

# WELCOME



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## WELCOME

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### TO OUR FOLKSWORTH FAMILY

I would like to welcome you to Folksworth Church of England Primary School.

Starting primary school is a big step not only for your child, but also for you as parents/carers. This booklet aims to guide you through the routines and practices at our school to help you to settle your child as quickly as possible.

We hope you find this information pack useful. It covers most of the general questions that parents new to our school usually ask.

If, after reading this, you still have questions or concerns please contact the school office who will be happy to help.

We are looking forward to working with you and your child to help them achieve their best during their time at Folksworth.

Michelle Norbury

Headteacher

## GETTING READY

### Getting to School

All children in Reception, Key Stage 1 and lower Key Stage 2 should be accompanied to school and collected from school by a responsible adult. Please be sure to let the office or class teacher know if someone else is collecting your child from school.

We actively encourage walking to school and can also accommodate some cycles and scooters in the rack at the front of school but please ensure these are locked securely.

If your child is in Years 5 and 6 and you feel he/she is able to walk or cycle to school alone, please ensure they are 'road' and 'personal safety' trained and don't arrive on site before 8.45am. A form must be completed at the office giving consent for Year 5 and 6 pupils leave the school site without an adult. Younger children cannot be collected by an older sibling within the school.

### What Can My Child Wear as School Uniform?

- Black shoes- no trainers and/or brightly coloured logos please.
- Plain grey skirts or dresses
- Plain grey school trousers or shorts
- White polo shirts either plain or with the school logo embroidered on
- Blue cardigan or V-neck jumper (with the school logo embroidered on)
- Blue gingham checked dresses (warmer weather and optional)
- Grey or white socks or tights

Long hair should be tied back and brightly coloured hair accessories should not be worn.

The school Uniform and book bags can be purchased from Total Clothing. Further details can be found on the school website:

[http://www.folksworth.cambs.sch.uk/website/school\\_uniform/363458](http://www.folksworth.cambs.sch.uk/website/school_uniform/363458)

### What should my child have in their PE Kit?

Your child will have at least two hours of PE each week and will need a Sky blue PE T-shirt with the logo embroidered on, navy blue shorts, a plain tracksuit and trainers. A blue hoodie with the school logo is optional. No ear-rings may be worn on PE days (newly pierced ears will have tape placed over them).

Children in KS2 will go swimming for one half term. Swimming sessions take place at Stanground Academy and the school will request a small donation towards the cost of the coach.



## CHECKLIST

- School Bag
- Uniform
- Water Bottle
- PE Kit
- Everything labelled
- Register on Kids Club HQ

## GETTING READY

### Labelling

Absolutely **EVERYTHING** needs to be labelled with your child's name on it before starting school. Things do go astray, especially when children are getting changed for PE.

Please label:

- All uniform & PE items, including socks/tights
- Water bottle
- School bag
- Shoes
- Packed lunch bags/boxes

It is likely you will find your items again, if you have labelled them.

There are many places where you can buy labels online- or you can just buy a labelling pen and write your child's name on everything.

### FAQ's

#### Does my child need a pencil case?

No- there is no requirement, at any year within Folksworth, for your child to bring a pencil case. The school will provide everything they need. Pencil cases are discouraged as items can often be misplaced which can cause upset.

#### Does my child need indoor shoes to change into?

No- children wear the same shoes they arrive to school in. The only exception being when they change for PE and put on their indoor plimsolls. When outdoor educational activities take place, children may be asked to bring wellies in and children in **Reception will always need a pair of wellies** so they can learn in our outdoor area.







## ARRIVING LATE

Folksworth values the importance of punctuality which is a social convention. If you are running late, you will need to access the school via the office. If no contact is made before 9.30am the absence will be recorded as unauthorised.



## SCHOOL DAY

### When should my child be at school?

The school day begins with registration at 8.45am. At Folksworth we believe punctuality is an important social convention and we would ask you to ensure your child is ready to join their class by 8.45am each day.

The school day ends at 3.15pm. Children are dropped off and collected from the classroom door accessed by the playground.

### What happens if my child is going to be absent from school?

If your child is not well enough to attend school, please contact the school office by 9.30am of the first morning of their absence. If you have a medical appointment, once again, please contact the school office and advise of your expected time of arrival at school.

Folksworth does not expect children to take time out of school for family holidays and we would ask you to take a look at the diary dates on the website and book your family holiday within the school holiday dates.

If there is an **exceptional** reason for you to take your child out of school, please complete a 'Leave of Absence' form, available from the school office, for the Head Teacher to consider your request. Penalty notices are issued by the local authority where family holidays are taken during term time. For further information a copy of the school's attendance policy is available from the school website.

### Are there assemblies for the children?

Yes- assemblies take place every day at 9am. These are delivered by the staff in school and a representative from the church once a week. On a Friday, a Celebration Assembly is held where we celebrate children's birthdays, community achievements and the work that they have been carrying out in school.

### Do the children get a break?

There is a morning break when children are given the opportunity to play, usually outside and enjoy a healthy snack.

In Reception, snack is on a rolling programme and the children can access the snack table at any point throughout the morning. Due to the nature of their curriculum, which is largely play based, they do not have a formal play time.

In KS1 and KS2, break is from 11.10am – 11.25am.

# Folksworth Church of England Primary School

## BEHAVIOUR

At Folksworth we believe that children will want to behave well because that is the expectation, and in most cases, they do. We have a clear behaviour system in place where children can recognise unacceptable behaviour and have the opportunity to correct it. Positive behaviour is also recognised and rewarded.

Effort and achievement is recognised within the classroom and shared in weekly celebration assemblies.

## MEDICINE

Medicines will only be administered by staff if the medicine is prescribed 4 times a day or is required to be taken before food. Medicine will also be administered if it is part of a child's care plan.

A copy of the school's medicine policy is available from the school website and includes a useful guide for the required periods of incubation from school as a result of illness.

## DURING SCHOOL

### Food and Snacks

At Folksworth we have our own catering team who work hard to ensure the meals provided at school are healthy, nutritious, varied and tasty. Menus are sent home on a regular basis and families may alternate from packed lunches to hot lunches on a daily basis providing the meal is paid for before it is taken.

From September 2020, meals cost £2.30 for KS2 children and payment can be made on-line through School Grid (details can be found on the school website). For all other children the cost of lunch is met through the government's Universal Infant Free School Meals Initiative.

Children in Key Stage 1 are offered a piece of fruit each day funded by the government.

Children in Key Stage 2 will need to bring their own piece of fruit/vegetable snack. Please avoid crisps and chocolate snacks.

Please also note that we are a nut-free school as we have a number of children with serious allergies. No peanut butter or chocolate-nut spread please.

We use the Cool Milk scheme to provide children with a carton of semi skimmed milk during the day. This is free to pupils under the age of 5 and pupil premium children. Once your child is no longer eligible for free milk under this scheme this can be purchased on the Cool Milk website and milk is delivered directly to school.

### Homework

We encourage parents to participate in home learning with their children. Home Learning Journals are provided for the children to record daily reading. There are also some additional tasks set linked to their current learning. These are not to be arduous tasks but designed to consolidate and share the learning taking place in school. The Home Learning Journals also provide another means of communication for short messages to the class teacher.

### First Aid

Should your child have a bump or a scrape or simply feel unwell, the majority of our staff are trained in 'First Aid.' If they have any concerns about his/her well-being they will contact you to request you collect him/her. If your child has received medical attention during school time, but does not need to be collected early, you will receive a slip in their book bag informing you. For bumped heads it is our policy to contact you by telephone to inform you of this.

# Folksworth Church of England Primary School

## PUPIL PREMIUM

Some families who are on low incomes are eligible for Pupil Premium Funding which can give you financial assistance in school for things like school trips and some uniform. The school receives funding to make sure your child reaches their full potential.

If you think you might be eligible, please complete an online application form. The link can be found on the school website.

## HELP IN SCHOOL

We welcome offers from parents/ carers to help in the classrooms and in a number of other ways; going on local walks, supervising on a school trip or raising funds to support us in developing the learning opportunities we can offer.

All parent volunteers who help in class will need to have a DBS (police) check, references and other checks and this can be arranged through the school office.

## ACTIVITIES & CLUBS

### Do you offer Extra-Curricular Clubs?

Yes we do! Each term Folksworth offers a variety of lunchtime and after school clubs run by our staff as well as external providers. Details are available from our website. Places can be booked through the Kids Club HQ website or by booking at the school office.

### What about opportunities to spend time away from home?

Residential trips are organised for the children in KS2 and these will usually take place late in the Spring Term or Summer Term. Most recently, year 3/4 have visited Grafham Water Centre and Horstead House (Norfolk) for 3 days and Year 5/6 visit York or Caythorpe (PGL), also for 3 days. Information for these trips will be provided in advance and a payment plan agreed.

### How do we book and pay for trips and payments

We are a 'cashless school'. All payments are collected online using our Kids Club HQ system. Parents/ Carers will need to register their child initially but after this it is easy to log in and make payments. Please see additional details about making payments on the school website.

### Can my child learn a musical instrument?

At Folksworth we have visiting music teachers who can offer opportunities to learn to play instruments such as recorder, guitar, woodwind, keyboard, percussion and strings. Please contact the school office if your child is interested in learning to play an instrument. There is a cost for this non-curricular activity but help can be provided if your child is eligible for Pupil Premium Funding.

### What events can I see my child take part in?

Each year, during the latter half of the Summer Term, the children at Folksworth take part in a 'Sports Day' which is a full day of events which parents are invited to and to bring a picnic to share with their child on the school field. The children also take part in a Christmas Nativity performance and Year 6 will perform their Leavers Show with Key Stage 2 in July. As well as this, we hold celebration events to showcase the term's learning. This might be in the form of an assembly, class exhibition or the chance for you to engage in activities in the classroom alongside your child.



## ADDITIONAL INFORMATION

### Will my child have access to technology?

Absolutely! We pride ourselves in making sure our children are ready to learn in the 21<sup>st</sup> Century. Children here have access to laptops and iPads in their classrooms. We use Microsoft 365 and Microsoft Teams in Key Stage 1 and Key Stage 2 to support learning in home and at school.

### Do visitors come into school?

At Folksworth we aim to make learning as creative and fun as possible. From time to time, we have special visitors in school or arrange for the class to have a day visit to places such as Stibbington, Burghley House or even Norwich Castle! On such occasions we will invite you to contribute towards the cost of the event. We regret that, in the event of insufficient contribution, we may have to cancel the event.

### Do you offer wrap around childcare?

Yes! Early Birds and Stay and Play Clubs are run by members of our school staff and offer wrap around provision from 8am – 6pm every day. Further information on the activities on offer (including breakfast) can be found on the school website. Sessions can be booked and paid for using the Kids Club HQ system.

### As a Church of England Primary School what are your links with the church?

Folksworth is a Church of England Primary School. Our Christian Ethos is very important to us and it permeates all that we do here in school and in the wider community. We have a weekly collective worship session led by the church. Our Christian values of community, compassion, friendship, courage, hope and thankfulness are an integral part of daily life.

We have our own school prayer which has been written by the children and is often said as part of our assemblies as an act of daily collective worship.

*Dear God*

*Thank you for our school, friends and family.*

*Help us to aim for excellence every day and reach our full potential.*

*Help us to work together in our classrooms, homes and community.*

*Help us to explore your wonderful world with curiosity, excitement and open minds.*

*Help our school to grow into a place of wisdom, hope and love.*

*Thank you for all the gifts you have given to us.*

*Amen*





## KEEPING IN TOUCH

### How we contact you

We work very hard to maintain good communication between school and home and do this in a number of ways:

- Letters home. These are usually sent by email. Copies of letters are also placed on the website. We do not send paper copies of letters unless requested to do so, or if a paper reply slip is required.
- Newsletter- Our two weekly newsletter shares key dates, news and forthcoming events.
- Twitter- We use these online platforms to post information, celebrate our achievements and share successes (@FolksworthCofE).
- Website: we have a school website which is updated on a regular basis and which has information on every aspect of 'Life at Folksworth.' Please take a look at [www.folksworth.cambs.sch.uk](http://www.folksworth.cambs.sch.uk).
- Telephone: If there is an emergency, we will contact you by phone. Calls may also be made to notify you of a cancelled club, a forgotten lunch or an injury at school.
- Text: The school uses a text service where more urgent messages are required.
- Parent Consultation Sessions: These take place in the Autumn Term (October) and Spring Term (March) when children and parents are invited to discuss the progress being made with their child's learning.
- Annual reports: Issued in July, these are written by the class teacher (s) and summarise the progress made by your child in that academic year.
- Interim Attainment Reports are issued before parent's evening and form the basis for this discussion.
- Surveys: Each year we ask parents to complete an online survey to establish how well you think we are doing as a school; what we are getting right and what we could do to improve any aspect of school life.
- Diary Dates- these are available on the school website.

### If you wish to make a complaint

If you are unhappy about something or have a concern, please consult with the class teacher in the first instance. If they are unable to resolve your query, there is a complaints procedure to follow and a leaflet outlining the process can be obtained from the school office or the school website.



### KEY CONTACTS

#### Head Teacher

**Ms Michelle Norbury**

[mnorbury@folksworth.cambs.sch.uk](mailto:mnorbury@folksworth.cambs.sch.uk)

#### School Office and Finance:

**Mrs Shannan Hibbins**

**01733 240562**

[office@folksworth.cambs.sch.uk](mailto:office@folksworth.cambs.sch.uk)

[finance@folksworth.cambs.sch.uk](mailto:finance@folksworth.cambs.sch.uk)

#### SEND/CO

**Mrs Julie Perry**

[jperry@folksworth.cambs.sch.uk](mailto:jperry@folksworth.cambs.sch.uk)

#### EYFS Leader

**Miss Laura Kohlschmidt**

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