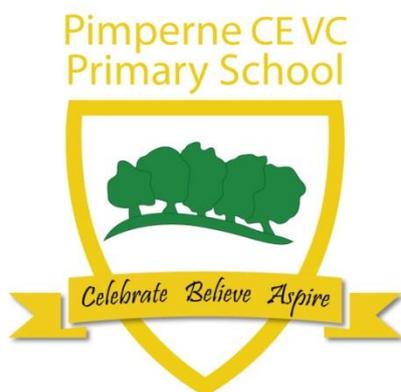


Reception Class Handbook



Maple Class

School Values

Our motto: Celebrate, Believe, Aspire is important to us and so too our eight values: Perseverance, Courage, Compassion, Justice, Respect, Forgiveness, Trust and Selflessness. Through our daily interactions, our teaching and learning we strive to commit to these values, which are rooted in our Christian heritage. These values go hand in hand with the British values which we also integrate in all areas of the curriculum. The British values are:

- democracy.
- the rule of law.
- individual liberty.
- mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

Switched on To Learning

Recognising the growing needs within our school community and reflecting the huge increase in mental health illness in young people (aged 5 – 17) in Britain, we have adopted an approach to learning which will support children to take control of their own learning, transfer skills across subject and across domains e.g. home and school. Our 'Switched on To Learning' concept focuses on attitudes to learning and the capacity that pupils show to learning (regardless of their ability). We use failure (First Attempt In Learning) as a tool and teach children to try again, hence building resilience. 'Switched on To Learning' is designed to be built up over a period of time with pupils being rewarded when they demonstrate one or more of the seven aspects.

DO I 'SWITCH ON' TO LEARNING?

Stick at it	Keep going when task is difficult	Understand that sometimes things will go wrong	Demonstrate resilience (an ability to bounce back)	Demonstrate resourcefulness (an ability to overcome barriers)	See tasks through (enjoy the satisfaction of completion)
Work as a team	Work with others to achieve a goal, share your knowledge and skills	Show resilience and compassion to others at play time	Meet school expectations in play and in class	Tolerate a difference of opinion	Tell staff about your worries and concerns
Independence	Work well on your own to achieve a goal	Solve a problem by yourself by using the resources around you	Think for yourself	Demonstrate enjoyment of learning	Be responsible for your own belongings
Think Hard	Think through a task before you begin it	Reflect on task once you have finished	Learn from your mistakes	Be proud of your achievements	Keep up a good pace of learning
Citizenship	Put others before yourself	Follow the school values	Be kind and thoughtful and trustworthy	Show good manners and respect towards others	Listens and acts the 'first time'
Hard Working	Demonstrate effort in class	Demonstrate a 'have a go' attitude	Continue to push yourself (even when you make mistakes)	Be focused and remain on task	Be positive (think of what you know not what you don't know)
ON task	Listen to instructions and explanations	Contribute in class	Understand expected time frames	Want to improve	Have a determination to succeed

In Reception, we focus on 'Switched On' using dinosaurs e.g. a Stickosaurus is someone who perseveres when faced with a challenge. Your child will continue to develop their resilience and positive attitude to learning using 'Switched On' throughout their time at Pimperne Primary School.

School Houses and Rewards

Our school is made up of four house teams:

Longmore (Blue)

Redwood (Red),

Sagano (Yellow)

Sherwood (Green)

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Every child, on entering Maple Class (Reception), is placed into a house. There are children from each year group in every house. The children are strongly encouraged to work as a team to earn house points for positive behaviours, demonstration of values and attitudes. We celebrate their collaborative efforts at our weekly Celebration Assembly. The winning team earns a special, extra playtime. Each House has two House Captains in Year 6. From time to time, Houses will have meetings to share positive attitudes to learning, share good work or come together to learn together. In the Summer term, our Houses compete in Sports Day, the children work in mixed age teams to demonstrate skills, leadership and sportsmanship.

Breakfast and After School Clubs

Pimperne CE VC Primary School runs a Breakfast Club from 7:40 – 8:30am and an After School Club from 3:00 – 6:00pm. Prices vary depending on the length of stay of your child. Enquiries should be made at the School Office. You will need to complete a registration form before signing up for sessions. Sessions are booked and paid for through our online 'School Money' system. The School Office will be able to set you up with an account. This system is also used to pay for other activities and/or specific items.

As set out in our Home-School Agreement, we thank parents for not compromising our Safeguarding and Site security by ensuring they do not enter the school by any other means than through the main entrance, via the school office, unless escorted by a staff member.

Daily Routines

8:30	-	School Gates Open KS2 children have the option of participating in the 'Morning Mile' or entering class on arrival KS1 children go straight into class on arrival
8:40	-	School Gates Close
8:50	-	Registers Close
10.00-10:15	-	KS1 Break
10.20-10.35	-	KS2 Break
12:00	-	Lunch
12:50	-	Afternoon Register
1.00	-	Collective Worship
3:00	-	Dismissal

Please be aware that persistent lateness to collect your child may incur a charge from our After School Club.

Safeguarding

Whilst they are in our care, the safety of our pupils is paramount. If you have any concerns or queries about the safety of your own or any other child, please pop in for a chat.

Designated Safeguarding Lead	-	Mr N Roberts
Deputy Designated Safeguarding Lead	-	Mrs F Waller
Designated Safeguarding Governor	-	Mr P Slocombe

The school also takes the issue of e-safety very seriously. Indeed, pupils are reminded on the potential dangers on the internet each time they use computers in lessons. If there is any way in which we can assist you with keeping your child safe on the internet at home, please ask for advice from the School Office. It is strongly recommended that children are monitored when using technology at home, ensuring that the content is age appropriate and that children are aware of the potential dangers of not following safe procedures, whilst on-line. We regularly invite the Safer Schools Team to visit the school to update and educate both children and parents on safer use of digital technology.

Extra-Curricular Clubs

The school runs a number of extra-curricular clubs which are available to groups of pupils on a first come – first served basis. As a result of revised safeguarding procedures, parents/guardians picking up pupils from after school extra-curricular clubs are asked to wait in the foyer by the School Office. Pupils will be released to their carer by the person running the club.

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Attendance

In order to do well, children need to attend school. The value that you, as adults, place on education in the Primary School years will be inherited by your children as they move into the Secondary phase and beyond. The school uses an electronic (computerised) system of registration. The register is a legal document and as such can be used in a court of law (e.g. to establish a pupil's attendance or absence at a particular time on a precise day.) The registers are marked at the beginning of each session, morning and afternoon. Registers are marked in the first 10 minutes of the start of the school day. Registers are submitted to the office at 8.50am.

We expect our parents to ensure that routine medical appointments are made out of learning time and that family holidays are not taken in term time. If for any reason you wish to keep your child away from school, please ask for a 'Request For Absence' form from the School Office. Good attendance will be recognised.

Home Support

In addition to homework which will be set each week, all parents are expected to hear their child read at least 3 times a week, asking questions to confirm that they have understood the text. Please record these sessions in your child's reading record. Also, support in the learning of times tables, spellings, number bonds, telling the time, working out costs and change when shopping etc... will make a big difference to the attainment of your child.

Drinks

Pupils are encouraged to have a named drinks bottle containing water in their classroom, (they will only be allowed this at their working table if they have a specific medical need) they have access to this throughout the day and take it with them for lunch. There are plenty of places that children can refill water bottles and are encouraged to do so.

Break / snacks

We encourage pupils to eat only healthy snacks at break time. Children in Key Stage 2 are welcome to bring in a healthy snack from home. Children in Reception, Year 1 and Year 2 are provided with a fruit or vegetable snack daily.

Milk

Children are eligible for milk, free of charge on completion of the appropriate applications for all children under 5 years old. After that, it is available to purchase.

Lunch

All Reception and Key Stage 1 pupils will eat lunch in the Hall.

Reception, Year 1 and Year 2 children receive a daily lunch provided by the government along with the 'Universal Infant Free School Meal'. By logging on to the 'Local Food Links' website, parents are able to choose which of (usually) three options their child would prefer. This needs to be done at least seven days in advance.

Key Stage 2 children requiring a hot lunch will need to order and pay for this on the 'Local Food Links' website.

All parents are free to choose to send their child to school with a healthy lunch box (named). We remind you that we are a 'nut free' school and all products containing nuts must remain at home. Lunch Boxes must be in-keeping with our Healthy School status, therefore we ask you to provide a balanced lunch without chocolate or sweets. Thank you. The School Nurse Team will be glad to help support families that find this difficult.

Key Stage 2 pupils having a hot meal will eat it in the Hall with the remainder eating their packed meals in their classroom.

Helping to Learn

To gain the very best learning opportunities for your child(ren), we look to identify and positively support the learning which takes place in classrooms. Every child will display areas in their learning which requires support at various stages throughout the year; this may be met through differentiated learning activities, small group or individual (1:1)

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work. Any form of “gap filling” is referred to as intervention – we aim to identify learning and skills which are missing and then intervene. Our interventions also aspire in challenging the child to further their understanding and knowledge of a specific area by setting targets. Some interventions are very short term while others might be ongoing for a period of time. For interventions which require a greater focus, we will inform parents by sending a letter home which outlines the main purpose and focus. We believe intervention (run either by the class teacher, teaching assistant or Mrs. Gatehouse as our HLTA), which occurs all of the time in a primary classroom, to be a positive measure. We identify areas of need or challenge and then implement strategies to help further your child’s learning and celebrate their achievements. As always, should you wish to have further details, please speak with a member of your child’s class teaching team.

Celebration

During our week, we celebrate the talents and achievements of our children throughout the school. This usually takes place on a Friday along with the sharing of the house points totals. We strongly encourage achievements gained outside of the school e.g. sporting, computing etc. to be brought in to school for this day; these are often many and varied! Our aim in offering this opportunity is to celebrate the diversity of the many talents within our school so that it may inspire other children to “have a go”.

Reporting to Parents

There will be the following opportunities for formal feedback throughout the year:

- September / October - Parent Consultation (how your child has settled in / target setting/ any concerns)
- March - Parents Consultation (your child’s progress / targets)
- July - Formal report including your child’s end of year progress and attainment. Opportunity for further consultation
- In Reception - One of the main means of communicating information regarding your child’s learning is via ‘Tapestry’ - an online tool to promote 2 way communication.

Assessment

Your child will be assessed throughout the year. Targets will be set and pupils will be given differentiated work which they are able to access but at the same time will stretch them. Your child’s class teacher will know intimately your child’s needs and the next steps that they need to take to progress their learning. More formal assessments will be carried out in Reading, and maths towards the end of each term. Writing will be assessed in the form of unsupported ‘Hot Tasks’.

If at any stage you wish for an update on the progress of your child, please arrange a time with your Class Teacher.

Extremes of Weather

We love our children to take advantage of our fantastic outside space. Depending on the weather, please ensure that your child has suitable (and named) wet / cold weather clothing or hat and sunscreen, so that they can access these outside areas in all but the harshest conditions.

Medical

If your child has any specific medical or dietary needs, please ensure that you liaise with the School Office to ensure that we have the correct medication and instructions in order that we can support their individual needs. All medications are kept securely by the First Aid qualified office staff. If medicine is to be administered through the school day a consent form must be completed by parents, stating dose and time. This form is available on our website as well as from the School Office.

Communication

The majority of school correspondence will be sent electronically (you will receive a text message to inform you that an email has been sent). If you wish to receive a paper copy of letters, please let the School Office know that this is

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the case. Our school website holds the majority of policies and information for Parents, however, if there is something that you think would be useful, that is missing from the website, please do let the Office staff know. Children have a HASP (Home and School Partnership) book, which you are welcome to write in at home and send in with your child to give to the class staff.

Volunteering

At Pimperne, we are extremely lucky that a number of parents and people from our local community volunteer to assist in running clubs, to help in classrooms, to help with administrative tasks and to provide specific 1 to 1 support for pupils. If you are interested in volunteering in any aspect of the school's life, please speak to the School Office. We do ask that you are prepared to complete a Volunteer request form, which asks for the names of two references and a DBS check.

Expectations of Adult Interactions and Behaviours

We expect all adults on the school premises to model good manners and behaviours. As set out in our Home-School Agreement, we expect adults to behave and communicate, both with staff and other parents/adults in a manner that is appropriate to the setting, the values and the ethos of the school. Failure to do so could result in further action being taken against individuals.

As we continue to offer an open door policy, we expect that any concerns parents/carers have for their child are addressed directly to the school staff and not posted on social media sites. The school will always address concerns made through the correct channels. The school reserves the right to act on any inappropriate social media postings (which may identify children, members of staff or other parents/families) that come to our attention, which may result in legal action and/or referral to the police.

We continue to allow the use of photography at the majority of our school events for personal use. If the photographs include other children or members of staff, then these must not be posted onto social media sites or shared further.

Uniform (please ensure all uniform is clearly named)

Reception class to Year 4

Navy blue jumper/cardigan with School Logo
White polo shirt (with or without Logo)
Grey or black skirt or trousers (or shorts)
Black school shoes (not trainers)
Summer dress (Navy blue/white check)
Socks or Tights (Grey/White)

Years 5 and 6

Navy blue jumper/cardigan with School Logo
White collared shirt
Year 5 plain striped tie - Gifted by the school - (replacements available from the school office)
Year 6 tie with logo - Gifted by the school - (replacements available from the school office)
Grey or black skirt or trousers
Black school shoes (not trainers)
Socks or Tights (Grey / White)

PE Kit (please ensure all uniform is clearly named)

Navy blue t-shirt with school name on the back (available from the school office)
Dark blue or black shorts
Plimsolls and/or trainers
Tracksuit when cold including jogging bottoms and warm sweatshirt

We ask that PE kit remains in school all week. Staff teams will send it home for washing at least half termly.

Jewellery

We ask children not to wear jewellery in school. If children have pierced ears then plain stud earrings are required. **Children should be able to remove earrings independently for PE sessions.** If they are not able to do this, then

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earrings should not be worn on PE days. There are plenty of clocks around the school and it is preferred that children do not wear watches. Class teachers should be made aware if there is a specific need for a child to have a watch. **Watches (including Fitbits) must be removed for PE sessions and are the responsibility of the child. No device that has a recording or photographic facility or that connects to the internet is allowed in school.**

Hair

Long hair should be tied or fixed back, out of the child's face. It is preferable that long hair is plaited or put into a pony tail or bunches to minimise risks of it getting caught. Hair accessories should conform to our school colours of navy blue. Fashion accessories are not acceptable for school. Long hair is required to be tied back for PE sessions, as this could present a health and safety risk.

Nail varnish must not be worn in school. Children will usually be asked to remove it at home, however, if necessary we may ask that the Class Teacher or office staff to remove the nail varnish during the school day.

PTA

The PTA is extremely active at Pimperne Primary School. The contribution that it makes to every child's time here at Pimperne is hugely beneficial. The fundraising events that happen throughout the year are vital in the supporting the school financially and promoting our school to the families and community that surround us.

The school thoroughly appreciates the work and support of the PTA. As soon as you join our school, you automatically become a member of the PTA. All our parents and families are encouraged to attend the PTA meetings which are held regularly. Each class has a PTA representative. Our school website gives further information on the PTA.

Any Concerns

Talk to us! We continue to be a friendly and approachable staff – we care passionately about what we do and that which we do is for the benefit of your child. We always would wish to know if there is something else we can offer.

If you have any questions or concerns about any aspect of your child's schooling, please initially speak to their Class Teacher (concerns are usually resolved here, with the staff that know your child best). If your concern is not resolved, please ask at the School Office for an appointment with a member of the Senior Leadership Team.

To make an appointment with a member of staff, simply make a note of your request in your child's HASP book and ask them to give it to their teacher, a response will then be returned. If easier ask speak to or email the School Office and leave a message and the staff member concerned will get back to you at their earliest convenience. Due to class commitments staff are more likely to be available after school.

The school has and continues to develop an effective parent/ family support network. Monthly drop-in sessions are available with our Parent Support Worker – Mrs Gatehouse – alongside Sandie Brown (from the North Dorset Family Partnership Zone). To make an appointment please call in at the School Office.

Mrs Gatehouse will also be available on duty most mornings, at the road crossing and is available to schedule morning appointments to talk to any parent that is seeking support for their child or assistance in strategies to deploy at home. Please do not hesitate to speak to Mrs Gatehouse, arrange an appointment or ask advice.

The school leadership team consist of: Miss Lee, Mrs Jones, Mr Roberts and Mrs Waller.

Contact Details:

School Office: 01258 452025

School Office Email: office@pimperne.dorset.sch.uk

(Emails to the teaching staff will be passed on, simply mark the subject bar with 'FAO and the staff name'.)

Address: Pimperne CE VC Primary School, Newfield Road, Pimperne. Dorset. DT118WF.