

St Werburgh's C.E. Primary School



Induction Booklet 2020 (Reception/Early Years Foundation Stage)



Welcome

Here at the beginning of your child's school life, we welcome you to St Werburgh's C.E. Primary School. We hope that this will be the start of a happy and rewarding partnership, with home and school working together to provide a secure, stimulating and enjoyable learning environment for your child.

This booklet is designed to give helpful information about the organisation, routines and procedures of our Reception Class and to describe the learning activities which your child will experience.



We are extremely proud of our school motto:

'Love to learn, love God, love one another'.

This is a very important part of our school and also reflects our expectations of the children as they become part of the St. Werburgh's family.

Meet the team

Miss C. Hickman – Reception Class Teacher

Mr C. Casey – Year 1 Class Teacher

Miss L. Keeling – Assistant School Leader/ Year 2 Class Teacher

Mrs L. Proctor – Year 3 Class Teacher

Miss S. Bullock – Year 4/5 Class Teacher

Mrs H. Bloor – Assistant School Leader/ Year 6 Class Teacher

Mr J. Day – Teacher

Mrs M. Whiteley – Music Teacher

Mr M. Prescott – Peripatetic Music Teacher

Mr A. Brayford – Trust Principal/ School Leader

Mr J. Eccles – Executive Principal/Trust CEO

Mrs A. Eyre - Learning Support Assistant / Pupil Premium Co-ordinator

Mrs K. Goodwin – Learning Support Assistant / Lunchtime Supervisor

Mrs M. Hill - Learning Support Assistant / Library Co-ordinator

Mrs B. Mace - Learning Support Assistant / Senior Lunchtime Supervisor

Mrs E. Price - Learning Support Assistant

Mrs T. Wright - Learning Support Assistant

Mrs V. Burton – School Secretary

Mrs S. Carr – Trust Business Manager

Mrs M. Eydon- Deputy Trust Business Manager

Miss L. Varley – School Cook

Mrs S. Finney – Catering Assistant

Mrs A. Mulvey – Catering Assistant

Mrs W. Carr – Lunchtime Supervisor

Mrs M. Hall - Lunchtime Supervisor

Mr D. Salt – Site Technician

Mr G. Coates – Site Technician

Mr B. Wardle – Systems Officer

Mrs A. Upton – Cleaning Supervisor

Mrs S. Emery – Cleaner

Rev. Sue Symons – Vicar

Mrs E. Sales – Choir Leader

Miss Jose Aallun – School Crossing Patrol

Mr J. Ratcliffe – School Link Trustee

Mr P. Chell – Chair of Trustees

Mrs K. Hulse – Vice-Chair of Trustees



Induction Process



Our intention is to make each child's entry into school as enjoyable and relaxed as possible. We want your child to be happy, confident and eager to learn. This year's induction process is a little unusual due to the current Covid-19 guidelines.

Parents' meeting and pre-school visits

In these unusual times, our initial parental information session and pre-school sessions for the children were held by video conference. We hope that you found these useful, however, once you have received the information packs, please complete and return the key information sheets and please do not hesitate to let us know if there are any further questions.

Start date

Your child will start school on: **Wednesday 2nd September 2020 at 9.00am.**

At this time, children throughout the school will have staggered start and finish times and will be using different entrances. To support our Covid-19 control measures, please ensure that you follow the stated times and entrances/exits, so we are able to protect all members of the school family. Reception children will be entering and leaving school via the gate at the top of the school drive which joins the carpark. To minimise risk, when on the school site, please maintain social distancing at all times and follow the one-way system. Children will be met at the gate at the top of the school drive as at this time, parents/carers are not to pass beyond this point, nor enter the school building. As we have staggered start and finish times, once you have dropped-off or collected your child, please do not remain on the school site. Please note that parking is not available on the school site and, if you are parking near to school, please park in a safe and courteous manner. We would always encourage parents/ carers to walk to school if possible.

To help to safeguard children, please ensure that you telephone school to advise of any change of plans in regards to who usually collects your child. This is simply to keep your child safe.

Attendance



Times of school day

Times are subject to change based upon the current Government Covid-19 guidelines.

Below are the times from September until further notice.

Arrive: 9.00am

Children in Reception must arrive between 9.00am and 9.10am as part of our Covid-19 control measures.

School ends: 3.10pm

Please ensure that you follow the times above, as they are part of our Covid-19 control measures. We want to keep everyone safe. If your child has siblings in other classes, they may also be dropped-off and collected at the times above.

At this time, please only use the **gate at the top of the school drive** (next to the carpark), where you will be met by a member of the team. Please note that there will be no parent or pupil access via the carpark to the front of the school.

Lateness

If your child is not going to arrive during their stated time, please telephone the school office for further advice and to state the reason for lateness.

Absence from school

Please contact school before 9.30am by telephone on the first day of absence (01538 702355 option 1).

Covid-19 symptoms

Should your child experience any symptoms of Covid-19, **it is essential** that they remain off school until a test has been undertaken and results received. In the case of a positive test, they must remain at home for a minimum of 7 days from the date of the test. If a household member tests positive, your child must remain at home for a period of 14 days, regardless of if they are displaying any symptoms. This is to keep the entire school community safe. Should your child display any symptoms whilst at school, they will enter an area of isolation with a member of the school team and we will contact you to collect them immediately. Unfortunately, any positive cases in school could result in class or whole school closure.

Holiday Dates

Details of school holidays for the coming year also available on the school website: www.tmpf.staffs.sch.uk/st-werburghs/school-family/parents. We ask that you avoid taking your child out of school during term time as this can be disruptive to their learning. Our school and Trust are only allowed to grant a 'Leave of Absence' in exceptional circumstances (the Department for Education and Local Authority Guidelines advise that family holidays during term time are not exceptional).

Attendance and punctuality

To help your child to benefit from the learning opportunities they access at school, it is important that they attend each day (health permitting) and arrive and are collected on time. Children's attendance and punctuality is monitored and should this become an area of concern, we will contact you so we can work together to avoid the Local Authority taking any further action.

Participation

All aspects of the school day are compulsory and children are not able to opt in and out. However, if there is a medical reason why your child cannot take part in Physical Education for a week, this needs to be put in writing and emailed to the school office. Children with more complex medical needs will have their own care plan, which will state how they will take part in a given activity.

Safeguarding Children

In accordance with the Children Act 2004 and Staffordshire Safeguarding Board, all staff that come into contact with children and their families, have a duty to safeguard and promote the welfare of children. All staff have a duty to follow the child protection procedures set down in our Safeguarding Policy (you are welcome to a copy of this policy, please ask at the school office, or visit the school website).

Designated Safeguarding Leads: Mr A. Brayford and Mr J. Eccles

Deputy Designated Safeguarding Leads: Mrs H. Bloor and Miss L. Keeling

Safeguarding Trustees: Mr J. Ratcliffe and Mrs K. Hulse

Children will be taught ways in which they can stay safe, including in the online world. For further information on how you can keep your child safe online, please visit the school website.

Drop-off and collection

All children **must** be accompanied to and from school by a responsible adult and staff must be informed of any change. For your child's safety, we will not release any child to the care of an adult where we have not been previously informed by a parent or carer, or an ongoing arrangement has been submitted to us in writing. Once it is able to resume its wraparound care (this must be booked directly with the Kingsley Kingfishers), please remember to inform school if your child is to attend the Kingfishers' after-school provision.

Contact Details

So we can maintain good communications, it is essential that all contact numbers and email addresses are updated at school immediately when changes occur. Most of the school communications with parents/carers will be through email.

Independent Hygiene

As soon as your child begins at St Werburgh's C.E. Primary School, we promote independent hygiene practices. This includes toileting and the washing of hands. Children will be encouraged to visit the toilet independently at all times. During lesson times, our school aims for a 'one child at a time' practice, and during break and lunchtimes, a member of staff manages the use of the toilet.

For those children that are still developing their toileting skills, 'pull-up' nappies **must** be provided by parents. We are very aware that children will have 'little accidents' from time-to-time; however, we encourage parents to fully develop their child's toileting skills as soon as possible. It would be helpful if your child had some spare clothes sent into school in a clearly-marked bag... just in case!

Medication and Illness

Medication

Children must not bring **any** medication into school in their bag. This must be passed to a member of staff by parent/carers. Medicines may not be administered unless they have been prescribed for the named child by a doctor, dentist or nurse. A consent form will need to be completed by the child's parent each time prescription medication is to be administered by school staff. Please notify school in advance should your child need to take prescribed medication so we can arrange for a consent form to be waiting for you on the school gate in the morning.

Non-prescription medication e.g. pain and fever relief or child-specific teething gel can be administered but only under exceptional circumstances with written permission by the parent/carer and approval from a member of the Leadership Team. A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor. Children are only to take medicine appropriate for their age and will not be permitted to take paracetamol in tablet form in school.

Children who suffer from asthma will be helped to administer their inhaler. **Two named inhalers (blue only) and a spacer MUST be kept in school at all times.** These must not have passed their expiry date. A care plan will be set up by parents, school and the school nurse.

First Aid

First aid supplies are kept in school and minor injuries dealt with by staff. Most staff members are qualified first aiders.

Paediatric First Aiders: Miss C. Hickman, Mrs A. Eyre, Mrs B. Mace, Mrs L. Proctor.

In the case of a child needing first aid, an accident form will be completed by the member of staff who dealt with the injury - a copy will then be issued to the parent or carer at the end of the day.

If your child has a head injury whilst at school, you will be contacted via a phone call. In the majority of cases this will just be an informative call, however, we would always encourage you to come to school to assess your child personally.

In the case of more serious injury/illness requiring further attention, we will contact parents/carers as soon as possible. In the event of parents/carers being unavailable, a member of staff will accompany the child to the hospital and wait until parents/carers arrive.

Headlice

These little pests are common...but very unwelcome. Children find these uncomfortable and therefore they can prevent learning in addition to causing further health risks. Please check your child's hair regularly and treat any cases immediately to avoid discomfort for your child and also to prevent these spreading to other children.

Illness

We want all children to have good attendance levels. However, if your child is ill, they should stay at home to prevent the 'illness' being passed onto other children and staff. Like us all, children do not learn when they are ill. It is school policy that in the event of sickness or diarrhoea, children must be kept at home for 48 hours after the last episode.

Covid 19-related illness/symptoms

See information on page 5.

Early Years Foundation Stage Curriculum

Learning in the Foundation Stage (Reception Class) is divided into seven areas of learning which are all linked together. These are split into two groups: Prime Areas and Specific Areas.

The Prime Areas include: Communication and Language; Physical Development and Personal, Social and Emotional Development.

The Specific Areas include: Literacy; Mathematical Development; Understanding the World; and Expressive Arts.

Communication and Language

Focuses on giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical Development

Involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, Social and Emotional

Involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Literacy

Involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematical Development

Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measure.

Understanding of the World

Involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design

Involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology



Assessment



Sharing Information – 2Simple

Capturing your child's learning is a crucial part in recording your child's progress over time. As a Trust, we have invested in developing how we share information with parents and carers to ensure you too can celebrate the wonderful progress and opportunities your child accesses whilst in school.

We currently use computer software called '2Simple', this is a tool which staff have used during the past academic year to capture those treasured learning moments with a photograph and a comment. Once recorded, this evidence automatically enters the child's file, to which parents and carers have access throughout the year. This software program is used by many Early Years Settings across the country.

So that parents and carers can comment on their child's learning, this software offers the option to share the evidence with parents and carers via their email address. This is known as 'Parent Share'. This is a safe and secure method of sharing precious moments with parents and carers.

From September 2020 we aim to share evidence with parents via this method on a regular basis. This will provide parents with the opportunity to celebrate their child's learning.

Should you have any further questions or queries regarding 2Simple Parent Share, please do not hesitate to contact us and we will be happy to help.



The Moorlands Primary Federation (TMPF)

St Werburgh's C.E. Primary School is an academy, and also a founding member of The Moorlands Primary Federation (TMPF) Multi-Academy Trust (MAT). Through this family of schools (also including Bishop Rawle C.E. Primary, Dilhorne Endowed C.E. Primary, Great Wood Primary and The Valley Primary), we share resources and look for ways in which the children can learn together.

Here at St Werburgh's C.E. Primary, we have beautiful land to explore, 2 playgrounds and a grassland area and planters. Our local church is within walking distance of our school which creates a wonderful community bond through faith.

As well as our lovely school site, we are also to take groups to our sister schools' sites (when Covid-19 regulations change). The Valley Primary School have an onsite Forest School; Bishop Rawle C.E. Primary School have an indoor climbing wall; and Dilhorne Endowed C.E. Primary School have an onsite Farm School.

With all of our schools, we share a wealth of experience and skills offered by all staff, uniting for dance festivals, spelling competitions, the creation of shared stories, school visits, sporting events and more.

All of our schools are members of the Cheadle and District School Sports Association (CADSSA). This is a group of schools across the Staffordshire Moorlands who work together to hold a wide selection of competitive sporting opportunities. We also participate in sporting and dancing opportunities as part of a cluster of schools alongside our friends at The Cheadle Academy. These all allow us to offer the children new experiences and helps to inspire a love of sport, fitness and a healthy lifestyle.

TMPF has a minibus, so travel to our sister schools and their facilities is supported.

We are proud to be part of this Multi Academy Trust.

Trust
Mindful
Peace
Friendship



Healthy School

At St Werburgh's C.E. Primary School, we believe that healthy eating is a fundamental part of a child's development. Throughout the year, the children complete many learning activities about healthy eating and keeping their bodies active.

Snack time

In the morning, children are offered water and a piece of fruit. Children under five are entitled to free milk each day. These are subject to Governmental Covid-19 guidelines. At the start of term, children may bring a healthy snack into school which they can enjoy at the morning break time. Currently, no other snacks will be available in school.

Lunch time

Universal Infant Free School Meals are available to all children in the Foundation Stage and Key Stage 1. Menus will be posted on the school website for parents/carers to choose what their child would prefer. The kitchen also offers sandwiches if this is preferred.

If children choose to bring sandwiches from home, we ask that they come to school with a healthy lunchbox with only one treat i.e. cake or biscuit. We cannot reheat or chill children's lunch box contents.

Uniform

Children need to wear:

- Green sweatshirt/cardigan with school logo;
- Charcoal grey trousers/skirt/tights;
- A white shirt and school tie, or school polo shirt;
- Plain white, black or grey socks;
- Wet weather coat / warm coat;
- Sensible shoes **(no boots, sandals, or trainers)**;
- No jewellery is to be worn;
- A pair of wellies which can stay in school.



P.E. Sessions

- P.E. kits need to be in school every day. The P.E. T-Shirt should be in your child's 'house/team' colour (this will be shared with you by staff);
- P.E. pumps;
- Trainers for outdoor lessons;
- Warm P.E. kit – sweatshirt and green/ black/ grey Joggers.

Other entirely optional items available from Something Special are:

- Reversible coats
- Book bags with school logo
- School caps with school logo
- Beanie hats with school logo

No jewellery, (including ear rings) should be worn at any time.

***Please do not have items of uniform externally embroidered with your child's initials. ***

Please consider the size of bags the children bring to school, they must be able to carry their own belongings!

During the current Covid-19 period, other than P.E. bags, children should only bring a coat, and a labelled plastic carrier bag into school which contains their lunch (unless having a school meal), a healthy snack, a bottle of water (not juice or sparkling drinks), a sunhat and sun cream (if necessary) and change of clothing/underwear in case of a toileting accident. At this time, no toys, pencil cases, books from home etc. are allowed to be brought into school.

All clothing, shoes and bags must be clearly named.

All uniform is available from:

Something Special: 4 Pine View, Hillside Business Park, Draycott Crossroads, Cheadle, ST10 1AB
Tel no: 01538 752840

Home School Partnership

Working in close partnership with parents and carers is the best way to give children the education they deserve. To facilitate effective communication between home and school, within the first term, children are issued with a **Reading Book Record** which they must bring to school. This is for parents, carers and school to write any notes and record reading that has been done at school, or at home. Please note that staff will not write in your child's book every day. In the current Covid-19 period, reading books must come into school on the days specified as they will then remain stored for a period of 72 hours before being offered to other children. Further information regarding returning reading books will be issued in September.

If you have any concerns, please telephone or email the school office to speak to the class teacher in the first instance. Should further information be required, this may be referred to one of the Assistant School Leaders.

Newsletters or letters will be emailed to you which offer details of life in the school family. These will include information of upcoming school, Trust, Parish and PTA events.

PTA
We are fortunate to have a wonderful and very active PTA who offer plenty of events to raise funds for the school. We would encourage all parents/carers to join the PTA to make new friends and also to share ways to support and help at events.

Home School Agreement

We will send out a copy of the Home School Agreement during the first few weeks of term. This needs to be signed by parents and pupils and returned to school.

Discipline

We aim to promote positive behaviour and encourage respect for others at all times, by providing your child with a secure, trusting, loving and stimulating environment. Through our high expectations of each child's conduct, we emphasise positive behaviour by encouraging your child with constant, consistent praise and encouragement, providing lots of positive attention, whilst communicating expectations of acceptable behaviour.

We promote equality and anti-discriminatory practice encouraging your child to understand and celebrate differences, and to respect others. As a Trust, we celebrate the Fundamental British Values of: democracy; the rule of law; individual liberty; mutual respect; and tolerance of those of different faiths and beliefs.

It is important that your child arrives at school ready to learn. Children who are overly tired due to staying-up late, excessive gaming, or who have not eaten breakfast, are often not ready to learn. We therefore advise a positive consistent routine is maintained at home. If you would like further advice and support, please speak to a member of the team.

What else do we offer?

After-School/ Lunchtime Clubs

We hope to be able to resume these when Covid-19 guidelines change.

Should you wish to complete some online learning with your child before they start, the BBC have launched a lovely new program, 'Tiny Happy People'.

To find out more, please visit:

www.bbc.co.uk/tiny-happy-people

Policies and Procedures

Policies and procedures are available for all parents/carers. You can access all the policies either on the school website, or upon request.

Complaints Procedure

Many concerns can be resolved quickly by an informal approach to the class teacher, or a senior member of staff. If this does not achieve the desired resolution, the School Leader or Executive Principal is available to ensure a thorough investigation of the complaint and appropriate action is taken.

If your complaint remains, you can contact the Chair of Trustees: Mr P. Chell.

If your complaint remains, you can contact:

Ofsted

Midlands Regional Centre

Building C

Cumberland Place

Nottingham

NG1 6HJ

Tel: 08456 404040

We sincerely thank you for choosing St. Werburgh's C.E. Primary School for your child, and we hope that this is the start of a long and healthy two-way relationship with the shared goal of supporting your child's learning and development.

Please stay safe in these challenging times and God Bless.

Love to learn, love God, love one another.

For further information:

www.tmpf.staffs.sch.uk/st-werburghs

tel: 01538 702355 (option 1)

email: office@st-werburghs.staffs.sch.uk