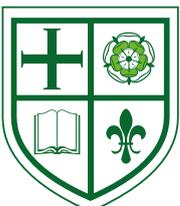


Starting Primary School:

A Parent / Carer's Guide to Lightcliffe C of E Primary School



Welcome!

From the Abbey MAT CEOs

Welcome to Lightcliffe C of E Primary School.

At Abbey Multi Academy Trust, we are passionate about making a difference to the lives of all our children. They are at the heart of everything we do and we strive to inspire learners and change their lives as a result of our educational provision. We want all our schools to be the best they can be and for each child to discover the skills, abilities, talents and interests that lie within them as well as giving them safety, security and the skills they will need to be active, responsible citizens and happy, caring adults in the future. Our aim, quite simply, is to do the very best for children and recognise their individuality and uniqueness. Childhood is a special and wonderful time and no-one gets a second chance at it.

The primary and secondary schools within Abbey Multi Academy Trust are prepared to truly collaborate. The schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

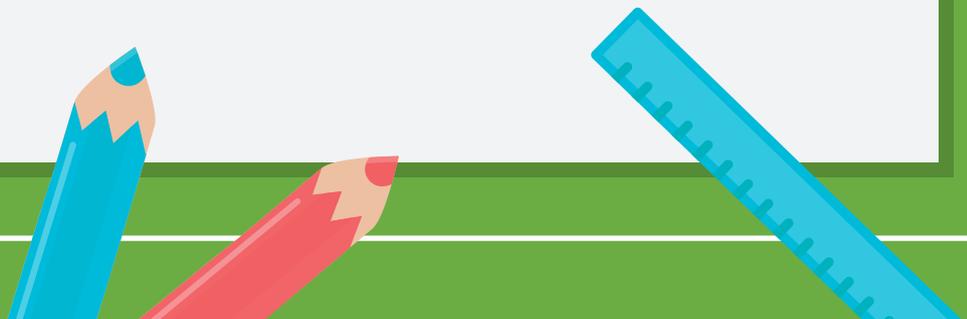
We work as active partners both formally, as part of our growing Multi Academy Trust and informally, in the collaborative work we do with the Diocese, local universities, local and national business and our local community.



*Mrs Helen Pratten,
Co-CEO of Abbey MAT &
Executive Principal (Primary)*



*Ms Catherine Garrett,
Co-CEO of Abbey MAT &
Director of Education*



From our Headteacher

On behalf of all the staff and governors at Lightcliffe Church of England Primary School, I am delighted to welcome you and your family to our school community. We were pleased to welcome many of you into school for our open evening in November and be able to show you around so you could experience our wonderful school for yourselves. Our school is over 150 years old; we are incredibly proud of our history and place in the heart of the local community.

I can assure you that we will take great care in supporting your child as they start their journey in full time education. Christian values such as friendship, forgiveness, respect, compassion, joy, hope and courage are at the heart of everything we do.

We passionately believe that we should inspire our pupils to flourish academically and socially as individuals and as part of our school family. We will aim to inspire your child with an engaging curriculum, high quality first teaching and experiences that will enable them to flourish. Our classes are named after inspirational people and children learn all about why they have inspired others. We know that every child is unique and we offer our pupils as many opportunities as possible to embrace their strengths, both inside and outside the classroom, using our fantastic school grounds for activities such as Forest School as well as PE and sport. Music is also an important part of life in school with our wonderful school choir and orchestra.

Our reception teachers, Mrs Brooke and Mrs Dukes, along with the members of support staff, are excited to meet you all. We have lots of transition events planned to support you and your child before they join school in September.

The relationship between school and home is now, more than ever, critical in helping to support pupils. We look forward to creating a relationship with you that is built upon mutual respect and trust.

We hope that you find the information in this booklet, as well as on our school website, helpful in preparing you for September. I am sure you and your child will be experiencing a range of emotions about starting primary school, so if there is anything we can do to help support you in the coming weeks then please do not hesitate to contact us.

Once again it is my absolute privilege to welcome you and your child to our school family and I look forward to meeting you all very soon.



**Mr Graham Hilton,
Headteacher**

Christian Ethos & Values

Inspiring and flourishing together

Lightcliffe Church of England Primary School is a flourishing community. Rooted in God's guidance, we inspire and are inspired. We value all, are kind to all and enable each other to succeed.

Our classes are all named after inspirational people and pupils learn how the individuals have inspired others.

Christian Values

Our school family collaborated in summer 2021 to select 7 Christian Values that we felt were most important to us.

- Friendship
- Forgiveness
- Joy
- Respect
- Hope
- Courage
- Compassion

Pupils and staff take part in a daily act of invitational worship. This may be in the school hall, classrooms or at St Matthew's church. All Christian Values are celebrated as part of a rolling programme of Collective Worship in school.

Christian Values awards

Two pupils from each class are presented with Christian Values awards each Friday as part of 'Celebration worship'. These awards recognise pupils' achievements in and out of the classroom as well as their outstanding behaviour and acts of kindness.

Our School Prayer

Thank you God for making us,

Thank you for taking care of us,

Thank you for all the good things we enjoy,

Help us to show we are thankful,

By living as you want us to live,

And by doing what you want us to do,

For Jesus Christ's sake,

Amen

Transition Timeline

Your child's transition to primary school is broken down into phases to be as manageable as possible. Here are the key dates that you should know:



Headteacher's Welcome Video, along with "Meet Key Staff" videos



Reception staff to visit children in nursery/pre-school settings



Parents' Information Evening
16th June, 7pm



Phonics Meeting
parents and children invited into school for phonics sessions with teachers

13th May, 3.30 - 4pm
3rd June, 3.30 - 4pm
24th June, 3.30 - 4pm



Stay and Play
children joining their new classmates for time to play together

4th July

Getting Ready for September

Preparing for your child to go to school for the first time can be daunting if you are unsure of what to expect. We have organised some tips to help your family to get ready for September and make the transition as easy as possible.

Get prepared for the practical aspects of starting school by:



Practising the school run.



Finding out what items your child will need to bring with them.



Making a note of important dates in the school year.

Help your child to build independence by encouraging them to:



Put on their own shoes.



Use a knife and fork on their own.



Go to the toilet on their own.



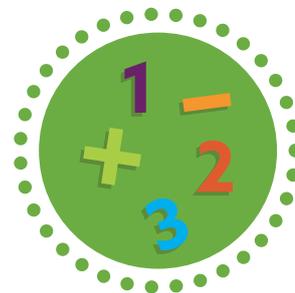
Help your child with learning words and numbers by:



Displaying their name around the house to encourage them to recognise it.



Listening to your child read as much as possible.



Bringing maths into everyday life - by identifying shapes around the house, for example.

Create a good atmosphere around the thought of school by:



Making the first morning as relaxed as possible.



Establishing a consistent morning routine.



Being positive about school and your child's learning.



Asking positive questions: "What was good about your day?"



Keeping in touch with school - reading letters sent home will keep you in the loop.

Uniform

Wearing a uniform helps pupils to feel a sense of pride in their school and a sense of belonging. We ask that you encourage your child to wear their uniform proudly and properly, and clearly label all items of clothing and equipment with your child's name.

Our uniform consists of:



- Green sweatshirt or cardigan (preferably with school logo)
- White shirt/blouse or polo shirt
- Grey trousers, skirt or pinafore dress
- Black shoes
- In summer: grey shorts / green gingham dress

Jewellery is not suitable wear for school, especially dangling earrings, necklaces etc which are dangerous in playground situations.

Uniform and PE kit can be purchased from Frank Harrisons, Kershaws Garden Centre, Brighouse. Visit www.fhbschooluniform.co.uk

PE Kit

PE lessons will start straightaway and children should come to school wearing their PE kit on the days they have PE. You will be told when your child's PE days will be shortly before the start of the September term.



- Yellow or green t-shirt (preferably with logo)
- Green shorts
- Plain dark tracksuit
- Trainers
- Optional green hoodie with school logo



Please note, team shirts (eg football teams) should not be worn and long hair should always be tied up for PE.

Equipment

Please ensure your child comes to school with the following named items:



A filled water bottle
(water only please).



Their green school
book bag.



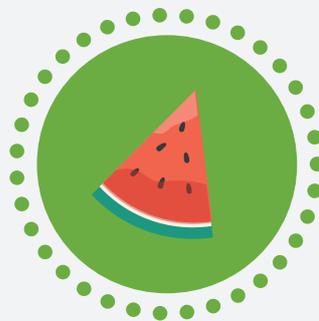
A pair of wellies.



An apron.



A coat
(suitable for weather
conditions).



A snack of a piece of fruit/veg
(if not having a pre-ordered
school biscuit - see p14)

Attendance

To promote good attendance throughout the school, we ask that:

- Children only take time off for illness and exceptional circumstances. We do not authorise time out of school for holidays or other non-essential activities.
- Children arrive at school in good time to begin their lessons. The school day begins at 8.55am, however the playground gate is open from 8.40am.
- You let us know if your child is unable to attend school by calling 01422 202235 before 9am and leaving a message on the pupil absence line.



Communication

We value partnerships with our school families and know that communication is vital to making the school-home relationship work. We hugely value input from parents and carers and use a variety of communication methods to suit different needs.



Key messages, enquiries, letters and newsletters

The vast majority of communications to parents are now sent electronically so please make sure to notify the office whenever your contact details change.

There is sometimes opportunity to speak briefly to the Reception teachers at drop-off and pick-up times but please contact them by email for anything more detailed via reception@lightcliffeprimary.co.uk.



You can telephone the office on 01422 202235 between 8.00am and 4.00pm or leave a message outside those hours. You can email the office at any time via admin@lightcliffeprimary.co.uk - emails are checked regularly throughout the day.

Progress reporting and feedback

The online Tapestry portal is used by the Reception teachers to share information with families.

Parents' evening is held twice a year (autumn & spring terms) and is either face to face in school or via video-link.

A written annual progress report is emailed to parents during the summer term.



Social Media and Website

Facebook (@LightcliffeCEPrimary) & Twitter (@lightcliffe) – we regularly post updates about events taking place in school.

Our website is kept up to date with lots of useful information and online forms:
www.lightcliffeprimary.co.uk



Parent Involvement

PFSA

We have an active PFSA who regularly raise funds for our school. For example, they donated funds which enabled us to buy the running track and outdoor classroom and provide gifts for our pupils at Christmas. They cannot wait to start their usual calendar of events next academic year.

If you would like to get involved, please contact them directly at:

lightcliffepfsa@gmail.com

Governors

We have an active governing body with a range of representatives, including parent governors. Being a governor is another way in which parents can be active members of our school community.



Policies and Procedures

Absences

Illness: Please phone the school and either leave a message or speak to a member of staff before 9.00am. You need to ring every morning that your child is absent unless you know that they will be absent for longer and make that clear in your message (eg. if your child has had sickness or diarrhoea, in which case they must not come back to school for 2 full days after the last bout).

Medical/Dental Appointments: Non-urgent appointments should be booked outside school hours. When this is not possible, please let the office know in advance by email or telephone and ensure your child attends school before and after the appointment, as applicable.

Holidays and Other Planned Absences: If you intend to take your child out of school for any other reason during term time you must complete an Absence Request form in advance (found on our website under parents / useful forms). Holidays will not be authorised during term time unless the Headteacher believes that there are exceptional circumstances.

School Meals

All children in Reception, year 1 and year 2 currently receive Universal Infant Free School Meals. For children in years 3 to 6, our meals are priced at £2.40 each, to be paid using our online payment system.

If you need to change your child's meal pattern at any time, no matter which school year they are in, please complete the Meal Pattern Change form on our website (found

on our website under parents / useful forms), giving at least a week's notice for the change to take effect.

Milk

Our school operates a school milk scheme that is available to all children. This is free for all under-fives and subsidised* for pupils aged five or older at around £15 per term. Please go to www.coolmilk.com to register your child.

Snacks

We ask that your child brings a piece of fruit or veg for a mid-morning snack. There is also the opportunity to purchase one of Mr Ball's healthy biscuits. These should be booked and paid for using our online payment system, under the clubs section. Biscuits need to be booked by midnight the night before.

Medicine

If your child has more complex medical needs please ensure you detail them in the electronic Pupil Medical Form (this will be emailed to you prior to your child joining us). We will not administer ear/nose/eye drops or throat sprays.

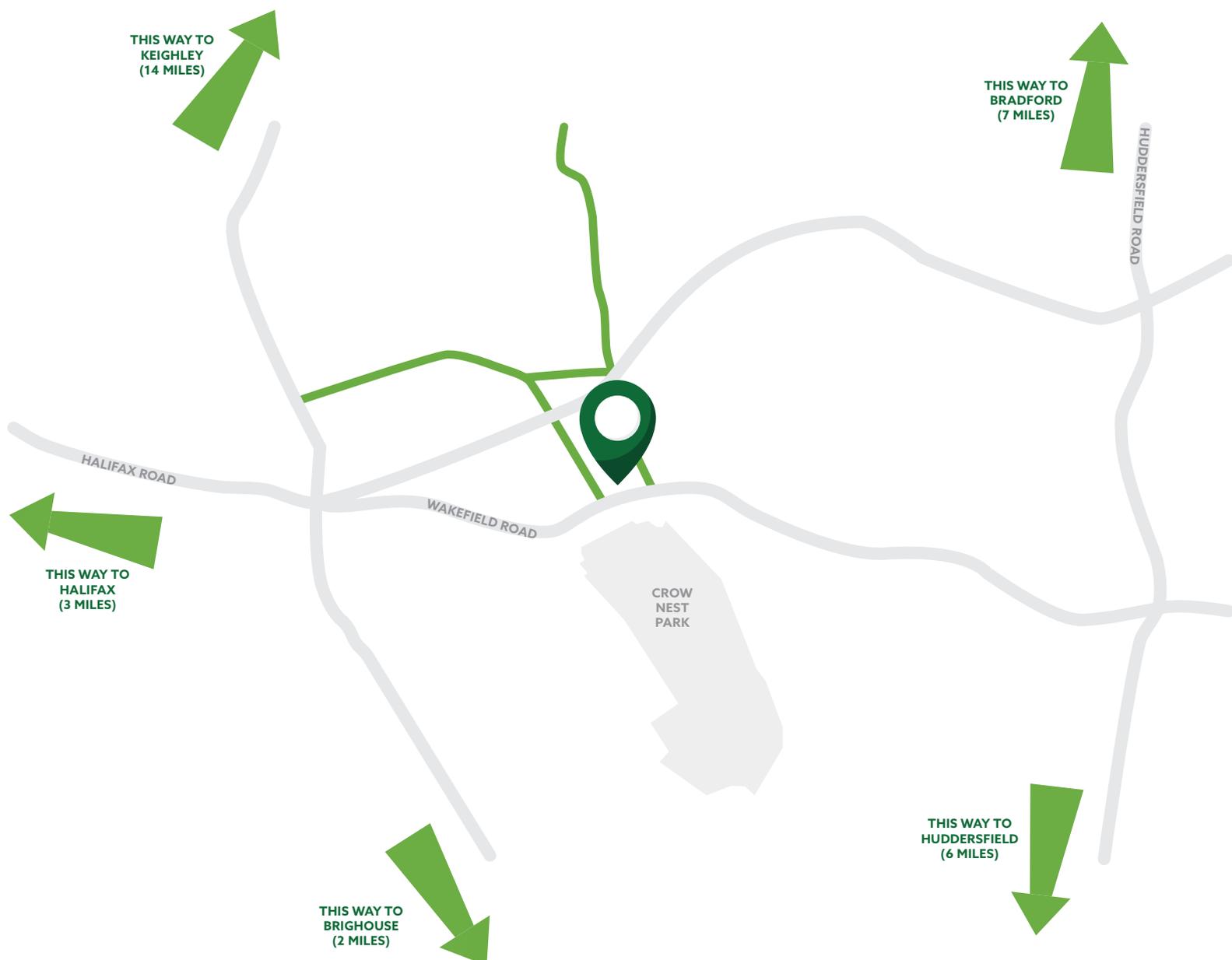
Policies

Please find our policy documents by clicking the following link:
www.lightcliffeprimary.co.uk/policies

Getting to School

For those who will be driving to school, please note that Knowle Top Road gets very busy during school drop-off and pick up times making it difficult to park. Please respect our neighbours and observe the parking restrictions.

In summer 2022, we are having a scooter rack fitted outside the school office to allow scooters to be stored during the day and encourage an active journey to and from school for our pupils.



Wellbeing

We are a Thrive Approach accredited school. Thrive promotes the wellbeing of all its pupils and helps to prevent mental health issues arising whilst supporting and encouraging the development of confident, curious and creative children.

We have a school Mental Health Lead, a learning mentor who is a trained licensed Thrive Approach practitioner and during

summer 2022 two more members of staff will complete their licensed practitioner training.

We work in collaboration with many external agencies including Calderdale Open Minds, Noah's Ark counselling service, NSPCC and Barnardo's to support all our pupils.

Take a moment to breathe:



Breathe in slowly through the nose for four counts, then breathe slowly out of the nose for four counts.

Take a moment to breathe:



Breathing buddies: Lying on the floor with a teddy or pillow on their tummy will help them to focus their breathing as their breath moves the teddy up and down.

Mindfulness meditation:



Meditation can help your child to relax and focus on something else. Try searching 'Peace Out Guided Relaxation' on YouTube.

Mindfulness activities:



Fill a jar with ideas of things you'd like to do together on the weekends or school holidays.

Mindfulness activities:



Create a memory box together.

School Calendar

We know that life is busy, so we try to give as much notice as possible for school events. We will be sharing a calendar for the year in September. Look out for:

- Autumn and spring term parents' evenings
- Reception class curriculum information evening - September
- Year group school trips
- Experience days such as 'old fashioned day'
- World Book Day - spring term
- School book fair
- Sports Day - summer term



Useful Contacts

We hope that the information in this guide has been helpful and reassuring. If you do have any further questions or concerns, please get in touch:

Lightcliffe C of E Primary School
Wakefield Road
Lightcliffe
Halifax
HX3 8SH

Tel: 01422 202235

Email: admin@lightcliffeceprimary.co.uk

Chair of Governors

Mr Richard Monro

Headteacher

Mr Graham Hilton

Deputy Headteacher

Mrs Kate Dunkley

Assistant Headteacher

Mrs Adelle Hustler

SENCO

Mrs Monique McDonald

School Business Manager

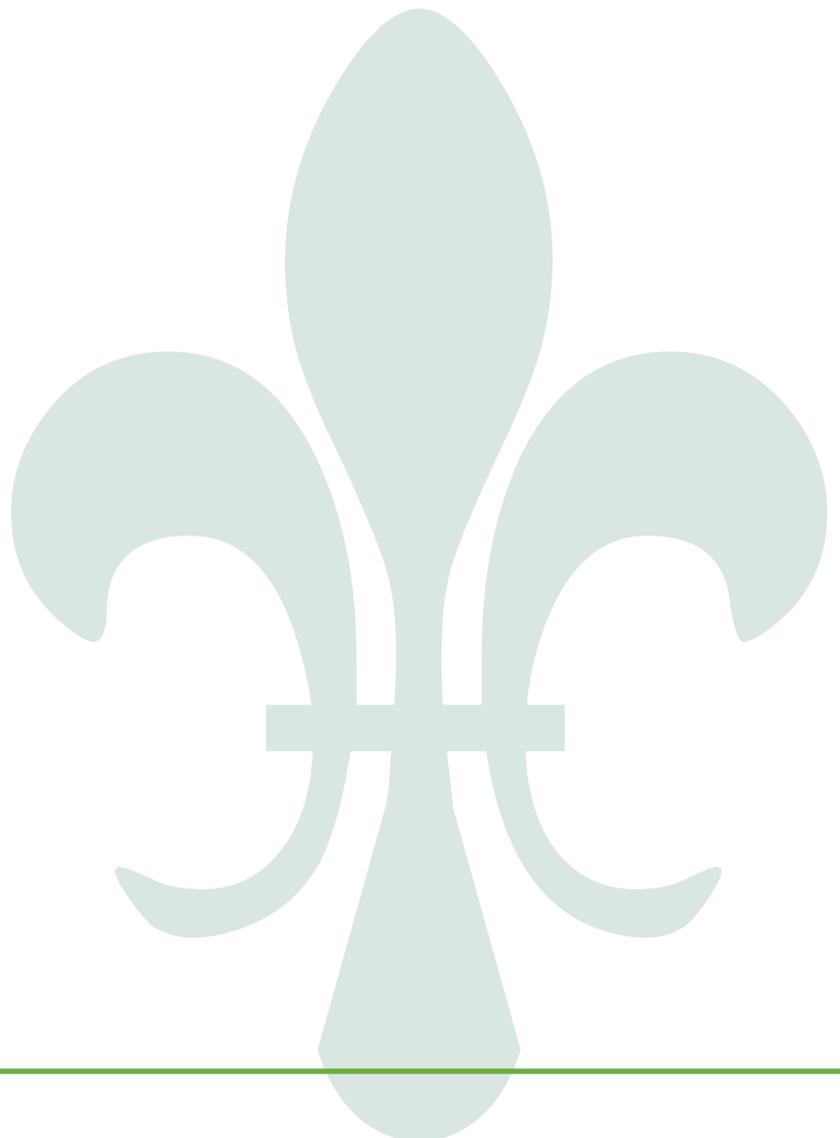
Mrs Helen Bell

Administrator

Mrs Beverley O'Rourke

Receptionist

Mrs Andrea Greenwood





**Lightcliffe C of E Primary School
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Halifax
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