

Tarleton Mere Brow CE Primary School

New Starter Information Pack



Getting Ready for School

Before the first day of school, your child will need a school uniform, PE clothes and a book bag all clearly labelled with their name. There are also a number of things your child should be capable of doing by themselves. This section describes what you need to get ready for school.

Labels, Labels, Everywhere!

We strongly urge you to put labels on absolutely everything, including clothing, shoes, PE kit, lunchboxes, snacks, water bottles, Wellington boots, recorders and any other personal belongings. Items are easily lost in the bustle at school and labels are the best way to ensure they get back to the owner. Make sure you order your personalised labels or invest in a good waterproof marker pen in good time!

Mere Brow School Uniform

Winter

Blue Blouse or polo shirt Grey blue skirt/pinafore dress/trousers Blue cardigan/jumper White or grey socks/tights School tie (optional in Class 1) Shoes: Black buckle/Velcro or lace ups	Blue shirt or polo shirt Grey trousers Blue jumper or sweatshirt Grey socks School tie (optional in Class 1) Shoes: Black lace-ups or buckle or Velcro fastened shoes

Summer

Blue and white gingham dress	Blue polo shirt Grey short/ long trousers

We recommend that trainers are not worn all day but black ones are preferable.

Wearing a school uniform is not mandatory; however, almost without exception we find that pupils do wear it. A child not in uniform may feel 'different'. Please contact the Headteacher, in confidence, if you are experiencing any difficulty in providing items of uniform.

Our new provider is 'Favourites' in Croston.

Address: 66 Town Road, Croston, Leyland PR26 9RB

Phone: [01772 600142](tel:01772600142)

Jewellery should not be worn in school as it is a safety hazard, especially in PE, to both the child wearing jewellery and other children. This includes rings, earrings, watches and metal hair ornaments. If, for cultural reasons, you wish your child to wear jewellery, we cannot take responsibility in the event of an accident.

Hair- should not have patterns shaved into, spiked or coloured. Long hair should be tied back to avoid head lice and bobbles etc should be in school colours please. Hair should also not have tram lines and unnatural colours in.

PE Equipment List

A PE bag clearly labelled with your child's name should be kept at the school from Monday to Friday. It should contain:

- School T shirt and shorts, school sweat shirt if required
- Plimsoll shoes & trainers
- Jogging trousers (blue/ black) for outdoor games in winter

Time and days for outdoor games, PE and dance are usually displayed on our newsletter and we do 'Wake & Shake' every day.

Book Bag R/Y1,2,3,4, Messenger bags Y5,6

A School book bag can be purchased from the uniform shop. It is taken to school and brought home each day and used to carry homework (e.g. reading books) and notices.

What should my child be able to do for him/herself?

The difference between a play-group, pre-school or nursery setting and the Infant School is that school-age children are encouraged to be more independent and self-reliant. It is therefore advisable to assist your child towards this goal in the term before they embark upon "big school". Examples of independent behaviours are:

- Getting dressed on his/her own; being able to do up buttons, zips, shoe buckles/laces (or Velcro fastenings which make life easier!)
- Using the toilet independently; the undressing/dressing routine, wiping, cleanliness, flushing a toilet, washing and drying hands. Please note that under the Child Protection Regulations, school staff must not have any intimate contact with children, so independent toileting is an essential life-skill to encourage before infant school commences.
- Mealtimes: children are expected to display an appropriate use of cutlery and control of a cup and those who have packed lunches should be able to access their food with minimal adult intervention.

The Daily Routine

Starting school is an exciting and a nerve-wracking experience for parents as much as for the new pupil, but rest assured, it does become routine and second nature in next to no time. This section takes a look at what you'll be doing every day.

Preparing Snacks and Lunch

Fresh fruit is provided each day by the school, free of charge.

Each day, you have a choice to either send a packed lunch or provide lunch money for a cooked lunch. You will receive a school meal plan at the start of term so you can see what is offered each day. The lunch money or should be taken to school in an envelope labelled with your child's name (NB Lunches will be free for all Infants from September 2014). If you pack a lunch, please do not include sweets, chocolate bars, other

confectioneries or fizzy drinks. It would also be helpful to avoid nut products as we do have some children with allergies.

During summer months, it is particularly important to provide a water bottle which your child can keep at their desk in the classroom.

Getting to School

School gets very congested in the morning before school so we encourage parents to walk their children to school if possible. If you drive, please do not park on the school drive, on the zigzag lines or blocking any driveways of houses near the school.

During the first few days of each term, when we have a set of new entrants starting at the school, the communal areas outside the classrooms and the upper and lower playground can often become very hectic and noisy places. If you or your child find this off-putting, then you may wish to arrive early or arrive just before the class starts.

The Start of the Day

The school doors open at 8.45 am for a prompt 8.55 am start to our school day. When our gates are opened at 8.45 the children must come into their classrooms and start morning 'quiet' tasks. Once inside the doors, the children are encouraged to hang their coats and PE kit bags on their named peg in the cloakroom. If they have a lunchbox, it should be placed on the fridge near their classroom.

Once in the classroom, the children place their water-bottle, in the appropriate tray, their book bag in the book bag box and the contents of their book bag (e.g. reading book, homework, letters/reply slips etc) in the appropriate tray/box near the classroom entrance. Envelopes containing lunch monies are handed to the teacher. Please ensure that any items brought from home such as lunch boxes or purses are clearly labelled on the outside; it makes everyone's life so much easier!

The child will go to his/her appointed chair/table or on to the carpet in readiness for registration (your teacher will advise of her favoured routine) and parents/carers depart. Of course, as children move through the school, their confidence and maturity grow and many are able to bid farewell to their parent/guardian at the door of the classroom or the playground.

This is a busy time in the morning and your child's teacher is getting ready, you can pass a quick message on to staff but if you require more time please contact the office for an appointment. All medicines should be brought to the office & monies in named envelopes please.

If you need to see someone in the office please walk the outside way for safeguarding reasons, parents should not be walking through school this disturbs the Class in the central area and we would fail an Ofsted if this occurred!

The School Day

8.00-8.45	Breakfast Club £3.50
8.45	Gates opened
8.55 - 9.00	Arrival at School
9.00 - 9.05	Registration
9.05 - 10.30	Teaching Time
10.45 -11.00	Play
11.00 -12.00	Teaching Time
12.00 - 1.00	Lunch
1.00 - 1.15	Registration
1.15 - 3.15	Teaching Time
3.15 - 5.15	Mere Brow Extra £3.00 per hour

Children are engaged in lessons for just over 22 hours per week for the taught curriculum. (DfE Guidelines stipulate that Key Stage One should have 21 hours minimum).

The End of the Day

At 3.15pm, the teacher will open the classroom door and children will leave to meet the appointed person who is collecting them that day. Please advise your child's teacher if someone else will be collecting your child on any particular day and introduce them to the teacher where possible. In the Infants please meet your child at the class door/ appointed area. Children will be carrying their coats, book bags and lunchboxes ready to depart the school grounds for another day. Please leave the school site promptly and safely, keeping a very close eye on your child near the road. Thank you.

Make sure you check the book bag for any school notices when you get home every night.

Bed Time

Starting school can be an intense experience for a child and can leave them very tired. We strongly encourage you to enforce a consistent night time routine and an early bedtime which provides for a good night's rest.

Supporting Your Child's Learning

Mere Brow School maintains a strong tradition of parents being involved in their children's education. Here are some of the key ways the school helps you support your child at home.

Baseline assessment

During their first few days in school your child will be assessed in order to have an accurate starting point from which to build in their first year. This is not a formal test and will be a fun activity that involves looking at pictures and pointing at items they have been asked to identify.

The 7 areas of Learning and Development

When your child starts the school curriculum they will cover the following:

Prime areas

- Communication and language development
- Physical development
- Personal, social and emotional development

Other areas

- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design

Play is essential and we will respond to each individual's needs and interests

Homework

Foundation Stage (Reception)

Children will be expected to practise their phonics, and during the first week in school will bring home a scheme book to practise sharing a story, daily at home. We will arrange a meeting on Reading/ Homework for parents in the first few weeks back in September.

Key Stage 1 (Years 1 and 2)

Mathematics: Children will bring home a maths activity to do at home once per week. These activities are open ended, and a basis for exploration of mathematical ideas.

Reading: Children will have their book changed when required. 5 to 10 minutes is the suggested time to spend at home with the reading book every day. Please sign your child's home-school record and comment on their reading.

Spelling: children will have weekly spellings to learn. They will have a low key 'test' the following week.

Library

Our library is open every day and children can change books on a Monday and Friday lunch/ afternoons.

How We Assess Your Child

The National Curriculum defines four stages through which all children of compulsory school age (5 to 16 years) must progress. Pre-schools and early years' settings follow the "Foundation Stage". At Mere Brow School we deliver Foundation Stage in Reception. More information on the contents and objectives of these stages can be found at www.dcsf.gov.uk and www.qca.org.uk

A child will leave a pre-school setting, or our Reception classes, with a Foundation Stage Profile which covers six broad areas of learning. This profile acts as a baseline assessment of your child's abilities, developmental level and accomplishments as he/she enters Year One and is used to plan the individual learning through Key Stage One.

We assess children against curriculum objectives continuously throughout their time with us. In addition a formal assessment takes place toward the end of Year Two in the areas of English, Maths and Science.

Progress and Feedback Sessions

As parents, the primary concern is to know how your child is getting on, with work and socially, so below you will find the key times when you will be invited into school.

Initial Entry

We invite parents of new entrants for a meeting with teachers within the first few weeks of them starting. This gives you the chance to pass on to teachers any information that may be helpful when working with your child and so we have a more rounded view of their needs, strengths and individual traits.

Autumn Term

We have a parents' evening when you are invited to see your child's work and a formal discussion with teachers.

Spring Term

We invite you again to an evening parent /teacher update. This is another opportunity to view your child's work and discuss progress with your child's teacher.

Summer Term

We provide you with a written report at the end of the school year, summing up achievement and attainment. There will be an informal meeting to discuss any matters arising from the report.

At any time of the year, if you are concerned about any aspect of your child's work or time in school, you are welcome to ask for an after-school appointment to discuss matters with your child's teacher or with the Headteacher. You are also entitled to see any data held in school about your child's attainment. This request must be made in writing and the school is allowed a reasonable period to collate the information before passing it on to you.

Health

First, it is essential that the school has all appropriate emergency contact telephone numbers in case a child becomes ill or has an accident during the day. We need to be able to reach you or a family member. This information should be provided on the School Registration Form or at the New Starter session before your child starts school.

If a child doesn't feel well, they should not attend school that day. An unwell child doesn't learn well. If they have an illness that is contagious, they present a grave risk of passing on infections to other children and teachers. In a cosy school like ours, it doesn't take long for illnesses to spread. We understand this can cause scheduling problems but strongly appeal to you to keep your child at home and let us know that they will be absent.

If we discover a child is poorly whilst at school, you will be asked to come and pick them up immediately. Meanwhile, it would be very helpful to make sure your child develops the habit of covering their face when sneezing or coughing, using tissues to blow their nose and regularly washing their hands.

Head Lice

Head lice among children are common and easily spread from child to child. It is not a sign of poor hygiene in any child that contracts them. Head lice are simply tenacious in a school environment as they get transferred from one child to another. Since lice eggs have an incubation period of two weeks, it takes great diligence to rid a child of them. We strongly encourage a regular regime of head lice precautions. This primarily involves combing your child's hair with a very fine tooth lice comb typically during bath time. A book containing extensive information about head lice treatment is kept at the school.

Medication

Schools are under no obligation to administer medicines or therapeutic procedures to children. It is the responsibility of parents or qualified medical practitioners. Out of goodwill, certain members of School have agreed to administer *prescribed* medications and other interventions once a signed medication request has been received. This form can be found by the school office. Without a form, no medication will be given. For *non prescription* medicines, parents must also indemnify the school, in writing, against any reaction to the medication.

The medication request form must be filled out for both prescribed and unprescribed medications. Under no condition should you give your child unprescribed medications to bring to school and take themselves. This includes cough sweets and lozenges.

Please be aware that staff are limited in their time to provide medication at very specific intervals. Non-emergency medication will only be given during the regular school breaks.

Medication must be clearly labelled with the child's name. It is helpful if one dose of medicine is sent each day rather than giving us a whole bottle as sometimes the bottle is needed at home but is then forgotten and left at the school.

Allergies

As with other medications, Piriton and Epipens will be administered once a medication request form has been received.

Please avoid including nut products in your child's lunch.

Accidents

If your child gets hurt during school, the incident is recorded in an accident book describing who, what and where it happened and any action taken by staff. You will be informed of any serious incidents. Any minor cuts and grazes are given immediate treatment. For any serious bumps or scratches, we will call you immediately and discuss whether they should be collected and brought home. All adults at the school have First Aid training.

School Nurse

We share a nurse among local schools. She visits regularly and continues the role of the Health Visitor who sees pre-school children. She monitors the children's development and acts as liaison with the school on all health issues. You can make an appointment to see her if you wish to discuss any health concerns about your child.

Behaviour

Discipline

We have a behaviour policy supplemented by a bullying policy and together they lay out the processes and sanctions that apply in the event of bad behaviour. These range from a caution and reminder, through "time out" and withdrawal of privileges such as Golden Time or missing playtime entirely. With young children in school, many of whom are still learning social skills, we will inevitably have minor incidents that need to be dealt with on a regular basis.

More seriously, worrying or repeated incidents will be reported to the parents of both the affected child and the one responsible for the problem.

The Headteacher keeps an informal record of reported minor behaviour incidents in which she is called to mediate. Serious incidents of bullying in any form are recorded in a format which is sent to the Local Education Authority each term.

Stress

There are often stressful events or situations in a child's home life. Many children express the emotions that they feel in uncharacteristic and sometimes disruptive behaviours. We do not want to pry into family life, but it would be very useful to let the class room teacher know when a child may be feeling stressed so we can be extra observant and supportive.

Awards

In the school we have a number of awards. Class teachers have their own motivational stickers and "smilies" (stamps) which are used to reward good work or behaviour in lessons. The Headteacher also has certificates which she gives out for exceptional work or effort. Every Friday there is an awards assembly during which praise and stickers are given to children who have a) achieved well in the classroom, b) shown exemplary behaviour in the playground and c) demonstrated particular kindness or caring towards other children. All Parents and family are welcome to attend every week.

Attendance

Attendance Aims

Our primary aim is that every child in our school receives the highest level of education. This can only happen if children are actually at school. Parents have a duty under the *Education Act 1996* to ensure that their child attends school on a regular and full time basis. Non attendance at school is an offence and we aim to avoid any situation occurring that could lead to action being taken against parents or guardians.

Types of absence

Authorised: Some absence is almost inevitable during a pupil's life in school. When absence is unavoidable, or permission has been granted, it is recorded as *authorised*. Absence permission forms must be completed and handed into the class teacher. A copy of the form is within the 'New Starter' pack and can be found at the school office. Clear definitions of reasons for authorising absence are listed in the file entitled:

Education Welfare Services
Attendance Matters
Guidance Notes for School on Attendance Issues

Unauthorised: Absence is recorded as *unauthorised* when a child is absent with no reason given, when he/she is away for a specific reason that falls outside the criteria for authorised absence.

The Headteacher, using the powers vested in her by the governing body may use her discretion as to the duration provided a valid and exceptional reason is given, and the return date is adhered to. If the child does not return on the given date, and no reason is forthcoming, the child's name will be removed from the school roll after a period of grace of ten school days. Parents wishing to send their child back to the school after this must adhere to the normal admission arrangements, including appeal if the year group is oversubscribed.

What to do when your child will be/is absent from the school

If the absence is planned: permission must be sought by filling in the 'Request for absence authorisation' form and returning it to the School office.

If the absence is unplanned i.e. through illness, you should telephone the school on the first day of absence before 9.30 a.m.. The date and reason will be logged in the absence system kept in the school.

On return, you should confirm the reasons in writing, using a letter or by completing the 'Reason for absence' form. Absence confirmation can also be sent electronically. The confirmations will be kept in the register.

What to do if children are late into school

Parents who allow lateness or bring their children into school late (i.e. after the doors are closed at 9.05am) must sign their child's name and the reason for absence in the 'late'

book at the school office Children arriving after 9.30am are marked as having unauthorised absence for the morning session unless a satisfactory reason is given. Please do your utmost to avoid being late as this is disruptive to the child's own class and others.

Monitoring and reporting attendance

On your child's report, each July, you will see reference to their levels of unauthorised absence. This is a legal requirement. Absence statistics also have to be reported to the Local Education Authority and the Department of Education.

Homework and Absence

If a child is taking holiday in school time authorised or unauthorised, we do not provide work to take away but children are encouraged to keep a diary or access our online learning.

If a child is absent due to health reasons then the school will not usually provide work if the medical condition makes the child unwell. However, in the event of a broken limb where the child is clinically well but immobile, the class teacher may supply ideas for work which can be carried out at home.

School also has an extensive network for online learning accessed through our website at:

www.merebrow.lancs.sch.uk

