



George Eliot
Primary School

Induction Handbook
Key Stage 2
2017 - 2018

Organisation of the school day

The start of the day

Your child's classroom door will open at 8.45am. They will go straight into class as soon as they arrive at school. There will be adults at the classroom doors welcoming children into the building for the start of the day. Year 3 children will enter their classroom from the Key Stage 2 playground. Year 4 to 6 children will go inside the building through the door in the Key Stage 2 playground leading into the school hall. When children reach their classroom, they will have a morning challenge or activity to complete. This will ensure a smooth, calm start to the day for all children. Parents must wait with their child before the doors open at 8.45am. They must not be left at the gate or in the playground on their own.

Please say goodbye to your child in the playground before they come in to the building. Members of staff will be around to ensure that children are safe. If you need to meet with your child's class teacher this can be done at the end of the day or you can call the office to arrange an appointment.

Children must be in their classroom and ready for learning by **9.00am**. If your child arrives after 9.00am they will be marked late in the register. If you are late and the gate to the Key Stage 2 playground has closed you must take your child to the Main Office so they can be registered.

Breakfast Club

We also have a daily Breakfast Club that opens at 8.00am. Entrance to Breakfast Club ends at 8.20am. Children must be dropped off at the Main Office by a parent or carer to ensure children are safely registered in the building. It costs every child **50p** each day to attend Breakfast Club unless prior arrangements have been made with Lee or Naomi.

All children from Reception to Year 6 are welcome to join Breakfast Club. Please speak to a member of the Office Staff if you have any questions about your child joining.

The end of the day

The school day finishes at 3.15pm. Parents and carers with children in **Year 3** are asked to collect their children from the classroom doors that lead onto the playground. **Year 4 to 6** children can be collected from the Key Stage 2 playground. Please be punctual when collecting your child.

If you know that you are going to be late to collect your child you must contact the school office. If an adult other than the usual parent or carer is collecting your child you must inform a member of staff before 2.30pm. If at all possible we would prefer you to introduce new people to us beforehand. We will not let your child leave with someone we do not know.

Lunchtimes, drinks and snacks

Lunchtime is from 12.20 – 1.20pm.

Please bring a water bottle to school, clearly labelled with your child's name. This will be available to them throughout the day. Children are allowed to bring in a piece of for break times. Please remember to take your child's water bottle home at the end of the day.

Hot lunches are prepared on site and served in the hall each day. Children also have the option of bringing a packed lunch to school, although most children have school lunch. If your child brings a packed lunch it must be in line with our Packed Lunch Policy. Please ask a member of the staff for more information on this. If your child would like to change from packed lunch to school lunch or vice versa you must inform the office, giving a half terms notice.

We would also like to remind everyone we are a 'nut free' school. We have a number of children and staff with potential life threatening nut allergies and therefore ask that no nuts are brought on the premises.

Communication

Our main form of communication is the daily contact you have with staff. Letters home will inform you of any other information so please look out for these and read them carefully. Upcoming dates and information can also be found on our school website: <http://www.georgeeliotschool.co.uk/>

Once a term there will be an open evening when you will have an appointment to speak to your child's teacher individually to discuss their progress. In the Summer Term you will receive a written report on your child's progress.

You can contact the school office by phoning 020 7722 2000 or emailing office@geschool.co.uk.

Supporting Learning at Home

We believe that the partnership between school and home plays a crucial part in your child's learning and development. To fully access the whole primary curriculum children need to develop strong reading and speaking and listening skills.

Home learning will mainly be in the form of pupils securing and embedding key facts and knowledge required to support their learning across the curriculum. This may be through practising and using 'basic skills' such as spelling patterns, number bonds, etc. Occasionally home learning may involve a project which requires children to carry out research or to make something for example a game or a poster.

Reading at Home

We encourage and promote reading at home **every day** to develop pupils' fluency and comprehension. In addition to their reading book from school, children can read newspapers, books from the library, websites and recipes to develop their reading skills in different contexts. We recommend that children read for around 20 minutes every day. They should record what they have read in their reading record and return their reading record to school.

Spellings and Mental Calculations

Each week, children will be given spellings to learn and mental calculation facts to practise (number bonds, times tables, division facts). Parents and carers are encouraged to help children to practise these for 5 or 10 minutes each day.

The end of year expectations for children in Years 3 to 6 can be found here on our school website: <http://www.georgeeliotschool.co.uk/international-primary-curriculum/dimensions-creative-curriculum/>

Children in Year 6 may be given additional homework as appropriate. Please speak to your child's teacher if you require any further guidance or support.

Key Information

Clothing

School uniform can be purchased online from: www.aceclothing.co.uk/shop/. Black or grey trousers, skirt or pinafore dresses can be worn with a white t-shirt and dark green jumper. Please send your child to school in their school uniform with their name clearly labelled. Labelling your child's clothing will make it easier for us to return it if it has been misplaced.

Your child will be outside during break times and lunchtime. In the colder months please make sure they have a warm, waterproof coat in school. Open toe sandals and flop flops are not allowed in summer for health and safety reasons. We also ask that you apply sun screen before the start of the session and provide a sun hat for your child when appropriate.

PE Kit

It is essential that your child has a suitable PE kit in school every day. Our PE kit includes a white t-shirt, green or black shorts/jogging bottoms and appropriate footwear such as trainers or plimsolls. Children may leave their PE kit on their peg and take it home either at weekends or in the school holidays for washing. Please make sure all items are clearly labelled with your child's name.

Jewellery

Jewellery of any kind is not permitted in school for safety reasons. Children with pierced ears may wear small stud earrings only.

Book Bags

You can purchase a school book bag from www.aceclothing.co.uk/shop/. They are ideal for carrying books and any other letters between home and school. All children need to bring a bag to school every day to bring home reading books. Book bags cost £7.99.

Special Events

From time to time each class takes part in special school events, such as a class assembly, when you will be invited to come and find out about what we have been learning. We may organise visits to places of local interest or have special visitors come and see us. We will inform you in advance of any special events that will be taking place.

Thank you for reading this handbook.

If you have any further questions do not hesitate to speak your child's class teacher.

We look forward to working in partnership with you.