



Rivacre Valley Primary School

Parent Handbook

Taking you step-by-step through starting school



"Oh, the places we'll go..."

Together, we create a safe and fun place to learn, explore and grow.



Rivacre Valley Primary School

Pupil Admission Form

The School may, from time to time, be required to share personal information about its pupils with other organisations, mainly the Local Authority, other schools and educational bodies and potentially children's services.

It is a requirement to include the date of birth of all adults with parental responsibility for a named child.

All information will be treated as confidential to the school – **PLEASE PRINT CLEARLY**

Child's legal surname:	Child's legal forenames:
Date of birth:	
Address:	Telephone number:
	Email address:
Post Code:	Country of birth:
Religion:	First language:
Position of child in family (eg, 1 st , 2 nd ...):	
Adult with parental responsibility:	Date of birth:
Relationship to child (e.g. parent, legal guardian, Grandparent, Foster parent)	
Adult with parental responsibility:	Date of birth:
Relationship to child (e.g. parent, legal guardian, Grandparent, Foster parent)	

Please provide details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.

Priority	Name	Relationship	Tel / mobile number	Address
1				
2				
3				

School meals

Free School meal []	Paid School meal []	Packed lunch from home []
Please state special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.		

Travel to school:

Bicycle []	Train []	Bus []	Walks []	Car []	Taxi []
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Education history:

Previous nursery (if applicable):

Previous school (if applicable):

Mrs Kate Docherty, Headteacher, says...

It is lovely to hear that your child is starting at our fabulous school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12 - 13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 0151 338 2020 and we will be happy to help!

Policies and term dates

On the back cover are details of some important policies you need to know about and term dates.

Welcome

Welcome to Rivacre Valley Primary School and I look forward to getting to know you and your child.

Medical information:	
Child's doctor:	Surgery name and address:
Telephone:	
Health visitor's name:	
Telephone:	
Medical history: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:	
Medication: Please provide details of any medication your child requires:	Has your child received a tetanus injection in the last 3 years? Yes / No
Allergies: If your child suffers from any allergies, please provide information below:	Does your child have a physical or medical disability? Yes / No Please provide details:

Declaration:	
I understand that the teacher in charge of the class will be acting in “loco parentis”. If it becomes necessary for my child to receive medical treatment and I cannot be contacted by telephone or any other means to authorise this, I hereby give general consent to any necessary medical treatment and authorise the teacher in charge of the case to sign any document required by the hospital authorities. Every effort will be made to contact you.	
Signed:	Date:

Background Information
Is there anything you would like to tell us about your child? For example: What is he/she like at home? What is he/she good at? What worries him/her? Should we know anything about his / her health? What does your child think about starting school?
Please use the space below to tell us about your child.

Step 1

Step 2

Collection of Ethnicity Information

Name of Pupil:					
Date of Birth:		NC Year:		Reg Grp:	

Please select your ethnic group or background* by ticking one of the boxes below. If you need any assistance completing this form please contact the school.

Ethnic Category	Ethnic Group	Please tick one box
White	British/English/Welsh/Scottish/Northern Irish	
	Irish	
	Gypsy or Traveller	
	Any other White background please write in	
Asian/ Asian British	Bangladeshi	
	Indian	
	Pakistani	
	Chinese	
	Any other Asian background please write in	
Black/ African/ Caribbean/ Black British	African	
	Caribbean	
	Any other Black/Caribbean/African background please write in	
Mixed/ Multiple Ethnic Groups	White and Asian	
	White and Black African	
	White and Black Caribbean	
	Any other mixed background please write in	
Other ethnic group	Arab	
	Any Other Ethnic Group please write in	
Prefer not to answer		

* Our ethnic background describes how we think of ourselves. This may be based on many things, including for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please tear here

Images and videos parental consent form

This form explains the reasons why and how Rivacre Valley Primary School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Name of parent:	
Name of pupil:	
Year:	

Why do we need your consent?

Rivacre Valley Primary School requests the consent of parents on application / being entered onto the school roll to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do you we use images and videos of your child?

Rivacre Valley Primary School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements (use of Tapestry in EYFS and Earwig in KS1 and 2); to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

Rivacre Valley Primary School may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

Where any organisations intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for **the duration your child remains on roll at Rivacre Valley Primary School**.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will take class images of your child which are available to purchase annually.

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No' for each criteria.

The school will **only** publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Using images of my child on the school website.		
Using videos of my child on the school website.		
Using images of my child on Tapestry (EYFS) and Earwig (KS1 and 2)		
Using videos of my child on Tapestry (EYFS) and Earwig (KS1 and 2)		
The local media using images of my child to publicise school events and activities.		
The local media Using videos of my child to publicise school events and activities.		
Using images of my child in marketing material, e.g. the school brochure, website and prospectus.		
Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: • Name • Class • Roll number		

Refreshing your consent

This form is valid for **the duration your child remains on roll at Rivacre Valley Primary School**.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

Declaration

I, _____ (name of parent), understand:
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- Why my consent is required.
- The reasons why Rivacre Valley Primary School uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school uses images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- Consent is for the duration my child is on roll at Rivacre Valley Primary School.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name of parent:	
Signature:	
Date:	

If you have any questions regarding this form, please do not hesitate to contact the headteacher at head@rivacrevalley.cheshire.sch.uk or 0151 3382020.

Additional Consent

Local Area Walks

There may be occasions when your child's class teacher wishes to take class or groups of children for a walk around the local area.

I give permission for my child to take part in local area walks.

Signed:	Date:
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Please tear here


Home School Partnership Agreement

- Parent/Guardian(s): I/we shall try to:
- See that my child goes to school regularly, on time and properly equipped and will telephone if absent.
 - Work with the school to achieve the best education for my child.
 - Support my child in homework and other opportunities for home learning.
 - Attend parents' evening for discussion about my child's progress. Make an alternative appointment if unable to attend main parent's evening
 - Get to know about my child's life at school, regularly view Tapestry (EYFS) and Earwig (KS1 and 2) systems and support school events.
 - Let the school know about any concerns or problems that might affect my child's work or behaviour.
 - Support our School's Vision along with the 4 Core British Values.
 - Support the school's policy and guidelines for behaviour.

Signed:(Parent/Guardian)

The Headteacher, Staff and Governor's of the school: We will:

- Do all in our power to ensure your child has a safe and secure environment in which to work and play.
- Provide a balanced curriculum and aim for high standards of work and behaviour to meet the needs of your child.
- Provide opportunities to extend curriculum work through appropriate homework activities and outside agency involvement.
- Provide reports and information about your child's progress (Tapestry: EYFS and Earwig: KS1 and 2).
- Arrange Parents' evenings during which you can discuss your child's progress.
- Keep you informed about school activities and offer you opportunities to become involved in school life.
- Contact you if there is a concern with attendance or punctuality.
- Invite you into school to discuss any concerns that may affect your child's work or behaviour.
- Ensure that your child is a valued member of our school community.

Signed:  (on behalf of the school)

The Pupil

- I shall try to:
- Keep the school rules.
 - Attend school regularly and on time.
 - Wear the school uniform neatly and smartly.
 - Do the best I can with my class work and homework.
 - Report any worries immediately to my teacher, Headteacher, School Council or another adult in school.

Signed: (Pupil)

TOGETHER

- We will:
- Aim for the best.
 - Tackle any problem which may arise.
 - Celebrate success.

Pupil Premium Registration Form

Currently all children who are in Reception , Year 1 or Year 2 will be offered a free, healthy school lunch.

We need to ensure that all parents / guardians that have a statutory entitlement to a free school meal completes this form. We can then confirm if the school is able to claim the Pupil Premium for your child. Pupil Premium is extra money given to your child's school to spend on resources such as as one to one tutoring, music lessons, extra-curricular clubs and school trips. For 2018/19 this is £1,320 per pupil.

Please complete all of the details below and return this form to your school or Revenues & Benefits, PO Box 187, Ellesmere Port, CH34 9DB. All information will be processed in confidence.

Please enter details regarding ALL your children that you wish to claim for				
Forename(s)	Surname	M/F	Date of birth	Name of school currently attending

Parent / Guardian details:	
Surname	
Forename(s)	
Title	
Address	
Postcode	
Telephone number	
Relationship to child/children	
National Insurance number	
Email address	
Date of birth	

Details of qualifying benefit(s) you receive:	Please (x) if you are in receipt of any of the following:
Income support	
Job Seekers Allowance (income based)	
Pension Credit (must include Guarantee Credit)	
Employment and Support Allowance (income related)	
Child Tax Credits and my annual taxable income is under £16,190	
Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)	
Support under Part VI pf the Immigration and Asylum Act 1999	

You **cannot** get Free School Meals if you are in receipt of Working Tax Credit, or receive an allowance for fostering a child.

Declaration:

I certify that the information given is, to the best of my knowledge, correct

Signature:	Date:
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Revenue and Benefits
PO Box 187, Ellesmere Port, CH34 9DB
Phone: 0300 123 7021
Email: benefits@cheshirewestandchester.gov.uk



Please indicate on the order form below the uniform that will be required for September.
You may choose to pay in advance or in installments or upon receipt of the new uniform.

Item	Number	Size	Cost
Sweatshirt with School Logo Sizes 24 – 34 £8.00 Small, Medium, Large £10.00			
Cardigan with School Logo Sizes 24 – 34 £9.00 Small, Medium, Large £11.00			
Pale Blue Polo Shirt with School Logo Sizes 24 – 34 £6.00 Small £8.00 Medium & Large £9.00			
White Crew Neck PE Tshirt with School Logo Age 3 - XS £4.50 Small, Medium, Large £7.00			
Book Bags £4.50 One Size (First Book Bag free of charge)			
PE/Swim Bags One Size £4.00			
Total Cost			£

Pale Blue Polo Shirts, Grey Trousers, Skirts, and Pale Blue gingham summer dresses available from most Supermarkets/ Department Stores.

Name of child:	Class:
Signed:	Total enclosed: £

Step 5

Key information

What are our school times?

The School Day:
Nursery: 8:50am – 3:00pm (flexible hours available for 15 and 30 hour provision)
Reception, KS1 and KS2: 8:50am – 3:15pm
Lunchtimes:

EYFS & KS1: 12:00pm – 1:00pm
KS2: 12:30pm – 1:30pm

Before and after school care

Early Start Club and Breakfast Club

S4YC provide a Breakfast club
Early Start Club is available from 8:30am
S4YC provide After school club from
3:15pm to 4:30pm – cost £8.00, or
3:15pm to 6:00pm – cost £11.00

Arrivals and departures

Children should arrive for 8.50am and line up on the playground. Parents should stay with their child until they are collected by the class teacher.
Younger children will not be allowed to leave the premises unless they are collected by a responsible adult. Older Key Stage 2 children may be given permission, in writing, by their parents to walk to and from school alone, but we would not normally expect this for children below Year 5.
If you are going to be late collecting your child, please telephone the school.

Uniform

School uniform consists of grey skirt or trousers, pale blue polo shirt, and a royal blue cardigan or sweatshirt. We ask all parents to support us by encouraging children to wear school uniform. School uniform can be purchased from the school office.
P.E.
For Health & Safety reasons we require children to bring a change of clothing for P.E. and games. It is helpful if a suitable bag is provided to hold these items. P.E kit is white T shirt, black shorts and pumps.
All items of uniform and P.E. kit must be clearly labelled with the pupil's name.

Food in school

School meals are cooked on the premises. Any dietary requirement can be catered for. Edsential is the School Catering provider. School meals can be paid for online. Please ask in school office for details. Alternatively, money can be sent in at the start of the week or paid daily.
Free school meals
Free school meals are available for all children in Reception, Year 1 and 2. From Year 3 upwards, some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please ask at the office for details on how to apply.
Packed lunches
Your child may bring a packed lunch to eat at school. We ask that you provide a balanced meal which does not include sweets. A drink may be brought, provided that it is in an unbreakable container, marked with your child's name.
Drinks and snacks
Children may also bring a plastic bottle of water for consumption during the day. Fruit will be provided for children in EYFS and KS1. Plastic bottles can be purchased from the school office. Children in Key Stage 2 can also purchase a healthy snack and drink at morning break.



Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

If your child is absent from school, we ask that you telephone the school. In cases of extended absence, we would expect you to contact school as soon as possible. For absence from school in exceptional circumstances, requests must be made to the Headteacher who will consider each request individually.

Absence from school without explanation by a parent will be regarded, under the Education Reform Act, as 'unauthorised' and will be recorded as such. We are required by law to complete an Absence Return each term which contains information about unauthorised absences from school.

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

Holidays in term time

Holidays in term time are not allowed and are strongly discouraged. If it is unavoidable that you take a family holiday during term time, please complete an Absence in Exceptional Circumstances Form in advance. The granting of leave of absence during term time is entirely at the discretion of the Headteacher and will only be given in exceptional circumstances. Children's current levels of absence will be considered when the decision is made.

Medication in school

If your child requires medication of any kind please notify the school office, and either arrange to come in and administer the medicine or complete a Medication Request form. This is obtainable from the school office. Never send children into school with medicine without accompanying them.

Mobile phones

Mobile phones are not permitted in school.

Hair and jewellery

For health and safety reasons we discourage the wearing of jewellery in school. Children with long hair should tie it back to prevent accidents.

Helping to support children's learning at home

Homework is set throughout the school:

- All children are encouraged to take their reading book home to share with parents.
- Spellings are introduced during Key Stage 1, as part of a whole school programme.
- Children may also bring home multiplication tables to learn, or research work related to the current topic.
- Numeracy and Literacy extension work is also set.

Internet safety

At Rivacre Valley Primary School, we understand the responsibility to educate our pupils on e-safety issues, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. Internet access is age-appropriately filtered. Children and parents are asked to read our Acceptable Use forms available on school website.

Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the class teacher. If it is a confidential or complex matter do not try to deal with it immediately before or after school, but ask to see the teacher at a suitable time.

Reports

At Rivacre Valley we pride ourselves on sharing your child's achievements and progress throughout the year rather than in a one off report in the summer term.

Every child has either a learning journey (Tapestry: EYFS) or academic timeline (Earwig Academic: KS1 and 2) where staff upload pictures, videos and comments on an ongoing basis. These comments and photographs / videos are linked to our

assessment statements and provide next steps for your child.

We will upload special events, such as class assemblies, performances and educational visits onto Tapestry (EYFS) and Earwig Academic (KS1 and 2) so that you have a full picture of the exciting learning journey that is taking place at Rivacre Valley Primary.

Clubs and activities

Rivacre Valley Primary School offers a range of lunchtime and after-school clubs, some of which are:

- Netball.
- Dance.
- Art.
- Lego.
- ICT.
- Gym.
- Homework.

Details of current clubs, times and availability, can be found on our website or by asking at the school office.

Enrichment programme

Each year, Year 4 children have a 1-night residential visit to a local activity centre. Year 5 have the opportunity to spend a few days on a residential trip and take part in activities such as water sports, archery, quad biking etc. Year 6 children attend a cultural residential visit to London.

Special Educational Needs

Every child at Rivacre is respected as an individual and where possible, teaching occurs within the normal classroom situation. However, there may be occasions during a child's development when extra help is necessary. In this case, a special programme is developed to help the child overcome these difficulties, with extra support provided where appropriate. We similarly cater for the more gifted children. Parents are always involved in these matters.

Pupils with Disabilities

All pupils are welcomed at Rivacre irrespective of their level of need or disability. Rivacre Valley is proud of being awarded the 'Inclusion Quality Mark.' The Governing Body recognises this as a priority and actively promotes inclusion by ensuring the school is accessible to all (ramps, disabled toilets and hearing loops are provided). Additional resources are sought if a pupil requires extra provision over and above what is normally provided. Our Accessibility Plan is available on request from the School Office and on the School website.

Charging policy

We consider activities such as educational visits to places of interest to be a vital extension to each child's education in school. Section 110 of the Education Reform Act 1988 requires us not to charge for such activities which take place mainly, or wholly, in the school day. When visits of this nature are planned we invite parents to make a voluntary contribution towards the cost and where possible, we subsidise these visits from school funds. Where sufficient contributions are not forthcoming we may have to cancel a visit. We hope parents will support us in this important aspect of school life. No child will ever miss out on a trip because they cannot afford to go. Where parents are experiencing financial hardship, they are encouraged to talk to the Headteacher in the strictest confidence.

Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

- For children or sufficient numbers of staff to reach school and provide an adequate educational service.
- For children or staff to journey to and return from school safely and without undue delay.

In the event of emergency closure, parents will be contacted via text. It is important that we have your up to date contact details.

Stay in touch

The school appreciates that during bad weather children may arrive later than

normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation.

Contact numbers

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message or a phone call either at home or work and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact you.

Working with parents

Parental involvement

Friends of Rivacre Valley

Friends of Rivacre Valley meets once every half term, and all parents/carers are welcome to attend. For further details please contact one of our parent governors.

Volunteering in school

Parents are encouraged to assist in school with various activities and occasionally with educational visits. On the last Thursday afternoon of each half-term, family and friends are welcome to come and attend our Celebration Assembly when children receive certificates for a special reason such as a particularly good piece of work.

Communication with parents

We like to feel that, in partnership with parents, we are a team working together to create an environment of excellence where each child is valued, nurtured and guided in preparation to face the challenges ahead with confidence. We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child's schooling and to work together with the school in helping them to achieve the very best standards.

Open Evenings

During the school year we arrange open afternoons/evenings for parent/ teacher meetings which provide an opportunity for you to see your child's work and to discuss their progress. These meetings are held in the Autumn term and the Spring term. An opportunity to share your child's achievements is available towards the end the Summer term.

News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates on our website www.rivacrevalleyprimary.co.uk.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

The Home School Agreement

Good communication between school and home is essential. Our home/school agreement will provide the opportunity to stimulate the level and quality of communication; it outlines what parents can expect of the school and what the school expects from parents in the way of support to ensure that children achieve their full potential. Parents and children are asked to sign on admission to school.

Contacting Parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

Foundation Stage Information

Admissions

Rivacre Valley Foundation Stage Building is a purpose-built Nursery and Reception building, feeding into Rivacre Valley Primary School. Nursery children are admitted the term following their third birthday. It is Cheshire West and Chester Council policy that admission to Reception classes takes place once a year. Children who are four by 31st August are admitted to school in September each year. Application for a place in our Reception class must be made to the Local Authority. Parents may pay for nursery sessions once their child is 3 years old.

Session times

Nursery: Morning session 8.50am until 12.00 midday.
Afternoon session 12.00 midday until 3pm.
Reception: 8.50am until 3.15pm.

Arrivals and departures

We ask that you stand with your child at the line ready to hand over your child to a member of staff. For safety reasons, please wait outside the Foundation building gate on the playground at the end of the session and your child will come to you. Access to the Foundation building for picking up Nursery children is via the Rivacre Brow entrance. Warren Drive gates are locked during the day. If you come by car, please park well away from the yellow lines.
Please do not park in the staff car park as access is constantly required.

Absence

We expect children to attend their Foundation Stage education regularly. If your child is absent, please telephone school on the first day of absence. If your child is likely to be absent for a long time, please come and talk to us about it.

Safety

Children are discouraged from wearing jewellery in school for safety reasons. This includes earrings.

Special Education Needs and Disabilities – SEND

We try to deal with each child as an individual and support any children who may have a specific difficulty. If we feel that your child has a special need then we will

talk to you about this and offer help and support. Please advise us of any reasons as to why your child may need special care and attention (family circumstances, bereavement, job loss, difficult changes etc.)

Equal opportunities

We aim to provide all children with equal opportunities. We ensure that all children are given similar experiences both in work and in play.

Medical facilities/emergency contact

If a child needs medical attention during the day or is not well, we have to know the address/phone number where parents can be contacted. It is important that this information is kept up to date and the school informed of any changes. First aid treatment is given in school. Should your child be allergic to normal first aid supplies, please tell us.

Can parents help in our school?

We want to work with you to provide the best possible start for your child. We always appreciate offers of help from parents, although it will not be in your child's own classroom. Please see class teacher.

School rules

Please help your child to understand our rules:

- Listen and follow directions first time.
- Look after our environment.
- Walk in school.
- Do not hurt others by words or actions.
- Allow others to work without disturbance or interruption.

Our rewards for good work and behaviour are:

- Praise
- Special Certificates at Celebration assemblies
- Small rewards

Please remember that this is intended for the benefit of all children and will only work with your help and support. Parents are welcome to share in our achievements by attending our Celebration Assemblies.

What happens in The Foundation Stage?

The Nursery and Reception years form the Foundation Stage of education. The curriculum is intended to build on what the children already know. The Foundation Stage staff work carefully to match the needs of the children; we recognise that well-planned play is the way in which young children learn with enjoyment and challenge. This is delivered through a topic which changes each half term or as the children's interests change.

The Early Years Foundation Stage seeks to provide:

- Quality and consistency - so that every child makes good progress and no child gets left behind.
- A secure foundation - through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly.
- Partnership working - between practitioners and with parents and/or carers.
- Quality of opportunity and anti-discriminatory practice - ensuring that every child is included and supported.

Overarching principles

Four guiding principles shape the practice in our setting. These are:

1. Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.
2. Children learn to be strong and independent through positive relationships.
3. Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.
4. Children develop and learn in different ways and at different rates.

The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

Characteristics of learning

In planning and guiding children's activities, we consider the different ways that children learn and reflect these in their practice.

The characteristics of effective teaching and learning are:

- Playing and exploring: children investigate and experience things and 'have a go'.
- Active learning: children concentrate and keep on trying if they encounter difficulties and enjoy achievement.
- Creating and thinking critically: children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

The areas of learning and development

There are seven areas of learning and development that form the Early Years Foundation Stage. All areas of learning and development are important and inter-connected; however, we understand the importance of ensuring that all children have a solid base in the prime areas from an early age.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

Prime areas:

- Communication and language.
- Physical development.
- Personal, social and emotional development.

We also support children in the four specific areas, through which the three prime areas are strengthened and applied.

Specific areas:

- Literacy.
- Mathematics.
- Understanding the world.
- Expressive arts and design.

Communication and language

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development

Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the

importance of physical activity, and to make healthy choices in relation to food.

Personal, social and emotional development

Personal, social and emotional development involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Literacy

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the world

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

Each area of learning and development will be implemented through planned, purposeful play and through a mix of adult-led (focused activities) and child-initiated activities. Play is essential for children's development, building their confidence as they learn to explore, to think about problems and relate to others.

Early Learning Goals

At the end of the Early Years Foundation Stage (in the Summer term of Reception) children are assessed against the Early Learning Goals (ELG). More information about this and how to support your child's learning and development can be found in the "What to expect, when?" document contained in your pack.

Assessment

We understand that assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs and to plan activities and support. We keep a record of each child's progress using an online learning journey called Tapestry. Assessment in the Early Years involves observing children to understand their level of achievement, interests and learning styles and to then shape learning experiences for each child reflecting those observations. Further information and workshops will be given on how to use Tapestry.

Key persons

Each child will be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

Educational Trips

We try to take the children out of school for visits as often as possible because we strongly believe that the best way for a child to learn is through first-hand experiences.

Other Information

We provide a piece of fruit each day and work to promote healthy eating. Free milk is available for all children up to the age of 5. From your child's fifth birthday milk will cost 25p per day (£1.25 per week) as in line with Government guidelines. From September 2014 all infants now receive free school meals. If your child is eligible for a free school meal in relation to a benefit entitlement. Please complete Pupil Premium, Registration Form on page 9 or contact the School Services Line on 0300 123 7039. The children will take part in P.E. sessions in the hall and outside. Reception will need a P.E. kit – T-shirt, black shorts and black Velcro pumps (if possible) that the children can put on themselves please!

Policies

General School Information

Uniform

- Royal blue sweatshirt/cardigan.
- Pale blue polo shirt.
- Grey trousers/shorts/skirt.
- Pale blue checked dress.

Operation Encompass

Our school participates in a Police led initiative call Operation Encompass. This is a partnership between schools and the Police that helps schools to better support any child where a domestic incident has been reported to Police from their home.

School office

Mrs Cole and Mrs Russell 0151 338 2020

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

Key policies

Some of our key policies are:

- Accessibility.
- Charging.
- Behaviour.
- Attendance.
- Safeguarding.
- Anti-bullying.
- Equal opportunities.
- SEND

A full list of our policies can be found on the home page of our website under School Information/School Policies.



Step 1

Step 2



Step 3

Term dates 2018-2019

Autumn Term 2018

Tuesday 4th September -

Children back in school

Friday 26th October -

Break up for half term

Monday 5th November -

Children back in school

Friday 20th December -

Break up for Christmas

Spring Term 2019

Monday 7th January 2019 -

Children back in school

Friday 15th February -

Break up for half term

Monday 25th February -

Children back in school

Friday 29th March -

Break up for Spring holiday

Summer Term 2019

Monday 15th April -

Children back in school

Monday 6th May -

Bank holiday

Friday 24th May -

Break up for half term

Monday 3rd June -

Children back in school

Wednesday 19th July -

Break up for Summer holiday



Additional Bank Holidays

Friday 19th April – Good Friday

Monday 22nd April – Easter Monday

Monday 6th May - Bank holiday

Autumn Term 2019

Tuesday 3rd September 2019 -

Children back in school

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Email: admin@rivacrevalley.cheshire.sch.uk - Website: www.rivacrevalleyprimary.co.uk