

Welcome  
to  
Sheerhatch Primary School  
2018-19



Serving Cople and Willington

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## SHEERHATCH PRIMARY SCHOOL

We are a new school, but come from a strong tradition of education in our two villages.

Cople and Willington Schools were both built at the gift of the Duke of Bedford in the 1870s to provide schooling for the local communities, mostly farming families. From the Victorian classrooms of up to 100 children under the strict eye of one school mistress and her young assistants to our modern, technological age, the schools have seen many changes.

We are excited to be in a new phase as one school across two sites offering a full primary education to the children of our villages and beyond.

We remain a village school, rooted in our communities, small enough to know everyone, but with the advantage of offering single age classes as we expand to become a full primary school.

2017-18 has seen the use of new classroom spaces at Willington developing the learning environment for our youngest children and in September 2018 our Year 6 classroom on the Cople site will complete the primary provision and we will be started to develop the land use to better provide for the needs of our oldest.

It is a great privilege to lead the school and I look forward to continuing to work with staff, pupils, parents and governors on our journey of school development and improvement.

**Mrs H Johnson      Headteacher**

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**Mrs H Johnson      Headteacher**

## SHEERHATCH VALUES

**S** Safe  
**H** Honest  
**E** Enthusiastic  
**E** Encouraging  
**R** Respectful  
**H** Hard-working  
**A** Ambitious  
**T** Tolerant  
**C** Caring  
**H** Happy

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**WHO'S WHO IN OUR SCHOOL**  
**(2018—19)**

Head Teacher	Mrs Helen Johnson
Assistant Head (EYFS/KS1)	Mrs Danica Kipling
Assistant Head (KS2)	Mrs Joanne Hymers
Class Teachers	
Squirrels (Reception)	Mrs Vicki Davy Mrs Danica Kipling
Rabbits (Year 1)	Mrs Heidi Smith
Otters (Year 2)	Mrs Danica Kipling Mrs Carrie Meershoek
Foxes (Year 3)	Mrs Jenny Bowers + 1 (tbc)
Badgers (Year 4 )	Mrs Louise Buisson
Woodpeckers (Year 5 )	Mrs Joanne Hymers +1 (tbc)
Owls (Year 6)	Mrs Karen Sutherland
Senior Teaching Assistant	Miss Bruna Molins
Teaching Assistants	Mrs Diane Bolger Mrs Gill Dickens Mrs Chris Franklin Mrs Kate Johnson-Murphy Mrs Lisa Lear Mrs Katie MacDougall Miss Roisin McTernan Mrs Dani Pozella Mrs Lisa Savage Mrs Kate Spratt Mrs Naomi Whittingham Miss JoannaWorth

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**WHO'S WHO IN OUR SCHOOL**  
**(2018-19)**  
**CONT.**

Finance Officer		Miss Sharon Bateman
Administrative Assistants		
	(Cople)	Mrs Stacie Bourne
	(Willington)	Mrs Fran Austin
Caretakers	(Cople)	Mrs Gill Dickens
	(Willington)	Mrs Paulina Dawidczyk
Senior Midday Supervisors		
	(Cople)	Mr Gregg Whittle
	(Willington)	Mrs Dani Pozella
Midday Supervisors		
	(Cople)	Mrs Katie MacDougall
		Mrs Nurije Ramaj
		Miss Joanna Worth
	(Willington)	Mrs Paulina Dawidczyk
		Mr Soloman Paris
		Mrs Julie Torode
Care Club	Play Leader	Mrs Naomi Whittingham
	Play Assistants	Mrs Paulina Dawidczyk
		Mrs Gill Dickens
		Miss Roisin McTernan
		Mr Soloman Paris

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		Mr Soloman Paris

## SCHOOL TERMS

### 2018-19

	<u>Start</u>	<u>End</u>
Autumn Term 2018	4th Sept 2018	19th Oct 2018
Second half-term	30th Oct 2018	19th Dec 2018
Spring Term 2019	3rd Jan 2019	8th Feb 2019
Second half-term	18th Feb 2019	5th Apr 2019
Summer Term 2019	24th Apr 2019	24th May 2019
Second half-term	3rd Jun 2019	19th Jul 2019

Inset days: 3rd September 2018, 29th October 2018, 2nd January 2019, 23rd April 2019, 22nd July 2019

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Inset days: 3rd September 2018, 29th October 2018, 2nd January 2019, 23rd April 2019, 22nd July 2019

## THE SCHOOL DAY

We operate at different times on to allow for the different age groups and to assist those with children on both sites

	Cople site	Willington site
Arrival from	0830	0845
Start time	0845	0900
Morning break (15 mins)	1040	1025
Lunch break	1200	1200
Afternoon starts	1300	1300
School finishes	1525	1515

## ARRIVING AT SCHOOL

Children may come onto the playground from the arrival time above (Please note there will be no supervision before this time, unless booked into Care Club). The bell will ring 5 minutes before the start time to allow the children to line up and be brought into the classrooms ready for the school day to begin . Some children will come in from the playground to read before the bell

Parents may remain on the playground until the bell goes.

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Parents may remain on the playground until the bell goes.

## **GOING HOME**

Please let us know who will normally collect your child from school. If you arrange for someone unknown to us to deputise for you, then it is important that we know in advance of this arrangement.

Children up to Year 2 (Willington site) will be handed over to you by the class teachers from the classrooms. The older children (Cople site) will be escorted to the playground and will then make their own way out to you. If your older child will be making their own way home, please let us know.

School transport pupils will be escorted to the bus or taxi driver by a member of staff.

Please arrive promptly to collect your children, as staff often have meetings or clubs after school.

## **MINIBUS**

The school minibus runs a shuttle service between the sites at the beginning and end of the school day.

There is limited availability and places are allocated by priority on completion of a booking form.

Times will be as follows:

8.15am Willington to Cople

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### **SNACKS AND DRINKS**

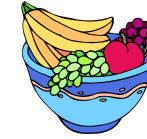
Children in Squirrels, Rabbits and Otters will be offered a mid morning snack of fruit everyday. Under 5s are also entitled to free milk and we continue to offer milk to children entitled to Free School Meals. You can also pay for your child to receive milk beyond the age of 5. Please ask in the office.

### **ADDITIONAL SNACK**

Older children are encouraged to bring in a healthy fruit or vegetable snack to eat mid morning and the younger ones may bring an additional snack for mid afternoon. Each class has a fruit basket where the snack is to be placed in the morning. Please ensure it is labelled in some way otherwise things can get a little confusing.

### **DRINKS DURING THE DAY**

Children are encouraged to bring in a named water bottle and to drink regularly throughout the day.



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## **LUNCH**



You may choose for your child to bring a packed lunch or have a hot school dinner.

### **PACKED LUNCH**

Children can bring in a healthy lunch in a clearly labelled lunch box. This will need to be placed on the packed lunch trolley. We are a healthy school so please do not include fizzy drinks, chocolates or sweets . Any food not eaten will be left in the child's lunch box so you can monitor how much they are eating.

### **SCHOOL DINNERS**

We are also able to offer the children a fantastic freshly cooked healthy school dinner provided by Caterlink. All children up to Year 2 are entitled to a free school meal. For older children the cost is currently £2.15 per day and needs to be paid in advance.

Cheques are payable to Caterlink. Payment should be in a clearly labelled envelope and placed in the post box in the front entrance.

Some of the older children may also be entitled to free school meals if you are on a low income. Please ask at the school office or go to the Bedford Borough Council website for details.

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## ILLNESS

We, like all schools, will have our fair share of bugs, though we will try our best to limit their spread by keeping things clean and following good hygiene protocols. However, you as parents can help us. If your child is ill please do not send them to school especially if they have been suffering from sickness or diarrhoea as they can be infectious for up to 48 hours after the symptoms cease.

We understand that many children suffer from colds and coughs, especially when they first start school and we don't expect them to be kept at home unless they are running a temperature.

Only medicines prescribed by a doctor can be given to children in school and a medical form will need to be completed.

It is vital that we are kept informed of any on-going medical conditions and the recommendations of health professional for care and treatment.

**Please see further advice on our website.**

## SICKNESS AT SCHOOL AND INFECTIOUS DISEASES

If your child falls sick while at school, they will be rested under adult supervision until you can be contacted to make arrangements for collection.

In the case of emergency hospital treatment, every effort will be made to contact you so that you can arrange to accompany your child. If neither parent can be reached, the Headteacher (or her deputy) will act in 'loco parentis' and will deal with formalities at the hospital.

Please take note of the clause on the Admission form regarding your permission for us to act in loco-parentis in an emergency situation.

Please contact the school office immediately if your child contracts any infectious diseases (e.g. measles, mumps, chicken pox) or any contagious conditions that can easily be passed on (e.g. head lice, impetigo, conjunctivitis).

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## **ABSENCE**



If your child is not well enough to attend school or is going to be absent for another reason which has not previously been notified, then please telephone (01234) 838827 as soon as possible on the day of absence.

Unexplained absences will be followed up with a phone call.

If non-urgent medical/dental appointments cannot be made out of school hours, please try to make them at the end of the day rather than the beginning. There is much less disruption to your child's learning if they leave early as opposed to arriving late.

Please make every effort to avoid taking leave of absence during school terms. If you wish to take your child away in school time, please speak to Mrs Johnson and complete the required form. Authorisation can only be given in exceptional circumstances. Permission cannot be granted for absence during the school's assessment period (generally in May).

Taking children out of school for unauthorised holidays could invoke a fine.

If your child is fit for school, you must make every effort to ensure they attend. Unexplained or unauthorised absences will be followed up by letters and if necessary, referred to the Education Welfare department.

Children arriving or leaving during the school day need to come via the school office.

## **PUNCTUALITY**

Arriving late for school can disrupt your child's whole day. They may not only miss out on key learning and opportunities to read to an adult, but also feel out of sorts and confused.

Please make every effort to ensure your child arrives on time. Speak to us if you have a problem. We may be able to help.

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## THE CURRICULUM

In our Reception class we follow the **Early Years Foundation Stage** curriculum with its seven areas of learning: Personal, Social and Emotional Development; Physical Development; Communication and Language; Literacy; Mathematics; Understanding the World; Expressive Arts and Design

In Year 1 the children begin to follow the **National Curriculum**, which includes English, Maths, Science, Computing, History, Geography, Art, Music, PE, Design Technology and from Year 3 Foreign Languages. RE is also a statutory subject, though not part of the National Curriculum.

Most of the children's learning takes place through topics which offers an exciting and motivating way to learn.

In Years 1 and 2 the children follow **Key Stage 1** of the National Curriculum and in Year 3 they begin Key Stage 2. **Key Stage 2** is completed in Year 6,

We follow the '**Sounds-Write**' phonics programme in school. This will be introduced from the very beginning of the reception year and continued into Key Stage 1 and if appropriate Key Stage 2 to support the children's reading and spelling skills.

The children's learning is monitored and assessed in a number of ways throughout the year and we will inform you of their progress at consultations in the Autumn and Spring Terms and through a written report in the Summer Term.

### STATUTORY ASSESSMENTS

Year 1 Phonics check takes place in June

Year 2 (KS1)SATs take place during May

Year 6 (KS2) will take place 13th-16th May 2019

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## UNIFORM

### Winter Uniform

White collared shirt or blouse

Tie

School jumper or cardigan (with logo)

Grey trousers/skirt/pinafore/culottes

White, grey, navy or black socks/tights

Black school shoes

**Summer Uniform** *(may be worn in the Summer Term and in the Autumn Term until the end of September)*

White polo shirt (plain or with logo)

Grey shorts/skirt/culottes

OR

Red/White checked dress

School jumper or cardigan (with logo)

White/grey socks

Black school shoes

### **PE Kit**

Black plain shorts

Red or White t-shirt (plain or with school logo)

Black plimsolls (older children may also wish to have trainers for outdoor PE)

Plain black jogging bottoms with plain black or red sweat-shirt/hoodie may be worn in colder months

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## UNIFORM (cont.)

Items with the school logo and some other items are available from our uniform suppliers online at [www.brigade.uk.com](http://www.brigade.uk.com) or [www.schooltrends.co.uk](http://www.schooltrends.co.uk)

Optional\_ items include

Red Fleece jacket (with logo)

Red coat (with logo)

Red PE hoodie (with logo)

PE bag

Bookbags with the school logo are provided free to all children on entry to Reception class. Replacements can be ordered

Small, plain black backpacks can be used by children in Year 5 and 6 only

**Please ensure all uniform items are clearly labelled with your child's name**

### Rules

Uniform is to be worn correctly at all times in school.

No jewellery is to be worn except for watches and plain gold stud earrings (which must be taken out or taped over for PE activities.)

Long hair should be worn out of the face and tied back for all PE and art/technology activities.

No make-up or nail varnish should be worn.

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## CARE CLUB

Care Club offers wrap around child care before school from 7.50am and after school until 6pm.

Care Club will operate on both sites for children from age 4-11.

To use Care Club children need to be registered annually at a cost of £5. Registration forms are available from either school office.

Sessions should be booked half termly in advance to guarantee a place and will be charged as follows:

Before School	£4.00 (including breakfast)
After School until 4.45pm	£5.50 (including a snack)
4.45pm—6.00pm	£5.00

Adhoc bookings can also be taken as long as space is available.

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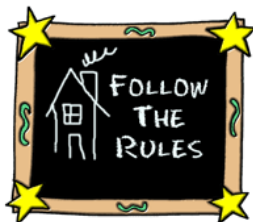
## PSHE AND BEHAVIOUR

We follow a PSHE (Personal, Social and Health Education) scheme called Jigsaw, which focuses on different themes (Puzzles) throughout the year: Being Me In My World, Celebrating Difference, Dreams and Goals, Healthy Me, Relationships and Changing Me. Each puzzle is introduced and reinforced during assemblies and in special lessons, when there are also opportunities to reflect, learn to be calm and to develop skills and values.

We make clear our expectations of children's behaviour in and around school. Our expectations are based on the Sheerhatch values (see the beginning of this booklet) agreed rules which are discussed regularly and displayed around the school. Children will be praised and rewarded for showing kindness, thoughtfulness, respect or making correct behaviour choices.

We encourage our children to manage their own behaviour and expect them to help their peers with reminders and try and resolve conflicts themselves before involving an adult.

If the children are not following rules they will first be given a clear verbal warning. If the behaviour continues further consequences will be applied in line with our behaviour policy which can be viewed in full on our website.



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If the children are not following rules they will first be given a clear verbal warning. If the behaviour continues further consequences will be applied in line with our behaviour policy which can be viewed in full on our website.



## **PARENTS IN PARTNERSHIP**

Your child's success at school depends to a large extent on a positive, open partnership with you as parents.

A 'Home-School' Agreement will be sent home with your child each year, which sets out our commitment as a school to you and asks you to agree with a set of principles to support your child and the school.

Despite being across two sites, we remain a small school, where we all hope to get to know each other quickly. We hope you find that you can approach any member of staff with any queries or concerns.

Queries or concerns regarding your child's academic progress should in the first instance be raised with your child's class teacher. If the concern is relating to your child's well-being, this could also be dealt with by teaching support staff.

Children will be given a home-school notebook, which can be used to pass information to the classteacher on a day to day basis.

Although the class teachers will often be able to have a quick informal word with you at the beginning or end of the day, please remember that in the mornings their responsibility for settling the children into the class is their priority and at the end of the day they may have meetings to attend or clubs to run. If you need to speak in confidence or in more depth, please call the school office so a mutually convenient time can be arranged.

Mrs Johnson (or Mrs Kipling /Mrs Hymers when Mrs Johnson is not on site) will also be happy to speak to you about any concerns or queries.

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## **PARENTAL INVOLVEMENT**

There are many ways in which you can take an active part in your child's learning and we encourage and appreciate parental involvement in many practical ways during the normal week. At the beginning of each school year you will be asked if you would like to help on a regular basis with our daily individual reading programme.

Other activities with which we may ask for support with may include Maths Games, Art, Design & Technology, Science, Cookery, Gardening, group work, concerts and special projects and trips out of school.

There will also be opportunities to support the school by joining with fundraising and social activities, which will be organised from time to time.

Our PTA, known as FOSH (Friends of Sheerhatch) are keen to welcome your support and new ideas.

We welcome you to Sheerhatch Primary School and look forward to working with you and your child over their time with us.

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