



South Borough
PRIMARY SCHOOL

Welcome to South Borough Primary School

School Staff



Mr Currie
Headteacher



Mr Clarke
Deputy Headteacher



Miss Ballard
Assistant Headteacher



Mrs Hunt
Assistant Headteacher
(Early Years)



Mrs Fulcher
Assistant
Headteacher (SEN)



Mrs Watts
Y3&4 Phase Leader



Mr Smith
Y5&6 Phase Leader



Ms Parkhouse
Family Liaison Officer



Mrs Reardon
School office



Mrs Jensen
School office

Early Years Teaching Team

Year R - September 2024



Miss Monticelli



Mrs Cluett
(3 days)



Miss Ballard
(2 days)

School Values

We use our school values as guides for the way we behave, perform and interact with each other. The school values are displayed clearly around the school.



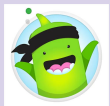
Expected Behaviours

Expected behaviours are represented by the colour purple.

Respect	Kindness	Determination
<ul style="list-style-type: none">• We say 'thank you' to others.• We greet people by saying 'Good morning' or 'Good afternoon'.• We hold doors open for other people.• We walk calmly and silently around school.• We keep our school tidy and clear away the mess.• We look after our own and other people's belongings.• We keep ourselves smart and look after our school uniform.• We celebrate people's differences.• We listen carefully to the views and opinions of others.	<ul style="list-style-type: none">• We keep our hands and our feet to ourself.• We use kind words and think before we speak.• We share and take turns with others.• We let others join in our games and groups.• We congratulate and encourage each other.• We own up when you have done something wrong.	<ul style="list-style-type: none">• We try hard in everything we do.• We don't give up - we ask for help if we need it.• We learn from any mistakes we make.• We aim to be the best we can be in everything we do.• We take risks with our learning.• We reflect and always strive to improve. 

Behaviour Rewards

Children can work towards these rewards by showing expected behaviours.



Individual Dojos

Awarded in lessons for special effort. Prize for achieving target: 30

Class Dojos

All Dojos are added to the class total. Class Dojos can be awarded for the class working together. Class decides on reward. 2000 Dojos = reward



Power of Purple Award

Awarded to one child per class per week who has consistently shown expected behaviours.

Children will:

- Be invited to a celebration event.
- Have the 'best seats in the house' in assembly.
- Be awarded a certificate in the Friday assembly.

Top Banana

End of each day, teachers will nominate one child in their class to be 'Top Banana'. Sticker given and parents told.

Reading Awards

Children will receive awards for reading at home. These range from badges to special treats and prize in school.

Unexpected Behaviours

Unexpected behaviours are represented by the colour orange.

Think



An **orange card** is shown, followed by the word **'think'**.
When the child shows expected behaviours, a **Purple card** is shown.

Stop



If your child continues to show unexpected behaviours, an **orange card** is shown, followed by the word **'stop'**. A verbal reminder of our expectations is also given.

Regulate



Your child will be asked to move to the in class 'Regulation Station'. This is time at the dedicated place in the classroom to regulate their emotions before rejoining the class.

Parking Ticket



Your child will be asked to move to a different class or area of the school. They will complete a reflection sheet and have a meeting to discuss their behaviour. Parents will be told if their child receives a parking ticket.

Restorative Approach

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.

What happened? Thoughts and feelings

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?

Harm and Affect

Who has been affected or harmed by what happened?
How?

Needs

What needs to happen to make it right or for you to feel better?
Is there anything you could do to repair the harm?

Agreement/negotiation

If the same thing happened again, what could be done differently?

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 and Mrs Hunt.

Please visit the Safeguarding section of the school website for further information regarding Safeguarding.



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. Please speak to Nic Parkhouse, our FLO, if you have any queries about this.

Special Educational Needs

The Early Years team will ensure that all children's needs are met. Most children's needs can be met easily though 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.

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.

School Attendance

ABSENCE/ILLNESS

If your child is absent from school we request that you call the office every day that they are not in school. Short term illness of no more than 3 days is usually authorised, if we are informed daily of the reason your child is unable to attend school. For any long term absences (more than 3 days) we will usually ask for medical evidence.



MEDICAL APPOINTMENTS

Medical appointments should be made outside of school hours, but where this is unavoidable, please do your best to bring your child into school for their registration mark prior to an appointment. Dropping into the office with your child will be fine. Following the appointment, please ensure that your child returns to school as soon as possible.



HOLIDAYS

In line with Government legislation, we do not authorise any requests for absence, including holidays. If there are exceptional circumstances, these must be outlined clearly in writing to the Headteacher. Agreement to each request is at the discretion of the Headteacher, whose decision is final. Each case will be judged on its merits. Leave cannot be authorised retrospectively



Breakfast/After School Club

Breakfast Club

7:30am until start of day

£4 (from Sept 2024)

Please book via Parent Pay at least 48 hours before. Any bookings after this time will incur a late fee.

After School Club, run by our partners, Teamtheme

Stay 'n' Play

3.15 to 4.30

£6

Stay 'n' Play

3.15 to 6.00

£12

From healthy and wholesome menus, to engaging and exciting activity timetables expertly delivered in a dedicated on-site setting by our friendly and enthusiastic staff, our Ofsted registered after school care programme is developed with every child in mind. For more information, scan the QR code on your sheet.

School Uniform

- **Jumper/Cardigan - navy blue with school logo.**
- Shirt with collar - white, long or short sleeved.
- Trousers, skirt, culottes, pinafore dress - plain, dark grey.
- Socks/tights - plain dark colour or white.
- Shoes - plain, flat black. No trainers allowed.
- **School tie - optional for Year R and not needed until Y3.**

Summer uniform - short trousers (grey), red/white checked summer dress.

PE kit (not needed until Term 2) - navy shorts, **house coloured t-shirt**, plimsolls.

Optional item of house coloured sweatshirt. Houses are not allocated until Term 2.

Please order via the link on the school website.

Uniform collection from school office on 2nd & 3rd September from 12pm onwards

**A free
bookbag!**



Admission Arrangements Sept 2024

Children will experience a staggered start to school here at South Borough.

Children will be allocated into Group A or B initially and not classes. All adults will work across both groups throughout Term 1.

At 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 2024	Week 1 - Mornings	Week 2 - Mornings and lunch	Week 3 - Full time
Dates:	Video Calls Home Wednesday 26th June Thursday 27th June	Thurs 5th, Fri 6th, Mon 9th September	Tues 10th, Wed 11th, Thurs 12th, Fri 13th September	Mon 16th September onwards
Timings:	8:30am – 4:00pm	8:45am – 11:45am	8:45am – 12:45pm	8:45am – 3:15pm
Dates:	Play and Explore Sessions Wednesday 3rd July Tuesday 9th July			
Timings:	9:30 – 11:00 (Group A) 1:00 – 2:30 (Group B)			

Baseline Assessments

As part of the statutory assessment for Reception children, we will be carrying out the Reception Baseline Assessment. To avoid this having an impact on your child when they start school full time, we will be conducting these assessments in the week commencing Mon 9th September.

Your child will need to stay all day on one day during this week. **Check your information sheet for which day this is.**

Information on Reception Baseline Assessment

The purpose of the assessment is to provide the starting point for a new measure that will help parents understand how well schools support their pupils to progress between reception and year 6. The RBA is a short, interactive and practical assessment of your child's early literacy, communication, language and mathematics skills when they begin school, using materials that most children of your child's age will be familiar with.

Scan the QR code on your information sheet for more information about Reception Baseline Assessment.

Dropping off and picking up

Your child's first day at school will be Thursday 5th September.

Our school day starts at 8:45am.

Staff will open the gate at 8:40am. Parents/Carers are asked to drop their child off at the EYFS gate 1 and are not permitted to enter the building. Staff will be on hand to provide any necessary support, should they find separation tricky.

Our school day finishes at 3:15pm.

At the end of the day the teachers will bring your child to gate 1. Children will be dismissed out of the gate 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.



Lunch Times

Children in Year R will begin to stay for lunch from Tuesday 10th September onwards.

Children in Year R will eat their lunch in the dining 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.

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. In addition, please avoid packing products with nuts, peanuts or traces of peanut in as we have children with severe allergies.

Milk is available every day. It is free for children under five years of age, but has to be paid for as soon as your child reaches five. **Scan the QR code on your information sheet to find out more.**

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. **Each parent will receive their UNIQUE CODE on the information sheet, so you are able to set up your account.**

Communicating with Parents

Whole School Communication

- Class Dojo
- School website – letters and general information

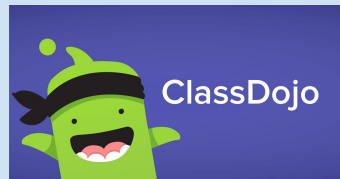
Speaking to teachers

- Contact book/by phone.
- Message via Class Dojo
- Email to the school office
- Parent/Carer consultations and drop in sessions throughout the year.
- Face to face meetings. If you wish to have a face to face meeting with your child's teacher, please contact them via Class Dojo. Please avoid speaking to staff at drop off as this can be a busy time and teachers must commit their time to ensuring all children safely enter school.

Parent Reps meet regularly with school leaders and run WhatsApp groups for each Year Group to support with home-school communication. **Scan the QR code on your information sheet to join the Reception 2024-25 WhatsApp group.**

Class Dojo

We use Class Dojo to communicate with parents and keep you informed about what has been happening in school.



Parents will have access to the following features of Class Dojo:

- Dojos - you can see how many Dojo Points your child has earnt and why.
- Messages - messages allow teachers and parents to message each other, without needing to share phone numbers or contact details.
- Stories - Class Stories gives you information about what your child is getting up to in their class. School Stories gives you whole school information.

Please read the Class Dojo letter carefully, which outlines protocols around sending messages.

Parents need to sign up to Class Dojo by scanning the QR code on your Information Sheet.

FOSB

Friends of South Borough is a committee who raise funds and organise fun events for the school. They work hard to give the children that little bit extra.

They are currently fundraising for a new adventure playground on our main playground.

This can only happen with the good will of volunteers from the school community. All parents/carers are able to join FOSB.

Please see the separate sheet for details on how to follow FOSB.



Teaching your child to read - Read Write Inc

At South Borough we follow 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.

Simple Speed Sounds

Consonant sounds - stretchy

f	l	m	n	r	s	v	z	sh	th	ng nk
---	---	---	---	---	---	---	---	----	----	----------

Consonant sounds - bouncy

b	c k	d	g	h	j	p	qu	t	w	x	y	ch
---	--------	---	---	---	---	---	----	---	---	---	---	----

Vowel sounds - bouncy

a	e	i	o	u
---	---	---	---	---

Vowel sounds - stretchy

ay	ee	igh	ow
----	----	-----	----

Vowel sounds - stretchy

oo	oo	ar	or	air	ir	ou	oy
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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.

Teaching your child to read - Read Write Inc

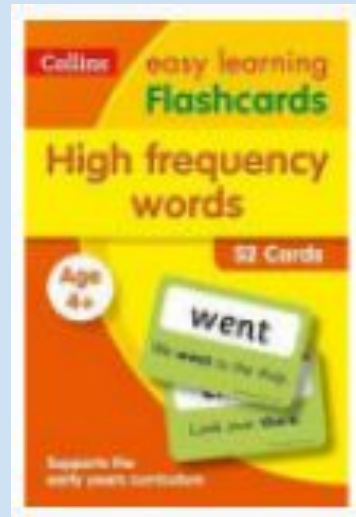
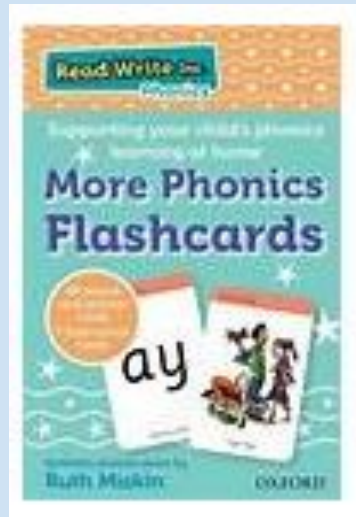
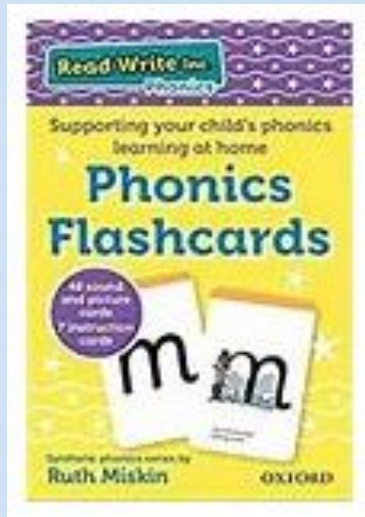
Sounds + Blending = Reading

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.



Read Write Inc Resources

Reception children will receive RWI phonics flash cards and HFW cards.



Teaching your child to read - Read Write Inc

What can you do at home?

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.