

Loxwood Primary School



Starting School 2022 to 2023 Parent handbook

Welcome



Dear Parents and Carers,

We are so excited that you are going to be joining our Loxwood school community. We are a small village primary school situated within the rural and picturesque village of Loxwood. We are close to the Wey and Arun Canal and surrounding countryside.

I took over as the new Headteacher in January and I have joined an amazing team of staff, children, parents and Governors who support our school. This is a truly special school where children and families come first.

From September, we will have 6 classes across the school, 2 in our infants (Oak and Willow) and 4 in our juniors (Rowan, Sycamore, Mulberry and Chestnut). This year our infant classes will be vertically grouped consisting of Oak class, made up of Reception and some Year 1 children and then Willow class with some Year 1 and Year 2. Our infant area has two classrooms and then a third classroom in the middle for shared learning. We have a brand new library stocked with an exciting range of books and a large hall, complete with apparatus for gymnastics.

We have an extensive and beautiful outside area. We have a HUGE field that the children love playing on (especially football) and which has our very own long jump pit. We have a large playground with games, playground markings and basketball/netball hoops. There is our 'Humpty area' - this is a hill with our willow tree on which forms our school logo. Finally, there is our very own large Woodlands learning area complete with a secured pond, story circle and fire pit. Alongside all of this, our infant classes also have their own playground and outside area! Outside learning is a really important part of our school as we know the benefits that it brings and we know your child will enjoy this as much as we do.

We follow a rich and exciting curriculum that focuses on real life experiences. Our Loxwood Learners List comprises of a range of extra activities such as visiting the Wey and Arun canal, going on a train and visiting the beach, that we feel are important for the children who attend our school.

We cannot wait to meet you and welcome you into our school community.

Miss Fi Dowley
Headteacher



WHO'S WHO AT OUR SCHOOL:



Mrs Donnelly
Oak Class Teacher
Reception & Year 1



Mrs Coupe
Oak Class Learning
Support Assistant



Mrs Rolland
Willow Class Teacher
Year 1 and Year 2



Mrs Hounsham
Willow Class Learning
Support Assistant



Miss Dowley
Headteacher



Mrs Pogacic
School Business Manager

STARTING SCHOOL AT LOXWOOD PRIMARY SCHOOL:

This booklet aims to give you some key information about starting school here at Loxwood Primary school. We have a very thorough transition programme for children starting with us in Reception. This consists of:

- A Parent's Open Evening
- An Open Morning where your child can come and take part in an activity in our woodlands followed by a look around the school and seeing it in action.
- Two Stay and Play sessions where your child can come and have a play in their new classroom and outside area with the safety of you staying with them.
- Over the summer, we would love you and your child to make a 'This is Me' scrapbook all about themselves, their family and the things they like to do.
- A visit to your child at home by the teacher and Learning Support Assistant.
- The opportunity to start school full or part time.

The School Day:

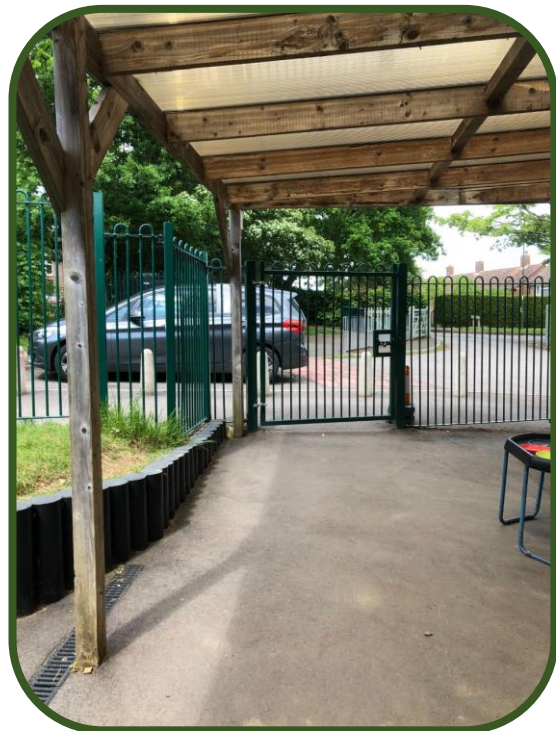
We open the gates from 8.35am to 8.45am. We use a one-way system and ask that children and parents enter school via the gate at the end of the alleyway and then go to their classroom's door from there. Parents and Carers can then leave via the green gate by the Year 2 classroom. A member of staff will be on both the 'in' gate and 'out' gate and are ready to take any messages if needed such as permission slips, letters or notes for the teachers.

If for any reason, your child is late, please take them straight to the school office where we can sign them in and take them down to their classroom.

We register the children by 8.45am.



Come into school via this gate



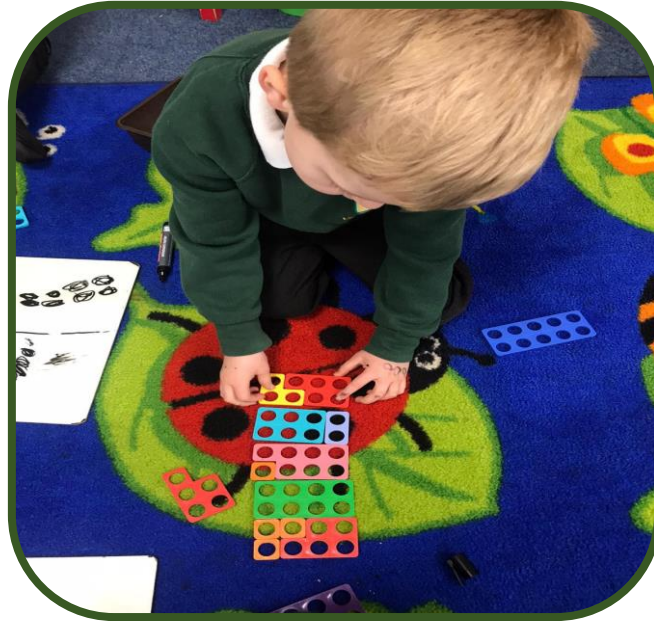
Leave school via this gate

Morning Activities:

Your child will come into a variety of Early Morning Activities which are designed to help settle them down as well as develop key skills such as writing their name or reading a book.

My Learning Time:

During the day, your child will have what we call My Learning Time, where they are able to explore the environment both inside and outside for themselves, choosing what they would like to use. Adults will support the children with their learning during this time.

**Key Learning Time:**

Each day there will be small sessions where the children come together as a group for some Key Learning Time. This will be for Phonics, Maths, topic or a shared story at the end of the day. These will be short sessions to start with of between 10 to 20 minutes, together on the carpet.

Snack:

We use a rolling snack bar where children can access their snack or drink during the morning. We provide a piece of fruit or vegetable for each child via the governments free fruit scheme. However, if you prefer, your child can come in with a snack of their own choice of fruit, vegetables, rice cakes or breadsticks in a clearly labelled pot. We ask that your child brings in a water bottle each day with water only, no juice or squash. Please can these have a sports cap and be easy to use so that they can refill the bottle themselves when needed. Whilst children are under 5, they are given a carton of milk every day for free. Once they are 5, if you want them to continue to have milk, you will need to purchase this.

Please note that the first day back after every holiday, you will need to send in a snack, as our fruit does not arrive until later that day.

Playtimes:

As our Reception children have access to the outside all day, they do not have a separate playtime until later in the summer term. Year 1 and Year 2 go out to play each morning for 15 minutes. As they do use the field, please make sure your child has a clearly named pair of wellies in school.

Lunchtimes:

Our children eat their lunch in the hall. All children in Reception, Year 1 and Year 2 are currently entitled to a universal free school meal (UFSM) each day. These are provided by Chartwells, an outside catering company. The menu for each week is on our website. You have the choice of whether your child has this or they can bring a packed lunch.

If your child brings in a packed lunch, please make sure this does not contain any nuts or peanut butter as we are a nut free school. As we are a healthy school, we also ask that they do not bring in fizzy drinks or chocolate bars or sweets – chocolate covered biscuits are fine. If you want your child to have grapes, please cut them in half as they can be a choking hazard. Remember to include a spoon for yoghurts or desserts and a drink in their lunchbox. This can be a carton of juice or a smoothie, etc.

If your child has any allergies, please make sure you make us aware of these on the enrollment form. If you would like them to have a free school meal (UFSM), you will need to arrange this with Chartwells prior to them having free school meals and agree a Special Diet Menu. Please note, Chartwells will not provide a meal if your child has food allergies without the Special Diet Menu in place.

As a school, we are required to pay for all Universal Free school meals (UFSM) that the children take. We therefore only want to order the number of meals required to ensure that there is no wastage of food or money. Each term, there is a census day and we will be funded by West Sussex County Council for that term for the number of children who take a meal on census day. We cannot therefore order meals over the number taken on census day otherwise the costs of these meals are taken from the school's budget. We will advertise the census dates each term in advance, but we ask that if you want your child to have a free school meal at any point during that term, that your child has one on census day.

PE (Physical Education):

Your child will have PE each week. We employ a specialist Sports Coach called Mr Green who teaches the children every Wednesday – the children all adore his lessons! Alongside this, they will have other PE sessions throughout the week. We ask that your child brings in a PE kit at the start of each half term which they keep in school. Our PE kit consists of a t-shirt in their house colours, shorts, leggings or jogging bottoms and trainers. Please see our uniform list further on. Please make sure it is all clearly named as you wouldn't believe the amount of unnamed pants and socks we find once they are all changed!

To start with, the children take a long time getting changed for PE so we ask that they come in clothes that are easy to take off and put on again on that day – jogging bottoms etc. Please no tights on PE days.



Assemblies & Singing:

We have assemblies on a Monday, Wednesday and Friday morning for the whole school. Reception children do not start attending these until later in the year, except for the Friday Celebration Assembly. We also have singing assembly every Tuesday morning.

Reception children will start by coming to our Celebration assembly every Friday after a few weeks in school. This is where we present individual children with a certificate for keeping one of our values such as collaboration, perseverance and resilience. We invite parents to this assembly so you can celebrate with your child.

**End of the Day:**

For our Reception, Year 1 and Year 2 classes, school finishes at 3.05pm. Our juniors finish at 3.15pm. Please use the same entry and exit gates as the early morning drop off. We ask that you wait outside the class door until the children are ready to come out.

If your child is going home with a different adult, please inform the member of staff on the gate in the morning or the office during the day. Unfortunately, if we do not have a note to say who is collecting your child, we will not be able to let them go with that person until we have spoken to you and confirmed this.

If you are going to be late or there is a change in who is picking your child up, please can you try and let the office know by 14.30pm that day. We will set up a password system on the occasions that you are unable to collect and an unfamiliar adult is picking up your child.

Houses:

We have four houses:

Malham - Green

Brewhurst - Blue

Drungewick - Yellow

Southlands - Red

Our Year 6 children are the House Captains. Children collect house points throughout the week for their learning, behaviour and manners. These are counted each week and the winning house is announced in our Celebration Assembly every Friday and awarded with a trophy.

We also use our house system for other events such as Sports Day, house matches and PE.

Uniform:

We ask that children do wear school uniform each day. You can buy most of our school uniform from supermarkets or high street stores or you can order items with our school logo via our online supplier – www.magnumenterprises.co.uk/loxwood-primary-school.

It consists of:

- White polo shirt
- A green jumper, cardigan or sweatshirt
- Grey skirt, trousers or shorts (if wearing a skirt, children can wear black or grey cycling shorts or leggings underneath)
- White or grey socks and green or grey tights
- Black shoes (no flashing shoes please)
- In Summer, children can wear grey shorts or a green and white check summer dress
- Reception can wear black or green jogging bottoms if this is more suitable for them.



For PE:

- Polo shirt in their house colour
- Black shorts
- Black jogging bottoms
- Trainers – no laces please
- PE bag in house colour (available on website)

Warm weather/cold weather:

Please make sure your child has a sun hat and wears sun protection on warmer days. As the children learn outside all year round, please make sure they have a waterproof coat, waterproof trousers and wellies at school. In cold weather, please make sure they have a hat, scarf and gloves. In case of accidents, pack a spare change of clothes in their PE bag including pants and socks/tights.

All children with shoulder length to long hair must have it tied back each day. We ask that you use plain hair accessories such as hair bands and clips – please no large or fancy bows or accessories. Children should not wear make up, nail varnish or temporary tattoos.

For their own safety, we ask that the children do not wear any jewellery to school. If your child has pierced ears, they must wear small studs only. On PE days, these must be taken out or taped over.

On their birthday, children can wear their own clothes but make sure they are practical for running around the playground in.

Breakfast and After School Club:

We provide both a breakfast club and after school club every day called Woodpeckers. We open from 7.30am to 8.30am each morning and from 3.05 to 5.30pm each day. This is in our school hall most days unless the hall is being used by another club in which case it will be in one of our classrooms. For more details, visit our website.

You can book via the office. The costs are:

3.05pm to 4.30pm - £6

3.05pm to 5.30pm - £12

Please see our school website under Woodpeckers for more information about this and how to book.

Website:

We are really excited that we have a new website under construction which will be ready for September. Please use our current website for information or contact the school office on 01403 752207 or messages@loxwoodschool.com.

Attendance:

It is really important that your child attends school every day. The expected attendance is 96.2% each year. Each day involves new learning that they miss if they are absent so we ask that you try and make sure your child is in school each day.



Behaviour:

We encourage children to take responsibility for their behaviour. We have our Loxwood Learner rules that outline how children need to behave. However, we do understand that for young children this can sometimes be tricky especially when they are learning to regulate their emotions.

We therefore use 'Zones of Regulation' across the school. This is outlined in more detail in our behaviour policy. There are 4 zones that we use to help children talk about how they are feeling:

Green Zone – I am all good and ready to learn

Blue zone – I am feeling a bit tired, sad, bored or sick

Yellow zone – I may be anxious, worried, silly or excited

Red zone – I am feeling cross, angry, panicked or upset

When we talk to children, we use these zones to help them discuss their emotions. All adults have these on lanyards around their neck so they can be used at any time.

Pupil Premium Grant:

Your child may be eligible for a Pupil Premium Grant (PPG) if you are in receipt of certain benefits. The PPG provides extra funding for your child, which we can use to support their learning. Please ask at the office if you think you may be entitled to this or look out for the flyer in your pack.

PALs – Parents At Loxwood School Association:

As a small school, funding is always an issue for us and so our PAL's is a vital resource for providing those essentials and extras for our school. Please help them by either joining or supporting the events they host.

And Finally:

We hope that this booklet provides you with some useful information ready for starting school in September. Please remember you can check out our website or contact the office on 01403 752207 or messages@loxwoodschool.com. We really cannot wait for you to join our school – you will love it.

