Diary for week commencing 2nd September 2024

	Before School	Morning	Lunchtime	Afternoon	After-School
Monday 2nd Sept	Teacher Training Day – Children do not come to school this day.				
Tuesday 3rd Sept	Teacher Training Day – Children do not come to school this day.				
Wednesday 4th Sept	Buddies No NESSY	New Reception at school until 12pm			Buddies until 5.30pm
Thursday 5th Sept	Buddies No NESSY	New Reception at school until 1pm			Buddies until 5.30pm
Friday 6th Sept	Buddies No NESSY	New Reception at school until 1pm	Eco-Group	House Reward No celebration assembly.	Buddies until 5pm

After-school clubs will be announced next week. None will run this first two weeks back to school.

Dear Parents, Carers and Friends,

We hope you all had a lovely summer holiday and welcome you back to the new school year. This is our weekly diary email. A similar email to this will be sent to all parents each Friday with details of what's happening the coming week. A calendar of up-and-coming events will be sent out next Friday in the newsletter. I'm afraid as this is the first diary of the year, it is rather long!

Family B-B-Q Friday 20th September 5pm

We are holding a family BBQ on Friday 20th September on the school playground starting at 5pm. The purpose of the BBQ is to welcome new families into our school community and to 'catch-up' with each other with our news. A notice and booking form will be sent out via children this coming week and replies are to be sent back by 11th September. The entrance fee is £1 for adults and children are free. Hot dogs and burgers [and vegetarian options] will be between £1 and £2. This is a non-profit-making event that has been organised by Friends of Bishops Itchington Primary School (FoBIPS) for our school and we are very grateful for their help with this. All family members of children who attend our school are very welcome.

[Please note that no alcohol or dogs or pets are permitted at this event. Thank you.]

No Mobile Phones or Personal Devices

Please note that our school does not permit mobile phones or personal devices to be used once visitors and parents have stepped inside the school perimeter gates. Thank you for helping us to keep our children safe.

Home/School Agreements

We are sending home/school agreements out to parents during the week. These will explain how school and parents will work together to support your child's education. Please look out for this and reply-slips should be sent into school via class teachers as soon as possible, please.

We are hoping this will encourage even greater collaboration between parents, children and school staff, who by working together, will maximise your child's education and opportunities.

New Reception Starters

We particularly welcome our new Reception Class starters and any other new children who are joining our school on Wednesday.

Lunches are ordered through the Parent Pay scheme. You login and password will be sent to you by our school office on Tuesday by email so you can order lunches. If you have any difficulties, then please contact our school office.

As a reminder, new Reception Class starters will come to school as follows:

Wednesday – Children enter the wooden gate on the playground at 8.50am. Children are collected from the main school reception area at 12pm.

Thursday – Children stay for the morning and lunchtime and are collected from the main school reception area at 1pm.

Friday - Children stay for the morning and lunchtime and are collected from the main school reception area at 1pm.

Week 2 – Children stay all day going forward. Collection will be at 3.20pm from the wooden gate on the playground.

School Reward Systems

We pride our school in being positive and nurturing. We thought it would be helpful to outline our whole-school reward systems. Additionally, teachers may award their own stickers, marbles in the jar, etc. These are the whole-school rewards:

House Points

House points are rewarded to encourage positive behaviour in school. Our school houses remain as follows:

- Lucy Bronze
- Adam Peaty
- Dina Asher-Smith
- Ade Adepitan

Each child has been allocated a house.

House points are awarded for positive behaviour, good manners, thinking of others, kindness and consideration. When children are given a house point by an adult in school, they will be given a counter which is placed in their 'class house' jar. These will be counted on every Friday straight after lunch in each classroom. The children in the winning house in each class will receive an additional 10-minutes' supervised play. The children who are not in the winning house that particular week will be doing reading for pleasure for this ten-minutes. Year 6 will tally the winning houses to announce in Year 6 assemblies.

Merit Points

These are awarded for good effort or achievement in class work. Teachers show Merit Points by writing MP at the end of any piece of work in the children's books. When a child has received 10 Merit Points, a certificate will be awarded in Year 6 assemblies (alternate Tuesday mornings).

Star of the Week

Each week, Teachers will award one or two children 'Star of the Week'. The children chosen will be different each week, so everyone gets a turn. This will be in recognition of personal achievement. Star of the Week children are revealed at our Celebration Assemblies held most Fridays when certificates and awarded and praise given. Parents are invited secretly to their child's Celebration Assembly.

Achievements (Outside of School)

We believe it is important to celebrate all achievements that children make outside of school too. This could be a badge at Scouts, swimming achievements, dance, a music achievement, a football trophy, etc. If your child has achieved, then please give their award/trophy to the school office, and this will be presented in our Celebration Assembly (held most Fridays). Parents of children receiving awards are welcome to attend.

Person of the Week

This is to raise self-esteem and enable children to recognise the good qualities of each other. Each class will have a Person of the Week that is picked at random. The children in the class will say why the chosen person is special. In the Infant part of the school, this may be done verbally. In the Juniors, this will be a written message that is read out to the class. The chosen child takes the messages home to share with their family.

Trophy Assembly

Teachers award a trophy to three children in their class at the end of each term: Maths Trophy; English Trophy and Perseverance Trophy. The trophies are awarded for outstanding effort and can be given to any child. No child receives a trophy more than once during their time at our school and a register is overseen by Mrs. Sykes. A special assembly is held at the end of each term to make the presentations to which parents are invited.

Starting the School Day

The school gates will be unlocked at 8.30 and a member of staff will open the school doors at 8.50am and the children can come into school to their classrooms. Lessons start at 8.55am.

Children should not be unsupervised on the playground before 8.50am in the mornings because there are no adults from school available to supervise them. Children are not permitted to ride scooters, bicycles or play football before school – this is because our playground is busy in the mornings and we wish to avoid accidents. If a child does come to school on wheels, they should dismount and push their 'vehicle' to the bike racks outside Year 6 classroom. Children are not permitted to play on any playground equipment before school. Our school's risk assessment states that staff must supervise the use of the climbing apparatus (such as the pirate ship and wooden equipment) and staff are not able to do this in the mornings.

Reception Class

Reception Class are to enter school through the wooden gate outside the Reception outdoor play area. They will be met by their teachers.

Year Six Class
Year Six Class will come in through the KS2 cloakroom door.

All other children
To enter through the 'ramp' door by Year 5 classroom, which will be manned by teachers.

Ending the School Day

The school gates are kept locked during the school day. At 3.15pm, they are unlocked so that parents can enter and wait for their children.

Reception Class (home time 3:20pm)
The children will exit through the gate from their outside play area at 3:20pm. Their teacher will ensure they make eye-contact with individual children's parents/carers on the playground before sending the children out one-by-one. Parents to be asked to stand well back from the gate so that the teacher can easily see which parents are waiting. (This will be in place from week 2 onwards).

Year One Class (home time 3:30) The children will exit through the gate used by Reception Class from their outside play area at 3:30pm following on from Reception Class. Their teacher will ensure they make eye-contact with individual children's parents/carers on the playground before sending the children out one-by-one. Please could parents to stand back from the gate so that the teacher can easily see which parents are waiting.

Year Two Class and Year Three (home time 3.30pm). The children will exit through the Year-5 door (where there is a ramp) at 3:30pm in a line organised by their teacher. Year Two to line up to the right-hand side by the wall and Year 3 to line up to the left-hand side. For each child in turn in the line, their teacher will ensure they make eye-contact with individual children's parents/carers on the playground before sending the children out one-by-one.

Year Four Class (home time 3.30pm): The teacher will accompany the children onto the playground in an orderly line through the side back door outside the Year 4 classroom at 3:30pm. If for any reason, a child's parent is not on the playground, the teacher will stay with that child and take them back into school and contact the parents.

Year Five Class (home time 3.30pm): The teacher will accompany the children onto the playground in an orderly line through the Year 5 door at 3:30pm following on from Years 2 and 3. If for any reason, their parent is not on the playground, the teacher will stay with that child and take them back into school and contact the parents.

Year Six Class (home time 3.30pm): The teacher will accompany the children onto the playground in an orderly line through the KS2 cloakroom door at 3:30pm. If for any reason, their parent is not on the playground, the teacher will stay with that child and take them back into school and contact the parents.

Walking Home**:** Children in Year 6 will usually be collected by a parent. However, at school we appreciate that children in Year 6 are starting to build their independence and with written parental permission, may walk home after school unaccompanied. For this to happen, an email or letter of permission must be sent to Mrs. Shippey or Mrs Kostiuk in the school office with clear instructions explaining the arrangements made between the child and their parent. Pupils may only walk home if a responsible adult is expected to be there when the child arrives home. Within the permission letter, the school and the child must be clear about what they should do if the responsible adult is not at home when the child arrives, e.g. return to school/stay with named next-door neighbour. Children in Year 6 only are permitted to walk home without a parent/carer if school has written permission for them to do so. Otherwise, they must be collected. No child can walk home alone after an after-school club or an evening performance, disco, etc. They must be collected by a responsible named adult.

Pupils being Responsible for Younger Children: At school, we do not consider that any primary-aged child is mature enough to take on the responsibility for younger children (whether they be siblings or friends). Until the age of 11 (and often beyond this age) children are not deemed to have developed their judgement skills sufficiently enough to cross roads alone, to confidently know what to do if approached by a stranger, etc. and are not able to take full responsibility for younger children. For this reason, we do not allow Year 6 children to walk younger children home.

Senior School Students being Responsible for Younger Children - Should a primary-aged child be collected by a senior school student (e.g. older brother or sister), this can be done with written permission that has been given by the responsible parent to the school via Mrs. Shippey or Mrs Kostiuk. This includes collection from Buddies.

What if a parent is late picking up their child or there is a change to who is picking up their child?

We know that from time-to-time, parents may be late picking up their child. If this happens, the teacher will keep that child safely in their care inside the school and will try to contact the parent by telephone. Parents who arrive late should go to the front entrance of the school to collect their child.

If a parent knows they are going to be late or there is a change in arrangements for the collection of their child, then they should contact the school office. This includes if a parent wishes their child to go to Buddies, go on a play date or be collected by another parent, and so on. The reason for this is that teachers are busy teaching throughout the day and are not able to read messages on Seesaw. Mrs. Shippey and Mrs. Kostiuk will ensure that the teacher in charge is notified using our established 'yellow form' process.

School will not allow any child to be collected by another adult unless the parent has personally given permission.

Medicines

Prescription medications must be handed to the school office and an authorisation form completed and signed by parents on the first day of term before school can administer any medication to children. Please do this once your child has entered school. School cannot give any medication to children unless this form has been signed by the parents/guardian.

Short-term medication, such as anti-biotics, will be kept in the office fridge and given by the office staff at the appropriate times. Other medication for chronic illnesses (such as inhalers for asthma or epi-pens) will be kept securely in the classrooms so they are accessible to staff and pupils when needed. These types of medication must also be handed to the office staff and permission forms signed in the first instance.

Under no circumstances, can children keep any form of medication in their school bags, drawers or clothing (unless this has been specifically agreed and risk-assessed).

We apologise, but we are not able to give non-prescription medication to children. For specific circumstances, please contact the office for advice.

If you have a safeguarding concern about your child, then please let the school know straight away.

All the staff are looking forward to seeing the children on Wednesday at 8.50am.

Wishing you all a lovely weekend.

All the staff at Bishops Itchington Primary School

Explore. Achieve. Celebrate.