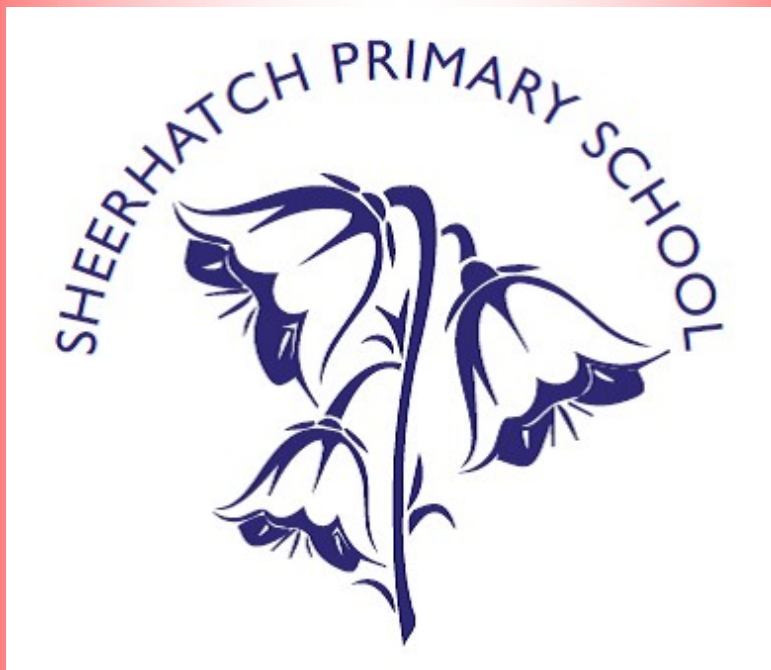


Welcome  
to  
Sheerhatch Primary School  
2023 -24



Serving Cople and Willington

## **SHEERHATCH PRIMARY SCHOOL**

The name Sheerhatch Primary is relatively new to the area, but we 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.

Our latest change saw us combine 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 and develop excellent relationships with our families and the community.

It is has been a privilege to be part of Sheerhatch Primary's journey so far and I look forward to continuing to work with staff, pupils, parents and governors on our journey in the role of Head Teacher.

**Mrs L Buisson      Head Teacher**

## **SHEERHATCH VALUES**

**S** Safe

**H** Honest

**E** Enthusiastic

**E** Encouraging

**R** Respectful

**H** Hard-working

**A** Ambitious

**T** Tolerant

**C** Caring

**H** Happy

## **WHO'S WHO IN OUR SCHOOL** **(2023—24)**

Head Teacher	Mrs L.Buisson
Assistant Head (EYFS/KS1)	Mrs D. Kipling
SENDCo and Pastoral Lead	
Assistant Head (KS2)	Mr O.Cresswell
Curriculum, Teaching and Learning Lead	
Class Teachers	
Squirrels (Reception)	Mrs V. Davy
Rabbits (Year 1)	Mrs H. White
Otters (Year 2)	Mrs R. Carter
	Mrs C. Meershoek
Foxes (Year 3)	Miss J. Warwick
	Miss I. Mills
Badgers (Year 4 )	Miss E. Case
Woodpeckers (Year 5 )	Mr O.Cresswell
	Miss I. Mills
Owls (Year 6)	Miss C. Anthony
Teaching Assistants	Mrs K. MacDougall
	Mrs D. Pozella
	Mrs N. Whittingham
	Miss J. Worth

**WHO'S WHO IN OUR SCHOOL**  
**(2023-24)**  
**CONT.**

Finance Officer		Miss S. Bateman
Office Manager		Mrs S. Bourne
Caretaker		Mrs P. Dawidczyk
Site Assistant		Mr S. Paris
Senior Midday Supervisors		
	(Cople)	Mrs K. MacDougall
	(Willington)	Mrs D. Pozella
Midday Supervisors		
	(Cople)	Mrs G. Dickens
		Mrs N. Ramaj
		Miss J. Worth
	(Willington)	Mrs P. Dawidczyk
Care Club	Play Leader	Mrs N. Whittingham
	Play Assistants	Mrs P. Dawidczyk
		Mrs G. Dickens
		Mrs D. Pozella

## **SCHOOL TERMS**

### **2023-24**

	<u>Start</u>	<u>End</u>
Autumn Term 2022	4th Sept 2023	20th Oct 2023
Second half-term	31st Oct 2023	19th Dec 2023
Spring Term 2023	4th Jan 2024	16th Feb 2024
Second half-term	26th Feb 2024	28th Mar 2024
Summer Term 2023	16th Apr 2024	24th May 2024
Second half-term	5th Jun 2024	19th Jul 2024

INSET days (Staff training): 1st September 2023, 30th October 2023, 3rd January 2024 and 15th April 2024  
May Bank Holiday 6th May 2024

## **THE SCHOOL DAY**

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

	Cople site	Willington site
Arrival from	0835	0850
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 come into school from the arrival time above and go directly to their classrooms. Please note there will be no supervision before this time, unless booked into Care Club.

If you arrive later than the start time please press the bell at the gate to speak to a member of the office staff.

## **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, including (for our younger children) if you have arranged for them to go with the parent of another child.

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.

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:

8:25am Willington to Cople 8:45am Cople to Willington

3:15pm Willington to Cople 3:25pm Cople to Willington



## **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. Some classes have 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 water regularly throughout the day.



## **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 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 from September 2022 is £2.35 per day and needs to be paid in advance. Payment is directly to Caterlink through an online account.

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.

## **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, especially when they first start school and we don't expect them to be kept at home unless they are running a temperature or feeling particularly unwell.

***We continue to be particularly vigilant around possible COVID-19 outbreaks and will take advice from Public Health as necessary.***

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 a 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).

## **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 or email [office@sheerhatchprimary.org.uk](mailto:office@sheerhatchprimary.org.uk) before 9:00am 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 Buisson and complete the required form. Authorisation can only be given in exceptional circumstances. Permission cannot be granted for absence during statutory assessment periods, in May and June.

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 anxious.

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.

## **THE CURRICULUM**

In our Reception class we follow the **Early Years Foundation Stage** curriculum with it's 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, PSHE and from Year 3 Foreign Languages (we study French). RE is also a statutory subject, though not part of the National Curriculum.

Much 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 a written report in the Summer Term.

### **STATUTORY ASSESSMENTS**

Reception Baseline takes place in September

Year 1 Phonics check takes place in June

Year 2 (KS1) SATs take place during May

Year 4 Multiplication Tables Check takes place in June

Year 6 (KS2) will take place 8th-11th May 2023

## **UNIFORM**

### **Winter Uniform**

White polo shirt (plain or with logo)

Red v-neck school jumper or cardigan (plain or with logo)

Grey trousers/skirt/pinafore/culottes

White, grey, red 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**

**PE kit is to be worn all day on PE days with the exception of EYFS where dressing independently is an important development point so children will need to bring their kit in.**

Black plain shorts

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

Trainers or black plimsolls (trainers are best)

Plain black jogging bottoms with plain black or red sweatshirt/hoodie may be worn in colder months (logoed hoodies are available from the uniform suppliers)

### **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 from the uniform suppliers.

Small, predominantly black backpacks can be used by children in Key Stage Two (Yrs3-6) 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.

## **CARE CLUB**

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

Care Club operates before school on both sites.

After school, Care Club operates on the Cople site for all ages. Younger children, booked into Care Club will be transported from Willington to Cople on the minibus.

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

Sessions are booked in advance and paid using ParentMail and will be charged as follows:

Before School	£6 (including breakfast)
After School until 5pm	£7 (including a snack)
5pm—6pm	£6

In exceptional circumstances, bookings may be able to be taken on the day by phoning the school office and are subject to availability and the debt limit not having been reached.

## **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) and 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.

## **SAFEGUARDING**

Safeguarding has the highest priority and is everyone's responsibility. All staff have regular safeguarding training and we have clear policies and procedures that are followed by everyone in school. See our Child Protection and Safeguarding Policy on the website for more details. Mrs Buisson is the Designated Safeguarding Lead (DSL), Mrs Kipling, Mr Cresswell and Mrs Davy are both trained to be able to deputise in this role.

**If you have any concerns about the safety of any child, please raise it with the DSL or a deputy.**

## **PARENTS IN PARTNERSHIP**

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

Communication is mainly through the ParentMail system which also manages payments and permissions. It is important that parents regularly check on communications.

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 support staff.

Information can be communicated to the class teacher via email or using Class Dojo. Children in Squirrels will have a home-school notebook.

Although the class teachers will often be able to have a quick informal word with you at the end of the day, please remember that 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 Buisson will also be happy to speak to you about any concerns or queries.

## **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 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.

Our governing board includes two elected parent representatives as well as other parents who have taken on this important volunteer role.

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

