 

Davenham Church of England Primary School

“**Working Together, Playing Together, Serving God and Serving Others”**

***“…encourage one another and build one another up…”***

**1 Thessalonians 5:11.**

Dear Parents / Carers

I would like to welcome you and your child to the Davenham family. Your child is about to embark on a very special journey, and I am delighted that you have chosen Davenham for that journey.

If you are a new parent / carer, then having your child starting school for the first time may be an anxious experience. This booklet is designed to provide you with a wealth of information to support you during this first year.

All the information contained in the booklet has been suggested by previous Reception parents / carers. If at the end of the year, there are any areas that you think should be added, please do let me know.

With best wishes



Mrs Joanne Hyslop

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**Our Pledge**

**Our Pledge to the children of Davenham C of E Primary School is …**

**“To help and support them to become rounded, educated citizens with confidence and an appreciation of human diversity, creativity and achievement.”**

**To help children achieve these goals, we will ensure that they ….**

* **Visit and explore our local church and other places of worship.**
* **Learn about and celebrate different faiths, cultures and festivals.**
* **Develop an understanding about the diversity of the world we live in.**
* **Have the opportunity to learn two modern foreign languages.**
* **Support the people in our local community.**
* **Support charity at a local, national and global level.**
* **Learn about how to care for and protect the environment we live in.**
* **Learn to play a musical instrument.**
* **Perform to an audience.**
* **Work with an artist in residence.**
* **Have the opportunity to represent school at a sporting event.**
* **Visit a city of culture.**
* **Enjoy a range of residential visits.**
* **Study and meet a range of people who can widen their understanding of the world, including people who have made a difference or overcome adversity.**

**TERM DATES AND INSET DAYS 2023- 2024**

**2023 – 2024**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Autumn 1** | **Autumn 2** | **Spring 1** | **Spring 2** | **Summer 1** | **Summer 2** | **Teaching days** |
| **Open** |  | Tues 5 Sep | Mon 30 Oct | Weds 3 Jan | Mon 26 Feb | Mon 15 April | Mon 3 June |  |
| **Close** |  | Fri 20 Oct | Fri 15 Dec | Fri 16 Feb | Fri 28 March | Fri 24 May | Fri 19 July |  |
| **No of teaching days** |  | 34 | 35 | 33 | 24 | 29 | 35 | 190 days |
| **INSET DAYS** |  | Mon 4 Sep |  | Tues 2 Jan |  |  | Mon 22nd, Tues 23rd and Weds 24th July | 5 days |
| **Total** |  |  |  |  |  |  |  | **195 days** |

**THE SCHOOL DAY**

The school day begins at 8.50am. The gate opens at 8.30am and children play on the playground until the school day begins. We operate a Stop and Drop system. Staff are on hand to help children out of the car. If you feel that you need to exit the car then please do not use this system, but find a place to park and walk to the gate. Children arriving once the gate has been closed must enter via the main door and must be signed in by a parent / carer.

**ABSENCE**

If your child is unwell, please contact the school office on 01606 42551. Children who have been physically sick should be absent for at least 48 hours.

**LEARNING IN EYFS**

A typical day in Reception will include

* Some Maths, Reading and Writing activities
* Free access to indoor and outdoor provision
* Creative topic lessons that cover all areas of learning

Please note that in EYFS, the outdoor environment is vital to children’s development and is used regardless of the weather conditions. For this reason, we ask that children have access to a pair of wellies, a school coat and waterproof trousers at all times. We changed the Reception uniform last year so that it is more practical and warmer for the children. Once the children move into Year 1, they will then wear the traditional school uniform. Please refer to your welcome letter for the list of required uniform.

**LUNCH TIME**

School Lunch Menus are on the school website. A vegetarian option is always available.

All infant children (Reception, Year 1 and Year 2) are entitled to a **Universal Free School Meal** or can bring in a packed lunch. Please note that this is different to Free School Meals see below.

**FREE SCHOOL MEALS AND PUPIL PREMIUM**

Your child may be able to get free school meals if you are in receipt of any of the following:

* Income Support
* Income-based Jobseeker’s Allowance
* Income-related Employment and Support Allowance
* Support under Part VI of the Immigration and Asylum Act 1999
* The guaranteed element of Pension Credit
* Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
* Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
* Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The criteria also apply if your child is adopted or under a special guardianship order. Please speak to Mrs Colloby in the school office. If your child is eligible for free school meals, they’ll remain eligible until they finish the phase of schooling (primary or secondary) they’re in on 31 March 2024 It is important that you register, even if your child currently receives Universal Free Infant School Meals as there is additional funding (Pupil Premium) that school can apply for. *https://www.gov.uk/apply-free-school-meals*

**THE END OF THE SCHOOL DAY**

Children should be ready to be collected from the classroom at 3.20pm\* (Please note the change to the end of the day from Sep 2023). The gate opens around 3.15pm and parents/carers come onto the playground. Children must wait their turn in the line, so please avoid waving at your child until they are at the front. This also makes it much easier for us to locate the correct parent / carer in the early days!

If you wish us to send your child home with a different adult than usual, you **must** let us know in advance by emailing the class teacher or phoning the school office. We will not allow children to leave the premises unless we have received a message from the parent / carer.

**WORSHIP**

Each day there is an Act of Worship. This may take the form of a whole school worship, a class worship or Songs of Praise.

**FAMILY SERVICES**

Each week there is a Family Service where we invite parents, carers, grandparents and pre-school siblings of children in a particular class to join us for worship. A rota will be sent out in the Autumn Term.

**CHRISTIAN VALUES**

We have 6 chosen Christian Values which we look at in detail each half term. These are

Friendship, Thankfulness, Trust, Forgiveness, Compassion and Koinonia (Community)

We have a school prayer, which all our children learn by heart. The prayer is said at the end of each school day.

**Our School Prayer**

**Dear Father God**

**Bless Davenham School**

**That working together and playing together**

**We may learn to serve you and to serve others.**

**Amen**

**BEREAVEMENT**

If you suffer a bereavement in your family, please let your child’s class teacher know. We have a lovely picture book Badger’s Parting Gift which we give to children as a way of helping them deal with loss and grief.

**UNIFORM**

School uniform for Reception children is different to Year 1- 6 and is ONLY available from Buccaneer Northwich. We have chosen a different uniform for Reception children so please check carefully.

The new Reception uniform can be sourced from Buccaneer in Northwich.

[www.northwich.schoolwear.co.uk](http://www.northwich.schoolwear.co.uk)

[The Old Fire Station Chester Way, Northwich CW9 5JA](https://www.bing.com/local?lid=YN1029x11454942363083088147&id=YN1029x11454942363083088147&q=Buccaneer+Promotions&name=Buccaneer+Promotions&cp=53.25959777832031%7e-2.5115694999694824&ppois=53.25959777832031_-2.5115694999694824_Buccaneer+Promotions)

Telephone - [01606 212817](tel:01606212817)

|  |  |
| --- | --- |
| **Item** | **Sizes** |
| Navy round neck t shirt with school logo  (not the traditional polo shirt) | 3-4, 5-6, 7-8 |
| School royal blue sweatshirt with school logo | 3-4, 5-6, 7-8 |
| School reversible parker coat with school logo (please can all children have this as their school coat – it has a hood and is waterproof) | 3-4, 5-6, 7-8 |
| Navy joggers with school logo | 3-4, 5-6, 7-8 |
| **OPTIONAL**  Shorts / skort (these can be worn in warmer weather as an alternative to the joggers) | 18-20”, 22-24”, 26-28” |
| Navy waterproof trousers | 3-4, 5-6, 7-8 |
| Blue, white or navy trainers (Velcro please) |  |
| Wellies (these must be left in school)  Any colour / design. |  |

Where children have pierced ears, only studs may be worn, and these must be removed for PE. Jewellery, hair dye and nail varnish is not permitted in school. Long hair should be tied up.

**BOOK BAGS**

Children must have a school logo book bag.

Please **avoid** the book bags with shoulder handles - these can be a serious trip hazard and are too big or any other type of bag. Children do not need pencil cases.

**WATER BOTTLES**

Children must have a labelled water bottle in school. Please fill with water only.

**ROLLING SNACK**

A rolling snack will operate throughout the day which means that children will have free access to a range of snacks which will include the Government funded fruit and other items such as bread sticks, toast and seasonal food.

**Children in Reception do not need to bring in their own snack.**

**ALLERGIES, MEDICATION AND ASTHMA**

If your child requires medication or has any allergies or asthma, please speak to your child’s class teacher so we can provide you with the necessary forms to complete.

**SUN CREAM**

Please note that for Safeguarding reasons staff are not allowed to apply sun cream. This must be applied by parents / carers at home. In the event of hot weather, we ask all children to have a sun hat in school.

**COMMUNICATION**

It is important that we communicate effectively with each other throughout the year. Parents / carers are welcome to see teachers at any time during the year. Whenever there is a problem, however small, please come and see the class teacher. Any quick information can often be relayed before or after school. If you require a longer discussion, please ask to make an appointment after school. Small problems are usually easily solved but when left can get larger! **Please note that whenever you enter the school building you must do so via the main office and sign in**.

We communicate with parents in a number of ways

* A weekly school Newsletter - this contains vital information. It is emailed out every week and a copy placed on the Website.
* Google Classroom. This is the main communication tool for teachers to parents. Each class has a Class Page, and this is where you will find specific information about your child’s class, their learning and regular photographs. Important messages and reminders are uploaded to this platform. You can download this onto your phone as an app and set the notifications to alert you so you don’t miss any information.
* Teachers 2 Parents - this is out text messaging service. Please make sure that we have up to date contact numbers for you.
* Email - letters are emailed out to parents via the Website. Please make sure that we have the correct email address for you.
* Twitter - please follow us at @davenhamcofe.
* Our Website [www.davenhamcofeprimary.com](http://www.davenhamcofeprimary.com) There is also a School Spider App which can be used on phones.
* Parent Pay is the system we use for all payments including payments for trips and school meals in Year 3- 6. Further details will be sent out.
* FODS Facebook Page.
* All communication to your child’s class teacher should be via email. Email addresses will be provided.

**DATES**

In the Autumn Term we publish a list of all known events for the year. This includes Christmas events and Sports Days. Please note that these dates are subject to change.

**HOLIDAY REQUESTS**

Any requests for holidays outside term time must be made in writing. A form is available on the School Website. Please note that only holidays for exceptional circumstances, such as weddings or funerals of close family members will be authorised.

**PARENTS EVENING**

There are 3 Parents Evenings a year.

Prior to the event you will receive a text stating that bookings are open for Parents Evening. To book a slot, you will need to log into the Website as a Parent and book your chosen slot. Slots are for ten minutes.

In the summer term you will also receive a written report on your child’s progress.

**COME AND JOIN US**

Each term there is an opportunity to “Come and Join Us.” This is an informal opportunity for you to spend a short amount of time in your child’s class. This begins in the Summer Term for Reception children. Please do not worry if you cannot attend these events - not all parents / carers are able to do so, and you may send grandparents/ other family members in your place.

**CHURCH SERVICES**

Children attend 4 church services a year - Harvest, Christingle, Easter and the Year 6 Leavers Service.

More details will be sent about these events nearer the time.

**CHURCH**

As a church school, our local parish church is Saint Wilfrid’s in Davenham. There is a family friendly service every Sunday at 11.00am which includes songs and crafts for children.

**SCHOOL TRIPS**

Where a school trip is organised, a letter will be sent out with all the relevant information. Payment is made via Parent Pay. Your child will be asked to bring a packed lunch, which must be in a disposable bag to avoid carrying lunch boxes.

Residential visits take place in Year 2 to Tattenhall for 1 night, Year 4 to Robinwood for 2 nights and in Year 6 to London for 1 night.

**FODS**

FODS stands for Friends of Davenham School and is in effect our PTA. FODS do an incredible job of fund raising and organising social events. If you would like to join FODS please contact Mrs Hyslop who will provide further information. The group meet at school to discuss future events. There are many ways that you can help support FODS and the money they raise really does make a difference to the opportunities we can offer the children.

**RAFFLE PRIZES AND FREE DRESS DAYS**

At various points throughout the year there may be requests for raffle prizes or charity events. Details of these will always be included in the Newsletter. We ask that any money sent in for any event is placed in an envelope with your child’s name and the amount. Prizes should be sent in with your child wherever possible rather than being dropped at the office. These are always voluntary contributions.

**PARENT COUNCIL**

Parent Council is a really useful forum. Each class has a Parent Council Rep (details are on the Website). The Parent Council meet with Mrs Hyslop throughout the year to discuss areas to celebrate and areas to develop. More details will follow in the Newsletter

**PARKING REMINDERS**

We would ask all parents to follow the one-way system in and out of school

To not park in the disabled spaces unless you have a Blue Badge

To avoid parking in the staff spaces across the front of school

To be mindful of our neighbours and not block driveways.

To use the Stop and Drop system wherever possible - children must be able to exit the car independently.

**Should you have any further questions, please do not hesitate to contact Miss Phillips our EYFS Lead.**

**Please visit our Website and the EYFS Pages which contain a wealth of information, photographs and a video of our EYFS department.**

**Useful Contact Information**

**School Office 01606 42551**

**Miss Phillips** [**kphillips@davenhamce.cheshire.sch.uk**](mailto:kphillips@davenhamce.cheshire.sch.uk)

**Mrs Hyslop** [**head@davenhamce.cheshire.sch.uk**](mailto:head@davenhamce.cheshire.sch.uk)

**School Office** [**admin@davenhamce.cheshire.sch.uk**](mailto:admin@davenhamce.cheshire.sch.uk)

**School Business Manager** [**bursar@davenhamce.cheshire.sch.uk**](mailto:bursar@davenhamce.cheshire.sch.uk)

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