

# **Welcome to d'Auvergne School Key Stage One**



**Information Booklet**

**Headteacher: Mr S Cooper**

## **Staff:**

The people you will meet in Key Stage One are:

**Key Stage One Manager:** Mrs Rachel Lutkin-Clarke

### **Year 1 Teachers:**

- Mrs Natalie Andre Brown
- Miss Kirsty-Leigh Aubert

### **Year 2 Teachers:**

- Miss Taylor Hogan
- Miss Emily Shingles

### **Other Teachers:**

- Mrs Alison Keogh (Cover teacher)
- Mr Rob Armstrong (Sports Coordinator)
- Mrs Morag Crespel (Music Teacher)

### **Teaching Assistants:**

- Mrs Gorete Le Miere
- Miss Gail Heaney
- Miss Marta Wojtas-Klicz (Miss Marta)
- Miss Dawn Haycock

## **Morning drop off and afternoon pick-ups.**

Our doors open at 8.15am and registration closes at 8.30am.

There is a drop off point immediately alongside the school where parents can stop briefly to let their children out of the car. We ask that all children get out on the pavement side where a member of staff will be keeping an eye on them. Should you wish to park then we ask that you do not stop in the drop off area and instead park in one of the parking bays.

**Year 1:** Children enter the building independently via the gate next to Mr Cooper's office and make their way up the path. Mrs Andre Brown and Miss Aubert's classes can access their classrooms from this path area.

At 3pm parents can wait their child's class until the teacher dismisses them at the door.

**Year 2:** Children are dropped off at the gate to the right of the main entrance. They make their own way around the path to their classroom and at 3pm, the teachers will bring the children back to this gate and dismiss them from there.

Should someone other than yourself be collecting the children we ask that you contact the office in plenty of time with the name of the person authorised to collect your child. If this is likely to be a regular occurrence, we do have a "Collection Form" which you may complete.

During the day the doors to the school are closed to keep the children safe. If you need to collect your child for an appointment, please advise the school. You will need to come to the school office and a member of staff will phone up to class. We ask that you provide proof of your child's appointment for our school records.

As the school is a secure site all visitors must make themselves known at the office where they will be asked to sign in and will be given a visitor's badge.

## The Key Stage One Day

- **8.15am**

The children start to arrive at school and can make their own way straight into their classrooms.

All children take their own bags and lunch boxes to class at the start of the day.

- **8.30am**

Registration closes and lessons start.

- **10.15am – 10.30am**

Children can take their snacks outside to eat and have a chance to play.

- **10.30am**

Lesson time

- **12.00pm – 1.00pm**

Children eat their lunch in the hall and have half an hour of playtime.

- **1.00pm**

Lesson time

- **3pm**

End of the school day the children are taken to their point of collection.

## **Food in Key Stage 1**

### ○ **Drinks:**

Children must bring to school a named water bottle in class, which they can access during the school day and use at lunch time.

### ○ **Snacks:**

We ask that all children eat only fresh fruit or vegetables during morning playtime outside. Cereal bars and other snacks can be eaten at lunch time.

### ○ **Lunch:**

All children will have thirty minutes to eat their lunch and thirty minutes playtime outside. As a school we encourage healthy eating options. Please provide a suitable cold lunch for your child. Here are a few ideas:

- Sandwiches, pasta, pitta pockets
- A piece of cheese
- Yogurt
- Fruit / Vegetables
- Cold meat
- Quiche

We ask that you do not give your child sweets, chocolate bars or fizzy drinks in their packed lunches.

Please note that the school operates a **'No Nuts'** policy in case of severe allergies and this includes items such as peanut butter and chocolate spread.

The children are encouraged to return uneaten items of their food to their lunchboxes so that you have an idea of what they have / or have not eaten when they come home.

**Please name lunch boxes and water bottles clearly.**

## **d'Auvergne Uniform**

### **The d'Auvergne school uniform consists of:**

- Charcoal grey skirt, grey skort, grey pinafore dress or charcoal grey uniform trousers.
- Navy blue polo shirt with the school logo.
- Red sweatshirt or cardigan with the school logo.
- Black school shoes (not trainers) with grey socks or grey tights.

### **Additional uniform:**

- Navy baseball cap for the Summer and woollen hat for the Winter. Both with the school logo on.
- Red or blue book bag.

### **Optional summer uniform:**

- d'Auvergne striped summer dress (to be worn with white socks).
- Grey shorts (to be worn with grey socks).

### **P.E. kit:**

On days when the children do Physical Education (P.E.) they come to school wearing their PE kit. This consists of:

- Red t-shirt with d'Auvergne logo.
- Navy blue shorts.
- d'Auvergne School tracksuit.
- Trainers, suitable for sport.
- White socks.

You will be advised at the start of each term as to which days of the week the children will be taking part in P.E. lessons.



## **Weather**

During the summer term children will need a sunhat and sunscreen which must be applied at home. In the winter we ask that children come to school with a suitable coat as the children will go outside to play.

## **Clothing**

All items of uniform with school logo can be purchased from Lyndale Sports or JSSK. Other items may be purchased elsewhere. Our PTA also run a small second-hand uniform shop and sell quality items of uniform at the price of £1.00 per item and £5.00 for new items.

Please ensure that all clothing is clearly and permanently **named**. This includes coats, shoes, hats, gloves and scarves, and book bags.

When ears are pierced, small-studded earrings may be worn. No other jewellery is permitted at school as it can be a safety risk.

Long hair should always be tied back with discreet accessories. These should be in either dark blue or red. Haircuts must not attract unwarranted attention or be a distraction in school e.g., 'Tramlines', 'Mohawks' or similar are not acceptable.

Please **do not** send children to school with **toys, own pencil cases or backpacks**.

## **Illness**

If your child is not well or suffering from something that may be passed on to another child, please keep them at home and contact the school secretary prior to the start of the school day. This can be done by phone on 625858, where there is the option to leave a voice mail message or by ParentMail.

It is especially important that children who have highly infectious conditions such as gastro-enteritis or who have vomited several times, **stay at home** until the condition is clear; this is usually after a minimum of **48 hours**.

However, some children may vomit once due to physical activity, travelling in a car or eating too much. In such instances, we would welcome the children back to school.

Inhalers for asthmatic conditions and EpiPens for allergies must be labelled and placed in the hands of your child's teacher. When your child starts school, it is very important that you inform us of any conditions, ailments or allergies that your child has or may develop subsequently.

## **School Travel Information**

- **Walking:** Being active on the way to school is the best way to start the day and gets the brain ready for learning. We encourage everyone who can walk, to do so.
- **Bus:** There is a bus stop right outside school in La Pouquelaye, which comes up from town via Broad Street and back via Chestnut Lea. Pupils can get cheaper fares until they are 19 years of age.
- **Car use:** We ask parents NOT to bring their child to school by car unless there is no alternative, as the school gets very congested with traffic. If you are using a car, please drive slowly and take special care of the children crossing the roads.

Please ensure your children remain with you once you have collected them at the end of the school day.

## **Home School Communication**

- Here at d'Auvergne we correspond via email and text messaging. A form for you to complete will be available in your starter pack and this will enable us to ensure we have all the necessary contact information we require. Please check your email regularly for information.
- Please check our school website for information and dates.
- Follow us on Facebook for regular updates.

### **And finally:**

If you ever have any questions or worries, then please speak to your child's Class Teacher in the first instance or the Key Stage One Manager.