

Calveley Primary Academy



School Information

New Starter Pack 2021-2022

Welcome

Thank you for choosing Calveley Primary Academy for your child. It is our pleasure to welcome you and your family to become part of our school community. We pledge we will always strive to provide the best educational experiences for the children and we hope that you will quickly feel part of our family. The school provides an exciting and stimulating environment in which all of our children are able to fulfill their potential. Our beautiful school is set in the heart of the countryside and enables us to take inspiration from our extraordinary surrounding. The vast learning opportunities at Calveley are endless for children of all ages and abilities.

Your Child's First Weeks

Please note all of this is subject to change depending on Government guidance.

Prior to your child's first day at school staff will endeavor to communicate with your child's current pre-school setting to liaise with their key worker about children's development and individual progress. In order to support your child's transition in to their new school life home visits or virtual visits will be arranged in the first few weeks at a time convenient to you.

The table below shows the key dates for your child:

Friday 3rd September	All Reception and Nursery children to start school and attend for a full day
WC Monday 6 th September	Full days in school



The EYFS School Day

8.50am

Arrive at school

9.00am

Start of school and registration

10.15am – 10.30am

Playtime

12pm – 1pm

Lunch

2.25 – 2.40pm

KS1 and Early Years Playtime

2.40pm

Assembly

3.30pm

End of school day

Arrival and Departure

Children arrive at Calveley Primary Academy by bus or car. There is a bus stop located just outside the front door to school so please ensure this area is kept clear at all times. On arriving, parents/ carers are asked to drive round in the car park to the bus lane to drop their child off, where they will be met by myself (Mrs Rudd) or a member of staff.



Children in Nursery and Reception are to arrive at 8.50am. Parents are welcome to wait if they wish on the first few occasions. However, as soon as your child looks to be happy and content, it is advisable to leave. It is really important to encourage Reception children to enter school without their parents. Many children are happy to do this from the start. If this is the case then let them do so. It is an important part of their development.

If for some reason your child does become upset on leaving you, then we suggest you promptly take them to a member of staff, whilst you make your exit. These occasions are very upsetting for parent and child alike. We can assure you however that once the parent has left, the child becomes calmer and soon becomes absorbed in the day's activities. If a child has become very upset on leaving a parent, a member of staff will attempt to contact the parent later in the morning to reassure that all is well.

The children will be welcomed into class by their class teacher and asked to join in with the morning activities, supported by their teaching assistant. If you want to discuss anything, please do not hesitate to do this as you drop your child off. We understand in the early weeks this transition point is always emotional and we will be sensitive to the needs of both you and your child but please be encouraged that with positive support from parents and staff the children soon settle.

All children should be settled in by 9:00am for registration, after 9:00am children will be marked late.

A typical day will include adult-led and child-initiated activities. Your child should feel that they are playing, enjoying themselves and choosing their own activities but there is always learning involved! Additional activities include phonics, play time, snack and collective worship. Children will be read with every day in a variety of ways. During the first term, we will invite you to a Curriculum Evening once your child is settled, to explain the curriculum we follow, any homework we may set, reading books, and phonics. This will follow a settling-in period, so you have time to think how we can continue to support you best.

Collecting your child

Once your child is in school full time, the school day ends at 3.30 pm. Children are supervised by the class teacher and handed over to parents or guardians one at a time. It is very important that we know if somebody else will be collecting your child from school. If arrangements change during the day, please contact the school office to make the class teacher aware.

A bus register is taken during registration to inform staff which children will be using the school bus. If your arrangements change, we would ask you to let the class teacher or administration officer know in writing in their communication diary or by a telephone message.

At the end of the day, children intending to travel on the school bus will be collected from their classroom and taken to the office where the register will be checked and children escorted and placed safely onto the bus.

Information about the school bus may be obtained from the Cheshire East Transport Co-ordinator on 0300 1235012.

Accidents and First Aid

It does not matter how well children are supervised and organised, we will still have accidents. These will often occur at playtimes. Fortunately, most of these will be very minor and require little or no treatment. However, we have a First Aid Policy for staff to adhere to and several qualified First Aiders to attend to anything a little more serious. If staff have any concerns about a child's injury, we attempt to contact a parent and invite them to seek further medical treatment if necessary.

If a serious accident occurs at any time during the day, an ambulance will be called and the parents contacted. Less severe cases may need to be taken for treatment by a member of staff and arrangements made for parents to meet at the treatment area.

We assure you that firstly we assess the child's injury and general condition and will contact parents if at all possible when there is doubt or treatment is needed.

If children receive a bump on the head during the school day, they may seem quite well at the time. We shall, however, notify you of such incidents so you may monitor any change in the child's condition during the evening and after school. This will be done on the same day by letter and telephone call home.

Absence from school

If your child is not well enough to attend school, please contact us in the morning to let us know. If your child is not in school and we have received no reason for the absence, then a telephone call will be made to establish the reason. This is in line with Cheshire East Policy.

If your child has a medical appointment, please let the class teacher know in advance by writing in the school diary or otherwise telephone on the relevant morning. There is a book to sign children in and out of school. This is kept in the school office. If you are considering taking your child on holiday in school time, we would in the first instance strongly advise you not to do so. The smallest of gaps in a child's learning can prove detrimental to progress within the year and afterwards.

However, if such a request is made, the only circumstances in which the holiday would be authorised would be for children whose parents are actively deployed in the forces or for serious medical reasons. **It should be considered that any unauthorised absences could result in fines being issued or/and a visit from our Education Welfare Officer.**



School Meals

We provide all meals in house and these are cooked by a team of experienced people who prepare the meals on a daily basis. Our menu is available on the school website. All infant meals are compulsory and provided free of charge to all children. This is part of the Government's Universal Free School Meals Scheme. Should your child have any particular dietary requirements or allergies please complete this on your child's medical form. We encourage children to try new tastes and will feed back to you in the first couple of weeks on what they have eaten, but hopefully the children will do this for us! This is part of the Government's Universal Free School Meals Scheme.

Snack

Fresh fruit is available during morning and afternoon break and this is provided free of charge. We kindly ask that you provide your child with a water bottle filled with water only for use throughout the day. Please ensure this is clearly labeled and is dishwasher safe. We will refill these daily for your child to access throughout the whole day.

Medication in School

It is the school's policy that we can only administer medicines to children that have been prescribed by a GP or Consultant, and for children with a Health Care Plan. School requires parents/carers to complete and sign an Administration of Medicines form with all relevant information appertaining to their child's medication and/or medical condition. We only administer Paracetamol, Calpol, or Nurofen in emergencies on a school trip if consent is given. If your child suffers from Asthma, we ask that two Inhalers and one Spacer be provided for school. One inhaler will be kept in the central medicines cupboard and the second will be kept in the classroom. An Administration of Medicines form will need to be completed with dosage requirements. Each child's inhaler will be labelled with the child's name and the expiry date. Please complete the medical form and this return to school before starting in September.

Data Protection Information:

During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. In due course, we will send out the Parent Privacy notice and the school's consent form regarding Pupil Personal Data. Please read the Parent Privacy notice in full before completing the consent forms. It would be very helpful if any forms that we give you could be completed and sent back into school as soon as possible via email.

School Visits and Visitors

We pride ourselves as a school on providing an exciting, engaging and enriched curriculum. During the school year, we take the children out on local trips and provide visitors who support and develop the termly topic. Here at Calveley we are lucky as there are numerous places to take the children in the local area, and we take full advantage of our surroundings. We feel this enriches the children's learning, and is of course fun! We welcome any parents that want to help with these trips and prior to any visit we will ask for volunteers to accompany us.

Keeping in Touch and Working Together

We understand that communication is key to the success of our partnership and there are many ways that we try to ensure you feel informed about all that we do with your child. We work very closely with parents to provide the best start possible for your child. We will regularly use the school Twitter account to share photos and activities children are taking part in during the day and update our class blog with pictures and accounts of that week's learning.

You will be invited to two formal Parents' Evening to discuss your child's progress and look at your child's work. At the end of the summer term, a Summary of Progress report will be sent home and an informal Parents' Evening will be held. Observations of your child's learning and development will be shared with parents and careers.

Entitlements

Please be aware that as parents you may be entitled to access services such as pupil premium funding (additional funding for children eligible for free school meals or children of service personnel) or additional support if your child has any identified special needs. If you would like to discuss any of these issues, please contact us and we can guide you through the process. An email providing information for Pupil Premium Funding will be sent out in due course.

The Curriculum

The EYFS curriculum is split into Prime and Specific areas of teaching and development.

The Prime Areas:

- Personal, Social and Emotional Development
- Physical Development
- Communication & Language

The Specific Areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design



The characteristics of learning, prime and specific areas of the EYFS

Framework, all interlink with each other. This enables an enriched environment for all children to explore and be inquisitive in an active learning approach (learning through play). Our school is committed to learning outside the classroom and lots of the areas above will be covered through outdoor learning and activities within the local environment. In each area of learning, your child works towards achieving Early Learning Goals. The curriculum encourages children to learn through child-initiated activities. However, parts of the school day will be based on directed teaching time. This will include the teaching of phonics for example, which is a fundamental part of learning to read.

When learning to read, we will start by giving children sounds to learn, followed by words. Once your child has secured the key words and is able to blend and decode words, they will be given their first reading books with words. Once they receive these books, it is essential you hear your child read every day. We really appreciate your support with this.

On entry to school the children will be assessed using task based National Baseline Assessment, (new for 2021). Pupils will also be assessed in their speech and language using Wellcomm. This is a program that assesses the children's understanding of language as well as judging their spoken language. The children in Reception will follow the **Early Years Foundation Stage Curriculum**. Please have a look at <https://www.birthingto5matters.org.uk/> and the Early Learning Goals.

Homework

Homework may be sent home to consolidate a child's learning. We may also send home activity ideas linked to our current Reception topic.



Throughout school, children will be required to read each school day and will take a book home to read. This will be accompanied with a communication diary. When used for reading, we ask parents to complete this by filling in the date, page number and a comment about your child's reading at that time. Please ensure your child has their reading books and diary in school every day. The communication diary is a means of you letting us know of any changes to your child's routines, to raise any questions you may have or if we need to raise your awareness of a matter arising within school.

School Uniform

Children in Nursery and Reception are required to wear full school uniform and PE kit. All uniform and PE kit can be purchased via Badged in Sandbach. It is possible to visit the shop, call on 01477 500504 or visit www.badged.co.uk for more information. This can also be found on the school website. For PE children will need a pair of suitable trainers that are clearly named inside.

Children will also need a pair of named Wellingtons to be kept at for outdoor activities.

Uniform

Blue sweatshirt or cardigan with school badge

Grey trousers/skirt

White shirt

School tie

Shoes (no trainers please)

Blue school badged book bag

White or grey socks or tights.

We also suggest that children have a spare pair of underwear in their bags in case of any accidents.

P.E. Kit

Trainers

Black shorts/jogging bottoms

Black school badged t-shirt

Black school badged hooded sweatshirt

PE-bag

A pair of Wellingtons for outdoor learning

Please ensure that ALL garments are named to avoid any items being lost, thank you.

School Ready Tips for Parents

When your child starts primary school there are a number of skills that they should ideally have mastered. Use this sheet as a guide to track their progress and guide you on how best to support them to be ready for school.

Self Care	Going to the toilet.
I know when to wash my hands. I can wipe my nose. I can ask for help if I don't feel well.	I can go to the toilet on my own, wipe myself and properly flush. I can wash and dry my hands without any help.
Speaking and Literacy	Getting dressed and undressed on my own
I am interested in reading stories and looking at picture books. I am able to talk about myself, my needs and feelings. I am practising recognising my name and writing it. I like tracing patterns and colouring in. I am practising holding a pencil. I enjoy experimenting with different shape scribbles.	I can button and unbutton my clothes. I can put my shoes and socks on. I can put my own coat on and use a zip. I can turn a jumper/ cardigan the right way out.
Listening and understanding	Sharing and taking turns
I am able to listen and sit still for a short while. I can follow instructions. I understand the need to follow rules. I like asking questions.	I can share my toys and take turns. I can play games with others.
Routines	Eating
I have practised putting on my uniform and getting ready to leave on time. I have a good bedtime routine so I am not feeling tired for school.	I can use a knife and fork. I can open my own packed lunch on my own. I am confident at opening wrappers & packaging.

Parents

We are fortunate in having a very active and supportive PTA (FROCS) working extremely hard throughout the year fund-raising and developing social activities. They provide vital financial support to the school. FROCS meetings are held throughout the year and new members are always welcome.

Newsletters are sent out monthly, providing you with up to date information. These are also placed onto our school website. <http://www.calveleyprimary.cheshire.sch.uk>

Parents are often invited to join us in celebrations throughout the year. These include various Christmas events, Class assemblies and a Leavers' Production. A Sports Day is held during the Summer Term. Other events will be planned during the course of the year.

The Head of School is always available to discuss your child's education so please do not hesitate to contact them whenever required.

CALVELEY WRAP-AROUND CARE (ACE)

We operate our own breakfast and after school club.

The sessions run from 7.30am – 8.30am and 3.30pm until 5.45pm.

Please email our school office (admin@calveleyprimary.cheshire.sch.uk) for more information and to book a place.



Please can the following forms be completed and returned as soon as possible

Pupil Admission Form

Getting to Know You Form

Photograph Permission Form

Medical Information Form

Home School Agreement