



New Intake Handbook



'Welcome to our
School'



Aims and Vision

"A small school with high expectations..."

Bishops Tawton Primary School is a place where...

- Everyone is valued for who they are and what they do. We care about each other and do our best to help.
- Everyone is a learner, whose achievements are praised, celebrated and rewarded at all levels.
- Everyone has strengths, if one finds something challenging another will help and support; we always have a go and try our best! We are part of a team who support and respect each other.
- We believe in ourselves and encourage each other to do well; we have high expectations of ourselves and each other. We develop into independent, confident and responsible learners.
- Everyone is equal and yet unique, we are all special. We know that we can all do special things; we respect and protect each others talents, skills and capabilities.

We make mistakes and we learn from them. We work hard, have fun and accept responsibilities; we trust, respect and rely upon each other to improve.

We promote fundamental British values in order to be prepared to live well in modern Britain and the wider world.

We are friendly, polite and welcoming; our school is vibrant, has energy and enthusiasm and is a safe and happy place to be.



We want your child's learning journey at our school to be a happy and safe one; we hope that all of your questions will be answered throughout our induction process. This handbook has been devised by parents and staff to support this. Please also refer to our website where you will find our school prospectus, policies and a host of other information.

www.bishopstawton-primary.devon.sch.uk

Your child will be joining our Reception class, Miss Gilmartin is the Class Teacher and Mrs Burridge and Mrs Furse are the Class Teaching Assistants, they work as a close team and share the responsibility of the academic and emotional development of the children. You can approach any of them if you have a query, concern or to share an achievement in your child's learning. You can also phone or call in to the school office where our admin team will be happy to help: 01271 343002 (the office is situated through the small metal gate to the left of the front playground)

Frequently asked Questions:

- What time do I bring my child to school?

The school opens at **8.35am** after which time you are invited to come into class (through the wooden gate on the front playground) with your child to settle them and to share a short task with them, this may be a set activity, reading a book or choosing to access another area of learning. The early years team will be available in class for you to talk with. The school day starts at **8.45am**

- When will my child attend full time?

The first five days of the term will be **morning** only sessions (8.45-12.15), after this your child can start full time. If you feel your child is not ready they can continue to attend on a part time basis. They do not have to attend full time until the term in which they have their 5th birthday. We are flexible with this as our aim is to meet the individual needs of your child.

- Where do I put book bags, contact books and coats?

There are places for you to put book bags in class, water bottles are provided by the school, these can be filled during the morning session by your self or the TA. Your child will have a named peg and tray. All clothing and bags need to be named and can be kept on the pegs.

- Why does my child need a water bottle?

Water bottles are provided for all children by the school. These enable the children to have a healthy drink at any point during the school day from their own bottle.

- How do I order and pay for a school dinner?

Your child will be entitled to a **free** school meal.

We send out menus weekly, they are also available on the website and on display around school. There will always be a lunch box option that you may prefer if you are intending to have a cooked meal at home. Your child can choose the meal they would like for that day during register (staff will help them) or you can specify which meal choice you would like them to have. The Class teacher informs the kitchen. There will be a notice board in class where you can add comments or read comments about your child (i.e what you would like them to have from the menu) There will be a menu on display and any up to date useful information for you.

- Can my child bring a packed lunch?

Yes, this is still an option but we would prefer that you take advantage of the free school meal provision. We are a healthy school and ask that if you send a packed lunch that is well balanced. No confectionary, crisps or fizzy drinks please. Lunches should be in clearly named bag/container and can be placed in a box in class. This is taken to the hall ready for lunch time and brought back at the end of the day.

- What happens at play time?

The reception children and Year 1 children spend their playtime on the bottom playground where there is a member of staff on duty. Playtime is from 10.30am until 10.45am.

- What snacks do they have?

All Key Stage 1 children are provided with a fresh or dried fruit or vegetable snack for morning break. If you choose to send your own snack it **must** be fruit or vegetable based and named. All children are provided with a named water bottle that can be used throughout the day.

- What happens at lunch time?

There are two sittings for lunch, the older children join the younger ones. The first sitting are called to the hall at 12.15pm the second sitting follow at approximately 12.45pm. Your child's class will be 'apples' or 'pears' these represent sittings and help the children to know when it is their turn. There is always a meal time assistant (MTA) assigned to class 1. She/he will help your child with their lunch, visiting the toilet and answering any questions they may have. The MTAs also play actively with the children and encourage fair and fun play. There is a range of play equipment and toys available for lunch time play. Some of the lunch time is spent on the top playground or on the field if the weather is dry.

- What happens at the end of the day?

The school day finishes at **3.15pm**. Your child will be brought out to the front playground to you. They will have their coat, book bag and lunch bags with them. If you cannot be seen by the staff your child will be kept in class until you or another specified adult arrives.

- What do I do if I am running late?

Don't worry! Call the office if you can to let us know. We will keep your child in school until you can get here.

- What do I do if I need to pick my child up early?

Again let us know as soon as you can. Call in to the school office where you will be asked to sign your child out before taking them.

- What does my child need for PE? When does PE take place?

Your child needs a named kit in a bag: shorts (blue or black) T-shirt (white) and trainers or plimsolls (trainers are recommended) The children change fully for PE twice a week but they carry out physical activity everyday for which they may only change their shoes. PE kits should be kept in school at all times.

- What if my child has difficulty changing?

The staff will help your child to change and will encourage them to learn to do it by themselves over time.

- My child still has 'accidents' what happens then?

We have an intimate care policy that all staff follow. We have changing facilities and spare clothes for these occasions. We will send a note home if we have needed to change your child.

- Will my child receive homework?

Homework is provided by the class teacher. She will ensure that it supports your individual child's needs and will focus on reading and learning basic words. Your child will have individual targets

that arise from their learning journey record and lead to the next steps for them. Occasionally home work activities will be set that link to the topic.

- How do I communicate with school if I have a question or query?

Your child will be given a contact book, you can write messages for the teacher or TA in this. You are welcome to call the school office for general queries and can talk to the Class Teacher or TA at the beginning or end of the day. For more formal discussions about your child's progress you can make an appointment to meet with the class teacher. There will be a parent consultation evening in the Autumn term.

- How does the behaviour system work?

We encourage considerate behaviour at all times; we have devised a set of golden rules that serve as a reminder for all children to behave in a positive way.

The school behaviour policy includes a merit system. This is a way of rewarding all children for their hard work and good behaviour. Any adult can give the children a merit. Each merit counts towards a certificate and badge...bronze, silver, gold which the children can wear with pride! The system enables all adults to reward children in a consistent way; children can also recommend each other to receive a merit.

- What happens if a child misbehaves at lunch time?

There is a teacher on duty every lunch time. Sometimes children need a place to go to have time out where they can discuss difficulties they may be having. This system helps the MTAs to carry out their role more effectively as well as offering a place for children to reflect upon behaviour which may have been inappropriate. We always refer back to our golden rules that the children are encouraged to follow. These are displayed around school.

- How will I know what is happening in school?

The class teacher will provide you with information about topics and activities each term and information about learning each week. There is a whole school news letter every week and regular updates on the website. You can ask the class teacher or TA or check the class notice board. You can also write queries in contact books which are checked daily and responded to if necessary.

- Can I help in class?

Yes, we welcome extra help with activities in class as well as trips out. You will need to follow our volunteers in school procedure. Just let the class teacher know if you are interested.

- Who do I speak to if I am unhappy with things in school?

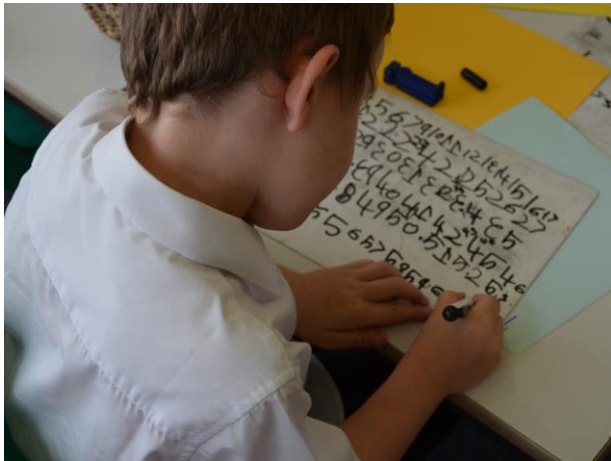
Please speak to the class teacher in the first instance; she should be able to resolve any problems you may have. If not you can speak to the Head Teacher. If you don't express your concerns to us it is difficult for us to be able to help you.

- What happens if my child is hurt by another child?

The Class teacher will attempt to talk to you at the end of the day, if not we will try to call you to discuss the incident. There will be a note in your contact book. If the incident happened at lunch time the MTA will inform the class teacher and may also add a note in the book. Accident forms are only issued for more serious injury. We will call you if your child is badly hurt or distressed during the school day. We will also contact the parents of the other child and discuss the matter with them. The child will be reminded of our school policy and expectations of good behaviour. Sometimes children don't tell anyone that they have been hurt, we ask that you let us know as soon as possible if this happens.

- This is made up of a committee of parents as well as any parents who wish to join in. The committee runs meetings and arranges events in order to raise money to treat the children. Anyone can attend the meetings or can offer to help out in any way they can. There will be an AGM in the Autumn term during which we need to elect a new committee, please come along if you can!

- This is made up of two parent representatives from each class, we meet once a term to discuss whole school developments, share ideas and make changes in order to improve the school.



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We hope these points help you and your child to settle in. If you have any further questions please let us know so that we can help.

Bishops Tawton Primary