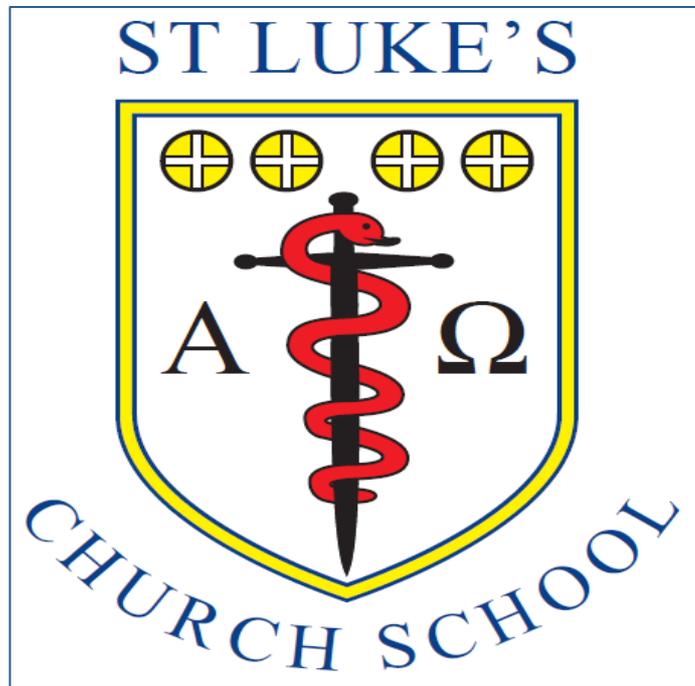


# St Luke's C of E Primary School



## Reception Class Handbook

School Office: 0161 770 8404

Text/Voicemail Service: 0161 375 0042

(Available 24 hours)

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# Dear Parents,

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Welcome to St Luke's C of E Primary School! We had a lovely couple of weeks meeting the new children and getting to know them before the holidays. We are now looking forward to settling them into a routine and taking them through the first year of the learning journey.

## **Learning Journeys and Children's Achievements At Home**

Children's learning in Reception is documented through their 'Learning Journeys', which many of you will be familiar with from your children's nursery settings. These include photos, notes, pieces of work and comments from children showing what they can do and what they have achieved.

This year, we will be using an electronic format for our Learning Journeys, called *2Simple*. This will allow us to add video and sound evidence, as well as making it easier to share with you on a more regular basis. Children's observations will be 'published' on *2Simple* at the end of each half term, which you will then be able to look at via your device (if this is a problem, we'll be happy to have you come in and look at them using ours). More information will follow about how you can do this and, again, should you need any help with this, please ask – we'll be more than happy to help you get started, once we're up and running ourselves. **Please be assured all photos, details, comments etc. are completely confidential and shared only with members of staff, and yourselves once you have access (to your child only). They are not available to view online without our login details.**

Throughout the year, you will also be able to add your own observations via your phone, computer or tablet, using email, showing us things children have said or done at home. Again, more information will follow – please bear with us as we get started with this new system.

In the meantime, we'd still love to know what children do with you at home – family celebrations, trips out, comments made, achievements such as dressing themselves, counting, writing their names etc. – Please share these with us however you feel best, e.g. with a photo, a note or by telling us when you collect or drop off your child.

If your child receives any certificates out of school or just does something that they are very proud of we would like to celebrate this with the rest of the class and the school. In the Friday afternoon assembly we have a time for children to come out and share their achievements with the rest of the school.

## **Homework**

There is no formal homework for reception children to complete, other than reading and Sign and Shine work (see below). **If at any point you have any concerns about your child's development, or would like more information or advice on ways to support them at home, please do ask us.**

## **Home Reading**

We teach reading through a combination of Sign and Shine and phonics. Sign and Shine is a great way for children to learn key words by also learning how to sign them using Makaton (as some of them may have seen on TV programmes like Something Special). We will hold a parent workshop to give you more information about this later in the half term. Dates will follow.

Once the children are settled, they will all be given one of our "scheme" reading books that we would like you and your child to share together. Initially they may be unable to read this book independently, and that is fine, independent reading is not the main objective, what we want to develop is a love of reading for both you and your child from the very beginning of their education process. **We ask that you read with your child at least 3 times of week, whenever possible and record each read in their reading record.** Once your child recognizes their first set of keywords they will then be given a "First Words" book, these books are linked to the set of Sign and Shine words your child has recently learned, and they should then be able to read these books independently and can use their signing knowledge to support their reading process. **We will also be reading with children in school, so it is important that your child brings their books to school every day.**

Children can also bring home **a library book each week** to share with you. For example, read it to your child, or just look at the pictures and talk about what is happening: who are the characters? How do they feel? What might happen next? **Please return library books each week before choosing a new one.**

**Reading with your child regularly and helping them to practice their own reading skills really does make a big difference and we really appreciate the time you take to do it. If you need any support or advice with this, please come and see us.**

## **PE kits**

Children will have PE every **Monday and Thursday**. Children should bring a PE kit into school in a St. Luke's PE bag, (which can be bought from school at a cost of £3-00), **with everything clearly named**. P.E kit consists of a yellow t-shirt, blue shorts and black P.E pumps, we suggest that you also include a spare pair of socks and underwear also just in case. This will be sent home at the end of each half term to be washed and should be returned when children come back to school after the break.

## **Wellies**

Children love to explore our brilliant new outdoor space and Forest School area. However, it can get quite muddy especially when it has been raining, so if your child could bring a spare pair of wellies (with their name written inside) to keep in school that would be a big help. Don't worry if your child doesn't have a spare pair there are a few pairs that we have in school. However we do not have enough for everyone.

## **Our Creative Area**

We would really appreciate it if you could bring in any empty cardboard boxes, newspapers, buttons, material, tubes (no toilet rolls please). The children love to make models of all sorts of things and we use them all the time.

We would also really appreciate any comics or magazines suitable for children to use either as reading material in our reading area or role play, or to cut up for collage in the creative area.

## **Keeping in Touch**

A newsletter will go out to all parents in school regularly to keep you informed about some of the activities and experiences children are taking part in within the whole school.

Reception's page on the school website will have more information about what we are learning in class, and this will be updated each half term.

Our Twitter account can be accessed through our website and this will contain more regular updates about what we are doing and reminders about what's coming up.

We also have an assembly each Friday afternoon, which celebrates events and achievements throughout the school that week and you are very welcome to attend this. Children love seeing you there!

If at any time you have any questions or worries, please see Miss Campbell, Miss Moseley or Miss Saeed.

We hope this helps you get to know a little bit more about our class and we look forward to getting to know you and your child.

Thank you

**Miss Campbell**

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# Message from the Headteacher

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Dear Parents,

This booklet has been written to provide you with information about St Luke's CE Aided Primary School for the coming year. We have tried to set out the information as clearly as possible but should you have any queries or concerns please do not hesitate to contact the school.

Information can also be found on our website ([www.st-lukes.oldham.sch.uk](http://www.st-lukes.oldham.sch.uk)). News and other information will be updated on a regular basis. We also, at times, send messages via our text / voicemail messaging system which can also be used by parents to report absences. (0161 375 0042)

We look forward to working with you this forthcoming year to ensure your child makes good progress and enjoys school in a safe and caring environment.

Please remember you are more than welcome to join us for our end of the week assembly each Friday at 2.40pm.

Yours sincerely

Mr Ian Walsh

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# School Staff

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## Senior Leadership Team

Mr Walsh	<i>Headteacher</i>
Mrs Dickinson	<i>Deputy Headteacher</i>

## Classroom Staff

Reception	Miss Campbell	<i>Class Teacher</i>
	Ms Moseley	<i>Teaching Assistant</i>
	Miss Saeed	<i>Teaching Assistant</i>
Year 1	Mrs Connell	<i>Class Teacher &amp; SENCO</i>
	Mrs Downing	<i>Higher Level Teaching Assistant</i>
	Mr Rahman	<i>Teaching Assistant</i>
Year 2	Miss Hoggard	<i>Class Teacher</i>
	Mrs O'Hara	<i>Teaching Assistant</i>
Year 3	Mr Elliottt	<i>Class Teacher</i>
	Miss Mellor	<i>Teaching Assistant</i>
Year 4	Mr Wilbur	<i>Class Teacher</i>
	Mrs Cavanagh	<i>Teaching Assistant</i>
Year 5	Mr Furlong	<i>Class Teacher</i>
	Miss Metcalfe	<i>Higher Level Teaching Assistant</i>
	Mrs Bolton	<i>Teaching Assistant</i>
Year 6	Mrs Hurst	<i>Class Teacher</i>
	Mrs Trickett	<i>Higher Level Teaching Assistant</i>
	Miss Frost	<i>Additional Support</i>

## Support Staff

Mr McGonigle	<i>Family Liaison Officer</i>
Mrs Wrigley	<i>Business Manager</i>
Mrs Scholefield	<i>School Administrator</i>
Mr Murray	<i>School Caretaker</i>

## Before & After School Club

Mrs Trickett	<i>Before &amp; After School Club Manager</i>
Mrs Hickman	<i>Before &amp; After School Club Co-ordinator</i>
Miss Dunks	<i>Before &amp; After School Club Playworker</i>

# Key Information

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## ARRIVAL AT SCHOOL AND HOME TIME

### School opens at 8.50 a.m.

The children come in through the playground to the classroom door, where they will be met by the class teacher.



The doors open for children at 8:50am ready for lessons to begin at 9.00am. It is essential that children are seated in their classroom at this time for a prompt start to the day. Please be punctual and allow your child to come into school independently.

Should there be an occasion when you arrive after 9 a.m. please report to the school office via the Main Entrance.

### School finishes at 3.15 p.m.

Please be in the playground at 3.10 p.m. as younger children can get very distressed if parents are not present when the doors are open. In the infants, each child is dismissed individually as we see each parent. Junior children make their own way out to meet parents but are instructed to come back into school immediately if their parents/carer are not there. Should you be running late for any reason, please telephone to let the school know so that children can be looked after. **From 3.25pm children will be placed in after school club and parents will be charged appropriately. We do not allow smoking or dogs in the school playground.**



**For safety reasons may we remind parents NOT to park in school grounds.**

## SCHOOL BAGS



Your child will need a schoolwork bag to take reading books, their own work and school letters home. Please send the bag into school every day. The St Luke's book bags (£3.00) are available from the school office at the main entrance.

## BREAKTIME



We provide milk and fruit for children in Reception, Year 1 and Year 2 classes at break-times. We also have a 'fruit shop' where children in Years 3, 4, 5 and 6 can buy fruit.

## LUNCH



We would like every child to take advantage of our excellent healthy school meals by having a school dinner. Our school cook provides an extremely extensive menu of very nourishing, well-balanced meals that all our children thoroughly enjoy.

**We are a Healthy Eating School with several certificates and awards for promoting good practices for health and well-being.**

## PACKED LUNCHES

If your child chooses to bring a packed lunch to school, can you please ensure that you send them in with a healthy meal. We do not allow children to bring in chocolate bars, fizzy drinks or sweets.

## DINNER MONEY

Dinner money needs to be paid in advance as we have no credit facilities. It should be sent in with your child on a **MONDAY MORNING**. The correct amount for the week should be in an envelope clearly marked with your child's name, class and amount. Dinners are only £2 per day! Please hand in dinner money to the class teacher or put it in your child's book bag for them to hand to the teacher.

## FREE SCHOOL MEALS



If you think your child could be entitled to Free School Meals then it is essential that you apply to the Welfare Benefits Dept. at the Civic Centre, Oldham (0161 770 6688). All infant children are now entitled to a free meal.

## EXTRA-CURRICULAR ACTIVITIES

There will be a variety of activities on offer throughout the year. Your child will be bringing home the details in the near future of any clubs they would like to take part in.

## SWIMMING

It is a requirement of the National Curriculum that all children attend swimming lessons during Key



Stage 2. Year 4 children will be going swimming every Monday afternoon throughout the school year. Can you please ensure that they always bring their swimming kit to school (trunks or swimsuit, towel and swimming cap) as it is important that all the children attend the swimming classes. Can you please ensure that swimming caps are provided for all girls and any boys with long hair. No jewellery should be worn.

## MOBILE PHONES

If your child brings a mobile phone in to school it **MUST** be handed in to the class teacher at the beginning of the day. It will be handed back to your child when school finishes at 3.15pm. If you need to get a message to your child during the school day then please contact the school administrator on 0161 770 8404 and they will ensure any messages are passed on.

## BIRTHDAYS

We always celebrate your child's special day in class and at the end of week assembly. There is no need to send anything into school for birthdays such as sweets, crisps, etc. as we are a healthy eating school and are unable to give them to the children, which can cause upset.

## JEWELLERY, MAKEUP & HAIR



For Health and Safety reasons, children should not wear jewellery for school. Only ear studs are allowed but these must be removed by the child or covered with a plaster for PE and games. We do not allow any children to wear makeup for school. Can we please also ask that any extreme haircuts and hair colouring are left until the school holidays. Girl's hair should be tied back away from their face.

## COATS

Please send your child with a coat every day as the weather is so changeable. We play outdoors at break time and lunch time, so a coat with a hood is preferable.

## SCHOOL UNIFORM

All children in school wear our uniform. Please ensure all uniform items are clearly labelled with your child's name, as we cannot take responsibility for personal items.



The uniform items are:

- School sweatshirt or cardigan (available from school)
- Yellow polo shirt
- Grey trousers for boys. Grey skirt or trousers for girls
- Blue and white or yellow and white gingham dress for girls
- Black shoes only (not trainers)
- White/grey socks or grey tights

Please do not send your child in coloured/patterned socks or tights.

**PE KIT** (which should be kept in school in a draw-string bag):

- Navy blue shorts
- Yellow round neck T-shirt (available from Debonair, at the rear of Oldham market or from school)
- Black pumps

**Please note we send home PE Kits every holiday to be refreshed and to check shoe size, as your child may need the next size of pump for the next term.**

## ABSENCES



Parents need to contact school before 9.30 a.m. if your child is unwell and is not able to attend school. The school now operates a text/voicemail service, the number is **0161 375 0042 (AVAILABLE 24 HOURS)**.

The school telephone number is **0161 770 8404**.

If we do not receive notification of absence there may be a telephone call/text to you to verify the reason for absence.

## HOLIDAYS DURING SCHOOL TIME

Good attendance is key to good progress. Parents **do not** have the legal right to take their child out of school on holiday during term-time and holidays during term-time can have a detrimental impact on your child's educational achievement.

School will NOT authorise any holidays during term time. Please note that a Penalty Notice can be issued when there are at least 5 days unauthorised absence (equivalent to a week's holiday) recorded on your child's register.

If you have any questions about this matter, please do not hesitate to contact Mr. McGonigle in the first instance. A list of the school holidays for 2016/2017 is printed at the back of this handbook.

## MEDICAL INFORMATION



If your child has any specific medical requirements please inform the school. Should your child feel unwell during the school day we will always contact you if we feel your child needs to go home. Please ensure that you provide an obtainable emergency telephone number, preferably a land line number as we do sometimes have an occasion to send a child to hospital for emergency treatment and need to be able to inform you of your child's condition.

**Should your child experience diarrhoea or vomiting, a minimum of 48 hours away from school is required to avoid the risk of infecting other children.**

## MEDICAL APPOINTMENTS

It is really important that dental and doctor's appointments are made out of school hours. We appreciate that this is not always possible but children do miss vital lessons when they are taken out of school during the school day. You must show an appointment card for any appointment in school time. Failure to do so will result in the absence being recorded as unauthorised.

## BEFORE AND AFTER SCHOOL CLUB

The Breakfast Club runs from 7.45am – 8.50am (£5.00 per session). The After School Club session runs from 3.15pm – 5.30pm (£6 per session). We are proud to support our parents by accepting childcare vouchers for both breakfast and after school club. To discuss this further please contact Mrs Trickett in the after school club.

The entrance to both of these clubs is now at the side of the school building and not at the main entrance. Further details and admission forms are available from the school office.

## CELEBRATIONS



We always like to celebrate achievements in our school.

We award “smilies”, stickers and certificates to motivate the children to work co-operatively and behave appropriately.

Children are also encouraged to share the accolades they achieve out of school by bringing in cups, trophies, medals and certificates to the Celebration Assembly on Fridays.

The Celebration Assembly takes place every Friday at 2.40 p.m. in the school hall. All parents, friends and carers are welcome to attend.

## What your child needs for school:-

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- School uniform
- School P.E. Kit in a P.E. Bag.
- Warm Coat
- Hat & Gloves
- Book Bag

**Please can you ensure that all items of clothing have your child's name on them in a permanent marker or are fixed with non-removable name labels.**

### Safeguarding Children

**Parents should be aware that the school would take any reasonable action to ensure the safety of pupils. Where the school is concerned that a child may be the subject of ill treatment, neglect or other forms of abuse, staff must follow Oldham Child Protection Procedures and report their concerns to Oldham Social Services Department.**

# Top Tips for Helping Your Child through Their Time at School.

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- Talk to them about school and share their enthusiasm when telling you about their day
- Read with them on a regular basis
- Help them to listen to others
- Help and encourage them with their homework
- Make sure your child is always wearing their full school uniform
- Make sure they have a good night sleep, as not doing really does affect them
- Make sure they have a breakfast every morning
- Ensure sure your child is aware of who is collecting them from school each day
- To remember their lunchbox everyday (*if on packed lunches*)

## Your Concerns

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There may be issues that arise once your child has started school. Please feel welcome to contact school to discuss any issues you may have about your child. Your first point of contact should be your child's Class Teacher.

Head Teacher: Mr. Walsh

Deputy Head Teacher: Mrs. E. Dickinson

School Liaison Officer: Mr. McGonigle

## Anything Else

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Please feel free to pop in to school and speak to our administration staff for any other help and support that you may need.

# St Luke's C.E. Primary School

Tel: 0161 770 8404

## Holiday List 2016 – 2017

**No holiday during term time will be authorised**

<b>School opens on</b>	<b>School closes on</b>	<b>Number of Days in school</b>
Monday 5 <sup>th</sup> September 2016 <i>School opens at 8.50 a.m.</i>	Friday 21 <sup>st</sup> October 2016	35
<b>Closed Autumn Half term</b>		
Monday 31 <sup>st</sup> October 2016	Thursday 22 <sup>nd</sup> December 2016 <i>Close at 2 p.m.</i>	39
<b>Closed Christmas Holidays</b>		
Monday 9 <sup>th</sup> January 2017	Friday 10 <sup>th</sup> February 2017	25
<b>Closed Spring Half term</b>		
Tuesday 21 <sup>st</sup> February 2017	Friday 7 <sup>th</sup> April 2017	34
<b>Closed Easter Holidays</b>		
Wednesday 19 <sup>th</sup> April 2017 <b>Closed (May Day) Monday 1<sup>st</sup> May 2017</b>	Friday 26 <sup>th</sup> May 2017	27
<b>Closed Summer Half term</b>		
Monday 12 <sup>th</sup> June 2017	Friday 21 <sup>st</sup> July 2017 <i>Close at 2 p.m.</i>	30