



Great Bardfield Primary School Induction **Information**

Starting school is a very exciting time! We welcome you and look forward to working with you in partnership as your child joins our school.

Your class Teacher will be:

Mrs Chloe Whittaker

Your Learning Support Assistants will be:

Miss Courtney Smith

Mrs Rebecca Humphries

The class is a mixed class of Reception and Year One pupils.

Our Headteacher is:

Mrs Liz Crow

Our Deputy Headteacher is:

Miss Emma White

Our Senior Teacher is:

Mrs Ellen Smith

Our SENDCO (Special Education Needs and Disabilities
Co-ordinator) is:

Mrs Rosemary Richardson

Our Chair of Governors is:

Mrs Jane Tillotson

Our Safeguarding Governor is:

Mr Christian Young

Our staff in the office are:

Mrs Hollie Leslie and Mrs Sara Harrison

Starting School

Over the summer term, we will be carrying out home visits. These are an opportunity for you and your child to get to know their teacher and LSA during a short, informal meeting. Alongside this there will be opportunities for your child to come into school and get to know their classroom and meet their classmates. In September, during the first week of term, we will have a short phased start to the school year.

This information is shown in the table below:

Date	What Will Happen
Monday 19 th and Tuesday 20 th June	Mrs Whittaker and Miss Smith will conduct home visits. We will contact you with an appointment slot.
Wednesday 21 st June	Children will have the opportunity to come into school for a 'stay and play' session from 13:15-14:00.
Thursday 29 th June	Children will have the opportunity to come into school for a 'stay and play' session from 11:00-11:45.
Wednesday July 5 th	Children will have the opportunity to come into school for a story session with Miss White, our Deputy Headteacher, from 14:30-15:00. During the story session, parents will have the opportunity to look around the classroom and talk informally with Mrs Whittaker and Mrs Crow.
Wednesday 6 th September	Children will attend school from 09:00 until 11:45. <i>Please drop off and collect your child from the front playground on this day.</i>
Thursday 7 th September	Children will attend school from 09:00 until 12:45 (and eat lunch at school) <i>Please drop off and collect your child from the front playground on this day.</i>
Friday 8 th September	Children will attend school from 09.00 until 15:15. <i>Please drop off and collect your child from outside their classroom from now on.</i>
Week beginning Monday 11 th September	Children will now attend school at the usual times from 08:40 until 15:15.

Here are some practical tips to support your child with a positive start to school:

- Help them to try on their uniform before their first day in September and celebrate how smart they look!
- Count down the sleeps until school starts, a visual calendar can help to support this.
- Try out the journey to school, you might like to walk around the village to add to their excitement.
- Look at the school website and show your child some of the photos of activities, events and trips. This will help them to visualise some of the things they may do here at Great Bardfield.
- Try to arrange play dates with children that you know. You will have the opportunity to meet fellow parents when dropping off and collecting at the Stay and Play

sessions before the summer holidays.

- Spend the two weeks leading up to starting school establishing the bedtime routine they will need after a busy day at school. Remember, that they will be exhausted at the end of the day for the first few weeks and having already established a routine will ease the emotional meltdowns that tiredness can inevitably trigger!
- Some children may only just have turned four when they start school. Whilst we find the vast majority of children transition incredibly smoothly to the longer days and the full-time requirement, we do recognise that this can be too much for some children and we are happy to tailor an induction that is appropriate to their needs.



Being able to tackle some simple daily tasks independently will give your child confidence and will stand them in good stead for a very successful start. For example:

Getting changed – Allow time for them to practise putting on and taking off jumpers, coats, shoes and welly boots. Help them to make sure sleeves are pulled out ready for the next time they are needed and show them how to fold or hang their clothes up carefully. Shoes with Velcro fastenings are much easier for little fingers than buckles and laces but practising putting shoes on the correct feet is always worth the effort! One novel idea to support this is to cut a round sticker in half and place one half in each shoe so that it is clear when the shoes are placed together which way round they should go.

Toileting – Help your child to feel secure about getting to the toilet in time and wiping properly using toilet tissue.



Lunchtimes – Children having school dinners need to be able to use a full-sized knife and fork and to be able to carry their own tray. If your child will be having a packed lunch, please make sure they can open it, as well as any containers and packets inside.

Hand washing – Help your child to understand how important it is for them to wash their hands after going to the toilet and before eating.

Helping out – It is a good idea to encourage your child to lend a hand with some simple tasks at home such as setting the table, clearing away their toys, pouring the drinks and so on – anything to promote responsibility and independence.



The to-do list for a successful start:

- ✓ Make sure that you have labelled everything (yes, everything!).
- ✓ Ensure that your child has a suitable school bag and small drawstring bag for their PE kit. You can purchase a book bag or a rucksack from our online uniform provider which are the perfect size for pegs and trays. No bulky rucksacks please, they do not stay on pegs!
- ✓ Ensure that your child has a puddle suit, wellies, sensible plain slippers (closed toes, backs and hard soles), and their PE kit in school every day.



And what to do if the novelty wears off?

In the first few weeks of starting school everything is new and exciting and children are still reasonably 'fresh'. It is quite common for the novelty to wear off at some point, especially as tiredness creeps in, and all of a sudden your happy child who has skipped into school with a beaming smile for the first few weeks suddenly becomes clingy. This is perfectly normal and although it feels horrible to leave them when they may be crying and holding on to you, after a very short time they are likely to be completely engrossed in something fun.

If your child does struggle with leaving you in the morning for a longer period of time, we will work through this with you in order to support both you and your child. We will always contact you if your child is struggling to settle once you have left them.

What will your child be getting up to at Great Bardfield Primary School?

Phonics and Reading

Every day Mrs Whittaker and Miss Smith will spend time with your child developing their phonic knowledge and reading skills setting them on the road to being an independent reader.

Numeracy

We believe in a practical and fun Maths curriculum, giving each child the support they need to develop a mastery of basic number skills – firm foundations on which to build!

Topic Based Learning

Creative, exciting and practical approaches are used to develop the children's knowledge and skills under themed topics.



Outdoor and Woodland Learning School – Bardfield OWLS

Whatever the weather the children are suited and booted for their adventures in the Great Outdoors!



PE

At Great Bardfield we are fortunate to be supported by a number of specialist sports coaches who alongside teachers teach a variety of sports.

Key Information

Morning Snack

Children will receive a free piece of fruit daily. As they are so busy we ask that parents contribute £1 each week to supplement their snack with bread and butter, crackers, cheese...The preparation of these snacks helps children to develop independence and fine motors skills.



School Dinners / Sandwiches

We serve a delicious selection of hot and cold lunches which are free to all children in EYFS and KSI. Lunch options include a hot meal, vegetarian option, a jacket potato, filled wraps and baguettes. There is also a fresh salad a fruit bar daily. The menu can be found on our school website and it is helpful for you to discuss the choices with your child. We are able to cater for most food allergies. If you decide to send your child in with a packed lunch, please be aware that we are a NUT FREE SCHOOL as some members of our school community have severe nut allergies.

School Uniform

At Great Bardfield Primary School we 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.

Uniform consists of:

- Navy Blue sweatshirt or cardigan **with school logo**
- White polo shirts with school logo or plain white polo shirts, white shirts or white blouses
- Grey straight-legged trousers or grey tailored shorts
- Grey or Navy Blue skirt or pinafore
- Black, sensible, low-heeled shoes. Boots should only be worn outdoors in inclement weather.
- Plain grey, navy or white socks or black, grey or navy tights.



Items marked with the school logo can be purchased through Brigade
<https://www.brigade.uk.com/parents/school/GR8379PD/>

In the Summer term, blue and white checked dresses or culotte-style dresses are optional. Some children choose to wear shorts or leggings under their skirt

or dress for modesty. These should be plain navy or white, if worn under a summer dress.

Headscarves worn for religious reasons should be plain and navy blue, white or black in colour.

Hair styles should be neat and tidy and promote our high standards of dress. Long hair should be off the face in all lessons and fully tied back for PE. There should be no extremes of style or colour and no shaved lines or patterns. Hair accessories should be discreet, plain and navy blue or white in colour.

Children will also require a change of clothing for PE lessons.

- Plain navy blue or black shorts
- Navy blue school PE shirt **with school logo**
- Plain Trainers
- Plain navy sweatshirt/plain hoodie and plain long trousers/tracksuit bottoms for outdoor PE.

Children may choose a book bag or rucksack with the school logo as these fit perfectly on our pegs. All basic equipment e.g. pencils, rulers, handwriting pens, colouring pencils are provided by school.



Lunchboxes should be named and taken home every day.

Water bottles should be named and they will be kept in the classroom other than when taken outside/to the hall for sports activities. Children are encouraged to drink water and should not bring other drinks into school.

Nail varnish, make up and jewellery is not acceptable. Children may wear small, plain stud earrings which must be removed for PE and swimming. Children may wear small, discreet watches which must be removed for PE.

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.

Home School Agreement

In September you will receive our Home School Agreement. All schools have this document, which clearly states the responsibilities of the school, parent/carer and the child when they attend 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 Whittaker will share more information 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. We send home a weekly newsletter, written by Mrs Crow, called The Bardfield Buzz. This comes by email on a Monday. We all lead busy lives but we would ask that parents take five minutes to read the newsletter as it contains very important information about things that are happening at school.

Medical Conditions

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 will also need to be completed. The medication must be kept in the office and not in the child's bag.

Sickness at School

If your child is unwell at school we will call the contacts provided on your initial registration forms.

PTA (Parent Teacher Association)

Every parent is automatically a member of the PTA when their child joins our school. We are lucky to have an active, supportive and committed group of parents and extra pairs of hands are always welcome. The committee works hard to think of ideas to raise money to benefit our children. Money raised by the PTA is used to fund trips and visits, maintain the swimming pool, purchase equipment for learning and play; all of which enhances the experience of our children. The PTA have recently fundraised to enable us to provide brand new furniture for our classrooms. Please try and attend PTA meetings and events wherever possible – your children will benefit directly from your support.

Breakfast and Afterschool Club

This fantastic resource is run by Pat Moore. Breakfast club leaders will drop children off to their classrooms in the mornings. They will wait outside the classroom to collect them at the end of the day. For bookings please call Pat on: 01371 811580.

Absence/Lateness

Illness

If your child is unwell, please call the school by 9:00am to report their absence. We have a strict '48 hour no return' policy for sickness or diarrhoea.

Medical Appointments

Please do let the office know of any medical appointments. They may need to see a copy of the appointment letter/message. Medical appointments should be taken out of school time if possible.

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. Holidays will not be authorised. 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 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. Please note that the school does not receive any monies from collected penalty notices.

Registration

Our registration time begins from 8.40am ends at 8:55am. If children arrive after this time they will be marked as late. Lateness is monitored by our attendance officer and the Headteacher.

In this pack, we have tried to cover everything we think you need to know but if you have any further questions please do give Hollie in the office a ring. Lots of the staff have been in your shoes and understand that starting school is a huge event for both you and your child. We will support you through the process and we promise that within a few weeks it will feel like your child has always been with us.

We can't wait to meet you properly!

*Mrs Liz Crow
Headteacher*