



STARTING SCHOOL



Name: _____

Dear _____,

It's not long now until you become part of Worsthorne Primary School in our Reception Class. We are very excited about you joining us!

Mrs Hobley and Mrs Cockett are your new teachers.



There will be two Teaching Assistants working with us in Reception Class. They are Mrs Drinkwater and Mrs Reynolds.



Mrs Drinkwater



Mrs Reynolds

Here are some very important dates and times

Individual family sessions are where you and your child can attend for a short amount of time. You will see the environment, have your first taste of all the fun learning that goes on here, and get to meet us all properly.

- Individual family classroom sessions from Wednesday 2nd, 3rd, 4th September (you will receive dates and times for this)
- Morning or afternoon sessions from Tuesday 8th September 2020 (you will receive dates and times for this)

Your child will be starting school full time on 14th September 2020

WORSTHORNE PRIMARY SCHOOL



AIMS

Achieving our goals through dedication and teamwork

We aim to:

- provide each pupil with an outstanding education, enabling them to reach their full potential;
- create a happy, caring and nurturing environment in which all pupils can learn and play safely;
- value every pupil for their personality, talents and abilities;
- work hard to be the best that we can be and motivate our pupils to do the same;
- prepare our pupils for life in a diverse United Kingdom by providing opportunities for them to respect and understand themselves, each other and citizens of the wider world;
- work in close partnership with parents and carers;
- foster positive links with the village in which we are situated and its community;
- be forward thinking in our approaches and attitudes;
- find opportunities to create lasting memories for every pupil;
- and support our pupils to become motivated, life-long learners and successful, confident adults.

A Typical School Day

Before reading, please bear in mind some timings or routines may change due to the current circumstances of returning to school and maintaining social distances. You will be well informed of any changes that will affect your child.

No two days are ever exactly the same at school – as you will find out! However, some things do stay broadly the same. On this page you will find information about some of the general routines of the day.

School opens at 8.45am and the bell goes at 8.55am, when the school day officially starts. Before 8.45am the children are not supervised by school staff and must never be left unattended by parents or carers. During the first weeks, we ask parents to bring the Reception children around the building to the canopy next to Reception Class, where they are welcome to wait from 8.45am until Mrs Hobley or Mrs Cockett collects them. When we think the children are ready, we will let you know to start dropping them off by the gate so they can walk onto the playground with the other children. There is always a member of staff, usually Mrs Young, waiting by the gate in the morning from 8.45am and two other members of staff will be on the playground. Children will have access to both indoor and outdoor play throughout the day.

Lunch time is from 12.00 noon until 1.05pm, which includes time for eating lunch.

At lunchtime, the Reception Class children go together into the hall to eat. For the first few weeks, Mrs Hobley or Mrs Cockett will go into the hall to eat with the children too. Reception Class always goes first for dinner because they tend to take the longest to eat! When they have finished, they join the other children on the playground.

The school day ends at 3.25pm for all children. At first, parents of children in the Reception Class are asked to wait on the school playground so that they can be seen from the classroom window. Each child is sent directly from the classroom to the person who is collecting them. Please bear with us as this takes us a while at first but we soon become adept at matching adults to children! Once we have mastered this, we will ask you to wait with the other parents and carers to collect your children from the front of school. Please rest assured that the class teacher and teaching assistants only release children when they can see the adult who is collecting them.

Before your child starts school, you will be asked to complete a form to inform us of who you give permission to collect your child. Staff will only release your child to a person named on that form. Please let us know by note or telephone call if your child is being collected by someone else. Do not be offended if we telephone you to confirm any arrangement if you have forgotten to let us know. We have this protocol to help keep your children safe and we always adhere to it.

COMMUNICATION

Contact Details

In your pack, you will find a form to complete, asking for some essential information for school: the address/es of both parents, your child's date of birth, the name of your family doctor and any medical requirements your child has that we need to know about. The form also asks you to nominate four emergency contacts and provide their addresses, telephone numbers and the relationship of those people to your child. It is your responsibility to advise us of any changes to the emergency contact details as your child moves through school.

Newsletters and Letters

Most Fridays, the children will be given a school newsletter to take home. The school newsletter informs you of what has been happening during the week, what events are coming up, and gives any messages or notices. It is very important to read and keep the school newsletter as this is our prime means of communicating with you. We include a great deal of information on it rather than sending you lots of individual letters. The school newsletter is also published on our website each week in the 'Newsletter' section in case you mislay it.

A Reception Class newsletter is also produced by Mrs Hobley and Mrs Cockett to give you a brief outline of what the children have been learning during the week. It will also inform you about any homework that has been given. Homework will be given out on the Friday of each week and will be a range of fun, practical activities linked to the activities and topics about which the children are learning.

Sometimes, other letters will be sent out to you via the children. These are placed in the children's bags for them by the staff in Reception Class. If the letters require a response – usually in the form of filling in a slip and returning it to school – please place the reply back in the bag. It is a good idea to check your child's bag every day so that you do not miss anything.

School Bags

Each child should have a 'school bag' which they should bring in each day. Bags are checked every morning in the Reception Class so that any questions or messages, money, returned forms, etc. can be found and dealt with. We also use the children's bags to transport reading books and homework activities. You can purchase a school 'red bag' from our school office and they will also be available on your child's Induction Days. Our red bags cost £4.00.



Emails

If you would prefer to communicate with us by email, here are a couple of useful addresses. Mrs Hobley's email address is j.hobley@worsthorne.lancs.sch.uk and Mrs Cockett's email address is a.cockett@worsthorne.lancs.sch.uk and Mrs Young's is head@worsthorne.lancs.sch.uk. We always try to respond promptly to emails but please bear in mind that Mrs Hobley and Mrs Cockett will not be able to reply during teaching hours. If your message is urgent, it is better to telephone the school office on 01282 425690.

Text Messages

We have a text messaging service that we use regularly to send messages and information out to families. We will use the 'First Contact' mobile phone number that you provide for us unless you let us know otherwise. The text message service can be set up to send to two numbers if parents are separated. You can reply to our text messages but please do not send us any urgent information using it as it is only monitored periodically. Please telephone with anything urgent.

Letting us know if your child is ill

If your child is unwell and unable to attend school, please let us know by telephone call as soon as possible before half-past nine in the morning. The school answerphone machine will pick up early calls. Please do not use text messaging or email to inform us of your child's absence.

As we have a statutory duty of care to all our pupils, we will contact you if your child is absent from school without an explanation. If we cannot get hold of you, we will use the other numbers that you have provided for us in the order that you have stated until we are able to establish the whereabouts and safety of your child.

Speaking to your child's teacher

We pride ourselves on our open-door policy and the relationships that we build with our children's parents and carers. You are welcome to call into school to talk to us at any time and we will endeavour to find someone who can help you. However, the end of the school day at 3.25pm is probably the best time to pop in. If you prefer, you can put a note in your child's bag, email or telephone to arrange a time. We always try our best to respond to your queries as quickly as we can.

Celebration Assembly

Due to current circumstances, you will be inform of when celebration assemblies are running. Every Friday morning at 9.05am we hold a Celebration Assembly to which we extend an invitation to any parents and grandparents who might wish to join us. During the assembly, children receive awards from school and can be presented with any awards they have achieved away from school too – swimming certificates, for example. If your child is to receive a school award, we will text you on Thursday evening to let you know. Please join us for assembly when you can.

SCHOOL KIT

School Uniform



We expect all our children to wear our school uniform as we believe that this helps them to work, play and learn together as a team. It helps their personalities and individuality shine through – rather than their outfits! Uniform embroidered with our school logo is available from our office but appropriate uniform can be purchased from many local clothing retailers and supermarkets. Details of our school uniform are as follows:

Girls: grey pinafore, skirt or trousers
red polo shirt
navy sweatshirt or cardigan
red gingham dress when warmer
white or grey socks / white, grey or red tights
black shoes

Boys: grey trousers or shorts
red polo shirt
navy sweatshirt
white or grey socks
black shoes

Please note that shoes should be hardwearing, not canvas or trainers, and should have a low heel, full toe and ankle support. Sandals are not permitted. Hair bobbles, bands and ribbons should be plain and in school colours: navy blue or red.

Jewellery

For safety reasons, children are not allowed to wear jewellery to school other than a watch and plain silver or gold stud earrings. In the interests of safety, all jewellery must be removed by your child for PE, games or swimming, and for any other activities when deemed necessary by the class teacher. Teachers cannot be responsible for removing or replacing earrings or for the loss of any jewellery. We ask that ears are only pierced at the beginning of the summer holiday time so that they have time to heal and your child is able to remove their earring themselves, before returning to school in September. Your child will be asked to remove any jewellery other than earrings as it is not allowed. It will be kept safe by the adults in class until they are able to return it to a parent or carer.

PE Kit

For PE the children need a white T-shirt, black shorts and black pumps, which should be brought into school in a named bag. PE bags should be in school all week as, although we have timetabled PE sessions, sometimes there are changes or extra sessions put in. We need to have them ready at all times! PE kits are sent home for washing and need returning the following Monday. It is a good idea to check your child's pumps from time to time as their feet grow rapidly and pumps can sometimes get forgotten.



Forest School Kit



In Reception Class, we ask that each child has a Forest School kit which they will use when they are taking part in Forest School sessions on our grounds. The kit should contain clothing that your child can change into to work outside - preferably items that you don't mind getting mucky. When we are in the colder months, it would be useful if your child's kit bag included a warm, fleecy jumper, thick socks, trousers such as tracksuit bottoms, a hat, gloves and a scarf. Waterproof clothing is advisable too. Mrs Hobley and Mrs Cockett will let you know when we are ready to start Forest School sessions so that you can send your child's kit into school.

Name Labels

Please label ALL of your child's belongings including bags, lunch boxes, all clothing, shoes, coats, PE kits... absolutely everything! Although they are slightly more expensive, we would highly recommend sew-in name labels or special permanent markers. Please don't use felt-tip or ordinary pens as they wash out too easily. When a class full of children change for PE and then back into their uniforms it is inevitable that sometimes clothing gets muddled. Having everything named will help us to get items back to their owners.

Personal Belongings

We try to discourage children from bringing in items from home such as toys, teddies, dolls, cards that they are collecting etc. as they can get misplaced or damaged accidentally. Please support us with this as it helps us to avoid tears.

PUPIL PREMIUM GRANT

Some of our pupils are eligible for a special grant known as the Pupil Premium Grant. We receive a small amount of extra funding for these children which we can use to support them to get the best out of school. We use our Pupil Premium funding in a number of ways to support children from lower income families, such as financial support towards school visits or to buy uniform from us, extra teaching assistant hours in class, counselling service, and more. If you receive government benefits or have a household income below the government's threshold it is really important that you register your entitlement with the Area Education Office on 01254 220711 so that school can receive this extra funding for your child.

FOOD AND DRINKS

School Meals



School Meals are prepared on-site by our wonderful kitchen staff. Every day the children have the choice of two hot, main courses, a jacket potato with various fillings or sandwiches. The menus are displayed in the notice board outside school and posted on Twitter. The Salad Bar is open all year round and staffed by Year Six pupils. Our school is proud to hold a Food Hygiene Rating of Five.

Currently, all children in the Infant classes are entitled to a free school meal paid for by the government. The vast majority of our children take up the offer but it is not compulsory and your child can still bring a packed lunch if you'd prefer. If bringing a packed lunch, it should be in a clearly labelled box or bag. We are a 'Healthy Eating' school so please do not to send your child with fizzy drinks or sweets and chocolate bars for lunch. It may sound odd but we ask Reception Class children to bring home anything that they haven't eaten. This is so that you can keep an eye on what your child is eating at lunchtime. We know that this means messy lunchboxes returning home to you so we apologise for this in advance but we think you'd prefer to know what your child is eating.

Snacks and Drinks

We are member of the Healthy Schools Initiative and take part in the *National Schools' Fruit Scheme*, which means that your child will be offered a piece of fruit, free of charge, every morning playtime during Reception, Year One and Year Two.

Children are not allowed to consume other snacks brought from home unless there is a genuine medical reason for them to be required. If this is the case, the School Nurse will work with your family and other medical professionals to draw up a Care Plan.

There is a water fountain in the Reception classroom to which the children have open access throughout the day.

Special Dietary Needs

Our kitchen staff are adept at creating menus to cater for a number of special dietary needs and there is a vegetarian option each day. If your child has any special requirements, please let us know on the Pupil Information Form in your Welcome Pack. If the requirement is medical, we will ask for information to be shared with us from your GP and may decide that it is necessary to draw up a Care Plan with you and our School Nurse.

Safeguarding Pupils

The safeguarding of children at our school is the responsibility of every adult working or volunteering here and we take it very seriously. The Designated Senior Leads for Safeguarding are Mrs Young and Miss North. Together, we work closely with colleagues from other agencies including health professionals, Family Support Workers and Children's Social Care. We have a comprehensive Safeguarding Protection Policy, which outlines our responsibilities and protocols. You can find a copy on our website.

Administration of Medicines

If your child requires medicine during school hours, we can administer for you but need you to complete a consent form from the front office. The medicine must be in its original packaging with clear labels and your child's name written on it. Please do not send any medicines or medicated products into school in your child's bag or lunch box.

Travelling To and From School

Our children travel to school on foot, by car or by bus - and occasionally by pony! You will make the best arrangements for your family but we would like you to consider joining our 'Walking Bus' which takes place every Friday morning. The 'Walking Bus' leaves the car-park of the Thornton Arms at 8.25am, and is supervised by volunteer members of staff and parents. The children taking part are issued with high visibility jackets and walk in convoy up Brownside Road to school.

As you can imagine, it can be quite busy outside school at the beginning and end of the school day. To keep our children safe, we ask everyone to part legally and courteously on the roads around school. Please be mindful of local residents and other traffic on the roads. It is worth noting that the bus comes through the village at the same time as we arrive at and leave school and it needs to be able to get around the village and pull up at the bus stops. Stopping on the zig-zag markings outside our gates is forbidden by law and we always report drivers who stop there as they pose a serious risk to our pupils. Please do not stop on the zig-zags to pick up or drop off your children. It is worth reminding other people who might be transporting your children of this rule too.

Generally, our families abide by these requests and we are very grateful to them for helping to keep our children safe.