

# Shire Oak CE Primary School



## Guidance for Parents/Carers of new starters at our school

**Welcome**

**Karibu**

Swahili

**Bienvenue**

French

خوش آمدیر

Urdu

স্বাগত

Bengali

**Welcome in another language:**

**Powitanie**

Polish

**Soo dhawow**

Somali

أهلا وسهلا

Arabic

### School contact details

Shire Oak CE Primary School

Wood Lane

Headingley

Leeds

LS6 2DT

0113 2755890

Dear Parents/Carers,  
Welcome to our school!

This booklet has been written for families of children who join **Shire Oak CE Primary School** after the usual starting age in Reception.

It should be read together with the School Handbook, which gives more detailed information.

This guidance is a summary of the most important information you and your children will need to know to make the most of education at **Shire Oak**.

We do hope this booklet is useful. Please let us know if you have any suggestions to improve it.

Yours sincerely,  
**Jane Astrid Devane**  
**Headteacher**



**We hope you are very happy at**

**Shire Oak!**

## **Members of Staff**

Your child/children's year group, class name and class teachers' names are:

- Class teacher's name is:
- Year group:

**A buddy is another pupil who looks after your child and helps them learn in the first few weeks.**

- Buddies' names:

The Head teacher's name is:

The Office Manager's name is:

Other staff involved with your child/children are:

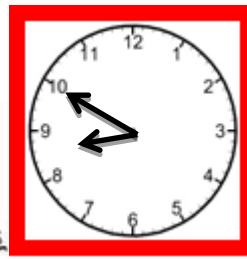
Please see the Handbook for names of the rest of the staff, and information about visitors to the school.

You will have a chance to meet your child's class teacher at Parents' Evenings. You will be told about these evenings and given other important information in newsletters, which your child will bring home.

At other times you are also very welcome to make an appointment to see your child's teacher before or after school.

# Timing of the School Day

School starts



8.50am

School ends

Reception: **3.05pm**



Years 1 and 2: **3.10pm**



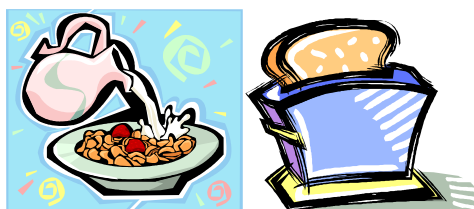
Years 3, 4, 5 and 6: **3.15pm**



Children should meet their teacher on the playground circles at 8.50am. It is very important that children are on time. At the end of the day, **Key Stage 1** children should be collected from the classroom by an adult.

**Key Stage 2** children will leave from their classroom door and meet parents in the playground. Older children may walk home alone if you tell us beforehand.

Please let the school know if your child/children will be late or absent, or if a different person will be collecting them. If this is the case, please tell us if that person has been here before, if they know where to go and whether your child already knows someone different is collecting them.



**Breakfast Club** is open to all children from 8am. Please see the school office for details.

There are also various **After School Clubs**. Please see the class teacher for details.

Term and holiday dates can be found in the Handbook. Term-time holidays are not usually allowed. Please see the head teacher for more information.

## **Behaviour**

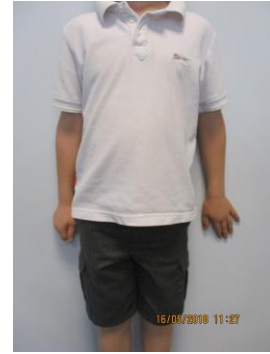
Good behaviour is positively encouraged. Our principles for good behaviour are:

- Be Kind
- Be Safe
- Be Your Best

We ask children to follow these school rules:

- Follow instructions
- Keep hands, feet and objects to yourself
- Use positive language

## School uniform



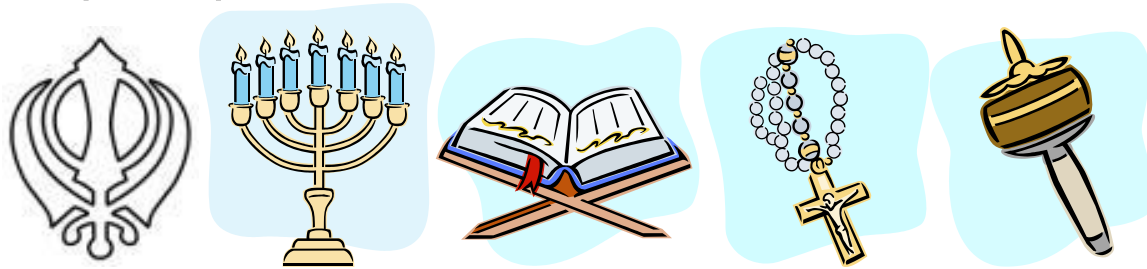
Every day, children should wear grey trousers/shorts/skirt or a pinafore. With this, they can wear a white shirt or a white/purple polo shirt as well as a purple jumper or cardigan and black formal shoes, suitable for all weather. Alternatively in Summer, children can wear a purple and white gingham summer dress. Sometimes the class teacher might ask instead for the children to wear clothes and shoes for outdoor activities that can get muddy and will keep them warm and dry.



For **Physical Education (PE)**, children need to wear white T-shirts, dark shorts or track suit bottoms and trainers.

## Curriculum

Pupils are taught a range of National Curriculum subjects; please see the Handbook for full details.



In **Religious Education (RE)** and **Assembly**, children learn about different religious beliefs and practices. They do not learn how to practice these faiths e.g. become a Christian or a Muslim.

## Assembly

Schools teach about a lot of different things. Sometimes they use prayers. Children do not have to take part in worship.

**Sex Education** forms part of **Personal, Social and Health Education (PSHE)**, in line with Local Authority policy.



## Homework

Your child/children will be given homework at the start of each half term. Please support this important work and make sure it is returned on time.

**Additional support:**

Children with learning or behavioural needs will be referred to the school's **Special Educational Needs (SEN) Coordinator**. Where possible, we will contact your child's previous school to find out any information that will help your child here at our school.

Children's needs in English language will be assessed within the first two weeks and support will be provided to meet those needs, sometimes with the class teacher, sometimes with other members of staff.



## Tips for supporting your child if you speak a language other than English:

- Talk about school in your language at home
- Teach your child new words and talk about your day in your home language.
- It is important for your child to continue to learn and speak in your home language
  - to talk to other family members.
  - so they can be fully bilingual.
- You do not need to talk to your child in English. It is better to talk in the language you know best and that is used in your family.
- Find a quiet space at home for your child to do their homework.
- Read to your child on a daily basis.



Qu'est-ce que tu as fait à l'école aujourd'hui?



## How do children learn English?

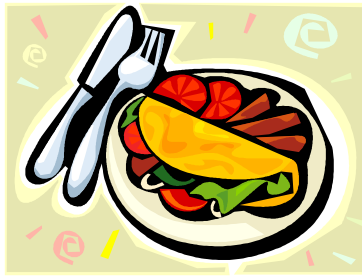
- By listening to and talking and playing with other children and adults in school.
- By hearing the same words every day and doing the same routines.
- By other children and adults translating for them in your home language (if possible).
- It is OK if your child sometimes talks in their home language with friends in school. This will not stop them learning English.



Fruit



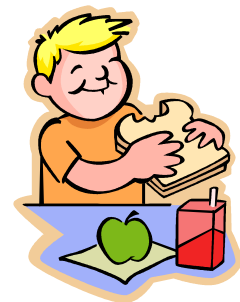
## School meals
















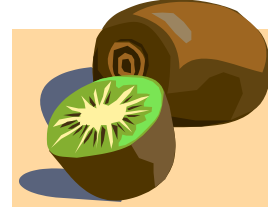
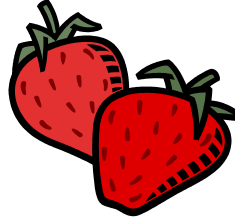
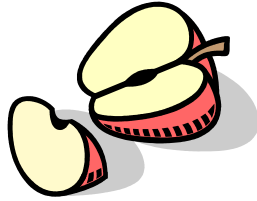
**School meals** (including vegetarian options) are served daily and cost £2.40 for a day or £12.00 for a week.

Your child/children may be eligible for free school meals. Please see the school office.

Alternatively, your child may bring a **packed lunch**



<p>Yes</p> 	<p>Sometimes</p> 	<p>No</p> 
   	 	   



In years 3, 4, 5 & 6 children may bring a **snack**, preferably **fruit**, for **break time** and a drink of water.

In Nursery to Year 2 children are provided with a piece of fruit each day, and milk if they wish.

Please do not send in nut products as some children within the school suffer from severe nut allergies.

### **Medical Information**

Please share any important medical information about your child with his/her class teacher.



### **Emergencies**

Please inform the school of any changes in contact details, in case there is an emergency.

## Additional Information:

- The National Curriculum – The National Curriculum in England is statutory and must be taught by schools to all of its pupils. It gives a broad and balanced base which:
  - promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and
  - prepares pupils at the school for the opportunities, responsibilities and experiences of later life.
- National Health Service, NHS – If you move to England permanently or return to live in England permanently, you're entitled to free NHS hospital treatment. This means you can register with a local doctor and dentist to receive treatment. You can also call 111 when you need medical help fast but it's not a 999 emergency
- Emergency Services – If it is an emergency only and you need the police, the fire brigade or an ambulance you can ring 999, give your details and one will be sent to help you. 101 is the number to call when you want to contact your local police when it's less urgent than a 999 call.
- Physical chastisement – It is against the law to hit or hurt your child. If you need to chastise your child you can verbally talk to them about what is right and wrong, withdraw a special toy or game for a set period of time or “ground” them (stop them from going out to play for a period of time).
- Reporting a crime – If you witness or are the victim of a hate crime and need to report it anonymously you can ring crimestoppers on 0800 555 111 or via the website at [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)