



*"Shine like stars"*

## *Stoke Row Welcome Pack 2020-2021*

### *Welcome Message from the Headteacher*

*Welcome to Stoke Row CE School. The purpose of this booklet is to introduce you not only to the organisation and activities within our school, but also to indicate the principles and values upholding the school.*

*At Stoke Row, we have five core values, which were chosen by the pupils, staff, parents and governors. Everything we do at school is focused upon upholding our values and living them out in our daily lives. Our teaching is underpinned by Jesus' teaching and the Bible, which we look to as our example.*

*Through a culture rooted in Christian values, we create a caring and fun community where everyone develops a love of learning and achieves their full potential. We provide our children with the highest quality of education based around our core values: kindness, respect, perseverance, excellence and courage.*

*We look forward to seeing you at our weekly Celebration Assembly, held on Fridays at 2.45pm in Church. A newsletter is issued every other Friday by Parent-mail and e-mail, so please ensure you read through it for messages about the following week's activities in school. Our website is regularly updated with information and has links to our school dinner and uniform ordering services. We also have a school Twitter account to share the exciting things we have been doing in school so please follow us @StokeRowSch*

## *Our Vision*

*“A small school with a bright future”*

*SHINE LIKE STARS AND BECOME LIGHT IN OUR WORLD*

*At Stoke Row School we aim for our children to have the brightest futures, each one nurtured individually to be a guiding light with a unique sparkle. We teach one another to live with kindness and respect. We help our children to understand that with courage and perseverance they can excel.*

*Our vision draws inspiration from Philippians 2:15-16 (NIV) “You will shine among them like stars in the sky as you hold firmly to the word of life” and Matthew 5:14-16 (NIV) “You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.*

*Our vision is based on the idea of raising children to be a light in a dark world. We do this by developing an understanding of the Bible and a practical expression of our school’s values. In the same way our village is one of the highest places in the Chilterns, we want to be a bright light on a hill, unhidden and showing the way.*

*The vision has been developed over a number of years and has been a collaborative process led by the Christian Ethos Governors Committee and also involving discussions with pupils, staff, parents and members of the local community.*

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### *The team at Stoke Row*

<i>Headteacher:</i>	<i>Mrs Charlotte Whittle</i>
<i>Acting Headteacher:</i>	<i>Mrs Gillian Fraser</i>
	<i>Mrs Ellie Siv - Foundation Stage- (Maternity leave)</i>
	<i>Mrs Kirsti Deacon - Foundation Stage</i>
	<i>Mrs Viki Head - Year 1/2</i>
<i>Class Teachers:</i>	<i>Mrs Emma Hughes - Year 3/4</i>
	<i>Mrs Helen Zabel - Year 3/4</i>
	<i>Mrs Gillian Fraser - Year 5/6</i>
	<i>Mrs Annie Gilsenen-Wright - Year 5/6</i>
	<i>Mr Sam Clothier (PE)</i>
<i>SENCO - Special Needs Co-ordinator:</i>	<i>Mrs Emma Hughes</i>
<i>School Bursar:</i>	<i>Mrs Cathy Higgins</i>
<i>School Administrators:</i>	<i>Mrs Elise Way</i>
<i>Emotional Literacy Support Advisors (ELSA): Specialist Teaching Assistant</i>	<i>Mrs Emma Beeton</i>
	<i>Miss Pam Cooper</i>
	<i>Mrs Laura Poulton</i>
<i>Teaching Assistants:</i>	<i>Mrs Rachel Mannall</i>
	<i>Miss Clare Higgins</i>
	<i>Mrs Chelcie Stevens</i>
	<i>Mrs Emma Beeton</i>
<i>Lunchtime Supervisors:</i>	<i>Mrs Pam Cooper</i>
	<i>Mrs Julie Ireland</i>
	<i>Miss Clare Higgins</i>

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### *Introducing the staff...*

*Mrs Charlotte Whittle - I live in the nearby in the village of Streatley with my husband and son, Oliver and I have been teaching in the local area for the past twelve years. I began my role as Assistant Head at Stoke Row in September 2012 and became Headteacher in January 2014. I started my teaching career teaching the younger children in Year 1 and then for 4 years teaching the older children in Year 5/6. I really enjoy teaching the children at Stoke Row as they are all enthusiastic to learn and bring so much outside knowledge into the classroom environment. I have a particular passion for sport and love to see the confidence and enjoyment the children gain from the range of sporting activities and competitions we take part in alongside local schools.*



*Mrs Ellie Siv (Maternity leave)- I have been teaching at Stoke Row Primary for the past 3 years in the Foundation class. Prior to this I taught in a range of settings both locally and internationally - including both Cambodia and South Australia. I love being a teacher as each day brings a new adventure. I am very passionate about inquiry based learning in the early years and I really enjoy working with the children and families at Stoke Row Primary. I currently live in*

*Wallingford with my husband and in my spare time I enjoy travelling, reading and running.*

*Mrs Kirsti Deacon- I have been teaching since 2006. I have experience of teaching across all year groups and was Literacy Coordinator in my previous school, which gave me the opportunity to research and implement creative and engaging ways to develop children's reading and writing skills. I live with my husband and two sons in a cottage that we have been renovating for the past 8 years and, when not teaching, I enjoy photography, singing and walking our two dogs, Pip and Ivy.*



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*Mrs Victoria Head - I have always taken great joy in helping children to explore and learn in their natural environment; watching their absorption and fascination as they discover new things and knowing when to step in, support and question are vital to nurturing lifelong passions. I have lived in the Channel Islands and spent time travelling and exploring the world's natural wonders. I worked at Priors Court School which is a specialist residential school supporting children who are severely affected by autism. I learnt how to help children access the world around them. I went on to mainstream teaching at a school that followed my own passions for the natural world, historical enquiry and teaching and learning from first hand experience in a cross curricular way. I am so excited to be teaching at Stoke Row where I have felt so welcomed by everyone including all the lovely children. I'm looking forward to all the adventures we will have.*

*Mrs Emma Hughes- I'm a part-time teacher of River Class and the school*



*SENCo. I have taught all primary age groups in variety of Oxfordshire schools over the years. I really enjoy teaching all subjects but have a particular interest in Personal, Social and Health Education (PSHE) and music. I am passionate about recognising and nurturing children's individual skills and talents, helping children to overcome specific barriers to learning and catering well for children with additional needs. I have two daughters, one of whom attends Stoke Row School.*

*Mrs Helen Zabel- I have always loved working with children and having started my career as Events Manager at the NSPCC I trained as a teacher. I am passionate about teaching and have taught a range of age groups, firstly in Hertfordshire, and then in the local area, after moving to Henley with my husband eleven years ago. My favourite areas of the curriculum are English, art and dance. I have two daughters and we enjoy going to the theatre and the cinema and exploring the local countryside together. I love teaching at Stoke Row school and being a part of the Stoke Row community.*



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*Mrs Gillian Fraser - My love of teaching began through teaching large, challenging classes in a school in Lilongwe, Malawi. I then went on to teach English as a second language in South Korea, Cambodia, Turkey and in the UK. After studying an MA in International Development and Education, I went on to complete my teacher training through the Graduate Teacher Training Programme. Since then I have worked in a range of schools and love the way teaching makes you part of a community and that every day brings something new. I am lucky to lead on subjects which I am passionate about; Global Citizenship, Eco-Schools, Literacy and Philosophy for children and believe it is important that children develop the skills they need to make a positive contribution in the global economy.*

*Mrs Annie Gilsenen- Wright - Stoke row is a dynamic, exciting and friendly school to work in as a teacher which I have been doing for many years now. Having previously worked in Buckinghamshire in a variety of teaching posts as a deputy headteacher, head of a moderate learning difficulties department in a middle school and head of a social communications department in an infant school. I have always had an interest in special needs and feel privileged in helping children to be "brave learners" and the very best they can be. Stoke Row is also the school I chose for my own children to attend and they have very fond memories of their time here.*



*Mr Sam Clothier - I started working at Stoke Row in 2010 in numerous classes teaching P.E to fit in with the curriculum. After a few years I set up my own business called Mini Trailblazers, which specialises in working in early year's physical development. After a small break, I came back to work at Stoke Row and now work with all year groups in numerous sports. I have a real passion for teaching sport, especially in early years, and have known a lot of the children for a long time after running a local tennis club for 3 years. I also work in local pre-schools and it's always great to see some familiar faces when they start at Stoke Row.*

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*Mrs Emma Beeton - I live in Stoke Row, I'm married with two children, both of whom have attended Stoke Row Primary. I have worked and supported children of various ages for the past ten years and obtained relevant childcare qualifications and experience through lots of varied roles and opportunities. I have recently taken on the role of an ELSA alongside a specialist TA. I am able to deliver programmes of support and well-being to enhance children's learning and self-esteem.*



*Ms Pam Cooper - I have lived in the same house on the outskirts of Stoke Row all my life. I came to Stoke Row School as a child, as did my two grown up children. I have always worked locally first at an animal identification company and then doing silk screen printing. After my children were born, I worked for ten years at Checkendon pre-school. I have been a lunchtime supervisor at Stoke Row for about 19 years and a teaching assistant for 11 years.*

*I am one of the minibus drivers and I really enjoy the variety of challenges that my job offers me.*

*Mrs Laura Poulton- I was born in Germany, and grew up in France before heading to London to complete a film degree. I have lived in the UK for over 20 years. My family and I have lived in Stoke Row for five years and our son currently attends the school. I have been working here as a TA since March 2018 and absolutely love it! Working with the children is extremely rewarding, and I thoroughly enjoy supporting both them and the school. It's a fun and stimulating place to work and every day has new challenges and opportunities!*



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*Miss Clare Higgins - I attended Stoke Row Primary School when I was young and I returned to the school a couple of years ago as a Teaching Assistant! I used to live down School Lane but now I live in Cholsey with my partner and our pets. I work one to one with children who benefit from my support. I am also the ARCh volunteer for the school so I read with three children twice a week. I love working as a Teaching Assistant at such a friendly little school.*

*Mrs Rachel Mannall - I have been working at Stoke Row School since January 2018 and am thoroughly enjoying my role as a teaching assistant in Bubble class and working with such dedicated and enthusiastic staff. I really enjoy working with children as you can experience so many different challenges, as well as many rewards. Previous to having my role at Stoke Row, I was a full time mother to my 3 children who also attend Stoke Row School. Before having my children, I worked in various child care environments from families, nurseries and schools. I have a passion for learning in the outdoors and just love the creativity it brings to children's learning.*



*Mrs Chelcie Stevens - I live in Reading with my husband, son and dog. I have successfully passed a course in children and young people workforce and have continued to obtain relevant qualifications in previous employment. I have two years' experience working in the community with vulnerable people and specialising in addition needs. I enjoy working with children and especially enjoy working in the school setting offering 1:1 support.*

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*Mrs Cathy Higgins - I have lived in the local area for fourteen years since moving down from Lancashire with my family and worked at the school since 2003. Both my children had many happy years here at the school. I love working in the office here; it is really busy all the time and I enjoy working with the staff and helping the children and parents.*



*Mrs Elise Way - I have lived in the little hamlet of Whitchurch Hill for 6 years with my husband, daughter and Lottie the Minature Schnauzer! Before that I worked at Henley Management College and we lived in Stoke Row for 17 years so know how important our wonderful village school is to the community. I love working in the school office, being part of such an amazing team and the diversity of the job - you never know what the day will bring and no two days are ever alike!*



*Mrs Julie Ireland - I live in Sonning Common with my husband, we have two children and one grandchild. I have had the privilege of working with both young children in Nursery as a Nursery Assistant and young adults in secondary school as an Invigilator over the last 16 years. It has been a joy to join such a happy team of children and staff at Stoke Row School.*

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*The School Day- Pupils at Stoke Row can arrive at school from 8.40am where they can be dropped off in the playground. Before this time, the school is not responsible for the safety of the children on the school premises. The bell goes at 8.50am and the children line up to be taken into class by their teacher.*

*In Bubble Class, parents are welcome to come in to help their children organise their belongings and settle into the morning activities for the first couple of weeks. From then on, we ask parents to say goodbye to their child in the playground, as we strongly encourage the children to develop their own independent skills, and beginning this first thing in the morning is essential. The children begin their learning as soon as they come into their classroom with morning activities, which they need to be able to do in a calm and quiet environment.*

*As staff we are always happy to talk to parents about their children's learning and any other issues arising. The best time to talk is after school informally or, if you feel you would like a longer discussion, by a prearranged appointment. If you need to give teachers a message in the morning, please do by sending a note with your child.*

*The school day starts promptly with registration at 8.50am. Should you arrive late with your child, please take your child to the school office where they will be signed in and registers will be updated appropriately.*

*When dropping off or collecting your child please drive safely and park considerately. Cars should be parked away from the school premises. Please be aware that there is limited parking around the school site and usual Highway Code regulations apply in the village; cautions may be used in the event of illegal parking.*

*For drop off and collection, access to the school is through the entrance on School Lane. At other times, the gate on the main road is closed for security reasons. Please ensure that all your children (especially younger siblings) are supervised at all times.*

*School ends at 3.15pm. Please collect your child from the classroom door.*

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*Bikes and scooters - We encourage children to cycle to school where they are safe to do so. All children cycling to school must wear protective helmets. There is a cycle shelter where bikes and scooters can be parked. However, they must not be ridden in, or around school as they are a potential hazard.*

*The school is not responsible for any damage or theft of any items left in the shelter.*

*Morning break (Fruit and Vegetable Scheme) -*

*The school is part of the Government's School Fruit and Vegetable Scheme. Under the scheme, each child aged four to six (Raindrop and Bubble classes) are entitled to receive a free piece of fruit or vegetable each school day. This scheme, which is voluntary, reinforces our commitment to healthy eating. Milk, through 'The Cool Milk Programme' is also provided on a daily basis for pupils under 5 and those children in receipt of pupil premium funding.*

*Children over the age of six, who are not provided with a snack as above, are allowed to bring in healthy snacks for break times. We discourage sweets, chocolates, crisps or biscuits as a morning snack.*

*School Library - The books in the school reference library are available for all children in school to borrow. At present an informal system operates for the borrowing of these books. If your child would like to borrow a book they are free to do so, but please remember to return it for others to enjoy. Our library has been decorated with a woodland theme encouraging the children to think about reading in all the beautiful places, which surround our local area.*

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## *School Lunches*

*Lunch is a time children enjoy together - whether a packed lunch or school meal. Currently lunch is served across River and Ocean classrooms. Please notify the school if there is anything your child should NOT eat, especially those related to allergies.*

*Hot lunches are available each day and are ordered in advance by parents using an online ordering system, which can be accessed via the school website. Our lunch provider cooks the meals at a nearby secondary school and provides a daily choice of hot meals plus a packaged lunch option on a three-week rotating menu. Alternatively, the children may bring a packed lunch from home. The children are supervised during the lunch break and we encourage school years to mix in order to make eating a social time.*

*Free School Meals - Since September 2014, a free school meal has been made available by the government for all pupils in Foundation Stage, year one and year two (Bubble and Raindrop classes). Additionally, free meals are available for pupils who qualify for the pupil premium. We are always sensitive in these instances and parents should contact the school direct to discuss further if necessary. Children who receive free dinners are not singled out in any way and no reference is made to the situation either publicly or to the child concerned. It is important that school knows who is eligible as it receives important funding for those concerned. For further information on eligibility, please see our school website.*

*Packed Lunches - Some children prefer to bring a packed lunch to school. These are eaten in the classrooms with the children who are having hot lunches. We ask parents to ensure that their child's lunch is packed in a small compact appropriate lunch box, which is named. Drinks (not fizzy) should be provided in a screw top plastic bottle - not in glass bottles or cans. We discourage chocolate or sweets in lunchboxes.*

*Water Bottles - Children are encouraged to drink water throughout the day and we ask all children to bring in a water bottle labelled with their name. Drinks brought into school must be in a screw top plastic bottle - not in glass bottles or cans. No fizzy drinks, juice or squash. Water bottles are available from the office to purchase.*

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*Parent Consultation and Welcome Evenings - Towards the end of the school year there is a new parents' lunch for school starters and also meetings, held by teachers from each class, to explain to parents and children what to expect in the new classes for the following academic year. This is an opportunity for parents to meet the teachers and for teachers to outline their curriculum plans for the following year.*

*In October, after a few weeks of being in the new class, parents will receive a short report on how their child is settling in. In order to provide parents with information on pupil progress and development, we hold two parent consultation evenings- one in November which is pupil led and then one in February solely for parents. The main purpose of these meetings is to discuss your child's progress, identify strengths and next step development areas. A written report is sent home toward the end of the school year to summarise achievement and attainment.*

*Our 'open door' policy means that parents may see the Headteacher at any time but, for your convenience, it is helpful if you phone in advance to check availability. Parents may also see teachers after school with prior arrangement. For reasons of security it is important that parents report to the school office when coming onto the school premises.*

*Curriculum letters and homework - Children in each class will receive homework each week, which is given out on a Thursday and should be returned on a Tuesday. All children are expected to read regularly at home in addition to formal written homework. Bubble Class parents will receive a weekly letter outlining their learning in class and activities which can be done to support this at home.*

*At the start of each new topic every class teacher will write a curriculum letter outlining the things the class will be studying that term and any trips or special events. This letter will include details of homework expectations for the individual classes, so please look out for the letter and read it carefully. It is essential that children take the time to complete their homework each week as it reinforces what they have been learning in class and gives them an opportunity to work independently. Please check your child's bookbag regularly for letters, which have been sent home from school.*

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*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. ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents.*

*ParentMail will be beneficial to you because:*

- Messages will get to you reliably and on time*
- We can send messages directly to Mums, Dads and other carers at the same time*
- Emergency or important information can be sent by text message*
- IPhone and Android Apps available for parents on the go.*

*To use the latest version of ParentMail all you need to do is verify your account. When your child begins school, you will be sent either an email or text message from ParentMail, when you receive this please just follow the instructions below. If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text and email. You can decide which way you register - but you will only need to register once.*

### *Mobile registration:*

*Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.*

### *Email registration:*

*Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.*

*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 on to any other organisation. If you have not received any contact from ParentMail within 7 days please contact the school to update your contact information, as this may be out of date.*

*Absence reporting and permission and payment for school trips can also be done via Parentmail.*

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*Home/School Agreement and Contact details approval - We ask that all children and their parents agree to and sign our Home/School Agreement (including approval of contact details and medical information) when required so that we are working in partnership to improve standards. This will be given out at the start of every academic year.*

*Class Dojo - In Foundation we currently use an online platform called 'ClassDojo' in order to communicate with parents. ClassDojo is free, secure and can be used from any device either as an app or directly at [www.classdojo.com](http://www.classdojo.com) ClassDojo is used in Foundation to:*

- Post daily pictures of what the class is focusing on. For example, this could be a maths input session or a creative experience*
- As a positive behaviour system. Each child has a monster aviator that earns 'positive points' for a variety of positive behaviours such as showing kindness to others or demonstrating good listening*
- For parents and the class teacher to message each other directly in regards to any small queries*

*Shortly after your child starts at Stoke row the Foundation teacher will provide you with login information in order to access your child's ClassDojo account.*

*Behaviour Management - We expect good behaviour from all our children, enabling us to create an environment where children feel happy, secure and able to share their concerns. We aim for our children at Stoke Row to develop a sense of community with shared values and responsibilities and where they are able to work hard, progressing with their learning. Good behaviour is therefore promoted on a daily basis and positive reinforcement is used by all staff in a variety of ways including:*

- House points - These are rewarded for exceptional individual academic work or exceptional good behaviour . In Foundation 'Dojo' points are awarded. At the end of the term, the house with the most house points will be taken to the park in Stoke Row on the final Friday afternoon or watch a film if it's bad weather*

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- *Individually - Children can be rewarded individually in class for their behaviour or good work by having their name put on the 'golden elephant'. This will be used more for day-to-day good work or class contributions. Teachers will also have their own personalised systems in class for areas of learning they may be focusing on, such as stickers for handwriting.*
- *'Star of the Week' - Star of the Week is given out each week in every class for good work / behaviour / all-round being a star! The child will receive a certificate and in each class may be rewarded in a special way.*

*For further information on behaviour management at Stoke Row please see our Behaviour policy on our website:*

*<http://www.stokerowschool.co.uk/policies-a-z/>*

*ELSA - There will always be children and young people in schools facing life challenges that detract from their ability to engage with learning. Some will require greater support to increase their emotional literacy than others. ELSA is an initiative developed and supported by Educational Psychologists. It recognises that children learn better and are happier in school if their emotional needs are also addressed.*

*We are lucky enough to be part of this great initiative at Stoke Row and Mrs Beeton has qualified as an ELSA. As an experienced TA she was trained by Educational Psychologists to plan and deliver programmes of support to pupils who are experiencing temporary or longer term additional emotional needs. The majority of ELSA work is delivered on an individual basis, but sometimes small group work is more appropriate, especially in the areas of social and friendship skills. Sessions are fun, we use a range of activities such as: games, role-play with puppets or arts and crafts. ELSA sessions take place in our very own 'ELSA room', which provides a calm, safe space for the child to feel supported and nurtured.*

*In ELSA we aim to provide support for a wide range of emotional needs:*

*Recognising emotions*

*Self-esteem*

*Social skills*

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*Friendship skills*

*Anger management*

*Loss and bereavement*

*Houses - At Stoke Row we operate a House System. When each child comes to school they are put in a house. We have four houses: Elmer (yellow), Tantor (red), Horton (blue) and Barbar (green); all elephants representing our village connection with the well. Your child will be put in a house on arrival unless they already have a sibling at school in which case they will automatically go into the same house as their sibling. Throughout the year, the children will work together in their houses on special days or competitions such as Sport's Day. For Sport's Day your child will be required to wear a t-shirt matching their house colour e.g. anyone in Tantor will need to wear a plain red t-shirt and their usual PE shorts.*

*Buddies - When any new pupil arrives at Stoke Row, they are given a buddy to help them settle in. In the older year groups, this buddy will be one of their peers. When the children are joining in their very first year of school into Bubble Class, they will be given a buddy in year 5. Their year 5 buddy will look after them by taking them to assemblies, sitting with them at lunch and looking out for them in the playground. Their buddies will also have some shared reading time with them once a week.*

*Child Protection and Safeguarding - The Governors and Staff at Stoke Row Primary School take seriously their responsibility to promote the safeguarding and welfare of all children entrusted to our care. The designated Child Protection Co-ordinator is our Headteacher. In the absence of Mrs Whittle, Mrs Siv is responsible for Child Protection. Our most up to date Safeguarding and Child Protection Policy can be found on our website: <http://www.stokerowschool.co.uk/wp-content/uploads/2020/05/SR-Safeguarding-and-Child-Protection-including-Missing-Children-Policy-2020.pdf>*

*As part of the ethos of the school we are committed to:*

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- *Providing an environment in which children feel safe, secure, valued and respected, confident to talk openly and sure of being listened to.*
- *Providing suitable support and guidance so that children feel confident to approach appropriate adults.*
- *Using the curriculum to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making.*
- *Working with parents to ensure the welfare of all children which may involve other agencies.*
- *Ensuring all staff are able to recognize the signs and symptoms of abuse and are aware of the school's procedures and lines of communication.*

### *Health and safety*

*Administration of medication to pupils at school - Stoke Row has a clear policy because of the obvious dangers of having medicines at school.*

*The school cannot undertake to give children tablets or medicine prescribed by a doctor unless they have written permission. Otherwise children should not be sent to school in possession of medicine or any kind of drug with the exception of asthma, when parents should supply the class teacher with all the necessary equipment, which will be kept in the classroom and used when the children require it. Older pupils are able to look after their own inhalers. Further details can be found in the school medication policy, available from the school office.*

*The school is prepared to co-operate in the administration of drugs to help children who are chronic sufferers of asthma, epilepsy and diabetes if the drugs are to be administered orally. In these cases the Headteacher will require written instructions from the family GP detailing the administration of the drugs during school time.*

*There may be other instances, apart from those mentioned above, when children with a health problem are able to attend school but are required by their doctor to take medicine or tablets.*

*In such cases it should first be established whether the timing of the doses can allow the medicine to be given at home, for example, 3 doses a day could mean morning, (before school) afternoon, (on arrival home) and evening (before bed).*

*If a doctor has specified that a dosage must be taken during the school day it would be helpful if parents would call into the school to administer it*

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*themselves. If this is not possible then the Headteacher may arrange for an adult in the school to carry this out. If medicine has to be brought into school it should be handed into the office, initially by a parent, and must be labelled with the following: -*

- Name of the child*
- Dosage and time of administration*
- Name of pharmacist (for reference if necessary)*
- Temperature to be kept at.*
- AND BE ACCOMPANIED BY WRITTEN INSTRUCTIONS*

*No child may look after his or her own medicine during the day because of the danger of it becoming mislaid and found by another child. An exception to this rule is that older sufferers of asthma may carry their inhalers. However, not withstanding this, the class teacher should be made aware that a child is in possession of the equipment.*

*Cough sweets are not considered medicines and should, therefore, not be brought into school.*

*Only medicines prescribed by a Doctor and supplied to the school strictly in accordance with the above will be administered to a child.*

*The school does not keep a supply of other medicine, e.g. headache tablets, to give to any child.*

*Neither the Headteacher nor any other adult at school can be held responsible with regard to any accident or injury sustained by a pupil as a result of such an adult carrying out the instruction of a parent with regard to the administration of a prescribed medicine.*

*Our policy is clear and strictly adhered to.*

*Please note that Stoke Row School is a non-smoking area.*

*Cash and Valuables - We would prefer children not to bring cash to school unless absolutely necessary. If there is a need, money should be given to a teacher for safe-keeping. We cannot take responsibility for watches, jewellery or valuables and as a result we discourage them from coming into school.*

*Children are not to bring mobile phones or iPods into school- they are not needed. The school office will be able to contact parents if needed as well as relay any messages from home to pupil.*

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*Educational Visits / Non-charging Policy - In order to widen the children's experiences residential and day visits are organised. Details of these are sent to parents, requesting permission from home if they are for longer than the school day or more than three miles away. The 1988 Education Act states that schools may not charge for activities, which occur in school time. However, they may ask for voluntary contributions for the benefit of the school or in support of any activity, whether during or outside school hours, residential or non-residential. If a parent refuses to make a voluntary contribution the child will not be denied the activity. However, the School Governors have ruled that if insufficient contributions are received to cover the cost of an activity, it may have to be cancelled.*

*Data protection - In line with new GDPR regulations from May 2018, please find our privacy notice and further information about how we protect your data on our school website at:  
<http://www.stokerowschool.co.uk/general-data-protection-regulation-gdpr>  
Our data retention policy is available from request from the office.*

*Absence - In the event of absence, please let the school know by telephoning on each day of absence by 9.30am. Telephone: 01491 680720. We do have an answer machine so messages can be left at any time. Alternatively, we can be e-mailed at: [office.3206@stokerow.oxon.sch.uk](mailto:office.3206@stokerow.oxon.sch.uk)*

*Notification of absence is most important and we ask that you comply with this request at all times. Please note that this includes all absences e.g. exams, medical appointments.*

*Please ensure all contact details are up to date so we can contact you immediately should there be an emergency.*

*Holidays - Parents are strongly asked to avoid taking holidays during term time. Requests for absence must be made in writing to the Headteacher at least 10 days in advance.*

*For security reasons, amongst others, no child will be let out of school for any reason during a session unless collected by you, or a responsible adult, from the school office.*

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*School uniform: - Full details of our school uniform are found in the prospectus and on our website, including how to order from Marks and Spencer. The office has some stock of uniform if you need an item quickly.*

*Jewellery - Children may not wear jewellery in school. The sole exception to this is a watch or plain stud earrings, which MUST be removed for P.E. and games lessons. Watches are brought to school at your own risk.*

### *General*

*Uniform must be worn as set out in the School uniform policy.*

*All children with long hair should have it tied back in a dark band. Extreme hair styles are discouraged.*

*Children may not wear makeup or nail polish to school. Tattoos should be removed before the children return to school. Children will be given two days to remove the previous items after which parents will be informed.*

*Lost Property - There is a small wooden chest in the school office for lost property- do check here if your child is missing any items. Of course if it's labeled that is a huge help and avoids most losses.*

## *Stoke Row Welcome Pack 2020-2021*

### *What's going on at a glance in Foundation Class:*

*Children need to bring daily:*

- \* Book bag + water bottle*
- \* Coat/ hat+scarf/ suncream (weather dependent)*
- \* Lunchbox if not having free school dinner*

### *Wellies*

*Children will need to have a pair of wellingtons to keep in school for outdoor activities.*

### *Forest School*

*Children need to come to school dressed in their Forest School clothes; a long sleeved top, layers, hat, scarf and gloves. We will provide waterproof overalls.*

### *PE Kits*

*Children will be required to change for PE so will need a named PE kit in school at all times.*

- \* Shorts (black or navy)*
- \* T-shirt (White with school logo or blue technical shirts)*
- \* Trainers/ pumps*
- \* Tracksuit trousers (black or navy)*

### *Celebration Assembly on Fridays*

*Parents / carers and grandparents are invited to join us every for Celebration Assembly in the church from 2.45-3.15pm*

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## Our School Day

8.40 - 8.50 am	Registration
9.00 - 9.30 am	Maths (adult led session)
9.30 - 10.10am	Independent learning
10.10-10.30am	Break time
10.30-11am	Phonics (adult led session)
11.00- 11.40am	Independent learning
11.40- 12pm	Story and reading
12.00-1.00pm	Lunch time
1.00 - 1.30 pm	Registration, PSE/RE/Understanding the World
1.30 - 2.45 pm	Independent learning
2.45-3.15pm	Assembly
3.15 pm	School ends

## Forest School

*Forest School is an inspirational process, which offers children and young people opportunities to achieve, develop confidence and self-esteem, through hands on learning experiences in a local woodland environment.*

*Our aims are:-*

- To build the children's independence and self-esteem.*
- To combine freedom with responsibility.*
- To allow children to experience changing seasons and all weathers.*
- For the children to discover their abilities without fear of criticism.*

*We see the benefits of Forest School to the children as:-*

- Extending their learning through real life experiences and self initiated exploration.*
- Giving them experiences that are enjoyable and rewarding.*
- Creating opportunities for them to build on their previous experience.*
- Improving their self esteem, confidence and independence.*
- Offering them a broad curriculum.*
- Creating opportunities for them to gain more awareness of environmental concerns.*

*We want children to use the outdoors through all seasons and in all weathers so could you please make sure that, on Forest School days, children come to school in old clothes. They should also have their waterproof coat and wellington boots with them. We welcome parental involvement at Forest School and a sign-up sheet goes up in the office so a*

## *Stoke Row Welcome Pack 2020-2021*

*different parent is able to attend each week. We ask for a £5.00 voluntary contribution per child for each Forest School session*

### *Reading*

*Speaking and listening are the foundations for reading and writing. Children need lots of opportunities to talk with others as they develop and practise their speaking and listening skills. This helps to build their confidence and improves their ability to communicate with other people. This is a really important aspect of learning to socialise and will help your child feel confident when the time comes to make friends.*

*When your child starts at Stoke Row, they will have the opportunity to take a book home via our online learning platform: Bug Club. Books from school can also be used alongside other fiction books, comics, non-fiction books and poetry, which you may have at home or borrow from a local library.*

*All children will have a Reading Diary. Please sign this when you listen to your child read. If you have time to write a comment then it will be much appreciated.*

*To support your child's phonic development, the children will have a daily teaching session where they will learn about Phonics. The sounds your child has been learning each week will be shared in the weekly homework.*

*During the Autumn term, we will hold a phonics workshop which will provide more information on how we teach early reading and writing skills in Foundation Stage. There will be lots of ideas on how you can support your child at home.*

*Communication - We believe that communication between parents/carers and staff is vital particularly in Foundation. Some ways which we keep lines of communication open include:*

- A weekly class newsletter*
- ClassDojo (this includes uploads and communicating with the teacher directly through the message feature)*
- Observations sent out via 2Simple on a monthly basis*
- Stay and play sessions*
- Parents evening and Child led parents evenings*
- Information sessions*
- Our school Twitter account*

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*- Parentmail*

*Parents/carers are also welcome to arrange a time to meet teaching staff through the Office to discuss any queries or concerns they may have*

### *How can you help your child get ready to start school?*

*Name EVERYTHING - Many of the children will come to school with the same coats, bags and shoes. Naming everything that your child wears could significantly cut down on the cost of your child starting school as you won't be buying replacements!*

*Wrap your child's sandwiches in a food bag. Clingfilm can be quite fiddly to open, resulting in squashed and uneaten sandwiches!*

*Practise opening yoghurts and packets before your child starts school - your child's self-esteem will soar at feeling so independent at lunchtime! (don't forget to send a spoon!)*

*Talk to your child before they start school. Explain what will happen and answer any questions as openly as you can - some children will be worried about leaving you for a whole day but lots of reassurance from you that you will be there at the end of the day can help.*

*Involve your child as much as possible in preparing for school to help them look forward to going e.g. choosing which lunchbox to buy. This will help your child to feel excited about their new adventure!*

*Let your child practise putting on their own shoes and coats before starting school - not only will this be an invaluable skill at school, but it will also help your mornings run more smoothly before school!*

*Practise writing their name.*

*If you are concerned about anything at all regarding your child starting school please speak to Mrs Deacon, Mrs Siv or Mrs Whittle.*

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## *Things to think about...*

### *Day to day independence*

- Can your child use the toilet independently?*
- Can your child put on their own shoes and socks?*
- Can your child dress themselves?*
- Can your child put on their own coat?*
- Can your child fasten and unfasten their own clothes?*

### *Meal times*

- Does your child sit down calmly to eat?*
- Does your child use a fork and spoon?*
- Can your child unwrap their sandwiches?*
- Can your child open their own yoghurt?*

### *Intellectual*

- Can your child recognise their own name?*
- Can your child follow instructions?*

### *Play time*

- Can your child take turns?*
- Can your child sit to enjoy a story?*
- Does your child sit and concentrate for table top activities?*
- Does your child help to tidy up?*

*Pre- school Visits - Pre-school visits form part of the induction programme for both Nursery and Reception classes prior to them starting school. The aim of these visits is to aid a smooth transition into school for children, parents and staff. These visits take place in June or July where our Reception Class teacher will visit the pre-school your child is currently in to meet your child and discuss them individually with pre-school staff.*

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## *Everything you should know about attendance*

*The Department for Education states that the minimum attendance is 96%. 90% attendance means that your child is absent from lessons for the equivalent of one half day every week. An attendance rate of 80% means that your child is absent for the equivalent of one day every week. A 90% attendance rate over 5 years means your child misses the equivalent of one half of a school year. We believe punctual attendance at school is vital for learning and promotes an essential life skill.*

### *What we ask from parents:*

- Please ring the school on 01491 680720 before 9.00 am on every day of absence (out of hours answer machine is available to leave a message).*
- Call in at the School Office to report an absence.*
- Whenever possible, make all medical appointments after 3.15 pm.*
- Do not plan to take family holidays during term time.*
- Make sure we have the correct telephone numbers to contact you.*

### *What the school will do:*

- Contact parents by phone to remind them to call and let us know why their child is not in school.*
- Invite you in to school to discuss any problems you may have regarding attendance.*
- We regularly monitor individual attendance at the end of every short term (6 times/ year) and we will ask to have a meeting with you if your child's attendance has dropped below 90%.*
- We encourage the children's attendance at school with special certificates for those who have 100% attendance and the 'Attendance Elephant' who is awarded every term to the class with the overall best attendance.*

*We are very much looking forward to seeing you at Stoke Row next term and hope this pack has provided you with all the information you need. Please don't hesitate to ask in the office or one of the class teacher's after school, if you have any further queries. Throughout the year remember to look out for all the special events we have such as: The Pancake Race, the Easter Bonnet Competition, the school disco and 'Stars in the Well' to name just a few! They will all be highlighted in our weekly newsletter.*