



# KS1 Information Booklet 2008-2009



SCHOOL SESSIONS

Morning:	Reception & KS1:	9:00 a.m. - 12:00 noon
	KS2:	9:00 a.m. - 12:30 p.m.
	Nursery:	9:00 a.m. - 11:30 a.m.

Afternoon:	Reception & KS1 :	1:00 p.m. - 3:15p.m.
	Nursery:	12:40 p.m. - 3:10p.m.
	KS2:	1:30 p.m - 3:15 p.m

It is important that children are not late for school. Late arrival in the classroom can be upsetting for your child and can affect the smooth running of our school. If your child does arrive late, please present yourselves at the school office, where this will be noted, and the child will be given a slip, with the reason for the lateness, which needs to be handed to the class teacher.

### **ARRIVING AT SCHOOL**

Children are permitted into their classrooms from 8.45 a.m. each day. If they arrive between 8:40 am and 8:45 a.m. they wait on the KS1 playground. Please note children should not arrive in school before 8:40 a.m.

There is a security gate on to the back lane, which is for KS2 children to go through. Parents, visitors and younger children must not use this gate. All parents and visitors must report to reception, sign in and wear a visitor's badge.

After 8:40 a.m. please bring your child through the Nursery gate and to the rear Key Stage 1 playground. Please say your goodbyes at the gate. It is important for children to learn how to become more independent as they move through the school, so please give your child this opportunity by dropping them at the gate and allowing them to come into the school independently. If you need to give the teacher some information, please write a note or leave a message with Mrs Russell, who is on duty.



### **BREAKFAST CLUB**

Warberry School Breakfast club is open to pupils during term time from 8:00a.m. - 8:45 a.m. The cost for the club is £2.50 per child and this includes breakfast. Please book in advance at the school office if you would like your child to attend.



Parents can claim tax credits by using the school Ofsted number.

### **AFTER SCHOOL CLUB**

Warberry After School childcare club operates daily from 3:15 p.m. - 5:10 p.m. This club costs £6.50 per child and includes a snack. We now have a later slot available, running until 6:00 p.m, at a cost of £7.50 per child. Please book in advance at the school office. A discount is offered for the second child. Parents can claim tax credits by using the school Ofsted number.

### **ABSENCE**

If your child is unwell, then please telephone the school's absence line on: 01803 215325 before 9:30 a.m. on the morning of the illness to let us know that your child will not be attending. When your child returns to school, please put the reason for the absence in writing and give the letter to the class teacher. We do not encourage families to take holiday during term time therefore holidays are not authorised.

### **END OF THE DAY**

Children need to be collected promptly at 3:15 p.m. from the rear classroom door. Please inform the class teacher if your child is to be picked up by a different adult. If you are late arriving and the doors are closed, please collect your child from the main reception area.

### **TEAM LEADER OF YEARS 1/2: MRS G WILKS**

The main role of the Team Leader is to ensure high standards of work and behaviour for the pupils in Years 1 and 2. Team leaders will monitor lessons and planning to improve standards of work.

Names of Class teachers and which classes they teach:

Year 1: Mrs K Hughes

Year 1/2: Mrs S Sinclair

Year 2: Mrs G Wilks

### **WHO TO CONTACT IF YOU HAVE A PROBLEM**

If you have a difficulty that cannot be resolved by our administrators in the office please contact your child's class teacher first.

If the class teacher cannot resolve a problem, then you should contact your child's Team Leader who is Mrs G Wilks. Appointments can be made with Mrs Burton who is Head of Pastoral Care and responsible for Special Educational Needs. Appointments can also be made with:

**Mrs Wilks- Assistant Head of Foundation and Key Stage 1**  
**Mrs Griffin- Head teacher.**

## **SAFEGUARDING CHILDREN IN WARBERRY FOUNDATION PRIMARY SCHOOL.**

Our school community has a duty to safeguard and promote the welfare of children who are our pupils. This means that we have a Child Protection Policy and procedures in place. All staff including our volunteers and supply staff must ensure that they are aware of our procedures. Parents and carers are welcome to read this on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with their parents/carers first, unless we have reason to believe that this is not in the child's best interests.

**Our Designated person for Child Protection is: Rhona Griffin - Headteacher.**

## SCHOOL UNIFORM

Our school has a simple uniform and which all the children wear.

**BOYS:** White shirt  
Grey trousers (short or long)  
Grey V necked jumper (not sweatshirt)  
\*School tie  
Grey socks  
\*Red sweatshirt (Nursery only)  
Black shoes (not trainers)  
Sandals in Summer with socks (not slip-ons)



**GIRLS:** White blouse  
\*Tartan kilt (Royal Stewart) - no shorter than knee length  
White socks (short or long)  
Black or red tights  
Scarlet cardigan or jumper (not sweatshirt)  
\*School tie  
Red gingham dress (Summer) - no shorter than



knee

length

\*Red sweatshirt (Nursery only)  
Low heeled black shoes (not trainers)  
Low heeled sandals with socks, in Summer (not slip-ons)

**P.E.** Black shorts  
\*Warberry red t-shirt  
Trainers or plimsolls  
Named P.E. bag

**Please label all clothing**

\* *Items available from National Schoolwear Centre, Torquay*

## P.E. KIT

Children need a red Warberry t-shirt, black shorts and trainers. All items should be labelled with the child's name in a named P.E. bag. During colder weather track suits or other suitable warm clothing may be worn. It is important for children to have their P.E. kit in school on P.E. and Games days, so that they participate fully in the curriculum.

## HAIR AND JEWELLERY

Children with hair longer than collar length should have their hair tied back at all times. Children's hair should be one natural hair colour. Shaven heads and unsuitable fashion haircuts are not permitted.

Children are not permitted to wear jewellery (except studs), coloured nail varnish, tattoos or trainers to school.

The school cannot take responsibility for loss or damage of pupils' personal possessions and items such as mobile telephones should not be brought to school.

## MORNING SNACKS

All Year 1 and 2 pupils will be given a piece of fruit or veg to eat in the morning. There is no charge for this food. This healthy snack is very popular with the children.



## HOMEWORK

Key Stage 1 children bring reading books and library books home to read and/or share with their parents at home. This is a valuable exercise, which is important in developing children's reading skills.

Children will bring key words home to learn to read and spell. As they progress this will extend to include words using different spelling patterns.

Maths homework involves learning number bonds to 10 and then 20, alongside  $\times 2$ ,  $\times 5$  and  $\times 10$  tables. Other homework such as collecting information and looking for words and numbers are also sent home from time to time.

We aim to work with parents encouraging children to study at home.

Homework is an essential part of your child's education in order to consolidate skills learnt at school.

## READING

Reading is a very important skill for a young child to acquire. Please hear your child read on a regular basis. This can be a really enjoyable time when your child can share their day with you. Please be patient and help them to sound out letters in words or look for words inside words. Some parents find reading in the morning before school is better as children are not so tired. Remember all children are different and you need to find what works best for you.



## **READING RECORD**

It is important that this book is brought to school daily, together with your child's reading book. This will ensure your child is heard regularly at school. Please hear your child read every night and record the page they have read up to in the reading record book.

## **LIBRARY BOOKS**

Children borrow one fiction and one non-fiction book from the library each week. Each class has a different day for changing library books and your child's class teacher will inform you.

Library books are for you to share with your child and not necessarily for them to read. Use this as an opportunity to talk about what might happen next, or whom their favourite characters are.

Borrowing a non-fiction book allows your child to share the things that interest them with you.

**Happy Reading!**



## **VOLUNTEERS**

We are always looking for volunteers to help listen to children read. Please let your class teacher know if you would be willing to help. A Criminal Record Bureau check form will need to be completed by you first.

## **SCHOOL TRIPS**

School trips are an excellent opportunity to bring learning alive and we aim to arrange at least one trip each term.

It is essential that consent forms are filled in and returned to school so that your child can attend the trip. We are unable to take children off-site without consent.

We always ask for a voluntary contribution to help with the cost of the trip and will be unable to run a trip if there are not enough contributions. The more expensive trips are sometimes subsidised by the PTA.

We often need parents to help with trips and are grateful for offers of help.

## **SCHOOL ETHOS**

We always treat children with consideration and respect. As a result, we hope they will learn to respect other people and have a responsible attitude to the general care of the school. We believe the development of self-control and an acceptance of the responsibility for their actions is essential if children are to live happily in a community. We also have a number of school rules of which the children will be reminded from time to time. These are designed to ensure a safe and orderly environment.

## **POSITIVE BEHAVIOUR POLICY**

The Positive Behaviour Policy is for all our school community. Helping your child to arrive calmly on time in the morning, having had a good night's sleep, with the correct equipment for the day, is a great help.

Please use your child's class teacher as the first point of contact with the school. If the teacher contacts you about behaviour, please support your child by working with the school in order to overcome the difficulty.

We see it as vital that the home and school work together to support success and overcome problems should they occur. We will share our success and achievements with you and likewise our concerns.

## **THE CURRICULUM**

The children are taught the following subjects:



Literacy, Maths, Science, ICT, Geography, History, PE and Games, RE, PSHCE, Music, Art & Design and Design & Technology.

Subjects such as Geography, History, Art & Design and Design & Technology are taught through our topic. This enables the children to have a more creative curriculum. Where possible Maths and Literacy skills will be taught using real life situations, such as buying from a shop or writing menus for a cafe. Curriculum Information Sheets giving details of the topics being covered are distributed termly.

## **PHYSICAL EDUCATION**

Physical Education is provided equally and without discrimination for boys and girls. Emphasis is placed on acquiring basic skills using a wide variety of apparatus. Our children participate in gymnastics, games, and dance. All PE sessions are undertaken as an integral part of the National Curriculum. It is expected therefore that all children will take part in these activities. Should there be occasions when you wish your child to be excluded from PE, a note explaining the situation is required. All members of teaching staff have been trained in the teaching of PE in the primary school. From time to time staff attend courses to update or extend their skills.

## **RELIGIOUS EDUCATION**

We are a Church of England Foundation School. Our R.E. teaching is based on the foundations of Christian traditions and values. We teach children to respect the religious, spiritual and moral beliefs of others, and to consider their own attitudes, values and beliefs. We celebrate the Church of England major religious festivals and we emphasise Christian principles on which pupils base their behaviour and life in school and outside it. We follow the Devon County Council agreed syllabus. Parents have the right to withdraw their children from Religious Education.

## **COLLECTIVE WORSHIP**

An act of corporate worship takes place daily, sometimes as a whole school, sometimes in Key Stages or sometimes as a class activity. Reverend Percy regularly leads Collective Worship in school, and we visit St Matthias Church, Ilsham for festivals. Parents can withdraw their children from all or part of the collective worship activity, and such children are provided with supervision in a central area.

## **P.S.H.C.E.**

All children follow a programme of Personal, Social, Health and Citizenship Education. This helps children to understand about working and playing together happily. It also develops their understanding of keeping healthy and safe.

## **KEY STAGE 1 SATS**

KS1 testing for Year 2 will be during May and June 2009



## **PERIPATETIC MUSIC LESSONS**

Various peripatetic teachers provide musical instrument tuition during the school day. They teach a range of musical instruments. For further details please ask in the school office.

## **EXTRA CURRICULAR ACTIVITIES**

At Warberry School, we believe that extra-curricular activities enhance your child's learning and offer them opportunities to extend or enhance their skills.

We offer the following extra curricular activities:

Yr 2/3 Craft Club	Tuesdays	3:15 p.m. - 4:15 p.m.
Year 1 / 2 Ballet	Tuesdays	3:15 p.m. - 4: 15 p.m.
Year 1 / 2 Cookery Club	Tuesdays	3:15 p.m. - 4:15 p.m.
Year F/1/2 Funky Fitness	Thursdays	3:30 p.m. - 4:20 p.m.
Year 2 Choir	Fridays	3:15 p.m. - 4:15 p.m.

Information about clubs is sent out to parents with consent slips.

## MEDICAL CARE

Although we will always care for children who become ill at school, children on short courses of medicine, such as antibiotics, should not be sent to school.

On occasions when children need to bring prescribed medicines into school, please ensure the medicine is clearly labelled with the child's name and instructions of the dosage to be given. Medicine should be taken to the office, and parents should complete an Administration of Medicines in Schools form, to give permission for the school to administer the correct dosage.(The medicine should then be collected by the parent at the end of the day.) Inhalers however can be kept at school at all times. It is the responsibility of the parent to ensure that medication is brought to school. We will try to help with medication but school staff are not obliged to administer medicines.



## PASTORAL CARE AT WARBERRY C.E. FOUNDATION PRIMARY SCHOOL

**Head of Pastoral Care: Mrs S Burton**

In all aspects of the school life, we aim to promote the personal and social developments of children. We aim to develop an understanding of how to look after ourselves, basic life skills and interpersonal skills. We provide equal opportunities for all children at Warberry Primary School. Children study multi-cultural faiths in Religious Education. We aim to help children grow into adults who respect and care for all people.

Consideration is given to all children with Additional Educational Needs, including the most able children, children with learning difficulties, children with physical disabilities and children with emotional problems.

Class teachers work closely with the Additional Educational Needs Co-ordinator who is able to offer advice and additional support to ensure that all children have access to the National Curriculum.

The Children Act 2004 forms the basis of a long-term programme of change in the way children's services work together.

Every Child Matters: Change For Children emphasise five key areas, which will help young people towards improving their well-being.

- ❖ Be healthy
- ❖ Stay safe
- ❖ Enjoy and achieve
- ❖ Make a positive contribution
- ❖ Achieve economic well-being

Within the boundaries of Pastoral Care there are a number of important services inside and out, which help towards these five key areas in Warberry C.E. Primary School.

These include:

The School Nurse  
Educational Psychologist  
Behaviour Support  
Educational Welfare Officer  
Learning Support Assistants  
Lunchtime Support  
Playtime Pals  
Play Leaders  
School Council

## **SCHOOL NURSE**

The School Nurse at Warberry Primary School acts in an advisory and supportive capacity to parents, carers and professionals.

She is concerned with the physical, mental and emotional needs of the pupils.

Within this caring and sympathetic role she:

- ❖ Supports children with medical needs e.g. asthma, diabetes, epilepsy
- ❖ Provides hearing and vision tests
- ❖ Provides advice and support for a healthy lifestyle
- ❖ Helps to address issues such as sex education, smoking, drug abuse
- ❖ Works with teachers, social workers and other professionals to protect vulnerable children
- ❖ Works to promote good parenting
- ❖ Liaises with the community
- ❖ Contributes to Individual Education Plans for pupils with disabilities
- ❖ Gives training to teachers and staff to perform standard procedures that might be needed for pupils with disabilities

Warberry School and Parents also have access and work together with:

- ❖ Speech and Language Therapists who assess monitor and review on a regular basis
- ❖ Physiotherapists
- ❖ Occupational Therapists
- ❖ Visually Impaired Advisors
- ❖ Hearing Impaired Advisors

## **EDUCATIONAL PSYCHOLOGIST**

The Educational Psychologist is concerned with the learning, behavioural, social and emotional problems or difficulties that a child may have.

When a child is portraying difficulties at school and is not making the necessary progress, then the SENCO, with the permission from parents/carers, will invite the Educational Psychologist to visit and assess the pupil concerned.

The Educational Psychologist will observe pupils and will write a report to the school and to the parents advising them on ways to help the child make progress. They will contribute to the Individual Education Plan set up by the SENCO, Class Teacher and Parents and will review the child's progress during the academic year.

## **BEHAVIOUR SUPPORT**

An Individual Education Plan will be implemented with targets for the pupil to achieve in order to improve and understand his behaviour. Sometimes small groups of children work together (Peer Mediation) in order to help each other to co-operate together.

## **EDUCATION WELFARE OFFICER**

The Education Welfare Officer provides a support service to families, schools and the community to help them meet legal obligations related to a child's education.

The Education Welfare Officer works with pupils who do not attend school regularly. They try to find out what causes a pupil to miss school and work to improve attendance and they also arrange alternatives for pupils who cannot attend school. The Education Welfare Officer works to ensure that the school is aware of any problems within the home, which may affect the child's attendance or work in school.

## **TEACHING ASSISTANTS**

Teaching Assistants are a vital part of Warberry Staff and help in the smooth running of the day's activities.

Some Teaching Assistants help with the one-to-one support for pupils, especially those who have a statement. They follow an Individual Education Plan, that is, Targets set by the Class Teacher and SENCO in conjunction with the parents. They help to ensure that the pupil receives access to all or most parts of the school curriculum. The progress of the pupil is assessed and recorded on a regular basis. The Teaching Assistant helps the child to feel secure and confident whilst also encouraging the child to become more independent.

## **LUNCHTIME SUPPORT**

Mrs Burton will be available to give support to those pupils who may have a problem and need some time away from lunchtime play so that they can "chill out".

Various activities have been set up in order to ensure that such pupils can feel calm and secure. These activities include, listening to music, reading, drawing, playing board games and discussing and finding solutions to their problems.

A successful gardening club will also be resumed and a small allotment will be developed.

## **PLAYTIME PALS**

Each half term children from Year 2 for K.S.1 and children from Year 3 / 4 for Lower K.S.2 are chosen to be playtime pals. A weekly rota is set up so that pairs of children can spend time helping children in the playground who appear to be alone or may have a problem playing with others. They encourage pupils to play nicely together and report to the teacher on playground duty if they think there is a problem with any of the children at playtime.

Playtime Pals wear a red sash so that they are easily recognised by the rest of the pupils.

## **SCHOOL COUNCIL**

Warberry School has very successful School Council, which meets once a month.

Two pupils from each class in Year 3,4,5 and 6 are elected by ballot to serve on the School Council.

During each meeting, the Council discuss suggestions that pupils have put in their class 'suggestion box'.

All discussion is full and frank and each member has the opportunity to comment in the meeting and make suggestions. They can make specific requests to the Head Teacher for changes that they think may be needed and write appropriate letters to members of the public.

Following the meeting, the members of the School Council report back to their class teacher and to their class.