

## Information for Parents and Carers of New Starters

**Head Teacher:** Mrs Jane O’Sullivan  
**Acorn Class Teacher/Assistant Head:** Miss Rachel Blake  
**Office Staff:** Ms Aoife Mannix  
Ms Charlotte Cavaghan  
Office.300@sibford-gower.oxon.sch.uk

**PTA Chairs:** Ali Smith (Beech/Willow parent)  
Charlotte Watkins (Acorn/Willow/Oak parent)  
sibfordprimarypta@gmail.com

**School website:** [www.sibford-gower@oxon.sch.uk](http://www.sibford-gower@oxon.sch.uk)

**Facebook:** [www.facebook.com/sibfordgowerprimaryschool](http://www.facebook.com/sibfordgowerprimaryschool)

### Communication

- Most communication with the school should be made through the school office at office.3005@sibford-gower.oxon.sch.uk or by telephoning 01295 780270.

- Please check the school website regularly for whole school and class diary dates as well as the weekly bulletin, which will be emailed directly to you through our Groupcall system each Friday.

- School policies, including those specific to Early Years (EYFS), can be found on the school website too.

- We have an Acorn Class Page on the school website. On this, we share information about each term’s learning themes, learning at home and a weekly Acorn update with information about the children’s learning.

- A class ‘routines and expectations’ letter will be shared with you at the beginning of each half term to keep you up to date with timetables for Forest school, PE etc.

- Reminders of events can be found on the school Facebook page.

Sibford Gower Endowed Primary School

- Each half term a colourful whole school newsletter will be emailed to families

containing information and news about that terms events across the whole school

- If you need information or have a question, then school adults are around in the morning, after school, or by note if your child comes to school on the bus.

### **Arrival and Departure**

School begins at 8.40am with registration at 8.50am, once children are attending full time. School finishes at 3pm.

- If your child is unwell and unable to attend school, please ring the school office on 01295 780270, press the number for the absence line and leave your child's name, class and **reason** for absence on the first day of absence. When your child returns to school you are required to inform school in writing explaining your child's absence for our attendance records.

- At the end of the school day, unless your child uses school transport, children in Acorn

class is collected from the double doors leading onto the Acorn Outdoor area (accessible through the side gate on the right of the pathway leading to the entrance of the building).

- In line with our Safeguarding procedures we will only let your child into the care of the adult responsible for them (please be patient as we get to know you!) If anyone other than yourselves (or the usual adult who collects) is collecting your child. Therefore, it is **essential** that we know in advance.

- If you need to arrange for someone else to pick up your child at short notice, it is essential that you contact the school office to let us know. If we have not heard from you, we will not be able to release your child.

- If we are unsure of collection arrangements, we will phone you to check.

To develop independence, we encourage all children to get themselves ready to go home and pack up everything they need. However, children do forget things so please be patient and do feel free to come back into the class with your child if necessary.

## **Clothing - PLEASE NAME EVERYTHING!!!**

### **Uniform**

Please see the uniform page on our school website at <http://www.sibfordgower.oxon.sch.uk/our-school-uniform.html> for uniform policy and information about ordering uniform.

Our uniform is sourced at <http://www.crossembroidery.com> which is based in Banbury.

Children will need to wear a pair of black school shoes. These too must be easy for your child to change into themselves – velcro is ideal unless your child can do their own laces. Please do not send children in with laced shoes if they cannot do them up themselves.

### **Outside learning & Forest School**

We learn outside in all weathers so your child will need a waterproof coat every day, a named hat and gloves on cold days and a named sunhat for warmer days.

Forest school is an amazing opportunity for children to build confidence, work in a team and understand about the environment. As part of our offer, your child will have forest school sessions on a regular basis once they begin full time. Your child will go out in all weathers and will get muddy!

#### **In their Forest School bag, they will need the following:**

- a pair of named waterproof trousers or an 'all in one'
- an under layer of long sleeved and full leg clothing to wear under waterproofs
- additional socks (many get wet feet, sometimes even with their wellies!).

We like to spend a lot of time learning outdoors in other contexts too and so would ask that you ensure your child has a pair of **wellington boots** in school every day.

**Spare clothes** are useful to have in school, especially if your child sometimes has toilet 'accidents' – please put these in a named bag which is separate both from their PE kit and their Forest School kit. We do keep a small stock of spares for exceptional circumstances.

**PE Kit:** Your child can come to school wearing their PE kit (warm joggers, t-shirt, sweatshirt etc as we do most of our PE outdoors).

***And, just in case we forgot to say, PLEASE NAME EVERYTHING!***

### **Weather Protection**

During hot, sunny weather please apply sun lotion to your child before they come into school. If they are very fair-skinned and need to apply more during the day they must bring this in a bottle clearly labelled with their name. We are not permitted to apply it but will happily squirt cream onto their hands and supervise application if required.

### **In the Classroom**

Your child will have a named peg for their coat & other items. They will also have a named drawer where they can store their book-bag, drawings and any other creations they wish to keep safe before home time. We ask that **NO TOYS** or precious belongings are brought into school. Please encourage your child to put their own things away rather than doing it for them to ensure they know where their things are when you are not there.

### **House teams, team colours and house points**

As they start at school, your child will be allocated a 'team colour' – red, green, yellow or blue. This will be their house team for that year. House points are awarded for effort, achievement and perseverance and will be recorded in their house colour. Your child will also represent their 'house team' during Sports Day in the summer term and will need to wear a T-shirt of that colour to race in.

### **Snacks**

We ask that children do not bring in a playtime snack from home. Your child will be provided with a piece of fruit (of their choice) to enjoy during the morning and the afternoon.

Free milk is available to any under 5's who would like it. Milk is offered to children with their school or packed lunch.

Your child will need a named water bottle, which will be brought home each day for cleaning and refilling. Children are encouraged to drink from these at any time during the day, as well as specific times like after play and lunchtime. Bottles are to contain only water (no squash or diluted juice). We will happily refill bottles during the day.

### **School Lunches**

Your child is currently entitled to a free school meal during their time in Acorn and Beech class. Our lunches are cooked on the premises in our purpose-built kitchen. These are

ordered directly by you and there is a good range of choice, including provision for vegetarian and gluten-free diets. The cooked meals are delicious with a range of fresh salad and fruit your child can pick from the salad bar.

Fresh Start Catering, our contract caterer for school meals, will be providing an unique letter for each Reception parent, via the school, before the end of term 6. This will provide a user ID and password and details of Fresh Start's website and ordering procedure via Meal Manager. It is important that you only order meals from the date that your child will be attending school and will be staying for lunch.

More information can be found on the 'Parents' page of the school website at <http://www.sibford-gower.oxon.sch.uk/school-meals.html>

Alternatively, your child may bring in a packed lunch from home. We encourage parents of children who have a packed lunch to pack a healthy, balanced lunch with minimal packaging. Packed lunches are stored in the classroom and are not refrigerated, so you may wish to include a cool pack inside your child's lunch box.

### **PUPIL CONSENT FORMS**

Several pupil consent forms will be forwarded via Groupcall during the next couple of weeks. Parents will be asked to read and provide consent by completing and submitting the on-line form. A form will also be included and can be printed, completed and submitted to school if you feel your child is entitled to Pupil Premium funding. Please read the form carefully and you only need to complete and return if your current circumstances meet the criteria provided.

### **BREAKFAST CLUB & AFTER SCHOOL CARE**

Booking forms for Term 1 will be forwarded before the end of term 6. If you need to book your child in to ASC, please request a registration form from After School Care, via their email address: [asc@sibford-gower.oxon.sch.uk](mailto:asc@sibford-gower.oxon.sch.uk). The email address for the breakfast club is [breakfast.club@sibford-gower.oxon.sch.uk](mailto:breakfast.club@sibford-gower.oxon.sch.uk). PLEASE DO NOT MAKE PAYMENT UNTIL REQUESTED IN SEPTEMBER.

### **SCHOOL PAYMENTS**

We are currently using a Company called School Money to request on-line payments for school trips, activities, ASC and Breakfast club. Payments can also be received via cash and

cheque, made payable to the Warriner MAT and returned to school. If you would like to use Childcare Vouchers to make payment for Breakfast Club or After School Care, please advise Charlotte Cavaghan via the School Office.

### **Curriculum & Learning Journey (EYFS Profile).**

We follow the New Early Years Foundation Stage Curriculum (launched September 2021). This curriculum runs from Birth to 5. Your child will learn through a balance of child-initiated play, adult directed activities as well as engaging in free flow independent learning opportunities

There are seven areas of the curriculum with fundamental emphasis placed on HOW a child learns, these are referred to as 'Characteristics of effective learning'.

Your child will be working towards achieving their Early Years Learning Goals throughout

their time in Acorn class. These are set out for each of the seven areas of the

curriculum. Your child's progress towards these goals will be collected in Learning

Journey folders. Evidence will be recorded using photographs, observations and pieces of

work that your child has engaged in. These Journey's (profiles) are shared with parents and children throughout their time in Acorn class.

We share the children's learning through our learning landscape, displays, newsletters, photo books and invite parents into school to enjoy their child's learning environment regularly.

**An effective partnership between school and parents is a key factor  
in ensuring your child's success at school.**

**We know that you know your child best.**