



**South Borough**  
PRIMARY SCHOOL

# **New Year R 2022 Information Booklet**

This booklet contains up to date  
information about arrangements for  
September 2022

# A message to parents and carers

Dear Parents/Carers of children joining us in Year R,

I would like to begin by extending a warm welcome to all of the new families joining us in September. At South Borough, our vision is to provide excellence, enjoyment and inspiration in all areas of learning. We aim to develop a close relationship between home and school, and to work together with you in furthering your child's education.

In this document you will find a range of information both for parents and your child, which we hope provides some clarity around arrangements for September. Children will start school on a phased timetable, which will slowly increase during the first three weeks of term. Our hope is that easing the children into school life by slowly increasing their time will help to alleviate any anxieties and give them time to get to know the systems and processes. Thank you for your support with these transition arrangements.

I am also very excited to let parents know that our Early Years outdoor learning area is having a complete makeover. This will be taking place in September and will take approximately 4 weeks. This will cause some minor disruption - please bear with us! We hope that the temporary adjustments we will need to make will be worth it once everything is complete. Please take a look at the building plans that have been included in this booklet, which give an artist's impression of what the outdoor area will look like upon completion.

You will also find details of where and when to drop off and collect your child together with details of the Early Years teaching team for September.

We simply cannot wait to welcome your children into school and get to know you all as families in September. If you have any queries between now and then, please email the school office on [sbps\\_office@swale.at](mailto:sbps_office@swale.at)

Kind regards

Mathew Currie  
Head of School

# Admission Arrangements Sept 2022

We look forward to welcoming all of our new Year R children to school in September. Children will experience a staggered start to school here at South Borough. This side of the summer holiday this will include two stay and play sessions. In September, children will begin by attending mornings only and gradually increasing their time as the weeks progress. Please see below details around the dates/times.

Children will be allocated into groups initially and not classes. All adults will work across both groups throughout Term 1. Towards the end of Term 1, your child will be allocated to a class and a teacher. This is to allow the Early Years team time to get to know the children and their needs.

## June / July 2022 - Video Calls Home & Stay and Play Sessions

Dates:	Monday 20th & Tuesday 21st June <b>(Video Calls Home)</b>
Timings:	Individual appointment time slots will be allocated
Dates:	Wednesday 6th & Wednesday 13th July <b>(Stay and Play Sessions)</b>
Timings:	<b>9:30 - 11:00am (Group 1)</b>
	<b>1:00 - 2:30pm (Group 2)</b>

## Week 1 - Mornings

Dates:	Wed 7th, Thurs 8th, Fri 9th September
Timings:	8:45 - 11:45am
Drop off/pick up:	Drop off and pick up from White Doors

## Week 2 - Mornings & Lunch

Dates:	Mon 12th, Tues 13th, Wed 14th, Thurs 15th, Fri 16th September
Timings:	8:45am - 12:45pm
Drop off/pick up:	Drop off and pick up from White Doors

## Week 3 - Full time (for those who are ready)

Dates:	Mon 19th, Tues 20th, Wed 21st, Thurs 22nd, Fri 23rd September
Timings:	8:45am - 3:15pm
Drop off/pick up:	Drop off and pick up from White Doors

# Dropping/Collecting children

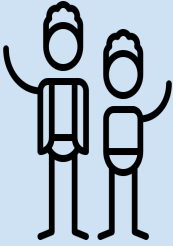
**Your child's first day at school will be Wednesday 7th September.**

## **Our school day starts at 8:45am**

Parents/carers are asked to drop their child off at the double white doors between the school office and kitchen. **Staff will open the door at 8:40am.** Parents/carers are not permitted to enter the building. We understand that some children may find the separation from mum or dad tricky, especially at the beginning of their school life. We want to reassure you that staff will be on hand and will come to you, to provide the necessary support for your child.

## **Our school day finishes at 3:15pm**

At the end of the day the teachers will bring your child out through the white doors. Children will be dismissed out of the white door, as they see their familiar adult. No child is allowed to leave their teachers until the authorised adult who is collecting them has been seen. If someone different is collecting your child, or you are delayed, please let the office know. We will not let them go until you arrive and they will be taken to the office until then.



## Lunch Arrangements

Children in Year R will begin to stay for lunch **from Monday 12th September onwards**. During this week, we will take the time needed to guide the children through the processes of lunch times. Children in Year R will eat their lunch in the hall with other children from the Early Years. Children can either bring in a packed lunch or you can order them a hot lunch using your ParentPay account. All children in Year R are eligible for a free lunch.

As a school, we encourage parents to include a greater degree of fruit, vegetables or items with similar nutritional elements within packed lunches. Please avoid including sweets and chocolate in your child's packed lunch. May we respectfully ask parents not to pack cans or glass bottles in lunch boxes.



## School Milk

Milk is available every day. It is free for children under five but has to be paid for as soon as your child reaches five. Parents/carers need to organise this and can apply online ([www.coolmilk.com](http://www.coolmilk.com)).



## In School Payments

We operate a cashless online system for all payments required to be taken at school. School lunches, trips, swimming and other school related activities should be paid using Parent Pay. Login details will be emailed to parents/carers.

## Uniform

Please see the separate flyer about details of school uniform. Please make sure that every item of clothing is clearly labelled with your child's name otherwise lost items will be very difficult to return to their rightful owner.

# Communicating with Parents

## Whole School Communication

The school uses several different ways to communicate with parents/carers. You will automatically receive **emails** and **text messages** via the **teachers2parents app** which can be downloaded or received through the email address you provided on your admission forms.

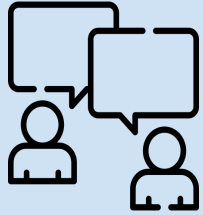
We also have a **Twitter page: @sbpsmaidstone** and a **Facebook page: sbpsmaidstone**.

We share lots of information and photos of events and use this to remind parents of regular events throughout the week. All letters and general information can also be found on the school website

<https://www.southboroughprimary.org.uk/>. There are class pages and a letters home page where newsletters and information about events can be found.

## Communication with your child's teacher

Class teachers will maintain regular contact by phone/contact book with parents/carers about how children are settling in. If you wish to have a face to face meeting with your child's teacher, please email the school office who will make an appointment for you. Please avoid speaking to staff at drop off. This is a busy time and teachers must commit their time to ensuring that all children safely enter the building. If you wish to speak to a member of staff after you have picked up your child, please wait until all other children have been safely dismissed.



There are also parent consultations and drop in sessions throughout the year, which enable parents to get an update on their child's current progress and next steps.

## Medical Information

The school will administer any medication your child may need. You will need to complete an online Google form giving permission for staff to administer medication, specify the dose and frequency. This is available on the school website under Student Life - Medication or via the following links:

[Pain Relief Medication Form](#)

[Prescribed Medication Form](#)



## Special Educational Needs

The Early Years team will ensure that all children's needs are met. Most children's needs can be met easily through the Early Years curriculum. However some children may need a little extra help during their time at school.

You may already know that your child has an additional educational need. If this is the case, please inform the Early Years team when you have your video call home and they will speak with you about how they will meet your child's needs. During their time at school, the Early Years team might identify an area where your child needs some extra support. They will speak with you about this and put a plan in place to support them. This will be regularly reviewed and you will be kept informed about the progress.

Your child's class teacher will always be the first point of contact for discussion about your child's needs and progress. On some occasions, the school's SENCO, Mrs Rachael Fulcher, may also become involved to support the class teacher.

## Friends of South Borough (FOSB)

South Borough is fortunate in having an active FOSB. All parents/carers of children attending South Borough Primary School are automatically members of FOSB. A wide range of fund-raising events is organised by the FOSB committee throughout the year. The FOSB committee welcome any offers of assistance and anyone wishing to do so please drop them an email: [friendsofsouthboroughprimary@outlook.com](mailto:friendsofsouthboroughprimary@outlook.com)

# Safeguarding

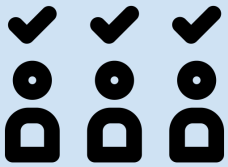
The team at South Borough Primary School are committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil. We aim to provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of each individual child and strive to make sure that every pupil in the school feels safe, secure, well cared for, and able to reach their full potential.

The Designated Safeguarding Lead at our school is Mathew Currie and the Deputy DSLs are Ms Parkhouse (our Family Liaison Officer), Mr Clarke, Miss Ballard, Mrs Fulcher, Mrs Hunt and Mrs Slann.



Please visit the [Safeguarding section of the school website](#) for further information regarding Safeguarding.

## Attendance



At South Borough, we aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising being in school every day and never missing a learning opportunity. Our aim is to ensure that every child achieves at least 96% attendance. We believe that having this as a minimum expectation supports children to achieve their very best academically and socially. Any pupil whose attendance falls below 96% will be monitored very carefully by us and further action may be taken if it does not improve.

Please take a look at the enclosed Attendance Flyer for further information about how to report your child absent.

## Behaviour

A high standard of behaviour is expected of pupils, both in and out of the classroom. Children are encouraged to take responsibility for their own behaviour. The school bases its behaviour policy around a set of core values, which are currently under review by pupils and staff.

Bullying, whether verbal, physical or emotional will not be tolerated at South Borough Primary School. Incidents involving bullying behaviour are always taken very seriously and appropriate strategies will be implemented.

At South Borough, we pride ourselves on using the restorative approach to deal with conflict. Restorative language is a calm, fair and respectful way of communicating which allows each person to express their thoughts and feelings. It helps maintain positive relationships within the school. If there has been conflict, it focuses on the harm that has been caused and ways to repair the harm and repair the relationship.

The Restorative Questions are used in response to specific incidents. A member of staff will talk to the children and ask them a set of questions giving each child the opportunity to tell their side of the story without being judged or blamed. A record of Restorative Conversation will be kept after the incident. The questions are:

1. Can you tell me what happened? What were you thinking at the time? Do you know how you were feeling? What are you thinking/feeling now?
2. Who has been affected or harmed by what happened? How?
3. What needs to happen to make it right or for you to feel better? Is there anything you could do to repair the harm?
4. If the same thing happened again, what could be done differently?

# Read Write Inc - Phonics

*"Teach a child to read and keep that child reading and we will change everything. And I mean everything."*  
Jeanette Winterson

This is what we do at South Borough by following a programme called Read Write Inc, which is a proven synthetic phonics programme which promotes early success in reading, writing and spelling. Research shows that children who learn to read quickly go on to succeed in school and in life.

## Pure Sounds

We teach using pure sounds.

We pronounce the sounds clearly, using pure sounds ('m' not 'muh', 's' not 'suh', etc.) so that your child will be able to blend the sounds together to make words more easily.

This video shows parents how to say the sounds: <https://www.youtube.com/watch?v=TkXcabDUg70>

## Sounds + Blending = Reading

Alongside teaching children sounds, we teach them to blend sounds to read words e.g. s-a-t, sat.

We use Fred Talk to help children read.

Here is our phonics mascot Fred - the children will meet Fred properly in September. Fred can only speak in sounds. He says d-o-g, h-a-t etc. Speaking like Fred helps children to understand that words are made up of sounds. Fred helps children practise blending sounds together because he needs the children to say the words for him. Fred says d-o-g, children tell him the word is dog.



## What can I do at home to help?

1. Practise reading the sounds with your child.
2. Use pure sounds, not letter names
3. Use Fred Talk to read and spell words
4. Listen to your child read their Storybook every day
5. Read stories to your child every day

## Useful Parent Videos

Here are some links to useful videos for parents which will explain certain aspects of the Read Write Inc programme.

What is Read Write Inc - <https://www.youtube.com/watch?v=sjIPILhk7bQ>

Understanding Phonics - <https://www.youtube.com/watch?v=bX0JUPNVnLc>

Reading with your child - <https://www.youtube.com/watch?v=iHMI70ZmxIQ>

Reading the stretchy sounds with your child - <https://www.youtube.com/watch?v=XsrMZZ6lbCI>

Reading the bouncy sounds with your child - <https://www.youtube.com/watch?v=ui5UXEFD6UQ>

