



**Welcome to
Abbotswood Primary
School**

Contents

- * Welcome from our Heads
- * Times of our school day
 - * Term Dates
 - * School Uniform
- * Getting Involved & Working Together
 - * FAQs
 - * Breakfast Club
 - * After School Club
 - * Online Payments
 - * School Milk Services



Message from the Heads

Dear Parents and Carers,

We look forward to meeting you and your child and welcoming you to Abbotswood Primary School. We hope this will be the start of a close partnership which will ensure that you and your child have many happy years here with us.

At Abbotswood we aim to provide a rich and varied curriculum so that pupils of all abilities and backgrounds are helped to achieve in a safe, friendly and purposeful environment. Each child is given every opportunity to learn to the best of their ability and, through our school values, learn to respect others and treat everyone in our school community with care, courtesy and kindness.

Here at Abbotswood we realise that children do best at school where the partnership between home, school and the local community is strong. You, as parents, are the prime educators for your children, and strong, positive links between home and school make such a difference to the progress children make.

Being parents ourselves, we know that this can be a nervous time for you. Please be reassured that Abbotswood is a happy place and we care for each and every one of our children. We are also here to support you so if you are ever unsure about something or would like some advice or support, please do not hesitate to come forwards and get in touch.

Yours sincerely,

Mr Cockle

Executive Head Teacher



Mrs Willoughby

Head of School



Our School Day

- 8.40am Doors open. Children can enter their classroom at any time between 8.40 and 8.50. All children should be supervised while in the school grounds
- 8.50am The bell sounds to signal the start of the school day. Children should be in class ready for registration, any children that are late need to sign in at the
- 10.25am Playtime - Reception will start by having their playtime at a different time to the other children while they settle in. They will be introduced to the
- 12.15pm Lunchtime
to
- 3.00pm Gates are unlocked. Please be aware that lessons are still in progress. We kindly request that toddlers
- 3.15pm End of school. Children in Reception should be collected from the KS1 playground. Their teacher
- 3.40pm Gates closed.

Break times

Play time

- * Fruit is available free of charge for all children in KS1.
- * Children can bring in their own portion of fruit if they would prefer which must be kept in their drawer. We have people with nut allergies in school so **NO NUTS** please!
- * Toast is available on a termly basis to purchase through the school booking system.
- * Milk is available free to children under 5 or to order once they have their 5th birthday.
- * **All children should bring in a named water bottle filled with water every day, this can be refilled during school.**



Lunch time

- * School dinners are available free of charge for all children in Reception, Year 1 & Year 2.
- * Children can choose from the menu which option they would like - There is always a meat free option.
- * Each morning your child will be asked if they are having a school dinner or a packed lunch.
- * Packed lunch boxes must be named.
- * Please remember that we are a **NUT FREE SCHOOL.**

Academic Year 2024—2025

Term	Starts	Ends
Term 1	Monday 2 September 2024	Friday 25 October 2024
Term 2	Monday 4 November 2024	Friday 20 December 2024
Term 3	Monday 6 January 2025	Friday 14 February 2025
Term 4	Monday 24 February 2025	Friday 4 April 2025
Term 5	Tuesday 22 April 2025	Friday 23 May 2025
Term 6	Monday 2 June 2025	Tuesday 22 July 2025

INSET Days

Monday 2nd September 2024

Tuesday 3rd September 2024

Monday 21st October 2024

Monday 6th January 2025

Friday 11th July 2025

School Uniform

- * Grey/Black trousers, shorts, skirts or pinafore dresses, of an appropriate length (**no jeans, sports trousers/shorts or leggings**)
- * White or Bottle green polo shirt (preferably with the school logo, **no other logos or writing allowed**)
- * Bottle Green School sweatshirt (preferably with the school logo, **no other logos or writing allowed**)
- * Bottle green & white striped or checked dresses/playsuits may be worn during the summer.
- * Grey/black or white socks or tights in keeping with colours of uniform - **no leggings used as tights**
- * Plain black shoes, ankle boots or trainers - **no heels, knee high boots or visibly branded trainers**
- * All uniform **must** be named.
- * Children may wear one pair of stud earrings - **no other jewellery to be worn**

Acceptable Shoes

Below are examples of shoes that are acceptable and unacceptable. Regardless of style it is expected that the entire shoe is black in colour.



PE Kit

PE kits to be worn to school on PE days only

- * Plain black Jogging bottoms or Plain black shorts (**No obvious names or logos**)
- * Bottle green hoodie (preferably with the school logo, **no other logos or writing allowed**)
- * Bottle green t-shirt (preferably with the school logo, **no other logos or writing allowed**)
- * Trainers (pull on or Velcro for those who cannot tie laces please)
- * Long hair must be tied back on PE days and all jewellery must be removed or covered with tape

Uniform Suppliers

There are currently several stockists of our uniform that cover different price and quality ranges. [Monkhouse](#) stock all items of our uniform and PE kit. [Tesco](#) (myclothing.com) stock most of our uniform and PE kit with logos and [Harris Sports](#) sell our PE kit with logos.

Outdoor Learning

Children learn inside & outside every day. Please provide your child with a pair of wellies to keep in school so that they can keep their feet dry if it is muddy, rainy or snowy outside. It would also be really beneficial for them to have a waterproof coat or puddle suit in school as the weather can be unpredictable and the children

Getting involved and working together

- * Parent helpers are welcome in school to help in class or with after school clubs, school trips etc. by arrangement with the staff. However, all helpers must have evidence of a DBS check or be willing to complete the relevant forms in order to be checked. Please enquire in the school office.
- * A newsletter is emailed to all families **every** Friday. Please ensure you let us know of any changes to your contact details.
- * If you wish to speak to a teacher it is better at the end of the day, except Wednesdays when we have a weekly staff meeting. If you need more than a few minutes it is best to make an appointment by emailing or phoning the office.
- * Please check our website for the latest information about your children's learning.
- * Parent's evenings are normally held twice a year.
- * At the end of the school year, in July, you will receive your child's written report. Please advise the school office if you are a split family and need an additional copy.
- * Parents are welcome to make an appointment to discuss the end of year report if they wish.

Attendance

- * Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind. At our school we want our children to have a great education and the building blocks for this begin with children coming to school every day. If children miss school regularly they miss out on learning the fundamental skills that will set them up for success in later life. We monitor every pupil's attendance carefully and parents will be contacted if we feel there is a concern.
- * If your child is ill and therefore won't be at school we require you to ring the school in the morning and leave a message explaining the reason for the absence.
- * If no reason for absence is given it is marked as an unauthorised absence.

- * If your child has been sick or had diarrhoea they must not return to school until **48 hours has passed** since symptoms have cleared.

Holidays

- * All holiday during term time will be unauthorised. If you need to request an absence please email parents@abbotswoodprimary.org.uk giving your child's details, the dates required and the reason for the absence.

Medical & Dental Appointments

- * If you need to make a medical/dental appointment, where possible please try and make them outside of school hours. If this is not possible please email a copy, or photo, of the appointment letter or text to the school office parents@abbotswoodprimary.org.uk.

Health

- * At the beginning of each school year you will be asked to review and return a 'Data Collection form'. This will give the school details of any allergies your child has, any long term medical needs your child may have and will enable us to work together to ensure they are met. It also asks for details of who to contact in case of an emergency. It is essential that this information be kept up to date with any changes.
- * If your child requires an inhaler in school, it must be clearly labelled in the original box which details their name and the dosage and given to the class teacher/office who will store it safely in the classroom. You will also need to complete an administering medication in school form.
- * If your child is on a short course of **prescribed** medication, a member of staff can administer this when agreed in advance and on completion of a medical form which can be obtained from the school office. This is usually only for medication that needs a minimum dosage of 4 times per day.
- * A record of all medicines administered, both long & short term is kept in the school office.

FAQs

* **Where do I drop off and collect my child?**

Children enter & leave through their outside classroom doors. Both doors are in the Reception outside area. As this area is used for learning throughout the day we ask that you wait on the main Key Stage 1 playground until a member of staff brings the children out. We encourage the children to come into the classroom independently where they will sort their belongings and add their picture to the self registration board.

* **What should I do if I am worried about my child?**

Please talk to us if there is anything bothering you or your child about school. If you do not drop your child off, please contact the office and we will contact you as soon as we are able.

* **What happens if my child is late for school?**

If you arrive after 8.50am, you will need to come to the school office. You will be asked to sign your child in, tell the office what your child is having for lunch and give a reason why you are late.

* **What do I do if I'm going to be late picking my child up?**

Don't panic! Phone the school office and let us know. We will then let the class teacher know, if you are more than 10 minutes late they will then be brought to the school office and you will be able to collect them from there.

* **My child has been sick/has had diarrhoea, what do I do?**

You must not send your child to school. They must have been free of symptoms for 48hrs before they are allowed to return to school. You must also phone the school to advise that your child will be absent.

* **How do I communicate with school and how does school communicate with me?**

If you need to speak to a teacher, the end of the day is the best time to catch them apart from Wednesdays when they have a staff meeting. If you need to speak to the office the main school number is **01454 867777**. You can also email the school via parents@abbotswoodprimary.org.uk stating who the email should be directed to, i.e. your child's class teacher. The school will communicate through the weekly newsletter which is emailed out to parents on a Friday. We will also send text messages to remind parents of events or to let parents know any time sensitive information such as a club being cancelled. If your child is taken ill or has had an accident and needs to be taken home, we will phone you.

* **What do I do when it is not the usual person collecting my child?**

During induction, the class teacher will talk to you about who will be regularly collecting your child. Please bear with us as we get to learn lots of new faces when letting the children out. If you have arranged for your child to be collected by anybody different, please let the staff know so that they can ensure your child goes home safely. If there are any changes during the day please contact the school office. If the person collecting your child is new to school, please ensure that they know your password in case the teachers need to check.

* **How do I pay for Breakfast Club, After School Club, trips etc?**

We are a cashless school and use an online payment system called School Money. This can be accessed via eduspot.co.uk. Login details will be sent out in the Autumn term.

What we expect from you:

- See that your child goes to school regularly, on time (8.40-8.50), in uniform and properly equipped for the day ahead;
- Notify the school by 9.20am if for any reason your child cannot attend;
- Inform the school of any concerns or problems that might affect your child's work or behaviour;
- Make sure any contact details or medical needs are updated straight away;
- Ensure school dinners, trips, breakfast or after school clubs are booked and paid for in advance;
- Support staff at Abbotswood and the school's high expectations of your child;
- Ensure your child completes all home-learning tasks set by the school;
- Attend parents' evenings and support any targets identified for your child;
- Be involved in your child's life at school through supporting school activities wherever possible;
- Take responsibility for your child's behaviour before, during and after school through supporting the rules of Ready, Respectful and Safe;
- Avoid taking your child out of school unnecessarily (e.g for holidays/ birthdays);
- Encourage your child to be respectful of other pupils' differences;
- Encourage the school's values of: Responsibility, Empathy, Sense of Pride, Perseverance, Enthusiasm, Curiosity, Teamwork;

What you can expect from us:

- Work in partnership with your home, acknowledging the important role you play in your child's education;
- Care for your child's safety and happiness and will contact you if there is any cause for concern;
- Provide a broad and balanced curriculum, with opportunities for home learning, as appropriate;
- Help your child achieve his/her full potential by acknowledging and valuing his/her individual needs and abilities;
- Keep you informed about general school matters and your child's progress.
- Achieve high standards of behaviour through the expectation that everyone is Ready, Respectful & Safe;
- Be open and welcoming and offer opportunities for you to become involved in the life of the school;
- Provide equality of opportunity for all children;
- Encourage your child to respect his/her surroundings and other people.
- Encourage the school's values of: Responsibility, Empathy, Sense of Pride, Perseverance, Enthusiasm, Curiosity, Teamwork.

Breakfast Club

The Key Stage Two Hall

Leader: Mrs Shane Trembling

Monday - Friday 7.45am - 8.40am, term time.

Session price - £3.50 including food

Breakfast Club runs everyday in the Key Stage 2 Hall. Children can choose from a range of breakfast items including toast, cereal, yoghurt and fruit juice on a daily basis, with bacon & beans available on Fridays . Children can then relax quietly watching a film, use craft materials, or play with a range of toys indoors or outdoors, then go straight to their classes for registration at 8.40am.

After School Club

Library

Leader: Mrs Kate Port

Monday - Friday, 3.15pm - 5.45pm, term time.

Session price - £10.50

Children come straight to the club which is based in the Library when the bell goes at 3.15pm. They are registered by our club staff then can choose to play or to eat a healthy snack such as toast and fruit. Children in the Reception class are collected by a staff member or escorted to the club by their teacher. Snacks are available between 4pm - 4.30pm. There is a range of craft, play and role-play equipment, a large selection of outdoor activities as well a relaxation area in the Library area with a TV. Craft activities are included in the session fee - pop in and visit after school any time and see many happy children.

Friends of Abbotswood

The Friends of Abbotswood are a group of parents who, alongside staff members, organise activities and events to raise money for the school.

The aim of 'The Friends' is to make our children's education as rich and varied as possible by funding extra opportunities that are not covered by the school's budget.

We hold a number of fundraising events throughout the year, including fairs, Mother's and Father's Day gift giving, sales and games, special event activities and a Friday tuck shop.

All the money raised from these events goes back into the school and directly benefits your children. There is a 'project' to raise money for each year and in the past, funds have been used to purchase new furniture for the classrooms, subsidise school trips and add new books to the library.

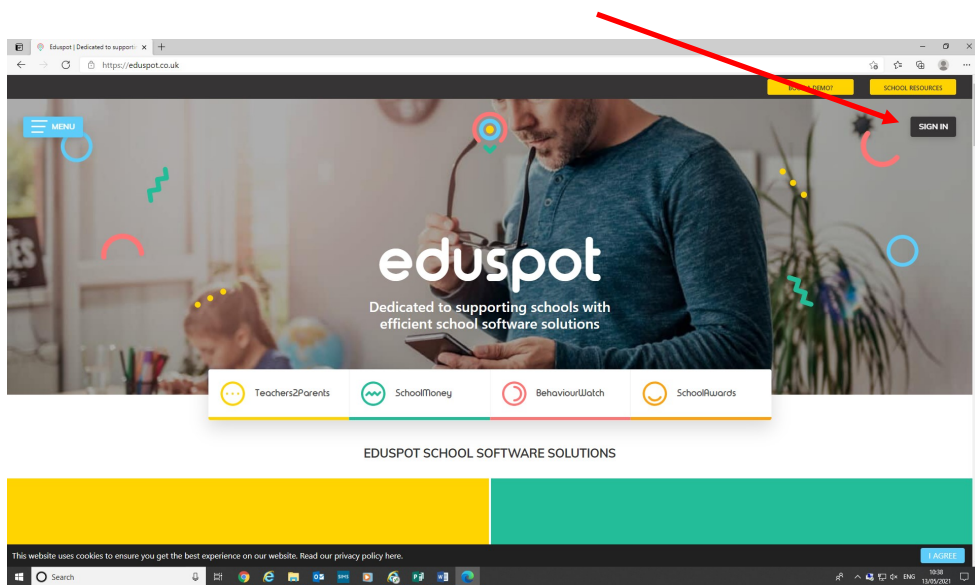
'The Friends' need your help to run these events successfully—many hands make light work! If you are interested in joining, they would love to welcome you. If you are unable to take an active role but have some ideas for fundraising then they would love to hear from you too.

All help is very gratefully received.

Online Payments

We use an online payment system called School Money for all payments to school. This can be accessed via www.eduspot.co.uk. The system uses the mobile phone number and email address for the first contact for your child to set up your account. If you need an additional contact set up please let the office know & they will be able to do this for you. Once you have been set up on the system you will receive an email and a text with a link and a password which you will be able to change. The images below show what you need to do to log in.

When you go to www.eduspot.co.uk this is the screen you will see. To access your account click **Sign in** in the top right hand corner.



You will then see the following options -

Teachers2parents

Schoolpod

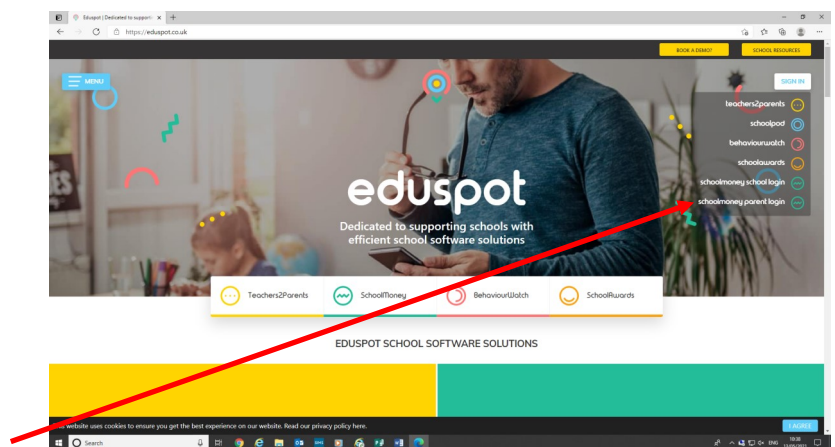
Behaviourwatch

Schoolawards

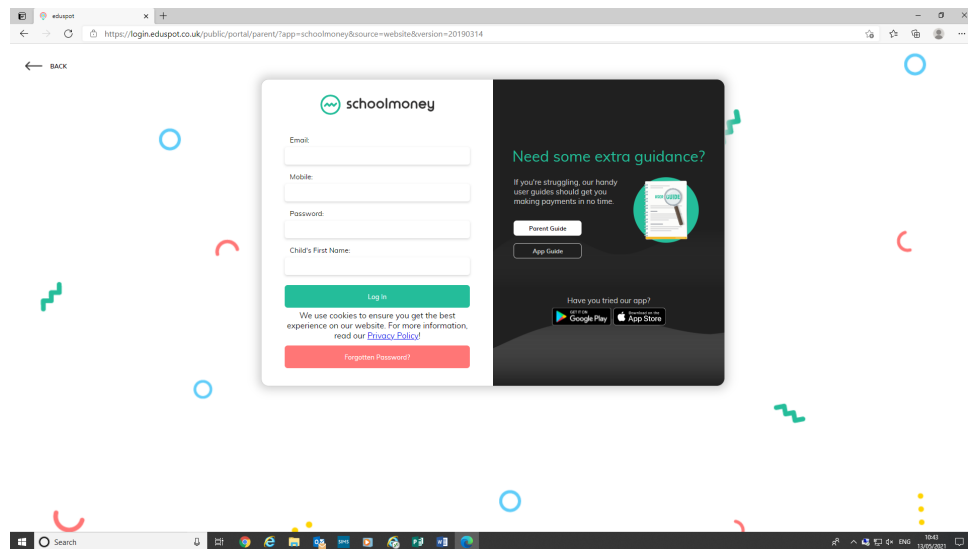
Schoolmoney school login

School money parent login

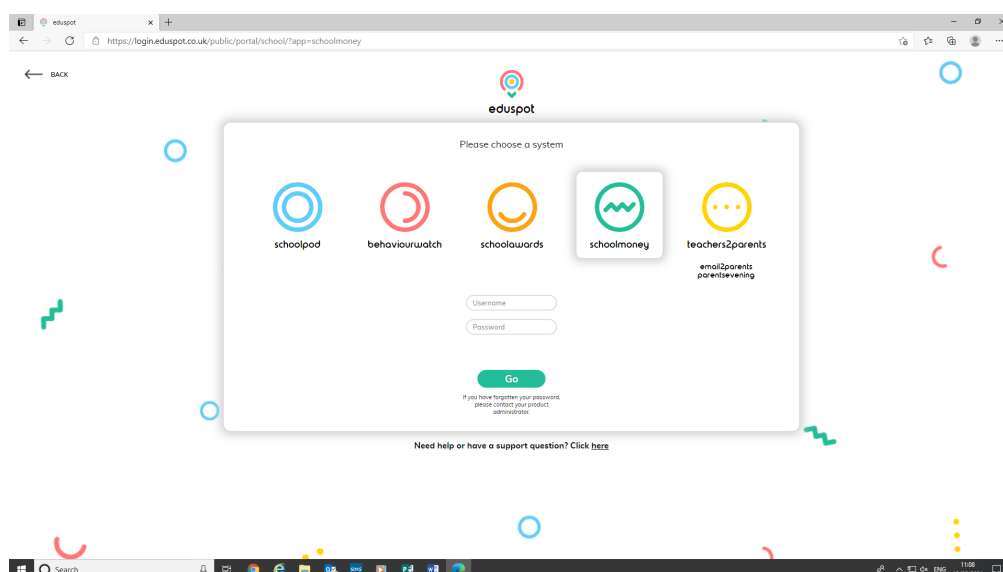
You need to click on the bottom option - schoolmoney parent login



You will then get this screen. You will then need to enter your mobile phone number, email address, password (from your welcome text) and your child's full legal forename.



If you see the screen below, you have clicked on schoolmoney school login. You will need to go back & choose the bottom option from the sign in list.



If you have any problems please contact the school office and someone will be happy to help you.

Getting your child ready for school

Starting school can be daunting for both you and your child, but it marks the start of an exciting new chapter. Before you know it, your child will be making new friends, learning new skills and becoming increasingly independent.

Supporting your child's independence. They will feel happier if they are able to do simple tasks by themselves:

- * Using the toilet
- * Getting dressed; including shoes and socks
- * Using a knife, fork and spoon
- * Washing their own hands
- * Putting on and fastening their own coat

Develop your child's social skills. Children learn and develop by playing alongside their peers and adults:

- Encouraging sharing and taking turns
- Help your child to start a conversation e.g. just saying "hello"
- Give your child time to talk but also providing opportunities when they need to listen
- Introduce your child to new vocabulary at every opportunity e.g. when going shopping, in the car, at the park. This will give them a head start in hearing and understanding new words.

Support the development of early literacy and numeracy skills:

- Sharing different reading materials such as comics, non-fiction books, as well as stories.
- Looking at pictures and asking questions.
- Encourage your child to recognise their own name.
- Following text from left to right.
- Counting objects with your child that they see around them.
- When you are shopping or taking your child out, ask them to point out numbers they see around them such as prices and house numbers etc.
- Singing counting songs
- Help your child to be able to concentrate on an activity for a short period by playing with toys and games together.

School Milk Services

We provide fresh milk to your school which is free of charge for children under the age of 5, funded by the Department of Health under the Nursery Milk Scheme. Once children reach the age of 5, this funding is withdrawn.

We offer a milk service for children over the age of 5. Each child that is registered will receive a 189ml portion of semi-skimmed milk at the morning break period. The cost of this service is less than £2 per week* and you can pay in either one, two or four instalments across the school year.

Registering -

You can register your child before or after their 5th Birthday by visiting our website at www.schoolmilkservices.co.uk or scanning the QR code on the right:



- * If you are registering before your child's 5th Birthday, you can either choose to make a payment at the time of registering, or you can ask for a reminder to be sent 4 weeks before your child's birthday.
- * If you are registering after your child's 5th Birthday, payment will be requested immediately.

Register by Thursday at 12:00 for your child's milk to start on the following Monday.



If you have any questions regarding the milk service, please contact us via email at: sales@schoolmilkservices.co.uk or telephone at 01934 510950.

We look forward to your child joining our school community and hope that this has provided you with some of the information you will need.

If you have not already done so, please can you return the pupil registration form to the school office along with a copy of your child's birth certificate.

Many thanks.





