



**Welcome  
to  
Great Bardfield  
Primary School**



**September 2020**

We welcome you and look forward to working with you as your child joins our Reception Class at Great Bardfield Primary School.

**The class Teacher is Mrs Atkinson  
The class Learning Support Assistant  
is Mrs Hooper**

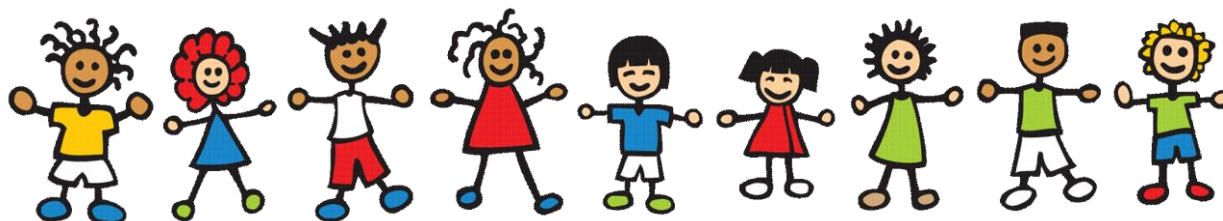
**The class is called Unicorn Class**



The class will be a class of Reception pupils only.

**The Headteacher is Mrs Kerrell  
The Deputy Headteacher is Mrs Crow  
The Senior Teacher is Miss White  
Our SENCO (Special Education Need Co-Ordinator)  
is Mrs Richardson  
Our Chair of Governors is Mrs Jane Tillotson  
Our Safeguarding Governor is Mr Christian Young**

The staff in the office are Mrs Leslie and Mrs Harrison.



## The first day - what to expect...

### Starting School

Due to Covid-19 we will be changing our Induction Arrangements this year. In the first week of term on Thursday 3<sup>rd</sup> or Friday 4<sup>th</sup> September, we will be inviting you and your child to come to school to have a short, informal meeting with Mrs Atkinson and Mrs Hooper. This is to enable us get to know you a little bit better and to set both you and your child at ease. We will also have a Parents Welcome Evening on Thursday 3<sup>rd</sup> September at 7.00pm.

The following week, beginning Monday 7<sup>th</sup> September we will split the class in to small groups and your child will come and have a morning or afternoon session to get used to the idea of coming to school (no school uniform at this stage). On the Friday 11<sup>th</sup> September, there will be an opportunity for the class to come together in slightly larger groups and stay for lunch. More information on this week will follow.

At Great Bardfield Primary School we offer a phased entry programme in to school to allow the children to settle in. Your child may already do full days at Nursery but coming to school is a more daunting prospect for some children and we have found over the last five years that this system works well.

Your child's first official start day will be Monday 14<sup>th</sup> September and all of this week they will stay until 12 noon. Week beginning 21<sup>st</sup> September the children will stay until 1pm and have lunch apart from Friday 25<sup>th</sup> when they shall stay until 3.05pm. Then on Monday 28<sup>th</sup> September your child will start doing full days.

The above information is shown in the table below:

Date	What will happen
Thursday 3 <sup>rd</sup> and Friday 4 <sup>th</sup> September	Informal meetings for parents and child with Reception Team. Thursday 3 <sup>rd</sup> September Parents Welcome Evening 7pm.
Week beginning: Monday 7 <sup>th</sup> September	Monday-Thursday small group sessions (each child will have 1 morning and 1 afternoon session). Friday-larger groups will have a story with Mrs Kerrell and stay for lunch.
Week beginning: Monday 14 <sup>th</sup> September	Monday 11 <sup>th</sup> September-children's official first day. These week is mornings only until 12 noon.
Week beginning: Monday 21 <sup>st</sup> September	Monday-Thursday the children will stay until 1pm and have lunch. Friday 21 <sup>st</sup> September the children will stay until 3.05pm
Week beginning: Monday 28 <sup>th</sup> September	The children will complete their first full week of school staying until 3.05pm every 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 can be discussed individually with Mrs Kerrell.

### **Some questions you may have about the first morning.**

**How will I know where to stand? Where will my children line up?**

**What to do and when!**

The Early Years Foundation Stage (EYFS) 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 then Mrs Atkinson and Mrs Hooper will soon open the door. Mrs Atkinson will greet you at the bottom of the steps, take your child from you and guide them up to Mrs Hooper, where they will hang up their things in the cloak room (please try to leave your child at the bottom of the steps). 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. Our Year 1 children will be registering in the classroom next door. In the summer term, our Unicorns will line up on the playground with the rest of the school.

A teacher is on duty on the playground from 8:40am, ten minutes before the start of school. As the children come onto the playground we call this a 'meet and greet' time, so no ball activities are played, chase games are stopped and no one uses the climbing equipment for safety reasons. At 8:50am, the teacher will blow a whistle and everyone stands still. The whistle will then be blown again and the older children line up.

### **Collecting your child...**

When your child is initially attending for half days, please collect your child from outside Unicorn class at 12 noon.

### **When your child starts full days**

Please plan to arrive at the school on time to pick up. We understand the problems with parking and you may have to walk a little distance so do allow for that.

Please wait at the bottom of the steps that lead up to the classroom just before 3:05pm. You will see other parents waiting for their children who are in the class. Although the children will be leaving the classroom at 3:05pm, 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 when they can see you outside the classroom.

If for any reason there are 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, for safeguarding reasons. This can be done by emailing the office ([admin@greatbardfield.essex.sch.uk](mailto:admin@greatbardfield.essex.sch.uk)), by writing a note to Mrs Atkinson or by sending a message on Tapestry (Tapestry will be explained at a later meeting).

If there is no one to collect your child at 3:05pm, 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, a member of the class team will take your child to the office. The office staff will use the contact numbers you have given us to enquire about the situation. Please make sure we always have up to date contact numbers. If we have not had this from you then we will not be able to release your child.

### **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, for example 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 to do 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 find out how long it takes. Think about where you will park - if possible try not to drive to school.

### **On the first day...**



Most children will walk through the door without looking back but a few will be upset. If this happens to your child, try to stay cheerful and positive and 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!

### **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...' and others may not say a thing or will say they have done nothing all day.

Please try not to question 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. Also, please try not to be on your mobile phone when your child comes out of school as they will want to have your full attention and be reassured that you have missed them.

They will have covered many activities during the day, some of which may be difficult for them to describe but please remember that they may say that they played all day.

When they are ready to talk it will all come flooding out so do please try, no matter how busy you are, to listen!

## First school experiences

A small number of children do become upset when they start 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.



Please think carefully about what your child tells you is happening at school. It is important to remember that the perspective of a 4-year-old can sometimes be skewed. They may tell you stories about other children or their teacher, which may be edited, to show them in a good light. Sometimes children may not have a clear recollection of events and have a tendency to make small

things into bigger things. We are always happy to listen to your concerns.

At Great Bardfield Primary School we have zero tolerance of bullying. We talk regularly about how we can be a good friend in class and in assembly. Our number one key skill is RESPECT and children learn to have respect for each other, themselves and for their environment. Children are frequently reminded of our most important 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 Mrs Atkinson in the first instance. If you are then still unhappy about a situation, then please contact Mrs Kerrell. The office is open between 8.30am and 4.00pm every day for any queries you may have. They can be contacted by calling 01371 810252 or [admin@greatbardfield.essex.sch.uk](mailto:admin@greatbardfield.essex.sch.uk). We will also introduce parents to Tapestry as we go through the first half term.

If you are unhappy, please do not criticise the school or a teacher in front of your child or in earshot of your child (perhaps on the telephone) as they may find this confusing. We would also ask that as part of our Parent Code of Conduct that parents are publically supportive of the school and this includes posts and messages on social media. We are happy to listen to any reasonable and respectful concerns and comments or suggestions that are made about how we can improve the school.

## Setting up a routine...



Hopefully, you will find that a routine with your child is established very quickly and that your child will love coming to school. We have so many fantastic learning opportunities throughout the year. Before you know it, they will have reached the end of their first year! Children do sometimes say that

they do not want to come to school. This can be for all sorts of reasons, for example they may be feeling tired or out of sorts. Most often children who are upset on the way in to school settle within a matter of minutes.

## 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

...ill contact you mainly by email or on your mobile phone using our texting em. It is a parent's responsibility to keep their contact details up to : and this can be done by coming in to the office or by email. For eral Data Protection Regulations, we will not share your personal uils without your permission. Parent and children's names on m school such as the newsletter, will not have surnames.



**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.**

If parents do not live at the same address, then do please let us know that you would both like to receive communication from school such as weekly newsletters and your child's reports. If you would like regular updates on happenings at school, please refer to the school website where we have a calendar of events and lots of useful information.

## Safeguarding

The safety and wellbeing of your child is our top priority. We take safeguarding very seriously and we would ask for your support and understanding with this. Sometimes our procedures may seem overzealous but it is because we want to do everything to protect your child. If you do have a safeguarding concern Mrs Kerrell and Mrs Aldred are the designated Safeguarding Officers and Mr Andy Gosden is the Safeguarding Governor. They can be contacted via the school office at [admin@greatbardfield.essex.sch.uk](mailto:admin@greatbardfield.essex.sch.uk)

## Other Important Things to Know About School Life...

### School Bus

If your child is to travel to school using school transport, they will go straight into the classroom when they arrive at school. An older child will buddy your child and bring them into school so that we can reassure and settle them at the start of the day.



At the end of the afternoon, the children are brought to the library and registered to travel home on the bus. A member of staff then escorts the children to the bus, which is waiting outside. Please let us know if your child will be using the school 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 home on the bus so that we can mark the register.

The bus driver is in charge of the behaviour on the bus so if there are any problems, please speak with them, and if it is not resolved please speak with Mrs Kerrell.

### **Breakfast Club 7.00am-8:45am Sessions also at 8:15am and 8:30am.**



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

Parents/carers must book their children into Breakfast Club in advance

This can be done by telephoning Pat (Leader) on 01371 811580.

### **After School Club**

If your child is booked into the After School Club, the leader will wait outside the classroom to collect your child and take them over to the club. Again this must be booked in advance by telephoning Pat (Leader) on 01371 811580.

More information on booking sessions, times and prices can be found at [www.greatbardfieldasc.btck.co.uk](http://www.greatbardfieldasc.btck.co.uk)

### **Snack (Early Years Class)**



As part of the Early Years provision, the children will receive a free snack in the morning. Fresh fruit or vegetables are available every day. Your child will not need to bring a snack to school but do please make sure that they have had a substantial breakfast. Water bottles are sent home every day so that they can be washed and refreshed for the next day.

### **School Dinners/ Sandwiches**



We have an excellent range of school dinners, which are free to all children in EYFS/ Key Stage 1. Teresa, our Catering Manager manages a team of dedicated staff, who prepare the meals made from locally sourced products.

Options include a hot meal with a vegetarian option, a 'cold lunch' which is a baguette with a variety of fillings (the children can choose from tuna, cheese, egg, ham or sausage) or a jacket potato with cheese and beans.



There is also a fresh salad bar, fresh fruit and yoghurt every day and the children are encouraged to make healthy choices. We always have a traditional roast dinner each week. There is a three-week rotating menu, which changes twice per year, in the summer and winter. Full details of the menus can be found on the school website and we have added a copy of the current menu to your pack.

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. **WE ARE ALSO A NUT FREE SCHOOL as some of the children have severe nut allergies.** If your child has a packed lunch, please make sure that the sandwich containers/ boxes/bags are clearly labelled with their name and are easy for them to open.

The children are called in to the hall in classes and choose where they sit at lunchtime, The EYFS children are always first in to the hall as they take the longest to eat. For the first few weeks, Mrs Atkinson and Mrs Hooper will help the children to get used to getting their lunch. Midday assistants and Year 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 drink only water in class; water is always available throughout the day. Children have a choice of apple, orange, milk or water to drink with their school lunch.

School meal registers must be completed by 10am as our Catering manager needs to know how many meals to prepare. If your child is not in school by 9.00am when the dinner registers are taken eg: they may have an appointment, then please email or telephone the office to let us know what your child would like for lunch. Unfortunately, orders cannot be taken or changed after that time.

During lunch break 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 play safely and 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 online from Brigade:

[www.brigade.uk.com](http://www.brigade.uk.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 with logo (for outside use)

Navy/grey skirt or pinafore dress

Blue gingham or blue and white striped dress/matching blouse and skirt/ shorts or an all in one playsuit.

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

Appropriate dark shoes suitable for school - **no open toe sandals or trainers.**

Navy/grey culottes

Grey/navy girls school shorts (available from Asda and 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 for the younger children) - **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 (swimming bags are sent home on the same 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 and make up

Necklaces and bracelets are not allowed for safety reasons and staff can take no responsibility for valuables brought to school.

Analogue and digital watches are acceptable at school but not SMART watches. They must be removed before P.E.

If your child has pierced ears, studs can be worn to school. However, for P.E and related activities, earrings must either be not worn on a PE day or the child must be

able to remove their own 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.**

Make-up including nail varnish is not permitted in school. Your child may be asked to go to the office to remove any make up or nail varnish.

### **When a child is away from school...**

If a child is absent from school for any reason it is a **statutory requirement** that parents inform the school. We therefore ask parents to telephone on the first morning of absence and **speak** to a member of staff. Please phone the school office by 9.00am on the first day of your child's absence. **It is not enough to leave a message on the answering machine as we do really need to speak to you.**

If your child has vomiting or diarrhoea, please keep them at home for **48 Hours**. If they have head lice 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 your child's 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 and mark the absence accordingly in the register. Please endeavour to make all appointments, eg dental appointments, outside the school day. If no telephone call has been received on the first day of absence, the office staff will phone you.

Unfortunately, if no information about your child's absence is received by the office, this is called an **unauthorised absence**. At Great Bardfield Primary School, we expect every child to have an annual attendance percentage of at least 96%. The Missing Education and Child Employment Service (MECES), as part of their Local Authority duties, may carry out spot checks on our attendance registers.

### **Application for taking a child out of school**

New legislation regarding school attendance clearly states that Headteachers can only authorise absence in 'exceptional circumstances' during term time.

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 absence, 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. The school may then issue parents/carers with a letter indicating that the Local Authority have been informed and that they (the Local Authority - not the school) may decide to issue a penalty notice.

The current penalty is £60 per parent, per child. Please note that the school does not receive any monies from collected penalty notices. More information can be found at: <https://schools.essex.gov.uk/pupils/MECE/Pages/Penalty-Notices-for-unauthorised-leave-of-absence-and-truancy-%20October%202017.aspx>

## **Registration Time /Lateness**

The first ten minutes of the school day are vital settling in and 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 MECES.

Children, who are late, can feel embarrassed about entering the class as learning activities may have already begun. If you do arrive after 8:50am 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 your child has an appointment before school and will arrive after 9.00am, please go to the School Office where a signing 'in and out book' is kept. If your child has a medical appointment, we will ask to see an appointment card. Parents should make every attempt to arrange medical and dental appointments outside the school day. Please be aware that your child needing a 'lie-in' or being too tired for school 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. Taking your child out of school early should only be done in an exceptional circumstance, which must be agreed with the Headteacher. If your child misses an afternoon of school, without agreement, this will count as an unauthorised absence.

If something has been left at home that you know is needed, eg: PE Kit or a lunch box, 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 or any part of the school other than the office reception area, once the children have lined up to begin the school day.**

## Medical Conditions/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. We will always endeavour to give your child their dose of medication at the prescribed time however, the office is a busy place and we cannot guarantee that a dose will not be missed. Parents are welcome to come to the school office to administer medication if they need to be completely certain that their child has their medication.

A form needs to be completed which is kept in the school office. A copy of the form is 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. For safeguarding reasons, we ask that parents do not send their child to school with medication that we do not know about. Please also see our administering medicines policy.

## Fire Bells

The fire bells 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. These are then repeated at least termly.

## School Security

The safety of your child is our number one priority. 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 period. Everyone must report to the school office and only go to another part of the school if they are accompanied by a member of school staff.

## When a teacher is 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 try make arrangements for the class to be led as effectively as possible; our aim is always to cause the least disruption for the children. Sometimes 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 such unexpected situations; we are a small school we do not have a large pool of staff.

All teachers have a legal entitlement to weekly PPA time (Preparation Planning and Assessment Time) which is time out of the classroom to carry out work linked to their role. Whilst this is happening, the children may be taught French, RE, PE 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 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 practise how to ask to join a game or how to make friends. Please remember that children fall out and make friends very quickly and therefore it is a good idea for adults to try to work any problems between their children out together rather than ending up having an argument between themselves.

## Eating problems



We are very lucky to be able to offer an excellent service of hot and cold food at lunchtime. However, some children do not like eating in a new, strange or different environment. At first children might refuse to eat their lunch, or whatever is inside their lunchbox. Please do not worry, we will not force children to eat, we encourage gently! If there are, any problems, the Mid-Day Assistants will tell the class teacher. Mrs Kerrell is also in the hall at lunchtime and is able to support children who may not be eating. If you have a worry and know a member of staff outside of school, please remember that they must maintain confidentiality at all times and will not be able to help you with your concern. Please follow our procedure for sharing any concerns with the school by speaking to Mrs Atkinson in the first instance.

## 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 and supported to get over it. New clothes will be given to the child to wear and a plastic bag with the dirty clothes in will be sent home. Please provide a bag with spare clothes and underwear in case of accidents, which we will keep at school.

There may be times when your child might visit 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 name is on everything (even underwear - especially when they are swimming). We have a lost property box in the School Office, always a good place to start when looking for lost items. Children should not bring in any toys etc from home unless they have been asked to do so. Precious treasures can be lost or damaged so easily.

## **Behaviour difficulties**



It is perfectly normal for almost every child to show difficult behaviour, break rules, be disobedient, tell lies, be rude or even swear 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 breaking a rule is how the children will learn, and difficult behaviours will most often be just temporary. If Mrs Atkinson has a concern, she 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 feel secure. The children soon learn class and school routines and rules along with the expectations we have of them when they start school. It is very important the children learn to have good manners and table manners and we would therefore ask that you encourage this at home.

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

## **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 this happens please explain carefully to your child that you do not want them to say such words and why. If they have heard them at school, we explain that they must not to repeat 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 this document, which clearly states what the responsibilities are of the parent/carer, the school and the child when they start Great Bardfield Primary School.

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

### Communicating with you



We want to develop an excellent relationship with you as well as with your child. Please make sure you keep us 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. Until then please also use the home school diary to relay messages.

If you call the school office and ask to speak to a teacher or member of staff, we will try to talk to you but may be busy teaching. We will aim to return your call within 24 hours. Please leave a message with Mrs Barrell 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 your question or give you the answer themselves.

**We would always much rather talk face to face with you if you have a concern. Therefore, 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.**

We send home a weekly newsletter, written by Mrs Kerrell, called The Bardfield Buzz. This comes by email on a Friday and hardcopy on a Monday. We all lead busy lives but we would ask that parents take ten minutes to read the newsletter as it contains very important information about things that are happening at school. There is even a handy calendar of events, which you can pop on your fridge for quick reference.

Also our website [www.greatbardfieldprimaryschool.co.uk](http://www.greatbardfieldprimaryschool.co.uk) is a great place to go for key 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 operates can be found on the school website. There are also photographs of our latest events on the website, which family members 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.



## **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**

Our school assemblies are times for reflection, discussion, special activities, sharing experiences, awe, wonder and singing. We have assembly every day. 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 many special services during the school year and parents and friends are invited to these occasions.

## **Friday Celebration Assemblies**

Every 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 reflection. Do please come and join us; many things are celebrated and the aim of the assembly is to raise self-esteem and have fun. Everyone is welcome to attend this assembly and if your child is receiving an award, we will text you.

Our youngest children do not go into assembly **until after the first half term**. This is because it is a long time for the children to sit!

## **Clubs**

Our Reception children can start to attend our teacher run after school clubs from the summer term in their first year. Before school clubs are for Year 2 children and above.

## **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. Funds are used to purchase additional items to supplement the school budget. Funds have contributed to the upkeep and maintenance of the swimming pool, supported the funding of school visits or visitors which enhance the children's learning, and the purchase of additional equipment. Currently, the PTA are working towards raising funds to refurbish the swimming pool changing rooms.

We hope to meet you at our Welcome BBQ for all parents, which will hopefully be held on in September. FOBS also arrange the School Fete, the Christmas Fair and school discos. The committee will ask for your help at these activities and we hope you will be able to join in and support our keen team of helpers.

We may also organise 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.

