

# Welcome to



**'Every child is unique in the eyes of God'**

# Welcome to Chawton CE Primary School

Dear Parents

We are delighted to welcome you and your child to our school. We hope that this booklet will answer many of your questions but if you have any concerns about school matters or about your child please come and talk to us.

Our vision is for each child to be equipped with firm foundations that will enable them to flourish and live life in its fullness as responsible and caring individuals. We believe in educating the whole child emotionally, socially, spiritually and academically and will achieve this through excellence in teaching; sharing, modelling and living out our core Christian values and through an uncompromising commitment to aspire for all children to be the very best they can be. As a school we believe that **'every child is unique in the eyes of God'**; they are individually and equally valued within our community so that they may achieve academically, socially, emotionally and spiritually.

Our Christian values of **love, courage and fellowship** underpin our vision and permeate through our daily lives here at Chawton CE Primary School as we nurture a love of learning, encourage courage to persevere in learning and fellowship through collaboration and recognising each other's strengths and special qualities.

We strive to offer a curriculum that is broad and balanced, pays full attention to the requirements of the National Curriculum but inspires creative, resilient and interested children.

Partnership with parents is a key to success. There will be many opportunities throughout the school year for you to meet with us and for you to review your child's progress, however if you have any concerns or issues please speak to your child's class teacher at your earliest possible convenience. We look forward to meeting you and to developing our partnership.

We have close links with St Nicholas' Church in the village, enjoying the support of the clergy who weekly take assemblies within school and are on our board of governors.

I hope that your child will enjoy their time here at Chawton CE Primary School

Yours sincerely

Dawn Tilley (Miss)  
Head Teacher

## Our Team:

|                  |                                   |                  |                                 |
|------------------|-----------------------------------|------------------|---------------------------------|
| Miss D Tilley    | Headteacher                       | Miss H Andrews   | Higher Level Teaching Assistant |
| Mr T Nabb        | Sycamore Class (Year 5/6) Teacher | Mrs T New        | Learning Support Assistant      |
| Mrs T O'Rourke   | Yew Class (Year 4/5) Teacher      | Mrs C Coates     | Learning Support Assistant      |
| Miss C Moore     | Beech Class (Year 2/3) Teacher    | Mrs T Cornaia    | Learning Support Assistant      |
| Miss K Blandford | Maple Class (Year 1/2) Teacher    | Miss K Richer    | Learning Support Assistant      |
| Mrs C Ross       | Oak Class (Year R) Teacher        | Mrs E Russell    | Learning Support Assistant      |
| Mrs J Abbott     | Oak Class (Year R) Teacher        | Mrs A Churcher   | Learning Support Assistant      |
| Mrs N Kemp       | SENCO                             | Miss K Rainbird  | Learning Support Assistant      |
| Mrs L Smale      | French Teacher                    | Mrs A Richardson | Learning Support Assistant      |
| Mr L Maliphant   | P.E. Teacher                      | Mrs C Morton     | Admin Officer                   |
|                  |                                   | Miss K Hooker    | Admin Assistant                 |

## **School Times**

### **Mornings 8:45am**

Our school gate is open from 8:30am and children will put their bag and coat on their pegs and go straight to their classrooms, where there is a morning activity waiting for them. In Year R parents are welcomed into the classroom to help their child settle in to the school day and establish routines. Tasks that parents tend to help with are: putting their coat on their peg; emptying their book bag by swapping your child's reading book, putting the homework folder into the box, water bottle on the fridge etc. The class teacher and early years assistant are always on hand to help both children and parents in the mornings.

Morning registration is at 8.45am, with children registered as late if they arrive after 8.50am. Morning registration closes at 9.05am. Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.

### **Break time 10:45am – 11:00am**

All children in Key stage 1 (Reception class to Year 2) will be given their free fruit and children in Key Stage 2, (Year 3 to Year 6) can bring in a piece of fruit or a vegetable as their snack. You may also send in a clear bottle with a sports cap from home filled with water; children will have access to this throughout the school day. Children in Reception class will be given their free milk. Milk is free for 4 year olds but once your child turns 5 you will be required to pay if you wish your child to have milk.

### **Lunch time – 12.00 noon – 1.00pm**

Children may have a hot school dinner or bring a packed lunch. Hot school meals are served on site and there is a daily choice of a vegetarian or meat option. If your child brings a packed lunch, please ensure you name your child's lunch box and please do not send fizzy drinks, glass bottles, cans or anything that may contain nuts. Packed lunch boxes are stored in the corridor next to the school during the school day.

Hot school meals continue to be free for children in Year R and KS1. The current price for a school meal for all other pupils is £2.15. A cheque with the child's name written on the back, should be sent in or you can pay online for the half term at the start. Due to insurance purposes we cannot accept cash over £10.00.

Free school meals: If you are receiving Family Income Supplement your child may be entitled to free school meals, please check with the office as this may also provide the school with additional funding to support your child's academic, emotional and social needs within school.

During your child's lunch break they will be supervised by lunchtime supervisory assistants, who are also our skilled LSAs so quickly become well known to the children. If your child is having difficulties at lunch, is not eating their food, or there are other concerns they will let the class teacher know, who will talk with you about your child and how we can help them.

During the winter months the children play within our school grounds and front playground on different days. The older children in the school will look after the younger children, helping to role model respect, love and fellowship through play.

We have two sittings for eating in the hall:

|                  |  |
|------------------|--|
| 12:00 – 12:15pm: | Year R, 1 and 2 settle and eat in the hall.                    |
| 12:10 – 12:30pm  | KS2 play outside   |
| 12:15 – 12:30pm  | Year 3 eat in the hall   |
| 12:30 – 12:50pm  | Year 4, 5 and 6 eat in the hall<br>Year R and KS1 play outside |

For both sittings, if having a hot meal, the children line up and collect their meal and carry their plate back to their table. If they are packed lunch they will sit straight down. Once all the children are settled at tables we have grace. When the children finish their lunch they are first encouraged to sit and have quiet conversations with their friends on their tables, like at a dining table. When they are ready they will ask to leave the dining hall and go outside to play.

In the warmer, summer months the children are taken across to the cricket pitch to enjoy the space over there. We have one sitting for eating, where packed lunches picnic outside and all hot dinners eat at tables in the hall. The children are then taken over to the field class from 12:30 – 12:55pm. They are crossed over the road a class at a time and will have practiced the road crossing in their classes. The children in Year 6 will hold hands with the Year R children to help them cross safely.

There are a variety of clubs available at lunchtimes which your child may choose to go to. We will keep parents informed of what is on offer through letters and texts.

### **Home time – 3.15pm**

The gate is opened for parents to come in by a member of staff. This is a lovely way for us to get to know the families in our school community, but it also ensures children are only leaving the school site with a known adult. We do ask that parents wait until the member of staff is present.

Children in reception class are to be collected from the outside classroom door.

KS1 children will be brought out by their class teacher and stay with their class teacher until they see the named person collecting them.

KS2 children are dismissed from their classroom and will come into the playground to meet the person collecting them.

The gate is opened for parents to come in and wait once a member of staff is present to stand on the gate. This is a lovely way for us to get to know the families in our school community, but it also ensures children are only leaving the school site with a known adult.

### **The School Office:**

The office is open from 8.00am to 4.00pm. Most queries can be dealt with straight away; some may take a little longer.

### **Absences**

If your child is unwell please telephone the school (01420 544381) by 9:05am. There is an answer phone in the office if no one is available to take your call. If we have not heard you will be contacted by text or phone call. For attendance information please see the Attendance policy and code of conduct for information.

### **Emergency Contact Information**

If your child has an accident or becomes unwell during the school day we will make every effort to contact you, we therefore ask you to complete an emergency contact form. Should you move house, change your workplace or your telephone number please advise the school as soon as possible so our records are up to date.

### **Money**

All money sent to school must be in an envelope with your child's name, the amount and what the money is for. Many payments may be made online – please see the office or our website for further details. Due to insurance purposes we cannot accept cash over £10.00.

### **Medicines**

Medicines are not administered to children during school hours unless completely necessary and prescribed by a GP (eg. medicine that has to be taken with food). Parents must sign a form to allow staff to administer medicine where necessary.

Children with asthma **must** keep a named inhaler in the school office and parents must complete an asthma form. The school office can provide further information or support.

## **School Uniform**

Smart black or grey trousers, skirts or shorts  
Blue sweat shirts or cardigans (preferably with the school logo)  
School fleece (optional)  
White shirts or white polo shirts (available with school logo)  
Black, grey or white socks  
Black, grey or navy tights  
Black shoes (not black trainers or boots please)

In summer blue and white dresses may be worn.

## **PE Uniform**

For PE and games, in a small PE bag:  
Black shorts  
Sky blue polo shirt (available with school logo)  
Plimsolls or trainers for outdoor PE  
Tracksuit trousers/jumpers are advisable for winter games sessions  
Spare socks are useful, especially if girls wear tights to school  
Some younger children also pack spare underwear in PE bags just in case of an 'accident'.

**Please ensure each individual item is named!**

All school uniform is available from [www.skoolkit.co.uk](http://www.skoolkit.co.uk)

## **Jewellery**

In the interests of safety, and in line with Hampshire's policy, jewellery may not be worn at school. Children with pierced ears may wear studs but they must be removed for PE. Newly pierced ears (6 weeks) may be covered with a plaster providing a letter requesting this is received from the parent.

## **Hairstyles**

Hairstyles are expected to be sensible and not a distraction. Long hair should be tied back. Sensible hair accessories such as a hair bands or scrunchies may be worn to keep hair tidy. Hard hair bands must be removed during PE lessons.

## **Transport to school**

As a small, rural school, we do not have a car park. We actively encourage parents to walk to school and to not park down Gosport Road. There are public car parks next to the Greyfriars Pub, which are free to use, plus plenty of parking further down the village, which allow parents to park away from the school entrance and walk down. The less traffic down the road, the safer the environment is for our children. Hampshire County council offer a bus service which is free for certain areas. For more information please go to [www.hants.gov.uk/educationandlearning/schooltransport](http://www.hants.gov.uk/educationandlearning/schooltransport).

## **Communication**

There are many ways in which we communicate with parents:

- Text and email
- Weekly newsletter
- Website
- School office

Our weekly newsletters are always full of information and have all diary dates. We email these to you on a Friday afternoon but can supply a hard copy on request. We put all newsletters and letters on the website for you to view. If you have anything you need to discuss please do not hesitate to talk to the class teacher or school office.

### **Home-School books**

Children will bring home a 'Home Learning' book in their book bag every day. This book is to enable staff and parents to maintain regular contact, particularly in KS2 where they may not meet in the playground as regularly. It is used as a message book and parents can use it to relay any information to teacher, for example that the child is being collected by someone else on that day. Teachers will also write in the book if parents need to know information, such as spellings to be learned or behavioural concerns. The children will also use the book to record their homework tasks weekly.

### **Collective Worship**

Collective worship is an important integral part of our daily life here at Chawton. We value our daily worship, either as a whole school, in Key stages, or in classes (the clergy team from the Northanger Benefice also lead worship weekly) Each half term we explore Christian value, such as love, courage, fellowship, in more depth and try to reflect on it in relation to ourselves, other people, the world around us and also our own beliefs and questions. The children take a lead in planning worship and their ideas create a rich and varied range of experiences.

### **House Teams**

Here at Chawton we have three House Teams; Eagles (blue), Falcons (green) and Hawks (red). Your child will be assigned a house team when they start; if you are unsure please speak to the school office. The children earn house points for various tasks and put them on a chart displayed in each classroom. They meet for House worship and activities and use their house teams for sports day. Each House elects their own Year 6 House Captain each September, who represents them that year.

### **Parents**

We understand that starting school can be very daunting for some children and parents too. If your child is upset when you leave them and you are feeling upset too, please do not hesitate to contact the office and someone will check that all is well. In most cases children are happy in less than 2 minutes after their parent has left but if there are any problems with your child we will contact you. This can be a difficult time for children and parents and some children take longer to settle than others - please don't worry, we will look after them!

### **CSSG (Chawton School Support Group)**

The CSSG is our school PTA. You are all members of the CSSG simply by being a parent and there is no subscription. Throughout the year CSSG raises funds for the benefit of the children and provides opportunities for parents, teachers and children to join together in social and educational activities. Please see the welcome letter from CSSG for more info.

If you have any concerns at all please talk to the head teacher, class teacher, or teaching assistant. We want to work in partnership with you for the well-being of your child.