



Buckingham Park

Church of England Primary School

Excellence, through God who strengthens us

Welcome to Reception

A handbook for parents

A Welcome from the Headteacher

Welcome to Buckingham Park Church of England Primary School. What an exciting time for us all as we enter our fifth year as a new school. We are really looking forward to your child joining us.

This information is intended to help you and your child settle easily into the school. We aim to work closely with our families to enable each child to be the very best young person that they can be – developing intellectually, physically, emotionally, socially and spiritually. I hope you will find this booklet informative and we look forward to welcoming your child to our school in September.

If you need any further information, please do not hesitate to contact me or another member of staff.

Best wishes,

Nick Waldron

Headteacher



Our School Vision and Mission

‘Excellence, through God who strengthens us’. We want to be a school that pursues excellence in everything that we do. We want to fix our minds and our energy on everything which is true, noble, right, admirable, excellent and praiseworthy. As a school based on Christian values, we trust that God will help and strengthen us as we strive to be outstanding and remain outstanding.

We aim to provide the highest quality all round education, for each and every child, in partnership with parents, and within the context of a Christian community.

Our Christian Values

We adopt the following Christian Values as guiding principles:

We are kind, helpful and polite
We do our best
We are honest

We share
We are peacemakers
We forgive others

We take care of everything,
and everyone

Whilst these are Christian values, we recognize these as being universal human values that all our families, whether Christian, from another faith background, or from no faith background, will want to support us in growing in our school, in our staff, and in each of the young people we have the privilege to teach and care for.

We introduce the values to the children in a variety of different ways, including using our specially created values superheroes!

Our Aims

To be a learning community where:

- Each child is significant; noticed, valued, respected and cherished.
- Children are safe, enthusiastic, happy, engaged, courteous, and interdependent.
- As a result of outstanding, motivating and inspirational staff and teaching, each child makes sustained progress.
- The teaching of reading, writing, communication and mathematics is exceptional and each child makes excellent progress.
- Teachers plan challenging and enjoyable tasks based on accurate assessment of pupils' prior skills, knowledge and understanding – supported by an outstanding, creative curriculum.
- Learning across the entire curriculum is highly valued and each subject and area of learning is treated as significant.

To be a Christian community where:

- Christian values are at the heart of school life.
- There is a strong link with the local Church and the wider Christian community.
- Spiritual development, as well as cultural, moral and social development, is integral to the learning experience in the school.
- All children and families - those of the Christian faith, those from other faith backgrounds, and those with no faith background - may understand more about our Christian values and faith whilst being free to make their own choices.

To be a local community where:

- The school is at the heart of the wider community, served by that community, and serving that community.
- The school is fully inclusive, welcoming all sections of the wider community, including those families who do not have a natural connection to the school, so that all will view the school as an active and open part of the wider community.
- Effective partnerships with other community organisations are formed and have a positive impact on the life of the school.
- Everyone is a learner – providing opportunities for life-long learning.



Promoting Positive Behaviour

Right from the start the children in the Foundation Stage are encouraged to have a sense of belonging and respect for the school and community. Our behaviour code will help all those involved in school life to work together for the benefit of all.

We believe that it is important that every member of the school community feels valued and respected, and that each person is treated fairly. We are a caring community, built on Christian values, and these are reflected in the way that we promote good behaviour through the school. We want an environment where everyone feels happy, safe and secure.

The school expects every member of the school community to behave in a considerate way towards others, based on our values.



These values are displayed throughout the school and we spend time talking to the children about each aspect. They are also reflected on through our curriculum and through our acts of collective worship.

The school will reward good behaviour, because we believe that this will develop an ethos of kindness and co-operation. All our efforts are to promote good behaviour, rather than focus on poor behaviour.

We will not tolerate bullying of any kind and we have a separate Anti-Bullying Policy. Both policies can be found on the school web site.

Learning in the Foundation Stage

Our curriculum is based on the Early Years Foundation Stage. The EYFS operates across schools, nurseries and a wide range of other pre-school settings. This is great news for your child as he or she settles into school because the style of learning and the curriculum content will be very similar to any pre-school setting they have been part of. The EYFS takes into account the 'Characteristics of Effective Learning' as well as the Prime and Specific Areas of Learning and Development.

More detailed information about the stages of the EYFS curriculum can be found here:

http://www.foundationyears.org.uk/files/2015/03/4Children_ParentsGuide_2015_WEB.pdf

If you would like more detail about the curriculum in EYFS, please speak to your child's teacher.

Characteristics of Effective Learning

These are the ways in which a child engages with other people and their environment – playing and exploring, active learning and creating and thinking critically. These areas underpin all development across all areas and support the child to remain an effective and motivated learner.



Three Prime Areas of Learning and Development

Personal and Social and Emotional Development

Children learn how to work, play and co-operate with other and how to function in a group outside of the family.

Physical Development

Children develop physical control, mobility, dexterity and awareness of space both indoors and outdoors as well as health and self-care.

Communication and Language

Children develop competence in speaking, listening, attention and understanding.

Four Specific Areas of Learning and Development

Literacy

Children learn how to read and write.

Mathematics

This area provides the foundation for mathematical development, focusing on numbers and shape, space and measures.

Understanding the World

Children develop an understanding of their environment, other people and features of the natural and man-made world around them including ICT.

Expressive Arts and Design

This area includes development of children's imagination and their ability to communicate through role play, music and art.

How Can I help my child prepare for school?

- ✓ Give your child opportunities to meet and play with other children.
- ✓ Encourage your child to become more independent in dressing; doing up and undoing zip and buttons, fastening laces, putting on and taking off their coat. This will mean allowing them time to practice (children's attempts are praised and, of course, staff will always be available to assist the children).
- ✓ Encourage your child to use the toilet and wash their hands independently.
- ✓ Share stories and books daily, recite rhymes and play games that involve taking turns.
- ✓ Talk about and share as many experiences of everyday life as possible, at home and in your local area eg: shopping, cooking, using a computer, counting objects etc.
- ✓ Let your child spend time with other adults and children so they are used to leaving you.

The Learning Environment

Teaching and Learning in the Foundation Stage takes place both indoors and outdoors (whatever the weather - so waterproofs and wellies are a must!).

The classrooms are divided into distinct areas of learning. Children are taught as a year group, as a whole class, in small groups and individually. Formal teaching and structured play activities allow children to learn through play, grow in confidence and achieve. There is a balance between adult-led and child-initiated activities.

Children in Reception will spend most of their time in and around the Foundation Stage Unit but will also spend some time in other parts of the school in order to use specialist facilities and to work alongside other year groups.



Punctuality and Attendance

We register the children at 08.40am each morning. Any child arriving after this time will be marked late. We will give you further information about the morning routine in due course but we want you to know that parents are welcome in the classroom so that you can see what is happening, take a look at your child's work and chat to the staff.

Attendance at school is really important. In Reception class, learning is rapid and sustained, and we don't want any child to miss out. We aim for at least 96% attendance and we work closely with families if a child's attendance drops below 95% because we know that this will have a detrimental effect on his or her learning and progress.

We do not allow term-time absence unless in extra-ordinary circumstances. If your child needs to absent for any reason, we ask that you complete an absence request form and return it to the office well in advance of the absence so that it can be considered by the headteacher or governing body.

We ask that all medical appointments are made for out-of-school hours wherever possible.

Daily Routines

- Please ensure that your child brings a coat, a water bottle and their book bag every day.
- The children generally sit on the carpet for registration and at the beginning of each session. After this they move to different areas to access different parts of the curriculum both indoors and outdoors.
- Children have a fruit or vegetable snack in the morning and access to water and milk throughout the day.
- We use Letters and Sounds and Jolly Phonics to teach phonics. Once the children have settled they will be split into phonics teaching groups. There is a taught session of phonics each day.
- Lunch is eaten in the dining room and is considered to be a social experience in which good manners are encouraged at all times.
- The afternoon starts with Guided Reading activities (including reading, mathematics, ‘Funky Fingers’, phonics booster and independent reading) and registration.
- The children’s learning continues through the afternoon with a mixture of adult led and child initiated activities across the environment – indoor and outdoor.
- The school day usually finishes with a whole class activity such as a story, rhyme time or singing.

School Meals, Milk and Fruit Snacks

Our school dinners, cooked by Chef Fraser at the Blueprint Hub Kitchen, are a delicious and healthy option for all children (and staff!)

We would encourage all our children to try our hot meals – why not try the meals for a month and enjoy the full range of the menu?

All children in Reception, Year 1 and Year 2 are eligible for a free school meal and will be able to enjoy a hot, nutritious lunch for no payment at all.

All our children will be offered a fresh fruit or vegetable snack as part of the daily routine. The fruit and vegetable snacks are delivered fresh to the school and are provided free of charge to the children.

For all children under 5 we will be offering a drink of milk each day. Of course, child will also have a water bottle and fresh drinking water will be available throughout the day.



Paying for School Visits and Events

All our payments are made through ParentPay – a safe, online system for taking payments which is used in many of Buckinghamshire’s schools. You will need to open a ParentPay account if you do not already have one, details will be sent to you shortly. If you do not have access to the internet, or a credit/debit card, you can pay for school meals and visits using PayPoint service in local shops.

Equipment

Each day your child will need to bring:

- A named water bottle (clear plastic with a non-spill lid)
- A book bag (we will provide your child with a reading book and reading diary)

School Uniform

It is expected that all children will wear full school uniform.

- Traditional, grey school skirt, trousers or shorts
- Navy blue polo shirt with school logo
- Jade Green sweatshirt or cardigan with school logo
- Grey socks or tights
- Black school style shoes (strictly no trainers, boots or slip-ons)
- Baseball cap or sun hat (available with school logo)
- Navy Blue zipped reversible fleece coat with school logo or a dark coloured school coat
- In the summer term, girls may wear a one piece navy and white gingham dress

P.E. and Games:

- White T-shirt with school logo
- Navy blue shorts
- Traditional black plimsolls
- Navy blue track suit (optional, but recommended for winter PE lessons)
- Drawstring bag for PE kit (available with school logo)

Jewellery is unsuitable for school wear as it is easily lost or damaged and can cause injury to wearers and others. Earrings, of any kind, should not be worn. No exception will be made for recently pierced ears.

A navy or dark blue, plain headscarf (hijab) in the short fitted children's style (with no pins) may be worn.

Long hair should always be tied back neatly with a simple bobble, scrunchy or alic band in school colours (jade green or navy blue). Hair should be worn in a style appropriate for the varied activities of the school day and coloured hair should be avoided.

All our uniform can be purchased from the following suppliers:

Tesco Embroidered Uniforms

<http://www.clothingattesco.com/icat/embschoolwear>
(select Buckinghamshire, then Buckingham Park Pupil Uniform)

Bucks Schoolwear Plus

<http://bucksschoolwearplus.co.uk>
48/52 Kingsbury Square, Aylesbury
01296 422120



Communications

We like to keep you informed about what is happening in the Foundation Stage and we hope that you will keep us informed of any circumstances that might assist us. For example: a change in family circumstance, illness or bereavement. Staff members are always available at the end of the school day to discuss any concerns you may have – if they are busy with the class, you can pop into the office and make an appointment.



Parent-teacher interviews are held in the Autumn and Spring terms. A written report based upon observations of your child's progress is sent home at the end of the Summer term and a further parent-teacher interview is available if you wish.

In general, the school will keep you well informed through our newsletters, briefing papers, information sessions, and website. Please make sure you keep your information up to date in the office, remembering to tell us about any changes to your telephone numbers or email addresses.

Attendance

We expect every child to be punctual, and to attend school every day. If your child is unable to attend school, please telephone before 9.30 am on the day of the absence and send in written confirmation of the reason for the absence on your child's return. If you arrive late, please escort your child to the main entrance where he or she will be signed in.

The School does not support holiday and extended leave during term time as this disrupts children's education and has an adverse affect on their progress. Leave of absence will only be granted in exceptional circumstances.

All children are expected to maintain an attendance rate of at least 95% as this is the national average for children of primary school age. As a school we aim to be above average and, therefore, the vast majority of children will have an attendance between 96% and 100%.

Our full Attendance Policy is available to download from the school website.

School Travel

Children's safety is our first priority. We would encourage all our pupils to find a safe walking, cycling or scootering route to school. This reduces congestion around the school and improves safety for all.

If you need to drive to school, please consider finding a safe place to park and then complete your journey to school on foot.

Parent Teacher Association (PTA)

We have an association of parents, governors, staff and friends of the school which is a charity that exists to support the school's work. The Association, led by a committee, organises community events, raises additional funds for the school, and provides support in very practical ways.

There will be an opportunity to get involved in the PTA in the Autumn Term.

School visits and activities

We value the learning that can take place by children making visits out of school and by having special visitors in to school. Over the coming years, your child will have many opportunities to participate in these types of activities.

We will ask you for your general consent for these types of activities. We will also inform you before each event but we won't ask you for consent for every individual visit.

The Use of Photographs

We use photographs in school for a number of different purposes:

- To record and assess progress
- To celebrate achievement
- For publication in school documents and local press
- For publication on the school website (subject to compliance with the school's website policy)

As part of your Admission form, we ask that you give us your consent to photograph your child for these purposes. This saves us from asking you each time we want to publish a photograph in this way.



Use of email and the Internet

We want to make good use of ICT in school across the full range of the curriculum. Increasingly we make use of the internet. We use an internet service provider which specializes in provision for schools and local authorities. This provides a very effective barrier from children accessing inappropriate materials, unregulated chat, un-educational games, email accounts etc.

We also have a code which governs the use of the internet in school which is introduced to the children in ways which are appropriate to their age and understanding.



As part of your Admission form, we ask that you give us your consent for your child to have access to the internet and, in time, be given his or her own email address.

Our full policy for Network and Internet Access which includes our website policy is available from the school's website.

What to do if things go wrong

We want do our very best to educate and care for your children properly, but part of our commitment is to work to improve our standards. If you think that we have not met our best standards, or if your child has a problem at school, we want you to tell us so that together we can put it right.

If you have a concern or complaint, please contact your child's own teacher in the first instance. It is usually better to see them at the end of the day than at the beginning.

If you wish to discuss the matter with the headteacher, then please contact the school office to make an appointment to see him. As long as the headteacher is in school, he tries to see people on the same day he is contacted.

We will agree with you a course of action and aim to solve your complaint to your complete satisfaction as quickly as possible.

If, after further discussion with the staff of the school, you still feel that your complaint has not been dealt with properly, you should contact the Chairman of Governors, whose name and address can be found in the school office.

A full copy of the arrangements for the consideration of complaints is available from the school website.

And finally...

At the heart of our work is the belief that parents are partners in their children's education. We hope that this short guide has been useful in explaining some of our procedures, the way that your children will be taught and how you can help at home.

Please do ask if you have any further questions on these issues.

We are very much looking forward to your child starting school with us in September and we hope he or she has many happy years at Buckingham Park Church of England Primary School.




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