



# WELCOME BOOKLET

## STARTING SCHOOL

at

**St Botolph's Church of England  
Primary School**

Part of the Aletheia Anglican Academies Trust



## Welcome to St Botolph's Church of England Primary School

We hope that this booklet will give you all of the information you need to help your child settle into St Botolph's.

**School Address:** St Botolph's Church of England Primary School  
Dover Road  
Northfleet  
Kent  
DA11 9 PL

**Telephone:** 01474 365737  
**Email:** [office@st-botolphs.kent.sch.uk](mailto:office@st-botolphs.kent.sch.uk)  
**Website:** [www.st-botolphs.kent.sch.uk](http://www.st-botolphs.kent.sch.uk)

**Head Teacher:** Mrs A Chitty  
**Deputy Head Teacher:** Mrs J Roddan  
**Assistant Head Teacher:** Mrs V Walters  
**Inclusions Manager:** Mrs J Harding  
**Chair of Governors:** The Reverend L Smith  
**EYFS Teachers:** Mrs S Shaw  
Mrs A Ringer  
**Welfare Managers:** Ms S Chambers  
Mrs K Simpson  
**Office Manager:** Mrs K Barton  
**Administrative Assistant:** Mrs E Hrabe



## Reception Class Curriculum

Pupils in the Reception class are working within the Early Years Foundation Stage Curriculum guidance. This covers the seven areas of learning: three prime areas *Personal, Social and Emotional Development; Communication and Language; and Physical Development* plus the four specific areas *Literacy; Mathematics; Understanding the World; and Expressive Arts and Design*.

The class day consists of a mixture of whole class and small group work planned by the Early Years teachers, and independent learning through 'Discovery Time' sessions. There will be a daily phonics session and once a week, the children will have a PE lesson led by the class teacher and a music session with our music teacher, Mrs Riches.

During the course of the school year your child will be observed and assessed in all the areas of learning. This information will be recorded throughout the year against the Development Matters statements in the EYFS curriculum and at the end of the year the EYFS Profile is completed and the child's level of development is assessed against the Early Learning Goals. Information about your child's progress and development will be shared at Parent Consultations evenings which are held in October and February. If we have any concerns about your child's progress and development, this will be discussed with you and the information will be shared with the Key Stage and Inclusion Manager, so that appropriate support strategies may be put in place.

During your child's first few days in school, he/she may feel rather bewildered and tired. This is perfectly natural. To support with the transition into school, children will start part time for the first week, staying for mornings only. In week two, they will stay for lunch and go home at 1.00pm. The following week they will stay all day until 3.05pm. We encourage children to be independent and it will help if they can recognise their own name so that they can find their peg where they put their coat and PE bag, their tray where they put their book bag, and their water bottle for when they need a drink of water.





## Parent and Teacher Partnership

At school we value the home-school partnership: we understand that you will know your child best and we would like you to share this information with us. Your child will not just learn at school. The home is just as important a learning environment as the classroom. Please read and complete our Home-School Agreement with your child.

This partnership begins at the home visit. This is an ideal time for you to share any worries or concerns you may have about your child starting school and also enables you to ask any questions about the school and how we work.

All parents want to help their child do well at school but are often worried about doing the wrong thing. We offer Parent Consultation evenings in October and February and use 'My Learning Journey' to report your child's interests and progress, with targets to support further learning. There is also an open afternoon in Term 6 (July) once the final School Report has been given out.

Teachers are available at the end of the day for any minor worries and would be grateful if you could make an appointment if you have greater concerns.

Your child will be given:

- A Letters and Sounds book in the order in which we learn them. You will need to support your child to consolidate their learning and we suggest you spend 5-10 minutes per day learning the sounds and words in this book. It should be brought to school at the end of each term so that it can be updated.
- A reading record book and reading book - you need to read for at least 5-10 minutes per day. These need to be brought to school each day and as long as the reading record is signed, the book will be changed daily. It is fine if you want to keep the book for further practice, please just write this in the reading record book.
- A homework book which follows up work the children will have done in class. This is sent out on a Friday and needs to be returned to school by the following Wednesday.
- A topic leaflet at the beginning of each half term which will explain what your child will be learning during the new topic.

The Head Teacher sends parents a monthly Newsletter with details of any special events. It is important for you to check your child's book bag every day for all correspondence and check the school website for updates.





## Reading at home and at school

Once your child attends school full time they will start to bring home books in their reading bag to share with you. To begin with, these may only have pictures for your child to talk about and make up a story. Then they will bring home reading scheme books that have interesting colourful pictures and simple text to help your child begin to develop and practice early reading skills.

Your child will also bring home a reading record/contact book in which we would like you to record the date and title of the book and a comment when your child has read. This book can become a valuable means of communication between you and your child's teacher.

We teach reading through daily phonic sessions and, once these have started, we will send home books that link with the sounds the children are learning in class. Try to spend some time reading with your child every day, approximately 5-15 minutes. If they are tired or reluctant to read, try again at another time when you know that they are likely to be more receptive. Encourage your child to point to the words with their finger and also to talk about what is happening in the pictures to help them understand what they are reading.

Remember, progress with reading is uneven. Some days your child might be stumbling over every word and the next day reading fluently so please don't worry. IT IS IMPORTANT TO GIVE LOTS OF PRAISE as critical remarks can destroy a child's confidence and make them unwilling to try.

We want your child to learn that listening to stories, and reading stories and other books for themselves, is an **enjoyable and worthwhile experience**. Your involvement in supporting your child's learning will be a vital factor in determining their success in learning to read.

Early on in Term 1, we will hold a 'Phonics Workshop' for parents to explain more fully how we teach phonics and how this links to reading and writing. It is important that you attend this meeting, where you will also have the opportunity to ask any questions





## Organisation of the school day

- 8.30am The school gates will be opened and pupils may wait with their parents at the door to the EYFS cloakroom, which is located by following the path past the school office and around the corner past the kitchen.
- 8.30-8.45am The door will be opened by a member of the Early Year Team. Any messages for class teachers may be passed to this adult or to the Welfare Managers on duty on the playground.

Please do not let your child get into the habit of being late. It is important that pupils get used to the routines at the beginning of the school day and that their learning is not disrupted. Should you arrive late, please accompany your child to the school office where you will be asked to sign your child in.

Please support your child with the rules of the outside and do not allow them to climb on apparatus before or after school.

Our Welfare Managers will be on duty every morning on each playground to take messages for class teachers and the office staff, eg if you are unable to collect your child(ren) from school or they have a medical appointment etc.

- 8.45am Morning registration
- 8.50am Collective Worship
- 9.10am Eucharist (Fridays only)



- 10.40am Break time for KS1 and KS2 - if it is wet play, pupils stay in class with quiet activities. Reception children do not have a set Break time as they have daily access to the EYFS garden and have Snack time in their classrooms.
- 12.00pm End of morning session
- 1.00pm Afternoon registration
- 3.05pm End of the afternoon session: pupils are collected from the Key Stage 2 playground. The children will be led out by the class teacher and teaching assistant and will wait behind the line where the netball posts are and be dismissed one at a time, when we have seen the parent or carer. Please do not beckon or call to your child to go to you before they are dismissed by the teacher.

Please be on time as it can be distressing for your child if you are late. Should you be unavoidably delayed, please telephone the school office and a message will be given to the class teacher. Children will be brought to the school office if they are not collected on time. Please complete and return the Arrangements for End of School Day form attached. **Children will not be allowed to leave the school with any person who is not listed on this form** without prior notification from parents. Please telephone the school office as early as possible if there is a change to collection arrangements.

**If your child is unable to attend school due to sickness, please telephone the school on the first day of absence and send a letter in with your child on their return.**

Please take a moment to read the attached Attendance and Punctuality Leaflet.



## School Uniform

Girls	Boys
White blouse/polo shirt Red jumper/cardigan Plain grey skirt/tailored trousers/pinafore dress (leggings must not be worn) Red, white or grey socks/tights Black shoes <b>Summer</b> - red and white checked dress is optional	White shirt/polo shirt Red jumper Plain grey tailored trousers Dark socks Black shoes <b>Summer</b> - plain grey shorts are optional

Uniform items embroidered with the school logo are available to purchase from The Sewing Shop, 4 Echo Square, Gravesend DA12 1NP either in the shop, online ([www.the-sewing.shop.co.uk](http://www.the-sewing.shop.co.uk)) or by telephone (01474 536700).

Please name all clothing clearly so that it can be easily returned if lost. All unclaimed lost property is put in our lost property box and is donated to charity at the end of each term due to lack of storage space; please ensure that any lost property is claimed promptly.

**Jewellery**- Children may wear a sensible watch and one small stud earring in each ear. No other jewellery is permitted apart from for religious reasons, which the Head Teacher will need to be consulted on. Please see special arrangements regarding jewellery and PE lessons on page 8.

### Hair-

- Hair which the teacher considers too long for safety should be tied back with a hairband or ribbon matching the school colours
- Natural hair colours only
- No shapes shaved into the hair
- No Mohican style hair cuts
- No partially shaved heads (e.g. one side long and one side short)
- No zero grade haircuts





## Physical Education

All children participate in PE lessons once a week; sessions focus on gymnastic skills, dance and games, with athletics in Terms 5 and 6 in preparation for Sports Day. Reception children have daily access to the Early Years garden to support their Physical Development. We go outside whatever the weather and children need a pair of named wellington boots for when it is muddy or wet.

**PE Kit-** Children need black shorts and a t-shirt in their house colour in order to participate in PE lessons.

<u>House</u>		<u>Colour</u>
Cray	-	Blue
Darent	-	Green
Fleet	-	Red
Medway	-	Yellow

Your child will need a clearly named drawstring bag in which to keep his/her PE kit (not a large bag). This should be kept in school on the child's peg until taken home for washing at the end of each half term. If weather is cold or damp children are allowed to wear a dark, plain tracksuit or sweater when doing PE outside.

**Safety** - Children have bare feet for dance and gymnastics in order to develop the appropriate skills successfully and also for safety.

Games and athletics lessons are held outdoors as well as indoors, so trainers or sturdy plimsolls also need to be supplied, preferably slip-ons or with velcro fastenings so that children can put them on unaided.

Earrings **must be removed** before PE activities; pupils unable to remove earrings will not be permitted to participate in PE and parents will be contacted about this. It is very helpful if parents remove their child's earrings before school on days when the child has PE lessons.

Staff will not remove or fit earrings for a pupil, nor should they agree to look after any watch or other item of jewellery: these are the sole responsibility of the pupil.





## Food and Drink

### School Fruit and Vegetable Scheme



You may have heard about the Government's School Fruit and Vegetable Scheme. Under the scheme, each child aged four to six in LEA-maintained schools will be entitled to receive a free piece of fruit or vegetable each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in the UK eat only two portions a day.

We are pleased to say that our school participates in this scheme, which reinforces our commitment to healthy eating, and your child will be offered a free piece of fruit or vegetable each day at morning break time.

The fruit and vegetables will be fresh and of good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables.

The scheme is voluntary and although there is no obligation for your child to take part, we hope you will share our belief that it has many benefits. It is a great way to help us teach our children the benefits of healthy eating.

If you **do not** wish your child to participate in the scheme, please contact the School Office as soon as possible. It is essential that you inform us of any allergies your child might have so that we can ensure they are not given anything that might harm them.

### School Milk



Every child in the UK is entitled to FREE school milk until their fifth birthday and children over five are entitled to subsidised milk. If you have not already registered your child via the school, the quickest way to register for school milk is at [www.coolmilk.com](http://www.coolmilk.com) or ask for an application form at the school office.

### Universal Infant Free School Meals



As you are probably aware, under the Universal Infant Free School Meal scheme, every pupil in Reception, Year 1 and Year 2 is eligible for free school meals. Good food and good food culture has been shown to lead not only to healthier, happier and more fulfilled children, but to improved educational attainment. Evidence from those areas that provide universal free school meals shows that children eat more healthily and perform better academically. Schools in these areas have also reported improved behaviour and atmosphere as a result of all pupils eating together every day.

We believe that the school lunchtime is a great opportunity for all of our children to sit down together and enjoy their healthy and tasty meal, while developing their social



skills. We therefore hope that all parents will take up this offer of a free school meal for our infant pupils.

Our catering company, Total Catering Solutions, ask that as many parents as possible pre-book their children's meals online. Although this is not essential, it helps them prepare if they have an idea as to how many children they will be providing dinners for each week.

Please visit the Total Catering Solutions website to book your children's meals:

<http://www.eschoolmeals.com/TotalCateringSolutions>

You will need to register by 8.30am on the Monday of the week you are booking for (Tuesdays after a bank holiday). Reception classes are zero cost / zero booking fee and you are able to book a term at a time if you wish.

A copy of the weekly menu is attached and is also available on the school website. Children who require a special diet for medical or religious reasons can be catered for if the school cook is informed in advance.

### **Pupil Premium**

The Pupil Premium Grant is additional money available from central government for every child whose parent is receiving one of the welfare benefits listed below:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

**Every eligible child can raise an extra £1,320 for our school. It is therefore very important to register, even if your child is in Reception, Year 1 or Year 2, so that we can receive as much funding as possible.**

Examples of how we use our Pupil Premium Grant are listed below:

- to ensure that all children are able to attend school trips
- extracurricular activities and books to promote reading and to fund other opportunities to boost learning
- additional individual or small group tuition programmes for those children who need a boost to their learning in order to reach their potential; for example small group reading, writing or maths tuition



- individual musical instrument hire and tuition
- behaviour support
- speech and language expertise

To date, we have very little uptake compared to some of our neighbouring schools. If you think you are eligible, please complete the Pupil Premium Registration Form attached to this booklet or apply online at:

<http://www.kent.gov.uk/education-and-children/schools/free-school-meals>

### **Packed Lunches**



If your child brings a packed lunch, please send it in a named lunchbox. We ask that children bring a nutritious meal – no sweets or chocolates are allowed – together with a drink of water or fruit juice (not too sugary) in a plastic bottle or flask. Please also ensure that your child does not bring peanut butter sandwiches as even the smell of peanuts can seriously affect pupils who may have a nut allergy.



## Breakfast Club

We are very proud of our daily Breakfast Club, which provides good quality childcare for the children of St Botolph's School aged between 4 and 11. We aim to provide a nutritious and filling breakfast which will prepare your child for the school day. We are committed to providing equal opportunities for play and participation and we will ensure that your child(ren) have a safe and happy time at Breakfast Club.

We encourage children to use Breakfast Club as a social opportunity and at the same time to learn about the benefits of healthy eating. Children sit around the breakfast table until they have finished eating, then quiet play or activities are chosen.

Children are encouraged to eat and drink something and healthy foods such as cereals, toast and various spreads are provided.

### Opening Times

Breakfast Club is open every weekday during term time, excluding Staff Development Days, from 7.30am to 8.30am. There is no need to pre-book and your children can be dropped off at any time between these times. Children can enter the Breakfast Club via the hall entrance between the two buildings. Please could all parents/carers please ensure that they sign their children in.

### Cost

Breakfast Club has a fixed cost of £3.00, or £5.00 for two siblings, which includes a breakfast of toast, cereals, milk or juice. The cost does not change depending on the time your child arrives. Payment is required on the day and can be paid in advance for block bookings. Please make cheques payable to 'St Botolph's School'. We will not offer credit and we reserve the right to refuse further bookings if the full fee is not paid.





## St Bots After School Club

The St Bots Club aims to provide a friendly, safe environment for children, with a wide range of activities both inside and outside depending on the weather, including board games, ICT, films and art and craft projects. Please note that it is not a Homework Club.

Children will be provided with a cold tea from an organised menu, served after 4.30pm (eg bread, rolls and wraps, fresh fruit and raw vegetables, water, milk, squash and juice). Any special dietary needs are catered for and the menu has been designed to complement the midday school meal and with the school's "Healthy School Policy" in mind.

We are committed to providing equal opportunities for play and participation and we will endeavour to ensure that your child(ren) have a safe and happy time at the Club.

### Opening Times

The St Bots Club is open every weekday during term time, excluding Staff Development Days, from 3.05pm to 6.00pm.

### Cost

The cost of the Club is £9.00 (or £15.00 for two siblings), which includes a light, cold tea, with a reduced fee of £5.00 (or £8.00 for two siblings) if your child is collected before 4.30pm. Payment is required on the first day of attendance each week and can be paid in advance. Cheques should be made payable to 'St Botolph's School'.

We will not offer credit and we reserve the right to refuse further bookings if the full fee is not paid.

A late fee of £5.00 per 15 minutes (or part thereof) will be charged for any children collected after 6.00pm to cover staffing costs.

### General

- We have some general terms and conditions that you must read and agree to.
- We are always open to new ideas and suggestions or thoughts regarding the St Bots Club and we do appreciate your feedback. Likewise, if you have any problems or questions regarding the Club, please do come and speak to us.

### Contact Details:

Kim Barton, Office Manager

Tel: 01474 365737

Email: [office@st-botolphs.kent.sch.uk](mailto:office@st-botolphs.kent.sch.uk)





## Parental Consent for Images

We need to ask for your consent before we are able to take photographs of your child during their time at St Botolph's C of E Primary School.

Generally photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including:

- documenting and recording education activities
- recording their learning and development progress
- recording special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We do however recognise that with the increase use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk.

We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this letter to explore their feelings about being photographed at the setting.

Please read and complete the attached Parent Consent For Images form and do not hesitate to contact the school should you have any queries.





## Student Acceptable Use Policy

The school has installed computers and Internet access to help our learning. Please read through the following rules with your child and complete and return the Acceptable ICT Use Policy Agreement. These rules will keep everyone safe and help us be fair to others.

- ❖ I will ask permission from a member of staff before using the Internet;
- ❖ I will use only my own class login and password, which I will keep secret;
- ❖ I will only look at or delete my own files;
- ❖ I understand that I must not bring software or disks into school without permission;
- ❖ I will only e-mail people I know, or my teacher has approved;
- ❖ The messages I send will be polite and sensible;
- ❖ I understand that I must never give my home address or phone number, or arrange to meet someone;
- ❖ I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- ❖ I will not use Internet chat or social networking sites such as Facebook.
- ❖ If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- ❖ I understand that the school will check my computer files and may monitor the Internet sites I visit.
- ❖ I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.





## Privacy Notice

### Privacy Notice - Data Protection Act 1998

St Botolph's C of E Primary School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, Kent County Council (KCC) and the Learning Records Service.

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care,
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

**There are strict controls on who can see your information. We will not give information about you to anyone outside the school without your consent unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.**

If you would like to see a copy of your personal information, please contact Kim Barton, Office Manager.

If you would like to get a copy of the information about you that KCC shares with the DfE or post-16 providers or how they use your information, please contact:

Information Resilience & Transparency Team  
Room 2.71  
Sessions House  
Maidstone, Kent  
ME14 1XQ  
Email: [dataprotection@kent.gov.uk](mailto:dataprotection@kent.gov.uk)

You can also visit the KCC website if you need more information about how KCC use and store your information. Please go to:

[http://www.kent.gov.uk/your\\_council/contact\\_us/access\\_to\\_information.aspx](http://www.kent.gov.uk/your_council/contact_us/access_to_information.aspx)

To view KCC's Privacy Notice, please follow this link on the KCC website:

[http://www.kent.gov.uk/website\\_information/about\\_this\\_website.aspx#privacy\\_policy](http://www.kent.gov.uk/website_information/about_this_website.aspx#privacy_policy)

For more information about young peoples' services, please go to

[http://www.kent.gov.uk/education\\_and\\_learning/kiass.aspx](http://www.kent.gov.uk/education_and_learning/kiass.aspx) or the KCC website at [www.kent.gov.uk](http://www.kent.gov.uk)



## A Message from the Friends of St Botolph's (FOSB)

A very warm welcome to all new parents from the Friends of St.Botolph's (FOSB), formerly known as the PTA (Parent Teacher Association).

FOSB was formed in 2009 by a small group of parents willing to give some of their precious time and energy to raise funds for school events. Together with parents/carers and the St.Botolph's staff, we promote the school within the community by organising events for the children and parents/carers which raise additional funds for the school.

All parents and carers automatically become members of the FOSB Team once their children have joined and we are always looking for fresh ideas and people to help. Everyone's time and energy is precious enough without having to attend every meeting we hold and some people may just want to dip in and out, whilst others might want to take on a bigger role within FOSB. We are very accommodating and flexible with a view to holding meetings in the day as well as having twilight meetings. Younger siblings are always welcome at meetings. Every idea, no matter how big or small, is of great value and we are grateful for your contributions. Without your ideas, enthusiasm, energy and help we would not be able to hold events for the children of St.Botolph's.

So please come and join in the fun, we are looking forward to meeting you. 😊

Warmest regards

FOSB TEAM

Contact Email - [friendsofstbotolphs@outlook.com](mailto:friendsofstbotolphs@outlook.com)

Facebook group - [www.facebook.com/groups/FOSB1](https://www.facebook.com/groups/FOSB1)





## And finally .....

We know that your child will be happy in our school and we look forward to welcoming you to the St Botolph's Community.

If you have any questions, please do not hesitate to contact the school office on 01474 365737 or email [office@st-botolphs.kent.sch.uk](mailto:office@st-botolphs.kent.sch.uk).

## Welcome to St Botolph's School!



You should have received a separate folder containing the following forms:

- Home-School Agreement
- Arrangements for End of School Day
- Pupil Premium Registration form (if applicable)
- Parental Consent for Images – Conditions of Use
- Parent/Carer Acceptable ICT Use Policy Agreement
- Local Visits for Education Purposes – Parental Consent
- Food Tasting – Parental Consent

Please complete and return these forms in their folder to the school office as soon as possible. Thank you.