



New parent information pack

Welcome, this pack is designed as a quick guide to all of the things that you might need to know about your child starting school at Poplar Farm School.

Before your child starts school please ensure that you have filled the forms in your child's induction pack including the All About Me with your child.

What will happen at school?

The normal school day is,

8.55am	Registration
9.15am	Phonics
	Focused Learning Activity
	Explore and Investigate and small group activities
10.15	Assembly
10.35	Playtime
10.50	Focused Learning Activity
	Explore and Investigate and small group activities
12.15	Lunchtime
1.15	Registration
	Focused Learning Activity
	Explore and Investigate and small group activities
2.15	Playtime
2.30	Storytime
3.20	Home time

The children will learn through a carefully planned balance of adult led and child-initiated activities, the children will learn as a whole class and in small groups this is called the Focused Learning Activity time. This is supported by small group and one to one group learning times. The children are encouraged to further develop their learning and new skills through their play in Explore and Investigation times. There is a balance between adult led and child chosen activities, teachers support children when playing to extend their learning, language and understanding.

Drop off in the mornings

You can drop your child off at the classroom doors from 8.40am, the class teachers will be at the classroom door for you to hand over your child and to pass any messages onto. It is often very busy at this time day if you have any issues which need further clarification or discussion please make an appointment to telephone or meet the teacher at another time. Whilst you are waiting to drop of your child please do not allow your child or their siblings to play with any of the resources or equipment in the Foundation Stage garden, the teachers set up learning activities in this area every morning which they children will explore with their teachers support.

We would like to encourage all children to walk or cycle to school, the roads around school are very narrow and will easily become congested if all parents drive to school. If it is essential that you drive you can drop off your child in the drop of zone next to the school car park, a member of staff will be in this area to supervise your child from 8.40am, they will take the children to their classroom door. This is a drop off point only, please do not park in the drop off area. Parking is for staff only, there are four parents parking spaces, however these are reserved for parents who have an appointment and are not for dropping off in the morning.

We are operating a one-way system for dropping off, please drive in through the top Entry gate and leave by the bottom Exit gate. Please drive into the drop odd zone and park facing the school, parallel to the pavement. Please be aware of children leaving cars and drive with care and attention.

Registration is at 8.55am all children need to be in the classroom by this time, please ensure that your child is on time for school, lateness disrupts **all** of the children's learning.

Collection in the afternoons

Please collect your child from the classroom door at 3.20pm, teachers will dismiss children one at a time. Please let your child's teacher know in advance who will be collecting your child (a form for this is in the All About Me induction pack, copies can also be collected from the school office). Teachers will not dismiss children to anyone who has not been pre-arranged for collection. If your child is attending Bright Stars after school club please let your child's teacher know any changes at the beginning of each week.

If you are late for school or need to collect your child early please come to the school office where you will need to sign your child in or out.

What will my child learn?

The children follow a national curriculum called the Foundation Stage Curriculum. This is split into areas which develop children's social, emotional and communication skills, these are called; Personal, Social and Emotional Development, Communication and Language and Physical Development. The curriculum also develops children's knowledge of maths, reading, writing and the world, these areas are called; Literacy, Mathematics, Knowledge and Understanding of the World, Expressive and Creative Arts. Children are also supported to develop positive learning attitudes such as resilience, perseverance and a can-do attitude through an area of the curriculum called Characteristics of Effective Learning. The children learn through play and a carefully planned balance of adult led and child-initiated activities.

We assess and plan for each child's next steps using developmental stages from the curriculum. Teachers use Tapestry, an online tool to track and plan learning opportunities, teachers will take photos and videos and make comments about your child's learning, you will be able to access this tool at home. You will be given log in details so that you can see your child's learning activities at school, you can also add comments, photographs and videos from home.

In addition to using Tapestry, over the year there will be lots of opportunities for you to find out what your child has been learning, their progress and achievements. We will hold open sessions for you to come into school and work with your child in their classroom. Your child's attainment and progression will be shared with you in parent's evenings. Children will also receive a report at the end of the academic year. We will also run information evenings to explain what your child is learning, and how and why we teach in this way.

Homework

We do not set weekly homework; however, we would like to encourage you to talk to your child about what they have learnt and to take part in activities at home which support this learning such as getting books based on a new topic from the library, visiting places that link to the topic, talking to a relative or family friend who know about the topic. This information will be on our online learning platform, Tapestry and in the curriculum newsletter. You will also be given access to Tapestry so that you can see what your child has learnt at school and so that you can post any activities, learning and achievements from home. Children will also be occasionally be asked to bring items into school for Show and Tell or circle time.

Your child will receive reading books, we will endeavour to ensure that your child's reading book is changed regularly, this is likely to be twice a week. Reading underpins all learning and daily practice at home will support your child to develop skills in all areas of the curriculum. Initially we will send home story books for you to share with your child, as the children develop their phonic and reading skills we will send home reading books with words for your child to read to you. We ask that you read books more than once as familiarity, rehearsal and practice is how we learn new skills. A letter explaining how to read at home and some key questions for you to ask your child will come home when your child has reading books. We understand that accidents happen but if books are lost, vandalised or damaged we will ask you to replace the book at a cost of approximately £5 per book.

Your child will be given a reading diary, please write the date and a simple comment about your child's reading. Anyone can listen to your child read, sharing stories is extremely important for developing children's language communication and listening skills, why not ask granny, grandad, an aunt or a brother to share their favourite stories with your child. We also recommend visiting your local library and sharing story books as regular part of your daily routine.

How do I contact school?

There are lots of ways to communicate with school.

If you wish to speak to your child's teacher there are several ways;

- at the classroom door at the beginning or end of the school day however this should only be for quick messages
- write a letter and ask your child to put into the class basket
- leave a message with the school office, please ensure to say if it is urgent, the teacher will call you back when they can

If you wish to speak to the Head of School or Executive Head please telephone the school office and make an appointment. The office telephone number is 01476 850680.

Information about school events is also available in regular newsletter, through the school website, Twitter, Facebook and by email and text message service. The school website has lots of additional school information including calendar, curriculum and policies. Letters about special events will also be sent home with the children.

If you send any communications, reply slips, payments for visits etc into school please ensure that you have put your child's name and class onto the envelope and remind your child to give them to the teacher.

Attendance and illness

Please let the school office know as soon as possible if your child is not able to attend school.

Children should be in school every day, missing time at school holds children's progress back and they quickly fall behind their peers.

If your child is ill, please telephone the school office, once your child returns to school please send a letter into school explaining their absence. If your child has sickness or diarrhoea we ask that they do not return to school until a 24-hour period has elapsed between their last bout of illness. In the case that lots of children are ill with sickness or diarrhoea we will extend this period to 48 hours. If

you are unsure if your child is able to attend school with an illness such as chicken pox please contact the school office.

Please try to make medical, hospital or dental appointments out of school hours. If you have to attend appointment during school hours please write a letter which states the date, time and type of appointment, and attach a copy of the appointment letter as well.

If your child has a medical condition which requires medicine, such as an inhaler, which needs to be administered and stored in school please fill the medical form from the office. If your child has been **prescribed** a medicine which they need to take during the day, the medicine should be given to the school office along with a medical form. We can only give prescribed medicines to children.

If your child has an accident or incident at school we have a protocol for recording the incident and for letting you know. An accident and injuries letter will be sent to you.

What will my child need?

Your child must wear school uniform and bring a coat and suitable outdoor wear such as a hat and gloves or sun hat appropriate to the weather. Your child will need to bring their book bag and reading diary to school every day.

Water bottles will stay in school all week and will be sent home each Friday, to be washed, please return to school on Monday. You do not need to fill the water bottle, please do not send juice or squash into school. PE kits will stay in school and will be sent home for washing every half term. Please ensure that all of your child's belongings are named clearly.

School Uniform



Our school Uniform is

- Blue Poplar Farm sweatshirt or cardigan
- White polo shirt or Poplar Farm polo shirt
- Grey trousers, skirt or shorts, in the summer pale blue checked dress can also be worn.
- Grey tights or white ankle socks for girls, grey ankle socks for boys
- Sensible shoes

For PE children will need

- White T-shirt or Poplar Farm T-shirt
- Black sports shorts

- Plimsolls

Please ensure that your child's uniform is clearly labelled.

School Uniform can be ordered directly from Mapac

<https://www.mapac.com/education/parents/uniform/poplarfarmprimaryschoolng318xf>

What will my child eat?

At lunchtime, we provide an exciting and healthy menu, all food is freshly prepared on school site by our own chef. The menu is designed to give a balance of healthy, nutritious and exciting foods. A copy of the menu is available at the school office and on the website. All Foundation Stage and Key Stage One children receive free school meals and we expect that all children will take advantage of this. If your child has a special diet or food intolerances and allergies, please complete the medical diet form from the office. We will encourage all children to use a knife and fork and good table manners whilst eating, please help your child to practice these skills at home.

The children will receive a piece of fruit or vegetable every day at snack time through the school fruit scheme, they will be encouraged to try the fruit, please do not send alternative snacks into school. Please let your child's teacher know if they have an allergy or intolerance to any fruit or vegetables.

Children will also have school milk at snack time, milk is free to all children until their 5th birthday. After your child's fifth birthday you will need to pay through Cool Milk, if they wish to continue to have milk. You can register for milk at <https://www.coolmilk.com/parents/>.

All children will be encouraged to drink water throughout the day, please ensure that your child's water bottles are returned to school each Monday morning.

Working together,

Rewards and successes,

We promote positive learning behaviours at Poplar Farm School, we aim to create caring, thoughtful and responsible learners who are able to reflect on both their learning and behaviour. Positive attitudes in school help **all** children to learn and achieve. We develop positive learning attitudes and behaviour through role modelling, praise, enjoyment and celebrating success. We value effort, perseverance and encourage all children to try their very best. There are a number of ways children are rewarded and recognised; children are rewarded with praise, stickers, class celebrations and in whole school assemblies.

We encourage thoughtful and caring attitudes to others, we show these through good manners; using please and thank you, holding the door and thinking about others before acting. We have a school motto which describes our values, we ask ourselves and the children;

"Is it kind? Is helpful?"

The class teachers and children will develop their class rules based on these principles, we encourage you to continue these positive attitudes at home.

We will follow the “Values based Education” principle to support children’s social, cultural, moral and spiritual wellbeing and positive learning attitudes, these will be introduced in assemblies and followed up in class activities. These assemblies will cover themes such as friendship and compassion. Once the children have settled into school they will attend assembly each day.

In assembly we will explore our school values, we will listen to stories and celebrations from a range of religions and cultures, we will also explore news events and special occasions. Assemblies will also be an opportunity to celebrate children’s learning and behaviour. Children will be encouraged to bring success and achievements from home, for example; ballet /swimming awards, sporting medals to assembly. We will also celebrate children who achieve 100% attendance at the end of each term.

We will invite parents and carers to attend a celebration event at the end of each topic rather than a weekly celebration assembly. There will also be many open afternoons and mornings, performances and events happening in school throughout the year, for you to see your child’s achievements and success. If you are unable to attend please feel free to ask someone who knows the child well such as a grandparent or a close family friend to attend in your place.

Parent involvement,

We are looking forward to working with you and your children, please feel free to speak to a member of staff if you have any questions or comments. We value your comments and feedback and will ask you to complete questionnaires throughout the year. There are many ways that you can get involved, from helping in the classrooms and on school visits to becoming a member of the governing body. We would also like to develop a friends of the school association and will send details of how you can become involved throughout the year.

To contact Poplar Farm School please telephone 01476 850680 or email enquires@poplarfarmsch-cit.co.uk

We are currently setting up an online school payments system where you will be able to pay for school visits and other school expenses, we will send more details when the system is live.

Please let us know if you are in receipt of any benefits, children whose families are in receipt of certain benefits are entitled to free school meals and milk. We are also able to claim additional funding for these children which is spent on improving your child’s education in school, we are also able to offer discounted visits and clubs for these children.

BrightStars @ Poplar Farm



Before school and after school care is provided by Brightstars, this has been rated as Outstanding by OFSTED. Sessions are from 7.30 to 8.45am and 3.15 to 5.45 pm.

Contact Sam on 07794310461 or email brightstars_2016@yahoo.com.

Starting school

To help your child get ready for school there are a few things that you can practise at home.

- Toileting help your child use the toilet independently
- Conversation, practise listening and speaking, taking turns to respond and model clear speech
- Using a knife, fork and spoon to eat meals
- Dressing self, putting school uniform on, putting on and zipping up coats, putting on own shoes
- Taking turns and sharing, playing collaborative games, learning to lose some games
- Talking about how I feel and how to manage my feelings
- Please label all belongings