



# Starting School Parent Handbook

Dear Parents and Carers,

We are so excited that you are going to be joining our Loxwood School community. We love being a small village primary school and take advantage of the Wey and Arun Canal which gives us the names of our houses.

We have an amazing team of staff, children, parents and Governors who support our school. This is a truly special school where children and families come first.

There are seven classes in the school, three in our infants: Oak (Reception), Cherry (Y1) and Willow (Y2) and four in our juniors: Rowan (Y3), Sycamore (Y4), Mulberry (Y5) and Chestnut (Y6). We have a beautiful library stocked with an exciting range of books which the children will visit. They will experience lunch and PE in our hall, which is complete with apparatus for gymnastics.

We make the most of our expansive outside environment which includes our woodlands learning area complete with a secured pond, story circle and fire pit. Alongside all of this, Oak class have their own playground and outside area. Knowing the benefits of outdoor learning, we really value this space.

To ensure our children follow a rich and exciting curriculum, we have created a Loxwood Learner's List of activities we would like the children to experience during their journey with us (such as visiting the canal, going to the beach, learning a language and going on a train).

We cannot wait to meet you and welcome you into our school community. For up-to-date information please visit our Facebook and Instagram pages using the QR code below and our website at <https://www.loxwoodschool.com/web>.

**Mrs S Mellors**  
Headteacher



Facebook



## Reception Staff - Oak Class:



**Mrs. Donnelly**  
Class Teacher



**Mrs. Coupe**  
Teaching Assistant

## School Staff:



**Mrs. Mellors**  
Headteacher



**Miss Price**  
Deputy Headteacher



**Mrs. Swann**  
Learning Mentor



**Mrs. Harder**  
Woodlands Learning Teacher



**Mrs. Everett**  
Office Manager



**Mrs. Santos**



**Mrs. Bicknell**

**Midday Meals Supervisors**

# STARTING SCHOOL AT LOXWOOD PRIMARY SCHOOL:

This booklet aims to give you some key information about starting school here at Loxwood Primary School. We have a very thorough transition programme for children starting with us in Reception.

This consists of:

- A Parent's Welcome Evening
- One stay and play session where your child can come and have a play in their new classroom and outside area with the safety of you staying with them.
- Over the summer, we would love you and your child to make a 'This is Me' scrapbook all about themselves, their family and the things they like to do.
- A visit to your child, at home, by the teacher and teaching assistant.

## **The School Day:**

We open the gates at 8.35am and close them at 8.45am. We register the children at 8.45am.

We use a one-way system and ask that children and parents enter school via the gate at the end of the alleyway and then go to their classroom's door from there. Parents and Carers can then leave via the green gate by the Year 2 classroom. A member of staff will be on both gates and are ready to take any messages if needed such as permission slips, letters or notes for the teachers. Class teachers will greet the children at the door.

The staff are available to chat **briefly** in the morning and after school, if you would like a longer meeting then please arrange one via the school office.

If for any reason, your child is late, please take them straight to the school office where we can sign them in and take them down to their classroom.

## **Morning Activities:**

Your child will come into a variety of early morning activities which are designed to help settle them down as well as develop key skills.

## **Independent Learning Time:**

During the day, the children are able to explore the environment both inside and outside for themselves, choosing what they would like to use. Adults will support, challenge and extend the children with their learning during this time.

## **Focused Learning Time:**

Each day there will be short sessions where the children come together as a group for some focused learning time.

## **Phonics:**

At Loxwood School, we follow the Read, Write, Inc. phonics scheme (which is DFE approved). The children learn a new sound every day, which is sent home for parents/carers to practice, via our website. The children will only bring reading books home when they have mastered blending. The books are familiar to the children to ensure they feel confident to read to an adult at school and at home. We start off by working on their listening skills before starting formal phonics teaching from week four.

**Snack:**

We use a rolling snack café where children can have their snack or drink at any point during the morning. We provide a piece of fruit or vegetable for each child via the government's free fruit scheme. However, if you prefer, your child can come in with a healthy snack of their own choice of fresh fruit or vegetables, in a clearly labelled pot. We ask that your child brings in a water bottle each day with water only, no juice or squash. Please can these have a sports cap and be easy to use so that they can refill the bottle themselves when needed. Whilst children are under 5, they are given a carton of milk every day for free. Once they are 5, if you want them to continue to have milk, you will need to purchase this via Cool Milk - details will follow.

Please note that the first day back after every holiday, you will need to send in a snack, as our fruit does not arrive until later that day.

**Lunchtimes:**

Our children eat their lunch in the hall. All children in Reception, Year 1 and Year 2 are currently entitled to a universal free school meal each day. These are provided by Chartwells, an outside catering company. The menu for each week is on their website and lunches will need to be ordered two weeks in advance via your ParentPay login. You have the choice of whether your child has this or they can bring a packed lunch. Please note that we are a nut free school which includes, peanut butter, Nutella, nut bars etc.

We also promote a healthy, balanced diet and ask that they do not bring in fizzy drinks, chocolate bars or sweets. If you want your child to have grapes, please cut them in half as they can be a choking hazard. Remember to include a spoon for yoghurts or desserts and a drink in their lunchbox.

If your child has any allergies, please make sure you make the school aware of these on the enrollment form. If you would like them to have a hot meal, you will need to complete Chartwells online profile, they will then arrange an agreed Special Diet Menu. Please note, they will not provide a meal if your child has food allergies without the Special Diet Menu in place.

**PE (Physical Education):**

Your child will have PE each week. We employ a specialist Sports Coach called Mr. Green who teaches the children every Wednesday – the children all adore his lessons! Alongside this, they will have another PE session throughout the week. We ask that your child brings in a NAMED PE kit at the start of each half-term which they keep in school.

To start with, the children take a long time getting changed for PE so we ask that they come in clothes that are easy to take off and put on again on that day – jogging bottoms etc. Please avoid wearing tights on PE days.

**End of the Day:**

For our Reception, Year 1 and Year 2 classes, school finishes at 3.05pm. Our juniors finish at 3.15pm. Please use the same entry and exit gates as the early morning drop off. We ask that you wait outside the class door until the children are ready to come out.

If your child is going home with a different adult, please inform the member of staff on the gate in the morning or the office during the day. Unfortunately, if we do not have a note to say who is collecting your child, we will not be able to let them go with that person until we

have spoken to you and confirmed this. If you are going to be late or there is a change in who is picking your child up, please can you try and let the office know by 14.30pm that day. We will set up a password system on the occasions that you are unable to collect and an unfamiliar adult is picking up your child.

### Houses:

We have four houses:

**Brewhurst – Blue**

**Drungewick – Yellow**

**Malham – Green**

**Southlands - Red**

Our Year 6 children are the House Captains. Children collect house points throughout the week for their learning, behaviour and manners. These are counted each week and the winning house is announced in our Celebration Assembly every Friday and awarded with a trophy. We also use our house system for other events such as Sports Day, House Matches and PE.

### Uniform:

We ask that children do wear full school uniform each day, including black school shoes. You can buy most of our school uniform from supermarkets or high street stores or you can order items with our school logo via our online supplier – [Magnum Enterprises](https://loxwood.deco-uniforms.com) <https://loxwood.deco-uniforms.com>

It consists of:

- White polo shirt
- A green jumper, cardigan or sweatshirt
- Grey skirt, trousers or shorts (if wearing a skirt, children can wear black or grey cycling shorts underneath)
- White or grey socks and green or grey tights
- Black shoes (no flashing shoes please)
- In summer, children can wear grey shorts or a green and white check summer dress
- Reception can wear black or green jogging bottoms, if this is more suitable for them.

For PE:

- Polo shirt in their house colour
- Black shorts
- Green jogging bottoms (in Reception)
- Trainers – no laces please
- PE bag in house colour (available on website)

Please make sure everything is **clearly named**.

On their birthday, children can wear their own clothes but make sure they are practical for running around the playground in.

If their hair is longer than shoulder length then it must be tied up in a discrete way, in line with the school uniform (green, brown, black). Please avoid large or fancy bows or accessories. Children should not wear make-up, nail varnish or temporary tattoos.

For their own safety, we ask that the children do not wear any jewellery to school except for simple stud earrings. However, these need to be removed for PE days or taped up.

For Woodlands Learning:

All children take part in Woodlands Learning every other week. Please make sure your child wears suitable clothes on those days.

This consists of:

- Clothes you do not mind getting dirty
- Long trousers and a long sleeved top
- Wellies (keep in school)
- Waterproof trousers
- Waterproof coat

**Warm weather/cold weather:**

Please make sure your child has a sun hat and wears sun protection on warmer days. As the children learn outside all year round, please make sure they have a waterproof coat, waterproof trousers and wellies at school. In cold weather, please make sure they have a hat and gloves. In case of accidents, pack a spare change of clothes in their PE bag including pants and socks/tights.

**Breakfast and After School Club:**

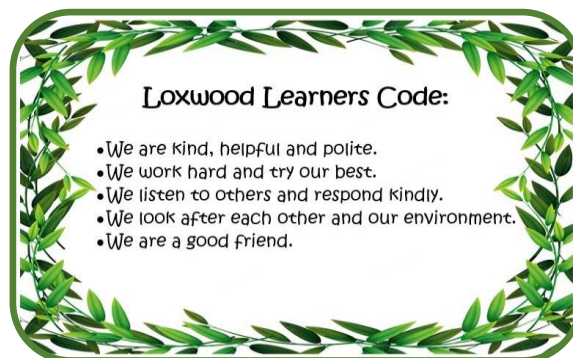
We provide both a breakfast club and after school club every day called Woodpeckers. We open from 7.30am to 8.30am each morning and from 3.05 to 5.30pm each day. This is in our school hall most days unless the hall is being used by another club in which case it will be in one of our classrooms. For more details, visit our website.

**Attendance:**

It is really important that your child attends school every day. Please inform the school office (email [messages@loxwoodschool.com](mailto:messages@loxwoodschool.com) or ring 01403 752207) before 9am if your child is poorly.

**Behaviour:**

We have our Loxwood Learners code that outlines our shared expectations for behaviour.



**PALS – Parents at Loxwood School Association:**

As a small school, PALS is a vital resource for providing essential resources for our school. They fund raise through fun family events such as the summer fair. There are plenty of opportunities to help support them throughout the year!

**Finally:**

We hope that this booklet provides you with some useful information ready for starting school in September. Please remember you can check out our website or contact the office on 01403 752207 or [messages@loxwoodschool.com](mailto:messages@loxwoodschool.com). We really cannot wait for you to join our school.