

## **The ABC of Littlegarth Year 1 and Year 2**

### **Absence**

If a pupil is unwell and unable to come to school, please inform the School before 8.30 a.m.

If children need to be away during the term for medical appointments or for any other reason, please inform the school office in writing.

### **Addresses**

In case of an emergency please let us have a contact telephone number and address if you are going to be away from home.

It is important to inform the school office of any other changes of address, telephone numbers and e-mail addresses.

A class pyramid telephone contact list will be provided to each class member so that everyone can be informed quickly if the school has to be closed due to inclement weather or for any other emergency situation.

You may also find the list useful for making social arrangements for your children.

### **Assembly**

School Assemblies are held on Monday and Friday and start at 8.50 a.m.

Children arrive in their classrooms at 8.35 a.m. for registration at 8.40 a.m.

Children wear their blazers to School Assembly.

Once a week the Pre Prep Department get together for their own Assembly, where we often celebrate children's achievements.

### **Attendance**

Parents are strongly urged to plan their arrangements so that children do not miss the beginning and end of term. It is particularly helpful if younger children all begin and settle together at the start of the term. Many exciting events take place at the conclusion of the terms, in which children are eager to participate.

## **Before and After School Care**

In the morning, staff are on duty in the Dining Room from 8.00 a.m. and in the afternoons until 5.45 p.m. in a Reception class.

## **Birthdays**

This special day is acknowledged and celebrated within the school day.

## **Book Bags**

All children use the blue Littlegarth book bag and it would be helpful if it is clearly labelled. These bags are available from the Uniform Shop.

## **Breaks**

There are three breaks per day

10.35 a.m. - 10.55 a.m.

12.05 a.m. - 1.05 p.m.

2.15 p.m. - 2.30 p.m.

Children are encouraged to bring healthy snacks and water for the morning break. Milk or apple juice can be arranged through the office.

## **Calendar**

Each term a calendar of events is sent out to parents. This contains details of all concerts, assemblies, outings etc. Information updates to the calendar can be found in the newsletters which occur every two or three weeks. Your child will act as postman!

## **Choir**

Children are invited to join a Pre Prep choir which takes place during school hours. The choir performs at several occasions during the year.

## **Clothing**

We encourage the children to take a personal pride in their uniforms. It helps the children to gain independence if they are able to identify their own belongings. To this end, we would be grateful if you could label all items, even pants, socks and vests!

Some spare clothing is kept at the school in case of little 'accidents'. If this clothing is required by your child, we would be grateful if it could be washed and returned as soon as possible.

## **Clubs**

Various suitable activities and clubs are offered to children from 4.10 p.m. – 5.10 p.m. each day. It is advisable that younger children do not start the year with too many clubs as the school day does tend to tire them out!

## **Communication**

Good channels of communication between school and home are essential.

Children will be provided with a small Reading Diary, which is invaluable for communication between parents and teachers. Not only will this little book record your child's reading progress, but it is also used for communicating other messages.

Teachers are available for brief conversations before and after school. However, if more time is required, parents are welcome to make an appointment.

The school communication details are:

Telephone: (01206) 262332

Fax: (01206) 263101

E-mail: [office@littlegarth.essex.sch.uk](mailto:office@littlegarth.essex.sch.uk)

Web site: <http://www.littlegarth.essex.sch.uk>

## **Curriculum**

The Littlegarth Pre Prep curriculum is close to the National Curriculum in outline, but it is not constrained by its limitations. For further details please see our separate booklet 'Littlegarth School Years 1 and 2 Curriculum document.

In Years 1 and 2, Games, Music, French and some Art & DT are taught by specialist practitioners. While all the other areas are covered by the class teachers.

## **Drama**

Numerous opportunities are offered within the classroom for the development of the children's confidence and their ability to express themselves effectively.

The Christmas production offers a wonderful opportunity for the children to perform in front of an audience. They also take part in a class assembly before the whole school and you are warmly invited to attend.

## **Hair**

In keeping with the personal pride that we at Littlegarth try to engender in the pupils, please ensure that children return to school after holidays with neat hair. For health and safety reasons girls with long hair should have it tied up. Hair ribbons and hair bands must be blue and are available from the school shop.

## **Health**

Please inform the school of any medical conditions that your child might have.

Health forms must be completed on joining the school so that we are aware of any health issues your child might have. Thereafter these forms are renewed annually or when appropriate.

If a child is unwell during school hours, we will inform you by telephone. A First Aider will be responsible for the care of your child. There is a first aid room in the Reception block or in the office area, where your child will be made comfortable while awaiting your arrival.

## **Homework**

Activities to reinforce work done in the week will be given to your child as per the curriculum documents.

## **Houses**

We have three houses named after artists; Constable, Gainsborough and Munnings. Children are allocated to Houses in Year 1. Siblings are usually grouped in the same house.

## **Information Home**

Much of the termly information is contained in the school calendar which is sent out at the beginning of each term. Notes are sent home from time to time, so please check your child's school bag regularly.

## **Jewellery**

If your child has pierced ears, small stud earrings are acceptable, but these need to be covered up for games. Children always become upset when valuable items are mislaid, so we prefer children not to wear watches or jewellery.

## **Labelling**

As so many items of clothing are mislaid or lost, would you please ensure that clothes are clearly marked

## **Letters**

If your child is absent from school for any reason, please inform the class teacher in writing.

## **Library**

The school has an excellent library which the classes use and enjoy visiting. Children are issued with library cards and are taught how to issue and return books using the library computer. Each class also has its own little library where children are encouraged in quiet moments to

select books of their own choice to read. Once a year the classes participate in the activities related to World Book Day with great enthusiasm

## **Meals**

We like to encourage your child to bring a healthy snack for morning break. Children have a choice of milk, apple juice or water to drink. Water is available at all times within the classroom and outside in the school grounds. Children may bring their own water bottle clearly named.

The school offers a cooked meal at lunch-time, but if you prefer you may provide your child with a healthy cold alternative. Meals are supervised by members of staff and good table manners are encouraged at all times.

Please see Mrs. Barnard if your child has any special dietary requirements.

## **Medicines**

Please complete a Parental Permission form for the administering of any medication during school hours. This form can be completed when you give the secretarial staff your child's medicine.

## **Music Lessons**

A wide range of instruments are taught by the peripatetic staff in addition to the two music lessons included in the weekly timetable. Lessons can be arranged by contacting the office.

## **Notice Boards**

The School Calendar is posted on the notice-board. It is also available on the school's web site at: <http://www.littlegarth.essex.sch.uk>

## **Outings**

Several outings are organised throughout the year. We are always grateful for parental assistance with these.

## **Out of Hours Care**

Littlegarth offers a supervised 'Early Bird' and 'After School Care' facility. The times are 8.00 a.m. – 8.30 a.m. and 4.00 p.m. – 5.45 p.m. the Early Bird care takes place in the dining room and After School Care is in a Reception classroom. There is a small charge and you may use this service as and when you need it.

If children cannot be collected by 3.30 p.m., for any reason, they will remain in the classroom until 4.00 p.m. After 4 p.m. they will be taken to After School Care.

## **Parents' Evenings**

Parents are able to talk formally to the staff about their children at least twice a year. Once in the Autumn term after the children have had time to settle into their new classes and the teachers have had time to get to know them and again after parents have received the Spring report. Staff are always available by prior appointment to speak to parents if the need arises.

Pre Prep parents are given an opportunity to look at their child's books at the end of the academic year.

## **Photographs**

Each year individual portrait photographs and class photographs are available. If a child has a sibling in the school, they will have a photograph taken together. A whole school photograph is taken every other year.

## **Policies**

School policy documents are made available on request.

## **Reading**

Years 1 and 2 continue with this daily activity. At the beginning of the year the teachers can give you practical tips on how you might help your child to read. Children will be given a reading activity every night. Your involvement and enthusiasm in these activities will be most helpful.

## **Reports**

Your child will receive two formal reports a year. The first brief report in February will be followed by a parents' evening. A full report will be issued at the end of the academic year.

## **Recorders**

Children learn to read music and play the recorder from Year 2 onwards. Should you need one, recorders are issued by the Music Department and your account debited.

## **Rewards**

Children are encouraged to work hard and behave in a pleasant manner at all times. Good work and behaviour is often acknowledged and rewarded through the school's merit system. Once 120 merits have been obtained, parents are invited to attend an assembly during which your child will record/sign his/her name in a special register book.

## **Second hand Clothes Shop**

The school is happy to accept clothing for resale. Clothing must be in good, clean condition and dry-cleaned if necessary. Please ensure that all clothing is labelled with the seller's name, either by leaving in the name tape or by attaching a label. Parents will be reimbursed when items are sold.

## **Signing out**

At the end of the school day children will be signed out by the teacher before they leave the car park. If any person other than the parent or guardian is to collect your child, please inform the school in advance and put a note in the reading diary. If you are collecting your child early, it is essential to go to the front office to pick up your child and sign them out.

## **Stationery**

In the Pre Prep Littlegarth provides all the stationery your child may require except for gel pens.

## **Swimming**

Year 1 swim every third week this year and 2 children swim every second week throughout the year at the Garrison pool in Colchester. Regulation swimwear is available from the school shop.

## **Timetable**

Our day starts at 8.35 a.m. and children may be collected at 3.30 p.m. or 4 p.m.

Children have a morning, lunch-time and afternoon break, when they have the opportunity to play with equipment and on the adventure playground.

Please inform Mrs. Burleigh at the front office if you are late for any reason.

## **Uniform**

A copy of the uniform list can be found at the back of this booklet.

Depending on changes in the timetable, children come dressed in P.E. kit on some days of the week and on other days bring their kit with them ready to change, so that they can practise this tricky skill. You will be advised of the P.E. timetable at the beginning of the new academic year.

## **Visitors to the School**

We are fortunate to have many visitors to Littlegarth from fire fighters to history specialists! We often find that parents are a rich source of interest to the children. If you have experience or a career that fits in with our curriculum, please do tell us about it and we will welcome you gladly into the classroom!

## **Zoo**

In order to study habitats and camouflage and have a great deal of fun, Year 2 visit Colchester Zoo during the Summer term.

If there is anything that is not mentioned in this document, please do not hesitate to ask.

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Dear Parents,

Welcome to Littlegarth's Pre Prep classes! We hope that you will have a long and very happy association with us.

In this booklet we have condensed useful information into easy to find alphabetically arranged facts. We hope that this will help to answer many of your queries.

We are, of course, at your disposal should you require any further information.

Peter H. Jones  
Headmaster