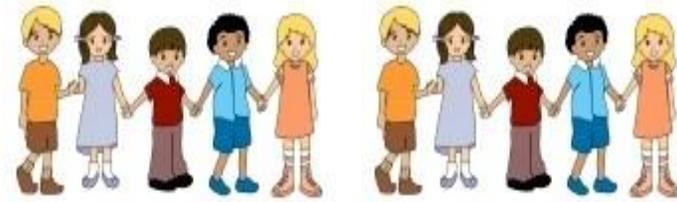




Round Hill Primary School
Dream, Believe, Achieve Together

New Parents



Welcome to Round Hill Primary School

As a Foundation Team we value a home-school partnership that continues to develop the full potential of every child. As part of this partnership, we aim to ensure that all children make a happy and successful transition from home to school.

We hope you find this information pack useful. It covers most of the general questions that parents usually ask:

- Routines of the day
- Wild Area
- School uniform
- Snack and Lunch
- Volunteer helpers
- Reporting absences
- Medicines in school
- How to help your child before they start school

If there is any other information you need, please contact the school as we are always happy to help. We are looking forward to working with you and your child to help them achieve their best during their time in school.

The Foundation Team

Governance at Round Hill

On behalf of the governing body, welcome to Round Hill primary school. Whether you are a first time parent or one with children already in the school, we hope that the time your child spends at Round Hill will be memorable for all the right reasons and will offer them opportunities that make you wish you were back in your primary years! We want Round Hill to be an outstanding school, not just in Ofsted terms, but also in our own terms: a great place to learn, grow, play, work and be associated with.

This section seeks to set out what the governing body is, who we are and how we work to support the school.

The role of governors is often summed up in the phrase “a critical friend” to the head teacher and the school. Governing body responsibilities include:

- Setting strategic direction, objectives, targets and policies.
- Reviewing progress against the budget, plans and targets.
- Approving the school budget.
- Acting as a critical friend to the head teacher by providing support and challenge.
- Appointing the head teacher

There are 18 governors at Round Hill, in one of 4 categories: staff, parents, local authority & community. Details of the current membership are on our website, along with more information about how the governing body operates and the minutes of recent meetings.

Being a governor is interesting, rewarding and challenging work: it does require commitment, but there are no formal qualifications required – the most important attributes are interest, enthusiasm and a genuine desire to make a difference. We also want and need our governing body to be diverse and representative of our local community. There is plenty of training and support available to allow governors to become effective as quickly as possible.

Governors take on specific individual responsibilities as well as participating in the full governing body. This can include being:

- a lead governor – focusing on one area of governance eg. Safeguarding, Head Teacher Appraisal, School Improvement
- chair or vice-chair of the governing body

Vacancies will occur during your time as a parent, as the length of term for parent governors is 4 years. If you are interested in serving as a governor, do let the school office know and we'd be happy to arrange for a current governor to talk with you in more detail about the role and when vacancies are next expected to occur.

I trust you will enjoy your association with Round Hill and I look forward to meeting many of you and perhaps working with some of you during your time connected with our school.

Duncan Hanslow

Chair, Round Hill Governing Body

Daily Timetable (example)

9:00 Morning Welcome and Early Birds

Children complete their morning jobs (see below for details) then choose from the activities set out in the classroom.

9:20 Carpet time

Classes gather on their carpet to say good morning, talk through plans for the day and take part in daily speaking and listening and number activities. There is a whole class focus on writing during this session.

9:40 Morning activities including snack time

Children choose from a wide variety of activities within their own classroom and the outside area. Some activities have been set up by staff for children to engage with but children are free to select toys and activities on their own. Children are encouraged to help themselves to fruit, milk and water during this time. Staff work with individuals and groups in this session.

11:20 Carpet time

Whole-class focused 'number fun' activity.

11:40 Toilet/Hand washing

Children prepare for lunch by toileting and washing their hands before staff take them to the dining hall to eat.

11:55 Lunch time

1:05 Afternoon registration

The children meet together on the carpet for register and the afternoon plan is discussed.

1:15 Phonics

Children work on reading and writing '*Letters and Sounds*' activities

1:40 Afternoon activities (as morning)

2:50 Story time

3:10 Home time

Staff greet parents outside the classroom doors to return children to families.

Early Bird Jobs

Put your name on the dinner register.	Put your book bag away.	Put your name on your water bottle.	Put letters for the office in the wallet.	Put your lunch box on the shelf.
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Now choose an activity!

Outdoor Play and Wild Area

The outdoor environment is a key part of life in Foundation and children have the opportunity to play and learn outside each day. We are fortunate to have access to the school's wild area in addition to our outside classroom. We play outside whatever the weather, so it is important that your child has appropriate clothes in school each day. Wild area sessions will generally be on Tuesdays and we will spend most of the afternoon there.

Your child will need:

All year round

Wellington boots

Something to cover arms and legs (It can be prickly, sunny and very cold)

A waterproof coat and trousers

Warm weather

Suntan lotion (the easiest solution is the long lasting type that you can apply before school.)

A sunhat (ESSENTIAL)

Cold weather

Warm layers

A woolly hat

Gloves

Scarf

It is a good idea to provide a spare pair of pants, trousers and socks, to be kept on your child's peg, as many children tend to get very wet and dirty outside!

School Uniform

Please ensure that all clothing and footwear is clearly marked with your child's name. As you can appreciate, we have lots of identical clothing and it makes it a lot easier to return to the owner when labelled.

At Round Hill we encourage all children to wear school uniform. Please check the recommended list of options and ensure your child comes to school suitably dressed.

Recommended List

Sweatshirt, jumper and cardigans	Plain red or navy, with or without school logo
Shirts	Long or short sleeved white collared or polo shirt
Trousers or shorts	Grey, navy or black
Skirt or pinafore dress	Grey, navy or black
Summer dresses	Checked or striped Red or blue
Footwear	Sensible shoes (no laces unless your child can tie them)
Wellington boots	To be kept at school during term-time
Outdoor clothes	See outdoor play and wild area page

Toileting

In preparation for starting school you can help your child become more independent by training them to take care of their own toileting needs. It is a good idea to keep spare clothes in your child's bag in case of accidents.

In the Foundation Unit children have free access to the toilets and staff will remind them to use the toilets throughout the day. Please ensure that their clothing is easy for them to undo to encourage their independence in toileting e.g. no tight buttons or belts.

Book Bags

Your child will need a school book bag. These bags are also used for home-school communication, additional learning activity packs and homework etc. They need to be brought to school daily. Your child will choose books to read to practice reading at home. Please ensure you write your child's name on it so it can be easily identified. We encourage all children to join Beeston Library and choose books to take home to share with an adult.

P.E

Children will need a P.E. kit in the **summer** term only. Your child will come to school wearing their P.E. kit on the day we do P.E. You will be notified which day this will be.

Drinking Bottles

It is really important for the children to be able to access drinking water throughout the day. We ask that you provide a bottle of water for your child to bring to school each day. We will give them a name tag to attach to their bottle. Please **do not** send bottles with squash, milk or juice.

School Dinners

Hot school lunches are provided for all Foundation Stage children, free of charge. We have our own kitchen on site and our school cook produces a variety of healthy dishes

each week. We also offer a daily vegetarian option. If your child's diet does not suit any of the menus due to food allergies or intolerances, religious or cultural beliefs please indicate this on your confidential information form so that we can make alternative arrangements for your child.

Please inform school if you **do not** wish your child to have a school lunch. You will then need to provide a packed lunch for your child each day. This should be brought in a lunch box or bag. A drink should be included, separately from their water bottle, specifically for lunch time. This can be a carton of fruit juice or more water but please do not pack fizzy drinks and cans or bottles. We encourage children to eat healthily and would appreciate your co-operation in avoiding sweets, chocolates or large amounts of sugary items. The children have about half an hour to eat, to allow them some playtime, so bear this in mind when deciding what quantities to provide.

Milk

All children under the age of five are entitled to a free carton of milk each day. If you would like your child to receive milk you will need to register at www.coolmilk.com. If you have any difficulties with this process, please speak to a member of staff.

Provision for SEND and Gifted & Talented Pupils

We aim to provide a broad, balanced and challenging high-quality curriculum with an emphasis on independence. We respect the right of all children to access this curriculum at a level that is right for them. We are committed at our school to providing opportunities for our children to be interested, motivated and excited to learn, and will endeavour to ensure all children have the best possible chance to reach their potential.

Before and After School Provision

Roundabout is a childcare facility that provides on-site wraparound care for Round Hill children. Sessions run from 7.45 am – 9.00 am and from 3.15pm – 6:00 pm each day during term time (including INSET days) only. For more information about this service please contact Roundabout on **07939 521033** or roundaboutoosc@hotmail.com . More information can be found on the school website.

Medicines

The consent of the Head Teacher must be obtained before any medications prescribed by the doctor can be administered in school.

The schools policy is that medicines required to be taken on a three times per day basis should be given before school, after school and at bedtime. Any medical issues which fall outside these guidelines must be discussed with the child's teacher and Head Teacher.

Children using asthma inhalers must have an inhaler in school at all times which should be clearly labelled with their name.

Absences Procedures

Regular attendance at school is a shared responsibility of parents, school and the Local Authority.

Absence Reporting – children who are not at school

If your child is ill and going to be absent from school, you must complete the Reporting Absence Form that you will find on the school website. Forms must be completed daily by 9.30 a.m. on every day of absence.

Holidays in Term Time

You must get permission from the Head Teacher if you want to take your child out of school during term time. You can only do this if:

- you make an application to the head teacher in advance (as a parent that the child normally lives with)
- there are exceptional circumstances

You must fill in a form with all the details. However unless there are exceptional circumstances holidays will not be authorised during term time.

Round Hill Association (RHA)

The RHA helps the school through fundraising activities and by holding social activities for parents and children. All parents automatically belong to the association and many help either by serving on the committee or by offering support at particular events.

Regular meetings are held once a month in Beeston and everyone is welcome. Please

look on the school website for more information about events and meetings or to contact an RHA member.

Health Checks for 5 Year Olds Check with office/contact Dovecote house

The School Health Service is available to every school aged child/young person and their families.

It offers confidential advice and information on a range of health issues that may be of concern to you and your family. Such issues include sleep, healthy eating, behavior difficulties and toileting. We work in partnership with many agencies to ensure that your child gets the best service to meet their needs.

If you have any concerns or need more information about the service, please contact **Dovecote House** on **0115 8835500**.

Parent Volunteers

We warmly welcome parent helpers in the unit after the children have settled into school during the first half term. As part of our safeguarding procedures, you will only be able to help out once you have applied for and received DBS clearance. If you are interested in helping out on a regular basis, please speak to your child's class teacher as your child starts in September.

Communication Between Home and School

Communication between home and school is very important to us at Round Hill. We take pride in the many ways that we do this so that parents are always kept informed. A school Newsletter is available monthly. This is on our School Website and we send you an email and a text message to let you know when the latest Newsletter is available. We also have a School Bulletin which is issued between the monthly Newsletters if we have some important information to share with you. If accessing the Newsletters and Bulletins on our website presents any difficulties then please let us know and we will send you a paper copy. If you do not have access to a computer you are welcome to use one in school that is available for parents.

The school website address is www.roundhill.notts.sch.uk

We will send e-mails for whole school communication so please ensure we have your correct e-mail address in school. If you need to update your contact details please e-mail us at office@roundhill.notts.sch.uk

Class Dojo

Each class has their own Class Dojo group. You will be invited by email (check your junk too please!) to join your child's Class Dojo before your child starts school. If you are new to school, please visit classdojo.com to create an account. You will then be sent a code to connect your child to their class.



Please join our classroom community on ClassDojo

I'm using ClassDojo to connect with families, share classroom moments, and much more. Please join to stay connected!

PARENTS:	
New to ClassDojo? <ol style="list-style-type: none">1. Download the ClassDojo app2. Open app and tap 'Parent' to create a parent account3. Enter name, email & create a password4. Tap 'Add child (+)' and use this code: <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">The code will appear here</div>	Already have a Parent Account on ClassDojo? <ol style="list-style-type: none">1. Open the ClassDojo app on your phone2. Log in as a Parent (if you aren't already). Ensure you're logged in as a Parent, not a Student or Teacher!3. Tap the 'Kids monster' at the bottom of your screen and then tap 'Add child'4. Add child using this code: <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">The code will appear here</div>

Pupil Premium

Your child may be eligible for free school meals – and accordingly pupil premium – if you receive any of the following benefits:

- Income support
- Income-based jobseekers' allowance
- Income-related employment and support allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of state pension credit
- Child tax credit, provided that you are not also entitled to working tax credit and have an annual gross income of £16,190 or less

- Universal credit

If you are eligible for Pupil Premium please apply via this link:

https://emsonline.nottscc.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCitizenPortal_LIVE

Ideas of things to do to prepare your child for school...

- Let your child know that making mistakes helps us to learn.
- Encourage your child to care for their belongings e.g. carry their own book bag and hang up their own coat.
- Encourage your child to tidy up for themselves.
- Give your child jobs to do for the family for example laying the table, pairing the socks, sorting the washing and putting the shopping away.
- Practice getting dressed and undressed independently, including socks, tights and shoes. No shoes with laces please. Use an egg timer to help and make it a bit of fun!
- Learn to put on their own coat, turning sleeves the right way round if inside out, and fasten it.
- Read to your child and let them have a go at retelling stories to you.
- Practice writing the child's name in a variety of ways such as wet sand, shaving foam, and rice as well using pencils and felt tips (letter formation sheet enclosed). Please write name in **lower** case letters

