

# Antingham and Southrepps Primary School and Nursery Pupil Handbook 2021

On behalf of everyone here at Antingham and Southrepps Primary School and Nursery, I am delighted to welcome you and your family to our school community. This is a guide to being in Key Stage 1 (Year 1 & 2) and Key Stage 2 (Year 3, 4, 5 & 6) at our school. We want you and your child to achieve and enjoy the most from your time here. This handbook contains some useful and important information. Please read through this handbook with your parent/carer and if you have any questions, please just ask me, your teacher, or any member of staff.

**Remember to always try your best, give 100% effort and follow our school 4 R's.**

Mrs Petchey

Headteacher

## Our 4 School R's:

1. Ready to learn
2. Respectful of everyone
3. Responsible and safe behaviour
4. Reading everyday



## Ready

- We arrive at school on time, every time.
- We wear our uniform with pride and have the right clothes for PE and playing outdoors.
- We make sure we take part fully in all lessons and show resilience.
- We never take learning opportunities away from each other

## Respectful

- We always listen when an adult is talking.
- We are polite and show good manners to everyone.
- We respect difference and know we are all equal.
- We look after our equipment and share it.
- We look after our environment and never drop litter.
- We line up sensibly in the dining hall and always tidy our table before we leave.
- We line up sensibly for assembly, playtime and lunchtimes.

## Responsible and Safe

- We are all responsible for our actions and choices.
- We follow instruction – first time, every time.
- We stand up to bullying of any kind.
- We walk sensibly around our school.
- We know who to go to for help and support.
- We stay safe online and outside of school.



## Reading

- "Reading is the gateway skill that makes all other learning possible".
- "The more that you read, the more things you will know. The more that you know, the more places you'll go".
- We read every day in school and a minimum of 4 times a week at home.
- We value reading and understand the importance of being able to read fluently and the enjoyment that comes from books.
- We treat books with care and respect at all times.

### Behaviours we are always looking for:

Marvellous Manners – please and thank you, holding doors open for others, asking how others are

Amazing Attitude – resilience, team work, compassion, tolerance

Wonderful Walking – we do not run in our school

Excellent Effort – 100% effort

Super Stopping, Looking and Listening – I follow the instructions given to me straight away

### Behaviours we expect to see

- Being Ready, Respectful, Responsible and Reading
- Co-operating with others
- Showing good listening skills
- Following adult instructions first time, every time
- Being polite and respectful.
- Trying your best and giving 100% effort.
- Wearing your school uniform with pride and looking smart.
- Making positive contributions towards learning.
- Reading at least 4 times per week at home and everyday in school.
- Consistently being a role model to other children.
- Being an independent learner.
- Not giving up – being resilient!
- Being a reflective learner by always thinking about how you can improve your learning
- Consistently going above and beyond the expected standard of behaviour
- Leading by example and encouraging other children
- Helping others – both children and adults.



### During Lunchtimes and Playtimes Staff WILL:

- Encourage positive behaviour by engaging children in games and supporting cooperative and collaborative play.
- Build relationships with children by getting to know them.
- If a child **tells**, listen to them.
- Do not threaten disciplinary action straightaway.
- Hear both/all sides before taking action.
- Ensure that all children have a chance to speak and put their point of view forward.
- Decide on the course of action, using the *Key Steps and Actions* behaviour system

### Pupil Lunchtime and Playtime Expectations:

1. Be considerate and cooperative with others.
2. Use kind words.
3. Share space with others.
4. Follow the rules of the game and be a good sport.
5. Put rubbish in the bin.
6. Respond straight away to the instruction given.



# An A-Z of our school



## **ACTION TEAM**

Our Action team is our school council. Pupils from all year groups make up our Action Team. Their role is to attend meetings to discuss and put forward ideas generated during class time on ways to further improve our school. Pupils are selected for the Action Team every September through a whole school secret ballot by their peers. It is a privilege to be voted to be a member of the Action Team and it is expected those pupils chosen attend every meeting and take an active part in this very important whole school role.

## **ASSEMBLY**

We have four assemblies per week. You must walk silently in and out of assembly and remember to sit in silence too. If you have a question, remember to raise your hand. We do not call or shout out.

## **ATTENDANCE**

It is important you come to school every day and arrive on time. Our learning begins as soon as the whistle is blown at 8:50am.

## **BEHAVIOUR**

You are expected to follow the 4 R's at all times. Calling out, distracting others and wandering around the classroom is not acceptable behaviour. Remember to always be: Ready, Respectful, Responsible and Reading.



## **BREAKFAST CLUB**

Our breakfast club (sun risers) takes place every morning from 7:45am in the school hall. This is run by Mrs Howard our Breakfast Club Lead. If you would like a place at breakfast club please email her at: [zhowardantinghamsouthrepps.co.uk](mailto:zhowardantinghamsouthrepps.co.uk)

## **BULLYING**

Bullying is unacceptable behaviour and is not tolerated at school. If you see someone being bullied or if you are being bullied, you must tell someone straight away. You can tell your teacher, a parent, a friend, your class TA, the headteacher or any trusted adult that you know. You should not be a bystander to someone being bullied either in school or outside of school.

## **CELEBRATION ASSEMBLY**

Our weekly celebration assembly is every Friday morning. Our Friday celebration assembly recognises the effort children have made throughout the week, with Effort Awards, Shout Outs and Headteacher Awards handed out. If you have achieved something outside of school, we want to hear all about this and there will be an opportunity to share during our Friday assembly. We also celebrate birthdays during this time.

## CLASSWORK

Always present your work as neatly as you can and giving 100% effort. You must never draw on, scribble or deface the front of your exercise books. You should be proud of your working all your books. Make sure you underline headings and include the date, following the layout instructions given to you by your teacher. Do not copy another child's work. You must always follow the presentation code.



## CLUBS

Most of our clubs are run after school from Monday to Thursday. They usually run for half term. A list of clubs for each half term can be found on our school website or by speaking to Mrs Flatman in the office. To sign up for a club please use Parent Mail. We also have a lunchtime Lego, Library and Yoga club. You can suggest a new club through the school Action Team.

## CORRIDORS

During the school day you should move through corridors and the school building quiet and calmly so as not to disturb other lessons. You must never run as this can cause a collision and injure either yourself or others. Anyone seen running will spend reflection time with the Headteacher.



## CURRICULUM DRIVERS:

We have 4 curriculum drivers. These drivers unpin everything that we do in all our subject areas. Our curriculum drivers are:

**Aspirations** – to have high aspirations for my future and to know all the available opportunities open to me

**Independence** – to have the independence to be able to reach my full potential and take responsibility

**Mental and Physical health** – to value my own self worth to be the best I can be

**Resilience** – to have the courage to bounce back from setback or challenges and grow as an individual

## DSL

To help keep you safe our school has two DSL's or Designated Safeguarding Leads. They are the Headteacher and Mrs de Neve. The DSL is there to help you, should you ever need it. Their role is to endure the safety and wellbeing of our pupils and families.

## EFFORT

This is one of the most important word in our school. We expect to see everyone giving 100% EFFORT every day, regardless of the task set. Everything we do, award and praise is based on the EFFORT that has been shown.

## FIELD PLAY

Field Play is decided by the staff on duty. Please ensure you have a pair of wellies in school at all times as we want to use the field as much as possible throughout the year and it does get quite muddy during the autumn and winter months.

## FOREST SCHOOL

We are very fortunate to have such extensive and beautiful school grounds to run most of our Forest School sessions. Our Forest School is run by Mrs de Neve. Children in EYFS have a weekly session while children in Dragonfly and Grasshopper classes have half termly sessions spread across the year. Please ensure your child has appropriate clothing



for their sessions. We ask that children wear waterproof trousers and a jacket, wellies and warm socks, gloves and hats in the colder months. Forest School runs throughout the year regardless of the weather, the only time we would ever cancel a session is due to high winds.

## **FRIENDS**

Friends are a very important part of your school life. You may even move up to high school and stay friends with someone you have met at school for the rest of your life! Friends support, care and listen to each other, laugh, share and respect each other – you can never have enough friends.



## **HOMEWORK**

Homework is set each week and will always be either based on what you have been learning about in school or a piece of research or extended project. Every child has a homework book to record their work in and it is expected any homework set is always completed in the timeframes given. Each class sets their own homework days. Homework should never be a struggle, if you have a question or need some support completing a homework task, always ask your teacher.

## **HAPPINESS**

We want everyone to feel and be happy and healthy. Pupil happiness, health and well-being are very important to us. If you ever need to talk to someone about your feelings you can always speak to your class teacher, a trusted adult, the headteacher or a friend.

## **HEADTEACHER AWARD**

These are awarded for going above and beyond what is expected in and around school and for consistently showing 100% effort in all that you do, whether that is in your learning, your attitude, your helpfulness or achieving something new for the very first time both inside and outside of school. Headteacher award's will be handed out every Friday in our celebration assembly and to be awarded one of these is truly an achievement. Remember, you can be awarded more than one too!



## **JEWELLERY**

The only jewellery permitted is stud earrings and wrist watches.

## **LIBRARY**

Our school library offers a wide range of books on all topics, with various sections clearly marked. You may borrow up to two library books per week and these can be changed during your weekly class library time. You will have a library borrowing card and it is your responsibility to ensure you keep this up to date by writing the books you are borrowing onto your card. Please remember to bring your library books back each week as you cannot take more books out until you have returned what you have already borrowed.

## **LIBRARIANS**

Our Year 5 and Year 6 Librarians are there to help to keep our library neat and tidy. Please help them by putting books back where you got them from. Our library is a calm and quiet place, and we have some rules to ensure it remains this way. Our library rules are:

1. No running or playing in the library
2. No food or drink permitted in the library
3. No loud voices or shouting in the library
4. If you are borrowing or returning a book, please complete your library card

### **LITTER**

Please help to keep the school looking its best by putting your litter in the bins provided. Every classroom has a bin and there are bins on the playground too. There is no excuse for litter!

### **LOST PROPERTY**

Lost items of clothing can often be found in the lost property tub which is stored in the reception area. Please remember to name all your items as it makes it so much easier and quicker to return items to you. Take responsibility for your belongings and make sure you have everything with you at the end of each day.

### **LUNCH**

Lunch is held in our dining hall. When lining up to walk to the dining hall you are expected to line up in single file and wait to be escorted by one of our MSA's. You must never run from the school building to the dining hall. Once in the dining hall you should wait quietly and sensibly to be served. Excellent table manners are expected. Once you have finished, you should tidy your meal area, put any food you have dropped on the table or floor on your plate and dispose of your food waste in the bin and return your tray to the washing up pile on the trolley.

### **MONITORS**

Monitors are selected from Year 5 and Year 6. Monitors are expected to set an excellent example as a role model to the younger children. At the end of break and lunch time, monitors should encourage sensible behaviour and demonstrate the correct wearing of school uniform. Monitors could be asked to complete various tasks throughout the year including; ringing the school bell, showing visitors and governors around the school, selling ice-creams and other food items at the end of the school day and helping to organise school fundraising events.

### **PENCIL CASES**

Children from Year 2 to Year 6 can bring a pencil case in from home. Please ensure your pencil case and any items are clearly named.



### **READING**

Reading is a very important skill. We expect all pupils to read in school everyday and at least four times per week at home. You must ensure you have a colour banded reading book, two library books and if you are on Read Write Inc your Read Write Inc book in school every day. Please record everything you have read in your reading diary.

### **READING BOOKS TO TRY AND READ BY THE END OF YEAR 6 CHALLENGE**

We have an extensive and varied list of books that we would like you to try and read by the end of Year 6. This list can be found on our school website and a copy has been given to you to refer to and tick off as you read. Every time you have read 20 books from the list you must show your signed ticked list to the Headteacher who will award you with a reading badge. Wear your reading badge everyday with pride to show others your reading challenge achievements.

## REWARDS

Our rewards are inclusive and attainable for all children and not just for the selected few. Rewards will normally be public praise for great behaviour, **EFFORT** or recognition of quality of work or attitude. A reward will never be taken away. Our school rewards are as follows:



- Your name on the hall recognition board.
- Your name on the lunchtime recognition board in the dining hall.
- Teacher praise! Both public and private (for some children private praise is often more effective than a public reward and we recognise this)
- An invitation to Hot Chocolate Friday with the Headteacher.
- Every child works together to reach the whole school half term reward. Once there are enough names on the hall and dining hall recognition board the reward date is set. The half term reward is decided by the children and together you work as a school to reach it. Examples of whole school rewards are: a non-uniform day, extra playtime, a movie, an extra wheels day.
- A written comment on work.
- A sticker.
- A headteacher award, these will be presented during our weekly celebration assembly.
- An Effort Certificate awarded in our weekly celebration assembly.
- A shout out presented during our weekly celebration assembly.

## SANCTIONS

Mistakes can and do happen and we accept this, but you should avoid repeating them. You are **RESPONSIBLE** for your own behaviour and choices, and you should know what is right from wrong. You have a choice when you decide to say something or do/not do something and you should take **RESPONSIBILITY** for your choices, words and actions.

## SHOES

Your school shoes should be clean and polished; this is a job for you, not your parents or carers. We only permit trainers or astros on PE days.

## SNACKS

Snacks, such as fruit, bread sticks, plain biscuits, sandwiches, cereal bars and raisins, may be eaten outside during break time (or in the classroom during wet playtimes). Sweets, chocolate bars, crisps, pop corn, chewing gum and fizzy drinks are NOT allowed in school.



## TRIPS

Trips are an important element of your learning. They offer education outside of the school environment, enabling you to see or try things that you couldn't do at school. We expect excellent behaviour and cooperation whilst on school trips.

## UNIFORM

School uniform and PE kit must be worn properly and neatly during normal school hours. For a full list of our school uniform expectations please visit our school website. If you are finding it difficult to obtain a full set of expected school uniform, please get in touch with your class teacher or Mrs Flatman in the school office.

## VALUES

We have 6 school values. These are: Aim High, Be Positive, Challenge Yourself, Keep Trying, Take Part, Be Respectful.

## **WATER BOTTLE**

You must have a named clean water bottle in school every day. It is your **RESPONSIBILITY** to take this home every day to be cleaned and refreshed. We encourage all children to have only water in their bottle, but we do understand that for some children, plain water can be difficult to drink. We do permit weak orange or blackcurrant squash in a water bottle. We do not allow any fizzy drinks, strong squash drinks including Vimto, Lucozade Sport or any other types of sport or energy drinks.

## **WET PLAYTIME**

When it is wet playtime you are expected to play board games, draw or read quietly and sensibly in your classroom. For the longer lunch wet play, there will also be an age appropriate film or TV programme to watch in either the school hall or in your classroom.

## **50 THINGS TO TRY AND ACHIEVE THIS YEAR (2021-22)**



Each year, in September, there will be a new list of 50 things to try and achieve by the end of each summer term. This list can also be found on our school website. Some of the things on the list will be what we do together in school, other things you will be able to do outside of school with your family and friends. Once you have achieved and ticked all 50 things off your list you will receive a certificate of completion from the Headteacher.

**Thank you for taking the time to read through this handbook with your child at home.**

**If you have any questions please do not hesitate to contact your child's class teacher.**

**We are always happy to help in whichever way we can.**

**The Antingham and Southrepps Primary School and Nursery Staff Team**