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Ightenhill Primary School

“Starting School”

Book 2

Please read this information carefully and keep this book for
reference

“To be the best that we can be”



Here at Ightenhill Primary School

At Ightenhill Primary School we believe it is important that starting school is made as easy and enjoyable as possible so it is a very positive and happy experience for you and your child.

You as parents are your child's first teachers and will also be the most important ones they ever have. As your child enters school, we see this as the beginning of a valuable partnership with you and hope that we can all work together to help your child achieve their potential.

This booklet has been produced to give you as much information as possible but please do not hesitate to ask if there is anything that you are not sure of.

We have planned an induction programme to ensure a smooth transition from nursery or home and we look forward to getting to know you and your child as we are confident that this will be the beginning of a happy and successful partnership.



Our Mission

To educate and encourage our children to develop into effective contributors, responsible citizens, confident individuals and successful learners

Our Motto

"To be the best that we can be"

Helping your child prepare for school

We want to make your child's introduction to school an enjoyable and exciting experience and would find it helpful if your child could do some of these things before they start with us.

- Dress and undress themselves
- Take off their coat, gloves and hat and hang them up
- Change shoes and wellingtons
- Use the toilet properly and flush it
- Wash and dry their face and hands
- Tidy and clear away their toys
- Blow their nose
- Sit at a table and use a knife and fork



The School Day

The school day begins at 9.00am; the gates into the Reception and KS1 yard are open from 8.50am. On their first day at school children should be brought into the Reception playground where they will be welcomed into their classroom by their teachers. Children will be shown where to put their coats, book bags, PE kits and lunch box (if having packed lunch).

Gates to the school yard will be closed at 9.00am prompt. Anyone arriving late will need to go to the school office and enter school this way.

The reception day consists of a mix of teacher led language and mathematical activities alongside continuous provision. Continuous provision allows children to access a range of stimulating activities linked to learning that enable them to learn through play.



The daily routine

School starts 9.00am (doors open at 8.50am)

Morning playtime 10.30am-10.45am

Lunch time 12.00pm-1pm

Afternoon playtime 2.30pm-2.45pm

School ends 3.30pm

Lunchtime arrangements

The children eat lunch together in the school hall where they are supervised by teachers and welfare assistants who insist on good table manners and encourage the children to eat their lunch. Currently school meals are provided free of charge for Reception and Key Stage 1 children under the Government Universal Infant Free School Meals Scheme. You may purchase a meal for your Key Stage 2 child at a current cost of £2.20 per day.

If you do not take up the offer of the free school meal, your child may bring a packed lunch instead. A packed lunch should be brought to school in a named waterproof lunchbox. Only use unbreakable flasks or drinks in cardboard containers- no glasses bottles allowed.

You may be entitled to funding called 'Pupil Premium' if you are on a low income or benefits. It is extremely important that you apply for this as it provides funding to school to help your child. It also entitles you to other benefits at school such as free school milk in the reception class and helps with the cost of trips over the time your child is at school. It is easy to apply by contacting 01254 220747 pupilaccessseast@lancashire.gov.uk. Even though all infant children get their meals for free anyway, this funding allows us to help your family financially for 6 years, even if your entitlement lasts only a week.

Please indicate in your child's admission booklet whether you have completed the free school meals eligibility form.



Snacks

Toast is served at morning break time. It costs 10p a slice and can be paid for daily, or weekly in advance to the office.

Fruit is provided free of charge to all children in Reception and KS1 through government funding.

All children have access to fresh water via a bottle kept in the classroom which can be re-filled as required from the water coolers on each corridor. Refillable bottles are available to buy from the office at £1.00 each.

Free School Milk

Reception children are entitled to free school milk until they are 5 years old. Once your child is 5 years old milk costs £12.50 per term. For children in receipt of Pupil Premium funding there is no charge.

Milk can only be ordered for reception children aged 5 and above when money is received
Payments and orders for milk can only be made at the start of a term.

Home time

At the end of the school day, reception children are brought to the KS1 hall (exit doors next to infant yard gate) where they can be collected by an authorised adult. We will not let children leave unaccompanied. If you know that you are going to be late or there has been an emergency please ring school and let us know.

Passwords

Parents of children in Reception and KS1 will be given a password. If your child is to be collected from school by an adult who is not known to school you must inform the school office or your child's class teacher. If your child's teacher is not familiar with the adult

collecting they will request the password. If this cannot be provided, we will not release your child.

A school day can seem to be a very long time when your child first starts, so do not be surprised if they come home tired and hungry. School life is lived at a far faster rate than some children are used to, so they often benefit from going to bed early to prepare for the next exciting day.

School Uniform

All children wear a school uniform which comprises of;

Boys

- Long dark grey trousers or dark grey shorts
- Jade green polo shirt with school logo
- Light grey school sweatshirt with logo (available through school or www.myclothing.com)
- Grey or black
- Sensible black school shoes (children may change into trainers at playtime if they wish)
- Book bag (available through school)
- PE bag (available through school)

Girls

- Dark grey skirt, pinafore dress or dark grey trousers
- Jade green polo shirt with school logo
- Yellow gingham summer dress
- Light grey school cardigan or sweatshirt with logo (available through school or www.myclothing.com)
- Sensible black school shoes (no ankle or calf length boots)
- Grey, black, white socks or grey tights
- Book bag (available through school)
- PE bag (available through school)



It is very important that all children's clothing and possessions including PE kits are clearly labelled with your child's name. Please remember that there are over 370 children in our school who wear an Ightenhill sweatshirt or cardigan.

Shoes should be black, strong and weatherproof. Velcro straps are a good way of developing independence when changing footwear. **Trainers are not allowed**

PE kits

Children require a school PE kit which is also available from the school or can be ordered via the My Clothing website. This consists of a yellow T shirt with school badge, black shorts, black plimsolls and a small, named P.E. bag to keep everything in. Trainers may be worn for outdoor P.E. and games, but are not suitable for indoor work. Plain tracksuits/sweatshirts and jogging bottoms may also be worn for outdoor P.E. when it is cold.

Please ensure all clothing is clearly marked with your child's name so lost articles can be returned. PE kits need to be washed frequently but will be sent home at the end of each half term.

Prior to starting school, please encourage your child to dress and undress to help when changing for PE.



Outdoor Wear

The children will spend as much time as possible working outdoors and it would be therefore helpful if your child's school coat is waterproof. It would also be helpful if your child brings a hat and a pair of gloves to school during the colder weather.

Although we have a small supply of spare underwear for accidents, if a child soils himself or herself, parents will be asked to make arrangements for their child to be collected if they are distressed. If your child has any toileting problems, please inform school and provide spare underwear.

Your child will be provided with an apron for 'messy' activities, but accidents do happen. Please remember that a school uniform is a child's working clothes.



Mouse Club

Mouse Club is a fun and exciting project that we introduce to our Reception children and their parents and carers.

At the start of your child's first term in school they will be given a toy mouse which will be theirs to keep. This mouse will need your child's help to get them ready for school.

You will be invited to attend a number of activity afternoons in school where you will be able to join in with fun and creative sessions with your child. A letter will be sent home with your child and mouse explaining a little more about Mouse Club.

Becoming involved in Mouse Club will support your child to settle into school and also support school to work more effectively with parents and build better relationships.



Helping the staff at Ightenhill Primary School

If you wish to speak to your child's teacher please remember that in the morning they have lots of children to attend to. It is better to try and make an appointment so that they can devote all their attention to you. If you would like to speak to the teacher or make an appointment, please contact the school office.

Ways help your child's learning and to help them settle quickly

Children have learnt a lot before they start school. They also have a lot to learn in their time at school. You can help prepare them for this learning.

Here are some skills which we consider to be vitally important to help your child have a good start at Ightenhill.

- Recognise their own name (for trays, pegs etc.)
- Use a knife, fork and spoon correctly
- Use the toilet unaided
- Dress him or herself
- Recognise and start to fasten own coat/shoes
- Speak politely in sentences
- Use scissors safely
- Hold a pencil correctly
- Learn to say nursery rhymes
- Write or copy their own name
- Taking turns and sharing
- Not to hurt others

Please remember; always encourage your child to take an active interest in their environment, encourage your child to ask questions. A confident child is a learning child. Confidence can be built up by praising your child for the things they can do, rather than criticising them for the things they cannot do.

Every child develops at different rates. Please try to avoid comparing your child's abilities with those of other children. They are all different.

Curriculum

We follow the Early Years Foundation Stage curriculum which sets out the Early Learning Goals for your child to achieve by the end of Reception. This is an enquiry based curriculum set within different areas of learning:

Prime Areas

Communication and Language, Physical Development, Personal and Social Education

Specific Areas

Literacy, mathematics, Understanding the World and Expressive arts



Our aim is to provide creative opportunities for all children to learn and to achieve. We provide quality experiences in all aspects of school life ensuring that children are happy, successful and keen to learn.

We use a scheme called Read, Write, Inc. to teach the majority of our English curriculum. This is a reading scheme and your child will read to a teacher daily.

Reading books

Children will not initially be given reading books to take home. They will receive a reading book once they can recognise all the initial sounds and are able to blend these together to read simple words. Reading books are to be returned to school on a weekly basis. Books will be changed when the class teacher feels your child is ready to move on.

Please spend lots of time asking questions about what they have read and what they think of the story.

HEALTH AND WELFARE

Absence

If your child is ill or is going to be absent for any reason you must telephone the school office by 9.30am, alternatively absences can be reported by email to j.thompson@ighthenhill.lancs.sch.uk. When reporting an absence, a reason for this must be given. Simply saying 'unwell' will not be accepted and the absence may be recorded as unauthorised.

When telephoning the school, there is an option to leave an absence message or leave a voicemail. Absences must be reported each day when your child is not in school.

Holidays/Leave in Term Time

Thinking of taking your child on holiday in term time? If so, please think very carefully

- The Government amended key legislation relating to attendance which came into force in September 2013.
- There is NO automatic entitlement to any leave in term time.
- Government legislation states that Headteachers **cannot authorise** leave of absence and holidays in term time unless there are **'exceptional circumstances'**.
- School require that parents complete a Leave of Absence Form before booking any leave. These forms can be obtained from the school office.
- Unauthorised absences are liable for a Penalty Notice issued by LCC at the cost of £60.00 per pupil, per parent. School does not receive this money.

Whilst we appreciate the cost implications, we have no option but to follow Government policy. We do however; have two weeks during the spring break holiday. As this is different to most school's half term, the second week is often much cheaper.

We hope that all parents/carers will support us in our efforts to reduce unnecessary absence and therefore minimise the impact on your child's education.

Health Services

From time to time, we are visited by various health professionals. You will always be informed if your child is involved in any check-ups which require parental consent.

Medicines in school

If children need medicine for minor complaints and infections, parents need to inform the school office and complete a medicine permission form. Only prescription medicine and children's painkillers are allowed at school and should be handed in to the school office where they are kept securely. Alternatively, medicines can be handed in to a Breakfast Club member of staff.

Please inform us if your child has asthma and supply an appropriate inhaler which can be left in school. We also require knowledge of other serious medical conditions and allergies, particularly children who require an Epi-pen. A care plan can be written for your child by our Inclusion Manager with input from the School Nurse, if necessary.

Emergency Contact

In case of an emergency an emergency contact number must be provided for each child. We ask that at least four emergency contact numbers are given.

If there is a change to your telephone number you must inform the school office immediately so that our records can be updated should we need to contact you in an emergency.

RECEPTION CLASS 2018	
Class 1	Miss Sutcliffe
Class 2	Miss Holden
Teaching Assistants – Miss Gardner and Mrs Tomlinson	