

Welcome to Blackhall Primary School...

A message from our Headteacher:

Welcome and thank you for choosing Blackhall Primary School for you and your child. Here at Blackhall Primary School we are proud of our family atmosphere and the care we give each and individual child. Our happy school provides a caring and nurturing environment, where our children feel safe and ready to learn. As a school we have high expectations of our pupils for their learning and progress and ensure we offer support and encouragement that every child needs to achieve their potential.

All members of our school community are important and we strive to make our pupils feel listened to and respected. We greatly value our partnerships with parents and carers and welcome open communication.

We want all our children to develop as learners and thinkers, form kind friendships and grow into responsible and thoughtful members of our society. By working together, we will **inspire** our children so they **enjoy** and **achieve** at school and beyond.

Mrs J M Clark

Introduction

It is an exciting time when your child starts mainstream schooling but we also recognise that some children and parents maybe a little apprehensive. Every child is unique and special in their own way and here, at Blackhall Primary School we aim to develop these qualities and independence in order for your child to succeed and reach their full potential.

In preparation for your child starting school we encourage the following to be practised and embedded with your child:

- Personal hygiene – toileting independently and washing hands thoroughly.
- Undressing and dressing independently.
- Putting on their own coat and fastening.
- Practise using a knife, fork and spoon which will be beneficial during lunchtimes.
- Listen to short, clear instructions and enjoy carrying out small tasks.

It is important that your child feels confident to try new things and is willing to have a go. Remember to praise your child's effort and not just the outcome.

Beneficial opportunities and routines that can help and support your child:

- Read and share books with your child every day.
- Get into a morning and bedtime routine.
- Remain positive about school but listen to any concerns your child may have.
- Be prepared for how tired your child will be when they first start school.
- Please label everything!

Staffing within Reception for 2020 - 2021

Reception Teachers: Mrs R Swales and Miss L Bowes

Teaching Assistants: Mrs J Grylls, Mrs M Pells and Mrs H James.

Staffing at Blackhall Primary School

| <u>Name</u> | <u>Position</u> |
|-------------------|--|
| Mrs J M Clark | Headteacher |
| Mrs R Leonard | Deputy Headteacher |
| Mrs H Sergeant | Nursery Teacher |
| Mrs Swales | Fireflies |
| Miss Bowes | Dragonflies |
| Mrs J Storer | Class 1S |
| Mrs A King | Class 1K |
| Mrs Baker | Class 2 Assistant Head Teacher EYFS/KS1 Lead |
| Mrs Hainsworth | Class 3 Computing/Curriculum Lead |
| Mrs D Smith | Class 4S |
| Mrs Inchliffe | Class 5I |
| Miss S Grayson | Class 5G |
| Mrs Lowes | Class 6 Teaching and Learning Lead |
| Mrs A Hunt | HLTA |
| Miss S Bradley | Teaching Support Staff |
| Miss Kimberley | |
| Mrs E Downing | |
| Mrs M Inchliffe | |
| Miss R Pilkington | |
| Mrs T Roberston | |
| Mrs L Siggins | |
| Mrs L Vincent | |
| Mrs C White | |
| Mrs J Grylls | |
| | |
| Mrs D Brown | School Office |
| Mrs A Cunningham | School Office |
| Mrs C Rochester | Caretaker |
| | |
| Mrs T Coverdale | Lunchtime Supervisor |
| Mrs J Farrell | Lunchtime Supervisor |
| Mrs C Mason | Lunchtime Supervisor |

| | |
|------------------|----------------------|
| Mrs D Smith | Lunchtime Supervisor |
| Ms M Stalley | Lunchtime Supervisor |
| Mrs L Taylor | Lunchtime Supervisor |
| Mrs T Wood | Lunchtime Supervisor |
| | |
| Mrs K Cattermole | Cleaner |
| Mrs S Knight | Cleaner |
| Mrs D Sandwick | Cleaner |
| Mr K Sandwick | Cleaner |

School Routines

Assemblies

Assemblies are to resume as and when the guidelines allow.

| Day | Morning | Lunch | Afternoon |
|-----------|------------------------|-------|-------------------------------------|
| Monday | Weekly Themed Assembly | | |
| Tuesday | | | Open the Book Singing Assembly |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | Golden Book Celebration Assembly |

Attendance

REMEMBER EVERY LESSON COUNTS!

It is a National Expectation that children should attend school in order to benefit their education. The Dfe feel that 'children with poor attendance achieve less in both primary and secondary school.' Our school target this year for attendance is 96% and we ask for parents to support us by ensuring your child is in school, because if they're in school, they're learning!

As an incentive to encourage excellent attendance within our pupils, we have a weekly Attendance League and the winning class overall for the term are given a treat. Children are also praised individually each term in a special Attendance Assembly.

Absence

Parents/Carers are asked to inform school as soon as possible regarding pupil absences. The Headteacher and School Office are responsible for monitoring absence of children. Parents/Carers should inform school that a child is to be absent on the first day of absence. Failure to do so will result in the Headteacher or School Office telephoning the Parents/Carers to ensure the safety of all children. Any concerns about absence should be indicated to the School Office (0191 5864049) or Headteacher who will inform the EWO.

* See Attendance Policy

Collecting children

Please inform a member of staff if anyone other than the usual person is collecting your child. In order to safeguard our children we are introducing a password system for anyone different collecting your child.

NB: Anyone bringing or collecting a child from Foundation Stage must be over 16 years of age.

Child Medical Appointments

Prior notification should be given to the Class Teacher or the School Office of any medical appointment whenever possible. No child should be allowed to leave school during school hours without permission from the Headteacher/Deputy Headteacher and all children must be accompanied by an adult.

Family Annual Holiday

Although discouraged by the Government, the Headteacher can authorise a holiday but only in exceptional circumstances. Parents/Carers should complete a holiday request form.

Lateness

Due to COVID it is particularly important, pupils do not arrive at school late. As we are staggering starting and finishing times. We need parents to ensure they bring their child at the specified time, as we are unable to allow visitors through the main entrance as we have previously. If your child is late due to exceptional circumstances, please bring your child to the 'Fireflies' entrance avoiding the main entrance and the school yard.

If there are extenuating circumstances for the child's late arrival these should be discussed with the Attendance Officers – Mrs R Leonard and Mrs D Brown.

Illness in School

Should a child be obviously unwell, e.g. sickness etc, the school office will attempt to contact parents/carers or an emergency contact person. Children must be kept away from school for 24 hours if they have been sick or 48 hours for diarrhoea.

COVID-19 Symptoms

If your child is displaying symptoms of COVID, please ring the school immediately, at present the advice is to get your child tested, and isolate your family immediately.

Medicines

Only medicines prescribed by a doctor can be administered by school. Medicines must be handed to the class teacher so they can be stored securely and appropriate documentation completed.

School Uniform

All children are expected to wear the school uniform:

- Purple jumpers/cardigans/fleeces
- White or Purple polo shirts
- Grey or black skirts/pinafore/trousers
- Purple gingham summer dresses

Items with the school logo can be purchased from the school office.

Shoes must be easy to fasten as your child could be changing several times a day. We recommend velcro and no laces. In bad weather it would be helpful if you could send in some wellingtons as we still go exploring outside, suitably dressed, in all weathers.

PE kit

We will provide children with a school purple T shirt for PE. All children are required to wear a PE kit (black shorts, the purple school t-shirt and black gym plimsoles/trainers) for sporting activities, which should be kept in school in a drawstring bag along with a spare set of clothes and underwear. Please ensure all shoes and items of clothing are clearly labelled with your child's name. For safety reasons jewellery is NOT allowed at school. Like all schools in the local authority NO earrings are allowed to be worn at school; our staff also model this.

Please ensure that your child does not bring toys into school as they are likely to get lost or broken and this can cause your child distress.

Under usual circumstances your child should bring in their P.E. kit on the first day of term, this is sent home at the end of every term to be cleaned. However this may need to be amended upon further government advice.

Snack

Children are provided with a snack every day. Snack money is 50p per week. Our snack timetable aims to not only support children's diet requirements but also supports oral health/healthy teeth.

| Day | Snack |
|-----------|--------------------------|
| Monday | Toast |
| Tuesday | Cheese and Crackers |
| Wednesday | Vegetable sticks and dip |
| Thursday | Breadsticks and Raisins |
| Friday | Treat Day |

This is subject to change.

NB: Fruit, milk and water is available daily for our children.

Homework

Dependent upon further government guidance children will receive a weekly pack of sounds and green cards to help with their recognition and sound blending- this would usually be given in the Autumn term.

Once the children have learnt all set 1 sounds they will receive a reading book. Reading books will be changed weekly- usually on a Friday. We encourage our children to read regularly at home.

Once the children are settled homework will be sent every Friday and should be returned every Thursday

Home/School Agreement

In order to ensure that home and school are working closely together for the good of the children, the staff, Governors and children have been involved in formulating a home/school agreement. Please read and sign a copy of this agreement and return it to school.

Behaviour

The incentive and reward system is designed to recognise and promote all forms of social and academic achievement and to report these to the children. Verbal praise, smiles, showing work to others, 'dojos' are routine ways for teachers to recognise desirable working practises and behaviour. Children may also be sent to another teacher, Deputy Headteacher or the Headteacher to receive recognition for their work and behaviour.

'Golden Book' Assemblies are also held, once usual practice has been resumed, to celebrate the children's successes within Reception and Key Stage One.

A range of sanctions are specified where children fail to respond to the reward system and fail to meet the school's expectations. Within Reception the following sanctions are in place:

- For children not meeting our school's behaviour expectations will be given a warning.
- If the behaviour continues during the same day the child will be given a second warning.
- A timeout will then be issued if this behaviour persists.
- Should the behaviour continue the child will be moved to a parallel classroom to complete their work.
- Further transgression will result in the child being sent to a member of our Senior Leadership Team who will discuss their behaviour with the child and escort them back to class.

Thank you for all of your help and support. We look forward to working with you to help your child learn and succeed!

If you have any questions or comments, please contact Miss Bowes or Mrs Swales through the Reception class email boxes:

dragonflies@blackhallprimary.school (for Miss Bowes)

fireflies@blackhallprimary.school (for Mrs Swales)