



Welcome to Lovelace Primary School

Dear YN Parents/Carers,

We are very pleased to welcome children and their families to Lovelace Primary School. We aim to make your child's introduction to school as happy and as smooth as possible. Children will be well looked after in school by all the staff with whom they come into contact.

We also want to welcome you as parents to our school. Some of you will already have children in the school but for others this will be your first experience. This is an important step, as it marks the start of a seven or eight year relationship with us!

Parents often get to know each other as they wait in the playground for children to come out, however we will also arrange a coffee morning (or afternoon) in the Autumn Term when you can get together socially and meet other parents and representatives of Parents & Friends, our school association.

We have a clear set of expectations for parents joining our school that ensures all children can achieve success. Communication between the school and parents is very important. Our communication system is called Weduc. Once you sign up to this you will receive a list of diary dates for that term, which will include special events where you are invited into school. We use Weduc to send out our weekly Lovelace News with information about what is happening in school, and events in the local community.

We do expect you to read all newsletters so that you can keep in touch with school events. Information relating to our school can also be accessed via our website: www.lovelace.kingston.sch.uk Please make sure that we have an up to date mobile telephone number for you.

We hope that you will be able to get involved in helping children in school. Teachers always welcome parents' help with reading, cooking, artwork, ICT, etc. Parents who help appreciate seeing the school 'at work' and getting to know the teachers and children.

In this booklet we hope to provide some of the information to help you and your child settle into school. We want your child to love the experience of learning and do as well as they possibly can in school, and we want every child at Lovelace to be a happy child. Please do not hesitate to ask someone if you require any help or further information. The School Office is a good place to start if you are not sure who to ask!

Kelly Dixon
Headteacher



Alison Hopkins
Head of Early Years





You see MESSY ...we see CREATIVE!

Nursery Times

The Nursery has both full time and part time places hours who share the same classroom.

Apple Class: 8.45 – 11.45 am **Pear Class:** 12.15 – 3.15 pm

Plum Class: 8.45 – 2.45pm (with an option of 3.15 pm finish)

We ask that you bring your child on time as the nursery staff like to be able to greet each child on their arrival. At the beginning of the each session the nursery team will help their child to put their belongings in the classroom and settle them into an activity. At the end of the session we open the door at 11.40 and 3.10 to hand each child to their adult which is a time any information can be exchanged. Please arrive promptly as waiting to be picked up can cause young children distress.

Attendance

Excellent attendance is extremely important for your child's personal, social and emotional development and their academic progress. Attendance should be at least 96%. If your child is absent due to illness, please telephone the school in the morning and when your child returns a written note is needed even if you have telephoned the school. Holidays and non urgent medical appointments should be arranged out of school time. If you think your child will be absent for an exceptional or planned reason you must complete a green 'Request for Absence Form', which is available from the rack outside the School Office. The exceptional circumstances will be given consideration by our Headteacher. We do not authorise any holidays in term time.

Nursery Curriculum

At Lovelace we provide a safe, happy and nurturing learning environment. Our activities are carefully planned to encourage children to become active learners by playing, exploring and creating.

We follow the Early Years Foundation Stage (EYFS) guidance and our curriculum is planned under three **Prime** areas of learning and development; **Personal, Social and Emotional Development, Communication and Language** and **Physical Development** and four **Specific** areas of learning and development; **Literacy, Mathematics, Understanding the World and Expressive Arts and Design**.

In our learning environment both in the classroom and outside we meet the individual needs and interests of all our children by providing a balance between child initiated learning under the guidance of our staff and activities that are planned and led by an adult. You can find further details on our website. We will invite you to Nursery Open Sessions so you can see how and what our child is learning.

Learning is fun in EYFS, and our children develop good attitudes for future learning. The nursery staff plan the learning opportunities through topics and themes. You will receive regular information about these so you can support your child's learning. During the year you will be invited to Very Important Parent (VIP) events on topics such as early writing and sharing books.





Settling New Children

All children have the opportunity to make a preliminary visit at their "Home Visit @ School" appointment. This visit to school is an opportunity for you and your child to meet the class team and see their classroom. During this appointment you discuss your child's needs. We provide a relaxed and smooth transition into our school and for that reason the admission days for children are staggered to allow small groups of children to settle into their class environment.

In your Induction Pack there is information on ways you can help your child. This document, *Planning for A Smooth Transition into Lovelace Primary School* is also available on our website. Some children do find their first few weeks very tiring. During this period of adjustment, it is not unusual for them to be either irritable, quite demanding or even tearful at home. You might find that you need to be especially understanding and patient at this time! Fortunately this phase soon passes as they adapt to the school day and the excitement of their new school.

Healthy Eating

Lovelace is a healthy school and as a result we encourage our children to eat healthily. During the session the children will have a snack time where they sit down in a small group with an adult to have a drink of either milk or water and a piece of fruit. Your child may bring a named water bottle so they can have a drink throughout the session. All our nursery children are eligible for free milk. Our full time children need to bring a healthy packed lunch that they will eat in our classroom with our staff team.



Using the Toilet and Hygiene

The children in our nursery class become very independent in using the toilets. Reminders to flush the toilet and wash hands after using the toilet at home will help embed hygienic routines. It is a good idea to use the word toilet at this stage so that they can ask at school. It is also beneficial if they are used to toilets other than the one at home. Accidents do happen so we have a supply of clothes for these occasions. If your child is changed, please ensure that our spares are returned, washed, as soon as possible. Most children are toilet trained before starting Nursery but if your child is still using a nappy or pull-ups, please speak to a member of the nursery team so we can meet their needs and work together to help them use the toilets.

Please teach your child how to wash their hands thoroughly with soap <https://www.youtube.com/watch?v=S9VjeWLnEq>. We encourage our children to explore outdoors and with a range of malleable materials, keeping nails short is important to prevent dirt and germs. In some situations we will use gel hand sanitiser.



Home/School Communication

At Lovelace we keep you up to date with all aspects of school life through letters using Weduc and our website. Each week the school newsletter is issued via Weduc; this is full of dates, information, news of forthcoming events and celebrations of our pupils' achievements. Our website is updated regularly with information from individual classes and photographs of school events www.lovelace.kingston.sch.uk. If, at any time, you have concerns about your child in school, either have a quick chat with your class teacher or make an appointment either before or after school.

Very Important Parents (VIP) Events

Your involvement in your child's education is very important. During the Autumn Term you will be invited to a Very Important Parents (VIP) event where you can join us to play and learn.



Learning Journey

Each child will have a Learning Journey; a compilation of work pieces and annotated photos. Part of this Learning Journey will be accessed through *Tapestry* an online system. These are personal records of your child's achievements. You will be able to contribute to the paper learning journey and upload photos onto *Tapestry*. Your contributions to these are essential. The children enjoy sharing things from home with their teachers and friends. Your *Tapestry* account will be set up in September and you will receive a password. Photos and observations can then be accessed via their website www.tapestryjournal.com or the *Tapestry* app.

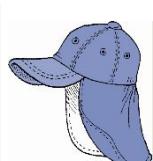
Safety

All children have to be accompanied to and from the Nursery by an adult and we need to know in advance if a different adult is replacing you. In the interest of safety we ask that at all times you use the school footpaths. Cars are not allowed into the school grounds to deliver or collect children. We encourage children to walk, cycle or scoot to school to keep our roads safer and cleaner and to promote a healthier lifestyle. We are part of the Safer Street Scheme so vehicles are prohibited from driving up to the top of Mansfield Road and Woodgate Avenue between 8.15-9.15, 2.30-3.30. If you need to drive to school you may park in the King's Centre car park and walk along the pathway to our school. To keep our school pathways safe, please ask your child to walk or carry their scooters or cycles, this keeps our busy pathways safe. Scooter pods (storage for scooters) and bicycle storage are available on the school premises. **Scooters and bicycles must be named and locked.** Please do not leave pushchairs on the school premises.



School Uniform

Our children look very smart in the Lovelace School uniform. Children learn through playing and exploring and this can be a messy business! In our nursery we have a lovely garden as well as opportunities to use the extensive school grounds. We go outside regardless of weather conditions, so a coat will be needed in school at all times and a sun hat in the summer term. Our uniform is all easy-care and has been designed to keep the problems of fasteners etc. to the minimum. All shoes should have Velcro fastenings. No laces please! Through the school day the children take jumpers on and off so it is very helpful if all clothes including coats and shoes are named. School uniform (with the Lovelace logo) is available from [PMG Schoolwear](http://www.mapac.co.uk), on Hook Parade or online at www.mapac.co.uk





Allergies and Medical Conditions

Please let us know any medical information about your child. First Aid staff in school are well qualified to deal with medical emergencies and minor injuries. You will be asked to discuss any medical needs with our Head of Early Years, Mrs Hopkins.



Volunteers

Once your child has settled you might like to help with our class activities, or become a 'Reading Ranger'. Let us know if you would like to help. The children benefit from additional adults in the class. All volunteers are subject to a DBS check. Please ask at the office for details regarding a DBS check.

Early Years Pupil Premium Grant (EYPPG)

If you or your partner are in receipt of; income Support, Income-based Jobseeker's Allowance and have an annual income that doesn't exceed £16,190—please apply [here](#). The Early Years Pupil Premium Grant provides additional funding that enables us to provide additional support for those children eligible.

Parents and Friends Association (PFA)

Our PFA is a crucial part of our school community. It organises fundraising and social events throughout the year. In the autumn term you will be invited to a social event to welcome you to the PFA.

Donations

We ask for a voluntary donation of just **£1 per family, per week** towards school fund (or **£3.25 per family per month** or **£13 per family per term (£39 per family per year)**) Together we can make a difference. Your voluntary contributions count. Last year this money funded cooking activities, outdoor equipment and a visit from some farm animals for the nursery children. All payments are made using your WEDUC account.

If at any time you have a worry about your child in school, here are some Top Tips to solve it.....

- If something goes wrong for your child at school, help them talk it through. Try to work out what has actually happened, and help your child find a way to deal with it.
- If your child is in trouble, try and be dispassionate—do not automatically leap to his or her defence. Try to see both sides of the argument. Loving your child does not mean assuming they can do no wrong.
- We know that nobody knows your child, or cares about his or her welfare, as much as you. So if on reflection, you feel there is a concern, let someone in school know—if the class teacher doesn't know about it they can't deal with it.
- On such occasions, avoid rushing in to complain in an angry or upset state of mind. Keep calm and respectfully put across your point of view—in school we use the saying, 'Praise loudly, criticise softly.'
- Your child's teacher is the person in school that knows your child best—please always contact them first if you have a worry or concern about your child.
- So that learning is not interrupted we ask you to speak to your child's class teacher after school and/or to make an appointment to speak to them
- Try and be positive about school when talking about it to your child—parental attitudes rub off on children, and the more positive their attitude to school, the better they will do.
- So: if you had a bad experience of school yourself, do not let them influence you—schools are very different places nowadays; always look for things to praise about their education, the school and their class teacher.





Things to Remember

Recognise from the beginning that primary education is not a race.

Remember that the children who do well in the long run are those who

- **enjoy learning** for its own sake, not just to get stars or high marks
- are **motivated to learn** and don't give up easily
- **get on with other children and with their teacher**, and can work well with others.

Accept that children develop at different rates. A child who is doing wonderfully today may slow down tomorrow; a slow starter may eventually overtake everybody.

Give heartfelt praise for your child's achievements, especially evidence of hard work and effort. Show your delight when things go well, however do not overdo the praise - if you go into raptures about everything your child does, your praise will not carry much weight when it is justified.

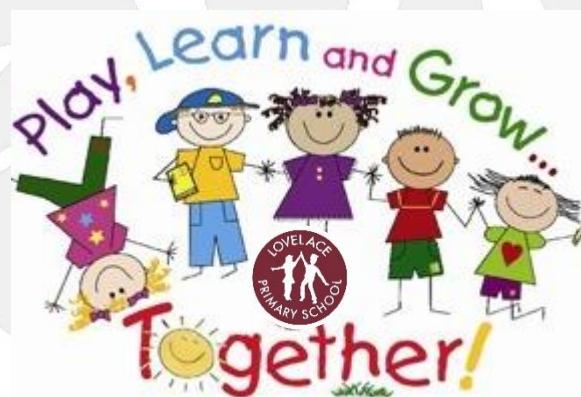
If you think your child is not achieving as well as he or she could, please keep critical comments to a minimum - discuss what is going wrong and look for ways to help. If your expectations are too high, it may damage your child's chances of success.

The single most important way parents can help children do well is through talking with them, and encouraging them to talk. Ask about your child's day at school in ways that encourage them to talk, for instance, 'What was the best thing that happened today?' 'Have you been exploring in the mud kitchen/on the messy table/sand/water?

Make sure your child knows what bullying is (and is not) and how to deal with it, including reporting straight back to you and/or a teacher.

Make every attempt to attend school events, as just by being there you demonstrate your love and support for your child, and you also send a message of support to the school. If you cannot make it, please explain why to your child, and try to send a substitute (for instance, a grandparent, childminder or family friend).

Always make an effort to attend termly parent-teacher consultations.. If you cannot make it, ask if it is possible to arrange an appointment at an alternative time. Teachers at Lovelace do try to make themselves available to parents at the end of the school day, however they can often be very busy, and are not always able to stop for a lengthy conversation about a child without notice.



Checklist to Success



Checklist for Success

In order for your child to become a successful learner, confident individual and a responsible citizen and because we know the significant positive impact that a strong parental partnership can have on child's progress and happiness, we have the following minimum expectations of all parents and carers who join our school:

Attendance and Punctuality

- To make sure your child attends every day
- To make sure your child arrives punctually by 8.50am
- To inform school of absence on the day of absence by telephone, e-mail or note by 9am
- To collect your child punctually when school ends

Uniform and Kit

- To send your child to school in the correct name-labelled school uniform and black school shoes
- To send your child to school with a water bottle all clearly labelled with their name
- To ensure your child does not bring inappropriate items into school e.g. *valuables, mobile phones, jewellery etc.*
- To recognise that your child should be becoming increasingly responsible and independent for looking after their own belongings



Behaviour and Keeping Children Safe and Happy

- To ensure your child knows & follows our school's '*Golden Rules*'
- To ensure your child behaves in school to a high standard
- As a parent to be a respectful and polite visitor in and around the school and towards staff and other parents
- To make sure your child knows what bullying is (and is not)
- Respect school policies and decisions of teachers and other school staff
- If you have to drive to school, park safely & with consideration
- Share worries early and solve problems constructively and positively

Learning and Progress

- Recognise that primary education is not a race, children develop at different rates
- Try to ensure your child reads daily at home and read to your child and / or hear your child read at least every other day
- Sign and comment in the reading diary at least twice a week
- Help your child to complete tasks for their Learning Journey and use this to share the significant events and achievements in your child's home life
- Attend all parent / teacher evenings
- Give praise for your child's achievements, hard work & effort
- Be positive about learning and school in conversations e.g. '*What was the best thing that happened at school today?*'
- Share any worries about learning with the teacher
- Make every attempt to attend your child's class / special assemblies
- Make every attempt to support the Parent and Friends Association through attending and volunteering at school community events
- Keep up to date with school life by signing up to Weduc and by reading the Lovelace News, letters and messages.



Children Learn What They Live

If a child lives with criticism

He learns to condemn

If a child lives with hostility

He learns to fight

If a child lives with ridicule

He learns to be shy

If a child lives with shame

He learns to be guilty

If a child lives with encouragement

He learns confidence

If a child lives with praise

He learns to appreciate

If a child lives with fairness

He learns justice

If a child lives with security

He learns to have faith

If a child lives with approval

He learns to like himself

If a child lives with acceptance and friendship

He learns to find love in the world.

***We look forward to welcoming
you to our school in September.***

***“Learning together
Succeeding forever!”***