

**Welcome
to
Great Bardfield
Primary School**



September 2017

We welcome you and look forward to working with you as your child joins the Foundation Class at Great Bardfield Primary School

The class Teacher is Mrs Atkinson
The Class Learning Support Assistants are Miss Paige (soon to be Mrs Perry) and Mrs Francis

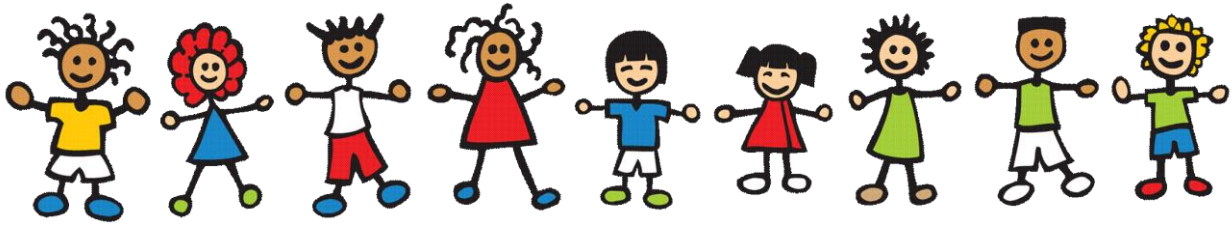
The class is called Unicorns



The class will be a mixed class of some Year 1 pupils with the Foundation children. The Year 1 children have already spent a Year with Mrs Atkinson. They will be taught separately in the morning and will follow the Year 1 curriculum in the afternoon.

**The Headteacher is Mrs Kerrell
The Deputy Headteacher is Mrs Aldred
The Senior Teacher is Mrs Crow
Our SENCO is Mrs Richardson
Our Chair of Governors is Mrs Joe Jones**

The staff in the office are Mrs King and Mrs Berkeley.



The first day-what to expect...

Starting School.

In the first week after the summer holidays we will be visiting you and your child at home. This is to get to know you a little bit better and to set both your child and you at ease. (It is not a home inspection!).

Your child's first day at school with us will be Monday 11th September 2017. During this first week the children will stay with us for half days only and be collected at 12 noon. In the second week this will continue on Monday and Tuesday until 12 noon and then on Thursday we would like the children to stay until 1.00pm to experience lunchtime. The children will then stay until 3.00pm on the Friday of the second week. **Then week beginning 25th September the children will stay every day for a full day.**

If a child is not ready for the routines of full time schooling then half days can be continued for another two weeks if necessary. These arrangements are discussed individually with Mrs Kerrell.

Some questions you may have...How will I know where to stand? Where will my children line up? What to do and when!

The Foundation children go straight into the classroom which is the furthest demountable from **8:45am**. You will see the parents gathering at the bottom of the steps outside the classroom until Mrs Atkinson and Miss Paige open the door. Miss Atkinson will take your child from you and guide them up to Miss Paige where they will hang up their things in the cloak room. Our Year One children will be able to act as role models for our new children. You are welcome to have a quick chat with Mrs Atkinson at the start of the day but if there is something more involved that you need to talk to her about please wait and speak to her at the end of the day or make an appointment. Unicorns will line up on the playground from the start of the summer term.

A teacher is on duty on the playground from 8:40, ten minutes before the start of school. As the children come onto the playground we call this a 'meet and greet time'...no ball activities are played and chase games are stopped, no one uses the climbing equipment, this is for safety reasons.

At 8:50, the teacher will blow a whistle, everyone stands still. The whistle will be blown again and the older children go to line up.

Collecting your child...

When your child is initially attending for half days please collect your child from outside Unicorn class.

When your child starts full time, please plan to arrive at the school on time to pick up. We understand the problems with parking, but you may have to walk a little distance, please plan for that.

Please wait at the bottom of the steps that lead up to the classroom just before 3:05. You will see other parents waiting for their children who are in the class. Although the children will be leaving the classroom at 3:05, please be patient at the end of the day, sometimes children take some time to sort themselves out and collect all their belongings! Mrs Atkinson or a Learning Support Assistant will only let your child leave the classroom when they can see you on the playground.

If for any reason there are any changes to the usual going home arrangements, please let us know in writing especially if there is a different person collecting your child, so that the class teacher is aware and is for safeguarding reasons.

If there is no one to collect your child at 3:05, your child will wait inside the classroom for five minutes until someone arrives. If after five minutes, there has been no message about any changed circumstances, the class teacher or a member of the office staff will use the contact numbers to enquire about the situation. Please make sure we always have up to date contact numbers. Your child will then be brought to the school office to wait for you to collect them

We do not allow children to go home with other parents unless we have been previously informed... this is for safeguarding reasons. Please let us know, in writing, in plenty of time before the end of the school day if someone else is collecting your child. This can be an email to the office. If we have not had this from you then we will not be able to release your child.

Contact information

It is very important that we have your most up to date contact information. Please make sure that you have provided us with your address, phone numbers and email address. We will contact you mainly by email and mobile phone using our texting system. It is a parent's responsibility to keep their contact details up to date and this can be done by coming in to the office or by email.

We may need to contact you during the day for all sorts of reasons so it is vital that you are contactable during the school day at all times.

School Bus

If your child is to travel using the school transport, your child will go straight into the classroom. An older child will buddy your child and bring them into school so that we can reassure and settle them before they start. The escort will also inform us of any concerns your child may have with the journey.



At the end of the afternoon, bus buddies take the children to the Learning Support Assistant who checks that your child is on the bus and then they get straight on the bus.

You must be ready to collect your child at the drop off spot, however if you are not there, the bus will wait until you arrive.

Please inform school as early as possible if your child is not to travel on the bus so that we can mark the register.

The bus escort is in charge of the behaviour on the bus, if there are any problems, please speak with them, and if it is not resolved please speak with the Head or Deputy Headteacher.

Breakfast Club 7am to 8:45am Sessions also at 8:15 and 8:30.



If your child is to attend Breakfast Club, the leader will walk with your child onto the playground at 8:45 and take them into the classroom.

Parents/carers must book their children into Breakfast Club in advance and walk with the children across the playground to sign them in.

After School Club

If your child is booked into the After School Club, the leader will wait outside the classroom and collect your child and take them over to the Club. After School Club sessions are 3:10 pm-4pm, 3pm-5pm, 3pm-6pm.

Snack (Early Years Class)



As part of the Early Years provision, the children will receive a free snack within school. Fresh fruit or vegetables, are available every day. Your child will not need to bring a snack to school.

School Dinners/ Sandwiches



We have an excellent range of school dinners which are free to all children in EYFS/ Key Stage 1. We have our own cook, Theresa, who prepares the meals made from locally sourced products.

There is a hot meal choice, with a vegetarian option, which needs to be ordered, and a 'cold lunch' which is a baguette with a variety of fillings. Jacket potatoes are cooked each day, the children can choose their fillings e.g. tuna, cheese, egg, ham sausage or baked beans. There is a fresh salad bar where the children are encouraged to select a healthy salad. There is always a roast dinner each week.

You may however prefer to send in your own prepared packed lunch with your child. If you decide to send your child to school with their own packed lunch, we ask that it is a healthy meal. We do not allow fizzy drinks or chocolate bars in school.

The children choose where they sit at lunchtime, the children may sit with an older child or a child who is having sandwiches or hot dinners. If your child has a packed lunch, please make sure that the sandwich containers/ boxes/bags are clearly labelled with their name.

Midday assistants and Yr 6 dinner monitors, are available to help the children cut up their dinner and to encourage the children to eat. We will let you know if your child has any problems with eating their lunch.

We are a Healthy School and encourage the children to only drink water. Water is always available on each table, but if you wish to include an alternative drink, it must be in an unbreakable container and should not be fizzy.

School meals need to be ordered by 10am, as our Catering manager needs to know how many to prepare for. Orders cannot be taken or changed after that time.

For the Autumn, Spring and first half of the Summer term our Unicorns have their own dedicated playground away from the older children so that they can form strong relationships. We ask our Year 6 prefects to help with and model games for the children.

School Uniform

At Great Bardfield Primary School we really pride ourselves on being smart and tidy for school. Our uniform policy states the importance of wearing a school uniform and we ask that parents follow this policy.

Our school uniform is available from Tesco's on our school website

www.greatbardfieldschool.com

Please check that all clothing is clearly labelled!

Girls

White polo shirt with school emblem or blouse

School sweatshirt or cardigan with logo

School fleece (for outside use)

Navy/grey skirt or pinafore dress

Blue gingham or blue and white striped dress/matching blouse and skirt/ shorts

White socks, long or short or navy/white/grey tights

Appropriate dark shoes suitable for school, open toed sandals must be worn with socks **-(no trainers)**

Navy/grey culottes

Grey/ black shorts from Asda, Marks & Spencer or Next

Navy or black uniform style trousers (not fashion trousers)

Boys

Polo style shirt with emblem or shirt

Black/grey uniform trousers/ tailored school shorts

Plain dark socks

Dark coloured shoes with Velcro fastenings, open toed sandals must be worn with socks **(no trainers)**

School sweatshirt or cardigan

School fleece (for outside use)

P.E Kit

Navy blue shorts and Navy T-shirt with school emblem

Navy tracksuit & trainers

A small P.E bag, and in the summer, a swimming costume, towel and bag.

The children leave their PE bags in school each day. The bags can be taken home at the end of the week, (but it must be back in school for Monday!) We do make sure all PE bags go home each half term!

We would also like each child to have a waterproof all in one suit and wellies as they will be outside even in the rain.

There are additional uniform items available e.g. reversible jacket from the web site.

Jewellery

This is not allowed for safety reasons and staff can take no responsibility for valuables brought to school.

Watches of course are acceptable, but they have to be removed before P.E.

If your child has pierced ears, studs can be worn, but for P.E and related activities, earrings must be taken out or the child must remove the earrings and replace them. Members of staff are not allowed to remove or replace children's earrings **It is therefore recommended that children do not wear earrings on P.E days.**

When a child is away from school....

If a child is absent from school for any reason it is a **statutory requirement** that you inform the school. We therefore ask parents to telephone on the morning of the absence and speak to a member of staff. It is not enough to leave a message on the answering machine. If your child has vomiting or diarrhoea please keep them at home for 48 Hours. If they should have nits at any point then please use the recommended treatments and then your child may return to school. On return, a covering letter explaining the reason for the absence and anything we should be aware of is also requested. If your child has an appointment we will need to see a copy of the appointment card or letter so that we can put it on your child's file.

If no information about the absence is received, this is called an **unauthorised absence** and is recorded on the end of year report. The Education Welfare Officer, as part of their duties requests the names of all children who have had an unauthorised absence. If no telephone call has been received on the first day of absence, the office staff will phone you.

Application for taking a child out of school.

New legislation regarding school attendance states clearly that the Headteacher, on behalf of the Governing Body, can only authorise absence in 'exceptional circumstances' during term time, otherwise all holidays will be deemed unauthorised.

Parents are reminded that there are thirteen weeks available to take a holiday when the school is closed.

If there is an exceptional circumstance and you need to take your child out of school, please complete an absence request form from the office at least a week in advance of the holiday request so that it may be considered, The nature of the exceptional circumstance, and whether or not the holiday can be authorised, will be decided by the Headteacher,

If you take a child out of school without approval, the absence will be recorded as unauthorised and the school may issue parents/carers with a letter indicating that the Local Authority have been informed and that they may decide to issue a Penalty Notice. Please note that the Local Authority may issue a fine regardless of your child's prior attendance. The current penalty is £60 per parent per child for each holiday period booked. No monies from collected penalty notices come to the school.

Registration Time /Lateness

The first ten minutes of the school day are vital learning time. It is a parent's legal responsibility to get their child to school on time and collect them on time. Our registration period finishes at 9:00am. If children arrive after this time they will be registered 'late' which can count as a half day unauthorised absence unless an acceptable reason is given. Continual 'lateness' will be investigated by the Headteacher and the Education Welfare Officer.

Children who are late can feel embarrassed about entering the class as learning activities may have already begun. If you do arrive after 8:50 please enter school through the front door and sign your child in, this for safeguarding purposes. Please do not go straight to the classroom, as the teacher will have already started the register

Lateness or absence for medical reasons- visiting a doctor, optician, or dentist counts as an authorised absence. If you or your child has had an appointment prior to the start of school, please will you go to the School Office where a signing 'in and out book' is kept. If your child has an appointment we will ask to see an appointment card. Please be aware that your child needing a 'lie-in' is not an acceptable reason for lateness.

Similarly, if you are taking your child out of school during the school day, please call at the School Office where your child will be called for by internal telephone and the Learning Support Assistant will bring them to the School Office.

If something has been left at home that you know is needed, when you bring it back to school please give it to the office and the office staff will see that it is passed on.

For safeguarding reasons we would ask parents not to enter classrooms once the children have lined up to begin the school day.

Medicines



If your child has a medical condition that requires medication at school, e.g. asthma, the medication **MUST** be clearly labelled with the child's name, dosage and doctor's name.

A form needs to be completed which is kept in the school office. A copy of the form is then taken and placed in the class register. A care plan may also be put in place.

Please inform us if your child regularly takes medicines of any sort and we ask that parents do not send their child to school with any medication that we do not know about.

Some hints-two or three days before school starts...



Try to make sure that what happens before school is well planned and calm so that everything can go as smoothly as possible. Please practise any new routines which might be different, it may mean you and your child have to get up earlier in the morning. Your child may need to go to bed earlier and at the same time each evening so that a good routine is set up.

A good thing is to remind your child of how many sleeps there are to when school starts, perhaps by making a visual calendar. Remind your child of the walk or journey to school. Try the journey out to see how long it takes or to find a parking place!

On the first day...



Most children will walk through the door without looking back. A few will be upset. If this happens to your child, try and stay cheerful and positive; try not to get upset yourself, give your child a hug, say, "have a lovely day" and then if everything is calm -leave. Mrs Kerrell will be on hand to offer parents support during the first few days.

Our aim is to get the children to look forward to going to school, to walk in happily, independently, and with a smile!

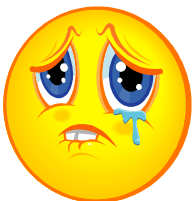
Once the first day is over...



Rainy Days

If you arrive at school and it is raining, children go straight to the classroom where there will be activities for them to do...it is a good idea to arrive at 8:50 on these days.

If a child becomes upset...



A small number of children do become upset when they start a new school, especially if they have parted from friends from another pre- school. Children have to get to know new routines but we do understand this and are fully aware that there is a settling in time.

Very occasionally, if the upset goes on, and becomes a problem and the partings become difficult. Please make an appointment to talk about it with the class teacher Mrs Atkinson, in the first instance, then Mrs Kerrell, Headteacher or in her absence the Deputy Headteacher Mrs Aldred.

At the end of the day



Some children quite naturally tell their parents everything about school. You will probably become very aware of the phrase 'My teacher says!' others may not say a thing or will say they have done nothing all day. Please try not to cross examine your child as soon as they leave school your child will tell you things when they are ready, they are just happy to see you. They have actually covered many activities, during the day some of which may be difficult for them to describe and remember but please remember; when they are ready to talk make sure you're not too busy to listen! It is tempting to take a phonecall just as you arrive for pick up or at drop off. We would kindly ask that you wait to take the call if possible. Your child will be really looking forward to seeing you so please give them your undivided attention.

Please think carefully about what your child tells you is happening at school. They may tell you stories about other children or the teacher which can be edited to show them in a good light. They also may not have a clear recollection of events and have a tendency to make small things into bigger things. At Great Bardfield Primary School we have zero tolerance of bullying and equally are very clear about what constitutes bullying behaviour. We talk regularly about how we can be a good friend in assembly. Our number one key skill is RESPECT. Respect for each other, ourselves and for each other. Children are reminded of our number one school rule which is hands and feet to ourselves at all times.

If you have a concern about any incident then do please speak to your child's classteacher in the first instance and only then if they are unhappy contact Mrs Kerrell. The office is open between 8.30am and 4.00pm every day for any queries you may have. Mrs Kerrell will respond to emails between 8.00am and 8.00pm Monday through to Friday.

Please do not criticise the school or a teacher in front of your child or in earshot, your child may find this confusing. We would also ask that as part of our Parent Code of Conduct parents are publically supportive of the school and this includes comments which may be written on social media sites. Again if you have a concern please talk to the class teacher in the first instance or make an appointment to see Mrs Kerrell, Headteacher. We are happy to listen to any reasonable and respectful comments or suggestions that are made about how we can improve the school.

Fire Bells

The firebells are tested weekly. Within the first two weeks of a new term, a whole school emergency evacuation takes place....children are shown and told what to do in case there is a fire or other emergency when they may need to leave the building.

Some further helpful information

School Security

The safety of your child is our number one priority at Great Bardfield Primary School. Therefore we have strict controls over who can and cannot access the school site between 9.00am and 3.00pm. All visitors must sign in at the school office and parents are not permitted to access and classrooms within this time frame. Everyone must report to the school office.

When the teacher may be away

All of our staff have opportunities for professional development and may attend courses as part of this. When this happens, the class teacher will let the children know who will be teaching the class.

If a teacher or Learning Support assistant is ill, we will make arrangements for the class to be led as effectively as possible. Our aim is always to cause the least disruption for the children and it may be that a Higher Level Learning Support Assistant and another Learning Support Assistant will lead the class for continuity. We would ask that parents bear with us in this unexpected situation. As we are a small school we do not have a large pool of staff to pull from and sometimes eg: if your child has 1:1 support we may need to double up for a short period of time.

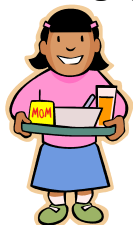
All teachers have a legal entitlement to PPA time (Preparation Planning and Assessment Time) which is time out of the classroom to carry out specific assessment activities. Whilst this is happening, the children may be taught French, RE, multi games skills or music by different teachers.

Making friends.



Some children initially find it hard to get along with others and may have difficulty making friends. If it is at all possible try inviting other children from the class to tea or have a 'play date' at the park. Whatever you do, give it time to work. We help the children to practice how to ask to join a game or how to make friends.

Eating problems



Some children don't like eating in a new, strange or different environment, at first; children might refuse to eat their lunch or whatever is inside their lunchbox. Don't worry, we don't force children to eat, we encourage gently!

If there are any problems the Mid Day Lunch assistants will tell the class teacher, but please do not question the lunch assistants, outside of school yourself for confidentiality reasons. When the children are full time and start having their lunches at school the class teacher will sit with them in the hall until she is sure they have settled.

Toilet problems



Some children do not like going to the toilet in a new, strange, and busy place. They even get so involved in everything they are doing that they forget to 'go' to the toilet and they may wet or soil themselves! We know and understand that this can happen.

Please do not be embarrassed, children are never told off or humiliated, but will be helped to get over it. New clothes are given to the child to wear, and a plastic bag with the dirty clothes in, is sent home. There may be times when your child might use the older boy's toilet where there is a urinal. Please make sure they know how to use it!

Losing things...

Many children find it hard to look after their property when they are in a busy and exciting place. Please make sure that your child's names are on everything. We have a lost property box in the School Office. The children should not bring in any toys etc from home unless they have been asked for.

In our assemblies and circle time we discuss what are acceptable attitudes and behaviour and what is not in our School community, this is part of our 'Citizenship and Personal, Social and Health Education'. This programme of activities covers such topics as: inappropriate behaviour and language, sharing, telling the truth, selfishness and anger. We also explain our Key Skills and our School values to children at this time.

Behaviour difficulties



It is perfectly normal for almost every child to show difficult behaviour, break rules, be disobedient, or even rude at some stage in their school life. This is because they are learning to cope with a wide range of new influences all at once; new routines, new friends, and new situations.

Please do not worry as it is often just temporary, the teacher will want to discuss any problems with you as soon as possible and discuss strategies so that things can hopefully return to normal quickly. As your child starts school please consider setting ground rules, and routines at home e.g. bed times or eating habits. Children need to have boundaries to work within, and this is a good time to start. The children soon learn class and school routines and rules and the expectations we have of them now they have started school.

One expectation of our youngest children is that of gaining independence, which you will quickly see develop. The children soon become responsible for tidying up, taking the class register in twos, choosing their dinner and carrying their trays, as well as dressing and undressing by themselves. Please encourage your child at home to become independent as well.

Bad language

When children start school, they will meet others who have been brought up in different ways. Sometimes, children will hear and learn words that you would not want them to know or use. If and when it happens please explain carefully that you don't want those words used in your house and if they have heard them at school they are to ignore them. We do not accept inappropriate language within our school community. Do please let your child's class teacher know if your child is using unacceptable language at home.

Home School Agreement

After the first week or so of school we send home our Home School Agreement. All schools have such a document which clearly states what the responsibilities are of the parent/carer, the school and the child when they have started at Great Bardfield Primary School.

We would like you to read through this document with your child and sign it together.

Keeping in up to speed with you



We will want to develop an excellent relationship with you as well as with your child; please talk to your child's class teacher informally when you take your child into the classroom. Please make sure you keep them fully informed of anything happening at home that might affect your child's behaviour or happiness. Mrs Atkinson will hold a meeting early in the Autumn Term to tell you more about Tapestry, an online way for Early Years parents to communicate with school.

Please also use the Home School Diary to relay messages as the Home School Diary is looked at first thing each morning.

If you telephone the school to talk to the class teacher, please remember that they are in class most of the day and that breaks during the day are often busy times. We will aim to return your call within 24 hours. Please leave a message with Mrs Berkeley or Mrs King in the office. They may well ask you what the call is about, this is because they may be able to find someone else to answer you or give you the answer themselves.

We would always much rather talk face to face with you if you have a concern so do please make an appointment to come and have a chat rather than corresponding by email. It is very easy to misinterpret the tone of an email.

Children's Progress Meetings

Formal meetings are arranged in the Autumn and Spring terms, these sessions are for you to view work and discuss progress made. In the Summer term, there will be an opportunity to discuss your child's first report during our Open Afternoon where you will also be able to chat to your child's teacher for the following year. Parents **are always** welcome to make an appointment with the class teacher if there are any concerns, likewise, the teacher may wish to make an appointment with you.

Assemblies

We welcome all children to our school assemblies; these are times for reflection, discussion, special activities, sharing experiences, awe and wonder and singing. They are often on a variety of themes and parents do have the right to withdraw their child from assembly. If you have any concerns, please come and discuss them with the class teacher or Headteacher.

There are also special services during the school year - Sharing & Caring (Smile Box Appeal). Christmas and Easter celebrations are held in school. Parents and friends are invited to these occasions. We also visit the church in the village at Harvest Time and at Christmas for a Carol Concert.

Friday Celebration Assemblies

Each Friday we have a Celebration Assembly from 2.15pm until approximately 3.00pm. This is a special time of the week, music plays as the children enter, and a candle is lit as a symbol of the special time; the children are in a reflective mood. Do please come and join us; many things are celebrated and the aim of the assembly is to raise self-esteem and self-worth. Everyone is welcome to attend this assembly and if your child is receiving a certificate we will text you.

Our youngest children do not go into assembly **until after the first half term** from when they enter; this is because it is a long time for the children to sit!

News Letters

A school newsletter is produced weekly by Mrs Kerrell and sent to parents by email on Fridays and hardcopy on Mondays. This newsletter informs you of the many things that will happen in school and reports on things that have taken place and anything else of interest. Please make sure we have the correct email address.

The School Website - www.greatbardfieldprimaryschool.co.uk

This is the go to place for the latest information. It can be accessed from any portable device and contains information about dates and school events. All of the key policies relating to how the school is run can be found on the school website. There are also photographs of our latest events on the website which family can access to see how your child is getting on. We would ask parents to read our Behaviour Policy, Photography

Policy, Attendance Policy and Parent Code of Conduct. We have included hard copies of these in your Welcome Pack.

Friends of Bardfield School (FOBs) our PTA

Every parent is automatically a member of the PTA (FOBs). We have an active, supportive, and committed PTA. The committee works hard to think of ideas to raise money for the school which is used to purchase additional items to supplement the school budget. Such things maybe contributing to the upkeep and maintenance of the swimming pool, which has recently cost £5,000, supporting the funding of school visits or visitors which enhances the children's learning and the purchase of additional equipment. Recently, the PTA funded a brand new wildlife garden and a whole school visit to the Pantomime. Currently, the PTA are working towards raising funds for the swimming pool.

We hope to meet you at a FOBs welcome BBQ for all parents which will be held on a Saturday early in September. FOBs also arrange The School Fete, The Christmas Fair, discos and last year we had The Circus visit school, the committee will ask for help or support at these activities, I hope you will be able to join in and support our keen team of helpers.

Additionally we will have bake sales and non-uniform days to raise money for various charities.

We hope you have found this information useful, please remember if there is anything further you wish to know please do not hesitate to contact your child's class teacher Mrs Atkinson or Mrs Kerrell, the Headteacher

We hope your child and your family will enjoy being part of our very special school community

