

SWINDON VILLAGE PRIMARY SCHOOL



INFORMATION BOOKLET FOR PARENTS

Mr Howell's Class

September 2017

Welcome to Year 4

Your child's class teacher this year is: Mr Howell

Your child's Teaching Assistants this year are: Mrs Brown and Mrs Cooper

Government Regulations allow teachers time out of the classroom to plan, prepare and assess (PPA Time). Therefore, your child will also be taught by **Mrs Langer** every other week on a **Tuesday**.

This booklet is intended to give you easy access to a range of information that you may need throughout the year. If you think anything is missing, please let us know.

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Absence from School

From September 2013, DfE Regulations state that Head Teachers may only authorise an absence from school in '*exceptional circumstances*'. Absences not judged to fall into this category will be marked as unauthorised and may be liable to a fixed penalty fine from the Local Authority. Under these new regulations, family holidays taken during term time can no longer be authorised.

Assessment

The main focus of our Assessment Policy is for children, parents and staff to have a clear picture of what children can and cannot do. This allows us to plan future learning based on individual need. Throughout the year, conversations with children and their parents will focus on what children can do, and what they need to work on next. We will also discuss how parents can support learning at home.

An overview of the Key Objectives against which children are assessed is shared with parents at the beginning of the year. Each child's progress towards meeting these is then shared with parents as part of the Termly Mini Progress Reports and an End of Year Reports.

In Reception, Y1, Y2 and Y6, statutory assessment at the end of the year is reported against national expectations and we will discuss this further with parents in these year groups.

Attendance

Children should be in school every day. At the end of each term we award attendance certificates to those children who have attended school for EVERY session. Children arriving after 8.50am will be marked as late and children arriving after registration has closed (9.10am) will be recorded as an unauthorised absence. Persistent lateness and unauthorised absences are both reported to the Local Authority.

In September 2015, the Government redefined 'Persistent Absenteeism' as attendance falling below 90% (previously 85%). Whilst the school monitors the attendance of all children, we will be keeping a particular watch on children whose attendance is below 95% as they are in danger of falling into the 'persistent absentee' category and receiving a referral to the Educational Welfare Service.

Behaviour Management Strategies

Generally the children at Swindon Village are well behaved. However, if we are concerned about your child's behaviour, we will contact you to discuss a way forward. Further information can be found in our Behaviour Management Policy which is available on request and on the school's website.

Book Bags

Each child should have a book bag in which they carry their reading book, reading diary, homework and letters. Food and drinks should not be carried in this bag. Book bags cost £3.50 and are available from the school office.

If a child wishes to carry other items to school the additional bag/rucksack should be kept as small as possible as we only have limited cloakroom/locker space.

Car Parking

We encourage children to walk to school. There is very little parking in the vicinity of the school and the school car park is for staff use only. Parents may use the Village Hall car park, Cheltenham Town's car park (formally Seasons) or the car park near the play area in Wyman's Lane. **We would be grateful if parents would not block residents' drives, as this often causes upset and bad feeling.**

Please do not walk your child into school using the main school drive/car park as this is a vehicular entrance and is unsafe for pedestrians.

Class Rules

Each class has its own set of rules which is agreed by the children and class teacher during the first few days of term.

Clubs

There are a range of clubs available for children to enjoy after school and at lunchtime. These are run voluntarily by staff in their own time. A timetable is published after every long holiday i.e. in September, January and April.

Children joining a club are expected to show commitment to that club and remain with it for at least one new term. To join a club you need to return the completed slip to the school office by the set deadline. Clubs are allocated as fairly as possible to ensure that all children get at least one club of their choice.

Children must be collected by parents from the school building. We will not let a child leave the school by themselves at the end of the club unless we have received written confirmation of this.

Collecting Children at the End of Day

As a staff, we think that it is only suitable for children in KS2 (Years 3 – 6) to walk home unaccompanied. Children in Years 5 & 6 may, with parental permission, walk home unaccompanied and children in Years 3 & 4 may, again with permission, walk home with an older sibling (but not, we feel, on their own).

Children without a slip should be collected from the relevant classroom. We often have children saying that mum/dad is on the front playground/waiting in the car/park but, as far as staff are concerned, this is the same as letting children leave unaccompanied. **Children without a slip will be kept in class until they are collected by a parent/sibling.**

Arrangements for children walking home after school clubs is being dealt with on a club by club basis and you will need to give permission for each club.

Contact

We need to be kept informed of any issues that arise and so, if you have a problem, please contact your child's class teacher immediately.

If you wish to speak to any member of staff please come to the school office. You may be able to talk to the member of staff at that time. If this is not possible, a convenient time will be organised for you to both meet.

As we have a staff meeting on a Thursday afternoon, teachers are unavailable then. It is also easier for teachers to meet with parents after school when they do not have 30 children waiting to be taught!

Electronic Items

No electronic items should be brought into school. This includes mobile phones!

Health/Medicines

If your child is unwell please let the school know by telephoning 01242 690016 before 8.50am. Messages can be left by selecting Option 1.

Our Medical Assistant is happy to give oral medicines to children at the beginning of lunchtime; however, the school cannot accept responsibility if a dose is missed. Medicines must be brought to the office and a medical form completed detailing dosage, times and frequency of the medicine.

If your child is away from school due to illness for more than a day please keep us informed of their progress. In the unfortunate event of an accident or sickness occurring during the school day we will contact you. It is therefore *essential* that your contact numbers and details are up to date.

Helping in School

We are always happy to welcome parent helpers into school. If you are able to offer us some of your time, please speak to your child's teacher.

Homework

As the new National Curriculum has an increased focus on the '*essential skills*' that children must know at each stage of their education, we will be reflecting this change in our Homework Policy. Children will be set more formal tasks which develop their basic skills in reading, spelling and maths and we ask that parents support their children in this. On occasions there may be homework based on other areas of learning.

Expectations for Homework will increase as children go up through the school and each year group's procedures will be communicated to parents.

Jewellery

We would be grateful if children did not wear jewellery in school. If earrings are worn **they must be stud earrings**. For all PE activities, stud earrings must be removed (this cannot be undertaken by school staff) or, during the period when they are unable to remove them, they need to be covered in tape which parents must provide. It is best if your child does not wear earrings on PE/swimming days.

Lost Property

All items of clothing and other belongings should be clearly named. We endeavour to return lost items to their owner but, if the items are not labelled, they will be placed in lost property which is located near the main entrance. Lost property is regularly put out on display. If it is still not claimed it will either be disposed of or will be given to the Friend's thrift shop.

Lunch

Children may either bring a packed lunch or have a hot meal provided by our on-site caterers, "abm". Children can order a main menu, vegetarian meal or jacket potato option each day. The cost of a lunch is £2.20 and, preferably, payment should be made on a Monday. However, lunches can be ordered on the day if required. Envelopes are available in the rack in the main school entrance. Children in Reception, Y1 and Y2 are entitled to a free school meal funded by the Government and are given the additional option of having a school packed lunch.

Milk

We operate the "Cool Milk" scheme. Children can have milk each morning. Forms to arrange milk for your child are available from the school office. Payment should not come into school but go directly to "Cool Milk". The milk is semi-skimmed and is kept cool in a refrigerator.

Milk is provided free for children under 5 years of age and those in receipt of Free School Meals (FSM).

Monitors

Each class will have a monitor system. Monitors will change regularly so that everyone gets a chance to take on some responsibility.

Parent Support Advisor

Our Parent Support Advisor, Mrs. Brown, is available for appointments between 2.30pm and 3.30pm on Monday and Friday afternoons. Appointments can be made via the school office. Alternatively, she can be contacted via email or through the school office at any other time during the week. Mrs. Brown is also available during Learning Reviews.

Mrs. Brown is available to advise parents on a range of concerns/difficulties including parenting, behaviour, emotional, social issues and attendance. Home visits can be arranged if necessary. Mrs. Brown's email address is parentadvisor@swindonvillage.gloucs.sch.uk

PE Kit/PE bags

We are very keen for all children to wear the school PE kit. This is red shorts and white t-shirt with a school logo printed on it. Both items are available from the school office. Children do not need to have daps/plimsolls in school as indoor PE is undertaken in bare feet. For outdoor PE, children will be asked to

bring in trainers or other appropriate footwear and warm clothes i.e. a dark tracksuit. **Please ensure all kit is labelled.**

Long hair should always be tied back for PE (this applies to both boys and girls!!)

PE bags and kit should be left in school. PE kit will be sent home to wash during school holidays. Please send it back with your child for the first day of each new term.

Reading

In school children are taught to read through guided, individual and shared reading activities. Children are also given a book to read at home for enjoyment from a specific colour band.

Teachers are constantly assessing children's reading level to ensure that their books provide appropriate challenge. Home reading books can be changed by the children when they have finished the book and a comment from home has been made.

We encourage children to read at home every night. In most cases, this will be the child reading to an adult on a one-to-one basis but, for variety, reading sessions can include listening to recorded stories and listening to stories read by parents/carers using a variety of fiction and non-fiction texts. Electronic texts i.e. official regulated websites and eBooks can also be used.

It is still vital for children who can read that they are given opportunities to discuss the text with parents/carers in order to extend their understanding. Evidence shows that children who read regularly to an adult make more progress than those who do not.

Our Reading Record Books offer parents a two-way communication on children's reading progress.

Reward Systems

We have a number of systems in school to encourage good behaviour, hard work and a positive attitude. Children who exhibit behaviour beyond that which is expected will receive an 'Above and Beyond' Form.

At the end of each half term, the class 'Above and Beyond' box is taken into a special celebration assembly. 3 children from each class will be drawn (more Above and Beyond forms the more chance your child will have to be drawn out). The children will then have a special reward with the Head teacher.

Safeguarding

The school's Designated Safeguarding Lead (DSL) is the Head Teacher, Geraint Mills. If you have any concerns about the welfare of a child in the school, you should contact him on 01242 690016 or head@swindonvillage.gloucs.sch.uk

As part of our safeguarding procedures, no adult should be in school without being signed in at the Office. Parents are not allowed access to the school through classrooms or other entrances.

School Times

The gates open at 8.35am and from this time, children may go straight into their classrooms. The day starts formally at 8.50am and ends at 3.15pm for children in Reception, Year 1 and 2 and 3.20pm for children in KS2.

We would be grateful if children do **not** come to school before 8.35am as the gates aren't open until then and the roads are busy. We are concerned that children may be at risk if they are waiting around for too long unsupervised.

School Day

Registration - 8.50am

Morning Break between 10.45am – 11.00am

Lunch Time between 12:30pm – 1.30pm

School Day ends 3.15pm for Reception, Year 1 & Year 2; 3.20pm for Year 3, Year 4, Year 5 & Year 6.

Snacks

We are a Healthy School and children may only eat fruit or raw vegetables at break time. Children may bring their own fruit or vegetables to school. In the Foundation Stage and KS1, fresh fruit is provided for children free of charge.

Special Educational Needs and Disabilities (SEND)

The school's Inclusion Manager and SEND Coordinator (SENDCo) is Mrs. Edwards. Mrs. Edwards is responsible for the children requiring additional support in any area of their development. This extra support is put in place when a specific need is identified by the school and/or parents. Children on the SEN Register receive an individualised education plan (My Plan) and parents are invited to attend regular Review Meetings. The Class Teacher and Teaching Assistant will also be present. The aim of the meeting is to review the Plan, monitor the progress made towards targets and set new objectives as appropriate.

Spelling

As a school we have adopted a fresh method to teaching and learning the spelling of words. We are following a scheme developed by Oxford University Press called '*Read, Write Inc... Spelling*'. This is a modern approach that will support the understanding and application of spelling words using phonic knowledge.

Your child will be issued with a Log Book that will enable them to record their own words to revise. These words will be individual to your child and will not necessarily be a 'class' set of spellings to learn. These spellings will be reviewed and tested at appropriate intervals throughout the unit. Children are encouraged to take their Log Books home to share with their parents or carers and to practise their weekly selection of words. The Spelling Log Book also contains a glossary of key spelling terms, a reminder of essential phonic sounds and charts of words from the National Curriculum that your child will be expected to know by the end of their Key Stage.

Talk Partners

Throughout the school day, children are paired with other children to work on all aspects of their learning. These are picked randomly with the aim that, during the year, all children will be paired at some point.

Topics

This year we will be studying the following topics:

- **What a Wonderful World**
- **A Journey Through Time and**
- **Staying Alive**

At the start of each new topic, an overview of the work being covered is posted onto each year group's area on the website.

Toys

No toys are allowed in school unless it is part of a class project.

Use of the Internet at home

We encourage children to use the Internet to support their learning. At school, we take e-safety very seriously and would recommend that use of the Internet is **always** done under adult supervision. We would ask that parents familiarise themselves with devices in the home which have Internet capabilities i.e. Wii, PlayStation, DS, Xbox and Apple I-Products i.e. ITouch etc... as we are aware that sometimes children have been online without their parents' knowledge.

In school, we use a number of online teaching resources i.e. Mathletics, Bug Club and Spellodrome. Children are encouraged to access these at home.

Water Bottles/Drinks

We are keen that every child has their own water bottle. Parents can either purchase a water bottle from the school office (£1) or send in a clear bottle filled with water. Children should take their water bottle home with them at the end of every school day so that it can be washed and re-filled. Please ensure bottles are named on the lid/top using a permanent marker.

Water bottles are available to the children at break times and over lunch time as the class has water monitors who take the boxes of bottles to the playground.

Website

The school's website is updated regularly and contains copies of letters, information about forthcoming events and copies of school policies. We also regularly upload photos and examples of children's work.

**We hope that your child will have an excellent year with us.
Please do not hesitate to contact us if you have any concerns.**