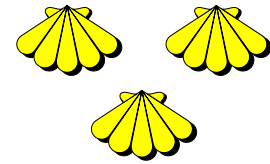


High Wych C E Primary School

Founded in 1861



Dear Parents and Carers

We welcome you to High Wych CE Primary School and hope your child will be very happy in our Foundation stage. We hope that the information given in this pack will help you with all the practical issues relating to starting school, but please do not hesitate to contact us if you have any further queries or concerns.

The **Autumn** term begins on **Thursday 3rd September 2020 at 8.40am**. Term dates for the whole academic year can be found on our website under *Calendar* section.

Nursery and Reception both start their sessions at 8.40am so please drop your children punctually. Please ensure older siblings (Year 1 to 6) wait by the playground gate to ease congestion. Gates will close promptly at 8.50am and children arriving after this time will need to go round to the office to enter.

We look forward to working with you to support your child as they progress through the school. Thank you for the part you will play in making school a positive experience for your child.

We will update you with transition details and return dates as soon as we know more from the government.

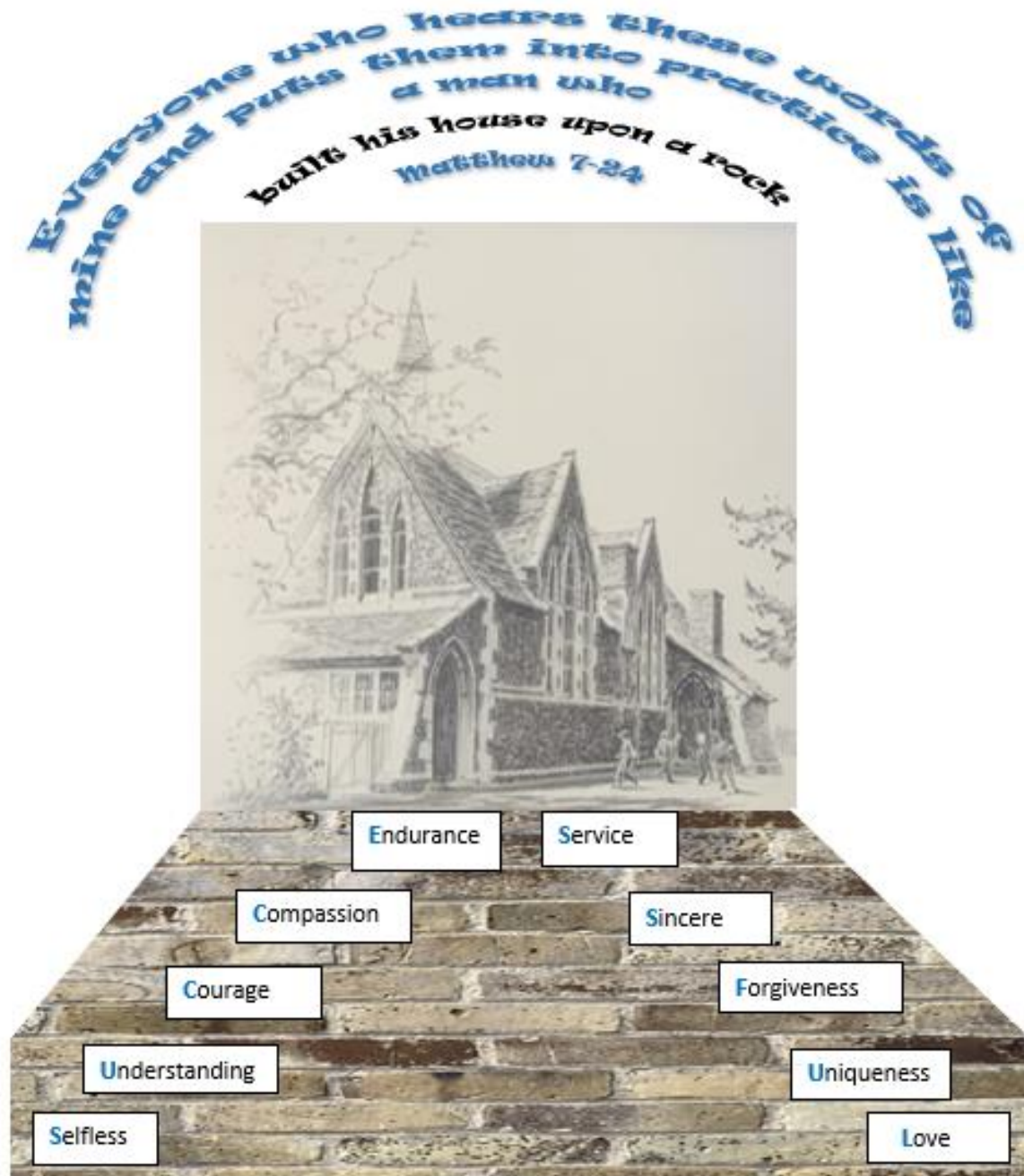
Yours sincerely

M J West

Mrs M J West
Headteacher



High Wych CE Primary School Vision
'SUCCESS AND EXCELLENCE WITHIN A CARING CHRISTIAN ENVIRONMENT'

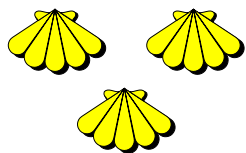


At High Wych it is our vision to equip every child to ...

- be a life-long learner
 - work flexibly reaching their full potential across a broad curriculum
 - be a reflective, adaptive, resilient and confident individual
 - know their own worth, feel safe and be fulfilled
 - have a high level of mental, physical and spiritual well-being
 - have a moral code by which to live, based on Christian values...
-all developed within a caring Christian environment.

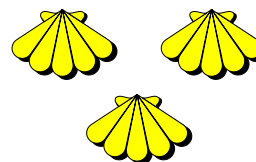
S	Selfless (generosity)	September	The big party Rainbow fish	Matthew 22, Luke 14	God's selflessness is best described as 'grace', love given freely without limit or conditions. Once experienced and acknowledged by an individual, can in turn release a generous spirit towards others.
U	Understanding (wisdom)	October	The wise king The two houses	Kings 3 Matthew 7 Luke 6	Christians believe that true understanding comes from God. As a believer grows in faith so understanding will increase. In the Bible understanding is seen as both a gift <i>from</i> God and a characteristics <i>of</i> God
C	Courage	November	George and the Dragon David and the giant killer	Samuel 17	God is always present in every situation. This belief has led to great acts of courage that have included facing danger and opposition, overcoming fear, and making a stand for what is right and encouraging others to persevere.
C	Compassion	December	The secret baby A jar and a jug	Exodus 1-2 Kings 17	Christians believe that their attitudes and actions must reflect the kindness, mercy and compassion of Jesus and the love of God for everyone.
E	Endurance (perseverance)	January	Down in the well The good shepherd	Jeremiah 38 Matthew 18, Luke 15	Jesus frequently encouraged his disciples to 'endure patiently' the difficulties and obstacles they encountered and to persevere in the face of adversity. He himself trusted in God even when his enemies tried to stop his work and plotted his death.

S	Service	February	The paralyzed man Ruth and Naomi	Matthew 9 Ruth 1	Jesus exemplified what it was like to be servant king. Christians believe that their calling is to follow Jesus' example according to their gifts or abilities. They believe that through serving God in others, perfect freedom will ultimately be found
S	Sincere (truthful)	March/April	The big spender The burning bush	Luke 15 Exodus 3-4	Christians believe that truth or sincerity is revealed in the Bible and supremely in the person and the life of Jesus Christ. Through Jesus' teaching we are given an insight into the nature of God and the way in which He means us to live.
F	Forgiveness	May	The unforgiving servant On the road to Emmaus	Matthew 18 Luke 24	Forgiveness is the means by which damaged relationships are restored. It is an act of will, motivated by love. God's ultimate sacrifice stands as a source of inspiration to forgive others, no matter what the cost.
U	Uniqueness (creativity/originality)	June	In the beginning A flood and a promise	Genesis 1 Genesis 6-9	All life is a gift, entrusted by a loving creator God to humankind for purpose. This purpose is glimpsed as the creative spirit within each person learns to value and explore, celebrate and enjoy this world in all its mystery and diversity.
L	Love (friendship)	July	Jesus' special friends Goodbye at last	Luke 5 John 21	Blessed are the peacemakers, for they shall be called children of God. Peace making actions can range from helping to resolve conflict to creating space for stillness. Love in the sense of total well being is God's intention for the whole of creation and is the promise that awaits ultimate fulfillment.



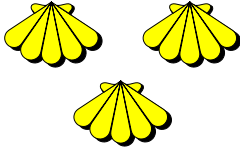
High Wych C E Primary School

Founded in 1861



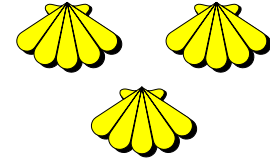
OUR BEHAVIOUR AND UNIFORM POLICIES

Care for Others	School Uniform
<p>Golden Rules:</p> <ul style="list-style-type: none">• Do be gentle• Do be kind and helpful• Do work hard• Do look after property• Do listen to people• Do be honest <ul style="list-style-type: none">• Do not hurt anybody• Do not hurt people's feelings• Do not waste your time or other people's time• Do not waste or damage things• Do not interrupt• Do not cover up the truth	<p>Girls</p> <ul style="list-style-type: none">• Grey skirt/pinafore dress (knee length) or trousers• Pale blue polo shirt with school logo• Royal blue sweatshirt/cardigan with school logo• White/grey tights or socks• Black shoes (no high heels) - No trainers/sandals• Blue/white striped/check summer dress if desired <p>Boys</p> <ul style="list-style-type: none">• Grey trousers• Pale blue polo shirt with school logo• Royal blue sweatshirt/cardigan with school logo• Grey socks• Black shoes - No trainers/sandals• Grey shorts for summer if desired <p>PE Royal blue t-shirt with school logo, navy blue shorts or royal blue skirt, plimsolls or trainers. We discourage the wearing of jewellery. Where necessary, small, plain ear studs are allowed. These must be removed or taped over when participating in PE lessons. Blue or black jogging bottoms / tracksuit in cold weather.</p> <p>Other items Royal blue book bag with school logo - not rucksack. Royal blue drawstring PE bag. A complete change of named clothes to be kept in school for 'accidents' on their peg. Wellies to be brought in at the start of the year.</p> <p>Winter Warm coat, gloves and hat with child's name.</p> <p>Summer Sun hat. Please apply a high SPF sunscreen at home before school, one that will last for at least 6 hours.</p> <p>All items should be clearly marked with the child's name.</p>



High Wych C E Primary School

Founded in 1861



SCHOOL TIMES

The gates to enter the school are opened **promptly at 8.40am**. The gates by the church will be opened first and then the front car park, a staff member will be there until 8.50am when the gates are closed.

The Foundation Stage gates are located by the top playground and are opened by a member of staff at the start and end of the day.

Nursery

Start: 8.40am

Finish: 11.40am (mornings only) , 3.20pm 30 hours (all day) provision

In Nursery we encourage parents/carers to support their child to be independent by helping familiarise them with the new routine of hanging up their own coat, finding their own name and choosing an activity to participate in. Please do not bring older siblings into the Foundation Stage area or allow any outside equipment to be used by any child. Please could we ask for parents to leave by the time registration starts at 8.50am.

Please note those children not eligible for the 30 hours free placement can still stay all day, at a charge of £15 for every afternoon session taken. Can parents ensure that they have indicated a meal choice on the sheet located outside the Nursery doors, (school lunches are available at a cost of £2.40 or home packed lunch can be provided) before they leave.

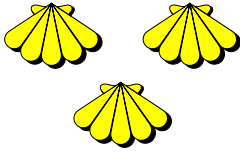
For children being collected after the morning session at 11.40am, the front gate and car park can be used. Please can we ask for you to wait in the car park and we will bring the children out to you. The church gate will be locked to ensure safeguarding of all children at the school.

Reception

Start: 8.40am Finish 3.20pm

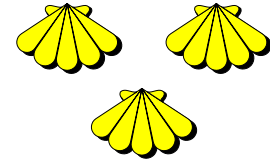
In Reception we are developing independence further and request parents say goodbye at the garden door and leave children to come in independently. Staff will be there to support/encourage if needed.

Outside in the garden area on the table there will be coloured bands, please can you help your child select the colour band to show their lunch choice. There will also be boxes for the children to place their book bags and water bottles in.



High Wych C E Primary School

Founded in 1861



FOOD IN SCHOOL

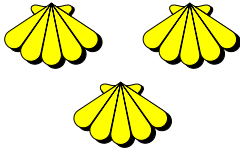
- Sweets are **not** allowed at school unless children are celebrating a birthday, in which case the parent will hand them out at the end of the day ensuring all allergies have been catered for. Please do not give them to your child to bring into school to hand out.
- **We are a nut free school.** Nuts are not allowed in school (including peanut butter, chocolate spread etc)
- Foundation children are given a selection of fruit / veg every day through the government initiative, during snack time.
- Milk is available free of charge to all nursery children however this will need to be ordered on a termly basis.
- Milk is also available to Reception children. This is free of charge to children until the term in which they are 5 however it does need to be ordered on a termly basis. Milk is then available to order until the end of Year 6.
- School dinners can be ordered for Nursery children if they are staying all day, please remember to indicate their meal choice.
- School dinners can be ordered for Reception children on a daily basis and we encourage the children to make their own selection. Our meals are provided by Herts Catering and are packed full of the energy and essential nutrients children need to grow and learn. A Winter (starts during October) and a Summer (starts during March) menu are available and are run on a three weekly rota. The menu is on our website we would encourage you to discuss your child's choice before drop off however we do have a copy on display if needed.
- School meals ordered by Reception and KS1 children are free of charge through the Universal Infant Free School Meals Grant.
- School meals are not free for Nursery children
- Named non -spill bottles with a pull up top are required daily for them to drink water throughout the day (water only -no juice please).
- If children have to bring money to school, it should be in a clearly marked envelope please.

PARENTS

If you wish to discuss something at length with a teacher, it is best to make an appointment via the school office. We have a parents' consultation in Autumn and Spring and a written report is sent out in the Summer term. Learning journals will be available at points throughout the year to view and contribute to. If your child does something special at home, please complete a 'news from home' notelet, bring it in to the class teacher with any additional photos/pictures you would like included in your child's learning journal.

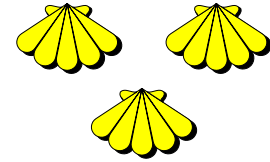
BIRTH CERTIFICATE

Please provide a copy of your child's full Birth certificate.



High Wych C E Primary School

Founded in 1861



SEPARATED PARENTS

When a child's parents are not living together our aim is to keep both mother and father involved in their child's education. If you both have parental responsibility you are entitled to the same information and have the same rights regardless of whether or not the child is living with you. We will need to have both contact addresses, emails and numbers, then relevant notices and information can be sent to both. Where there is a court order regarding contact with the child, which might affect the school's procedures, we should be given a copy which we will submit to the County Legal Department for comment. We will then act in accordance with the Legal Department's advice.

PTA

The PTA is very active. New parents automatically become members of the PTA and are actively encouraged to participate in, and assist with organising the events. We aim to make the FUN in fund-raising as important as the money raised. Look out for notice of meetings and events and come along.

The PTA organises many social activities involving both the children and their parents. The activities vary from year to year but include a Summer Fayre, Quiz Nights, Christmas Fayre and Family Disco. These are lively, fun and raise a lot of money for the school.

The money raised helps the school to purchase additional equipment for our children. It also helps to fund major projects such as the Library and play equipment.

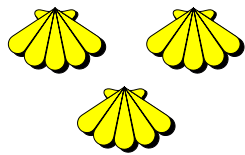
SCHOOL TRIPS / EXTRA CURRICULAR ACTIVITIES

The Governing Body will ask parents to pay for:

- Any activity which takes place during school hours, including non-curriculum activities
- School equipment
- School funds generally
- The viability of an outing can often depend on payments from the parents and the PTA.

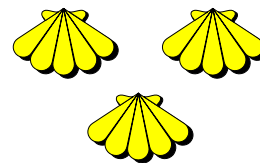
PAYMENTS TO SCHOOL/COMMUNICATION

We encourage parents to pay for school trips, dinners and milk using School Gateway, an online payment system. This will be available once the pupil contact sheet is completed and returned to school. We also send all letters via School Gateway, Please ensure all email addresses are clearly written to avoid errors and any changes are advised. More information will follow in September about creating an account.



High Wych C E Primary School

Founded in 1861



COMPLAINTS PROCEDURE

We aim to work closely with parents, and find that any concerns or anxieties are best dealt with by talking them through with the teacher in the first instance. If you still have a concern, then talk with the Head of the Key Stage and then the Headteacher. This usually resolves matters quickly and satisfactorily. If not, then we have a formal complaints procedure which operates through the Governors, this can be found on our website.

MEDICAL ISSUES

If your child is hurt in the playground or elsewhere we will give first aid and let you know if the injury is more than a bump or a bruise. If your child hits their head they will be given a letter and a sticker, since the effects of concussion can be delayed until they get home. We will only contact you if we feel it is necessary.

MEDICATION

If your child requires medicine during the day, please hand it into the office for safe storage. We cannot give any medication without a completed medical form, which can be collected from the office. Inhalers and medicines must be clearly labelled with the child's name and the dosage. Asthma inhalers and epipens are to be left in the office.

We would recommend that you take a note of any expiry dates for inhalers and epipens, it is the parents responsibility to ensure they are in date, if we notice they are near to the expiry date we will send a message out.

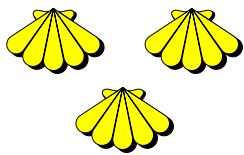
We must stress that no medication should be sent into school without the office knowing, this includes things that can be purchased over the counter, for example throat sweets.

Children who have regular medication may be asked to complete a Healthcare Plan.

ABSENCES / HOLIDAYS and LATENESS

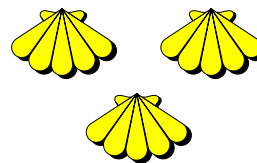
Any absences should be notified either by phone to the office by 8.30am or using the absence email address 'absence@highwych.herts.sch.uk'. Please do this on a daily basis. Holidays taken in school time are discouraged and **will not** be authorised. If taken, you may be at risk of a penalty notice being issued. We aim for every child to achieve 100% attendance throughout their time at High Wych. Please do not keep your child away for minor coughs and colds. Staff here will make the decision about sending your child home should they not be well enough to stay at school.

Where possible, appointments should be made outside of school times. We do record and monitor any appointments taken within school time.



High Wych C E Primary School

Founded in 1861



PARKING / DROP AND GO

As you can imagine, the car park is very crowded at the beginning and end of the day. We do ask you to be considerate in your parking, and **not to park** your car in the staff car park.

Start of the day (Years 1 - 6):

- Front school car park - parents **are not to park and exit their cars**. This is only for drop and go for children in either KS1 (Year 1 and 2) or KS2 (Year 3, 4, 5 & 6). Children can hand letters/forms to their teacher for the office
- Pedestrian gate at the front of school- this will remain locked from now on, so all adult pedestrian access will be from the churchyard gate only.
- **Only children** should be entering the gate to the KS1 playground from the car park. Access will only be allowed from 8.40am when supervision is in place.
- This routine will allow staff to park to enable a smooth start to the day and parents to use the drop and go swiftly and effectively.

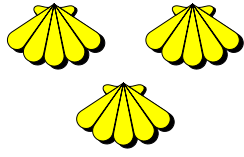
End of day pick up:

- If you **only** have children in KS2 classes you may use the drop and go option in the main school car park but you must **remain in your cars and the children will come to you**. This allows cars to drive around the roundabout until your child arrives and prevents other cars being blocked in and a build-up of traffic on the road.
- Please don't park on any of the hatched areas, for safety reasons. You may pull over to one side but **remain in your car** so you can move when necessary.
- **Please don't cause embarrassment to yourselves, other parents or staff by not following these procedures.**
- All pedestrian access and collection of Foundation or KS1 children will be via the churchyard entrance.

If you have a child in FS (Nursery and Reception) as well as the other key stages then you **MUST park in the village car park** at all times.

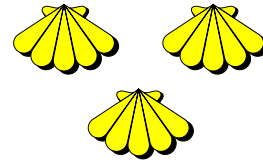
AFTER SCHOOL CLUB

We have a thriving After School Club which operates in the school hall from 3.20 to 5.45pm. It provides places for children to play and guarantees parents and carers convenient, friendly, flexible quality childcare every day. Prices and places can be booked through the school office for either a short session (until 4.30pm) or a full session (until 5.45pm). Book in advance as places go very quickly. Please make sure you collect promptly on time as per the type of session booked.



High Wych C E Primary School

Founded in 1861



RELIGIOUS EDUCATION

High Wych School is a Church Foundation School and has its origins back in 1861 when both it and the church were built. It is now a Voluntary Controlled Church School and as such has strong links with the Parish Church. The Church is represented on the Governing Body.

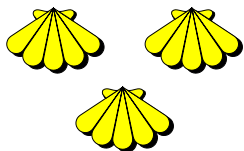
The ethos of the school is therefore Christian and an act of collective worship takes place each day. The Vicar leads this once a week. There are occasions when the church building is used, for example at Easter, Harvest Festival and Christmas. We also attend church on a Friday afternoon for a celebratory assembly.

While the main emphasis is Christian, other faiths are studied during the year so that children may have an understanding of other cultures and religions. We believe that the development of the spiritual life is important alongside that of body and mind, and therefore each aspect should be encouraged to grow, fostering a whole and balanced person with a good moral sense. Parents are entitled to withdraw their children from all or part of the religious education and collective worship provided that they first make a written request to do so to the Chair of Governors. In these cases children will be given work to do and supervised outside of the religious activity.

Special Educational Needs and Disabilities (SEND)

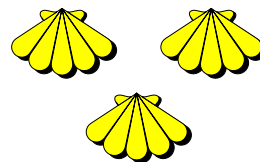
At High Wych School we strive to support all children to enable them to achieve their potential at school. In order to do this many steps are taken to support them through their learning journey. Our School has a Special Educational Needs Co-ordinator (SENCO) who is responsible for the implementation of the school offer for SEND and the co-ordination of specific provision made to support individual children with SEND. The SENCO liaises with staff to monitor pupil progress and plan further interventions where progress is slower than expected.

If you feel that your child may have particular needs, then the first step is a discussion with the school via the class teacher or SENCO. If required, an Individual Education Plan (IEP) will be drawn up in consultation with the child (if suitable) and parents. These plans follow the assess, plan, do, review cycle and will highlight specific targets that will be worked upon and strategies for how to achieve them. Outside agencies may be involved to provide more specialist advice or if an Education Health and Care Plan (EHCP) is required and parents will be fully involved at every stage. The school has a Special Educational Needs Information Report which is available on the school website.



High Wych C E Primary School

Founded in 1861



THE EARLY YEARS CURRICULUM

The Early Years Foundation Stage is the first stage of the National Curriculum focusing on the needs of the children in both Nursery and Reception. The curriculum sets out seven areas of learning which are underpinned by three core aspects; playing and exploring, active learning and creating and thinking critically.

The 3 core areas of the curriculum are Communication and Language, Personal Social and Health Education and Physical Development. There are 4 specific areas of learning; which are Maths, Literacy, Understanding the World and the Expressive Arts.

The emphasis, throughout the Foundation curriculum, is on learning through constructive play both through Child initiated and Adult directed.

The aim of the strategy is to underpin all future learning by supporting, fostering, promoting and developing children's skills and to create an independent and well balanced child.

"We don't stop playing because we grow old - we grow old because we stop playing."

Activities take place both indoors and outdoors throughout the year; children will therefore require wellies and a spare set of clothing at all times. The environment is organised to allow children to work on the floor, table tops, individually and in small groups. Resources are organised to encourage the children to become increasingly independent.

There is great emphasis placed on the needs and interests of the children, therefore planning is flexible in order to cater for any changes/ideas suggested by them.

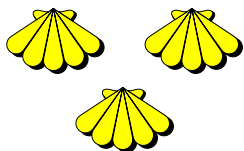
ASSESSMENT

Children's progress is monitored continuously throughout the Foundation stage. Class records and individual learning journals are kept for each child.

We assess the children at the start of both Nursery and Reception to help us identify 'next steps' in your child's learning.

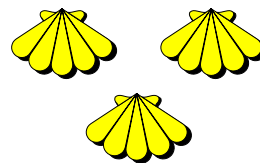
Photos form an important part of every child's assessment and your child's photo or another child's photo may end up in your child's learning journal as they may have been working together.

Please sign the permission slip enclosed to agree to this.



High Wych C E Primary School

Founded in 1861



EMERGENCY CLOSURE SYSTEM

Please sign up to receive emergency messages relating to school closures eg. snow closure. To sign up to receive our school's emergency messages you will need to use the following :-

member.everbridge.net/index/892807736725489.

This link will direct you to the "Sign Up" page where you should click on the "sign up" button located at the top right hand side of the page on the black strip and from there follow the instructions. It should take no more than 5 minutes to register and you can edit your information should it change at any time.

You can have 2 devices added for each communication type if you wish to add more than one - this means that in addition to adding your own mobile number and email address, you could include the mobile number and email address of a partner or a grandparent in your registration process. They too would then receive any messages in relation to your school's closure. Alternatively, interested parties could register themselves separately.

If you have children at more than one school you can register for those schools too in a single registration process by selecting all schools you have children at. Once signed up you will receive messages relating to the status of those schools.