



KEY STAGE 1 INFORMATION

Please retain for future reference

Teaching Staff List for September 2018

Headteacher: Mrs S. Mitchell

Deputy Headteacher: Mrs A. Sargeant

Reception

Teacher: Mrs A. Davies

Teaching Assistants: Mrs C.Green, Mrs J. Gascoyne

Year 1

Teacher: Mrs L. White

Teaching Assistant: Mrs L. Brown

Year 2

Teacher: Ms D. Butler

Teaching Assistants: Mrs J. Gascoyne, Mrs M. Abbiss

Year 3

Teachers: Mrs A. Raper, Mrs J. Langford

Teaching Assistants: Mrs B. Campbell, Mrs N. Heath

Year 4

Teacher: Mrs G. Lincoln, Mrs A. Sargeant

Teaching Assistants: Mrs J. Mannix

Year 5

Teachers: Mrs C. Witney, Mrs C. Barden

Teaching Assistants: Mrs L. Chambers

Year 6

Teacher: Mrs N. Starbuck

Teaching Assistants: Mrs A. Balchin, Mrs S.Burson

PPA Cover

Mrs A. Cole (R)

Mrs C. Barden (Y1/2)

Mrs K. McCullough (Y6)

Parental Volunteers

Parents are welcome to help in class and on school trips, although it is the school's policy not to place a parent in their child's class. All volunteers are subjected to checks, please contact the school office for more information. Parents are often needed to help with transport to sporting events and we are always grateful for your support. Please note that the school office staff will need to see a valid insurance, MOT certificate and driver's license prior to such help. Car seats will need to be provided and used where necessary. Thank you for your co-operation and understanding with this.

Parent Coffee Mornings and Open Mornings

Each term we will hold at least one Open Morning/Afternoon for parents to visit our school and share what happens on a regular school day. Mrs Mitchell will also hold a series of coffee mornings on a Friday after a class assembly. This event is designed to provide an informal forum for parents to discuss school procedures. Dates will be circulated and all parents are welcome to attend both of these events.

The Friends of Great Chesterford

All parents of children at the school are automatically a Friend of the school. This committee of dedicated parents and teachers meet approximately twice a term to help organise fund raising events. See the website for more details.

Photography Policy

Please respect other parents' wishes not to share photos, especially on any social media platform. School retains the copyright of any photos taken during a school event. Thank you.

This booklet is intended to be an aid to organisation. Dates and times may vary, but we will notify you accordingly. Further information will be sent out regularly and posted on the school's website:

<http://www.greatchesterfordprimary.co.uk/website>

If you should need to contact the school, our e-mail is admin@greatchesterford.essex.sch.uk or our phone number is 01799 530292.

School Hours: 8:45am – 3:15pm

KS1Lunch: 12:15pm – 1:20pm

2018- 2019 Term Dates:

Autumn Term: Tuesday 4th September – Wednesday 19th December 2018

Half-Term: Monday 22nd October – Friday 26th October 2018

Non-Pupil Days: Tuesday 4th September , Friday 19th October

Spring Term: Friday 4th January – Friday 5th April 2019

Half-Term: Monday 18th February – Friday 22nd February 2019

Non-Pupil Days: Friday 4th January 2019

Summer Term: Tuesday 23rd April – Thursday 25th July 2019

Half-Term: Monday 27th May – Friday 31st May 2019

Non-Pupil Days: Tuesday 23rd April and Thursday 25th July 2019

Before School and After School Clubs

Children are only supervised on site during school hours. For those parents who wish to drop their children off early, there is a breakfast club run by Mrs Aveston. The school office has information regarding local after school provision.

The End of the School Day

If your child's collection arrangements are different to their normal routine, please notify the class teacher in writing that day.

Please note: once the children have been collected at 3:15pm, parents are then responsible for their child. After children have been dismissed first aid will not be administered by staff and the toilets will no longer be available for use due to them being cleaned.

Absence

Please notify the school office on 01799 530292 by 9:00am on the first morning your child is absent from school. If your child has vomited or has diarrhoea, they need to be kept off school for 48 hours after the last incident in order to stop the spread of germs.

Illnesses and Medicines

If your child becomes ill during the school day, we will contact you to collect them. Normally, children who require medicines should not be at school. If medication is required, it can be left at the school office, with the necessary administration of medicines form which can be downloaded from the school website. This includes medications for on-going conditions (e.g. Epipens and asthma pumps). If your child requires an inhaler, please make sure that it is clearly named, in date and that there are written instructions confirming how and when it should be administered.

Lunches

Lunch menus are circulated termly and available on the school website. All Key Stage One children are currently entitled to a free school lunch. At lunchtimes, the children are supervised by our team of MDAs. Packed lunches are available for school trips if ordered in advance.

Playtimes

At breaktime, all KS1 children will be offered a piece of fruit or vegetable as a snack. Children may bring in their own fruit or vegetable snack if preferred but it must be in its natural form e.g. no fruit winders or smoothies. Please be aware that smooth, round foods (e.g. grapes, olives, cherry tomatoes) do present a choking hazard and should be cut lengthways. If you have any additional queries, please see your child's class teacher.

Please note: due to allergies, the school has a no nut and no sesame policy.

Trips

Trips are organised to enhance the work covered in class. Whilst financial contributions are voluntary, without them trips will not run.

Music Lessons

There are a limited number of spaces available for piano, woodwind, brass and violin lessons. Please note music lessons are usually only available for Year 2 upwards. Please contact the office for further information.

Homework

Children in Key Stage One will be set regular homework by their teachers. More details will be found on the termly class newsletter. Homework Diaries and Maths Logs (Y1) are used for the children to record their homework. Homework should be neatly presented and of at least the same standard as their classwork. If a child does not hand their homework in on time, they may be asked to complete it by the next day. Sometimes homework activities may be set online—details will be sent out if required.

Reading

Reading is an incredibly important part of homework in KS1 and children in Years 1 and 2 are expected to spend at least 10-15 minutes a day reading to an adult. It is hugely beneficial for children of this age to read aloud and discuss texts regularly to support their comprehension skills. Please ensure reading comments are always added to the children's reading record book to show that they are reading regularly. The title of completed reading books should be recorded at the back of their Reading Record. Children will have the opportunity to change their books on a Monday, Wednesday and Friday.

Equipment

Children are expected to have their reading book in school each day, as well as their homework diary. The children will need a book bag for their belongings which can be kept in their tray. On occasions, children may be asked to bring in some additional materials from home (for junk modelling etc). Letters will be sent out if these are needed.

Uniform

Children are expected to wear a smart school uniform, consisting of:
For boys – a navy school jumper or cardigan with logo, grey trousers or shorts, a white polo shirt, black school shoes (no boots or open toe sandals).

For girls – a navy school jumper or cardigan with logo, navy skirt , pinafore dress or trousers, a white polo shirt, black or blue school shoes (no boots or open toe sandals). In the summer term, a blue and white gingham summer dress can be worn.

Please label all items, including shoes, clearly. Any items which are found and not named, will be placed in the lost property, which is emptied termly.

School uniform can be ordered from the school website.

Children are expected to wear their hair tied up for school if it is long enough to do so (approximately chin length) and should avoid flamboyant/novelty hair accessories. Jewellery should not be worn, except small stud earrings which must be removed for PE. Watches/Fitbits may be worn but must be removed for PE and at the discretion of school staff.

P.E.

Children will need their P.E. kit in school every day, as timetables may change. Children will need: a white school PE t-shirt, navy shorts or a skirt together with plimsolls. Children can wear white sports socks or the optional school PE socks. During the winter months, navy skins or a school tracksuit jacket/sweatshirt may be worn. Children may wish to have trainers for outside PE although this is not essential. Everything should be named and kept in a P.E. bag, which will be kept in the cloakroom or classroom. Children with pierced ears have to remove earrings for P.E. lessons. School P.E. kit can be purchased online - please refer to the school website.

Swimming

Children in KS1 will take part in weekly swimming sessions for half the year. These lessons will begin after February half term and a letter will be sent out nearer the time.

Assemblies

As a church school, we hold assemblies everyday in school. Parents are warmly invited to attend Friday's celebration assemblies at 9:10am in the school hall. Each class leads a Friday assembly during the term and certificates of achievements are shared weekly. Birthdays for the week are celebrated each Friday. Church Services are held in All Saints church on the last day of each term and for the harvest festival – parents are welcome to attend.

Clubs

The children in KS1 have the opportunity to attend some after school or lunch time clubs. Some of these are free and others are run by outside providers and must be paid for. A full list of clubs will be circulated at the beginning of each term.

School Council

Each class has three School Council representatives, which are selected by the children. Your child will have the opportunity to stand for election in September and may stand twice during their time at school.

Friendship Groups

On occasions throughout the year, the children work in their Friendship Groups, with the older children supporting the younger ones. These are 'family' groups which have children from each year in. Each group is allocated a colour. The children usually stay in their allocated group throughout their time at Great Chesterford.

Parent Consultations

These are held in the Autumn and Spring term. Appointments are booked online once the system goes live—details will be sent out. If you have any queries or concerns in between Parent Consultations please speak to your child's class teacher at the end of the day. If your child is on the bus, please ring and leave a message with the office.