

Gayton Primary School



F2 Information Pack

New Intake September 2021

F2 Information Pack

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Information to Return to School

Pupil Information booklet to be returned by Friday 9th July 2021.

'All About Me' booklet- to be returned by Friday 9th July 2021.

Speech Bubble (to be included in classroom) & Family photograph to be returned by Friday 9th July 2021

Welcome from the Headteacher- Mrs McAleny



I am delighted that you have chosen Gayton Primary School for your child's primary education and am very much looking forward to working in partnership with you for the seven years that your child will be with us.

Gayton is an incredibly special school with amazing, caring children, talented staff and wonderful, supportive parents. We are also very lucky to have dedicated governors who work tirelessly to ensure the best outcomes for all pupils and a very active and dedicated PTA who work so hard to fund raise to make a difference to the pupils at Gayton.

Ofsted visited school in December 2019 and the report can be found on our website or alternatively on the school website. They were very complimentary and recognised many of the positives of our school including:

- Pupils being happy in the school;
- Pupils having warm relationships with adults;
- Leaders creating a positive environment where everyone learns together;
- Teachers having high expectations of pupil behaviour;
- Pupils behaving impeccably around the school;
- Pupils genuinely caring about each other
- Pupils, parents and carers say that if they share a concern, teachers quickly sort it out.

I am incredibly proud to be the Headteacher of Gayton Primary School and I am excited that your child will be beginning their journey with us in September. This pack aims to give you more information about our school, particularly in relation to your child's first year.

Welcome from the Co-chairs of Governors- Lindsay Cowan and Lisa Mann.

Welcome to Gayton Primary School



On behalf of the Governing board it gives us great pleasure to welcome you and your family to Gayton Primary School. We are delighted that you and your child are joining our school community this September.

At Gayton Primary School, the Governors, highly skilled and caring staff, parents and pupils work together in a welcoming and friendly environment; with our core values of Friendship, Respect, Perseverance, Truthfulness, Compassion & Courage underpinning everything that we do. We are justifiably very proud of our pupils and their achievements and together, with parental support, we ensure that our pupils receive an excellent quality of education.

It is our privilege to watch as children take their first tentative steps into school and grow into respectful, confident learners and young people. We look forward to welcoming you here in the Autumn term.

Lindsay Cowan and Lisa Mann (Co-Chairs of Governors)

School Values:

A value is a principle that guides our thinking and our behaviour. At Gayton our values are intended to support the personal, social and spiritual development of every child throughout the school.

These are our 6 core values:

Friendship, Respect, Perseverance, Truthfulness, Compassion & Courage.

All staff and children are expected to demonstrate and actively promote our 6 values at all times within school. Our values should be evident throughout all aspects of school life and are reinforced continually within and outside of the classroom.

School Motto:

Our School motto is '**Positive minds, positive futures**'

School Day

Morning session: 8.50 am to 11:30am.

Afternoon session: F2, Y1 & Y2 12:45- 3.15 pm Y3- Y6 -12:45pm- 3:25pm

Children should arrive between **8.40** am and **8.50** am. Initially your child will enter via the infant gate on the main playground. Depending on covid-19 restrictions they may then continue to enter via this gate or they may need to enter via the carpark entrance. We will inform all parents of the arrangements in September. On arrival at school, your child will go straight into the building and into the classroom.

Please be punctual when bringing and collecting your child. If you are unavoidably late when collecting your child, please telephone us so that we can prevent your child from becoming upset. It is also important that the teacher knows in advance if someone else will be collecting your child, especially if s/he is unknown to our staff.

At the end of the day, the reception children are brought out onto the playground. When the Reception children appear on the playground, parents/carers or grandparents etc may make their way onto the playground to collect their child. Once your child has been handed over to you, you are responsible for ensuring the safety of your child.

S4YC provide before and after school care provision on our school site. If your child is attending this care provision, they must be escorted by an adult through the staff car park. Children are not allowed to walk through the car park on their own. S4YC open at 7:45am- 8:50am and then they operate from 3:15pm-6:00pm. Please do not use the school carpark if you are dropping off or picking up your child from S4YC as this is for the use of staff only.

Attendance information.

We are always concerned if a child does not arrive at school. If your child is absent from school through illness, please telephone each morning to let us know – by 9.15am if possible. All authorised and unauthorised absences are recorded in the register. Holidays in term time should not be taken and will be unauthorised unless they are due to exceptional circumstances. Parents will be asked to provide proof of the exceptional circumstance e.g. parents not permitted to take holidays during holiday periods due to shift patterns. If you are planning on taking your child on a holiday during term

time, it is vital that you complete a holiday request form which are available from the school office or via our website.

As a school, we are constantly monitoring the attendance and punctuality of all pupils and want to work in partnership with all parents to ensure the best outcomes for all our pupils. Once your child is of compulsory school age, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk receiving a penalty notice or being prosecuted.

Punctuality information:

Punctuality is important in the development of self-discipline and positive work habits and ensures that your child does not miss valuable learning time or input from the class teacher. All children must be in school for 8:50am and our registers close at 8:55am. If your child arrives late, you will need to personally sign them in as late in the office area. If your child arrives late to school on 10 separate occasions this may result in a Fixed Penalty Notice.

Illnesses or Accident at School

If your child becomes ill or has an accident at school, you will be contacted as soon as possible. We have qualified First Aiders on the school staff. If you cannot be contacted, the First Aider may seek medical help or call an ambulance.

It is essential that we have your home telephone number, any current mobile number, your work telephone number (if appropriate) and an emergency contact number. Please let the office know immediately if any of these numbers change.

If your child is suffering from diarrhoea or sickness, it is vital that they do not return to school until after 48 hours after their last bout of sickness or diarrhoea. This prevents it from being spread to other pupils and staff within school.

Administration of medication:

Children who are unwell should not come to school. If your doctor says your child is well enough to return to school but is still taking a course of medicine prescribed by the doctor, ideally we would like parents to come into school to give your child the medicine. If you cannot come into school to administer the medicine, and you wish a member of the school staff to do this, please send the medicine into school and complete the form '***Request for school to administer medication***' which is available in the school entrance. Please try to arrange doses so that medicines can be taken before and after school rather than during the day if possible.

School Lunches

Hot Dinners

Lunches are cooked on the premises, or children may bring in a packed lunch. Edsential catering currently provide a menu with a choice of hot food. A policy of healthy eating is followed in school and children are encouraged to choose a balanced meal.

All F2- Y2 children are entitled to Universal Infant Free School Meals. Funding is provided by the Department for Education. Mrs Such will ask her class each morning during registration who is having a hot dinner and who is having a packed lunch, your child will just need to put his or her hand up when Mrs Such asks.

Packed Lunches

If your child prefers to have a packed lunch, packed lunches should be brought to school in a suitable container, clearly marked with your child's name. We encourage parents to support the school policy with regard to healthy food when selecting the contents of their child's lunch box. Please note that the lunch boxes are not kept in a refrigerated area. Drinks should be brought in an unbreakable plastic container/flask - no glass bottles or fizzy drinks, please. If your child has a packed lunch, they will be asked to take home their rubbish and anything they have not eaten, this is to ensure parents are aware of how much their child is eating during the school day.

Snack:

As part of the Government's '5 a day' campaign all infant children receive a free piece of fruit or vegetable for them to enjoy at break times. They may also bring in their own snack- fruit or vegetables only. Any snack items other than fruit or vegetables will be returned home with the child. Please be mindful of how you send in your child's snack, using re-usable packaging, for example named snack pots if required.

Key Person:

During the first few days, your child will be allocated a 'Key Person', which will be either Miss Spearing (Classroom Assistant) or Mrs Such (Class teacher). The role of the 'Key Person' is purely for Personal and Emotional needs as your child settles into the class. Both members of staff are there for all the children's learning, development and care. As they work closely as a team, you can be assured that they are equally aware of all the children's needs.

Contacting teaching staff:

Staff can be contacted via the school office, either by telephone, 0151 342 3772, or by email, schooloffice@gayton.wirral.sch.uk or admin@gayton.wirral.sch.uk

Please remember that all school staff are teaching in the school day and therefore you may not get a response immediately. If it is urgent, it is vital that this information is shared with the office staff so that they can ensure the teacher is aware of this.

Parent Pay

Gayton Primary is a cashless school. We use an online software package called 'Parent Pay' for all payments for school for trips, dinner money, PTA events, etc. (with the exception of charity 'non-uniform' days). You will receive an email with login details, enabling you to create an account with Parent Pay. You will be able to activate this in September in preparation for any trips/events that might be planned.

Working in partnership with parents.

A reading workshop is undertaken with parents and children of Foundation 2 in the Autumn term in order to support parents in understanding the approach used to support their children in developing early reading skills. F2 children are encouraged to take home their reading scheme books for regular practice. The teachers include a reading record book in which comments may be written by teachers or parents on how their child is coping. Children may take their book home as often as they wish but parents are asked to ensure it is returned to school the next day.

School will also provide a variety of other workshops in order to support parents with their child's learning. These will take place throughout the school year.

Homework

The children will be given homework on a weekly basis, focusing on phonics and letter formation. These will be sent home either on a sheet or on the online Learning Journal Tapestry. There will also be other homework assignments added to Tapestry, these could be number activities or topic based.

A weekly F2 newsletter is sent home each week and again will be on Tapestry. This informs you of some of the activities they have been doing during the week. Some children like to tell you everything they have done, whereas others do not. It will also have other information that you may need to be aware of.

Dogs on the premises:

Dogs are not permitted to come onto the playground or into school at any time. If you are leaving your dog outside school, please do not leave it close to a gate as some children are frightened of dogs and it can prevent them from accessing or exiting school

School Uniform

From September 2020, we have asked that all our F2 pupils wear a polo shirt and sweatshirt with trousers/shorts or a skirt. When your child moves into Year 3, we will then ask them to wear a shirt and tie. This is a change to previous arrangements, as previously F2 children have worn shirts and ties but we feel that they will be more comfortable wearing a polo shirt and sweatshirt and is more age appropriate.

Uniform with badges is available at 'To Be Uniform', Neston, or 'The Other Uniform Store', Brimstage, or Cains in Heswall.

Item	Colour/Style
Skirt/Pinafore Dress	Brown
Shorts/Trousers	Black/Grey
Polo Shirt/Shirt	White
Blouse	White
Cardigan	Brown (or white in summer)
Sweatshirt/Pullover	Brown
Summer Dress	Brown/white check or Lemon/white check
Shoes/Sandals	Brown or black

PE Kit

- Yellow t-shirt.
- White shorts and pumps (not trainers, which may not be worn in the Hall).
- Black tracksuit with badge.

Please ensure that every item of school clothing is clearly marked with your child's name.

The children come to school in their tracksuit and yellow t-shirt on two days each week. The days will be confirmed in September

Coats

Please make sure your child comes to school with a suitable labelled coat. If your child knows how to put their coat on and fasten it, it greatly helps with their independent skills.

Sun hats & sun cream

When the weather is hot, please make sure you provide your child with a sun hat and ensure they have sun lotion on prior to starting school. Your child can bring additional sun tan lotion into school but they will need to apply this themselves.

Jewellery

Children should not wear jewellery because this can be a danger to themselves and others in school. This includes raised ear studs. Please respect this ruling, which is made for the children's safety. If ears are to be pierced, we ask that this is done at the start of the summer holiday so that studs can be removed during school time, we ask that parents remove ear studs on PE days completely, before the children come to school.

Please note that Wirral Borough Council does not accept any responsibility for the loss of, or damage to personal property whilst on their premises.

Birthdays

Some schools allow children who have a birthday in school to bring in sweets for their class. Whilst this is a lovely gesture, we are very mindful of those children who cannot have such things for a multitude of reasons such as allergies. For this reason, we ask the children to bring in a book to gift to their class on their birthday and call this the birthday book. It is completely optional and not expected but we hope that this will become a popular Gayton tradition.

Other occasions

There are other occasions that as a family you may celebrate. We are always interested to hear how you celebrate different occasions and if parents or grandparents would like to come and talk to the class, we would be very interested to hear from you. Over the years the following occasions have been explained to the children- The Festival of Light- Santka Lucia, Divali, a Polish Christmas, Japanese Children's Day, to name a few.

Religious Education and Collective Worship

As a school we welcome children from all faiths, backgrounds and race. We celebrate our differences and seek to develop respect for the views of others. Religious Education is taught in accordance with the Wirral Agreed Syllabus. All children take part in a daily act of Collective Worship. This may consist of the whole school coming together, the juniors or infants together, or one/two classes

together. Parents have a right to withdraw their children from Religious Education and/or Collective Worship if they wish.

Safeguarding information

From time to time the school receives information from a variety of sources (children, parents or other adults) concerned with the protection of individual children from abuse. This information will always be dealt with as confidentially as is possible and made known to the smallest number of staff who need to know.

Parents do need to be aware that, whilst we will deal with such information with sensitivity and care, there are legal responsibilities laid upon the school to report actual allegations to Social Services or the Police and there are procedures we must follow if suspicions are passed onto us. The protection of the child, who may be at risk, is the most important factor.

Our Designated Safeguarding Officer is Mrs McAleny and Mrs Hulley is the Deputy Designated Safeguarding Lead. A copy of our Safeguarding policy is available on our school website.