

Part of The Moorlands Primary Federation

Bishop Rawle C. E. Primary School



Induction Booklet 2020

'Going for Gold with God'

(Reception/Early Years Foundation Stage)

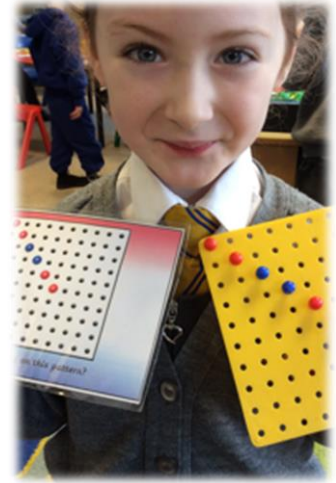
Welcome

At the beginning of your child's school life we welcome you to Bishop Rawle 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 happy 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 your child will experience here Bishop Rawle C. E. Primary School.



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Meet the staff

Miss Averil Kirk – School Leader/ Year 4/5 Class Teacher

Mrs Jo Hill – Reception Class Teacher

Mrs Zoe Cadman – Year 1/2 Class Teacher

Mrs Carly Stanway – Year 2/3 Class Teacher

Mrs Charlotte Bould – Year 5/6 Class Teacher

Mrs Joanne Hamer – Higher Level Support Assistant

Mrs Sarah Andrzejewski – Learning Support Assistant

Mrs Jayne Alcock – Learning Support Assistant and Special Educational Needs Assistant

Mrs Christine Foxall - Learning Support Assistant

Ms Shelley Morris – School Secretary

Mrs Sandra Carr – Trust Business Manager

Mrs Maureen Eyden- Deputy Trust Business Manager

Mrs Becky Cash – School Cook

Mrs Kay Sales – Lunchtime Supervisor

Mrs Christine Hudson – Lunchtime Supervisor

Mrs Nicola Burnett – Lunchtime Supervisor

Mrs Cheryl Wilkinson – Lunchtime Supervisor and volunteer helper

Mr Peter Chell – Chair of Trustees

Mrs Kay Hulse – Vice-Chair of Trustees

Mr Benjamin Fabi – Link Trustee

Mr Alex Brayford - Principal

Mr Jared Eccles – Executive Principal/Trust CEO

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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 will be as follows:

Parents' meeting

There will be a small group zoom meeting with Mr Eccles, Miss Hill and Miss Kirk to discuss any concerns for September, the dates of the meeting are either 15th or 16th July, your time will be sent to you via email.

During this meeting, staff will explain how our Reception classroom operates, how we record evidence of your child's learning and how you can get involved with your child's learning too. There will also be an opportunity to discuss any queries or ask questions you might have. The meeting will last approximately 30 minutes.

Pre-School Visits

Mrs Hill will contact your child's current pre-school setting to gain a 'full picture' of your child to support their settling into our school.

Start date

Your child will start school on: **Wednesday 2nd September 2020 at 9 am**

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Attendance



Times of sessions

Morning session: 8.45am -12.00pm (doors open at 8.45am)

Dinner time: 12.00pm – 1.00pm

Afternoon session: 1.00pm – 3.10pm

Lateness:

If your child arrives after 9.15am they will need to enter via the school office. You will need to state the reason for your lateness.

Absence from school

You are asked to contact school by telephone on the first day of absence (01 538 702355 option 5).

Holiday Dates

Details of school holidays for the coming year are included in the brochure. We ask that you avoid taking your child out of school during term time as this can be disruptive to their learning. Leave of absence can only be granted if in exceptional circumstances. (Family holidays during term time are not exceptional – DfE and Local Authority Guidelines).

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, this needs to be put in writing and handed into the school office. Children with more complex medical needs will have their own care plan, this will state how they will take part in a given activity.

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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).

Designated Safeguarding Lead: Miss A Kirk
Designated safeguarding Officer: Mr J M Eccles
Safeguarding Trustee: Mr J Ratcliffe

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.

Contact Details

It is essential that all contact numbers are updated at school immediately when changes occur.

Independent Hygiene

As soon as your child begins at Bishop Rawle C. E. Primary School, we promote independent hygiene practices. This includes toileting and the washing of hands. They will be encouraged to visit the toilet independently at all times. During class times, our school operates a 'one child at a time' practice, aside from outside times and lunchtimes when a member of staff monitors the toilet facilities.

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 in their bag, just in case.

Medication and Illness

Medication

Medicines should 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.

Non-prescription medication e.g. pain and fever relief or teething gel can be administered under exceptional circumstances with written permission by the parent/carer. A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor.

Children who suffer from asthma will be helped to administer their inhaler. A named inhaler (**blue only**) and spacer should be kept in school at all times. A care plan will be set up by the school nurse.

First Aid

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

Paediatric First Aiders: Mrs Zoe Cadman and Mrs Jo Hamer

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, parental signature will be obtained; 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 requiring further attention, we will contact parents/carers as soon as possible. In the event of parents being unavailable, a member of staff will accompany the child to the hospital and wait until parents arrive.

Illness

We want all children to have good attendance. However, if your child is ill we recommend that they 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.

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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



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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, which parents and carers have access to 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.

We will hold small group zoom meetings on 15th and 16th July 2020 to specify how exactly this will work, how often you can expect to receive information and how you can respond to what we send you.

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.



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The Moorlands Primary Federation (TMPF)

Bishop Rawle C E Primary School is very fortunate to be part of the TMPF Multi-Academy Trust (MAT) family, through this we are lucky to access fabulous resources at our sister Trust schools.

Here, at Bishop we are currently working on becoming a certified Yoga School. All staff have received training and are becoming experts at incorporating this into our timetable and all aspects of school life. A special 'Yoga' room to help our pupils relax and unwind has been created in school.

Also, we are fortunate to have a climbing wall in the school hall, we incorporate traversing into our PE lessons. Additionally, an after school Traversing Club runs for all ages, allowing pupils to improve and enhance their co-ordination and confidence in a very different setting.

As well as our school resources we have access to our sister schools. At The Valley Primary School, we are able to take advantage of their onsite Forest School. This means we enhance our curriculum, via access to our 'Forest School' curriculum. The principles of Forest School are that the children learn in an outdoor environment through play and exploration.

At Dilhorne C E Primary School, we take full advantage of their onsite Farm School and enjoy visiting, seeing and helping to take care of the animals.

With all of our schools, we share a wealth of experience and skills offered by all staff, uniting for dance festivals, spelling competitions, creating books, school visits, sporting events and many more different activities!

Thankfully, TMPF also owns its minibus, so travel to our sister schools and their facilities is quick and easy for us to arrange!

We are very lucky to be part of this fantastic MAT.



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Healthy School

At Bishop Rawle C E Primary School we believe that healthy eating is fundamental. Throughout the year the children complete many learning activities about healthy eating and keeping their bodies active and healthy.

Snack time

In the morning children are offered water and a piece of fruit. Fruit and water continue to be available throughout the day. Children under five are entitled to free milk each day.

They also have the opportunity to purchase a piece of toast mid-morning. If your child would like to have toast they need to bring the correct money in an envelope; either 30p per day/ £1.50 per week.

Lunch time

All children will eat their lunch in the school dining room.

Universal free school meals are available for all children in the Foundation Stage and Key Stage 1. Menus will be sent home for parents and carers to choose what their child would prefer. The kitchen can make packed lunches if this is preferred.

If children choose to bring sandwiches, 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.



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Uniform

Children need to wear:

- School knitted jumper or cardigan (grey with school logo)
- Grey (not black) skirt, pinafore dress or trousers (girls)
- Grey (not black) trousers (boys)
- White shirt and Yellow/blue diagonal school tie
- White, black or grey socks or grey tights
- Black shoes (not trainers, boots nor sandals)

Summer uniform can be worn from Easter until October half term and consists of:

- blue checked summer dresses, white socks, black shoes
- Grey (not black) shorts and a blue polo shirt

P.E. Sessions- pupils come to school dressed in PE uniform on PE days

- Royal Blue Hoody
- yellow polo shirt
- Black pumps or trainers
- Royal blue jogging bottoms

Other 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!

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

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Home School Partnership

Pastoral Care

We believe that 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, children are issued with a **planner** which they must bring to school **every day**. This is for parents, carers and school to write in. Please note staff will not write in your child's planner every day, as the time it takes to do this detracts from the time staff spend working with your child.

At the end of every week you should sign your child's planner. The class teacher will also sign the planner at the end of the week.

If you have any concerns that you need to talk about please feel free to come and talk to any member of staff. More serious matters should go directly to the School Leader.

A fortnightly newsletter will be sent home giving details of life in the school community. This will include details of special, community and PTFA events. We encourage all our families to become involved with the PTFA (meetings will be announced).

Home School Agreement

We will send a copy of the Home School Agreement home the first week in September. This needs to be signed by parents, staff and pupils and returned to school.

Discipline

At Bishop Rawle C of E Primary School 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. 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.

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We promote equality and anti-discriminatory practice encouraging your child to understand, celebrate differences and to respect others.

It is important your child arrives at school ready to learn, children who overly tired due to staying-up late or who have not eaten breakfast are often not ready to learn when they come to school. We therefore advise a positive routine is maintained at home. If you would like further advice and support in this area please speak to a member of the staff.

We discourage children from bringing toys from home as any breakages or lost toys can cause much distress.



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What else do we offer?

Breakfast Club

Operates daily between 8.25am – 8.45am, £1 per pupil, entitles you to a drink and breakfast.

Friends

We have an active Parents, Teachers and Friends Association which meet regularly. They help to raise vital funds to support school activities and equipment. This group are always looking for new members to help and support our school, new ideas and smiley faces are always welcome.

Policies and Procedures

Policies and procedures are available for all parents. You can access all the policies across the school upon request.

Complaints Procedure

Many concerns can be resolved quickly by an informal approach to a senior member of staff, if this does not achieve the desired result, 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 Peter Chell.

If your complaint remains, you can contact:

[Ofsted](#)

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Building C
Cumberland Place
Nottingham
NG1 6HJ

Tel: 08456 404040