

Welcome to Orchard Church of England Primary School



Foundation Stage Two (FS2)

We are 'The Twiglets'

When your child starts at Orchard they will be taught by



Mrs Rudge

and



Mrs Perrett

Foundation Stage Teachers



Mrs Gilbert

Qualified Nursery Nurse
Higher Level Teaching Assistant

We also have some parents who help out in the classroom.
DBS checks are carried out for all eligible adults in the area.

All About Our Classroom

Our classroom is set up so that children can experience all the areas of learning. Throughout the day the children have free access to art and design materials, construction equipment, maths equipment, the role play area, computers, the writing desk, small world toys, books, ride on toys, water and sand. We encourage them to invent, explore and investigate. We want them to have lively enquiring minds. We are continuing to develop our outside area, which we view as part of our classroom, to make it a more stimulating learning space.



We allow the children outside in most weathers and encourage digging, den building and investigating puddles and fallen leaves. Sometimes explorations can be quite messy, however, we feel they have the potential to provide inspirational learning opportunities. We hope that you will support us with your understanding if your child ends the day with a muddy coat or a painted sleeve. You are welcome to provide a waterproof playsuit if you wish to, so clothing is more fully protected. We have wellies in school for the children to use but you are welcome to provide your own.

There is a fruit and water bar which the children have access to all morning. They can choose to stop for a drink and a snack when they feel hungry.

Our Curriculum - We follow the Early Years Curriculum which covers:

- Communication and language
- Physical development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We do this by introducing a range of topics which we decide upon based on your children's interests. We use the information you provide, as well as our own observations to decide which topic we will move onto next. Some of the activities we plan are adult directed and called 'jobs', others are child initiated as pupils flow freely, making choices about what they want to do. We always have an adult 'ELFING' (ELF – Early Learning Facilitator) which means they are available to observe and extend child initiated play. We also run a very structured phonics programme (there is a further meeting about this on Wednesday 13th September 2017).

A Typical Day

We use a visual timetable which sets out activities for the morning and afternoon each day. Every day is slightly different, below is an outline only.

8:40am	Doors open (parents welcome to come in)
8:50am	Doors close and Registration
9:00am	Assembly
9:20am	Phonics then free flow activities
10:30am	Playtime
10:45am	Maths then free flow activities
11:50 am	Tidy up time and hands washed for lunch
12:00 am	Lunch and Playtime
1:00pm	Registration
1:10pm	Topic (all areas of the FS2 curriculum)
2:30pm	Play time
2:45pm	Music and milk
2:55pm	Story time
3:15pm	Home time

Children may go to the toilet at any time during the day and we encourage them to go before lunchtime and PE.

Playtime 10:30am – 10:45am & 2:30pm – 2:45pm

- Year 6 Super leaders sometimes come to the KS1 playground to teach children to play active games in small groups.
- Children are allowed on the adventure playground on a rota system. There is also a wide variety of small play equipment such as skipping ropes, balls, bean bags, and space hoppers. In dry weather the children can use the field.
- Two members of staff are on playground duty and any casualties are dealt with promptly in the Year 1/2 and FS2 area by another member staff. If your child has a bumped head we will inform you by letter at the end of the day. If they are hurt, upset or we have any concerns we will ring you. Qualified First Aiders are on site.

Lunchtime 12:00pm – 1:00pm

Children in FS2 eat at 12:00pm whether they have a packed lunch or a cooked meal. Two year 6 children sit at each table to assist the children with cutting up food or opening packets. Dinner supervisors serve the meals and the lunchtime supervisors help at the tables. All children in FS2 and years 1 and 2 will be entitled to free school meals everyday if they want them. However, pupils are still allowed to bring a packed lunch if they wish to. We have a 'Healthy school' policy and we hope parents will support this; sweets, chocolate and fizzy drinks are not allowed. Please note that **nuts are not allowed** due to child allergies. If your child has food allergies and you wish him/her to have a school lunch, you will need to complete a Speical Dietary Needs form available from Mrs Heathcote.



Our lunchtime supervisors: Mrs Gudgeon, Mrs Garner, Mrs Richardson, Miss Ewart, Mrs Croucher, Mrs Priest and Mrs Gibbins



Our dinner supervisors

At 12:30pm the children are taken back to the classroom by our Year 6 helpers who will make sure they are suitably clothed for outdoor play and have put their lunchboxes away. They will then escort the children to the playground where they will be in the care of lunchtime supervisors. Sometimes trained Year 6 Super leaders will play games with some children again during the lunch time.

Milk

School milk is free for all under-fives and is subsidised for children aged five or older. The school will register your child for their free school milk on your behalf by providing Cool Milk - the company who manage the school's milk supply - with your child's name, date of birth and your contact details. Shortly before your child turns five Cool Milk will contact you directly to find out if you wish to pay a subsidised rate for your child to continue receiving milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.

Home Time 3:15pm

The teacher will open the door and call the child out to their parent for individual collection. Please let us know if someone else is collecting your child. We are only permitted to allow your child to go with anyone other than their parent if you have given us permission.

School Uniform

School uniform for girls is:

grey pinafore/skirt, or grey trousers with white blouse/polo shirt and a navy blue Orchard sweatshirt/cardigan. Blue gingham dresses are also acceptable in the summer, as are grey shorts/culottes. Girls should wear plain tights or socks in school colours, with plain black shoes/plain black trainers and have their hair tied back.

For boys the uniform is:

grey trousers with white shirts/polo shirts and a navy blue Orchard sweatshirt/cardigan. Boys should wear plain grey/black socks with plain black shoes/plain black trainers.

All children are discouraged from wearing any jewellery.

Orchard sweatshirts/cardigans and polo shirts are available to buy from the school office. There is an order form in your welcome pack.

Children's hair should be tied back at all times. (This helps prevent the spread of head lice).

P.E kit

P.E. kit consists of white t-shirt, navy shorts and black plimsolls. Orchard t-shirts are available to buy from the school office. Please make sure PE kit is in school every day.



Please label all items of clothing; it is very hard for staff to keep track of 30 sweatshirts, all size 24 or 26, or 30 pairs of plimsolls. Thank you.

If you have any problems buying school uniform, please speak to the teachers at induction.

Working Together

We believe that, to enable to help your child receive the best education possible and settle happily into school life, we should work in partnership. You know your child best and we value the insight your comments can give to us. We like to make sure small concerns don't become major problems and encourage you to talk to us about any worries; we also want to share any 'wow moments'. We try to find ways to keep you informed about what your child is doing at school as we appreciate the answer to 'What have you done today?' (when a child is tired) might just be 'nothing!'.

We try to be as accessible as possible and there are many lines of communication that we use.

At The Door 8:40am – 8:50am

Doors open, parents are welcome to settle children in and discuss minor issues, e.g., collection arrangements or to make an appointment to speak to a teacher later.

Green Home/School Books

These are 'everything in' books. We use them for giving information about the week, as a reading record, and as a way of giving non urgent messages. It is helpful if you check these books daily. Staff will look at them at least three times a week (on the two days books are changed and on a Friday).

Telephone

If your child is ill or we need to speak to you urgently we will telephone you. Please make sure that your contact numbers are up to date at all times, Mrs Heathcote in the office will happily help with this.

Parents Evenings/Reports

A few weeks after your child starts school there will be an opportunity to talk to the teachers about how your child has settled in. You will be able to look through your child's work with them and also make comments in their 'Learning Journey' folders. There will be another parents' evening in the Spring term and you will receive a report on your child's first year in school in the first week of July. You are also free to make an appointment to see us about your child's progress at any time if you feel that you need to.

Learning Journey Folders

These are a record of progress and contain the details of the developmental steps that your child has achieved. The Twiglets staff will add photos of your child at work and you are able to send in your own photos and notes about weekend visits, holidays, trips, and family occasions to be added to them if you wish. These records of your child's first year at school will be seen by their Year 1 teacher and then you may keep them (Similar to the ones you had at Nursery or Pre-school). We encourage parents to fill in 'wow moments' and send them into school. You will receive blank ones of these when your children start school and are always welcome to ask for more. Learning journeys can be signed out overnight (to be shared at home) at any time. The classroom is always open on a Thursday after school so parents/carers can come in and look at children's work.

Please log on to our website for further information.

www.orchardcofe.leics.sch.uk

Notices on the doors and windows and whiteboard

We do use our windows and doors to display notices.

PMX/Letters/+Pay

We use PMX to communicate with parents about events, activities, and other important information including emergency school closures, club cancellations etc. We also have an on-line payment system (+Pay) for parents to pay for school uniform, trips, school dinners (Year 3 onwards) etc. It is expected that all parents will sign up to PMX so that information and payments can be sent electronically. Please see separate letter regarding +Pay.

Trips

We feel that trips out make your child's learning experiences more exciting and memorable. We aim to go on two or three trips a year that are linked to the work we are doing in school. This year we are going to Stonehurst Family Farm which is linked to our topic on 'where we live – animals'. Topics, and therefore visits, are chosen by watching and finding out what your children are interested in. Consequently, we are unable to plan visits too far in advance. We try and keep the cost of each trip under £15 where possible. If we receive insufficient voluntary contributions towards the cost of the visits, there is a strong possibility that these will then not go ahead. Any parents unable to make a voluntary contribution due to financial difficulties, or who are in receipt of benefits, should speak to the head teacher in confidence about support.

Frequently asked questions

What do I do if my child is late?

At 8:50am doors close for registration. If you arrive after this time you must enter the school via the main reception and sign your child in to ensure they are registered.

What do I do if my child is ill?

If your child is ill and unable to attend school please ring 01455 283247 before 9:00am to let the teacher know.

What do I do if my child needs medicine but is well enough for school?

On-going medication e.g., antibiotics prescribed by a doctor, can be given by parents during the school day and in some cases by a member of staff. Please make an arrangement with the class teacher.

Does the school authorise term time holiday?

Following a change in the law, schools are no longer allowed to authorise holiday during term time. Any holiday taken during term time will be marked as unauthorised absence and may lead to a Penalty Notice being issued. If you choose to take your child on holiday you ***must inform the school in writing before you go***. A list of dates for when the school is closed is included in your pack. Leave of absence due to 'exceptional circumstances' should be requested using the 'Leave of Absence Form' available from the school office. (Please see our Attendance Policy on the school website for full details regarding school absences or request a copy from the school office).

What if my child is ill or has an accident at school?

Toilet Training/Sickness

Sometimes there may be 'accidents' at school, especially when children are new to the class. Please be assured that we will care for your child and provide a change of clothes. If your child is unconsolably upset or ill, we will call you and you will be asked to collect him/her from school as soon as possible. This also applies if children are sick or have diarrhoea. Please note that if your child has sickness or diarrhoea they should stay at home for 48 hours from the last time they were unwell, in case of passing on the infection. We ask for your co-operation in this matter to keep us all as healthy as possible!

Asthma/Allergies/ Health problems

We should have received any health information about your child when you completed your admission form. Please ensure these details are kept up-to-date by contacting the school office or class teacher. If your child requires an Inhaler/epipen or is on permanent medication which has to be administered in school, a medical consent form must be completed before this can be done – please speak to Mrs Heathcote about this. If your child seems to have an allergic reaction to anything at the school, the teacher will ring.

Accidents that require first aid

If your child is hurt, upset or we have any concerns we will ring you. All incidents and action taken are recorded. We have a team of Qualified First Aiders with up to date training in school.

What can my child bring to school?

In the first few weeks a comfort toy from home may help your child to settle in more quickly. Children are sometimes asked to bring in items for 'Show and Tell' type activities (messages about this will be in their home / school books). All equipment is provided; children in the EYFS are not allowed to bring pens and pencil cases to school. Jewellery is not allowed except for small stud earrings.

What if I have any other questions?

Please feel free to contact the school on 01455 283247, any day before July 14th. You will also have the opportunity to raise any questions during your home visit at the end of August. We encourage you to take advantage of this time.

Annual Information and Consent Form for Parents

Please read the following information and complete and return the consent form at the back of the booklet by 11th July 2017.

Permission for photos, videos, off-site visits and use of websites for homework

During the academic year many parents like to take the opportunity to keep a permanent record of their child's successes at school in the form of video or photographs. For legal reasons we are required to request your permission for your child/children to be photographed / videoed or named in photographs as part of on-going school activities. e.g., Christmas productions, class assemblies and class photographs. Staff may also take photos as part of their on-going training and courses.

Also from time to time, as part of the curriculum, it is necessary to take the children off site and again we require your permission to do so.

Finally, as part of the curriculum and homework tasks, sometimes the children may be asked to visit websites. Although websites will have been checked by staff for appropriate content, Orchard C of E Primary is not responsible for the content on any external websites or links.

HOME/SCHOOL AGREEMENT

Parents/Carers. I/We shall try to:

- Make sure our child attends school every day and let the school know before 9am if he/she is ill
- Make sure that our child is ready for register at 8.50am, properly equipped and wearing the correct school uniform
- Support the school's expectations for behaviour
- Support our child in any work sent home and other home learning opportunities
- Make the school aware of any concerns or problems which might affect our child's work or behaviour at the earliest opportunity
- Attend parents evenings and discussions about our child's progress

The School Orchard C of E Primary School will try to:

- Encourage children to believe in themselves, feel valued and achieve their full potential
- Provide rich learning opportunities, high expectations and challenge
- Provide a safe and supportive learning environment
- Support your child's social and emotional development so he/she can achieve high standards of behaviour

- Keep you informed about your child's progress and general school matters
- Be open and welcoming at all times and offer opportunities for you to become involved in the general life of the school

The pupil I will:

- Come to school on time every day with all the equipment I need
- Behave sensibly, be polite, treat everyone with respect and follow our school rules
- Work hard in class, do my best and allow others to do the same
- Complete my homework and return it on time
- Share and talk about any problems I have, asking for help and accepting it when I need it
- Take care of equipment, our building and the school environment
- Pass on information and letters to my parents

Use of Internet and e-mail in school

As part of their work in Information Communication Technology and other subjects, we offer the children supervised access to the Internet and **internal** e-mail in school. On some occasions children are offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The Internet is a rich source of information and educational activities which are of great benefit to the children. However there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the Internet is supervised by adults
- A high level filtering system is in operation.
- Children are not allowed access to chat rooms at any time
- Children are taught about safe Internet use by their teachers throughout each year.

Your child will have access to an internal e-mail account. They will be taught how to use it responsibly. The school will take any allegations of bullying by e-mail very seriously. Any incidents will be dealt with in accordance with the schools Anti-bullying Policy.

Orchard C of E Primary School is providing supervised access to the internet and our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home. You may find it useful to visit the following website for further information.

<https://www.thinkuknow.co.uk/>

Before we allow children to use the Internet or e-mail at school, we must obtain parental permission. Please read the attached rules for the ICT Acceptable Use Policy carefully and then sign the attached slip.

ICT Acceptable Use Policy

Orchard C of E Primary School recognises the importance of ICT in education and the needs of pupils to access the computing facilities available within the School. The School aims to make the ICT facilities it has available for pupils to use for their studies.

Listed below are the terms of this agreement. All pupils at Orchard C of E Primary School are expected to use the ICT facilities in accordance with these terms. **Please read this document carefully.** It is

important that your child understands the policy, so please ensure you take time to explain/ discuss this with them.

1. Equipment

1.1 Care of the equipment

All the children will look after all equipment and treat everything with respect.

This includes, making sure that there is no:

- Deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- Change or removal of software

These actions make it difficult to ensure that the school is able to provide your child with reliable and available computer equipment and it has a cost implication for the school.

1.2 Printers

Printers are provided across Orchard C of E Primary School for use by pupils. It is important that children learn to press the print key once and be patient.

2. Internet and Email

2.1 Content Filtering and use of the Internet

The School makes use of the filtering services provided by KCOM which seeks to provide internet use that is safe and for educational purposes only and is designed to remove controversial, offensive or illegal material that would cause your child to be upset.

2.3 Email

As part of your child's work in Information Technology and other subjects, we offer supervised access to the Internet and **internal** e-mail. On some occasions children are offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The Internet is a rich source of information and provides educational activities which are of great benefit to the children. However there are concerns about inappropriate materials and the school takes a range of measures to minimise these risks:

- All access to the Internet is supervised by adults
- A high level filtering system is in operation.
- Children are not allowed access to chat rooms at any time
- Children are taught about safe Internet use by their teachers

It is important in all emails to:

- **Be Polite** - never send or encourage others to send abusive messages.
- **Use appropriate language**

3.0 Privacy and Data Protection

3.1 Passwords

Children will be given simple and an easy to remember password which they will learn to use

4.0 Mobile technologies

For reasons of safety and security your child should not use his/her mobile or any other technology in a way that is likely to damage the reputation of the school or risk the welfare of other pupils or adults that work within the school. If inappropriate material is sent to a pupil, it must be reported **immediately** to a member of staff within the school.

5.0 Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the schools ICT system is at your own risk. Orchard C of E Primary School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

Responsible Use of Internet

- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will only e-mail people I know, or my teacher has approved.
- Any messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat except if it is a discussion room that has been set up by my teacher.
- Any work I display will be work that I know I would want my family and friends to see.
- If I see anything that I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer system, including the monitoring of websites, the interception of E mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or maybe taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

By signing the permission form at the end I am confirming that I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems including the internet and they understand their responsibilities and agree to follow these rules.

Privacy Notice - Data Protection Act 1998

We **Orchard C of E Primary School** are a data controller for the purposes of the Data Protection Act. We collect information from you about your child/children and may receive information about your child/children from a previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child/children's teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes your child/children's contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We will not give information about your child/children to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of this information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about your child/children that we hold and/or share, please contact **Mrs M Heathcote**.

If you require more information about how the Local Authority (LA) and/or DfE store and use this information, then please go to the following websites:

<http://www.leics.gov.uk/schoolsfpn> and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows :

- Mike Challands
Information and Data Team
Room 140
County Hall
Glenfield
Leicestershire, LE3 8RF
0116 305 6637
mike.challands@leics.gov.uk

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

A copy of this notice is also available on the school's website

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

CONSENT FORM

Please complete and return to school by 11th July 2017. Sign in the boxes to show that you agree or put a cross through the box to disagree.

Name of Child:.....

Name of Parent/Carer:.....
(with legal responsibility for the child)

Subject	Signed by the person with legal responsibility for the pupil	Pupil Signature (KS2 Pupils only)
I give permission for my child to be taken off site, as required, as part of the curriculum	<input type="checkbox"/>	
I have read and agree to the ICT Acceptable Use Policy	<input type="checkbox"/>	
<p>To comply with the Data Protection Act 1998 we need your permission before we can photograph or make any recordings of your child.</p> <p>To be completed by the person with legal responsibility for the pupil.</p>		
<p>In the Autumn term each year individual photos are taken of pupils by a professional photographer. From this, proofs are sent home with children for you to place an order. The school retains a copy of the image for its records, which are kept confidential for use by staff.</p> <p>I agree to the photo being used for school records.</p>	YES / NO	
<p>In the Spring term each year a group photo of Foundation Stage 2 and Year 6 children is taken by a professional photographer. Again proofs are sent home with children for you to place an order. The school uses these photos for display within the school.</p> <p>I agree to the photo being used for school records.</p>	YES/NO	
<p>The school may be visited by the media who will take photos or film footage, e.g. of performances, sports teams or fundraising events. Pupils often appear in these images, which may appear in local newspapers.</p> <p>I agree to a photo in the media and it being accompanied by my child's name.</p>	YES / NO	
<p>We may take photos or videos of the pupils at school or on trips. We use these images in our newsletter, displays on notice boards, or in other printed publications that we produce as well as our website.</p> <p>I agree to a photo appearing in Orchard publications, an image being recorded on video or web and a photo appearing on the school website.</p>	YES / NO	
<p>Staff may also take photos of the pupils as part of their on-going training and courses. The photos will not be used or passed on to a third party.</p> <p>I agree to staff using photos for the purpose of training and courses.</p>	YES / NO	
<p>We understand that your child may be collected by different people at certain times. Please provide us with the names and relationship of the person(s) allowed to collect your child.</p> <p>I give permission for the following people to collect my child:</p>	<p>Name: Relationship: Name: Relationship Name: Relationship:</p>	