

Orford Church of England Primary School and Nursery



Everything you need to know when joining our school

Parent information directory 2023



Gemma Cannon, Headteacher of Orford CofE says....

A very warm welcome to our wonderful school, we are delighted that you have chosen Orford for your child. We have a strong family feel and believe in nurturing the unique potential in every child so they truly flourish. We have written this directory to help you understand what an 'Orford School' day looks like and how we can work together to ensure your child(ren) has a positive primary school experience.

- Please:
- Keep this directory somewhere safe so that you can refer to it regularly
 - Let us know if you find out something during the year that you think should have been included in this handbook.
 - Remember - we are here to help and operate an open door policy, you can make an appointment to speak to any of us at any time.

Index

School Staff	3
Our Classes	5
The Curriculum	8
Working with parents and carers	9
Communications	9
Attendance at school	11
School Hours	13
Uniform	14
Food in school	16
Medication	18
Safeguarding	19
Behaviour and rewards	19
Special Educational Needs and Disabilities - SEND	20
Educational Visits	21
The school website	22
Help us to help you	22

School Staff

- **Headteacher:** Miss G Cannon
- **Senior Leader:** Mrs N McCart (main point of contact if the Headteacher is off site)
- **SENDCo:** Miss G Cannon (Interim)
- **Class 3 Teacher (Years 5 and 6):** Mrs N McCart
- **Class 2 Teachers (Years 2, 3 and 4):** Mrs L Reeve & Mrs R Nottingham
- **Class 1 Teachers (Nursery, Reception and Year 1):** Mrs S Marriott & Mrs E Nicholls
- **Teaching Kitchen Tutor:**
Miss D Phillips
- **Teaching Assistants:**

Mrs K Smy	Ms D Phillips	Mrs R Andrews
Mrs K Robinson	Miss S Creed	
- **Early Years Practitioners:**

Mrs J Atherton	Mrs R Andrews	Ms F Wardale
----------------	---------------	--------------
- **Midday Supervisors:**

Mrs C Gridley	Mr J Bones
---------------	------------
- **Admin and Finance Manager:**
Mrs L Scarce
- **School Cook:**
Mrs N Price
- **Breakfast Club and 'The Hub' After School Supervisor:**
Mrs C Gridley

The school site is managed by Vertas Cleaning: Mr J Bones and Mrs N Hodge.

Our Classes

All of our classes are mixed age group classes. One of the most asked questions is, '***How do you manage to teach different age groups together and meet their individual needs?***'

The answer is simple – we have very experienced teachers who have worked with mixed age groups for many years! We also have small class sizes which means staff are able to give more individual attention to each child and ensure that learning is pitched appropriately to their ability and level.

All of our staff are also able to plan lessons which interest all ages and then expect age-appropriate work from each year group within that lesson. We find that children from a very young age want to do the best they can and will try their best to mimic their older peers and this in turn improves their learning experience!

Class 1 – Nursery, Reception and Year 1:

A gentle introduction to school life, where learning through play is very important. The classroom has its own outside play area which is accessible all day long and a 'learning lab' for more formal lessons for the Year 1 pupils. The children have mid- morning and mid- afternoon playtimes of 15 minutes, as well as one hour for lunch. There are daily lessons in phonics and maths.

By the end of reception year you will receive a copy of your child's EYFS Profile. There is no testing involved – the profile is informed by teacher observations and assessment throughout the school year.

At the end of Year 1, children undertake a Phonics assessment. This is very similar to some tasks the children undertake and many children are unaware that assessment has taken place

While in Class 1 you can help your child by

- Read with your child every day, talking about the story and the characters.
- Practice reading with your child's reading book
- Practice phonics with your child's phonic book when it comes home in their reading book bag
- Practising counting forwards/backwards and number bonds to 10
- Encourage use of maths in daily tasks e.g weighing when cooking, counting when climbing stairs, adding when at the shops etc.

Class 2 – Years 2, 3 and 4:

Year 2 children move to a new classroom with a new teacher. Previous learning will be consolidated and subjects will be taught in greater depth. Children are encouraged to work more independently and build resilience into their learning. Children use the teaching kitchen to cook 2 course meals. There is no afternoon break in Class 2.

You can help your child by

- Reading with your child every day, talking about the story and the characters.

- Encouraging your child to read a variety of texts – fiction and factual, newspapers, magazines and comics.
- Take an interest with your child's homework, offering encouragement and assistance if required.
- Practice times tables with your child

At the end of Year 2, any child who did not meet the threshold for the phonics assessment in Year 1 will retake it.

At the end of Year 4, your child will undertake a Multiplication Tables Check: an online quick-fire assessment of 24 mixed times tables questions (up to 12x12) to determine how many they are able to recall.

Class 3 – Yr4, 5 and Yr 6:

Year 5 children move to a new classroom with a new teacher. They will continue to build upon prior learning, using and applying their understanding across all subjects. Children will be expected to reflect upon their progress and work independently and actively towards their targets in their learning. They will take more responsibility for their surroundings and act as a role model for the younger children. Children can become play leaders, worship councillors, librarians and lead the school council.

There are an increased number of opportunities to attend sporting competitions e.g. netball, football, tennis and events at other local schools. Year 6 will have opportunities to visit Farlingaye High School/ Alde Valley Academy/Thomas Mills High School as part of transition to secondary education.

Every other year, children in Class 3 have the opportunity to attend residential educational visits. These are usually just 3 days at a recognised facility for educational visits. This is an exciting time for children, many of whom will not have stayed away from home without their family.

Children in Yrs 5 and 6 may walk home by themselves provided we have written confirmation of this.

You can help your child by

- Encouraging your child to read a variety of texts – fiction and factual, newspapers, magazines and comics.
- Read with your child for enjoyment at least 4x per week
- Discuss current affairs with your child
- Ensure that your child completes all of their homework on time.

At the end of Yr 6 children undertake KS2 SATs. We take every care to ensure that taking these exams causes as little stress and disruption as possible.

The Curriculum

The curriculum is divided into 3 stages:

Early Years Foundation Stage: Age 0-5; Nursery and Reception

Here, there are seven areas of learning with equal weighting:

- Communication and language

- Physical development
- Personal, social and emotional development
- Literacy (reading and writing)
- Mathematics
- Understanding the world
- Expressive arts and design

Key Stage 1: age 5-7; Years 1 and 2

Key Stage 2: age 7-11; Years 3,4,5 and 6

In both KS1 and 2, the four 'core' subjects are:

- Maths
- English (reading, writing and speaking)
- Science
- Religious Education

The additional 'foundation' subjects taught are:

- PE
- Computing
- Geography
- History
- Art
- Design and Technology (which includes an enrichment offer of Forest Schools, and Cookery lessons)
- Music
- Personal Health and Social Education
- French

Working with parents and carers

When we welcome a child into our school we welcome the whole family – this relationship forms the basis of a partnership, caring about your child's wellbeing together make sure your child is happy at school and reaches their full potential.

It is helpful for you to share information throughout your child's time at school, letting us know about anything which is happening at home which may affect your child, in order that we can offer support and advice to help you all; or telling us of their significant achievements outside school so we can both celebrate them and build on them in school.

We have a Home-School Agreement which outlines this partnership, informing how we can all work to fulfil your child's potential. We ask that both you and your child sign this agreement as an ongoing commitment to our school.

Communications

Our school has an open door policy, and we feel that by working as a team will enable your child to flourish within our school. We will always try to see you the same day if at all possible. Your child's class teacher should always be your first point of call for queries, concerns or information.

If your concern is a safeguarding matter you should ask for the DSL – Miss Gemma Cannon or her alternatives Mrs Sarah Marriott, Mrs Emmie Nicholls or the Safeguarding Governor Paula Kerr. We feel it is important to work together to resolve an issue as soon as it arises.

We also communicate by:

- Email- A 'weekly notices' email is sent every Friday outlining key information and dates for the coming week. Occasionally, additional emails will be sent about specific events e.g. a trip, club updates, special events. Once a half term, a lengthier newsletter is sent out with write ups of key happenings across the school.
- Paper letters are sent out if we require a reply slip. This will be given to your child in school so please do check school bags at the end of the day!
- Our website – class pages are updated termly with learning letters, clubs available and homework information. The 'virtual office' has a number of interactive forms for parents such as uniform, permission to administer medicine and a way to report absence.
- Parents evenings – Held each term after reports go out. They provide a more formal opportunity for you to talk to the class teacher about your child's progress.
- Pupil reports – to inform you each term about your child's progress, and give recommendations of how we can work together to improve your child's progress and outcomes.
- Parentpay – for payments and for agreement to attendance on school trips and sporting events.

There are times when we may need to contact you throughout the school day, e.g. illness or emergency. We would like contact details (including the relationship to your child) for **any** person who we may contact in this instance. (You may have already given us most of the information we need when completing the forms when you applied for a place at the school.).

We are required by law to have the contact details for any person who has parental responsibility. The only exception to this is when there is a court order in place that forbids contact.

We ask that you make sure to keep us up to date with any changes to this information.

Attendance at school

Nursery

Nursery children (aged 2-4) can attend as many sessions as required by you.

Sessions are: 8.30-11.30am; 11.30 – 12noon and 12 noon to 3.00pm.

We accept 15 hour and 30 hour childcare vouchers. Please speak to the school office to discuss charges for additional sessions.



Reception - Year 6

From the age of 5, every child is expected to receive full time education. We know that regular attendance can greatly improve outcomes in learning and we endeavour to support every family to achieve this.

If your child is unwell, you should:

- Inform the school by 9.00am via our website, email or calling the school (01394 450281 - leave a message on the absence line). We will contact you for safety reasons if we have not heard from you by this time.
- Please provide a reason for your child's absence and continue to do so on every day of their absence.

Other important information:

- Children who have suffered a bout of sickness or diarrhoea must not attend school within 48 hours of the last bout.
- Certain infections (such as chicken pox, conjunctivitis, slapped cheek etc.) have specific rules and guidelines school must follow. If you are unsure whether your child should attend school, please ask a member of school staff who can advise.
- If, as a result of your child's absence, he/she is not able to take part in PE, a note to the class teacher will be required.

Medical Appointments:

- If your child has a doctor or dentist appointment and needs to be picked up during the school day, you should inform the teacher and the school office as soon as possible.
- Please report to the office in good time to allow your child to be collected. Wherever possible please try to make non-urgent appointments in the evening or during the school holidays.

Holidays:

We follow Suffolk guidelines on term-time holidays. Holidays during term will not be granted, unless in exceptional and unavoidable circumstances at the Headteacher's discretion, and will be deemed as an unauthorised absence. Fixed penalty notices will be issued to any absence in excess of 7 sessions (3.5 days).

School Hours

Our school day runs from 8.30am – 3.00pm. Doors open at 8:25 but close promptly at 8:30. Children who are not attending breakfast club may wait on the playground from 8:20am.

Nursery, Reception and Yr 1 children enter school in the door opposite the main gate, Years 2-6 enter via the main door under the canopy.

At the end of the day we release children only when staff can see the person picking up your child. We must be informed in advance if someone other than you is due to collect your child. This can be done through calling the school or email (admin@orfordcvap.org).

Please note that the 'fort' in the playground is out of bounds before and after school.



Late arrivals

Any child who arrives after 8:30am will be required to come through the main door and will be marked as late.

Please make every effort to get your child to school on time in the morning, and to be on time for collection in the afternoon. If for any reason you are delayed e.g. heavy traffic, please let the school know in advance so that we can keep your child safe and under supervision.

Wrap around care 8:00am-5:30pm

Our wrap around care is available for all children from Nursery to Year 6. Prices are regularly reviewed and both sessions are eligible for tax free childcare.

Breakfast club runs from 8am until school starts; children can play, read or finish homework whilst enjoying a breakfast (toast, bagels, cereals etc)

An after school club "**The Hub**" runs (when necessary) from 3.00-5.30pm. A range of creative and physical activities are planned and children have a light snack.

Booking forms are available from the school office. Please see the website for more information and advice on current fees. Booking half termly in advance is essential in order to arrange staffing. (Emergency care can be arranged only if a club is already running)

Uniform

Wearing school uniform is comfortable, smart and removes pressure on the children to 'look fashionable'. It promotes a sense of community and encourages pride in our school. **It is essential that you name each individual item of uniform as these things do get misplaced and named items are much easier to return to their owners!**

Uniform

- Navy-blue sweatshirt or cardigan with school logo.
- Pale-blue polo shirt with school logo
- Black shoes (lace-up or velcro fastenings; no heels above 2cm or open-toed sandals).
- Grey trousers, shorts, skirt or pinafore dress.
- Pale-blue, gingham checked dress for summer only (optional).
- White (summer), black or grey socks, black or grey tights .

PE kit

- Red, blue, green or yellow house PE t-shirt with school logo. (If you do not know which house your child is in, please ask at the school office).
- Black shorts.
- Black jogging bottoms (optional).
- Royal-blue hoodie with/without school logo (optional but preferred if your child attends external sporting events).
- Trainers.

Optional

- Book bag with Orford logo.
- Lightweight school coat with Orford logo.



- Suncap with Orford logo.
- PE bag with Orford logo.
- Wellington boots for working in teaching garden (bring in to school as required)

Where to buy

We order most of our uniform through DM Designs in Butley. A small number of items are held in stock however most must be ordered. This should be through the school.

While we would prefer all children to have at least one item of clothing with the Orford logo, we appreciate that uniform without the logo can be purchased for less in many retail outlets.

OSLOF (our Parent Teacher Association) run a 'New to You' uniform shop once per term where good quality second hand uniform can be purchased for £1 per item.

Children should not wear jewellery, make-up or nail polish to school. Hair longer than shoulder length should be tied back. Stud earrings for pierced ears are permitted, provided your child can remove them on their own for PE and games. A wristwatch is also permitted.

For families who receive free school meals we offer 2 items of uniform per term free of charge. Please speak in confidence with the school office.

Food in school

Healthy eating at Orford School has been at the forefront of our teaching for many years, and is part of the reason we became so involved with the Jamie Oliver Foundation and the setting up of the teaching kitchen.

Water

We encourage all children to drink water freely throughout the day and they are allowed to have their water bottle in the classroom to access at appropriate times during lessons. There is a water cooler near the main office that children can use to fill up with fresh water as required.

Milk

We are part of the Cool Milk scheme, which provides free milk at break time to all children under the age of 5 and to those in receipt of free school meals. After the age of 5 you have the option to buy subsidised milk. To register, please visit www.coolmilk.com

Snacks at break time

Children in Key Stage 1 (children in Nursery, Yrs R, 1 and 2) are given a piece of fruit, dried fruit or vegetable. These are varied each week to encourage them to try a variety of different foods. They are also given their milk. (See above)

Children in Key Stage 2 (children in Yrs 3, 4, 5 and 6) may bring in a piece of fresh fruit, dried fruit or vegetable for snack.

For safety reasons children should not bring in drinks in glass bottles, nor should they bring in fizzy drinks. Squash/juice is permitted in lunch boxes, but only water may be drunk in class.



The teaching kitchen and garden

We are very proud of our kitchen that we opened 13 years ago with the aim of providing a means of children being able to cook healthy meals for themselves.

All children have the opportunity to work in the gardens and/or use the kitchen. From nursery onwards children are taught knife skills, kitchen safety, nutrition and more. In Key Stage 1 children prepare simple items which they can take home at the end of the day. By the time they reach Year 3 they progress to cooking simple two course meals which they eat alongside everyone else in the school canteen.

To help fund this special facility, we request a donation towards the cost of the ingredients. For KS1 this is 60p per week, for KS2 it is the cost of a school meal, £2.53. This can be paid weekly or in advance through Parentpay.

School meals

School meals are cooked on site daily, provided by Eats-Catering. Menus are carefully compiled and feature many local items, reinforcing their commitment to support East Anglian producers. Both meat and vegetarian options are available daily, along with an alternative of fruit salad, yoghurt or cheese and biscuits for dessert.

The menu can be viewed at www.eats-catering.co.uk.

Free school meals

We actively encourage eligible children to be signed up for free school meals. This not only gives your child a free lunch each day, but also milk at break time. It allows your child to attend educational visits free of charge and to have free of charge items of school uniform throughout the year.

If you think you may be eligible for free meals for your child please visit <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals/>

Paying for school meals

Meals cost £2.53 per day and are payable on Parentpay in advance. When your child joins the school you will be issued with login details. We do not allow meals to be taken unless paid for. Any overpayment will always be refunded.

Medication

We recognise that there are times when your child is taking a prescribed medicine that requires a dose during the school day. Our policy states that:

'Medicine must be in its original container with the name of the child clearly marked on both inner and outer packaging. It must be accompanied by the form (available from our website or from the school office) to be filled in by the parent/carer clearly stating the dose and the time at which it should be given. Two members of staff will be present when administering medicines.



Medicines are usually due at the beginning of lunchtime and while every effort is made to ensure your child receives his/her medicine, it remains the responsibility of the child to report to an adult at the staff room as a reminder.

Inhalers

Inhalers are kept in the classroom. Older children who are capable of self-administering may keep them in their school bag. Asthma forms are available from the school office and must be filled in if your child requires an inhaler.

Allergies

Please make sure you let the school know if your child has an allergy, particularly so if an epi-pen is required. Please make sure the school has a clearly marked epi-pen available. All staff are trained to administer this should the situation arise.

It is the responsibility of parents/carers, when inhalers or epi-pens are sent into school, to note the expiry date and exchange when required.

Safeguarding

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in Working Together to Safeguard Children as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

All staff regularly undertake safeguarding training.

Our lead safeguarding officer is Miss Gemma Cannon, her alternates are Miss Sarah Marriott, Mrs Emmie Nicholls and Mrs Paula Kerr (Safeguarding Governor). If you have any concerns about your child or another child, please speak to Miss Cannon or her alternates at the earliest opportunity.

Behaviour and rewards

We expect that all children behave in a manner that respects all others both academically, socially and emotionally. Children should behave well, work well both individually and as a team and develop skills for communicating according to age. From the high standard of behaviour modelled by staff, parents and other children, they themselves will mirror that behaviour enabling everyone to work in a happy, peaceful and positive learning environment. At Orford we see any behaviour incidents as an opportunity to learn. Staff are all trained in restorative practice, and encourage children to make amends for their wrong-doing and to forgive where appropriate.

Pupils who have produced a piece of work above their expected standard, or of a consistently high standard, go to see Miss Cannon. They receive a Headteacher sticker,



and are entered into a weekly draw for a small prize. We award class certificates each week for 'Star of the week' and one other for outstanding effort in Maths, Literacy, Humanities, Sport or Art. Most weeks, one member of the school community receives the Headteacher's Cup for consistently demonstrating our values and having a positive impact on the school community.

We aim to give all children the best opportunities to succeed and we value the contribution that all children make to our community. We have an Equal Opportunities Policy and do not discriminate against any individual. Access to all areas of the school for wheelchair users is via the main office, and reasonable adjustments are made to ensure the best experience possible for a positive learning outcome.

The educational progress of all our children is closely monitored, enabling specific needs to be identified and support put in place quickly.

Special Educational Needs and Disabilities - SEND

If your child has specific needs:

- Your child's teacher will have overall responsibility for day to day learning in the classroom.
- Your child will have a personal learning plan (PLP) detailing provision which is required beyond standard; this will be reviewed termly and copies sent home each time.
- Specific interventions may be arranged with a classroom assistant in consultation with the SENDCo.
- Your child may receive 1:1 or small group sessions either in the classroom or in a quiet area.
- Occasionally we may need to arrange for an outside agency to work with your child e.g. Speech and Language, for which parental permission is required. You will be kept informed about these interventions as they occur.
- If, after a cycle of interventions, yourself, the class teacher and/or SENDCo are concerned about your child's progress they may consider applying for an Education, Health and Care Plan (EHCP). This will be in consultation with parents/carers and any outside agencies working with your child.

If you have any queries about this, please contact the class teacher in the first instance who may put you in direct contact with the SENDCo.

Educational Visits

For all stages of education we use educational visits to further enhance the children's learning, linking the visits to the term's topic. We make use of the wealth of learning opportunities in our local community and also those further afield. These visits are dependent on voluntary contributions to cover the cost of transport and entry to venues. Any visit which requires a voluntary contribution or goes out of the local area will be brought to your attention. When enrolling your child, you will be asked to sign for permission for children to go into the village anytime with their class as part of our local visits policy.

The school website

The website has a lot of information, dates and reminders. The class pages are updated termly with timetables, this term's learning, homework arrangements and clubs available.

Please visit www.orfordprimary.co.uk

School News will keep you up to date with updates on the website (e.g. when newsletters are uploaded or photos published). To download the app go to your device's app store, search for 'schoolnews.' Once downloaded simply enter the school's postcode: IP12 2LU. Remember to activate push notifications for the app, and everything we update will be sent to you!

Help us to help you

Below we try to answer some of the more common questions and hope you find it useful. If you need further help, please speak to your child's teacher.

My child still has 'accidents'

We expect that nursery children are unlikely to be able to use the toilet by themselves. Spare nappies and clothes should be supplied in a separate bag and left in school for use. By the time they are in Reception year expect that your child is no longer in nappies or pull-ups and is able to use the toilet by themselves during the day. We remind them to go frequently and watch for any signs. However, we know that small children do just forget, and it is inevitable that accidents will occur. We keep a small supply of spare underwear in school, please wash and return.

My child is nervous about starting school - Nursery/Reception

School will be a big change, and it is natural for any child to be apprehensive. Talk to your child as much as possible about it in the weeks beforehand. There are some really lovely picture books about starting school that can be found at your local library too. Try not to make it sound like too much hard work - children in nursery and Reception year get a lot of chances to learn through play! Engage your child by looking at books, drawing pictures, listening to music, all things that they will do in school.

My child is nervous about starting school - Year 1 upwards

For school-aged children joining us from another school we understand that they have left behind their old friends and making new ones and learning about new routines can be scary. We always assign a child from the class, who we feel is good at chatting and making others feel welcome, to be a 'buddy' - they will stay with their new friend throughout the day and introduce them to their own friends and help them with knowing what to do and where to go. Usually by the end of the day it's like they were always here! Please do make yourself known to your child's class teacher and discuss any concerns or queries you may have.

My child is very clingy and cries when I bring them to school, what happens?

In the very early days of children starting nursery we expect that there may be tears. Staff are well-trained in supporting children through this and after a short goodbye, will use a number of distraction tactics, gently moving your child towards a favourite activity so you are able to slip away. If they are upset when they realise you have gone we give lots of comfort and distract them with play. We generally find this method works for most children. Please be assured that if a child is genuinely upset for a longer period we will call you to come along to



collect them. If you have not heard from school, this means your child has successfully settled!

I'm worried that my small child will not cope in the playground with bigger children.

Nursery children have their own playground in their outdoor area – this makes playtimes much calmer for them. By the time they join reception they will be used to the hustle and bustle of corridors and the canteen and be much more ready for the 'big' playground.

Now they are at school, they are very tired.

School is very tiring to children, with so many new things to see and learn and very active playtimes, and all while growing at an enormous pace. Establishing a routine early on can help with this. An early teatime, followed by quiet play and story time with you before bedtime, will aid rest.

In the morning, make sure your child has plenty of time to get ready for school so that you are not rushing. Breakfast is very important, giving your child an energy boost for the day ahead.

My child doesn't want to do reading practice

Reading should not be a chore or a battleground, rather a relaxed time to share and enjoy books and time together and only needs to be a few minutes long in the early days.

Allow your child time to look at the pictures, talk about the storyline, and gently prompt by using sounds of letters to help. (You will be sent a phonics booklet home so you can see how these are taught) If your child is struggling, give up and try later or the next night; never let yourself show frustration, which will only make them dislike reading more. A sticker chart can be a great incentive! If you have any concerns around reading or homework, or difficulties persist, please make an appointment with your child's class teacher who will be able to advise.