



WELCOME
TO
YEAR
3/4



Meet the team



Mr. Whapham
Teacher



Mrs. Johnson
Teacher (Team Leader)



Mr. Bayliss
Teacher



Mrs. Moore
Teaching assistant/
PPA cover



Mrs. Sowden
Teaching assistant



Mrs. Clarke
Teaching assistant



Mrs Pearce
Headteacher



Miss Gulliford
Associate headteacher



Mrs Day
SENCo

Morning and end of day routines

The school gates will be open at 8.30am and locked promptly at 8.50am. At this time, the children are expected to be in class ready for registration.

During this morning time, there will be morning work activities set up for the children to independently access.

School ends at 3.25pm and your child will then be brought outside to meet you in the playground. If you think you may be a little late, please phone the office on **01271 375074** to avoid your child becoming worried.



If you have any other changes in your regular collection arrangements, please let us know so that we can ensure the safety of the children, either in person, via the office, or through a signed letter during registration time. If you allow your child to walk home, please provide consent either via Arbor or a written, signed consent note, with a start date for this, for your child to hand to their class teacher.



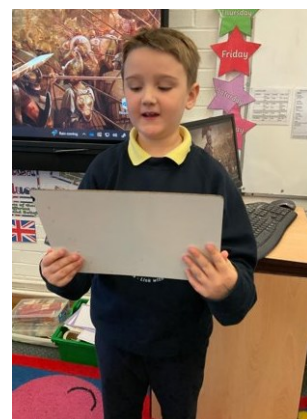
General information

Uniform

At Orchard Vale, we are proud of our school uniform and we encourage our children to take pride in looking smart. Our uniform policy has been created to ensure children have the correct attire for learning and are prepared for the expectations beyond their time at Orchard Vale.

Please ensure your child is wearing the appropriate school uniform, as follows:

- Smart, navy trousers or shorts (everyday cotton leggings may be worn underneath skirts, but not alone)
- Navy skirt, pinafore, culottes – style is your choice – smart and practical
- Yellow polo shirt
- School sweatshirt or Navy jumper/cardigan
- Dark, practical shoes



Jewellery

In the interests of Health and Safety, no jewellery should be worn to school, except for earring studs, which may be worn conventionally, one in each ear. No responsibility will be accepted for any losses, for example, wristwatches. If your child comes to school wearing jewellery additional to earring studs and a wristwatch, they may be asked to remove it.

Please ensure all of your child's belongings are clearly labelled, including drinks bottles and lunchboxes, as these can easily be mislaid or lost.

Any lost property will be placed outside of the school office, to be reclaimed.

General information

In Year 3/4, the children take part in a variety of sporting activities and events throughout the year; it is therefore important for their safety to ensure that they have the correct PE kit. We appreciate that it may take a couple of weeks to make sure your child has all of the correct kit – if you have any issues in acquiring any item of PE kit for your child, please contact the school office or your child's class teacher.

On your child's PE days, they will require:

- White t-shirt or polo shirt
- Navy/black shorts (these should be around knee length) or sports leggings (not everyday cotton)
- Warm jogging bottoms for the cooler months
- Sports trainers
- Hair band for those with long hair
- Children will be asked to remove/cover earring studs with tape, in the interests of safety



General information

Preloved school uniform

We are aware that the pandemic has had an impact on the income of some of our families. We have a large amount of pre-loved uniform, coats, trainers and shoes just waiting to be rehomed. If you are interested and would like to know what items we have that may be suitable for you, please email Mrs Manley, via the school office. Mrs Manley will then be able to contact you and discuss what we have available.

After school and breakfast club

We offer the daily provision of breakfast club and after school club. If you would like to use this facility, there is a daily booking system at the school office. If you would like more information, please do ask our office staff.



Extra-curricular clubs

Each term, we run several clubs either at lunch time or after school. Letters and registration forms are circulated at the beginning of each term. Your child will be notified if they have been successful in gaining a place.

General information

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 money which we use to help subsidise school trips, residential and enrichment activities.

Your child may be able to receive free school meals if you get 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)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

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 your children.

General information

What to bring to school

We ask that children limit what they bring to school each day. They will need:

- A coat
- Drinks bottle
- Packed lunch (if required)
- PE kit (for PE days or if attending an extra-curricular club)

Please ensure that all items are labelled clearly with your child's name.

We take the children outside at different points in the day, so a coat is essential.

If your child would like a healthy snack for break time, please provide them with either fruit or cheese. Please note we are a **nut-free** school, due to both child and staff allergies.

No toys, please. If your child would like to show an item to their class, as part of 'show and tell', this needs to be pre-agreed with their class teacher.



General information

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.

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.

Positive behaviour

At Orchard Vale, our values are:

- Pride
- Resilience
- Individuality
- Developing individuals with safety and care
- Environment based on openness and honesty

We celebrate successes and positive behaviour through positive conversations, certificates, stickers and celebration assemblies.



General information

Progress meetings:

We regularly offer opportunities to inform parents/carers of their child's progress through the following opportunities:

- * Autumn parents evening
- * Spring 'drop-in' if needed
- * Summer parents evening
- * End of year annual report



Teachers are also available if you have any concerns you wish to discuss at any point in the year. Please do not hesitate to contact them or send an email to orchardvale@ventrus.org.uk, to be forwarded on.

Please note that emails will only be picked up through working hours of Monday-Friday 8am-4pm. Any sent outside of these times will be replied to the next working day.

Queries and Complaints

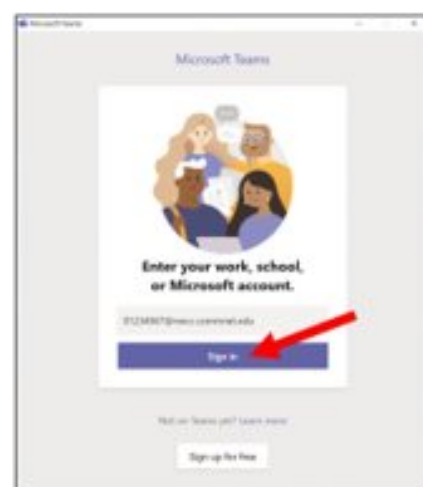
We hope that you will build a good relationship with your child's class teacher and feel able to talk to them if you are unsure of anything, are worried about something or need to clarify something that has happened. However, if you feel that you are unhappy about anything, please do come and talk to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

General information

Communication

To communicate with parents and carers, we publish school-wide weekly newsletters, Via email.

We also send regular updates through parent mail and Arbor. Please ensure that the office have your up-to-date email address.



Homework and Microsoft Teams

Children have been given a log in for Microsoft Teams, where they will find information about their spellings, each week. They, and you, can use Teams to correspond with teachers regarding homework and queries.

Spellings and times tables tests will be carried out each week in classes/learning groups.

Please encourage your child to read, at home, for a minimum of 10 minutes each day. This can then be recorded on their High-Flying Readers log, in their homework book.

If you need any further support, please do speak to your child's class teacher.

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





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