

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 at Poplar Farm Primary 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,

8.50am	Registration
9.05am	Phonics
9.45am	Focused learning activity; explore and investigate; small group activities
10.45am	Playtime
11.00am	Focused learning activity; explore and investigate; small group activities
12.00pm	Lunchtime
1.00pm	Registration
1.05pm	Focused learning activity; explore and investigate; small group activities
2.45pm	Assembly
3.00pm	Storytime
3.15pm	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 focused learning activity time, which 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

The school gates open at 8.45am, and the children will walk to the playground, where their class teacher will be waiting for them.

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 off zone. This is a drop off point only. Please do not park in the drop off area. Parking is for staff only, there are four parent 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 off zone and reverse park facing the school, parallel to the pavement. Please be aware of children leaving cars, and drive with care and attention.



Collection in the afternoons

Please collect your child from the classroom door at 3.15pm. Teachers will dismiss children one at a time. Please let your child's teacher know in advance, who will be collecting your child. 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.

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.



Supporting learning at home

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 that 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. 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;

- Send a message directly to the class teacher on Class Dojo.
- 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 Teacher, please telephone the school office and make an appointment. The office telephone number is 01476 850680.

Information about school events is also available in the weekly 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. 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. It is really helpful if you put a pair of spare pants in the little pocket of your child's book bag, just in case of any accidents.

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 text message 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. Also, we ask that all children bring a pair of named wellies and outdoor trousers, in a named outdoor bag.

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 be worn.
Grey tights or white ankle socks for girls, grey or white ankle socks for boys.
Sensible shoes

For PE children will need
White T-shirt or Poplar Farm T-shirt
Black sport 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 needs 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 5th birthday, you will need to pay through Cool Milk, if they wish to continue for your child to have milk. You can register for school 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 encourage all children to become independent, resilient and curious problems solvers and learners. 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: praise; dojo points; dojo champion stickers; class celebrations; and the weekly star of the week.

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. Our school rules are:

- ✓ We try hard
- ✓ We listen well
- ✓ We look smart
- ✓ We are helpful
- ✓ We show kindness

In assemblies, we explore our school values and 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. Parents of the 'stars of the week' are invited to join us for the Friday Celebration Assembly. We also celebrate children who achieve 100% attendance at the end of each term.

There are 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 for you to get involved, from helping in the classrooms and on school visits to becoming a member of the governing body or the Friends of Poplar association.

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

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; discounted visits and clubs; items of uniform. If you think you might be eligible, please use the following link: <https://www.gov.uk/apply-free-school-meals>



Before school and after school care is provided by Brightstars. They are rated Outstanding by OFSTED. Sessions are from 7.30am to 8.45am and 3.15pm to 5.45 pm.

Contact Sam on 07794 310461 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 independently - putting school uniform on, putting on and zipping up coats, putting on own shoes.
- Writing their name.
- 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 clothing and belongings.



Contact us

Tel: 01476 850680

Email: enquiries@poplarfarmsch-cit.co.uk

Address: Poplar Farm School, Helmsley Road, Grantham, NG31 8XF

