Welcome to Holymead Primary School

2018

Dear Parents/Carers

We are delighted you have chosen to send your child to Holymead Primary School. We look forward to seven happy and productive years working together with you.

For some of you this will be the first time you have had a child at this school. For others you will already be familiar with the routine.

We have put this booklet together to try and answer some of the questions you will undoubtedly have, concerning your child starting school. Please keep this booklet for reference as there will be some things that you may need to return to at a later date.

Please remember that each child is unique and will develop at a different rate in different areas of school life. We aim to develop each child at a pace that is suitable for them. If you have any concerns about your child please discuss these with your class teacher or with me. Likewise we will keep you informed about the progress your child is making.

Children enter school with a wealth of experience from home and pre-school settings. We aim to build on these to develop happy, confident children who enjoy learning.

We look forward to welcoming you in September and working together in partnership with you.

Yours sincerely

Kathryn Slatcher
Headteacher

2707

SCHOOL ORGANISATION
On the Hollywood Rd Site

At present there are 9 classes, 3 in each year.

Each class in each year group will be following the same curriculum.

In Reception the classes are divided as equally as possible, so that there is about the same number of boys and girls and children with winter and summer birthdays.

At the end of the Reception year, the children will not move up as a class, but will be re-grouped. This encourages them to work with new friends.

All Reception classes have a classroom assistant. This is a deliberate policy of the school governors and will be maintained as long as there is sufficient funding.

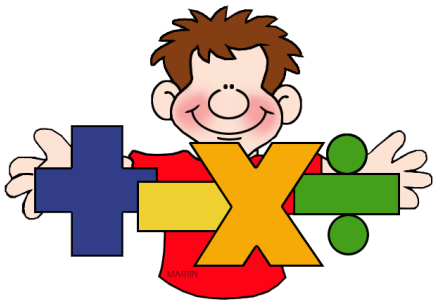
The Reception classes are in rooms adjacent to an outdoor play area. We are currently developing the outside areas to make them interesting and educationally purposeful.

WHAT DO WE TEACH?

Children in the Reception year follow the Early Years Foundation Stage Curriculum. This builds on work done in Nursery and Pre-schools and leads into the programme of work in the National Curriculum for Key Stage 1.

The areas of learning are:-

- personal, social and emotional development
- communication and language
- literacy
- mathematical development
- understanding the world
- physical development
- expressive arts and design



Religious education must also be taught according to the guidelines set down in the Education Act. Parents do have the right to withdraw their child from R.E. and from assemblies.

The head teacher is always willing to discuss this.

THE SCHOOL DAY

Morning school: 9.00 a.m. until 12 noon
Afternoon school: 1.00 p.m. until 3.10 p.m.

Children can be brought into school between 8.50 and 9 o'clock. The register is called at 9 o'clock and the outside doors and gates are then locked for security reasons.

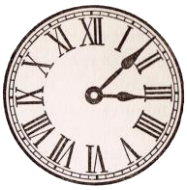
We would ask you to make every effort to see that your child attends school regularly and on time.

Coming in late can be very unsettling for a child.

Saying goodbye may be difficult for some children. It is best done firmly and cheerfully. Tears rarely last long after you have gone.

If you are worried that your child may still be unhappy after you have left, please phone us and we will be able to let you know how they are.

For the first days, your child may want you to come into the cloakroom, help hang up their coat, and perhaps come into the classroom, but quickly will be ready to become a little more independent and leave you at the door. You will know what is right for your child.



Please try to meet your child on time. 5 minutes late may seem nothing to you, but is a long time to a young child. If there are unexpected circumstances which mean you are going to be late, please try to phone school so we can reassure your child.

If someone different is meeting your child, or if they are going home with a friend, please make sure the class teacher knows, and also, if possible, tell your child.

There may be things you would like to share with the teacher or classroom assistant. It is best to make an arrangement to come after school if you need more than a few moments, or come in before the children start to arrive.

At 8.50a.m the teacher's responsibility is for the children, so they may not be able to give you the attention you need.

We are always happy to talk to you.

HOLYMEAD BREAKFAST CLUB

We run our own breakfast club every morning in the Holymead Hub (on the junior site); it is open from 8.00am each day and costs £2.75 per day.

We provide a variety of breakfast items available including a choice of cereal, juice, milk and toast.

Activities are set out for children to enjoy after breakfast.

At 8.30am, two members of staff escort the KS1 children down to the infant site. At 8.50am, the KS1 children will be escorted to their classrooms in time for registration

Breakfast club is open to all children and all bookings must be made in advance. Please see below for further information.

HOLYMEAD HUB CLUB

We also run our own after school club on a daily basis, during term time only. This is ran from Holymead Hub (on the junior site).

Sessions cost £8.50 per day, per child and can be paid using childcare vouchers. If you wish to do this, please let the school know which provider you use, so that we can ensure we are registered with them.

All bookings must be made online in advance (please see below). There are 40 places per day and once the 40 is reached the booking system will automatically close. Ad hoc bookings can be accepted according to availability.

The information collected will include; personal details, contact numbers, allergies, special needs and various permissions.

If you have any queries re after school club, please email:**afterschoolclub@holymeadprimary.co.uk**

In order to book sessions at either our breakfast club or after school club, you must register your children online in advance. All families will need to use an online registration, booking and payment system.

To do this you need to go online to h**ttps://libacura.co.uk/register/holymead/** and follow the instructions given. There is a one off £5 admin fee to register, then once registered you can go on and book sessions as required.

Arrangements for the First Few Weeks

Experience has shown that a child who settles happily in the first few weeks of school is likely to have a happy school career. No matter what pre-school experience your child has had, he/she will be starting a new stage of education and will have to get used to a new environment with unfamiliar adults and peers. This can be very tiring.

You will be given a letter about starting times. Children come part time for the first few weeks, alternating mornings and afternoons. This means that fewer children are in the classroom at the beginning of the school year. Each child has a better opportunity to get to know the staff and the staff can spend longer getting to know them. It also means that children adapt more easily to the change of environment.

At the end of the first few weeks we invite you to talk to the child's class teacher and together decide whether or not your child is ready to come full time.

When your child starts full time these are times of the school day:

8.50a.m	Doors open
9.00a.m	Registration
3.10p.m	Home time

What reactions might I expect when my child starts school?

At some stage in the first term you should expect a few tears in the mornings. These can come from your child or yourself! We're quite used to dealing with both.

Some parents experience changes in their child's behaviour at home. Previously "model" children can become cheeky, tearful, argumentative or non-communicative. Some may even start bed wetting again.

Don't panic! This is quite a normal reaction to change and the situation will soon ease.

Very often children are very tired when they get home. If possible try to give him or her a short time of special attention as a welcome back home.

It is important that your child goes to bed early enough to have sufficient sleep. Once they are at school they can no longer have a rest during the day.

What happens at dinner time?

From 12 noon until 1 p.m. your child will be in the care of the Meals Supervisor (SMSA).

We would ask you to decide at the beginning of a term what arrangements you would like to make for your child at dinnertime.

All children in Reception, Year 1 and Year 2 in state-funded schools in England will be eligible for free school meals.

Our school cook prides herself on producing a well-balanced healthy lunch for children, with as much food cooked using fresh ingredients as possible. Although we encourage parents to at least ensure their child tries the school dinners, the take-up of this free meal in not mandatory and your child may still have a packed lunch if they prefer.

We will also be asking about dietary requirements e.g. vegetarian, halal etc.

You may, of course wish to change arrangements during the year and we would ask that these changes are made at the end of term or half term breaks.

Packed Lunch

You may wish to send a packed lunch. These should be in a box with a well-fitting lid. Your child's name should be clearly marked on the box.
Please send a spoon with yoghurt.
Please peel oranges.
Please don't send sweets or chocolate.

The SMSA will encourage children to eat everything they bring and children can take as long as they need to eat their lunch. Obviously there are times when they have more food than they can manage, so we send home uneaten food.

This means you can see what your child has eaten each day.

Children should bring a still drink in a suitable container.

MILK is no longer provided free to children from the end of the month of their fifth birthday. An order can be placed with the dairy and you will be kept informed of this.

In addition to a lunchtime drink, all children need a bottle for use throughout the day, so a STILL DRINK may be sent in a reusable bottle. As a healthy school we encourage children to have water in their drink bottle.
Please do not send cartons or cans.

FRUIT AND VEGETABLES

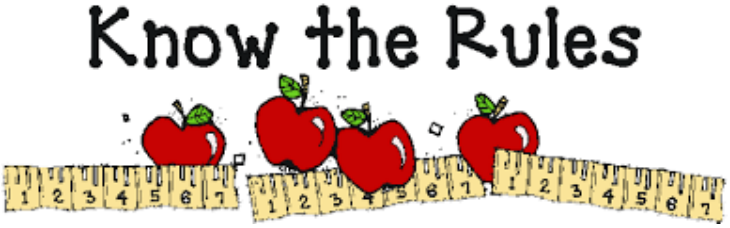
Children have a piece of fruit or vegetable each day. This is provided free as part of a government scheme until the end of KS1.

PLAYTIMES

Reception playtime is separate from the rest of the school. This gets them used to playing together as some children find playtime a bit overwhelming.

Teachers and classroom assistants supervise morning and afternoon playtimes. School Meals Assistants supervise dinnertime play.

PLAYGROUND BEHAVIOUR



Our policy is that every child should be able to play without fear of any other child, and we do tell children that they must inform the person on duty if someone is spoiling their play. Inevitably the restrictions imposed by the playground and the natural boisterousness of some children result in problems from time to time.

We would ask you to speak to a member of staff if you feel your child is unhappy so we can monitor the situation very closely.

Children are withdrawn from the playground if their behaviour is continually unsatisfactory.

Our **Behaviour Policy** has been drawn up by staff and governors. It is a partnership between home and school and we do expect your support in implementing it. You will be asked to come to discuss your child's behaviour if it should ever become continually unacceptable.

The Behaviour Policy is available for you to read on the school website www.holymead.eschools.co.uk

RIGHTS RESPECTING

Holymead Primary is currently a Level 2 Rights Respecting School, which is awarded by UNICEF (United Nations International Children's Emergency Fund). It works hard to ensure that all children can enjoy their rights by upholding the UNCRC, which stands for the United Nations Convention on the Rights of a Child.

It was created by UNICEF and it has 54 articles which outline all the rights a child has such as:

- The Right to be Yourself
- The Right to be protected
- The Right to learn and play
- The Right to live and grow
- The Right to be cared for
- The Right to have a say

We decided to become a Rights Respecting School because we want Holymead to become a better place for everyone. We want to teach children about their rights and we want them to understand how to respect each other's rights and develop the responsibilities they have towards each other. Rights Respecting Learning makes us think more about other people all over the world and how our actions and words affect them.

From this starting point they also learn their part in respecting others' rights in the community. As a Rights Respecting School we do not have a set of rules to follow, rather we have Charters in place that support the philosophy of 'Everyone has a right.....Everyone needs to respect the rights of others'. Every year each class makes a class charter. This charter is agreed and signed by the children and adults who work in there and details how we will show respect for each other's rights.

Across our school we have charters in place which reflect our ethos, for example a School Charter, a Playground Charter and a Lunch Charter. These Charters are in place for everyone to follow.
If you would like any further information then please visit UNICEF website where there is a lot of further information.

ACCIDENTS

Inevitably there are minor accidents every day in school – cut knees are a part of school life. These cuts are washed with cold water or sterile wipes.

Any bump to the head is recorded in the school accident book and you will receive a letter at the end of the day to let you know your child has had such a bump. Generally bumps are not serious.

We do not send for you if there is a minor accident – some of you would be here every day – but we do contact you if the cut seems to need more than a simple wash or if a child shows any sign of real distress.

Please make sure we have an up to date phone number either at home or at work for any emergencies.

ABSENCE FROM SCHOOL

Illness

If your child is absent because of illness we would ask you to telephone the school on **0117 3772381 (infant site) or 0117 9030377 (junior site)** with a message during that first day. If we don't hear from you we will contact you.

If your child is unwell in the morning, please don't bring them to school even if they insist they want to come. A day in school can seem very long to a sick child.

The Health and Safety policy states that a child MAY NOT come to school for **48 hours in cases of Diarrhoea and Vomiting.**

Medicine

Children who need asthma inhalers may keep them in school for use as needed. There is a form at the office for you to fill in if you wish your child to have their inhaler, and we ask you to check that medication from time to time. Your child should be able to use it effectively.

Children may not be given medicine in school unless prescribed by a doctor.

If your child is **at the end** of a course of medicine and you feel he or she is fit to return to school, please talk to the head teacher. We keep a medicine book in the office for you to sign if the head teacher is willing to give medicine (medically prescribed) to your child in school.

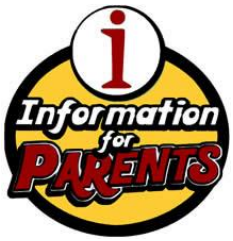
We do not normally give eye or ear drops.

Other Absences

The government has very strict guidelines about school absence. Any child absent without the school being informed is deemed to have an **unauthorised** absence and this may be referred to the Education Welfare Officer. Please talk to the head teacher if you need to take your child out of school for a reason other than illness or medical treatment.

Holidays

Government guidelines states holidays must NOT be taken in term time. If you have an exceptional reason for taking a holiday in term time e.g. a family wedding abroad, then you may request a leave of absence form from the office. The head teacher may agree to an absence or if insufficient reason is given parents may be fined for taking their children out of school without authorisation. (A holiday is not considered a good cause). If leave of absence is granted and then this time is exceeded, your child may be taken off the register.



Again, please talk to the head teacher if there are exceptional reasons why you need to take holiday in term time.

Holidays should not be taken as a matter of course during term time.

Adverse Weather

We always try to keep the school open, but occasionally this is not possible. If there is a heavy fall of snow, parents are asked to listen to Radio Bristol or Heart FM where school closures are announced. Sometimes a school can be left off the list, so if in doubt, please come WITH your child to get up to date information.

MEDICALS

You may be invited to meet the school nurse during your child's first year in school.

Parents are always informed of a school medical if one is arranged.

The school nurse comes in usually during Reception year. Children may be weighed, measured and have a hearing and eye sight test.

HEAD LICE

This is a problem that recurs frequently.
The school nurse DOES NOT inspect heads for head lice. This is the responsibility of every parent. REGULAR thorough combing does help to minimise the problem, but lice are attracted to clean, healthy hair.
Please let the school know if you have found head lice in your child's hair so other parents can be extra careful.
PLEASE check your child's hair at LEAST once a week. Only in this way can the problem be controlled.

SPECIAL HELP

If at any time during the year we feel your child is not progressing as well as we would hope, or if he/she is failing to cope with the school situation in any way, we will invite you into school to talk about ways in which we can work together to improve the situation. If at any time you have a concern, please come and talk to us.

We arrange for extra teaching support for children who are finding areas of the curriculum particularly difficult. You will always be kept informed of any long term support planned. Sometimes a child may benefit from a short period of extra help, but this does not necessarily mean he or she is behind the rest of the year group.

If help is just for a short time you may not necessarily be informed as it is part of normal classroom routines.

SPECIAL EDUCATIONAL NEEDS, SAFEGUARDING and CHILDREN IN CARE

If your child has special needs please come and discuss these with the school. The school has a special needs policy and policies for safeguarding.
The special needs co-ordinator (SENCO) are Mrs Cole and Miss Phillips. Miss Coggins is the governor with special responsibility for special needs. The school has an inclusion policy, which states that every child is welcome as long as we are the best setting to meet his or her needs. Following improvements to the buildings, the infant site is accessible to children and adults with disabilities.
Ms Slatcher is The Designated Safeguarding Lead (DSL) and Designated Teacher (DT) for children in care and children adopted from care. Mr Jones and Mrs Head are the deputy DSLs and Mrs Cole is the deputy DT.

OPEN EVENINGS

During the first few weeks, individual meetings are held for you to tell us about your child.

In the first term we hold a meeting with parents to talk about the things your child will be doing in class.

There is information about the Foundation Stage curriculum and an opportunity for you to ask questions.

In Term 1, parents are invited to a meeting about reading and how you can help at home.

Most of you will be coming to school at some time every day, either bringing or meeting your children, so there are many opportunities for you to talk about the way your child is settling in. We do hope you will come in at the end of the day from time to time to look at the work on classroom walls.

In the autumn and spring terms parents have the opportunity to see the work their child has done and to meet with the class teacher to talk about their child's progress.

Of course, you can make an appointment at any time to talk to the class teacher or the head teacher

Open Days are held in autumn and summer.

WHAT SHOULD MY CHILD WEAR TO SCHOOL?

To develop a sense of corporate identity children should wear a school uniform. This is a school sweatshirt or cardigan in purple with the school logo embroidered on it. This can be worn with a grey or black skirt, trousers or pinafore dresses. Polo shirts in white should also be worn.

For PE children wear black shorts and a purple t-shirt with the school logo. Daps are only needed in terms 5 and 6.

Except for the skirts, trousers and pinafores, all other items can be ordered online.

In summer girls may wear striped or checked purple or blue dresses bought from any shop.

We ask that children **DO NOT** wear jeans or dungarees, as they can be difficult to manage and are not part of school uniform.

Uniform is available to buy online from our uniform supplies; Price and Buckland at www.pbparentsonline.co.uk/holymead

FOOTWEAR

Sensible black shoes must be worn.

If children wear wellington boots to school, they should bring indoor shoes to change into on arrival.

We would also ask that children do not wear shoes with high heels as they can be very dangerous around school. Trainers are NOT acceptable.

Jewellery

Jewellery and watches should not be worn in school as they can get lost or broken.

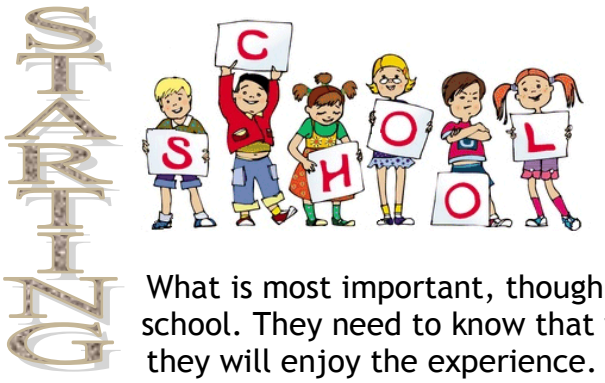
For safety reasons only **stud earrings are allowed** for pierced ears. Hoops must never be worn.

If your child has pierced ears you will be asked to complete a form giving permission for them to wear studs during P.E. sessions.

ALL CLOTHES MUST BE NAMED

How can I help my child to get ready for school?

We are often asked this question, and when we offer suggestions parents nearly always say “But I do that already!”



We have put some ideas on the next few pages, but we are sure you can think of many other things you do every day that help develop your child’s confidence.

What is most important, though, is that they want to come to school. They need to know that you think school is fun and that they will enjoy the experience.

If you have never had a child at school before, be as positive as you can. Your confidence will soon rub off on your child.

Can your child get dressed/ undressed without help?

Before your child starts school it would be helpful if you could encourage them to undress themselves at bedtime and get dressed by themselves in the morning. If mum or dad has always done this for them, children find it quite difficult to manage when faced with changing for P.E.

Of course, staff will help any child who has difficulties, but it is a great help to us if your child has at least some idea of what to do. Wearing clothes that are easy to put on and take off, without too many buttons or fasteners, will help too.

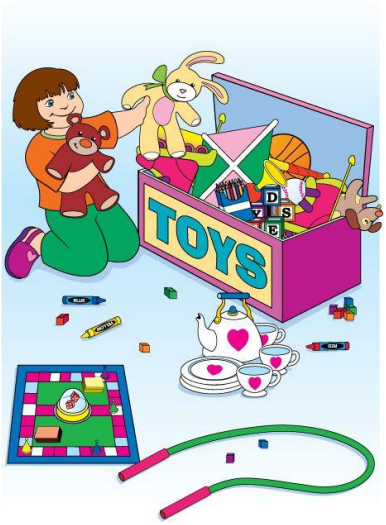
Can your child cope in the toilet without help?

Children are often shy about asking for help so if you can make sure they can cope in the toilet you are taking away one source of real concern.

We have hot air dryers in cloakrooms to minimise the risk of infection being spread.

Can your child use a knife and fork?

Not all children find this easy, so you could practise at home.



Can your child listen to and carry out simple instructions?

Can your child understand the importance of tidying up after an activity or playtime?

Can your child share things with others?

The day your child begins school is the start of a new experience and can be a little frightening. Teachers are very aware of this and do their best to provide a caring and encouraging atmosphere. You can also do a lot at home to help your child adjust to a new situation and new relationships.

Be as consistent as possible in your behaviour towards your child including praise and punishment. Do they know what is acceptable and what is not?

- Try to play board games together as a family so your child can see how others cope with winning and losing.
- Encourage your child to make friends with other children – invite friends to play so they learn to share.
- Show care and concern for others, perhaps by making a card for a sick friend or relative.

It is often very tempting (and much easier) to do as much as you can for your child. Once your child starts school and is one of many others, a degree of independence will help him or her feel more confident.

HELPING AT HOME

Developing Language

There is a strong link between language development and learning to read. Children can only understand words they see in print if they have already come across them in speech, so very often children who are good talkers become good readers.

You can help by

ENCOURAGING YOUR CHILD TO

- Fantasy play – dressing up.
- Playing house.
- Trying some junk modelling.

TALKING TO YOUR CHILD

- About outings, T.V. programmes, household tasks.
- Give simple instructions for your child to carry out.

LISTEN

- To your child.
- To the sounds around.

LEARN

- Songs and rhymes.

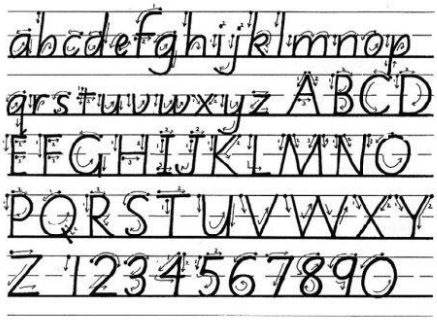
HANDWRITING

Encourage your child to draw, trace, crayon, chalk, model with playdough, use scissors..... any activity that will help develop muscles in fingers, hands and arms. All these muscles have to be controlled if your child is to begin to develop the skill of handwriting.

Cutting out is difficult, so do show your child how to use scissors properly ... and don't expect too much at first.

Drawing is the first stage of the process of handwriting. Use thick pens and crayons if they find these easier to manage.

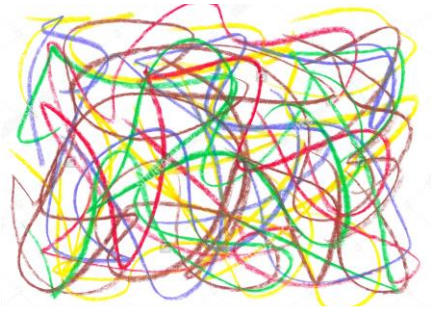
We will teach your child the correct letter formation, but here is the handwriting system we use.



Please teach children to write their name with an initial capital and then lower case letters e.g. Janet Smith rather than JANET SMITH.

Writing

Encourage "scribble writing" and let your child tell you what it says. Please don't correct or laugh at pictures..... praise them and talk about the picture with them.



MATHS

We all use maths every day, counting, calculating, measuring, using shapes and recognising patterns.

Help your child at home by recognising and creating patterns with beads and bricks.

Talk about shapes in toys.

Make collections and sort by colour, size or shape.

Follow a recipe in sequence.

Handle money and maybe pay for small items in a shop.

Some fun activities at home could be….

Choose a number for the week, e.g. 2.
Encourage your child to look out for this number all the time.

- **Can your child see the number 2 anywhere?**

- **at home** — in the kitchen; on pages in a book
- **in the street** — on doors; on car number plates; on buses
- **while out shopping** — on the shop till; on shelves; in shop windows
- Find two apples, toys, spoons, straws, sweets etc

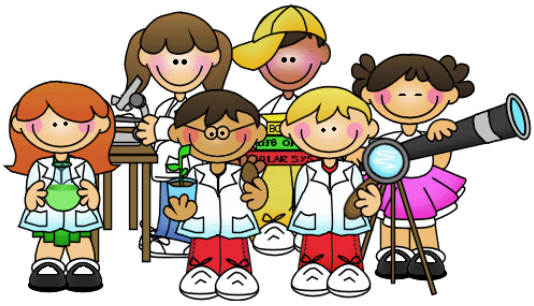
- Make patterns such as two knives, two forks, two spoons, two knives, two forks, two spoons …..
- Practise writing the number 2

Choose a different number every week.

Rhymes
Teach your child number rhymes or songs that you know, particularly ones that involve holding up a number of fingers, like *Five Little Speckled Frogs*. Practise them regularly, with actions.

SCIENCE

Science is everywhere – use any opportunities to develop observational and questioning skills together.



At Home

- Making and exploring giant bubbles.
- Listen hard for hidden sounds.
- Make 'gloop' and explore with it.
- Body sounds – explore what sounds can be made with hands, feet, mouths.

Outside

Seeds for nothing – collect a range of seeds from trees etc, plant and watch different ones grow.

At the beach – filling and emptying buckets with sand and water. Building with sand etc.

Try to answer your child's questions, but when you don't know the answer, look it up together.

GOVERNORS

Every school has a governing body responsible for the overall organisation of the school, the budget, appointments, buildings and a number of other things.

The head teacher is responsible for the day to day running of the school while the governors hold overall responsibility for it.

Our governing body is made up of nominees from political parties, parents, teachers, support staff, and people co-opted by the governors.

A list of governors is available from the school office or website. Governors serve for 4 years.

If a parent governor resigns or completes his/her term of office, nominations are invited from any parent. An election is held if there are more nominations than there are vacancies.

FRIENDS OF THE SCHOOL

All parents become members of Friends of the School when their child starts school.

In the past, parents have raised money for computers, maths games, and play equipment for the role play area.

PARENT HELP IN SCHOOL

We are most grateful for the help we are given by parents week after week.

They help in a wide range of activities, many of which we couldn't do without an extra pair of hands.

You will be invited to help if you have any time to spare during a week.

There are often "one off" events, such as a walk to a church or on a class trip which parents are able to support.

If you would like to help in school you will need to get police checked (DBS check). Please see the office staff for further information. This is part of our safeguarding policy to ensure children are safe in school.

Starting School at

Holymead Primary

Nurture, Inspire, Achieve