



## Welcome to Lovelace Primary School

Dear YR 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](http://www.lovelace.kingston.sch.uk) Please make sure that we have an up to date mobile telephone number for you, as well as a landline.

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**





**School Times - Wakey, Wakey! Rise and Shine, school starts at ten to nine!**

Our school day begins promptly 8.45am. We operate a 'trickle in' from 8.35 - 8.45am. When you arrive at school please wait with your child by the blue fence by Reception outside area. The gate opens at **8.35am**. Bring your child to the Reception Class where a member of the class team will greet you. We encourage all children to come into the classroom independently and a member of the team will be there to help them with their belongings and settle them into the classroom. School finishes at **3.15pm**. Please wait outside the blue fence until the gate is opened. At the end of your child's day the class teacher will open the door and call each child to meet their adult. This is an ideal opportunity for any information to 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 to school a written note is required. 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 School Office. The exceptional circumstances will be given consideration by our Headteacher. We do not authorise any holidays in term time.

Early Years Foundation Stage

At Lovelace we provide a safe, happy and nurturing learning environment following the guidance in the Statutory framework for the Early Years Foundation Stage (EYFS). Our activities are carefully planned to encourage children to become active learners by playing, exploring and creating.

We follow the EYFS Development Matters guidance and our curriculum is planned within the 3 Prime Areas of Learning; **Personal, Social and Emotional Development, Communication & language, Physical Development** and the 4 Specific Areas of Learning; **Literacy, Mathematics, Understanding the World and Expressive Arts and Design**.

We use the Read, Write Inc. programme to teach phonics and letter formation. You can find details of this on our school website. We will invite you to VIP (Very Important Parent) events to share further information throughout the year.

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.

Learning is fun in Early Years Foundation Stage, they are developing good attitudes for future learning. The Reception teaching team plan the learning opportunities through topics and themes. You will receive regular information about these so you can support your child's learning.





### **Settling New Children**

All children have the opportunity to make a preliminary visit to their classroom with you. An individual meeting with the Reception team in September provides an opportunity to discuss your child's needs and for him/her to get to know us. We provide a relaxed and smooth transition into our school and for that reason all children will attend part time at the beginning of term. Parents will be invited to consider whether their child is ready for full time school. Individual wishes may be discussed with Mrs Alison Hopkins who is responsible for the Early Years Foundation Stage.

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.

### **Playtime**

We find that most children really enjoy the opportunity to play with older children in our playground. During the school year the children will get to know their buddy class from Key Stage 2. Games that can be played during lunch time will be taught to the children e.g Duck, duck Goose, and skipping skills. This supports them when they begin to use our Key Stage 1 playground supported by the lunch time team and members of the Early Years staff.

### **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. All of our nursery nurses in Reception are Paediatric First Aid trained. You will be asked to discuss any medical needs with either your child's nursery nurse or our School Welfare Officer, Miss Cooper.

### **Healthy Eating**

Lovelace is a healthy school therefore we encourage our children to eat healthily. We provide a piece of fruit for all children, which is normally given to them half way through the morning. Please ensure that your child has a named water bottle in school, so they can have a drink of water during the day.

### **School Meals**

All our Reception children partake in a hot lunch. There is no charge for this, as it is part of the universal free school offer pupils in Reception to Year 6. Children will come into the school hall with their class friends and their teachers. This is an opportunity to promote good manners and to try new foods. Our school lunches are prepared on our school premises. There is a wide choice of meals including vegetarian option and a choice of dessert. Lunch orders must be placed direct our school meal provider <http://www.lovelace.kingston.sch.uk/parents-and-carers/school-meals> If you would like your child to have a healthy packed lunch they must bring it with them in the morning in a lunch box labelled with their name.

### **Using the Toilet and Personal Hygiene**

The children in our Reception become very independent in using the toilets. Reminders to flush the toilet and wash hands after using the toilet at home will help to embed hygienic routines. Accidents do happen and we have a supply of spare clothes for these occasions. If you have any concerns about your child using the toilet please discuss this with us.

Please teach your child how to wash their hands thoroughly with soap. <https://www.youtube.com/watch?v=S9VjelWLnEg> 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](http://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. You may also email at [eyfs@lovelace.rbsch.org](mailto:eyfs@lovelace.rbsch.org)

## 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 a personal record 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](http://www.tapestryjournal.com) or the *Tapestry* app.

## Very Important Parents (VIP) Events

Your involvement in your child's education is very important. In the Autumn Term you will be invited to a VIP event introducing you to the EYFS learning environment. During the year there will be VIP events about phonics, maths and writing to see how your child learns. There will also be celebrations and events such as Class Assemblies, Mothers Day Assembly, Sports Day and Men Behaving Dadly Picnic for you to enjoy.

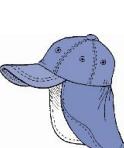


## Safety

All children have to be accompanied to and from the school by an adult and we need to know in advance if a different adult is collecting your child. 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 & Devon Way between 8.15-9.15, 2.30-3.30. If you need to drive you may park at the King's Centre to *Park & Stride* to school. To keep our school pathways safe, please ask your children 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. Buggies and prams must be taken home.

## School Uniform

Our children look very smart in the Lovelace School uniform. Our uniform is available from [PMG](http://PMG.co.uk) on Hook Parade and from [www.mapac.com](http://www.mapac.com). Children learn through playing and exploring and this can be messy business! In our Early Years department we learn outside in our reception area and in the school grounds, we go outside regardless of weather conditions, so a coat will be needed in school at all times. Our uniform is all easy-care which has been designed to keep the problems of fasteners etc. to a minimum. Shoes and plimsolls should have Velcro fastening. No laces until Key Stage 2 please! It is absolutely essential that any articles of clothing be clearly labelled with your child's name. Please encourage your child's independence in dressing by practising skills such as fastening buttons and zips.





## **Swimming**

We are very fortunate to have a swimming pool. Reception children swim in the summer term. A contribution to the upkeep of the pool will be requested.

## **Volunteers**

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

## **Pupil Premium Grant**

If you or your partner are in receipt of: Income Support, income-based Jobseeker's Allowance and have an annual income that does not exceed £16,190. – please apply [here](#). The Pupil Premium Grant provides additional funding that enables us to provide additional support including extra curricular clubs 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 and Class fund**

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)** – please help if you are able to – Together we can make a difference. Your voluntary contributions count. Last year this money funded cooking activities, outdoor equipment. All payments are made via Weduc.

**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.

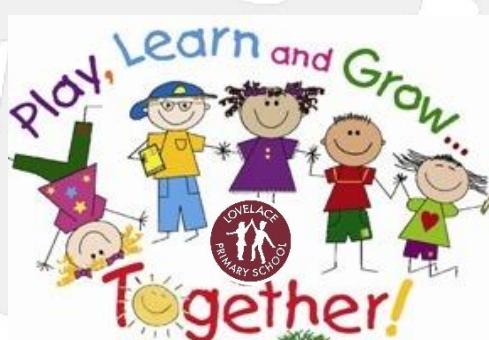
The single most important way parents can help children do well is through talking with them, and encouraging them to talk. Ask about your child's day at school in ways that encourage them to talk, for instance, 'What was the best thing that happened today?' 'Have you been singing a new song?' 'Have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

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 parent-teacher interviews. 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.

**Thank you for your support.**





# 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 PE kit, plimsolls, 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 become increasingly responsible and independent for looking after their own belongings
- To ensure that your child has a healthy packed lunch or that you sign up for a healthy school meal

### 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!”***