



Lord Deramore's
Primary School

"Striving to be the best we can be"

Welcome Pack

MEICOWE BACK





Lord Deramore's Primary School

"Striving to be the best we can be"

1. Welcome to Lord Deramore's

We would like to offer you a very warm welcome to Lord Deramore's Primary School. We believe strongly that by working in partnership with each other we can provide the best possible school education for your child.

Lord Deramore's

Striving to be the best we can be — Nurturing Learners for Life

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 starting at Lord Deramore's. It is only one of the ways in which we communicate with you. The teachers and teaching assistants 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:

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



Organisation

We have seven classes in school organized into three phases:

Phase 1	Phase 2	Phase 3
Early Years	Year 2	Year 4
Year 1	Year 3	Year 5
		Year 6

We have a number of support staff who work throughout school alongside our teachers.

The School Day

- 8.40am Gates to the playground open for access to the classrooms. EY, Y1, Y2—parents may accompany their child to the classroom, Y3 to Y6 children walk around the building to access their locker area
- 8.50am School day begins with registration in classroom
- 10.30am Playtime for Y2 to Y6
- 10.45am End of playtime
- 12.00pm Lunchtime
- 1.00pm Afternoon school starts
- 2.30pm Playtime for Y2
- 2.45pm End of playtime
- 3.15pm End of the school day



Lord Deramore's Primary School

"Striving to be the best we can be"

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 or in the Church car park and 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 or Field Lane.

Gates to the school playground will open at 8.40am to allow access to classrooms. Children should be in class ready for register and to start learning at 8.50am.

If you arrive after the class door has closed at 8.50am, please take your child round to the school office where they will be taken to the classroom.

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

Classroom Routines

Throughout school, we encourage independence and responsibility for belongings. We expect children to organise themselves each morning and afternoon, packing and unpacking bags and remembering the equipment they need each day.

Books

Each class send children home with reading books and library books as well as a personal planner. We expect the children to look after these books and a book-bag is helpful (particularly in EY, Y1 and Y2—but not essential) in keeping the books in a good condition. The planner is used 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 expect you to read regularly with your child and to record their progress in the planner with a short comment about how they enjoyed and understood the book. Each class have their own routines about how often books are changed and you will be informed of these by their class teacher.



Lord Deramore's Primary School

"Striving to be the best we can be"

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 ParentPay (an electronic communication system to which you will receive a personal login for your child to activate your account when you join school) 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>

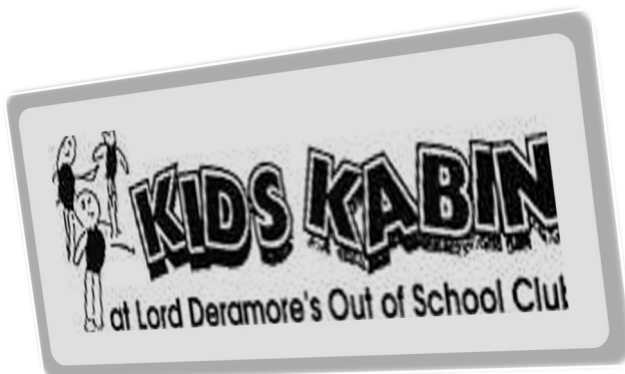
Other ways to contact us:

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 Friends of Lord Deramore's group which is run by a committee of parents, carers and helpers. They organise various fundraising events to enable school to provide additional books and equipment for the children. Please watch out for regular letters regarding events throughout the year.



At school there is an Out of School Club run by a committee of parents, staff and Governors, which offers a 'Breakfast Club' and 'After School Club' on site for those children attending Lord Deramore's Primary School, during term time only. For more information please email kidskabins@gmail.com or call 01904 416311- Monday to Friday 3.00 pm -

5.45 pm. There is also more information on the school website. Please note there is no car parking available for the club.



Lord Deramore's Primary School

"Striving to be the best we can be"

Homework

Each week, children throughout school receive the following homework:

Early Years:	One task chosen from a half termly menu of activities Half-termly maths skills to practise Reading books
Year 1	One task chosen from a half termly menu of activities Half-termly maths skills to practise Reading books Spellings
Year 2-4	One task chosen from a half termly menu of activities Half-termly maths skills to practise Reading books Spellings Weekly mathematics homework
Year 5-6	One task chosen from a half termly menu of activities Half-termly maths skills to practise Reading books Spellings Maths—weekly

Snack

Children from Years 1-6 may bring a piece of fruit as a snack for morning break.

In Early Years, Y1 and Year 2 a free piece of fruit or vegetable is provided for each child each day in the afternoon.

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 23p per day for over fives. If you would like your child to have milk each day and they are 5 or over, please visit www.coolmilk.com to register.

Water Bottles

Children are encouraged to drink water regularly throughout the day to stay hydrated.

Please send a **named** water bottle, filled with **plain water**, every day. No glass bottles please.

Dinner Time

Children may have a school dinner or bring their own packed lunch. This may vary on a daily basis, however it is important that your child knows what type of dinner they are having so they can inform staff at morning registration.



Lord Deramore's Primary School

"Striving to be the best we can be"

School Dinner

The school kitchen serves a choice of lunches (including salads and vegetarian options). Menus are displayed on the notice board in the school playground, the main window at the entrance to school and are also on the school website. School meals are free of charge for Early Years, Y1 and Y2 children. Children in Y3 through Y6 pay for school dinners currently £2.35 per day per child. Payment is made via ParentPay.

Home Dinner

If your child needs to be a home dinner you will need to collect your child from the office at 12 noon and return them to the school office by 12.55pm in time to start afternoon school.

Packed Lunch

If your child brings a packed lunch, they will need a named lunch box and a drink. 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. We are a **nut free school**—to reduce the risk of an attack to these children **we ask parents not to send nuts or nut products eg Nutella or peanut butter** into school and children are not allowed to share food.

The lunch boxes are stored on a blue trollies (marked for each year group) that are placed outside the school hall on a morning and at the end of the school day. During the day they are kept inside out of the weather. 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 at lunchtime. 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.

Home Time at 3.15pm: Early Years, Year 1 and Year 2

The children in Early Years, Year 1 and Year 2 will leave school via their classroom door. 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. Other arrangements should be put in the child's planner, in a letter or emailed to school via lordderamores.primary@york.gov.uk. In an emergency you may phone the school office (01904 553890) 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. Any children not collected will be taken to the school office by 3.25pm and parents/carers will be contacted. Children going to after school club will be collected from their classroom by staff from the club, taken to the Hall, a register is taken before walking across the playground to the club.

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.



Lord Deramore's Primary School

"Striving to be the best we can be"

Home Time at 3.15pm: Years 3 through Year 6

Children in Years 3 through 6 will leave their classrooms and make their way to the school playground to meet with parents/carers, unless going to after school club or activities. Those going to after school club will make their way round to the cabins. Any children who are not collected are asked to go back to their classroom so that the class teacher can take them to the office.

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

There are lost property collection bins within each locker room in school together with one near the office. Generally we try our best to return those items which are named to the child, if an item is not named it stays in the bin. At the end of each term all lost property is put on tables outside school for items to be reclaimed. Any unclaimed items with a school logo on will be put for sale in the second hand uniform collection and other items will be taken to local charity shops.



Please **label everything** clearly with your child's name, this is very helpful.

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

Those who choose not to follow the rules are given a verbal warning, if behaviour continues, a further warning is given and the child may be moved. A third warning will result in missing 5 minutes of playtime—this will be recorded in the behaviour book. A fourth warning will result in missing the whole playtime and the Head teacher or Phase Leader will be informed. Parents will be informed at this stage, through the planner.

For more details, please read our Behaviour and Consequences Policy on the school website.

www.lordderamores.com



Lord Deramore's Primary School

"Striving to be the best we can be"

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

Email: enquiries@keal-teamwear.com

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 fastenings children can manage themselves

Open toed shoes/sandals in summer are not recommend

PE Kit: to be kept in a drawstring bag large enough to hold all the PE kit

Indoor

Shorts (dark blue or black)

White T-shirt

Outdoor

Warm top—fleece/sweat shirt (royal blue, dark blue or black)

Jogging bottoms (dark blue or black)

Trainers / Socks

Forest Schools: to be kept in a named, strong plastic carrier bag

Weather appropriate clothing e.g. waterproof trousers or sallopettes

Warm waterproof coat

Thermal socks—or one or two thick pairs socks

Wellies or snowboots

Hat and gloves, sun hat

Please label all items clearly with your child's name

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

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.



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 will telephone you at home/work to find out the reason for your child's absence. 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 or school holidays, but understand that emergency appointments may have to be during the school day. 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 Head teacher 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.



Lord Deramore's Primary School

"Striving to be the best we can be"

Medicines

Generally in school we will only administer medication when it is essential to do so and where not to do so would be detrimental to a child's health. We will only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. We do not give medication that has been bought over the counter at a chemist. Children are not allowed to bring medicines with them into school. 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 any 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. If your child needs an inhaler, please ensure we have one in school which is in date.

Allergies

If your child has medication for allergies, such as antihistamines or an Epi-Pen, we will need to keep them in school in case they are needed. Please advise school immediately if this is the case and ensure all products are in date.

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 as per the details provided on the school admission form.

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.



Lord Deramore's Primary School

"Striving to be the best we can be"

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.





Lord Deramore's Primary School

"Striving to be the best we can be"

Checklist

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



ALL BELONGINGS NAMED

Forms & Documents

- * Admission and Consent form
- * Adults collecting from school
- * Home/school agreement
- * Birth Certificate / passport
- * New Service Child into School

