



General information 2018-19

Class Letters

We have a regular newsletter which is sent to you via your oldest child. All general letters, class letters etc, are sent this way. If your child is absent the letter will be kept for them until they return to school.

In the Reception Class an adult will ensure your child's letter goes into their bag and an adult will check for replies etc. Our aim is to develop your child's independence in their first year. *You can support this by allowing your child to bring letters into school rather than taking them to Mrs Park yourself.* By the summer term children will be responsible for their letters in preparation for moving up to year one.

In KS1 (class 2) letters are handed to the pupils and it is the pupils' responsibility to ensure it goes into their bags and to their parents. If a reply is required, your child should put it into the BLUE BOX in their classroom. The 'blue box' is for letters, slips, lunch orders etc, and goes into class each morning with the register. You can assist our systems by ensuring your child knows when there is a letter in their bag. This system is the same in every class.

By KS2 (classes 3 and 4) pupils are expected to take responsibility for all letters and your replies.

Medical Conditions

If your child has a condition which requires any type of support or medication you must inform school in writing. This applies to all aspects of your child's care including any dietary restrictions.

Please complete a form, which is available from Mrs Park, detailing the exact nature of the condition and the prescribed intervention and or treatment.

If your child requires a specific treatment your GP will write a care plan informing the school how to manage their condition. We cannot provide medical intervention without a care plan from your GP.

Hot Lunches

Mrs Park sends out the order form every three weeks. Please ensure you indicate which meals your child/ren require(s). As your child becomes familiar with the system they should know when and what they are eating. Remind your child that the lunch order is in their bag and make a note of what you have ordered.

Although Mrs Park does remind us when trips and sports fixtures affect lunches do check our term dates, class dates and whole school trip dates when ordering. Please do not send lunch orders into school 2-3 days after the requested date as Mrs Park has to process hundreds of lunches.

We will not be able to provide food which is not on our menu unless your child has a medical condition. This will require a letter from your GP detailing the exact nature of the condition.

Labelling Children's Clothes

Please ensure your child's clothes are labelled. If your child misplaces their clothes they will be unable to identify them if they are unnamed. Please do not ask staff to do this for you.

Water Bottles

Please ensure that your child has a named water bottle in school every day. Children do not drink squash or juice during the day. Should they need to refill their bottle they have access to a water filter.

Staff Availability

Your child's teacher will come out with them at the end of each day. They are available at that time if you wish to speak to them. It is always best to share a concern before it builds and it is better to speak to the class teacher first.

If you need to speak in private, or you need more time, they will see you in school. If this is not possible they will ask you to make an appointment.

Should you wish to make an appointment to see a member of staff you can do so by telephoning Mrs Park.

Reports on your Child's Progress

You will receive 3 reports each year towards the end of each term. The autumn and spring reports are a summary of your child's effort and attainment in English, Mathematics and Science.

The summer report is the longer report which will inform you about your child's progress and effort in every subject.

The Foundation Stage report describes your child's progress against the Early Learning Goals.

School Council

We have elections for our school council in the autumn term. Candidates from year two upwards campaign and are elected by the whole school. Once in place the school council take responsibility for a variety of events throughout the year.

House Events

Every child is allocated to one of four houses, Ash, Beech, Hazel or Willow. Siblings are always in the same house. Our House events last year were very successful for the children and the staff. Events will be planned by the staff and house captains throughout the year. The children work together in their house with older children helping the younger ones. Who knows what we will come up with this year!

House Points

Every child has their name displayed in class on a house point chart. Children are awarded a house point for good work, kindness, great effort etc. They put these points on the chart and the total for the house is read out in assembly on a Monday. The house with the most points at the end of the year is awarded the house cup.

If a child behaves in a way that is not acceptable they are given a conduct mark which is effectively losing a house point.

Forest School

Much Marcle is a Forest School and we have a number of trained staff who are qualified to lead educational activities outdoors. We are very fortunate to have an excellent relationship with Hellens House and we are able to use their woodlands for our Forest School work.

Every child will require suitable all weather clothing for their forest school activities. Like PE, swimming and Mathematics, Forest School is part of our curriculum. If your child is well enough to be in school they are expected to participate.

The Daily Run

Every child in school takes part in a daily class run. This is something we introduced three years ago and it has improved the children's fitness, concentration and wellbeing. The result of the run can be seen in the children's performance in the cross country on sports day.

Every child needs a pair of trainers in school every day to participate in this activity.

Key Stage Two Choir

Children who have an interest in singing will be invited to join the choir. Practices take place during break times and commitment is expected. When we enter a competition, if numbers are limited, auditions will take place.

Extended School Provision

Early Birds

We offer preschool care from 8.00am Monday to Friday supervised by a member of staff. Children join their peers in the playground at 8.45am.

The charge for this is £2 per child.

FAST Club

FAST (Fun After School Time) runs from 3.15pm to 5.00pm Monday to Thursday. Children are given a snack and a drink at 3.30pm followed by time outdoors, after which they return indoors for supervised activities. Children are also offered the opportunity to complete homework.

The charge for this is £3.00 for the first hour, £5.00 for the full session.

If you wish to use either of these facilities you can book children in with Mrs Park. There are places available for every session and you can telephone on the day should you need to.

We will always try to support families with child care however if we reach capacity on specific days we will give priority to those families who use the provision regularly because of their work commitments.

After School Sporting Activities

Every year group will be given the opportunity to participate in a sporting activity at some point during the academic year. Individual letters will be sent out when a club is available.

Pupils who sign up for a club are expected to show commitment. Non-attendance may result in their place been given to another child.

Teams

If your child is selected to represent the school their kit will be provided, we ask that you wash and return it to school promptly please.

Class One Parents Meeting

Mr Fitzer will meet with reception children's parents to explain our phonics system and the general routines of class one.

Fund Raising Events

The children really enjoy our fund raising events and for that reason we try to support a variety of charities.

Macmillan Coffee Morning

We are pleased to once again be able to support this very worthwhile charity and we look forward to seeing as many people as possible in school. As always we appreciate the generosity of all our families who provide wonderful cakes. Coffee and tea is served by the children throughout the morning. There will be further details to follow.

Children in Need

This is a non-uniform day which may have a theme which we will inform you of later this term. Every pupil contributes £1 which will go to this charity.

Cake Raffle

The Friends of Much Marcle meet regularly to plan events and socialise. All parents are members of this group. One of their popular fund raising ideas is the cake raffle. Every Friday a donated cake is raffled within school. Tickets are 20p each. The children really enjoy winning!

Church Services

We have at least four services in St Bartholomew's Church during the year. These Services are important to the children as they all perform a song or poem with their class. All of our services are well attended by parents, carers and extended family members.

Parents come back to school on some of these occasions to see their child's work through displays and books and to speak informally with staff.

Harvest Festival

Parents are asked to provide one item of food (tinned or packet as they last longer) which their child will carry from school to the church. Our gifts are presented during the service and they are then donated to a local charity. Recently this has been the Women's Refuge in Hereford or the Ledbury Food Bank.

This service is very well attended and every parent/grandparent takes the opportunity to come back to school to see their child's work.

Carol Service

The Carol Service is a very enjoyable start to the Christmas festivities. The children in KS1 (classes 1 and 2) perform a nativity and the school and congregation sing traditional Christmas carols. Parents donate mince pies which are enjoyed by everyone after the service. Parents remain in church to socialise. We do not go back to school on this occasion.

Parents' Evening

This is our formal evening when staff meet with the parents of every child in their class.

Mrs Park will send out a letter offering a choice of times. Parents should indicate their preference and return the slips to school promptly. This ensures we can give you the time you request.

If you do not return your slip or are late doing so, you will be allocated an available slot.

Easter Service

Every class performs a song or poem. We celebrate the season and recognise the work of the school. Everyone is welcomed back to school to speak with staff and to see their children's work.

Sports Day

We allocate two dates for the children's favourite event to avoid disappointment because of the weather. **We always aim for the first date.** Sports Day takes place in the morning. The children sit in houses and compete for their house.

There are a number of events of varying difficulty. Every child is expected to take part and to do their absolute best. We encourage everyone and applaud their tremendous efforts.

After the sporting events every child sits with their family to enjoy a picnic lunch. Families stay together on the field until registration at 1.15pm when parents take their children home.

Summer Play

Our end of year play is always a great success. Everyone looks forward to knowing the title of the play and to learning the songs and their part. Everybody from Reception to Year 6 has a part which often includes a dance!

The play is performed on one afternoon for pre school children, parents and grandparents. The two evening performances are for adults only.

Tickets usually cost about £3.00 to help with the cost of production.

End of Year Celebration

During this service we celebrate the achievements of the children in Year 6 and wish them well for the next stage in their education. Every child will sing with their class.

Every family is invited to this service and they come back to school to see their child's work through the displays around school and to thank staff for all they have done for the children throughout the year.

The purpose of this calendar is to inform new parents and remind our seasoned parents of all the events we intend to do. As you can see we have a very busy year planned. These details are accurate at this time but may be subject to change.

Lorna Harrison September 2018