

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 valid insurance and MOT certificates prior to such help. A recent driving licence check will also need to be carried out using the gov.uk website. Car seats will need to be provided and used where necessary. Thank you for your co-operation and understanding with this.

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. 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.

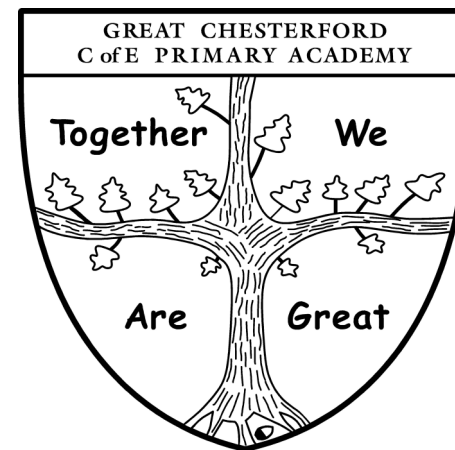
Photography Policy

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

www.greatchesterfordprimary.co.uk

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



LOWER KEY STAGE 2 INFORMATION

Please retain for future reference

Teaching Staff List for September 2017

Headteacher: Mrs S. Mitchell

Deputy Headteacher: Mrs A. Sargeant

Reception

Teacher: Mrs A. Davies

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

Year 1

Teacher: Mrs L. White

Teaching Assistant: Mrs L. Brown

Year 2

Teacher: Mrs D. Butler

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

Year 3

Teachers: Mrs A. Raper (M, Tu, W), Mrs J. Langton (Tu, Th, F)

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

Year 4

Teacher: Mrs G. Lincoln (M, Tu, W), Mrs A. Sargeant (W, Th, F)

Teaching Assistant: Mrs J. Mannix

Year 5

Teachers: Mrs C. Witney (M, Tu, W), Mrs C. Barden (Th, F)

Teaching Assistants: Mrs L. Chambers

Year 6

Teacher: Mrs N. Starbuck

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

PPA Cover

Mrs A. Cole (Reception)

Mrs C. Barden (Y1, 2 and 5)

Mrs K. McCullough (Y6)

Reading

Reading is still an important part of homework and children in Years 3 and 4 are expected to spend at least 15 minutes a day reading to an adult. Parents are asked to comment in the homework diaries about the reading progress. Discussion of texts read is important and advice for supporting pupils with this can be found on the school website as well as suggested reading lists.

Equipment

In Years 3 and 4, children are expected to provide the following:

- A4 plastic folder— 'envelope' style is best

The children may bring in one pencil case with the following items :

- Pencils (HB)
- Coloured pencils
- 30cm ruler
- Eraser
- Pencil sharpener

They are expected to have their reading book in school each day as well as their homework diary (supplied by school). An envelope style plastic A4 folder will ensure homework remains neat and well presented.

The children will need a sensibly sized bag for their belongings. Please note that we do not have space in school for large bags.

Uniform

Children are expected to wear a smart school uniform, consisting of:
For boys – a navy school jumper with logo, grey trousers or shorts, a white polo shirt, black school shoes.

For girls – a navy school jumper or cardigan with logo, navy skirt, pinafore dress or trousers, a white polo shirt, black school shoes. In the summer term, a blue and white gingham summer dress can be worn.

Please label all items clearly. Any items which are found and not named, will be placed in the lost property, which is emptied termly. Long hair must be tied up and no jewellery should be worn, except small stud earrings. School uniform can be ordered from the school website.

P.E.

Children will need their P.E. kit in school every day, as timetables may change. Children will need the KS2 PE kit: school white sports top/school navy polo top, school navy shorts or a school skirt together with plimsolls and trainers. Children can wear white sports socks or the optional school PE socks. During the winter months, navy skins or a school tracksuit jacket may be worn. Everything should be named and kept in a P.E. bag, which will fit in the child's locker. 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.

Homework

In Years 3 and 4, children are expected to practise times tables daily and complete a 20 minute maths activity once a week. Homework diaries are used for the children to record their homework and it is their responsibility to know what they are expected to do and the date it is due in. In Years 3 and 4, children who complete their homework are praised in class and there is regular encouragement. For those children who frequently fail to complete work, parents will be informed and the pupil may be asked to carry it out in their own time at school. Homework should be neatly presented and of at least the same standard as their classwork. Sometimes homework activities may be set online.

School Hours: 8:45am – 3:15pm

KS2 Lunch: 12:20pm – 1:10pm

2017- 2019 Term Dates:

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

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

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

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

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

Non-Pupil Day: Friday 4th January

Summer Term: Monday 23rd April – Thursday 25th July 2018

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

Bank Holiday: Monday 6th May

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

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 Alveston in the library. There is a Neil O'Sullivan after-school club based at the village Community Centre. Details can be found on our school website.

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 3:30pm, 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, they need to be kept off school for 48 hours after they were last sick to stop the spread of germs.

Medicines

Medicines are unable to be administered by the school, unless there are exceptional circumstances. In which case, a completed form requesting staff to administer a medicine will be required. The form can be downloaded from the school website. Children in Years 3 and 4 who require asthma inhalers should have one they are responsible for in class as well as a spare in the office. Please make sure all inhalers are clearly named.

Lunches

Lunch menus are circulated termly and available on the school website. Children in Years 3 and 4 can choose from the hot dinner menu or the 'Grab & Go' menu. During fine weather, the children eating sandwiches or the 'Grab & Go' option are able to eat outside. Lunch money needs to be paid in advance on the first day of each term or on a Monday.

At lunchtimes, the children are supervised by our team of MDAs.

Playtimes

During playtimes, there is a rota for the equipment for classes to use. At breaktime, the children may bring in a piece of fruit or vegetable (unprocessed form only) as a snack.

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 contact the office for further information.

Assemblies

As a church school, we hold assemblies everyday in school. Parents are warmly invited to attend Friday's celebration assembly 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 Years 3 and 4 have the opportunity to attend a number of 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.

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 stay in their allocated group throughout their time at Great Chesterford.

Parent Consultations

These are held each term. Appointments are booked online once the system goes live—details will be sent out.