



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



School Staff:



Mrs Donnelly
Oak class Teacher



Mrs Coupe
Teaching Assistant



Mrs. Mellors
Headteacher



Miss Price
Deputy Headteacher



Mrs. Swann
Learning Mentor



Mrs. Harder
Woodlands Learning Teacher



Mrs. Miles
Office Manager



Mrs. Santos



Mrs. Bicknell

Middy 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.

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 doors from there. Junior children walk through the brown gates by themselves and to their classrooms. 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.

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 provide a piece of fruit or vegetable for infant children 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. Junior children will need to bring in their own snack (as above). 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 cup 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 are in the welcome pack.

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. If you would like junior children to continue with a hot meal, this will need to be ordered and paid for in the same way (using Parent Pay- you will receive this over the coming weeks).

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 once a week. We employ a specialist Sports Coach called Mr. Green who teaches the children every Wednesday – the children all adore his lessons! We ask that your child brings in a NAMED PE kit at the start of each half-term which they keep in school. This is also a handy place to keep a spare change of uniform!

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 2.30pm 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.

Behaviour:

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



Celebration Assembly:

Each week, the adults in each class choose two children to celebrate who have been following our Loxwood values. If your child is selected, you will be invited via email by the Wednesday of that week to the Friday afternoon celebration assembly which takes place at 2:40. For the first half term, Oak class will celebrate in class without parents and parents will begin to be invited after half term.

Uniform:

We ask that children do wear full school uniform each day, including black 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 – **Taylor Made Uniforms**

<https://www.taylormadeuniforms.co.uk/uniforms/loxwood-primary-school/>

It consists of:

- White polo shirt
- A green jumper, cardigan or sweatshirt
- Grey or black skirt, trousers or shorts (if wearing a skirt, children can wear black or grey cycling shorts underneath) Children in Reception can wear black or green jogging bottoms, if this is more suitable for them
- White or grey socks and green or grey tights
- Black shoes which could be plain all-black trainers
- In summer, children can wear grey shorts or a green and white check summer dress
- Please consider buying clothing with fastenings that are easy for your child to manage- e.g. zips instead of buttons on summer dresses and Velcro on shoes instead of buckles.

For PE:

- Polo shirt in their house colour
- Black shorts or black leggings / jogging bottoms for the winter
- Green jogging bottoms (in Reception)
- Trainers – if they are unable to tie them, please avoid laces
- PE bag in house colour

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 bands). 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 a pair of simple stud earrings. However, these need to be removed for PE days or taped up. They may wish to wear a watch, if it is not distracting them from their learning. Again, they would be expected to remove this for PE lessons.

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
- No football kits

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:

Wraparound care is provided by an external company called Wow club. Please see the attached letter for more information on how to book.

Attendance:

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

Parent communication:

We work hard to keep our parents and families well informed and up to date with all the relevant information.

- Up to the Minute- you will receive our weekly newsletter highlighting all the things that have happened throughout the week plus upcoming events. This is sent via the MCAS App.
- My Child at School (MCAS) App- All school communication is via MCAS including letters, trips and payment for trips and clubs . In the case of an emergency you will be contacted directly by email or phone.
- Parentpay website- Chartwells, our lunch time provider, still use this website so booking of hot lunches will continue on here.
- Tapestry App- This is an App used by Reception, Year 1 and Year 2, it is a two-way communication system where you can upload photos and news from home and we can show you what your child has been doing at school.
- School website for all the useful information, including information on mental health and who to talk to. This includes a class page for each class which has helpful information specific to your class including topic webs and woodlands learning dates.

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! Please see the letter in the welcome pack.

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. We really cannot wait for you to join our school.