

Welcome to KS1



OVERCHURCH INFANT SCHOOL

2022/2023

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Headteacher: Mr S Elliott



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Dear Parents / Carers

This booklet is intended to introduce you to the life and routines in KS1 at Overchurch Infant School. It contains as much helpful information as we feel necessary, but do not hesitate to ask me or my staff if you have any suggestions or queries that the next few pages do not address.

All the staff at Overchurch Infant School will endeavour to ensure that, whilst in our school, your child will receive the opportunities, facilities, education, and care that they deserve.

Your role in your child's development is a vital one and it is of great importance to us that we all work together in partnership.

My staff and I would like to welcome you, as we welcome your child, and we will do all we can to make their time in school happy and fulfilling.

Kind Regards

Mr S Elliott
Headteacher



STAFFING

The KS1 consists of Teachers and Teaching Assistants. They all share together in the planning and delivery of a full and rich curriculum for your child.

In KS1 there are three parallel classes for each year group which are organised to ensure Teachers and Teaching Assistants share the responsibility for facilitating the indoor and outdoor learning areas, working closely together to ensure consistency and continuity.

This year the Year 1 team consists of:

- Mrs Lilllott
- Mrs Williams and Mrs Parker
- Mrs Wilson
- Supported by Mrs Pyper

Class 4



Class 5



Class 6



This year the Year 2 team consists of:

- Mrs Seymour
- Mr Newman and Mrs Hill
- Mrs McAdam
- Supported by Mrs Pyper

Class 7



Class 8



Class 9



Overchurch Infant School has an active **Friends of Overchurch Infant School**. All parents are welcome to join; you are automatically 'members' as soon as your child starts with us. For further information, you can follow them on Facebook, Friends of Overchurch Infant School; Twitter @FriendsofOCinfs or email friends@overchurch-infants.wirral.sch.uk.



KS1

1. Attend the 'Drop in Sessions' which will provide you with the opportunity to see what your child does in KS1 and to chat with the staff.
2. Share any thoughts, ideas, or concerns with the staff at the **end** of the day or leave a message with the member of staff at the gate or at the main office.
3. Please take note of, and try to adhere to, the procedures of KS1 outlined in this booklet.
4. Please take time to view our school website and familiarise yourself with school policies and further information which are available <https://www.overchurchinfantschool.co.uk/>
5. Please read the parents' notice board (on the playground), and newsletters that contain information regarding diary dates of forthcoming events.
6. Your child will bring home in their book bag, a home reading book, which must be returned to school each day. In addition to the reading book there will be a 'reading record book' for your comments, which should be completed on a regular basis. We will meet with parents in October to introduce our 'Reading Star' rewards.

ORGANISATION OF THE SCHOOL DAY

In **ks1**, the children attend from: **8.50am – 3.15pm**

Please ensure that your child is brought into and collected from school by an adult known to the staff. No child is allowed to leave school with an unknown person, so if somebody different is to collect your child, please ensure s/he is introduced to the staff. In an emergency, please telephone or send a note to inform school of any change.

1. Please wait by the main entrance when bringing or collecting your child. We will not let your child leave until we know you are there.
2. Our staff will be at the gate to welcome the children and pass on any messages to the class teachers. If you would like to talk to the teacher yourself, this is more convenient at the **end** of the day, once all children have been handed over to their parents.



3. Remember to **be on time** when collecting your child. It can be very upsetting for a young child to be left after his/her friends have been collected. It is also important to be punctual at the start of each day.
4. Pedestrians should not use the service road into the car park at any time. Please also consider the local residents if driving to and from the school.

GENERAL INFORMATION

Behaviour

Please take time to read and understand our Behaviour and Discipline Policy which is included in your child's welcome pack and is also available to view and download from our website.

Attendance and Punctuality

There is a strong correlation between excellent attendance/punctuality and high attainment. Therefore, it is a priority at Overchurch Infant School to make sure all the children are in school and ready to learn. If you are not at school, you cannot access the curriculum! Thank you for your support in providing your child with the best chance of success.

Punctuality

School opens at 8.50am and registers are taken by 9am. If a child arrives late to school, they are less likely to be ready to engage in learning and valuable time is being lost. Even though you might think 5 minutes is nothing to worry about, 5 minutes late every day means that your child misses approximately 15 hours over the year - it soon adds up as this table demonstrates!

Time late each day	Learning hours lost over a year
5 minutes	15 hours
10 minutes	31.5 hours
15 minutes	47.5 hours
20 minutes	65 hours
25 minutes	95 hours

Attendance Guidelines

Good attendance at school is very important. If you are not here, you can't learn!

This year we aim to have an attendance percentage of 96% or above.

Holidays are not allowed during term time. Only in exceptional circumstances will permission be considered.

Every child has 175 non-school days a year (175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments)					
190 school days in each year	10 days absence	19 days absence	29 days absence	38 days absence	47 days absence
190 days for your child's education	180 days of education	171 days of education	161 days of education	152 days of education	143 days of education
SAFETY ZONE		AT RISK ZONE		DANGER ZONE	
100%	95%	90%	85%	80%	75%
<u>Good</u> Best chance of success. Gets your child off to a great start.		<u>Worrying</u> Less chance of success. Makes it hard to catch up.		<u>Serious Concern</u> Not fair on your child.	

Illness

Please do not bring your child to school if they are ill, no matter how much they protest: it really isn't fair to them, the other children, or the staff.

If your child has a vomiting or diarrhoea bug the school implements a **48 hour** rule that states that your child must not come in to school for **48 hours** after the last episode of vomiting and/or diarrhoea. This is to limit infection spreading to the other children but also to protect your child from picking up any further infections whilst their immunity is already low.

If your child has received treatment from your doctor, please make sure the doctor has given permission for your child to return to school.

Always inform the school if your child has to stay at home through sickness or any other valid reason by telephone before 10.00am on the first day of absence. The school telephone number is **0151 677 3335**.

If we are concerned about your child's health during a session, we will contact you. It is then your responsibility to collect your child. Please ensure we always have at least **two current telephone contact numbers**.

Please see below guidance regarding any medical needs or medication requirements your child may have:

SUPPORTING PUPILS WITH MEDICAL NEEDS IN SCHOOL **A GUIDE FOR PARENTS**



This guidance aims to give parents some general information about the way in which schools try to meet pupils' medical needs and suggests some of the ways in which parents can help school to do so.

GENERAL - Local Education Authorities and schools are responsible for the health and safety of pupils in their care. It is anticipated that staff may take the same care that a reasonable and careful parent would take in similar circumstances while they are responsible for the care and control of children. In Wirral the LEA works closely with the Health Authorities in order to provide schools with effective support and guidance for meeting the medical needs of pupils and providing detailed information and advice on expectations and best practice.

- In summary, this states that schools are able to develop their own policies and procedures for supporting pupil's medical needs, including arrangements for the administering of medication at school.
- In general staff cannot be legally required to administer medication or supervise a pupil taking it. This is a voluntary role. There may be in some cases non-teaching staff appointed who may be responsible for administering medication. Teachers and other school staff nevertheless have a duty to act as any reasonably careful parent would to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.
- For pupils with more complex needs school will draw up an Individual Healthcare Plan with parents and medical staff, with everyone concerned agreeing what action they will take to support the pupil.

HOW CAN YOU HELP YOUR CHILD'S SCHOOL? - It will help your child's school if you:

- Ensure your child is fit and well enough to attend school.
- Provide **FULL** details of any health problems he/she may have and keep the school informed of any changes.
- If medicines are prescribed for your child, ask if they can be taken outside of school hours (8:00am, 3:30pm and bedtime).
- Provide full details of any medication requirements and ensure medicines supplied to the school do not exceed their expiry date.
- Primary age children should not carry medicines except possibly inhalers, epi-pens or insulin accompanied by written consent to the school.
- Ensure school has a telephone number where you can be contacted in an emergency.
Remember to update school if your telephone number changes.
- The school will only accept medicines that are in-date, labelled and provided in the original container, as dispensed by the Pharmacist and which include instructions for administration, dosage and storage or non-prescription drugs purchased if in the original packaging containing instructions and dosage.

Please Note: Non-prescription medicines will only be administered by school on a case by case basis, involving specific prior written permission from the parents/carers.

Clothing

The school colours are green, grey, white and yellow. Please - **always name all of your child's clothes clearly**, especially jumpers, coats and shoes. The uniform is available to buy from school and also local suppliers.

Children **will not** need rucksacks. Please do not bring in umbrellas or large rucksacks. Suitable book bags can be purchased from school and local suppliers.

In September, we will provide a clear book bag for the children to bring to and from school; this is usually all your child will need in addition to a water bottle.

We also ask you to provide a 'named' sun hat from April to October as the sun can be very strong even for short periods. (Sun hats with the school logo can be purchased from the school office). Sunglasses are not allowed for Health and Safety reasons and on hot days we advise parents to apply 'all day' sun cream in the morning.

For safety reasons, **no** jewellery should be worn in the school at any time.

After receiving new and important health and safety (H&S) guidance on the wearing of earrings in school, after thoughtful debate, we have changed the school policy in this regard. We are no longer allowed to accept tape over earrings for P.E. lessons – earrings must be removed. It is vital that Parents / Carers take full responsibility for the removal of your child's earrings at home. With this in mind, please may we request that you do not get your child's ears pierced during term time to avoid them missing PE lessons. **Earrings should not be worn in school.**

What will my child need to start school in September?



- Waterproof coat with hood
- Black, velcro school shoes
- Water bottle (**filled with water only**)
- Black shorts and a white t-shirt for PE (Black leggings or joggers during colder months)
- Sensible, plain velcro trainers for PE
- Uniform consisting of grey trousers, skirt or pinafore with a white or yellow polo shirt and green jumper or cardigan
- Wellington boots (to be left in school for Forest School sessions)



Your child **WILL NOT** need a backpack, PE bag or book bag. They will be provided with a clear, plastic book bag in September, which



Ordering School Uniform

All our uniform is available to purchase from Wirral Uniform Centre and has the school logo embroidered on it. You are able to purchase uniform either directly from the shop or online <https://www.wirraluniforms.com/overchurch>

You can also buy items without the school logo from other shops and supermarkets – **your child does not need to wear uniform displaying the logo.**

Please note: Children do not need to bring a bag into school.

Replacement, clear plastic book bags are available to buy from the school office for 50p.

Description	Size	Price
Bottle Green Sweatshirt with logo	Age 3 – 4 (24")	£11.00
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
	Age 9 – 10 (30")	
Bottle Green Cardigan with logo	Age 3 – 4 (24")	£12.00
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
	Age 9 – 10 (30")	
Yellow or White Polo Shirts with logo	Age 3 – 4 (24")	£7.50
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
	Age 9 – 10 (30")	
Bottle Green Hoody with logo	(Small – aged 5-6)	£12.50
	(Med – aged 7-8)	
Elasticated "Pull-Up" Trousers	Ages 3 to 6	£8.00
Box Pleat Grey Skirt (grey)	Age 2 – 3	£6.00
	Age 3 – 4 (24")	
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
Bib Pinafore (grey)	Age 2 – 3	£10.00
	Age 3 – 4 (24")	
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
Bottle Green Reversible Coat	Age 3 – 4 (24")	£19 – plain £21.50 Embroidered
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
White PE T-shirt		£5.50
Black pumps	Sizes 6 to 13	£5.00
Iron on Name Labels x 20		£2.00
Green School Bag - Satchel		£8.00

Photography

In order to protect your child, we follow the Authority's policy for publishing photographs. We take photographs in school for a variety of internal reasons (displays, booklets, self-registration board, etc.) and if they are to be used outside school (such as Twitter, in the press or on our website), we ensure that no individual child is named. Photographs of children will never be named on our own website. Videos and photographs taken by parents at productions, etc are allowed at present with permission and we are trusting parents to take these as a family record and only to focus on their own child.

We must insist that photographs taken at performances are not published on any social networking or personal websites



Milk, Lunches and Snack Time

2014 saw the introduction of Universal Free School Meals with all Infant School children entitled to a free lunch in schools.

We have continued to develop our lunchtime service and we are always looking to improve what we do to ensure the best quality for our children.

Our menu is reviewed termly, operates on a three-week rota and includes a lot of the children's favourites, including homemade fresh pizza, gingerbread biscuits and even Overchurch Fried Chicken! As well as a delicious hot option, there is a daily deli bar available where the children can design their own sandwich and access a range of salad choices. Desserts include a selection of fruit, meringues, sticky toffee pudding and lemon drizzle cake.

We ensure that all of our children eat a healthy, nutritional meal, which maintains their energy levels and keeps them active and learning throughout the day.

At snack time the children will be offered a variety of different whole fruits (not cut or peeled) and will be encouraged to try all of them. Please notify staff of fruit allergies and any allergies in general.

As we have achieved Healthy School Status, children are helped to understand the importance of making healthy food choices and drinking water. School lunches are now a part of this initiative and you can choose to have a free school meal or packed lunch for your child.

Only water is allowed in your child's named water bottle. Please respect this and help us to protect your child's teeth.

As part of our Healthy School status, we ask for your support by **not** sending in sweets or cake as a treat to celebrate your child's birthday. Please be assured we make birthdays a special day in the classroom setting.

Our school provides a milk scheme for all children in key stage one – which includes Foundation 1&2, Year 1 & Year 2. School milk is free for all under-fives. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

You will then need to register using the link below (unless your child is eligible for Free School Meals).

Each pupil that registers with Cool Milk will receive a carton of semi-skimmed milk every day, which is delivered fresh & chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast & lunch to help children stay focused.

Find out the top 10 reasons to drink school milk at www.coolmilk/whyschoolmilk. If you have any questions regarding school milk, please visit their website or call them direct on 0844 854 2913.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.

Please let the School Office know if you would prefer us not to register your child for free school milk.

HOME/SCHOOL LINKS

Parent/s significantly influence their children's learning and achievements. We believe that when parents and staff work together in the settings of home and school, knowledge, expertise, and information can flow both ways and benefit our children.





Seesaw

Seesaw is an app we use in school with the children in both Year 1 and Year 2 classes to help capture what your child has learnt, which is then stored in Seesaw's digital portfolio. This is a digital app-based platform that allows students, teachers, and parents or guardians to complete and share classroom work. As the company itself says, Seesaw is a platform for student engagement.

Using the Seesaw app, students can show what they know using various media, from photos and videos to drawings, text, links, and PDFs. This is all on the Seesaw platform, meaning it can be seen and appraised by teachers and even shared with parents and guardians.

The student portfolio grows over time, allowing them to carry it through their academic career. This is a great way for other teachers to see how the student has progressed over time – even showing how they worked to get the final result.

This is a free app, which will allow for interaction between home and school with the class teacher throughout the school day, allowing us to give feedback on tasks completed and can be downloaded from:

<https://web.seesaw.me/platforms>

The platform encourages creativity, expression, and feedback that makes students excited to learn. We believe when students are truly engaged in learning, they find what lights them up, helping conquer the tough stuff, and opens new doors. Now more than ever, remote learning solutions are essential. Seesaw enables meaningful learning from anywhere, for every student.

Your child's forename and surname will be shared with Seesaw. Forum discussions will display your child's name. You are also given the facility to upload a photograph of your child if you wish.

The consent that you give in the consent booklet for Learning Journey will provide Overchurch Infant School with your consent for your child to be included in using the Seesaw app.

When required, our remote learning will also be accessed through SeeSaw.

Overchurch Infant School Communications with ParentMail

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

Overchurch Infant School uses ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail is beneficial to you because you can:

Pay for school trips/after school clubs in just a few taps.
Complete forms, give consent/permissions and give feedback on surveys.
Keep up to date with school meetings and events.
Book parents' evening appointments.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed onto any other organisation.

Please find below instructions on setting yourself up with ParentMail and making the most out of the communications system used by Overchurch Infant School.

YOU MUST PROVIDE SCHOOL WITH YOUR EMAIL ADDRESS FIRST

- 1. Download the free mobile app – this is available for both Android and iOS mobile devices. To do this, simply search for “ParentMail” in your App store.**



- 2. You will be sent an email from ParentMail asking you to register.**
- 3. Click the Register link on the bottom of the email.**
- 4. You will then receive a 2nd email from ParentMail**
- 5. Click on the ‘Go to my Account’ link on the bottom of this email after you have downloaded the app to your mobile device.**
- 6. You will be asked to verify your child's date of birth, confirm your email address and mobile number. You will then need to create a password at least 8 characters in length which must be a combination of letters and numbers**
- 7. Your Username will be your email address (the same one given to school).**
- 8. You will receive email alerts under the email tab.**
- 9. If you are required to make a payment, you will need to click the payments tab and then choose the ‘shop’ option.**
- 10. If you are required to complete parental consents for a trip, etc., you will find this form in the ‘forms’ section.**

If you need any additional information or assistance, please visit the help site:

<https://www.parentmail.co.uk/help/parenthelp/> or contact school office staff who will be happy to assist you.

LITTLE ROBINS – Before/After School Club and Holiday Club

Proprietors: Janice Robinson and Gaynor Dudley.

In order to help parents to manage their work arrangements we have included details for Little Robins, an on-site provider of pre and after school care.

Their staff can ensure that the children are safely delivered to school in the mornings and collected in the afternoons. They provide a holiday club to look after children during the school holiday periods and a number of parents take advantage of this facility. Little Robins can be contacted on 0151 678 1777 to enquire about availability.

They work with us to support the children at transition times and can offer flexible support to meet your needs – just ask. You can contact them directly with any questions you may have.



GENERAL NOTICES

NO SMOKING POLICY



Smoking is **not** permitted in any part of the school premises or grounds, at any time or by any person, regardless of their status or business within the school.

Site Car Park

PARKING is restricted to staff only.

Anybody dropping off or picking up children **MUST NOT** bring vehicles on to the site.



DOGS

No dogs are allowed in the school grounds for health and safety reasons.

Note – Please do not stand with your dogs, blocking the main entrances onto the school grounds.

Scooters & Bikes



As part of our Healthy School status, children are encouraged to use alternative methods to travel to school. However, any bikes or scooters must be dismounted when you arrive at the school gate, and left in the on-site cycle stores.

We hope you have found the information contained in this booklet useful. Please let us know if you think there is anything more you would like to have known



We are very much looking forward to your child starting school in September and to you all being part of our Overchurch Infant School family.

We are looking forward to working in partnership with you and if you have any questions, please do not hesitate to contact us.

School Office: 0151 677 3335

Email: schooloffice@overchurch-infant.wirral.sch.uk

Website: www.overchurchinfantschool.co.uk

