

# Parent Information 2023-24

We hope to provide you with all of the information that you will need in the coming year ahead. We would like to continue working in partnership with you to enable your child to reach their full potential.



## Vision and Values

### **Belonging**

Respecting individuality and embracing diversity within our community.

### **Possibilities**

Providing limitless opportunities and developing curious minds.

### **Achievement**

Encouraging personal success and preparing children for future life.

## Leadership Responsibilities

<b>Principal</b>	Mrs Breslin
<b>Assistant Principal (maternity leave)</b>	Mrs Hamilton
<b>Acting Assistant Principal</b>	Mrs Hall
<b>Phase Leader (Early Years)</b>	Miss Hutcheon
<b>Phase Leader (Key Stage 1)</b>	Miss Nelson
<b>Phase Leader (Lower Key Stage 2)</b>	Miss Buckley
<b>Phase Leader (Upper Key Stage 2)</b>	Mr Douglas-Rose
<b>SENCO</b>	Mrs Castle

## Drop-Off and Pick-Up

### **Drop-Off:**

- All children (Rec – Year 6) should arrive at school between **8.40am—8.50am**.
- Nursery should arrive at 9.00am.
- Children in EYFS and Key Stage 1 should be dropped off at their classroom door.
- Children in Key Stage 2 should be dropped off on the main playground and enter through the Key Stage 2 building doors.
- To support a smooth transition, Year 3 staff will greet their classes on the playground for the first week of term.
- Children are expected to come into the classroom independently and sort their own bags, lunch boxes etc.
- Children will be considered late from 8.50am. Children arriving after this time must sign in at the office before coming round to their classroom.
- UKS2 children can request to be an early morning helper, starting at 8.30am. This must be by pre arrangement with the class teacher.

### **Pick-Up:**

- Children in Reception and Key Stage 1 should be collected at **3.15pm** from their classroom door.
- Children in Key Stage 2 should be collected at **3.20pm** from the main playground.
- Nursery children should be collected at 12.00pm for a half day or 3.00pm for the full day.
- Only Year 6 children are permitted to leave school without an adult, either to walk home or meet a parent at a designated place as long as we have received consent via Arbor.

### **Communication**

**Newsletter:** This is our main form of communication so it is important that you read it, as we include important notices about the weeks ahead, you can also see what your child/ren have been up to at school each week.

We also send email or text messages via Arbor. Please ensure we have the correct email address and mobile number for you. Please notify the office immediately if you are unable to receive emails or texts from Arbor. Please ensure you have your Arbor notifications set to 'allow notifications' so that these pop up instantly even when not using the app.

Please note, if parents/carers are in two households, please let the office know and we will ensure communication goes to both.

**Parent Surgery:** Teachers have an allocated day to meet with parents who have requested an appointment. These appointments can take place in person or via a phone call to discuss your child's progress, or any concerns you might have. Please contact the school office to book a 10 minute parent surgery with your child's teacher.

**Social Media:** We are very proud of our Instagram and Facebook accounts. This is a fun and easy way to update you on school events. Follow us!

### **Welcome Meetings:**

We would like to invite parents into school for a welcome meeting. This is an opportunity to meet your child's teacher/s and hear about the year ahead.

- Year 1 and 2: Wednesday 6<sup>th</sup> September 2.45pm
- Year 3 and 4: Thursday 7<sup>th</sup> September 2.45pm
- Year 5 and 6: Tuesday 5<sup>th</sup> September 2.45pm

**Parent Consultations:** We will be inviting you to attend a 'Parent Consultation' on two occasions across the year. We will also be having an Open Evening at the end of the year.

- Autumn Parent Consultations – 17<sup>th</sup> and 19<sup>th</sup> October
- Spring Parent Consultations – 19<sup>th</sup> and 21<sup>st</sup> March
- Summer Open Evening – 10<sup>th</sup> July

### **Equipment:**

In EYFS and Key Stage 1, we will provide the stationery your child needs.

In Key Stage 2 (Years 3-6) every child will need to bring in a small pencil case with the following stationery. Please name items where possible.

- two blue pens for handwriting (no biro)
- HB pencils
- colouring pencils
- ruler
- a glue-stick
- a rubber
- a sharpener

***It is vitally important that your child has their stationery in school every day.***

For KS2 children, extra stationery supplies can be purchased on the playground at Friday break time. Please send your child in with money in a named envelope.

**Dictionary and Thesaurus:** Each classroom has a set for children to share one between two. In Upper Key Stage 2 we recommend that each child bring in a small dictionary/thesaurus so they can become independent using these in lessons.

**Reading Books:** If your child is in Reception to Year 4, Ebooks will also be provided for those children working on the Little Wandle scheme. All information and logins will be provided.

Years 1-6 also make a weekly visit to Bovingdon library, if your child does not have a library card please pop into the office to collect an application form.

Please encourage your child to look after the books we lend them and bring them into school every day. Once your child is no longer reading school reading books, they should have an appropriate reading book from the library or home in school every day.

**Home School Diary:** Every child has a 'Home School Diary'. This book is extremely important to ensure communication is kept between parents and teachers therefore should be in school every day. Reading should be recorded 3-5 times a week and an adult should sign to confirm this. In Reception and Key Stage 1, notices will be stuck in for parents to see. Homework is also written in each week. We are asking for a £1.50 contribution for these - please make payment on School Arbor.

**PE Kits:** PE bags will be kept in school during the week, and children will change into their kit for their lesson. They will be sent home every Friday so that they can be washed. Please make sure your child brings them into school every Monday.

### **Attendance:**

It is vitally important that your child is in school every day unless they are unwell. If your child is unwell, please email or telephone the school before 9am on the day to let us know of the reason for absence.

If your child has a sickness bug, they must stay at home for 48 hours from the last bout of sickness or diarrhoea.

Notification of school term dates is always given in advance. **Parents are expected to arrange family holidays to coincide with school holiday dates. Schools will not grant leave for holidays during term time.** Please refer to the government guidelines and our policy for further information.

If your child attends an after school club and they will not be attending for any reason, you must notify the school office. This is to ensure every child is accounted for.

### **Medical:**

If your child suffers from asthma, allergies or any other condition this should be sent via email to the school office and we will add on to your child's records and speak to the class teacher. Medicines are not allowed in school. The exceptions to this rule are blue inhalers and epi/Jext pens and medicines which have to be given over a prolonged period. Apart from these instances, if children need medicine during school time, parents are expected to come into school to administer this. In exceptional circumstances, the Principal may agree to alternative arrangements.

### **Uniform:**

Please ensure you follow our uniform policy (attached to the email). It is important that you read our policy but please remember black school shoes should be worn and trainers should only be worn for PE and playtimes. Please make sure all clothing is clearly labelled with your child's name.

### **Important notes:**

- Jewellery - single or pair of stud earrings. These must be removed for PE lessons, however, in exceptional circumstances, children must provide their own tape to cover their earrings. No other jewellery is permitted at any time apart from watches.
- Hair longer than the collar must be tied back.
- Hair should be evenly graded and not shaved below Grade 2. Patterns, steps or lines are not permitted.
- No hair gel or colouring of hair is allowed.
- Only plain, bottle green, black or white hair bands or scrunchies are allowed. (KS1/KS2 may wear the school scrunchy that matches their house tie).

*Important: If any of the above regulations are problematic for religious, cultural or medical reasons, the issue must be brought to the attention of the Principal. A discretionary decision may be made in such cases.*

### **Lunch and Snacks**

#### **Snacks:**

- In EYFS and Key Stage 1, children receive free fruit daily as part of the Government's initiative to encourage healthy eating. This includes apples, bananas, satsumas etc. We encourage all children to have a piece of fruit each day.
- In Key Stage 2, children may bring in fruit or vegetables for a break-time snack. **Please do not send anything other than fruit or vegetables.**
- All children have the opportunity to have a carton of milk daily. This needs to be ordered and paid for termly. You can sign your child up to receive milk at any time by going to [www.coolmilk.com](http://www.coolmilk.com).

**School Dinners:** School dinners are free for children in Reception and Key Stage 1. In Key Stage 2, payment for school dinners can be made on Arbor. Please make sure your balance is kept in credit at all times. If your account goes into arrears a packed lunch will be required for your child.

The options for lunches are: School lunches all week / packed lunch all week / packed lunch Monday-Thursday and 'Friday special' School lunch.

**Packed Lunch:** Our school endeavours to be a nut-free zone. We ask that you do not provide any foods containing nuts in your child's lunch box. We would also encourage you to go to the following website for ideas on healthy packed lunches and do not send crisps or chocolate in with your child.

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

***Thank you for your ongoing support.***