



BISHOP CREIGHTON ACADEMY

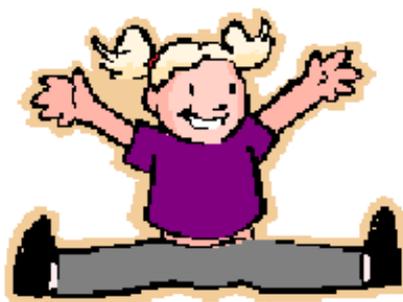


Starting School 2021

Information Pack for Parent/Carers

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Introduction

At Bishop Creighton Academy we believe that the education of a child begins at home and continues as a partnership between home and school. We believe that early contact and co-operation assist the child's adjustment to school and that the development of the relationship between home and school enhances a child's school experience.

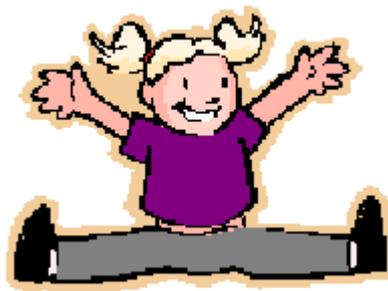
Starting school is a milestone for both parents and children. We aim to ease the transition from home to school and help alleviate some of the difficulties that may arise.

Most children settle into our academy without any apparent difficulty at all, but for a few the experience may be traumatic to a greater or lesser degree. If parents are aware of the difficulties that may arise they can help to prepare their child.

Potential difficulties:

- Separation from a parent
- The need to share the adults i.e. the teacher's attention with a large number of children
- Self-help skills of going to the toilet on their own and changing clothes for going outdoors
- The difficulties associated with lunch time

Should you have any further questions, or need to clarify issues raised in this booklet, please do not hesitate to contact the academy.



About us

We believe that we provide a caring school community in which children can feel happy and secure. The children, parents, governors and staff at Bishop Creighton Academy endeavour to work together to make our academy successful through a combination of care, dedication and hard work.

We are committed to developing strong partnerships with home and the academy; working together to support your children throughout their time with us.

We hope to develop independent and successful learners who are able to achieve success and are eager to come to school each day. Our aim is to ensure that your child will leave Bishop Creighton with the skills, knowledge and confidence to succeed in their future life.

We are proud to belong to Bishop Creighton Academy serving the children and their families of the east ward of Peterborough. These core values underpin all that we do;

BISHOP CREIGHTON ACADEMY

Our Academy Values



| | | | |
|--|---|---|--|
| <p><u>Compassion</u></p> <ul style="list-style-type: none">• We are kind and caring towards others• We are sensitive to the needs of others | <p><u>Courage</u></p> <ul style="list-style-type: none">• We are brave• We stand proud of our decisions and take a risk• We have confidence in our own abilities | <p><u>INTEGRITY</u></p> <ul style="list-style-type: none">• We are honest and tell the truth• We follow the rules at all times, even when nobody is watching, because we know it is the right thing to do | <p><u>RESPECT</u></p> <ul style="list-style-type: none">• We treat each other with respect• We listen to one another• We show respect for ourselves, for others and for our equipment and resources |
| <p><u>Responsibility</u></p> <ul style="list-style-type: none">• We do what we say we will do• We take responsibility for our own actions rather than making excuses• We are responsible for keeping our environment clean and tidy | <p><u>wisdom</u></p> <ul style="list-style-type: none">• We learn from our mistakes• We share our knowledge with others | <p><u>Hope</u></p> <ul style="list-style-type: none">• We aim to be the best we can be• We have aspiration and ambition to succeed in life | <p><u>JUSTICE</u></p> <ul style="list-style-type: none">• We understand the importance of treating people equally• We understand the rules and that they apply to all of us |

aspiring to be the best we can be • whatever the dream, we can achieve it • proud of who we are

We celebrate one child from each class who we are particularly proud of through our weekly 'Pride Award'.

Who's who?

At Bishop Creighton Academy you will meet a number of staff. Here are the key staff that you may need to speak to during your child's first year in school

Mrs V Redhead

Principal



Mrs D Metcalfe

Deputy Principal
Inclusion leader



Mrs K Baldock

Assistant Principal
EYFS Leader
Class Teacher
(Mon, Tues, Wed)



Mrs J Jordan

Class Teacher
(Weds, Thurs, Fri)



Mrs H Roberts

Business Manager



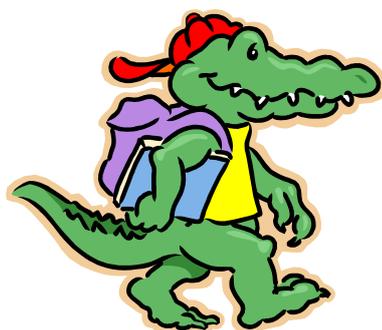
Mrs H Masela

Office Administrator



Mrs E Smith

Attendance Officer
Learning Mentor



Before you start school

Home visits

We normally carry out home visits towards the end of the summer term. However, due to social distancing we will not be carrying these out this year. Instead, you will receive a telephone consultation with Mrs Baldock. You will also receive a Microsoft Form (questionnaire) to complete about your child. This information will assist us in planning and preparing for your child starting school. It will also help us to focus our telephone consultations.

All about me

Every child is given an 'All about me' booklet which we ask you to complete together over the summer. The booklets will then be used as a focal point for September when staff can share the booklets with your child

The school day

All children will start part time on **Monday, 6 September** to enable them to get into the routine of school. After a week of part time attendance, children will start full time from Monday, 13 September. If we do not feel that your child is ready for full time we will discuss this with you.

Our school day is as follows;

| | |
|---------------|--|
| 8.45-8.55am | Main gates open and children go to their classroom. The children will put their belongings away before morning register. |
| 8.55am | Bell rings for start of the school day. |
| 12.00-12.45pm | Lunchtime |
| 3.00pm | End of the school day |



Morning routines

Every morning children are asked to organise themselves ready for the day ahead. Children will be encouraged to carry out this routine as independently as possible.

The morning routine involves;

- Putting away of packed lunch box (if applicable)
- Removing letters or other important notes from their book bags

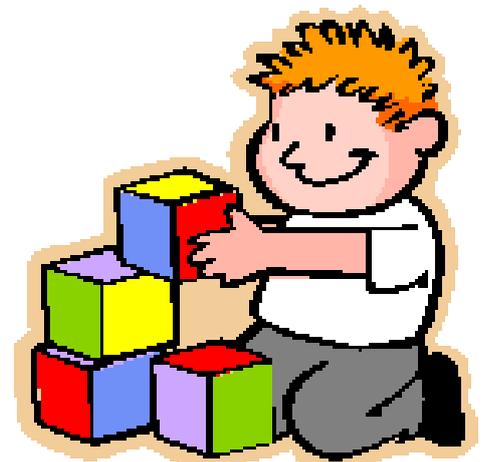
Please ensure that your child has their book bag each day. Please teach your child to put on and fasten their own coat so they can do this independently in the classroom.

Home time

At the end of the school day (3.00pm) parents are asked to wait outside the classroom. Children will not be handed over to their adult until the class teacher has seen them. Please do not stand too close to the door as this does not allow us to see you easily.

We ask that parents are prompt when picking up their children mainly for the sake of their child, but also to enable staff to continue with their duties.

In the interests of safety for your child, please ensure that the school is kept informed of any last minute changes in the regular collection arrangements. Please also ensure that any contact information that has been shared with school is kept up to date. We take this issue very seriously and will not hand your child over to anyone without your prior permission.



Lunch time

At lunch time children have a choice of a school dinner, a packed lunch or going home between the time of 12.00 and 12.45pm. Lunchtimes are a social occasion and we would encourage all children to stay for lunch.



All children eat their meals in the main hall where they are assisted by lunchtime supervisors.

From September 2014, every child in Reception, Year 1 and Year 2 is entitled to have a free hot school meal each day as part of the government “*Universal Infant Free School Meals*” initiative. Our on-site kitchens cook fresh, tasty food on a daily basis and are a favourite with many children who get to try new foods as well as eat some of their favourites.

Children are welcome to bring a packed lunch. They will need a named container for their lunch and a named container for their drink. We do ask that you do not send sweets, glass bottles or cans. Children having packed lunch are encouraged to take everything home with them so that you can monitor their food intake. Packed lunches **MUST NOT** contain nuts or have ‘may contain nuts’ / ‘made in a factory that handles nuts’ on the packaging due to allergies.

In preparation for lunchtimes, it would be most helpful if at home you could encourage your child to be more independent when opening packaging and also teach them to use a knife and fork.

Drinks and Snacks

During the morning children will be able to take a break and have a fruit snack. The Academy provides a piece of fruit free of charge each day. The choice of fruit differs daily and we cannot guarantee what fruit will be on offer. Therefore, if your child only eats a certain type of fruit, you may want to provide them with a piece of fruit which can be kept in their tray.

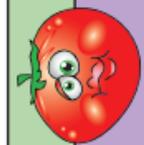
Children are encouraged to bring a plastic bottle of water from home each day to drink during the day when they need to. This must be plain tap water only.

Children under 5 years are entitled to free milk. Milk may be purchased for those children over 5. We will register all children for free milk in September.



GREENWOOD ACADEMIES TRUST

Sample school meals menu

| Monday Week 1 | Tuesday Week 1 | Wednesday Week 1 | Thursday Week 1 | Friday Week 1 |
|---|--|---|--|--|
| Main Meal Choice | Main Meal Choice | Main Meal Choice | Main Meal Choice | Main Meal Choice |
| Chicken & Mushroom Pie, New Potatoes, Country Vegetable Mix and Gravy | Gammon Steak & Pineapple Slice, 1/2 Baked Potato and Whole Green Beans | Roast Turkey with Stuffing, Roast Potatoes, Cabbage Carrots and Gravy | Meat/Fish Pizza Selection, Mixed Salad and Coleslaw or Baked Beans | Lamb Moussaka, Garlic Bread and Sweetcorn or Mixed Salad |
| (V) Bean & Vegetable Bake, New Potatoes and Garden Peas  | (V) Vegetarian Sausage in a Hot Dog Roll with Mixed Salad | (V) Vegetable Pasta, Garlic Bread & Mixed Salad | (V) Vegetarian Pizza Selection, Mixed Salad & Coleslaw or Baked Beans | (V) Quorn Meatballs with Pasta, Garlic Bread & Sweetcorn or Mixed Salad |
| Jacket Potato with Cheese (V) | Jacket Potato with Tuna Mayonnaise or Baked Beans | Jacket Potato with Coleslaw (V) | Jacket Potato with Tuna & Sweetcorn | Jacket Potato with Cheese (V) |
| Sandwich Selection | Sandwich Selection | Sandwich Selection | Sandwich Selection | Sandwich Selection |
| Cheese | Chicken Mayonnaise | Tuna and Cucumber | Turkey | Tuna Mayonnaise |
| Ham and Cucumber | Cheese & Tomato (V) | Salad (V) | Cheese & Onion (V) | Cheese & Cucumber (V) |
| Egg Mayonnaise | Turkey Salad | Ham and Cheese | Egg & Salad (V) | Ham and Tomato |
| Dessert Choice | Dessert Choice | Dessert Choice | Dessert Choice | Dessert Choice |
| Eve's Pudding with Custard | Fruit Pots | Banana Sponge with Custard | Pear Crumble With Custard | Strawberry Shortbread |
|  <p>A selection of Yoghurts, Fresh Fruits and Bread is available on a daily basis.</p> | | | | |
|  <p>Greenwood Academies Trust understands that there are different types of vegetarian diet. Our menus reflect choices available for Lacto-ovo-vegetarians as this is the most common type of vegetarian diet.</p> | | | | |

School Uniform

We expect all pupils to wear the full Academy uniform. Not only do children look smart and feel a sense of 'togetherness', but it also helps avoid arguments between parent and child.

When children are young and still learning to dress/undress it is better for them to wear clothes that are easy to remove. Velcro straps on shoes are ideal for young children to fasten independently.

Please ensure that all clothing is named, as this will ensure lost items can be returned.

When your child starts Bishop Creighton Academy you will be given a free set of uniform. This will consist of;

- x2 Academy jumpers or cardigans, in purple, with the Academy logo
- x1 pair of black shorts with the Academy logo for PE
- x1 purple sports polo shirt with black panels and Academy logo for PE
- x1 Academy book bag
- x1 Academy PE bag



Uniform for Reception

- *White Academy polo shirt with logo and collar stripes or plain white polo shirt
- *Academy jumper or cardigan, in purple, with the academy logo
- *Grey trousers or skirt or pinafore dress (jeans, leggings or cords are not allowed)
- *Grey socks with trousers, grey or white socks or grey tights with skirts
- *Smart, sensible black shoes (not trainers)

- *Smart grey shorts and purple & white checked summer dresses may be worn in the summer months

PE Kit

- *Black shorts with the Academy logo
- *Purple sports polo shirt with black panels and Academy logo
- *Black plimsolls or trainers
- *Plain black tracksuit (for outdoor PE in the winter only)

****If your child wears earrings they must be removed on PE days. Staff are unable to remove or replace earrings***

We have a class set of wellies (assorted sizes) and waterproof jackets & trousers for use by the children when they are learning outdoors. As we spend a great deal of time outdoors all year round please ensure your child has appropriate clothing such as hat/scarf/gloves in winter and a peaked hat in summer. You are also advised to apply sunscreen to your child before the start of the school day.

The Early Years Foundation Stage Curriculum

Children who start school during the year they are 5 years old are also known as “Reception” children.

All children from Birth to five will follow the Early Years Foundation Stage Curriculum which has been revised for September 2021. It recognises well planned play as a key strategy in which children learn with enjoyment whilst being challenged, and identifies seven areas of learning. Three are called ‘Prime areas’ and four are called ‘Specific areas’. Mastering skills in the prime areas ensures children have greater success in the other specific areas. Activities are planned both indoors and outdoors in all weathers.

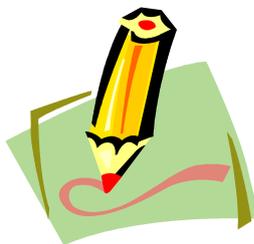
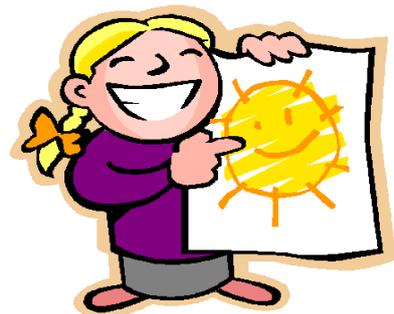
The areas of learning are:

Prime areas

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific areas

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design



Assessment

During the first few weeks of starting school all the children will be individually assessed in order to identify the learning needs of each child.

Assessment will be carried out in a very informal way, and is a very important task if teachers are to make appropriate provision and plan suitable learning experiences for the children. We use a specialised app, called Tapestry, on our Academy iPads to record observations of the children which are then shared electronically with you the day they have happened.

Initial assessments will also be used as a baseline, so that at the end of the year the class teacher may reflect upon the progress made by your child during Reception.

The Early Years Foundation Stage Profile is a record of progress and the learning needs of children in Reception classes. It also records and celebrates significant achievement. It is based on continuous observation and assessment on all seven areas of learning mentioned previously. Through this the class teacher is able to make professional judgements about your child's achievements and decide on the next steps in their learning. This process, known as 'Assessment for Learning', is central to raising achievement.

All children develop at their own rate and we urge parents to remember this when talking to friends - it's all too easy to start comparing your child to another then feeling worried that something is not right.

We have a relaxed classroom environment in which children will not be aware that they are being assessed.



Parents as Partners

You as a parent have a vital role to play in your child's education. You have been their teacher since birth and will know a great deal about your child.

There will be the opportunity to share information about your child in a formal way, during parent consultation evenings, and more informally, during day to day exchanges. Tapestry is also a fantastic way of you being able to see what your child has done at school and for you to also add your own observations and comments.

This process will commence during the initial visit and extend further during a curriculum evening when parents will be able to find out more about how and what their child is learning and the type of activities they can do with their child to support this.

Parents are also welcome and are encouraged to approach members of the Foundation Stage team at any time to make comments, ask questions or share concerns about their child or the curriculum.

Parents can help their child further by taking an interest in school activities, supporting and helping with homework activities.



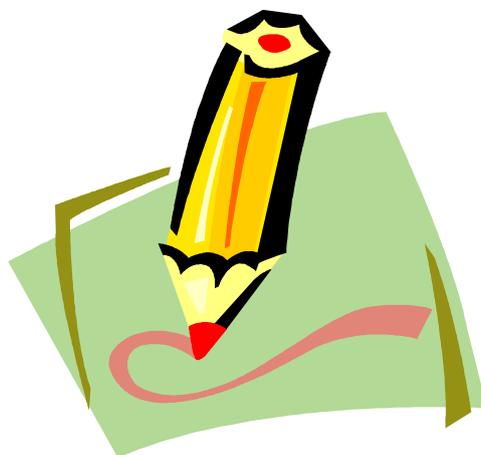
Weekly Challenge

At Bishop Creighton Academy, children complete weekly 'Challenge' activities at home.

Every child is provided with a plain A4 size book. They are expected to keep this book clean and return it weekly to be marked by the teacher and to enable a new challenge to be set.

The aim of the weekly challenge is to engage children in their learning in a very creative way. They are able to show what they know about the set topic through methods such as drawings, making models and cutting and sticking. Children are encouraged to complete their challenges together with their family. A space is available in the challenge book for parents/carers to make a comment about the challenge each week.

We appreciate that this style of homework is very different to what you will have experienced at school yourselves. Therefore we will be able to provide you with further details about challenges at a parent meeting during the Autumn term. We hope that you will then be able to appreciate how exciting homework can be!



Communication

Talk to us!

We have an open door policy. If you wish to discuss your child's education or have any queries, please do not hesitate to contact the Academy.

The end of the day is usually the best time to speak to the class teacher, or an appointment can be made by telephoning or emailing the office. Queries should be firstly directed to the class teacher.

If you wish to see Mrs Redhead, Principal, please pop round to the school office, where possible she will endeavour to see you straight away.



School Planner

Every child will be given a school planner when they start school. It is important that this book is kept in the book bag and comes to school every day. Parents may write questions or comments in the space provided as the diaries are checked by the Teaching Assistant daily. Likewise, teachers may record a comment for you so please check the diary daily. This will also be where we record when we have heard your child read.

Newsletters

These contain important information about what is going on in school. Our newsletters are created in Microsoft Sway and are sent home electronically.

Additionally, you will receive letters about a number of activities and events throughout the year. Please check book bags regularly and remove letters so we know you have seen them.

Celebration assembly

Each Friday morning we hold a 'Celebration Assembly'. We recognise one child from each class to receive our 'Pride Award'.

We also award a weekly 'Challenge Champion'. This is awarded to the child who has demonstrated best efforts with their homework challenge.



Being healthy

At Bishop Creighton Academy we encourage children to adopt healthy lifestyles by thinking carefully about what they eat and the amount of exercise they get.

As mentioned previously, all children are provided with a free piece of fruit daily. Fruit or vegetables such as carrots are the only food that is eaten during the morning.

We encourage those children who bring packed lunches to consider healthy choices. Sweets and fizzy drinks are not allowed at all. Other foods such as crisps and cakes are suitable in moderation or as occasional treats. Packed lunches **MUST NOT** contain nuts or have 'may contain nuts' / 'made in a factory that handles nuts' on the packaging due to allergies.

School Nurse

The school nurse holds regular drop-in sessions where she is available to discuss any health related issues you may have.



School nurse: Mrs Sandra McDermott

School Nurse Drop in dates are displayed in the main entrance. If you wish to contact the school nurse, please speak with the office.

Frequently Asked Questions

When at school what will happen if ...

- My child becomes ill or has a serious accident?
 - *Parents are contacted when their child becomes unwell enough to remain in school or has a serious accident. It is therefore very important to keep us updated with your contact numbers - especially after a new mobile phone purchase!
 - *The school will firstly call an ambulance and then yourself in the unlikely event that your child has a serious injury and requires emergency aid
 - *All accidents are recorded on an individual sheet for each child. You will be asked to sign this at the end of the day and will also receive a copy of the accident form completed by one of our first aiders.

- My child wets or soils themselves?
 - *As far as possible, children are encouraged to change themselves once they have an accident. We reassure children, and parents, that it is a common thing especially when they are engrossed in an activity. We do have some supplies of spare clothes in school, but it would be very helpful if you could provide a spare change of clothes which are kept in their PE bag (pants, socks, trousers/skirt)
 - *If the accident is possibly due to a stomach bug, we will telephone you so that you can take your child home until they are well enough to return to school, but at least **48 hours** after they are clear.

- My child cannot put on or fasten their clothes?
 - *We encourage all children to have a go at dressing and undressing for themselves. We would also ask that you encourage this at home rather than doing it for them because you are in a hurry!

Frequently Asked Questions

What do I do if ...

- I am unable to collect my child at short notice?
 - *Telephone the academy (01733 343895) and discuss alternative arrangements for collection.

- My child is ill?
 - *Call the academy on the first day of illness to inform us. Children with sickness or diarrhoea need to be clear for 48 hours before returning to school to prevent germs spreading.
 - *When your child returns to school, please write a letter explaining the absence so we have a record of their absence.

- My child needs to attend an appointment during the school day?
 - *Write a letter to inform us of the appointment.
 - *Collect and return your child to and from the main office so we can record your child in and out.

- Someone else is collecting my child from school?
 - *If it is only short term (1-2 days) tell the class teacher or contact the office.
 - *If it is longer term please write a letter stating the person's name and their contact details. Please also include their relationship to the child.

- It's snowing heavily?
 - *Listen to the radio (Heart FM 102.7) where details of any school closure will be announced.

- I have concerns about my child?
 - *Contact the class teacher in the first instance. The best time is at the end of the day when there are less distractions.

- I want to take my child on holiday?
 - *We discourage all parents from taking children on holiday during term time. A 'leave of absence' form must be completed before any holiday arrangements are made. Your child's attendance will be taken into consideration before leave of absence is granted.

Checklist

Do you think you are ready for school? Check through this list to make sure you have everything!

| | |
|---|---|
|  | |
| | <p><u>Uniform</u> Cardigans/jumpers ** Plain white polo shirts Skirts/dresses/Trousers Shorts or checked dress (summer) Smart, sensible black shoes (ideally with Velcro fastenings) Socks (white or grey) Tights (grey)</p> <p><u>PE Kit</u> Plain black shorts with Academy logo ** Purple sports shirt with black panels and Academy logo ** Black plimsolls/trainers Plain black tracksuit</p> <p>Warm outdoor coat with a hood</p> <p>Academy book bag ** Academy PE bag ** Water bottle</p> <p>One each of the items marked ** will be supplied to you, free of charge, for Sept 2021 only.</p> |



Contact details

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