

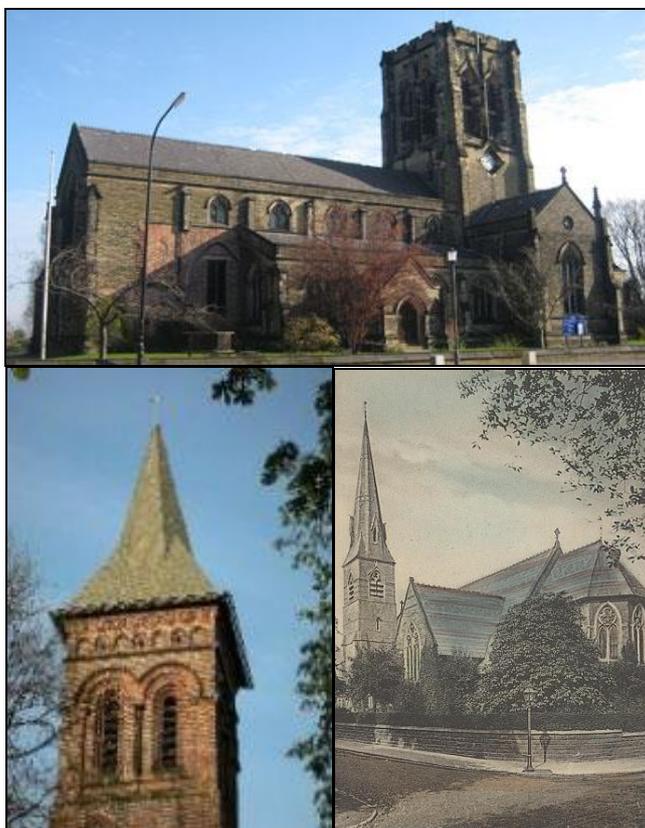
# ALTRINCHAM C E AIDED PRIMARY SCHOOL

## MID YEAR SCHOOL ADMISSIONS BROCHURE



### OUR MISSION STATEMENT

**'To work in partnership with parents and churches to nurture children in the Christian faith and to provide them with the best possible educational opportunities.'**



# GENERAL INFORMATION

## SCHOOL FUND

School fund is £5 per half-term, and is used to provide additional materials to enhance classroom activities. We are very grateful for this contribution.

## DINNER MONEY (Junior Children only)

Dinner money can be paid weekly or each half-term. Credit will be given for any absences. Please send dinner money into school with your child in a clearly named envelope. Please send correct money where possible. Cheques should be made payable to Trafford Council.

At present, school lunches cost £2.30 per day = £11.50 per week.

## PACKED LUNCHES

If you would prefer your child to bring a packed lunch to school, rather than have a school dinner, then this should be packed in a **clearly named** lunch bag/box. Many of the children have the same containers, and if not named, this can cause confusion and upset. As fridge space is not available, parents are advised to send packed lunches in insulated bags with freezer blocks where possible to keep food fresh and safe. Your child should put their lunch box on the metal trolley outside their classroom.

The School Lunch Box Policy aims to ensure that packed lunches provide healthy and nutritious food. Please ensure that your child's packed lunch contains each day:

- A starchy food (bread, pasta, rice, chapatti, pitta pocket, couscous, noodles, potatoes)
- Plenty of fruit and vegetables
- A source of protein (meat, fish or alternative)
- A portion of dairy food (milk, cheese, yoghurt, fromage frais)
- Water, milk or fruit juice/ smoothies.

Cakes/biscuits etc are allowed, but only as part of a balanced meal.

The school recognises that some pupils may require special diets that do not allow for these standards to be met exactly. In these cases, please make sure packed lunches are as healthy as possible. Due to some children having food intolerances and allergies **pupils must not swap food items.**

## FRUIT

Children in Nursery and Infants will receive a free piece of fruit every day. This could be an apple, orange, banana, pear, raisins, pineapple, melon, tomatoes or other. Please let your child's teacher know if they have an allergy to any foods (rather than a dislike!).

Children in the juniors can receive fruit each day for a small payment from home. Please ask at the office for the appropriate form if you would like your child to take part in the fruit scheme for junior children.

## **SCHOOL NURSE**

The School Nurse has a role similar to that of the Health Visitor, for children and their parents of school age. The School Nurse is able to offer advice on any aspect of parenting, or let you know who will be able to give you the information you require. Some examples of areas where the Nurse will be able to help are

- Bedwetting or bedtime issues
- Head lice prevention and treatment
- Emotional health and well-being
- Diet and eating issues
- Worries about eyesight or hearing

This is by no means an exhaustive list. **If you are unsure of where to get help, please ask.**

## **CURRICULUM ENHANCEMENT**

Children will have various opportunities, during their time in our school, to take part in extra activities, supported by the staff and specialists coming into school. These activities take place both during the school day and after school. Your child's class teacher will let you know what is available for your child's year by sending out letters. Examples of these activities are:

French

Music – tasters of various instruments

Sports – for example, swimming, lacrosse, netball, cross-country, cricket, multi-skills

Drama workshops

Science workshops

Design and Technology

Sometimes children will go to other schools or sports facilities to take part in these activities – you will be informed when this is going to be the case. For some of the optional activities there will be a charge, and this will be clearly explained in the letters sent home about the activity.

Each year group will normally go on at least one school trip connected with what they are learning about in class. Class teachers will send home a letter giving details of the trip and costs involved. School trips are made possible by asking for a voluntary contribution towards the cost from parents/carers, and are dependent on enough contributions being promised to go ahead.

## **LIBRARY BOOKS**

For most of the year, your child will have the opportunity to visit the school library once a week to choose a book to bring home to enjoy and share with you. If your child wishes to visit the library, they will need to bring back the book which they have borrowed the week before. They do not need to get upset if they do not bring their book back – they can bring it the next week to change, just like at the public library. If a book is not returned after a length of time, a reminder will be sent home with your child. Your child's class teacher can tell you which day they will visit the library.

## **BREAKFAST AND AFTER SCHOOL CLUB**

Breakfast and After School Club are run by You & Me. Please contact Mrs Julie Battle on 07753 637745 for details.

# **THE PARTNERSHIP BETWEEN HOME AND SCHOOL**

A joint parent and school approach is needed to support your child's education. We hope that you will feel able to talk to the school staff if you feel that there is anything you need to know. The following information outlines some ways that parents/carers can support their children and feel included in the life of our school.

## **SCHOOL ASSEMBLIES AND SERVICES**

Each class in the school will present a class assembly during the year. These usually take place on a Friday morning, and the dates will be advertised on the school newsletters. We really like to welcome parents into the school to watch these assemblies, which are very enjoyable, and allow the children to show you some of what they have been learning about in class.

We also hold services and performances at various times throughout the year. These take place both in school and church. During the summer term the Nursery, Infants and juniors all hold sports days. We extend a very warm welcome to parents at all these special occasions. The dates and times are published on the school newsletters.

## **WORKSHOPS AND MEETINGS**

From time to time, the school organises workshops for parents about certain areas of the curriculum. A warm welcome is extended to parents, and these have a friendly, informal atmosphere. Please come along to those which relate to your child's stage or to subject areas you would like to know more about.

Meetings will be held for parents to give information about matters relating to your child, such as transition or school residential trips. We try to hold meetings at times to suit, but if you are unable to attend, please let us know so that the information can be given to you in some other way.

## **PARENTS EVENINGS AND OPEN EVENINGS**

During the Autumn Term the school holds an Open Evening for parents. This is an opportunity for you to come into school with your child to see the work they have been doing so far, and speak informally to the class teacher about how they have settled in to their new year.

Later in the year, a Parents' Evening is held. You will be given an appointment to speak to your child's teacher about how they have worked and progressed throughout the year, and have another opportunity to see all their work.

If you need to speak to your child's teacher about their work or other issues throughout the year, please send in a note so that a time can be arranged when the teacher can give you their full attention – the beginning and end of the school day can be a little hectic as teachers need to settle children to work quickly as they come in.

## **HOMEWORK**

Details of when homework will be set and when it needs to be handed in can be obtained from each individual class teacher. Please make sure that your child has a quiet time and place in which to do their homework, and support them in making sure that it is ready to be handed in by the correct day. Please listen to your child read from their school book, as advised by their teacher.

Allow your child to have a go at doing their homework by themselves (they will need you to help them with learning their spellings). Please check how they have got on, and look at any areas they have found difficult with them. If they do not understand what to do, or have needed help, please attach a note to the homework when it comes back to school in their book bag. If there are any issues with homework, or you are unsure about how to help your child, please speak to the class teacher.

## **HELPING IN SCHOOL**

We value the support that parents/carers are able to give us within school, and parents are welcome to play an active role in school life. Parents are able to help with many things, such as school library, changing reading books and hearing readers, extra supervision for trips, arts and crafts, baking, talking to children about jobs, hobbies etc and bringing in items needed for classroom activities.

If you feel that you may be able to offer a little time, please let your child's teacher or the school office know. If you have a particular hobby which you think would appeal to the children as a club, please talk to the headteacher.

We would often ask you to help in a class other than the one your child is in, as it can unsettle some children when they see their parent/carer in school. All parent helpers need to have a DBS check completed prior to helping in school. This can be arranged via the school office. Parent helpers should sign the visitors' book in the foyer each time they are in school.

Please also think about any resources which you or your employer/company may be able to offer.

## **PTA**

We are lucky to have an active PTA at our school. The PTA organises various social and fundraising events throughout the year. There are many opportunities to get involved, by attending PTA meetings, helping out at events and attending events.

The PTA also has class representatives for each class throughout the school. The representatives relay information between the PTA and class parents and teachers (for example about the class stall at the summer fair). If this is something that interests you, please speak to the PTA.

The PTA have their own information booklet, which is available at the school office, or via the school website.

## **THE GOVERNING BODY**

The School Governing body is made up of members of the Local Authority, Diocese, clergy, staff, parents and the wider community. Please ask at the school office for details of the current Parent Governor.

## **SUPPORTING OTHER FAMILIES**

We are lucky to have families within the school who are able to support other families in various ways. If you feel you would be able to help in any way, please do let us know. Examples of the type of support are:

- Helping a family where English is not the first language spoken within the home, by translating school information, or helping parents talk to teachers.
- Acting as a buddy to another family new to the school, so that they have somebody to ask all those questions!
- Acting as school/parent liaison for your child's class. This role is suitable for someone who is at school at the beginning and end of the day, and involves relaying information back and to between the class teacher and parents. Where parents are not in the playground at these times, perhaps because children go to Breakfast or After School Club, or others collect them, we recognise that it can be difficult to find out information, or discuss any concerns. The class liaison can be very helpful in keeping both parents and school in touch with each other.

# School - Home Partnership

Please complete any part of this form you feel able to and return it to the school office. Many thanks.

**I would like to help in school. (Please indicate your availability, and give an idea of the types of things you feel you could help with).**

- At a regular time each week** (e.g. library, changing books, hearing readers, swimming trip supervision)
  
- From time to time** (e.g. baking, arts and crafts, demonstrating a skill or talking about a job, helping out with school trips)

**I am able to provide resources for school. (Please give details of anything you think may be helpful – we are short of storage space, so may not be able to take everything offered immediately!)**

**I am able to provide practical help at school (Please give details of anything you think may be useful)**

**My company operates a matching scheme for fundraising.**

**Company name:**

**Contact name and number:**

**I may be able to help school support other families (for example, by acting as buddy to a new family, offering translation or acting as class liaison).**

# **SCHOOL UNIFORM AND EQUIPMENT**

## **SCHOOL UNIFORM**

From Reception, children wear school uniform. This is as follows:

**White polo shirt**

**Royal blue sweatshirt or cardigan**

**Grey trousers, skirt or pinafore dress**

**White or grey socks/grey tights**

**Sensible shoes appropriate for school – not trainers**

**Light blue and white check summer dress** – optional for summer time

Children should bring a **coat** to school **every** day, appropriate for the time of year. A coat may be needed during the course of the day, even when there seems to be no chance of rain when leaving home in the morning!

Jewellery should not be worn, except for studs for pierced ears if necessary. These must be removed for PE, or taped over if this is not possible.

Nail varnish should not be worn at school.

Long hair (below collar length) should ideally be tied back.

Our **School uniform supplier** is **John Lewis**. Uniform can be purchased via their website.

**Trousers, skirts, pinafores, dresses and polo shirts** may be purchased from many high street shops.

**All** items should be **clearly and permanently named** to avoid loss.

## **PE KIT**

### **Infants**

Children should have a named pump bag to hang on their peg. This should contain:

**Shorts**

**T shirt**

### **Change of clothes, including pants and socks**

Please ensure that the items are plenty large enough for your child, to make it easier for them to get them on and off independently without struggling.

The pump bag will stay in school most of the time, with your child's class teacher sending it home when items from the change of clothes have been used, and from time to time for washing. When the pump bag comes home, please check that everything in it still fits your child, as the items can soon become too small!

## Juniors

The following PE kit should be brought into school on a Monday morning, and taken home for washing on a Friday afternoon:

**Black or navy shorts**

**Plain white T shirt**

**Trainers for outdoor games lessons** (bare feet for indoor PE)

**Jogging pants and a sweatshirt will be required for the colder months.**

PE kit should be brought in a **pump bag** to be hung on your child's peg – these are available from the school office. Please provide a separate **carrier bag/boot bag** for storing trainers.

**All items should be clearly and permanently named** to avoid loss.

## OTHER EQUIPMENT

### All children will need

**Book bag** – this will need to be brought to school each morning, with your child's reading folder and homework inside. Parents should check the book bag at the end of every day, as we use this to send home messages, newsletters, reading and other homework.

**Water bottle** – this should be filled with water and brought to school each morning.

These are available to purchase from the school office, and again should be clearly named.

### Junior Children

**Pencil case**

**Glue stick**

**2 x HB pencils**

**Rubber**

**Coloured pencil crayons (named)**

**Small ruler**

**Small pencil sharpener**

**Small dictionary**

**Blue ink Berol handwriting pen/fountain pen** – P5 and P6 only

**Calculator** - P5 and P6 only

There is no need to provide felt pens, biro or highlighter pens.

Tippex is **not allowed** in school but pupils may bring an eraser pen.

## LOST PROPERTY

In the event of property being lost in school, first please speak to your child's class teacher. They will do their best to assist you and, if necessary, can direct you to the Lost Property store. If clothing and equipment is labelled, it will usually find its way back to your child's classroom.

# **THE SCHOOL DAY**

## **JOURNEY TO SCHOOL**

The roads around the school can become very congested during the morning drop off and afternoon pick up times. Parents are asked to park with regard to the road markings – those parking on double yellow lines or school markings create a danger to children round the school. Please also show consideration for our neighbours by parking in such a way as to allow them easy access to their driveways.

A park and stride system is in place, whereby the pathway across the school playing field, accessed from the top of John Leigh Park, allows all weather access to the school by those entering from this side. This allows for easier parking and helps with congestion, so please consider using this.

Parents/carers must not drive onto the school premises. The only exception to this is that those dropping at Breakfast club, or collecting from After School Club may use the school driveway before 8.00 am or after 4.00pm only.

Dogs are not allowed onto the school premises.

## **START OF THE DAY - DROPPING OFF CHILDREN**

The school day begins at 8.55am. Parents/carers should wait with their children in the main playground until the hand bell is rung to signal the start of the school day. Parents who are unable to do this should use Breakfast or After School Club. Children should not use any apparatus or other equipment which is set out ready for the start of the day.

If you are late, and arrive after children have gone into school, please enter the school with your child via the main office. Registers are returned to the school office after morning and afternoon registrations, and the office will need to mark your child as present in their class register. This is very important, as we need to know exactly who is in the school building at any time.

### **Infants**

Class teachers will open the classroom doors onto the lower playground and welcome the children into their classes. Children in Nursery and Purple classes should wait in the main playground until the bell rings, then make their way to the small playground outside these classrooms to be welcomed in. This is to allow the Foundation Stage outdoor area to be set up prior to the start of the day.

### **Juniors**

When the bell rings, junior children should make their own way into school via the main junior corridor, using the door at the back of the building next to the edge of the field.

In order to fulfil our Safeguarding Children responsibilities, we ask that parents do not enter the school with their children via this door. Parents/carers who need to access school to talk to teachers, or for any other reason, are asked to first report to the school office, via the main school entrance.

## **PLAYTIMES AND LUNCHTIME**

The use of the school field and playground apparatus are at the discretion of the teacher or lunchtime staff on duty, and classes take turns to use equipment to ensure safety and fairness. Your child should check with the staff on duty if they are unsure about the playground rules.

## **END OF THE DAY – COLLECTING CHILDREN**

The school day finishes at 3.20pm for infants and 3.25pm for juniors, and parents/carers who are unable to get to school by these times should use the After School Club.

If your child will be collected by someone else, or is going home with another child, please let the class teacher know of this arrangement by a note sent into school in the morning. This person should be someone that the child knows well. In an emergency, where unforeseen circumstances mean plans change during the day, please telephone the school office and they will send a message to the class teacher/s.

### **Infants**

Purple class parents should wait in the small playground outside Nursery and Purple class. Other infant parents should wait in the main infant playground. Class teachers will stand at the classroom doors, and allow children out to their parent/carer.

### **Juniors**

At the end of the day, junior children will be dismissed by the teachers in their classrooms, and will take themselves out to their parent/carer, who should wait in the playground. As the playground is so large, it may help your child find you if you wait in the same place each day.

If a child is unable to find the person collecting them, they should return to their classroom and find their class teacher or another member of the school staff, who will help them look for their grown up and take charge of the situation. They should on no account attempt to go looking for their parent/carer outside the school grounds.

## **ILLNESS AND MEDICATION**

If your child is unwell, and will not be attending school, please telephone the school office before 9.30am. If your child has suffered from diarrhoea or vomiting, they **must not** return to school until 48 hours after the last incidence. This is to ensure that the illness is not spread around the other pupils and school staff.

If your child is unwell during the day, we will contact you using the contact numbers supplied by you. Therefore, it is important to let us know if these numbers change. When we ask you to collect your child, please come to the school office.

Children who require medication during school hours should not normally be in school. On no account should children be given medication to keep in their book bags, lunch boxes etc. However for those children who need asthma medicines available in school there are storage facilities in the medical room. Please label your child's inhalers and equipment clearly and securely, and hand this medication in to their class teacher. Medicines for allergies (e.g. EpiPen) are stored in the staffroom. Obviously, the need for and administration of these medicines, or any other ongoing medication (e.g. for diabetics) needs to be discussed with the school prior to your child starting.

## **PUPIL PREMIUM and FREE SCHOOL MEAL ENTITLEMENT**

The Pupil Premium was introduced by the Government in April 2011. It is a grant designed to give additional money to support schools in raising the attainment of disadvantaged children. Pupil Premium is allocated to pupils who:

- receive free school meals (FSM)
- have received free school meals at any time in the last 6 years (FSM Ever 6)
- have a parent serving in the armed forces
- have been in care continuously for 6 months or more (CIC)

It has been identified nationally that these children under-perform in comparison with children from less disadvantaged backgrounds. The purpose of the Pupil Premium is to help schools to provide targeted support for these children. Currently approximately 7% of our pupils are eligible for the Pupil Premium grant.

At Altrincham C E Primary School we constantly strive towards raising the attainment of *all* pupils. Through excellent teaching and learning, and high expectations, we are committed to ensuring that *all* children make the best possible progress.

The impact of the Pupil Premium funding is closely monitored by the Head teacher, the Governing Body and the Pupil Premium Lead Teacher. Tracking of progress over time for each pupil is thorough so we can quickly identify any dips and develop strategies and interventions to promote improvement.

A wide range of data is regularly collected and used – achievement data, pupil's work, observations etc. Our data currently reflects that, where attainment gaps do exist between disadvantaged pupils and their peers, these areas are being targeted effectively and the attainment gap narrowed.

### **Entitlement to Free School Meals and Pupil Premium**

If you receive any of the following benefits you will be able to claim free school meals for your children, and school will be able to claim the Pupil Premium Grant:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee Element of State Pension Credit
- Child Tax Credit with an annual household income of less than £16,190 and do not get Working Tax Credit

The process of applying for free school meals is quick, easy and confidential. You just need to telephone Trafford Council on 0161 912 3265 with your National Insurance number, date of birth, name and child's details and an eligibility check can be carried out using the Department for Education's Eligibility Checking System.

Alternatively you can apply online at:

<http://www.trafford.gov.uk/educationandlearning/schools/freeschoolmeals/>

Children do not have to take up their entitlement for a free school meal but Local Authorities and schools strongly recommend they do – otherwise they could be missing out on extra support that could help them to fully reach their potential. A claim for free school meals can be made even if at times you prefer your child to bring a packed lunch to school, or if they receive a free meal anyway as part of the Key Stage 1 Free Meals initiative. Just registering entitlement allows us to obtain the Pupil Premium Grant and offer the fullest support possible.

**Where can you find out more?**

If you have any questions about the Pupil Premium, please feel free to contact the Head Teacher or Susie Hornby (Pupil Premium Lead Teacher) on 0161 928 7288.

Further information is also available on the following websites:

<http://altrinchamceprimaryschool.co.uk/pupil-premium>

<http://www.education.gov.uk/schools/pupilsupport/premium>