



Orchard Vale Community School

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**WELCOME
TO
YEAR
3&4**



Welcome!

We have put together this information pack to help parents and children to find out about Year 3 and 4 at Orchard Vale.

In this information pack you shall find out what a typical day is like in Year's 3 and 4, find out information about lunch times, uniform and fruit times, meet the staff who will be helping your child on their learning journey and other useful information about Orchard Vale life.

General Information

Internet Safety

The internet is such an integral part of children's lives these days. It opens up so many educational and social opportunities, giving them access to, quite literally, a world of information and experiences.

Whether on a computer at school, a laptop at home, a games console or mobile phone, children and young people are increasingly accessing the internet whenever they can and wherever they are.

During the autumn term we will be talking with children throughout the school about internet awareness and safety. Some of the resources that we will be using will be taken from the 'think u know' website. This is run by CEOP, the Child Exploitation and Online Protection Centre, and has an area dedicated for parents and carers so that if your child/children want to discuss what they have learnt you can update your own knowledge.

The website is www.thinkuknow.co.uk follow the link for parents and carers.

Thank you.

Our Website

Our website is updated on a weekly basis and has everything you need to know about Orchard Vale.

Visit: www.ovschool.co.uk

General Information

Queries and Complaints

We hope that you will build a good relationship with your child's class teacher and feel able to talk to them if you are unsure of anything, are worried about something or need to clarify something that has happened. However if you feel that you are unhappy about anything please do come and talk to the Head of School who will try to resolve the issues of concern.

We try to be open and honest as a school and we can learn from the observations you make about school life and are happy to work together to improve school life.

Parent Helpers

Legally we are required to obtain a DBS (Disclosure and Barring Service) check on all adults who work with children.

If you are keen to come and help support us in the classroom then do please visit the School Office and provide them with an email address (which you check regularly) and your full name so that the school can start the online registration process. You will be required to bring in proof of identity after you have completed your side of the online application. There is no cost to parents for this check.

On school trips, in particular, it is much easier for parent helpers to come along as part of a teacher-led activity, so we do hope you will support us in this.

Morning and End of Day routines

Classrooms are open from 8:30am with an activity on the board for your child to try and complete independently.

Please feel free to stay and settle your child to their task until 8:45 when the register is taken.

Teachers will let you know when it is register time so you can quietly creep away.



The morning can be a busy time for both parents and teachers, so if you need to speak to us, it may be more appropriate to make an appointment after school. Of course, if you have information that needs to be passed on directly, please feel free to talk to us or a teaching assistant. School ends at 3.15pm and your child will then be brought outside to meet you in the playground, to ensure that all children are collected.

If you think you may be a little late, please phone the office to avoid your child becoming worried.

If you have any changes in your regular collection arrangements please let us know so that we can ensure the safety of the children.

If your child is to walk home by themselves or to be picked up by another adult please can your child's class teacher have this in writing.

Meet the Staff



Teacher (Team leader)

Miss Gulliford



Teacher

Mr Luttmann



Teacher

Miss Barriball



Teaching Assistant

Mrs Xiang



Teaching Assistant

Mrs Moore



Teaching Assistant

Mrs Cooper



SENDCo

Mrs Harding



Head of School

Mrs Pearce

General Information

Special Educational Needs (SEN)

If your child is finding learning challenging and is having specific difficulties we will let you know. Where possible additional help will be provided to support your child's learning. Our school SENCO (Special Educational Needs Co-ordinator) may well be involved and sometimes outside specialists will also be asked for help and guidance so that we can provide the best for your child.

Free school meals – are you eligible?

The number of families registered for free school meals makes a real difference to our budget, even if the children do not take up the option of the meal. However, there may be a number of children who could be having a hot meal for free, instead of paying. For every child registered the school will receive Government Pupil Premium monies which we use to help subsidise school trips, residential and enrichment activities.

To QUALIFY for a free meal you need to be in receipt of one of the following:

- Income support
- Income based Jobseeker's Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit without Working Tax Credit and annual income below £16,190 a year
- Support under Part VI of the Immigration and Asylum Act 1999

If you think this applies to you please visit to school office for an application form. We hope this is helpful to you and ultimately to the money we can access for the pupils.

General Information

Extra-Curricular Clubs

Each term we run several clubs either at dinner time or after school. These change throughout the year, often by pupil request.

Letters and registration forms are circulated at the beginning of each term. If a club is oversubscribed your child will be notified.

After School Child Care

We offer the provision of after school care for your child from 3.15pm – 6.00pm. If you would like to use this facility there is a daily booking system at the school office. If you would like more information, do ask our office staff or visit:

www.canplay.co.uk

If there is any information you feel would be useful which we have not covered, do let us know so we can improve our communication with you.

Absences

On the first day of absence please contact the office in person, by telephone on 01271 375074 or by letter.

Please also note that the school can no longer authorise term time holiday requests.

General Information

Positive Behaviour

Here at Orchard Vale we actively promote positive behaviour through rewards and praise. This includes individual classes having their own praises including stars, cubes and dojo points.

During our weekly assembly, children are nominated to receive a Head Teacher's award in front of the whole school.

We also support children in their behaviour with a consistent "step" system of sanctions. This system is used across the school and allows children to consider the choices that they make and the consequences of those actions.

Healthy Snacks and Drinks

Children are welcome to bring a piece of fruit for the break time in the morning.

We encourage the children to eat a wide range of fruit rather than fruit based snacks wherever possible.

Fruit snacks can be safely stored in the trays and baskets provided in the classrooms.

Children are actively encouraged to have a drink at playtimes, lunchtimes and when appropriate, during lesson times. They should bring in their drinks bottles clearly labelled, to be kept in the appropriate box in the classroom; water is best for optimum brain activity.

General Information

Uniform and other belongings

Here at Orchard Vale we are very proud of our school uniform; the children look so smart when they are all wearing it.

Please make sure that your child's uniform is clearly labelled, as you can appreciate one uniform looks very much like another and so when things go missing it can be very hard to track them down.

Drinks bottles, lunch boxes and book bags also need to be clearly labelled as they can also be mislaid or lost.

P.E days this year are **Mondays and Thursdays**. Please help your child to remember to bring in their PE kit at the beginning of the week and take it home on a Friday to be washed.

PE kits are always getting mixed up so marking the labels with your child's name will help to stop them getting lost.

Take Ten sports activities will take place every morning. This is a ten minute brain booster activity at the beginning of the school day.

Lost property – please ask your child's teacher first if you have lost anything, then look in the lost property area several times as uniform and belongings can appear if named, eventually.

Instrument lessons

If you would like your child to take part in instrument lessons during the school day with a specialist teacher, do ask at the school office for more details.

We can offer tuition on flute, clarinet, keyboard, drums, guitar, violin or recorder.

General Information

Home/school communication books

This book needs to come to school with your child in their bag. Every week we will add information telling you about your child's progress and letting you know how they are getting on.

Please feel free to share some good news or information with us about your child in the book, so they can then share the information with their class.

We love to hear what your children have achieved outside of school too!

How to help sheets will come home every term to let you know what is being taught in class and ways you can support your child's learning. If you need help with this do ask for extra ideas from the class teacher who will be pleased to help.

Homework is to be handed in on paper which can be displayed in the classroom. Children will be rewarded for their homework by their class teacher.

Homework activities

Additional activities may be sent home for your child to work on with your support. Together in school and out of school we can work together to improve your child's progress. This includes times tables and spellings on a rotation fortnightly.

It is also beneficial if you hear your child read daily.

If you have any queries with this work, please talk to your child's teacher. Reading books will be changed on a regular basis but feel free to change them yourselves in between those times.

The library has an excellent stock of books which can be borrowed, so call in before or after school and have a browse.