

Exwick Heights Primary School

Transition Pamphlet

Yr 1 to Yr 2

‘The purpose of this pamphlet is to give you general information regarding day to day arrangements and to give you examples of how you can help your child prepare for the next academic year. Through this, we hope to ensure a smooth transition for your child to the next year group.’ Senior Leadership Team

ACCESS: Pupils in Year 2 can access **their playground from 8.30am** but are to remain in their own playground prior to the start of the school day and should be supervised by an adult. They are not permitted to use the lower playground during this period as it is for the older pupils only.

Yr 2 pupils can enter their classrooms from **8.40am**; they must be in class before 8.50am. Pupils arriving after 8.50am are registered as late. To gain access to classes 2SM & 2JMe, please enter via the external door in the undercover area. For class 2JMa, enter along the balcony and the classroom external door. When it is inclement weather, we ask parents not to allow their children on site too early as the classroom doors do not open until 8:40am.

At the end of the day the internal gates are opened at 3:10pm around the school. Classes 2SM & 2JMe will be dismissed to parents at the Yr 2 undercover area at **3:20pm**. Class 2JMa will be dismissed from the end of the upper balcony to prevent congestion.

Morning routine

On arrival into Yr 2, children are encouraged to be more independent by hanging their own coats and bags up, putting their own belongings away and settling down to their ‘early morning’ work.

You are welcome to initially come into the classroom from 8.40am to support your child in their table top activities; this is also a good time to pass on messages to the teacher/teaching assistant. Please keep the door areas clear and leave promptly on the bell at 8.50am.

There are three parallel classes in Year 2: Class 2JMa: Miss Mallon, Class 2JMe: Mrs Merrifield and Class 2SM: Mrs McDonald.

The children will need the following:

- PE kit everyday: trainers, black shorts/white tee shirt – sweat shirt or jogging bottoms if cold – all named of course! (to stay in school)
- A named apron/old long sleeved shirt for art (to stay in school)
- Named plastic water bottle for use during the day
- Coats in the cooler weather
- Wellies & lightweight kagool/waterproof coat for outdoor education (to stay in school)
- A named book bag for library books, school letters or home learning is advisable.

The school provides pens, pencils, coloured pencils, rubbers and sharpeners for each child to use. The children do not need a pencil case in Yr 2.

School Uniform – All named - Please ensure your child is dressed appropriately for school every day.

Boys: Grey/black trousers, grey/black/white socks, white polo or cotton shirt and bottle green sweatshirt with or without logo and sturdy black school shoes or black trainers (with black laces).

Girls: Green & white checked gingham dress; grey black trousers/skirt or pinafore dress. White polo/cotton shirt; bottle green sweatshirt/cardigan with or without logo; white socks and sturdy black school shoes or black trainers (with black laces). No flimsy pumps please. Flat, plain, sturdy sandals will be permitted in the summer.

Hair that falls below the shoulders is to be tied back during school-time. We ask that children wear simple hair bands and hair ties. **Jewellery** is not encouraged at school although **one pair of small plain stud earrings** will be permitted. Jewellery such as bangles, necklaces and fashion earrings are not permitted and will be removed and sent home. Stud earrings will **NOT** be removed for P.E.

Snacks: The school provides fruit, and water is available throughout the day. Children can top up their water bottles at any time; please do not send juice in these bottles.

Birthdays in school: When it is your child's birthday, please do not send in sweets/cakes or treats for the whole class. A large number of parents say they prefer their children not to eat sweets and cakes during the day/week and we need to respect their wishes.

Children's Toys: Please do not send toys or items for 'show and tell', unless specifically requested to do so by the teacher.

Attendance: Included in your child's Annual Report Pack is their attendance for the academic year 2018-2019. It is important your child attends school on time every day, unless they are poorly. Always ensure you phone into school daily if they are unable to return with the reason for the absence. Attendance is monitored fortnightly by the Headteacher and the Educational Welfare Officer. Any attendance below 95% is automatically 'flagged' and should it drop to below 93% it is automatically monitored for the following term. *93% indicates that a child was absent for three weeks over the year: 90% = 4 weeks: 85% = 6 weeks: 80% = 8 weeks and so on.* There is a strong correlation between poor attendance and poor academic achievement. Whilst there are exceptions to the rule, sadly it is not very often! **Headteachers may not grant any leave of absence during term time** unless there are exceptional circumstances. Please refer to the attendance letter included in the report pack and refer to Exwick Heights' Attendance Policy, which is on the school website. Copies of the policy are also available from the school office on request.

Bikes and scooters: These are to be stored in the bike / scooter racks provided. No one is permitted to ride their scooter or bike on the school premises, this includes younger siblings. This is because of congestion. We ask all children to dismount well before they get to the school gates and push their bike/scooter to the rack. Similarly, at the end of the school day, bikes and scooters should be wheeled until clear of the school gates. We encourage the children to give all due care and consideration to pedestrians around the school grounds and immediate environment.

Permission to allow your child to access local areas and visit local primary schools for extended school projects during the school day. These are occasions when the children are in school and need to go off site to further support the learning of a project/activity we have planned, for example: looking at the surrounding areas; surveys for maths/science; visiting local schools/ shops/businesses/ parks and local churches.

A permission form has been completed for the overwhelming majority of our pupils and is reviewed on a biannual basis. New children to the school would have filled one out on arrival. If you are unsure, please ask in the office.

For all school trips across or out of the city and other events that include whole cohorts, permission is sought separately.

Red Badge Award: Children who are regularly and consistently well behaved, follow school rules and are ready for learning every day will be recognised by their class teacher and this will go towards the children's participation in the Red Badge reward system. (See website).

What you can do to help your child prepare for Yr 2

- Ensure your child is in school every day and in on time. At Yr 2 the early morning work is a key part of the day and children get anxious if they arrive in class late and miss what has already started.
- Remind your child that if they have a problem at school they must speak to the teacher/adult as soon as possible. If we don't know, how can we help? They need to tell you also, but they must tell you the whole story and not just 'snippets.' If we are aware of any issues, however minor, we can support your child in addressing them quickly.
- Help them learn their times tables and number bonds so they can recall them quickly, this skill really helps them with their mental maths and calculations.
- Help them to learn & write their spellings and encourage them to write them in simple sentences with a capital letter and full stop. Cheer them on!
- Listen to your child read every day for at least for 10 min. This will impact positively on their reading skills in all areas of the curriculum.
- Join the local library. Children love to visit the library and look for their own books to read/share with you and to bring into school to support the topic they are working on.

Social Media: Please can we remind you that comments made on social networking sites can easily be viewed as being derogatory. We must make you aware that any content which is considered to be defamatory of an individual or the school, or damaging in any way, will be shared with the Ted Wragg Multi-Academy Trust's operations department for them to investigate which could result in legal action.

As a school we make it clear that if parents take photographs or video of any event/activity in the school and a parent wishes to place it on a social media site, then permission must be sought of any child/adult in the photo or video.

Other:

Abuse by members of the school community towards pupils, parents and staff, verbally or on social media sites, will not be tolerated. This is taken very seriously and action will be taken immediately. Parents are encouraged to raise concerns about any aspect of their child's learning and education with the class teacher. Gossip at the school gates does not resolve issues and invariably inflames the situation, as the information being circulated is frequently inaccurate or seriously inflated. Please also refer to the schools' 'Complaints Policy' on the website.

What to do if you have a concern: Calmly let the teacher know you have a concern and arrange a mutually convenient time to meet to talk through the issues. The teacher will not be able to enter into lengthy discussions in the morning, as they are in charge of a class from 8.40am. Give them as much information as possible and allow them time to investigate. If after the meeting you feel the issue has not been resolved, please arrange to speak with one of our Assistant Headteachers, Mrs Moretta or Mrs Hackworthy.

The Website www.exwickheights.devon.sch.uk has up to-date information relating to policies and term dates as well as previous newsletters, class assemblies etc. Please refer to it frequently.

Schoolcomms: Good communication is essential between school and parents. This system allows you to receive texts, emails or letters; and enables you to easily contact us or make payments for things like dinner money, school trips (over £10), as necessary. Please sign up at the school office and for more information, please see a member of our admin team.

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