

Welcome to Year 5!



Staff

- Teachers - Mr Brooks and Miss Connor
PPA/cover - Miss Bird
- Learning support assistant - Mrs Balfour
Head teacher - Mrs Sime
Deputy Head - Mrs Evans and Mrs Gaskell
- SENDCO - Mrs Gaskell
Family support worker- Miss Barnes
- Office Staff - Mrs Latham, Mrs Tippey and Mrs Hall



School Times



8:00 - Early Bird club starts

8:45 - Doors open

8:55 - Registration

10:30 - Playtime

12:15 - Lunch time

3:05 - End of school day



Attendance

Attendance - Aim for 100%

Punctuality - Must be in school by 8:45am!





Behaviour Reporting Flow Chart



1. Low Level Behaviour

(arguing back, pushing/shoving, disrupting, refusing to do work)

Behaviour is to be managed within the classroom by the **CLASS TEACHER**. Children should not be told to leave the classroom without an adult, behaviour policy should be followed. **CLASS TEACHER/LSA** to deal with incident and **CPOM**. LSAs should always inform **CLASSTEACHER** of incident. If it is an outside supply teacher, they should deal with it on the spot and inform the other year group teacher, who will then **CPOM**.

If behaviour persists

Class teacher refers to **PHASE LEADER** and they will speak to the child and **CPOM**. They will call home

If behaviour stops

Class teacher to monitor and if persists

If behaviour persists

Phase leader to escalate to **D.H.T.** **D.H.T.** to **CPOM** and call home.

If behaviour stops

No further action

2. High Level Behaviour

(posing safety risk to self and others)

Call for help from **SLT**

If needed remove other children from the room. Do not bring the child to the office.

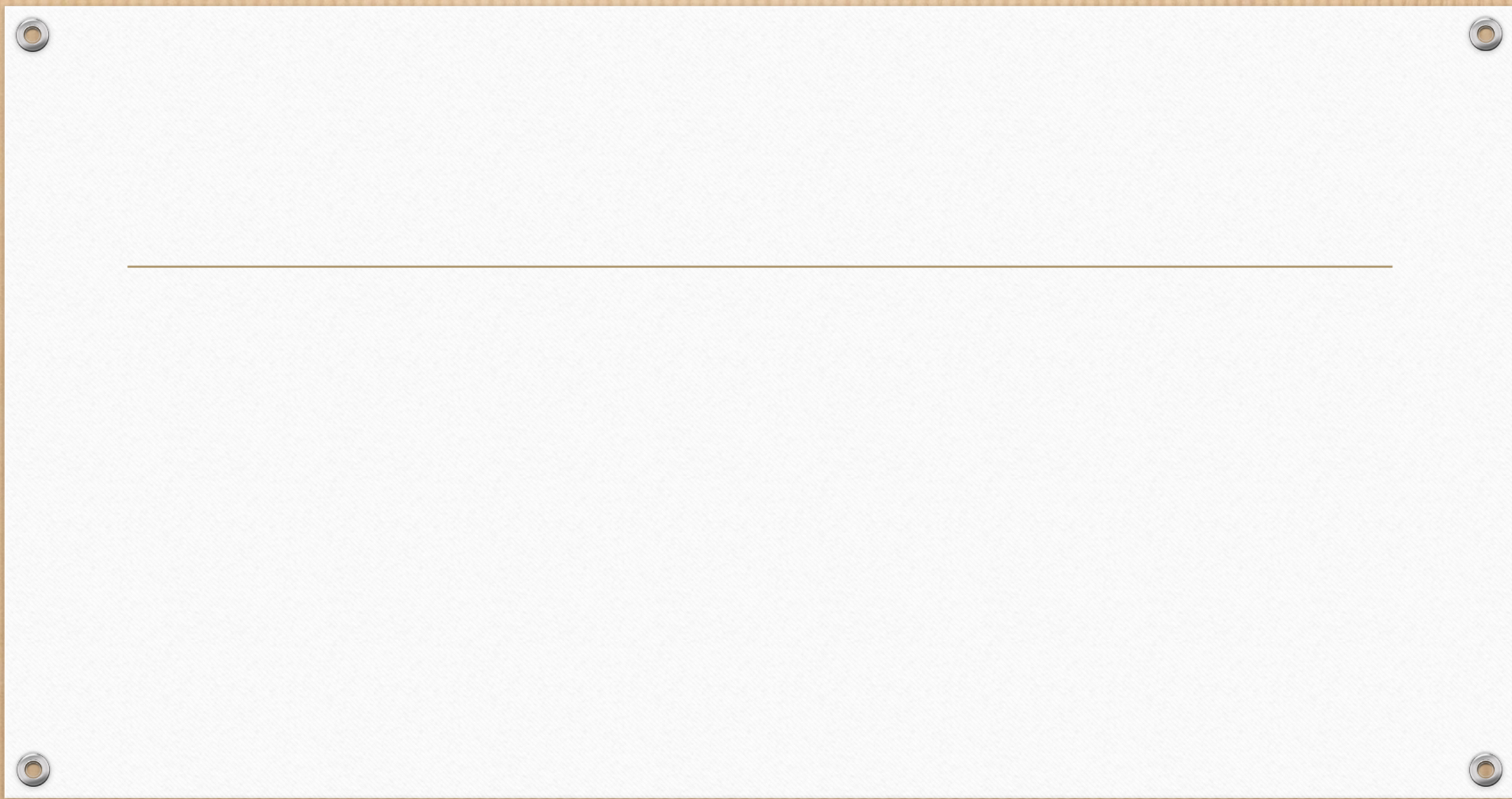
DHT will escalate to **HEADTEACHER**. **HT** will decide action. Meeting with parents and possible outside agencies. Next steps will be planned for.

Children with **SEN** or those on a plan may need an alternative approach, this will be judged by the 1-1 or **CLASSTEACHER** at point of incident. The **CLASSTEACHER** has overall responsibility for behaviour management in their class. Children should not be made to lose their break time or threatened with this. If it is decided that a child needs to complete a reflection you will be informed by **SLT** and alternative/reduced outside time will be organised for that child.

In the absence of a class teacher, the year group teacher will take over.

In the absence of a phase leader you should go to the other phase leaders or **DHT** if all phase leaders are unavailable.

In the absence of **DHT**, the **HT** will be informed. Absence of **HT**, the **DHT** will deputise.



Uniform and PE Kits



- Uniform - White shirt/blouse, grey jumper/cardigan, grey trousers or dress/skirt, school tie and plain black shoes with long hair tied up.
- No jewellery or false nails/nails varnish

PE takes place on a Thursday for both classes.

PE kit- red shirt with school logo, blue shorts and black pumps or trainers.

School tracksuit can be wore during colder months.

Registers will be used to monitor if children fail to wear correct P.E Kits. This be a safeguarding concern.





Rewards



Golden Rule assembly
Class Dojos
Extra responsibilities



Reading



- Reading books - All children should read every school night. This should be recorded by an adult in personal reading records.
- Reading sources can be a wide range of literature including magazines, internet, news articles, comics, novels and poetry.
- Books to be taken home on a Monday and returned to school on a Friday.



Homework



- Children will bring their homework book home every Monday. It should be returned on Friday mornings.
- Each week will consist of four activities: times tables, spellings and consolidation activities of both maths and handwriting.
- Homework is important to consolidate learning in class and prepare children for secondary school. Registers will be kept.





Tables and Spellings



- Our weekly spelling tests will take place on Fridays.
- It is important that spellings and times tables are practised every night. 5 minutes a day will really make a difference!
- Children will be given access to the Spelling Shed and Times Table Rockstars websites/apps to help them further develop these skills.



Food

- We are a nut free school and have several children with allergies. Please be mindful of this when preparing packed lunches.
- Children will be given a bagel Monday-Thursday breaktimes for a snack.
- Children have the option for a treat at tuck shop on a Friday. This costs 25p. Please bring correct money each week.



Allergies/Medical



- We are a nut free school and have several children with allergies. Please be mindful of this when preparing packed lunches.
- Please let the school office know if there are any changes to your child's medical or dietary requirements.



Information

- Any further information can be found on our school website including;
- Policies
- School menu
- Uniform details
- Contact information
- Curriculum information

