

Stokes Wood Primary School



Stokes Wood
Primary School

What we do today, matters tomorrow.

Parents' Handbook For Key Stage 1

2019/2020

Dear Parents and Pupils,

Welcome to our school and especially our Key Stage 1 classes.

WHAT WE DO TODAY MATTERS TOMORROW

AIMING HIGH TOGETHER

BE INSPIRED

Mission Statement

Stokes Wood Primary School will personalise the learning journey of each child, supporting them to develop as a confident, independent learner who will achieve challenging aspirations and contribute widely to the society of the future.

We will celebrate each child as the valued and unique individual that he or she is and educate them within a caring, safe and inspiring environment, where they learn to respect themselves and others, and see themselves as a significant part of an effective team.

The partnership, voice and contributions of the wider Stokes Wood community is essential in securing children who will become well rounded, responsible, resilient, fulfilled and happy individuals.

Things you might like to know

Information for the parents of Years 1 and 2

Dropping off and collecting - for pupils in Key Stage 1

Class teachers open their doors at 8.50am. Bagel breakfast is available for all children from 8.40am. Parents must remain with their children until they are handed to their class teacher.

Children should be collected at 3.15pm from the same door.

If your child is being collected by someone else or going home with a friend, please give a note to your child's teacher in the morning. Please note that children should be dropped off and collected by an adult (over 18 years of age).

If you are delayed due to circumstances beyond your control, your children will be waiting in the office area. If it is possible, please phone as the children can become worried.

School uniform

Children look very smart in their school uniform.

Girls should wear grey/black skirt/pinafore or grey/black trousers, white or light blue polo shirt, royal blue sweatshirt or cardigan, with or without school logo, low-heeled shoes, white or grey socks or grey/black tights and a blue and white checked dress for summer.

Boys wear grey/black trousers, white or light blue polo shirt, royal blue sweatshirt, with or without logo, sensible shoes and grey/black socks.

Trainers should only be worn for outdoor games.

Swimming: towel, swimming costume or trunks, swimming hat, suitable bag. Goggles may be worn with a permission note.

School uniform and a limited supply of PE kit and plimsolls may be purchased from the school office. PE kit is black or navy shorts, a blue polo shirt (shirt supplied and washed by school) and plimsolls/trainers (plimsolls for indoors).

You will be advised of your child's PE days.

Boys and girls with long hair should tie it back to avoid hair hanging in the eyes/face of themselves or others. This will also help to prevent the spread of head lice.

We advise that children do not wear jewellery for health and safety reasons unless it is a religious requirement. Earrings should be small studs or small looped sleepers and must be removed or covered for PE and swimming.

It would be helpful if parents remove earrings/studs on PE days or send in micropore tape to cover them. Thank you.

As the children wear similar clothes, it is essential to label them with your child's name as you purchase new items.

Seeing your child's teacher

There are parents' evenings in the autumn and spring terms and you will receive an invitation to attend several weeks before the dates. There is also an opportunity to discuss your child's end-of-year report if you feel this is necessary. If you need to see the teacher for a substantial discussion outside these times, you can make an appointment at the office to see them, either before or after school. (Please bear in mind that it is difficult for the teachers to talk to you while they are supervising their class and when they are busy in the classroom preparing and assessing work.) An appointment is more preferable.

If you have a worry concerning your child that you feel has not been addressed satisfactorily, you can make an appointment to see Mrs Hatcher or Mrs Ciftci, lead teachers for KS1, who will be pleased to help. If you are still concerned, please make an appointment with Mrs Gadsby, the head teacher or Mr Brown, the assistant head teacher who will also be pleased to help.

What your child should bring to school

Your child will be supplied with all the academic equipment that they will need to take part in lessons.

Your child can have a free school dinner, or a packed lunch can be sent to school. Please do not send cans or fizzy drinks. Please note: all Y1 and Y2 pupils qualify for a free school meal if you wish to take this up.

However, if you are in receipt of financial benefits or support, it may mean the school can also benefit by receiving £1320 per pupil! Please ask at the school office for a form to complete or apply online at:

<http://www.leicester.gov.uk/schools-and-learning/grants-and-allowances/free-school-meals/>

It will take only a few minutes.

We have a number of children who are severely allergic to nuts. For this reason, we ask that no nuts or foods containing nuts are included in packed lunches.

Children have access to water throughout the day.

Playtime fruit is provided for all children up to the age of 7. Children can bring in their own fruit or a cereal bar for break time: **NO CRISPS, CRISP-LIKE SNACKS, BISCUITS OR CHOCOLATE PLEASE!**

Children should not bring toys from home into school. Your child will store their reading bags in the classroom during the day. **Please bring reading bags every day.** **Library reading books are changed at least once a week.**

Please encourage your children to be responsible for any money that they bring into school and not to leave it in pockets or in bags. Money should come to school in a sealed envelope with your child's name and class, and the amount and its purpose, for example, trip money.

Milk

Families who wish to purchase milk **MUST** order it and pay for it half a term in advance. This can be done online through **COOL MILK**. Unfortunately, milk is no longer available on a daily basis. Please ask at the office if you wish your child to have milk or apply online at:

<http://www.coolmilk.com/>

Families eligible for free school meals do not have to pay for milk (those families who have completed forms regarding benefits). These children will receive milk automatically.

Other monies

Please send all money in a sealed envelope with the child's name, class and amount, and state what it is for, for example, club, trip contribution etc.

Please try to send in slips and money as soon as you can, as lost or forgotten reply slips mean more administration costs in the form of paper and time.

Please remember that school events and trips cannot take place unless they are financially viable. This depends on parents/carers returning slips and voluntary contributions promptly.

Payments for dinners, clubs, trips, swimming etc. can be paid for online on the Tucasi website at:

<https://www.scopay.com/login.html>

Further information and a payment code is available from the school office.

How to find lost possessions

We strive to reunite children with named property but, as you would appreciate, we like to encourage the children to take personal responsibility.

All property should be clearly named.

You will find lost property boxes in the storage shelves in the hall. Ask at the office if you need to look for an item.

Child absence

Parents are reminded that they must phone, text or email on the morning of their child's first absence to inform the school why your child is absent. This is to safeguard your children. If the school does not receive this information, you will receive a text requesting it.

This is a legal requirement

Holiday absences

Term-time absence

The Education (Penalty Notices) (England) (Amendment) Regulations 2012 came into force on 1st September 2012. **The fine is £60 per parent/carer per child if paid within 21 days of issue, increasing to £120 if paid between 21 to 28 days.**

The policy agreed by the LA Attendance Strategy Group with regards to parents who repeatedly take their children on holidays, trips etc. without the head's agreement is

that a parent is taken directly to court and no Penalty Notice is issued at the point of the third unauthorised holiday for that child.

The following is from advice from the Local Authority:

- Parents are required to complete a holiday-request form. They are required to provide full details of their:
 - 1) intended destination and 2) reason for the trip
- Where we have reason to believe a child was absent and had been away/on holiday etc, where this information is from a third party (for example, from the child or other children in the class), we will write to parents to say that we **understand the child was on holiday etc, and therefore, they may be issued with a Penalty Notice (per parent for each child) or their case may be referred by the Local Authority directly to the Magistrates' Court.** (If parents don't come back at this point to challenge the information and prove the child wasn't taken away, the letter sent will be used as evidence in court.)

The school's current target for pupil attendance is 96%, which is high and reflects the importance that the school and parents attach to regular attendance.

Request for absence for religious observance

In line with DfE guidance, for all religious observance, it is expected that only one day is to be authorised for each religious celebration and then only where it falls on a school day. Parents should request this absence from the head teacher beforehand.

Medical information

Long-term medication for all children in need of it will be held by the class teacher and kept in a central place, which will be clearly marked. **It would be best practice if a second medication is available at school for playtimes, lunchtimes and PE. Please ensure any medication is clearly marked with your child's name and clearly-written instructions.**

It is your duty as parent/guardian to ensure that the medication is in date.

No medication can be allowed in school unless the appropriate form is completed and returned to school.

Forms are available from the school office. Children requiring an epi-pen in school must have the relevant form completed by their GP. Please ask at the school office. (See Policy for Supporting Pupils with Medical Conditions and Administering Care and Medication to Children with Medical Needs).

Children who require a short course of medication, for example antibiotics, will normally **remain at home** until the course is finished.

If it is felt by a medical practitioner that the child is fit enough to return to school, the dosage can be adjusted so that none is required at lunch time, or if this is not possible, a parent/carer may administer the lunchtime dose by arrangement with the head teacher.

However, if the child is well enough to attend school, and a parent or carer cannot take either of these options, the head teacher, or deputy in her absence, or other nominated member of staff, will administer the medicine as long as there

are fully-written instructions and the medicine is in the original packaging.

Antibiotics should be held securely in the school office on these occasions.

Over the counter medicines will only be administered according to the dosage recommended on the container or box. Wherever possible parents or carers should administer these over-the counter medicines. Recent LA guidance states that: 'A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.' The necessary forms should be completed by parents/carers as for prescribed medicines. If a doctor has advised ibuprofen but you have not been given a prescription, please ask for a signed note if you will need a member of staff to administer it.

Safeguarding and Child Protection

Stokes Wood is committed to providing a safe and secure environment for children, staff and visitors, where all feel confident about their own safety or well-being of others.

Please note that all visitors to school must sign in at the main school office using an electronic sign in system. They will be provided with a badge which must be worn at all times whilst on the school site and they will also be asked to sign out upon leaving the school premises. This system ensures that children, staff and visitors are safeguarded. We would also ask you to report any suspicious circumstances to the school office immediately.

We believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child. The Education Act 2002, Section 175, has placed a duty on the Governing Body with regard to safeguarding and promoting the welfare of children in school. The Governors recognise that all staff and volunteers have a full and active part to play in protecting pupils from harm.

We will therefore, refer to and/or consult the **Leicester City Children's Services' Duty and Assessment Service (DAS)** regarding any concerns about the safety and wellbeing of pupils in line with our school policy and procedures for safeguarding children, the Local Safeguarding Children Board Procedures and national guidance. A copy of **our Safeguarding and Child Protection Policy** can be found on the school's website.

For your information Mrs Gadsby is the Designated Safeguarding Lead (DSL) with regard to Child Protection, and **Miss Stone, Mr Brown, Mr Patel and Mrs Ela Sawicka** are the Deputy DSLs.

How you can help at school

We will always welcome willing volunteers to help at school. If you are able to make a regular commitment, your help will be appreciated. Please leave your details at the school office. You will be required to undertake a full DBS check.

How I can help my child at home

There is a school Homework Policy which you can read on the school website or ask for a paper copy at the school office. If you wish to make a comment about homework, there will be an opportunity through the parent survey. Other policies are available on the school website at:

www.stokeswood.leicester.sch.uk

Paper copies of policies are available from the office.

In Years 1 and 2, children take part in guided reading on a daily basis. Home reading books are matched to the level of books read in school. Please read with your children for at least 10 minutes every day and record your comments in their reading diary. Library reading books will be changed at least once a week.

Children should do homework activities for about 1 hour per week.

Children in Year 1 are required to read for ten minutes a night - this is the most important thing you can be doing with your child. Additional homework will be given when appropriate and it will link to the child's current learning. This may be in the form of a worksheet or may be a task for them to be creative. (Please come to speak to a member of staff about

the ways that you can make reading a fun and enjoyable time if you are finding this difficult).

In Year 2, children will be given spellings to learn each week. They will also be set tasks to support their maths work in school. Occasionally, children will be given a mini-topic-style task. They will be given ideas on how to present their work and where to get information.

We are in the process of reviewing the Foundation subject curriculum. ICT skills are taught and used to enhance learning in all areas of the curriculum. Literacy and maths are taught discretely but are developed further within the foundation subjects such as History, Geography and RE etc. In Maths, we will be covering the National Curriculum through the *Maths - No Problem!* scheme of work and additional resources where appropriate.

Year 1

<p><u>Autumn Term</u></p> <p>All About Me</p> <p>Little Red Hen</p> <p>Harvest</p> <p>Celebrations</p>	<p><u>English:</u> What's special to me? Safe play. Body parts and family trees. How to keep healthy. What makes a good friend? Little Red Hen. India and our homes. Bonfire night poems. The blue jackal. Christmas and letters to Santa.</p> <p><u>Maths:</u> Numbers to 10, number bonds to 10, addition within 10, subtraction within 10, shapes and patterns, doubling and halving, 3D shapes, positions, numbers to 20, addition and subtraction within 20, length and height.</p> <p><u>Science:</u> Animals Including Humans and Senses, Seasonal Changes/Our Changing World.</p> <p><u>History/Geography:</u> Timeline - sequence life events / family history/ my timeline. What is it like to live in another country - world map - India - transport in India. Seasonal changes. Diwali.</p> <p><u>Art/Music:</u> Portraits - drawing bodies and people - using correct colours. Singing for</p>
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	<p>the Christmas performance.</p> <p><u>ICT/DT</u>: ICT - Using the internet and internet safety. Making Christmas decorations. Cooking. Diwali decorations.</p> <p><u>PE</u>: Basic movements - run, jump, kick, throw and catch. Football and tennis coaching. Gymnastics - developing balance, agility and co-ordination.</p> <p><u>RE/PSHE</u>: Relationships. Getting to Know Me. Christmas. Diwali.</p>
<p><u>Spring Term</u></p> <p>The Great Fire of London</p> <p>The Three Little Pigs</p> <p>Fairy Tales and Castles</p>	<p><u>English</u>: The Great Fire of London. Diary, letter, descriptions. Peter Pan - how to make a hat. The Three Little Pigs. The Ginger Bread Man. Hansel and Gretel. The Three Billy Goats Gruff.</p> <p><u>Maths</u>: Numbers to 40, addition and subtraction word problems, multiplication and division, fractions, numbers to 100, time, money.</p> <p><u>Science</u>: Looking at animals - Animal Antics. Everyday Materials. Plants.</p> <p><u>History/Geography</u>: Great Fire of London - different versions of events / passing of time. Map to the bakery. Compare Leicester and London - transport. History - the royal family and castles. Life in different time periods.</p> <p><u>Art/Music</u>: Collage with different materials/ clay. Playing instruments (Music Express).</p> <p><u>DT</u>: Baking and sewing/weaving. Making castles and puppets.</p> <p><u>PE</u>: Gymnastics - developing balance, agility</p>

	<p>and co-ordination. Dance - using simple movements.</p> <p><u>RE/PSHE</u>: Belonging. Easter.</p>
<p><u>Summer Term</u></p> <p>Animals</p> <p>Growing up in the world around me</p>	<p><u>English</u>: How to trap your animal. The Mungleflap. Creative writing. Mamba and the crocodile bird. Animal descriptions. Yum Yuck - Pizza Express. Planting. The town mouse and the country mouse.</p> <p><u>Maths</u>: Volume and capacity, mass, number, space, assessments and review. Recap areas of weakness.</p> <p><u>Science</u>: Plant Detectives. Our Changing World - Plants.</p> <p><u>History/Geography</u>: Habitats - Animals in different weathers - reptiles/mammals. Follow a simple map. Mapping of the school grounds and local area. Looking after our environment. School now and then.</p> <p><u>Art/Music</u>: Sketching, still life and different media - charcoal, pastels and paint. Listen to live and recorded music. Beats and rhythm.</p> <p><u>ICT</u>: Technology Around Us and uses. Word Doc and PowerPoint: add text/copy and paste. Simple programs and Beebots: algorithms and debugging.</p> <p><u>PE</u>: Attacking and defending. Sports Day, races and team games.</p> <p><u>RE/PSHE</u>: What makes me special? New beginnings.</p>

Year 2

<p><u>Autumn Term</u></p> <p>Victorians</p> <p>All About Me</p> <p>Apprentice Gardener</p> <p>Trip to Beaumanor Hall</p>	<p>Literacy: Recounts, adventure stories, poetry, reports, traditional tales</p> <p>Maths: National Curriculum Year 2, <i>Maths No Problem</i> Textbook and Workbook 2A and 2B.</p> <p>Topic: Victorians, All About Me and festivals</p> <p>Science: Seeds, plants, living and non-living things</p> <p>Music: Playing untuned instruments musically, singing and performing</p> <p>PE: Skills in hockey, dance, tennis, gymnastics</p> <p>PSHE: Me and my emotions, anti-bullying</p> <p>RE: Where do I belong? What do I believe? Who is a Christian and what do they believe?</p> <p>DT: Cooking and nutrition</p> <p>Art: Henri Matisse, colours</p>
<p><u>Spring Term</u></p> <p>Save our community</p> <p>Fins, Fur and Feathers</p> <p>Community Walk</p>	<p>Literacy: Stories in familiar settings, instructions, explanations, non-chronological reports, poetry</p> <p>Maths: National Curriculum Year 2, <i>Maths No Problem</i> Textbook and Workbook 2A and 2B</p> <p>Geography and Science: Our community, recycling. Fins, Fur and Feathers (habitats and micro-habitats, plants and animals)</p> <p>Music: Playing tuned instruments musically, listen, understand and talk about music</p> <p>PE: Skills in football, tag rugby, basketball, fitness, swimming</p> <p>PSHE: Diversity and communities, healthy lifestyles</p> <p>RE: Ideas about God, beginning of the world</p> <p>DT: Designing, making and evaluating moving</p>

	toys and cards Art: Jackson Pollock, Kandinsky, Vincent Van Gogh
<u>Summer Term</u>	Literacy: Fantasy stories, poetry, SATs, fairy stories, instructions
Rainforest	Maths: National Curriculum Year 2, <i>Maths No Problem</i> Textbook and Workbook 2A and 2B, SATs
Mighty Materials	Geography and Science: Rainforests, Mighty Materials Music: Sounds and using inter-related dimensions of music PE: Skills in athletics, volleyball, cricket, rounders PSHE: Sex and relationships education; rights, rules and responsibilities RE: Visiting a place of worship, beginning to learn about Sikhs.
Trip to Twycross Zoo	DT: Designing, making and evaluating healthy fruit salad Art: <i>The Monkeys</i> by Henri Rousseau, modern and women artists

Maths: Problem solving based on the below areas of learning:

Number and place value (hundreds, tens, ones), addition and subtraction (2- and 3-digit numbers), multiplication and division (x2, x5, x10, *x3), fractions (halves, thirds, quarters), estimating, comparing and measuring in

kg, gr, m, mm, l, ml, °C, £, p, min, s; telling the time to five minutes (on digital and analogue clocks), 2D and 3D shapes and their properties, position and direction (including quarter anti/clockwise turns), statistics (interpreting and constructing pictograms, tally charts, block diagrams, tables, Carroll and Venn diagrams, problem solving.

Assemblies

Assembly time is used for collective worship and to encourage social and emotional aspects of learning. Assembly time is also used to share and celebrate success, special occasions - for example, birthdays and achievements - presentation of certificates and awards.

Parents are invited into school on regular occasions to share assemblies and other special performances and celebrations. You are very welcome to attend at any time.

Thank you for taking the time to read this booklet.

If you can think of something that would be useful to include, please let us know so we could consider it for the next edition!

Further information can be found in the school prospectus, on the school website, on the outdoor screens. It will also be sent to you in newsletters and notices during the year.



Parent's Fact Sheet: Advice for you and your children when online.

Know what your children are doing online and who they are talking to. Ask them to teach you to use any applications you have never used. Keeping the computer in a family room means that you can share your child's online experience – and that they are less likely to act inappropriately (for example, via webcam).

Help your children to understand that they should never give out personal details to online friends – personal information includes their messenger ID, email address, mobile number and any pictures of themselves, their family or friends. If your child publishes a picture or video online, anyone can change it or share it. Remind them that anyone may be looking at their images and one day a future employer could!

If your child receives spam/junk email and texts, remind them never to believe them, reply to them or use them. It's not a good idea for your child to open files that are from people they don't know. They won't know what they contain – it could be a virus, or worse – an inappropriate image or film. Help your child to understand that some people lie online and therefore it's better to keep online mates online. They should never meet up with any strangers without an adult they trust.

Always keep communication open for a child to know that it's never too late to tell someone if something makes them feel uncomfortable.

Teach young people how to block someone online and how to report them if they feel uncomfortable.

Pupils' mobile phones are NOT allowed in school.

Useful websites:

www.ceop.gov.uk

www.thinkuknow.co.uk

www.getnetwise.org

Parental responsibility

If you have parental responsibility for your child, but live apart from each other, you are still entitled to information about their progress and participation in events at school. If you would like to receive a copy of their annual report, copies of school photos or information on assemblies and exhibitions, please e-mail:

office@stokeswood.leicester.sch.uk

Wishing both you and your child a happy and successful year,
The Key Stage 1 Staff