



# **RECEPTION**

## **September 2022**

### Parent Welcome Handbook

Barnfields Primary School  
Lansdowne Way, Stafford  
ST174RD

Tel: 01785 337320  
[www.barnfields.staffs.sch.uk](http://www.barnfields.staffs.sch.uk)  
Email: [office@barnfields.staffs.sch.uk](mailto:office@barnfields.staffs.sch.uk)

Headteacher: Mr G Ball

## WELCOME FROM THE HEADTEACHER

Dear Parents/Carers,

We warmly welcome you all to Barnfields Primary School.

We know that starting school is an important milestone for you and your child and choosing a school is one of the most important decisions that you can make. You are trusting a school with the care and development of your child. The time your child spends with us is one of the most critical stages of their life as they cover the foundations for all their future education.

At Barnfields, we aim to provide the very best education for your child. Our school vision is that academic excellence runs alongside sporting and artistic excellence. Positive wellbeing is encouraged and supported, enabling our learners to make outstanding progress across the curriculum. We know that every child has their own unique gifts and talents and they deserve a personalised education. We look deeper than just the academics and consider the development of the whole child.

Everything we do at school is underpinned by our school values of Respect, Responsibility, Resilience, Reflection and Positivity. The children use their values to make choices about their learning and behaviour, helping them to develop as responsible citizens of the future. We are incredibly proud of all our pupils at Barnfields and all the staff see it as a real privilege to work here.

This welcome booklet should hopefully answer some of your questions and provide you with key information needed for September so that the transition into primary school is as smooth as possible. We also realise that there will always be other information that parents would like to know or need the school to know about their child. Please do not hesitate to contact us should this be the case.

In the meantime, you can keep in touch with events that are happening in school and plans for September. Our website is continually being updated with information, including a 'new to reception' page. On here, you will also find our digital prospectus which will provide you with a glimpse of the life and character of the school. We also have a Twitter page (@BarnfieldsPS) where we share some of our amazing achievements and day-to-day life of the school. Our PTFA also have a Facebook page, where they share any upcoming fundraising events. They are always looking for volunteers so please contact them directly if you are interested in offering your support.

The partnership between parents and school is incredibly important to us and we looking forward to working with you to give your child the best possible start to their education.

Take care and we will see you all in September.

Kind Regards

Mr Ball

## MEET THE STAFF

		
<b>Mr Ball</b> Headteacher	<b>Mrs Darlington</b> Deputy Headteacher	<b>Mrs Davies</b> Special Educational Needs Coordinator

			
<b>Mrs Walker</b> EYFS Phase Leader and Class Teacher	<b>Mrs O'Connor</b> Class Teacher	<b>Mrs Salt</b> Teaching Assistant	<b>Mrs Wason</b> Teaching Assistant

## SCHOOL LIFE

### Settling in

In the children's first week of school, they will have a reduced timetable. This is to enable both the child and the teacher to get to know each other, and to allow the class teachers to give each new child the right amount of attention. Some children find it difficult to be separated from their parents on the first day. The adults in the setting will support your child to settle into their new environment.



## The first week in September 2022

<b>Monday 5<sup>th</sup> September</b>	Inset Day: School Closed to Pupils
<b>Tuesday 6<sup>th</sup> September</b>	Inset Day: School Closed to Pupils
<b>Wednesday 7<sup>th</sup> September</b>	Reception Children: ½ day attendance
<b>Thursday 8<sup>th</sup> September</b>	Reception Children: ½ day attendance
<b>Friday 9<sup>th</sup> September</b>	All children attended school full-time

### Delivering and collecting your child from school

#### **School starts at 8.50am and the gate is opened at 8.40am.**

We strongly value parent-school partnerships at Barnfields. Every morning, we warmly welcome you into your child's classroom to aid transition and to support positive wellbeing. An activity will be waiting for your child; we encourage you to settle them at the activity for a few minutes before leaving them. This continues throughout the academic year. We expect all children to arrive on time, however, if you are late please come to the office and sign your child in.

**School finishes at 3.10pm.** Please make sure you are always on time to collect your child as some children can find it distressing to be kept waiting. Please wait at the side gate, next to the main reception, where the teacher will dismiss the children.

**Please make sure you are not on your mobile phone when you drop off or collect your child.** Let the teacher (or school office) and your child know if someone different is collecting your child.

#### **Collecting children during the school day**

Please make every effort to ensure that appointments are made out of school hours. However, if this is unavoidable, it is important that we are informed of any absence. Where possible, please show a copy of the letter or text message confirming the appointment to the office. Children should be collected from and returned to the school office where you can sign your child in and out.



#### **Speaking to the class teacher**

We believe in an open-door policy. If you have any concerns or worries, please don't hesitate to arrange to see the class teacher at the end of the school day. Quick important messages can also be relayed to the teacher in the morning. If you would like to email your class teacher, please send correspondence to: [office@barnfields.staffs.sch.uk](mailto:office@barnfields.staffs.sch.uk)

#### **Home / school partnership**

We believe in the importance of working in partnership with parents and, from the moment your child starts school, we nurture that relationship. We respect parents' role as their child's first educator and understand the importance of involving parents in their child's learning and aspirations for the future.

Each week you will receive a newsletter from the EYFS Phase Leader to let you know what your child will be learning the following week.

Your child's learning journey will be updated on Tapestry (an online learning journal) throughout the year. You will be invited to a parents' evening's during the autumn and spring term to discuss your child's progress. If you wish to discuss your child's progress at any other time, the class teacher will be more than willing to talk to you at a time convenient for both parties. In the summer term you will receive your child's full written report.

### Contact details

Should a child be taken ill at school we may need to contact you during the day, therefore please make sure you notify the school with any changes to your contact details.

### Outdoor play

In Reception we operate a free-flow system where the children can choose to learn and play both indoors or outdoors. Children access the outdoors whatever the weather. Please could you make sure your child has a waterproof coat and provide a pair of wellies that can be left at school. If the weather is hot and sunny, please ensure that they come to school in suntan lotion and with a sunhat. You will need to apply the long-lasting sun tan lotion. Please do not send your child to school with lotion as we are unable to apply it.



### Fruit and water

Children are provided with a piece of fruit or vegetable and a cup of milk each morning. Please send in a bottle of water or juice, **clearly named**, every day for your child to drink. They will be refilled in school as and when necessary, but should be taken home each night to wash and refill.

### Lunchtimes

Children can either bring a healthy packed lunch to school with them or order a hot school meal. You can combine packed lunches and hot meals. The menus are available on the school website.

The children are encouraged to eat as much as they can but are never forced. Please ensure that there are **NO SWEETS and NO NUTS** in your child's packed lunch. After lunch the children go out to play.



**All** children in Reception, Year 1 and Year 2 are eligible to Universal Free School Meals. This is optional and parents and carers can provide a packed lunch from home or choose a combination of both the school meals and packed lunches.

Whilst we understand that children in Reception are automatically entitled to a free school meal, some children may be eligible for Pupil Premium Funding. If you would like to find out more information, please contact Staffordshire County Council on 0300 111 8007, apply directly through <https://apps2.staffordshire.gov.uk/web/fsmweb/>. If eligible the school also uses the grant to enhance your child's educational experience. Please see the school website for further information: <https://www.barnfields.staffs.sch.uk/page/?title=Pupil+Premium&pid=27>

### **Toilet**

All the children are shown where the toilets are and are allowed to go whenever they need to but they must ask first. It is very important that we know where they are at all times to keep them safe. Please encourage your child to use the toilet independently and reinforce the importance of washing hands after visiting the toilet.

### **Accidents and emergencies**

We have trained first aiders in school. If a child is hurt in any way, a first aider will look at the child and first aid is applied. If we consider an injury to be of a more serious nature, we will telephone you immediately. If we feel that it is necessary for your child to receive attention at hospital and we cannot contact you, we will call for an ambulance.

### **Health Concerns**

School Nurses carry out regular screenings (e.g. sight, weight and height). If you have any queries or concerns about your child's sight or hearing or any other health concerns, please contact your child's teacher as this may affect your child's learning.

### **THE MAIN POINTS TO REMEMBER:**

#### **ATTENDANCE**

**We expect your child to attend school every day.**

It is a parent's legal responsibility to make sure that their child gets a full-time education when they reach compulsory school age. There may be an exceptional reason why your child has to miss school. If your child needs time off, you must ask the school's permission as far in advance as possible by completing a 'request of absence' form available from the school office.

#### **BEHAVIOUR**

We hold high expectations of pupils' behaviour and conduct at Barnfields; this is driven through our school motto, values and Behaviour Policy. It is a high-functioning, orderly and calm school where everyone understands that we all have a right to learn.

Our Behaviour Policy is underpinned by three principles: ready, respectful, safe. Each principle refers to an element of the children's behaviour and is consistently addressed through the use of common language around each area. These are: *ready to listen, ready to learn (ready); respectful attitude, respectful words (respectful); safe choices, safe actions (safe)*. These are clearly displayed within classrooms and on each school playground.

Additionally, we believe that children learn through example. They are taught the difference between right and wrong and the importance of telling the truth. To support this, we use the 5 STEPS to Good Manners: smile, thank you, excuse me, please, sorry.

We value the importance of celebrating learning, good behaviour and good attitudes towards learning. A system of rewards is consistently applied across all year groups and classes (such as weekly well-done certificates, postcards home and reward days/afternoons). At the end of each half term, two children from each class who have consistently demonstrated the school value are presented with the 'Acorn Award' during a whole school assembly. At the end of each term, two further children from each class are presented with the 'Squirrel Award' which holds more prestige. The selected pupils are awarded with a pin badge (acorn and squirrel), enabling them to proudly share their achievement for the rest of the academic year.

**Please discuss good behaviour with your child and explain what is expected at school.** Always encourage children to say please and thank you and to listen carefully at all times. Talk about sharing and respecting others and the importance of taking turns.

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### **CHANGE IN CIRCUMSTANCES**

**It is important that staff are aware of any events or changes in circumstances that might affect a child's well-being or progress** (e.g. the separation of parents, birth of a sibling, bereavement). Parents/carers are welcome to discuss problems/changes at home with the class teacher.

### **HEALTH**

Please notify the school office by telephone 01785 337320 or email [office@barnfields.staffs.sch.uk](mailto:office@barnfields.staffs.sch.uk) if your child is absent due to illness and let us know if your child has any communicable virus or disease.

**IMPORTANT: After a bout of vomiting or diarrhoea, there MUST be a clear period of 48 hours at home, following a return to normal diet, before the child returns to school.**

### **LATENESS**

**Children arriving later than 8.55am for whatever reason must be taken to the school office so that you can sign your children in.** Teaching and learning begins in our classrooms as soon as the children arrive at school. If your child arrives late they are at a disadvantage. In our Reception classes, the children begin the day with morning activities. Please make sure you leave plenty of time for your morning journey to school to ensure you arrive on time for this important part of the day. Should parents/carers be unexpectedly late collecting their children, please inform the school office.

### **MEDICAL CONDITIONS**

**It is imperative that school is informed of any medical conditions affecting your child such as asthma, allergies etc.** Photographs of all children with allergies are held in the school office and school kitchen. Prescribed medication i.e. inhalers, epipens etc. are kept securely locked in the school office.

### **MEDICINES**

Only medicines **prescribed by a doctor with a named label and clear instructions** can be administered by school staff. A form must be completed and handed into the school office along with the medication. We are also able to administer Calpol at the request of a parent/carers.

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## SCHOOL UNIFORM

All pupils are expected to wear the uniform in full to school every day.

At Barnfields, children wear white collared shirts (long or short-sleeved), together with our school tie (**with the exception of children in Reception, who wear a white polo shirt**). A **red school cardigan or V-necked jumper with the school logo** must also be worn. This is accompanied by a **grey/red tartan skirt/pinafore dress or black trousers** (no leggings, jeans or combat style). **Black tights and black or grey socks** with sensible **black shoes or plain black boots** (no trainers or pumps) for the winter months must also be worn.

We encourage everyone to wear our main school uniform all year round. However, in the summer, children are able to wear black or grey shorts, or a red and white checked summer dress with white socks.

Please note that our PTFA, for a small donation, sell good quality second hand uniform.

### PE Kit

PE kits are an essential part of physical education. They ensure children remain safe whilst being active and are key for personal hygiene. Children will be expected to wear a red t-shirt with logo, black shorts or skirt and black or white socks. A Barnfields hoody is optional. We encourage children to wear inexpensive trainers; we do not stipulate a colour. Additional warm clothing e.g. tracksuit can also be worn when necessary.

### Jewellery

The wearing of jewellery in school is not permitted with exception of one pair of plain studded earrings and watches. This is to ensure the health and safety of the children. Children are not allowed to wear any jewellery for PE and must be able to remove earrings by themselves as staff are not allowed to assist or tape them up. Therefore, if children are unable to remove their own earrings, please do not allow them to wear them on PE days.

Please remember that PE is a legal requirement in which children must participate. With this in mind, we suggest that children having ears pierced do so at the beginning of the summer holiday.

### Hair and Accessories

We expect hairstyles to be presentable and smart without being too extreme. Long hair must be tied back for PE. During lesson time, we encourage hair to be tied back so not to hinder their learning. Accessories, such as headbands, need to be sensible in appearance and size.

### Purchasing Uniform

Our uniform supplier is **Crested School Wear**, who have an outlet on Greengate Street in Stafford town centre. They both online facilities and items can be ordered and delivered to your home address.

## LABELLING OF CLOTHING AND POSSESSIONS

Please make sure that all items of clothing and possessions are clearly marked with your child's name. If you use a biro please check regularly as it washes out and becomes difficult or impossible to read.



## TIMETABLE

**Children may enter their classrooms at any time between 8.40am and 8.50am.** We are unable to accept responsibility for the children before this time and ask parents/carers to supervise their children at all times.

**School finishes at 3.10pm.** At the end of the day, parents/carers are asked to wait outside the side gate, next to the main reception, where the teacher will dismiss the children.

## TOYS ETC. FROM HOME

As a general rule we ask that toys should not be brought to school. Please do not bring anything of value or of a sentimental nature to school as it can cause distress if these items are lost or damaged.



## HOW CAN I HELP PREPARE MY CHILD FOR SCHOOL?

We aim to make the children as independent as possible in all activities. We welcome parental help to achieve this aim, so please encourage them to:

- look after their own belongings
  - follow simple instruction
  - dress and undress by themselves
  - cope with their shoes (i.e. Velcro fastenings)
- manage the toilet independently – establish the habit of flushing and washing hands each time.

## COMMUNICATION AND LANGUAGE

**Speaking and Listening – The home environment is the best place to develop language skills. Talking and listening to children is essential for good language development. Help them to speak clearly and enrich their language:**

- read, recite or sing stories, rhymes, poems and songs
  - comment on the world around
- share their favourite programmes with them and talk about them later
- ask questions and answer their questions – help them to become inquisitive about the world around them.

### **Reading**

**Print is everywhere! – Here are a few suggestions to help your child develop early reading skills:**

- be a good reading role model
- help your child to understand books – discuss the cover, point out the name of the author and the illustrator – which way is the right way up? – where does the story start/begin? – how do we turn the pages over?
- share story books without words to enable your child to tell the story in his or her own words
  - think about the letter sounds (not names) – a group of letters make a word
- talk about the story you are reading – what has happened so far? – why did he do that? – what do you think will happen next? – discuss the characters
  - make home-made books about a particular interest or using family photos etc.
  - visit the local library – it is a wonderful place for both you and your child
    - help them to recognise their own name (not in capitals)
- point out print in the environment – street names, packaging, posters, shop names etc. ▪ encourage left to right sequencing

### **Little Wandle Letters and Sounds Revised**

At Barnfields Primary School we follow 'Little Wandle Letters and Sounds Revised' phonics programme. It is a systematic, synthetic phonics programme and draws on the latest research into how children learn best; how to ensure learning stays in children's long-term memory and how best to enable children to apply their learning to be highly competent readers. For more information, please visit <https://www.littlewandlelettersandsounds.org.uk/resources/for-parents/> The resources on this page will help you support your child with saying their sounds and writing their letters. There are also some useful videos so you can see how they are taught at school and feel confident about supporting their reading at home.

### **Handwriting**

**In order to have good pencil control young children need to develop their muscles and fine motor skills.**

These skills can be developed by:

- showing your child the correct way to hold a pencil.
- let your child use a variety of pens, pencils, crayons etc.
- encourage your child to write their name with a capital letter at the beginning and the rest in lower case. e.g. Alex
  - drawing shapes in sand
- exploring shapes through free drawing and painting
  - modelling with clay, plasticine or play dough

- using scissors
- visiting the playground and park to strengthen muscles - an essential to develop the motor control needed for writing.

If your child does not seem interested in any of these activities, don't worry! They will have plenty of opportunities to master these things in school. Problems may occur if children are urged to write too soon.



### UNDERSTANDING THE WORLD

Children are by nature curious. Encourage and extend this by helping them to observe the world around them. Look at leaves, other plants and trees, encourage them to look at and describe colour. Let them use a magnifying glass. You could follow up things they have observed by looking at information books or visiting a museum.



### NUMERACY

**Numeracy is a part of many aspects of life. You can help develop your child's early mathematical skills during many routine daily activities.**

- ask your child to help lay the table – they will have to collect enough cutlery and crockery for each dinner
  - allow your child to help you cook – this will involve looking at recipes and weighing
    - make sandwiches and cut them into squares, rectangles and triangles
- compare things whilst out shopping – the longer spaghetti, the wider foil, the heavier pack of cheese etc. These comparisons can also continue at home.
  - chant number rhymes and songs.
- help with counting, number recognition and turn taking by playing board games.

- sort everyday objects such as toys and the washing!



### **Before and After School Club**

The Before and After School Club provides wraparound care for all children attending Barnfields School. They provide a happy, safe, warm and stimulating environment for all children to play, learn and develop. They place emphasis on social interaction and provide activities to stimulate children's creativity and sense of fun. Children attending club have access to both planned and free choice activities indoors and outdoors. For more information please contact [barnfieldsextra@googlemail.com](mailto:barnfieldsextra@googlemail.com)

### **PTFA**

Barnfields Primary School Parent, Teachers and Friends Association (PTFA) is a registered charity run by a group of parents, teachers and carers. They are a fun and friendly group of people who all share the same passion to want to enrich, enhance and improve the learning experiences of every child in school. The main function of the PTFA is to help raise as much money as we can for the school and children, whilst offering events and activities which strengthen the school experience for the children. Organising and running events requires lots of help and support and they are always happy to welcome new members. To find out more visit the Facebook page Barnfields PTFA Events or contact them on [pfa@barnfields.staffs.sch.uk](mailto:pfa@barnfields.staffs.sch.uk).

### **Safeguarding**

Barnfields Primary School is committed to safeguarding and promoting the welfare of all of our children and young people. We expect all staff, governors, parents and carers, volunteers and visitors to share this commitment. We have two fully trained designated safeguarding leads in school. These are **Mr Ball and Mrs Darlington**. To contact one of our DSLs, please call 01785 337320. For more information, please visit the safeguarding section on the school website.