



# BISHOP CREIGHTON ACADEMY



## *Starting School 2025*

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

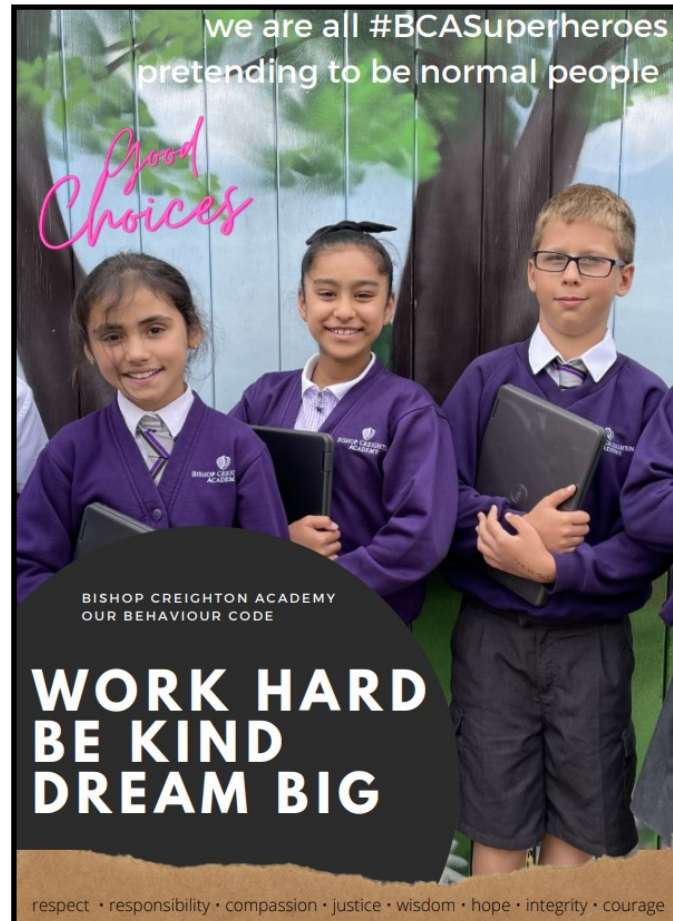
We believe that we provide a caring school community in which children can feel happy and secure. The children, parents, governors and staff at Bishop Creighton Academy endeavour to work together to make our academy successful through a combination of care, dedication and hard work.

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.

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





## 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**

Executive Principal



**Miss K Snell**

Head of Academy



**Mrs K Baldock**

Assistant Principal  
EYFS Leader  
Class Teacher



**Mrs H Baig**

SENDCo



**Mrs E Smith**

Attendance Officer  
Learning Mentor



**Miss H Reidy**

Office Manager



**Mrs H Masela**

Office Administrator



## The school day

All children will start school on **Wednesday 3 September from 8.45am-2.00pm for this week only.** From Monday, 8 September all children will attend full time. 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

## 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

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. School meals are ordered online in advance. You will receive your login details from the office.

Children are welcome to bring a healthy 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 within our academy.

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.

## 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 which will consist of;

- x1 Academy jumper or cardigan, 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 rucksack





## Uniform for Reception

- \*Plain white polo shirt
- \*Academy jumper or cardigan, in purple, with the Academy logo
- \*Grey trousers or skirt or pinafore dress (jeans, cords or leggings are not allowed)
- \*Grey socks with trousers, grey or white socks or grey tights with skirts/dresses
- \*Smart, sensible black school shoes (not trainers)



\*Smart grey school 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)

***\*One pair of small stud earrings may be worn but 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” or “Foundation Stage”.

All children from birth to five will follow the Early Years Foundation Stage Curriculum. 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.

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 their Reception year.

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 comments and observations from home.

This process will commence during the initial visit and extend further during learning events where 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 home-learning activities.



## 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.



### School Planner

Every child will be given a school planner when they start school. It is important that this book is kept in their school 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.

### Weekly Bulletin

Our weekly bulletin contains important information about what is going on in school with an attractive array of photographs and links to external websites. Our weekly bulletins are created in Microsoft Sway and are sent home electronically. Please do take time each week to read them.

Additionally, you will receive letters about a number of activities and events throughout the year. Letters are sent electronically. A paper copy of any letter that requires signed permission will be sent home. 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'. An invitation will be sent home the previous week.





## 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 a bag on their peg (underpants, 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 office on 01733 343895 and discuss alternative arrangements for collection.
- My child is ill?
  - \*If your child is absent from school please let us know. We operate a system of first day calling; that means if we do not hear from you we will endeavour to contact you via telephone or home visit. Please inform us of any absence by 8.30am on the first day of absence by telephoning the Academy office on 01733 343896 or via the Arbor app.
- My child needs to attend an appointment during the school day?
  - \*Inform us of the appointment day & time in advance.
  - \*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 complete a permission form (available from the office).
- I have concerns about my child?
  - \*Contact the class teacher in the first instance. The best time is at the end of the day.
- I want to take my child on holiday/to our home country?
  - \*The DfE regards the taking of holidays during school time as an exception and not a rule. Therefore, parents should do all they can to avoid holidays in school time.
  - \*Before booking a holiday parents should see permission from the Head of Academy who will decide whether the holiday can be authorised. Requests for holidays should be made a minimum of four weeks in advance. Holiday forms available on request on from the main Academy office. Further information about attendance can be found on our Academy website.



# BISHOP CREIGHTON ACADEMY

## **Contact details**

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Peterborough  
PE1 5DB

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