



Lord Deramore's
Primary School

"Striving to be the best we can be"

New Starter's Booklet 2016





Lord Deramore's Primary School

"Striving to be the best we can be"

- 1. Welcome to Lord Deramore's Primary School**
- 2. Early Years at Lord Deramore's** (*The Early Year's Environment, An Example of a School Day, Coming to School, Classroom Routines, Books, Homework, Snack Time, Water Bottles, Dinner Time, Home Time, Lost Property, Codes of Behaviour, Feeling in Control*)
- 3. School Uniform and Equipment**
- 4. Transition into School** (*School Visit in June/July, Starting School in September, Parent/Carer Meeting*)
- 5. The Autumn Term**
- 6. Absences and Medical Matters** (*Absences and Illness, Leave of Absence or Family Holidays, Medicines, Asthma, Illness at School, Accidents, Medical Information and Emergency Telephone Numbers, School Health Service, Community Dental Service*)
- 7. Checklist**
- 8. Forms**





Lord Deramore's Primary School

"Striving to be the best we can be"

1. Welcome to Lord Deramore's

Beginning school is a very special time for the children and yourself. We believe strongly that by working in partnership with each other we can provide the best possible start to your child's school education. We have made our arrangements for 'settling in' flexible enough to give time for the children to become secure in their new surroundings and to give you time to get to know us.

Lord Deramore's – Striving to be the best we can be

At Lord Deramore's we aim to provide a happy, challenging and rewarding environment for all where personal wellbeing is nurtured and positive attitudes to learning, to life and to each other are prioritised and valued in our multi-ethnic community.

We believe that learning is developed at home and school. Parents are partners in their child's education. We want your child to realise their potential, developing independent, enquiring and critical minds. We aim to provide opportunities for children to develop as responsible and mature individuals in a stimulating and exciting environment where positive attitudes to learning are promoted and valued.

*At Lord Deramore's we want all learners to develop their full potential and to strive to **'be the best they can be'**.*

This pack is a useful guide to those first steps into the school setting. It is only one of the ways in which we communicate with you. The teachers and teaching assistant are happy to answer any questions you may have as they arise. We value the information that you give us to help us teach your child and we encourage the children to share their experiences at school with you.

We will also communicate via:

- Parent Pay email service
- School Web Site/Facebook/Twitter
- Your child's personal planner/diary
- Parent/teacher interviews throughout the year
- Individual school reports (Summer term)



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General information about the school, including some school policies, are available on the school website. We operate a paperless system whenever possible and letters are emailed via Parent Pay (you will receive a personal login for your child to activate your account) unless they have a response form. We also have a Facebook Page and a Twitter Account to keep you updated with what is happening in school.

www.lordderamores.com

<https://www.facebook.com/lordderamoresprimaryschool/>
[@lordderamores](https://twitter.com/lordderamores)

Other ways to contact us:

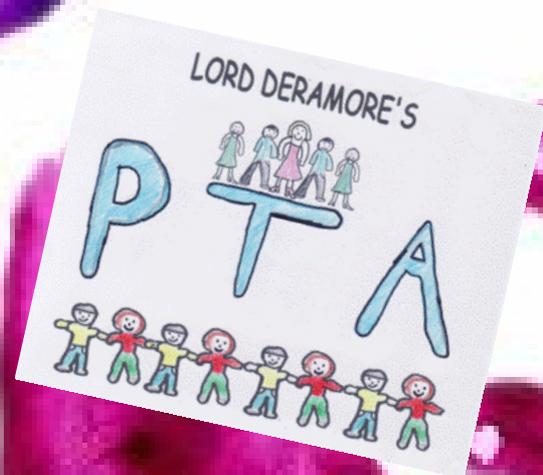
Lord Deramore's Primary School
School Lane
Heslington
York
YO10 5EE

Tel. 01904 553890

email: lordderamores.primary@york.gov.uk

The school has an active and very supportive Parent Teacher Association (PTA). Run by a committee, they organise various money raising events to fund the acquisition of books and equipment at school. Please watch out for regular letters regarding events throughout the year.

An Out of School Club run by a committee of parents, offers a 'Breakfast Club' and 'After School Club' on site. For more information contact Adele at the Kid's Kabin next to the staff park, (Monday to Friday 3.00 pm - 5.45 pm, term



car
time

only), by telephone on 01904 416311 or by email at kidskabins@gmail.com.





2. Early Years at Lord Deramore's

The Early Years Environment is designed for **young children** with areas which allow the children to make choices about their learning. It encourages children to develop independence and to actively seek out new experiences. The outside area is an extension of the classroom and is used continuously throughout the day and all year round.

We believe in 'child led learning' and staff teach children while they play, following their natural interests and building on and extending their skills and knowledge. Teaching follows guidance in '**Early Years Foundation Stage**', a document that gives guidance for all settings providing for children from birth to 5 years old. The document outlines Characteristics and Effective Learning and seven areas of learning (3 prime areas and 4 specific areas)

The **Characteristics of Learning** are ways in which children engage with other people and their environment. They underpin learning and development across all seven areas and help children be effective and motivated learners.

They are:

- * Playing and Exploring
- * Active Learning
- * Creating and Thinking Critically

Three prime areas:

- * Communication and Language
- * Physical Development
- * Personal, Social and Emotional Development

Four specific areas:

- * Literacy
- * Mathematics
- * Understanding the World
- * Expressive Arts and Design





Monday

TUESDAY
WEDNESDAY



An Example of a School Day

8.45 am Door is opened, children arrive and complete routines. Parents are welcome to come in, help their child settle, talk to staff and look at the classroom and Learning Journey books

8.55 am Door is closed. All children should be in the classroom
Extended play

11.30 – 11.45 am Whole class session

12.00-1.00pm Lunchtime

1.00 pm Afternoon school starts Extended play continues.

2.30pm Playtime for Early Years and Key Stage One children

2.45 Whole class story/song and chat about their day

3.15pm The teacher brings the children to the class door to be collected by their parent/carer

Extended play is an important part of the Early Years Day. It is a chance for children to become involved in their activities and learn new things.

Children play in their chosen areas. The door to the outdoor area will be opened allowing children to choose where they play. Staff will play with the children in the areas they are in. They will observe, interact, join in the play, ask questions, introduce new words, support and extend knowledge and skills. There will be three focus children each week who staff will spend more time with, adding photos and observations to their learning journey books. There will be time the following week for parents/carers to come to school to talk to staff about their child's learning. Fruit snacks and milk are available for children throughout this extended session.

There are a number of whole class sessions each day where particular skills and knowledge are taught. These include phonics, maths, talk for writing, busy fingers/handwriting and story sessions. There are also whole class lessons of PE, ICT and forest schools.

Early Years children attend Assemblies at different points in the year.

Thursday

FRIDAY



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Coming to School

- * Walk, cycle or scooter to school if at all possible.
- * If coming to school by car, please park in designated areas around the school not in the school car park, which is for staff only.
- * Do not reverse into the school entrances or on to Field Lane.

A helmet should be worn when cycling and bikes should be dismounted at the school gates. Bikes and scooters should be pushed once in the school grounds.

Parents and children should enter school by the pedestrian paths on School Lane - this may change when the building work is completed in November.

Entrance to the Early Years classroom is via the blue door down the side of school from the playground.

The Early Years door opens at **8.45am** and shuts at **8.55am**. If you arrive after the door has been closed, please take your child to the school office. *Lateness is monitored by an educational social worker.*

For safety reasons children are not allowed to play on play equipment in the morning or after school.

Classroom Routines

We are delighted to see children:

- * carrying their own belongings into school
- * hanging up coats by themselves
- * putting water bottles away
- * putting books bags in the box
- * finding their name for self-registration
- * knowing what they are doing for lunch



Books

Your child will bring a selection of books home from school. Please teach your child to look after them carefully. They will each have a planner to record details of what they have read and to pass messages between home and school. You will be asked to replace any lost or damaged books or planners. We ask that you provide a book bag to keep books and planners in and that you do not keep water bottles in the book bags. We expect you to read regularly with your child, just 5 minutes each day is fine, and to record their progress in the planner with a short comment about how they enjoyed and understood the book.



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Homework

Children will have a weekly task to do with an adult at home. The type of activity will vary and may include creating something, playing a game or practising a skill we have learnt at school. The homework will be sent out via email each week.

Snack Time

As part of our promotion for healthy eating, Lord Deramore's School is part of a National Fruit and Vegetable Scheme. In Early Years a free piece of fruit or vegetable is provided for each child each day in the morning and the afternoon. You do not need to provide a snack.

Milk

We are part of the 'Cool Milk' scheme, providing milk for children in primary schools. Milk is free for children under five and is subsidised at 22p per day for over fives. If you would like your child to have milk each day, please visit www.coolmilk.com to register.

Water Bottles

Children are encouraged to drink water regularly throughout the day to stay hydrated. We ask you to send a **named** water bottle, filled with **plain water**, with your child each day.

Dinner Time

Children eat lunch at tables in the hall. You can choose what type of lunch your child will have – either school dinner, packed lunch or a home dinner. This may vary on a daily basis, however it is important that your child knows what type of dinner they are having.

School Dinner

The school kitchen serves a choice of lunches (including salads and vegetarian options) daily. Menus are usually displayed on the kitchen window. School meals are free of charge for Early Years and Key Stage One (infant) children. Your child is encouraged to enjoy their food but is not forced to eat it. If they do not like something they can choose not to have it on their tray. If the Midday Supervisors are concerned that your child isn't eating enough at lunchtime they will inform the class teacher, who will then let you know. Drinking water is provided. When the children have finished their meal, they go out to play until 1.00pm.

Home Dinner

There may be times that your child needs to be a home dinner. You will need to collect your child from the usual classroom door at 12pm and return them to the school office in time to start afternoon school at 1pm.



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Packed Lunch

Your child may prefer to have a packed lunch. They will need a named lunch box. In addition to their water bottle kept in the classroom, you must send a drink in their packed lunch. We encourage healthy eating as detailed in our Food Policy. Please note that sweets, chocolate bars and fizzy drinks are not allowed. Please do not send cans or glass bottles into school. We have children in school with severe food allergies. To reduce the risk of an attack to these children **we ask parents not to send nuts** into school and children are not allowed to share food.

The lunch boxes are stored on a blue trolley (marked EY) that is kept in the covered area in the main playground. Please ensure that you arrive at school in good time in the mornings so that your child can put his/her lunch on the trolley – they will then know where to find it. The children eat lunch in the hall. When they are finished they go out to play until 1.00pm. We ask the children not to throw anything away, apart from drink and yoghurt cartons, so you can see exactly what they have eaten at lunchtime. Please remember to collect pack up boxes at the end of the day.

There will be an opportunity to **try a school dinner** with your child, before they start school in September. You are invited to come for lunch on one of the days during the **week beginning 11th July**. You can try a school dinner and help your child see what it will be like at lunchtime. You will have indicated your preference on your form sent with the welcome letter. If you didn't, please contact the school office to arrange a day.

Home Time

The children leave school via the classroom door at the side of school from the playground. The class teacher will hand each child over to their parent/carer. We do not let children go home with any other adult unless we have their name on our 'collecting from school list' or we have the written permission of a parent. A note should be put in the child's planner or in a letter. In an emergency you may phone the school office with changes to the collection arrangements. If we do not have written permission for an adult to collect your child, we will ring you to get verbal permission before handing your child over. After all the children have been safely 'handed over' to their parents, anyone wishing to see the teacher is welcome in school. If the teacher is unable to see you at that time, they will arrange another time convenient for both of you. Once a child has been handed over to a parent/carer we expect them to be supervised by that adult at all times whilst on the school premises.

Please note that the play equipment on the school grounds is for use within the school day only. For safety reasons no pupil is permitted to play on equipment **before** or **after** school.



Lost Property

At home time, if your child has forgotten their jumper or some other personal belongings they may come back in to collect them, or you may come inside to help them look. However, for children's safety and security we ask you not to come back into the classroom until all the children in the class have been collected. We have a lost property collection bin in the key stage 1 corridor where items without names are put. Named items are returned to the child.

Please **label everything** clearly so that your child can recognise their own belongings and so that other children/adults in school can see who items belong to.

Codes of Behaviour

At Lord Deramore's our school rules are based on everyone's right to be safe and happy at school:

- * walk quietly around school
- * be polite and show respect to others
- * co-operate with the adult in charge
- * arrive in school on time and be ready to learn
- * have fun but don't spoil other people's fun



Each class also discusses and establishes a set of rules appropriate for them. In Early Years these rules may include listening carefully and taking turns to speak, being kind to others and sharing toys, looking after their own belongings and the toys in the classroom and to stop and listen when an adult asks.

In Early Years, if a child chooses not to follow the rules then the teacher will talk to them about the rules and ask them to think about their behaviour. If they continue to not follow the rules the teacher may ask them to sit out of an activity, miss some playtime or will write a note home in the child's planner. More details of our behaviour policy can be found on the school website.



Feeling in Control

A child feels more confident and independent if they are able to cope with the everyday tasks of life by themselves. Being able to use the toilet independently is very important to a child. Children may go to the toilet at any time but we also remind them to go at break times and lunch time.

They should be able to:

- * flush the toilet
- * use the urinal (boys)
- * use the taps, the soap dispenser and the hand drier

Take the opportunity on one of the school visits to use the facilities!

If at the moment your child is not able to use the toilet independently, train them over the next few months so that they will be able to by the time they start school. If you have any concerns about your child and toilet training, please seek advice from your health visitor or come and talk to us.

Teach your child to:

- * dress and undress independently as quickly as possible
- * know their own clothes and footwear
- * recognise their name on their things

If your child is going to have a school dinner they need to be developing their use of a knife and fork. If they are having a packed lunch can they cope with the wrappings and drinks container? It is useful to let them know what is in their box each day.

It is important that you let us know of any illness or medical condition your child may have.

If you have any questions about what we are doing in school and why we are doing it, or there is something you are concerned about, please come and talk to us.

Little problems can become big ones if they are not discussed. Please don't hesitate to ask.

Remember: However your child reacts to school reassure them that everything is going to be all right. Your attitude to school will help to shape your child's attitude throughout their school life. The teachers and teaching assistant are your guides and support - please use them; they want to help your child to learn and grow in a happy, supportive environment.



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3. School Uniform and Equipment

Uniform

Many items of uniform are available from High Street stores and local supermarkets. However, uniform items bearing the school logo (i.e. polo shirts, sweatshirts, cardigans and fleeces) are available from:

Keal Teamwear
105 Walmgate
York
YO1 9UA
01904 624497

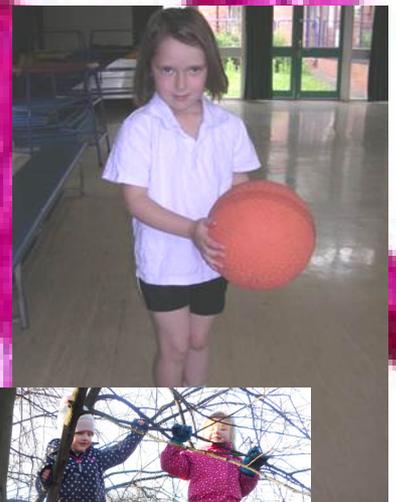
PE

PE kit should be kept in school in a **drawstring bag**. In case of any accidents, please keep spare pants and socks in the kit.

Long hair should be tied back. Spare hair bobbles should be kept in PE bags.

Jewellery

Jewellery and watches **should not** be worn. We prefer earrings to be removed for PE. They may also be taped over with surgical tape – you must supply this and keep it in your child's PE bag. Nail polish, make-up or tattoos are **not** allowed.





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Uniform

Royal blue sweatshirt/fleece/cardigan
White/royal blue polo shirt or blouse/shirt
Grey/navy skirt or pinafore dress
Grey/navy trousers or shorts
Blue and white checked dress
Plain black/navy shoes with velcro fastening

PE Kit

Shorts (dark blue or black)
White T-shirt
Sweat shirt (dark blue or black)
Jogging bottoms (dark blue or black)
Socks
Spare pants
Trainers with velcro fastening for outside PE **after** Easter
A drawstring bag large enough to hold all the PE kit

Forest Schools

Weather appropriate clothing e.g. waterproof trousers or sallopettes, warm waterproof coat, thermal socks, wellies or snowboots, hat and gloves, sun hat

Wellington Boots

All children should come to school in Wellies on wet/muddy days so that they can be worn for playtimes and outdoor work. These can be left at school if you wish.

Lunch Box

If your child will have a packed lunch they will need a box/bag that is **clearly named** with their full name and class.

Water Bottle

Named and filled with PLAIN water each day

Waterproof Coat

For working outside on wet days and for Forest Schools.

Book Bag

To keep reading book and planner in a good condition.

Please note that we do not feel that your child will need an additional school bag. This will change as your child progresses through school.

Please label all items clearly with your child's name



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4. Transition Into School

School Visits in June and July

Tuesday 21 or Wednesday 22 June

Tuesday 28 June or Wednesday 29 June

Wednesday 6th July

Coming to school for the first time is a step we invite parents to take with their children. You are invited to visit the Early Years Class from **9.30 – 10.30am or 1.30-2.30pm** on **Tuesday 21 June** or from **9.30-10.30** on **Wednesday 22 June**.

A second visit on either **Tuesday 21 June** from **9.30 – 10.30am or 1.30-2.30pm** or on **Wednesday 22 June** from **9.30-10.30** will give you the opportunity to leave your child once they are settled, and enjoy a chat and refreshments with other parents elsewhere in the school.

The final visit on **Wednesday 6 July** will be from **9.30-11.30am** and you will be able to leave your child once they are settled and return at 11.30am to collect them.

The classroom visits are a valuable opportunity to become familiar with the school building and to meet the Early Years Team. These first shared visits to school give the child an experience to build upon.

How to make the most of your visits

Help your child look for something that they are interested in.

Visit the toilets and show them how they are different from home.

Have a look in the hall.

Have a look in the library.

Talk about the visit at home and remember their favourite bits.





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Starting School in September

Tuesday 6 September to Friday 9 September - mornings only (till 12.00)

To help your child with the transition into school, the Early Years Class will start school for mornings only for the first four days. During the afternoons there will be an opportunity to meet the early years team on an individual basis.

During this week you can bring your child any time between **8.45 and 9.45am**.
Remember you are able to stay with your child until they are settled.

Monday 12 September to Friday 16 September - full time

From Monday 12 September, the child will be full time and stay at school until 3.15pm. During this week you can continue to bring your child any time between **8.45 and 9.45am**. You are still welcome to stay until you feel they are settled.

From **Monday 19 September** you will need to bring your child to school between **8.45 and 8.55am**.

Always collect your child on time. They will have had a busy day and as soon as the other children start to go home they can become anxious if you are not there.

Parent/Carer Meeting

The parent/carers meeting during the first week provides an opportunity for parents, children, teacher and teaching assistant to get to know each other.

This is a good time to discuss your child, their needs and strengths, but most importantly what they enjoy and how they are finding their first few days and any questions you may have. If you have any concerns, the Early Years Team are good listeners and will try their best to ease your concerns.

You will be able to sign up for one of these meetings at the New Starter Meeting on 9th June.





5. The Autumn Term

The Autumn Term is a busy and exciting term. Events to look forward to include:

Parents meeting to promote Early Literacy Skills

PTA events

Christmas activities



You will be given more information about each of the above events nearer the time.

If you collect your child from school you will find that the class teacher also puts information in the window about forthcoming events and about things that are happening in class.

Letters are sent home via 'Parent pay'. We only send home a paper copy if a response is required.

Please check the website regularly and follow us on Facebook and twitter.

www.facebook.com/lordderamoresprimaryschool/

www.lordderamores.com

[@lordderamores](https://twitter.com/lordderamores)



6. Absences and Medical Matters

Absences and Illness

When children are away from school, please inform us regarding the reason for absence by telephoning the school office first thing in the morning on 01904 553890, or by email on lordderamores.primary@york.gov.uk. If we have not heard from you, we may telephone you at home. Please contact the school at the start of each day of absence to keep us informed.

Please note that school attendance registers are monitored by an educational social worker.

School policy says - We would like parents/Carers to inform the school of their child's absence as soon as possible, with the reason for absence and the likely length of absence. It is requested that dental and medical appointments are planned for after school but understand that emergency appointments may be during the school day. We would like parents/carers to inform the school. Illness is categorised as an authorised absence in the register.

Leave of Absence or Family Holidays

WHAT THE LAW SAYS:

Schools are regularly audited to ensure that they are following government guidelines and policies. Schools are *not permitted* to authorise holiday requests for the following reasons:

- The availability of cheap holidays or accommodation
- The weather at a particular time of the year
- The holiday happens to overlap the start or end of a school term – this is particularly disruptive to your child's education at the start of the school year in September

WHAT THE HEADTEACHER WILL DO:

In deciding whether to authorise a request for a leave of absence or family holiday, the Headteacher will consider:

- Your child's current attendance record
- The time of the school year
- Individual reasons for the holiday request

PLEASE REMEMBER:

The school strongly recommends that you avoid important Test Dates i.e. May. It is advisable to give 7 days' notice in order for your request to be processed by the school office prior to the start of your absence.



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Medicines

Generally we do not give medication at school and children are not allowed to bring medicines with them. This is very important for the safety of all our children. However, if you have any specific queries please contact the school office.

Asthma

The class teacher keeps the inhalers in a safe place in the classroom. Your child is made aware of where this is and should ask the teacher when they need their inhaler. Please talk to your teacher about the specific needs of your child. We are used to having children in school with asthma, and every effort is made to help them feel confident and comfortable in class.

Allergies

If your child has medication for allergies, such as antihistamines or an epipen, we will need to keep them in school in case they are needed.

Sun Safety

On sunny days, parents and carers should apply once-a-day sun screen to their child *prior* to coming to school. Since some children have allergies to certain creams, *children should not bring creams into school to apply themselves*. Children should also bring a named sun hat to wear on sunny days.

Illness at School

If the teacher feels that your child is not well we will contact you. A form is provided in this pack for you to give emergency telephone numbers and addresses that we may contact if we are unable to reach you.

Accidents

If your child has a minor accident at school, for instance a grazed knee, it will be cleaned with water. Please inform us if your child cannot use plasters because of allergic reactions. However, if your child has an accident and we have any concerns about their well-being, we will contact you immediately. If we feel your child is able to continue at school, we will send you a letter explaining the incident so that you can continue to monitor your child at home. This is particularly important with bumps to the head.

Medical Information and Emergency Telephone Numbers

Please keep us up to date. The health of your child is important to us and we want to provide the safest environment we can for them.



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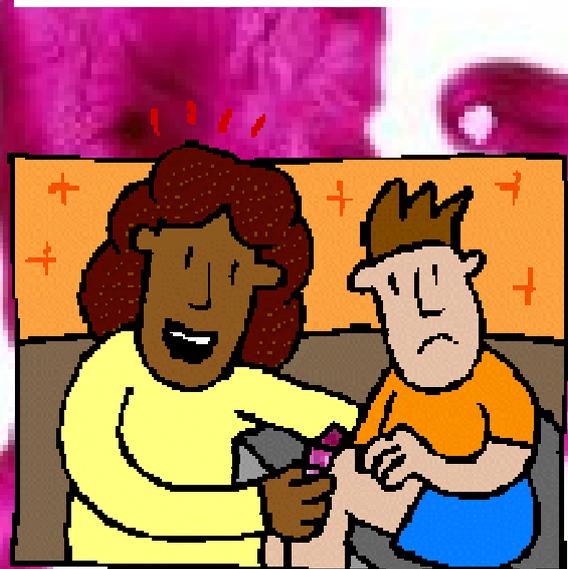
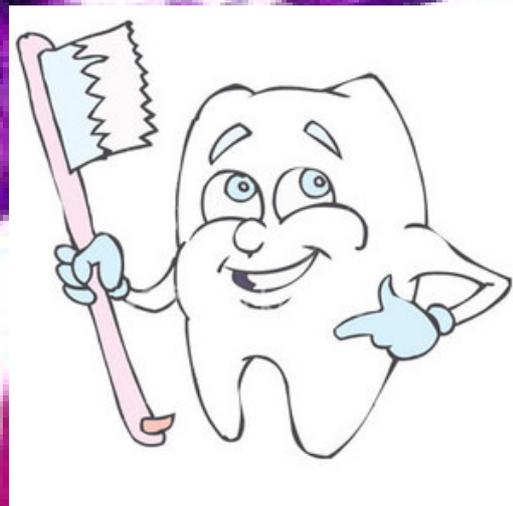
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School Health Service (SHS)

The SHS is a resource for pupils, parents and teachers. The aim is to enable school children to maintain the best possible health, physically, emotionally and socially, so as to achieve their full educational potential and to encourage a healthy lifestyle. The Community Child Health Doctor and the school nurse, work with specialists and other health professionals to support pupils with individual health needs. Screening surveillance of hearing, vision, height and weight is carried out by the school health assistant. Parents will be consulted when there is a need for further follow-up.

Community Dental Service (CDS)

The CDS carries out dental inspections on targeted schools. Parents are recommended to register with their family dentist for treatment.





7. Checklist

- * Book bag
- * Water bottle
- * School uniform
- * School shoes
- * PE kit
- * Spare socks
- * Spare pants
- * Spare hair bands
- * Surgical tape for earrings
- * Large drawstring bag
- * Appropriate clothing for Forest Schools
- * Waterproof coat
- * Wellington boots



ALL BELONGINGS NAMED

Forms

Forms completed by the first week:

- * Lord Deramore's admission form
- * Emergency contacts
- * Change of clothes
- * Photographs/video
- * Trips to the village
- * All about me
- * My family
- * Adults collecting from school

