming clubs and activities.

# Educational Visits

A range of educational visits take place throughout the school year to places of local and historical interest. These are related to the units of work the children are studying for the half term. All classes go on educational visits to museums, farms, zoos and other places of interest during their time at Foxdell to enhance children's learning.

Occasionally we arrange local visits during the school day to reinforce the learning that has taken place in the classroom. These may include visiting Dallow Downs or walking along Dallow Road to look at the features of our local area e.g. shops, houses, traffic control, roundabouts, etc. In addition, as part of our curriculum, we may take children out on seasonal walks throughout the year to identify and explore seasonal changes.

As these visits would take place during curriculum time, no special arrangements are necessary and you may NOT be notified separately.

If trips are further afield and the visit requires transport, you will be asked to give consent and make a voluntary contribution towards the costs.



# Special Educational Needs and Disabilities (SEND)

We understand that all children are individuals and their journeys will be unique. Children with Special Educational Needs or Disabilities (SEND) are highly valued and are supported by dedicated teachers and support staff.

We are committed to meeting the needs of every pupil at the school and have high expectations of all pupils whatever their needs and abilities. We take a holistic approach, teaching a creative, inclusive and enriched curriculum that helps every child reach his or her potential.

We work hard to ensure that a child's individual challenges are addressed and monitored so that every child makes progress, both academically and emotionally.

If you think your child is experiencing problems learning at school:  
Raise your concerns with your child's teacher. Many problems can be sorted out as they arise. The class teacher will work with the SENDCo and parents/carers to identify additional support and whether any interventions need to be implemented.

In most cases your child will benefit from the extra help they have received. However, in some cases more support will be needed and your child may benefit from working with a specialist member of staff.

After carrying out internal assessments, if we feel that further support is required, we will make a referral to an outside agency or a formal assessment may be advised. At all times you will be kept up to date with what is happening concerning your child's education and you will be advised as to the best course of action.

Please read the School's Policy on Special Educational Needs & Disability and our SEND report. The School's policy on Special Educational Needs & Disability is available on our school website and is regularly reviewed by staff and governors.

## **Types of support are available for a child with SEND at Foxdell Primary School**

We follow a graduated approach to SEND with three levels of support for children with additional needs:

1. Quality first teaching by class teacher
2. Targeted interventions
3. Specialist interventions or groups run by outside agencies such as Educational Psychology, Speech and Language therapy, Play Therapy, etc.

**The information contained in this booklet is for the year 2023-24 and is correct at the time of writing but it cannot be assumed that there will be no change in the information before or during the year in question or in subsequent years.**