



Summerfields

Primary School

# A Rough Guide to Summerfields Primary School



Helpful Hints For Parents and Carers



This booklet has been put together with the help of Summerfields' parents to share their experiences with new parents.

This rough guide has come about as a result of discussions with Reception Class parents, pre-school and primary school families, the Head Teacher and Teachers.

This guide brings together information for parents and hopefully answers any questions you or your child may have as they start at Summerfields.

Year 6 have also produced a "Virtual Tour" of the school. To view this please click or copy the following link:

<https://www.youtube.com/watch?v=ytm8Bw0O-Ok>

We hope you find it useful.

Mrs Melanie Gartell  
Head Teacher

[www.summerfields.iow.sch.uk](http://www.summerfields.iow.sch.uk)  
[www.facebook.com/Summerfieldsiow](https://www.facebook.com/Summerfieldsiow)

# Routines

## School Day

- School starts between 8.35am and 8.45am depending on your child's age. It gets really busy in the road and can be dangerous, so it is preferable if you can walk to school.
- On their first day you do not need to bring anything with you other than your child dressed in uniform.
- School closes for Year R pupils at 2:50pm and 3:00pm for all other Year groups. To ease the congestion at the front of school, children in different classes are collected from different parts of the school. Children in Reception Class are collected from Reception Class playground, at the back of the school. Year 1 and Year 2 are also collected at the back of the school from the small playground. All other classes should be collected from the front of the school. Please wait at the bottom of the slope near the school railings otherwise it makes it difficult for children to see their parents.
- To save time queuing at the office at the beginning or end of the day we have a "Green Box" in the lobby. You can use this to return slips for trips, etc. Please place any items in a named envelope. You can also write any suggestions you have for the Head Teacher and place in this box too.
- If your child is unwell and unable to come to school, please telephone the school on 525085 by 9.15am and leave a message on the Attendance answer phone. Alternatively you can email the school to let us know that your child is unable to attend that day. Please could this also be done by 9.15am. This can be done via ParentMail or via the office email address at [office@summerfields.iow.sch.uk](mailto:office@summerfields.iow.sch.uk). You should contact the school every day that your child is unwell. For further details please ask at the school office.
- If your child has a pre-arranged medical appointment, such as at the Doctors or Dentist, please can you advise school accordingly

in advance with a copy of the appointment card. For hospital appointments on the Island or mainland, please bring the appointment letter into the office where it can be photocopied and placed on your child's records for future reference.

### **Dropping Off -**

Children are expected to be independent and walk into school on their own and manage their own equipment. Please can we request that children only bring in a **SMALL SCHOOL BAG**, as we have only limited space available in the cloakroom areas. Children in Key Stage 1 should be dropped off at their collection point, KS1 in the little playground and Reception in their building around the back of the school.

Book bags, water bottles and lunchboxes

- There are boxes for book bags, water bottles and homework folders. Water bottles are kept in the classrooms. Each class has its own area for coats and lunchboxes to be stored.

### **Talking with the teacher**

- Teachers are very busy in the morning, sorting out resources etc. If you have a concern that can wait, it is best to see the teacher at the end of the day. Quick concerns can be shared and communication with class teachers is also possible via the Class DOJO app.
- Teachers are more than happy to "chat" with you at the end of the day. If you feel you may need longer it is best to make an appointment. Teachers have meetings, run clubs, etc. after school so can't always see you. Please telephone the office, who will then get the teacher to contact you as soon as possible.

### **PE Days**

- PE kits need to be kept in school every day in Key Stage 1 and Key Stage 2 worn on given days according to the current timetable. Please ensure that you child brings home their PE kit regularly for washing.

### **Ear Piercing and Jewellery**

- No jewellery should be worn to school except small stud earrings if

children have pierced ears. Small wrist watches are allowed for older pupils.

- Children's earrings need to be removed before they come to school on a PE day. However if your child is unable to remove their earrings, they can be "taped up". You must provide the tape for your child to do this themselves before their PE lesson.

### **Collection of Children**

- If someone different is to collect your child from school, please let the class or office know by 12 noon if possible. Children will NOT be allowed to go with other parents, etc. unless school has been informed by their parent in advance.

### **Homework**

- Your child will be sent home with various tasks for homework. Please see our Homework Policy for expectations for each year group.

## **Food and Refreshments**

### **Drinks**

#### **Water Bottles**

- Please bring in a named water bottle for your child **EVERY DAY** with fresh water and then take it home again at the end of the day to wash and re-fill. Squash and flavoured waters are not allowed as these encourage ants in the summer and are not part of our Healthy Eating School.

### **Milk**

- Your child will receive free milk up to the age of five. You can register your child with "Coolmilk" on their website to receive this for your child. If after your child turns five you want them to continue to have milk, you can pay Coolmilk direct and this will then be supplied in school. If you choose not to pay for milk then your child can drink water from their water bottle.

The website address is [www.coolmilk.com](http://www.coolmilk.com).

## Break Time

- Free fruit is supplied by the school up to the end of Year 2. After this you can send in your child with a healthy snack at break time (no crisps or chocolate).

## Lunch Time

### School Dinner

- School meals currently cost £2.59 a meal at the date of publication. School meals should be paid weekly in advance via helpscopay.com. You can also choose to pay termly or weekly in advance if you wish. Should you require any assistance setting up payment by this system, please ask at the school office. Please note unfortunately we cannot accept cash payments.
- School meals are provided by Chartwells Catering. A lunch menu is produced termly which is displayed in the school outside notice board, a copy will also be sent home via Parent Mail and is available on the website.
- You can pick your child's meal through Scopay up to the night before, there is a clear menu on there to help you choose your child's meal provided by Chartwells.
- Children in Key Stage 1, i.e. Reception, Year 1 and Year 2, are entitled to a Universal Infant Free School Meal. These children are all therefore entitled to a free school meal every day.
- A vegetarian option is also always available.
- Jacket potatoes are also available as an alternative to the main meal. During the summer term, Jacket potatoes are only available on Monday, Wednesday and Fridays and a choice of Baguettes are available on Tuesdays and Thursdays.

### Packed Lunch

- If you choose to send your child with a packed lunch, the school promotes a "healthy lunch" and asks parents to bear this in mind when filling their sandwich box. In the warmer months we suggest you put a mini ice pack in with it to keep it cool. We do have children with severe allergies in school so we are completely "**Nut Free**", this includes chocolate spread, cereal bars, etc. as some do contain nuts.

- Please remember to label your child's lunch box as they all tend to look the same!

## Independence at Summerfields

We value independence but what do we actually mean by it? Listed below is our checklist which shows our expectations as children progress through school.

Coming into Reception Class children:-

- Are clean and dry and can ask for the toilet properly
- Can use a knife and fork
- Can put on their own coat, socks and shoes
- Use words such as please and thank you at an appropriate time without being prompted
- Use a handkerchief properly

At the end of Reception children:-

- Can line up sensibly
- Can travel around school in a sensible manner
- Can hang their coat on their peg
- Can use scissors and pencil correctly
- Change into their PE kit on their own
- Know what they are having for lunch and tell the teacher, i.e. school dinners or sandwiches

At the end of Year 1 children:-

- Can ask an adult for help in an appropriate manner
- Can put away things that they have used in the correct place
- Understand the need to take turns and realise they cannot always be first
- Look after their personal belongings, eg coats, jumpers

At the end of Year 2 children:-

- Can organise themselves within the lesson, i.e. making sure they have a pencil, ruler, etc.
- Can think through the consequences of their actions
- Carry own book bag and PE kit to and from school

At the end of Year 3 children:-

- Can follow two instructions without needing repetition
- Can tie own shoe laces
- Take responsibility for their own work and realise that the effort they put in is linked to their achievement
- Take a role within a variety of group situations
- Open sandwiches and packets and cut up their own food

At the end of Year 4 children:-

- Can negotiate with peers in order to resolve conflicts rather than always seeking adult help
- Can take responsibility for correspondence between home and school, etc. making sure letters are returned and signed
- Know what they need to do to improve their work

At the end of Year 5 children:-

- Walk sensibly to and from school unaccompanied with permission from parents.

At the end of Year 6 children:-

- Plan their own targets
- Show visitors around school
- Take on school responsibility, eg Head Boy/Girl, House Captain

All children are expected to complete their work in the time given.

## **My Child's Progress**

### **Parents' Evenings**

- You will be kept up to date with your child's progress during the Autumn and Spring terms at Parents Meetings. A written report will also be sent to you during the Summer term.
- You will be given a Parent Planner at the start of each topic with the themes and projects the children will be doing. This will help you support your child's learning at home.



# Helping My Child at Home

- Praise your child and try to remain positive with them.
- Read to and with your child at home.
- Talk to your child and question them about things that they see and do.
- Help your child with their homework including learning their school spellings and multiplication tables up to 12x12. Remember to use TT Rock Stars for times tables and Ed Shed for school spellings.

## Getting Involved

### Facebook

- Please join our School Facebook page to keep up to date on what your children are getting up to at school.  
[www.facebook.com/summerfieldsiow](http://www.facebook.com/summerfieldsiow).

### Newsletters

- These are issued fortnightly on a Friday. A copy will be emailed to parents at the end of the day via ParentMail. They can also be viewed by visiting the school website at [www.summerfieldsprimary.co.uk](http://www.summerfieldsprimary.co.uk). It contains helpful information such as dates for your diary, events in the school and general advice.

### Emailing and Texting to Parents

- Most information and reminders of important events are now sent by email. This is done via ParentMail. At times, in emergencies we may also text, so please therefore ensure that you keep school up to date with your correct contact details, especially mobile telephone numbers and email addresses.

### Friends of Summerfields

- All parents are welcome to get involved in this group to raise money for the school by organising school fayres, discos, quizzes, etc. This money helps fund school trips and extra equipment. Come along to a meeting and find out more.

## **School Council**

- Children are elected by their classmates to represent the class. Meetings are held at least half termly to discuss important issues relating to the school.

## **Wrist Bands**

- During the School day if a child hurts themselves, a band will be placed on your child's wrist. Red bands mean they have hurt their head, blue is other parts of their body. You will receive a ParentMail message if your child has had a head bump.

## **Other Information**

### **Safeguarding**

All schools have a legal duty to uphold the highest possible level of safeguarding and Summerfields is wholly committed to this. Procedures are rigorous and robust with clear policies in place, and we also work in line with the Hampshire and Local Authority guidelines as appropriate. At Summerfields we take this matter of child protection and safety very seriously, using the Local Authority's guidelines in carrying out our duty of care to our children. We work in partnership with a variety of external professional agencies.

- At school we have an ethos which helps children to feel safe and talk freely about their concerns, knowing that they will be listened to and valued.
- The content of the school's curriculum covers all aspects of safeguarding and keeping safe.

Sometimes but not in all cases, we may let parents know that we will be contacting Social Services and we will explain the reasons why.

Other policies are available to read on the school's website.

### **Behaviour**

In our school, we teach the importance of valuing everyone as an individual. We expect every member of our school community to show respect and care for each other and for their environment. We set very high expectations for behaviour as we do for learning and we

have clear rules, sanctions and rewards. We encourage children to take responsibility for their behaviour, to care for each other and respect the school environment.

### **Attendance**

- At Summerfields we consider regular attendance extremely important and it is our aim that **every** child attends school **every** day.
- Often parents are unaware of how a few days off 'here and there' can affect their child's attendance, therefore we regularly monitor **every** pupil's attendance.
  - 90% attendance—1/2 day missed every week (over a year this is 4 weeks or 60 lessons lost)
  - 85% attendance— 29 days a year (equivalent to 6 weeks per year)
  - 80% attendance— 38 days a year (over 7 years of primary school, this is the equivalent to missing more than a year of schooling)

### **Using Computers**

- Your child will be using computers and the internet in school from early on. You will be asked to sign a consent form for this. You will also be provided with an online safety guidance leaflet. Our school's policy on E Safety is also available.

### **School Visits**

- All school visits must be paid for in advance and permission slips returned by the deadline set in the letter advising of the visit. Payment must be via [scopay.com](http://scopay.com) as school are unable to accept cash payments. Although payment is voluntary, as the cost of the visit is divided by all pupils, if not everyone contributes or goes on the visit, then it may have to be cancelled.

### **Be Prepared**

- There will be lots of involvement from home - making costumes for school plays, dress-up days, book days, school events and activities. So be prepared!

### **The School Nurse**

- The School Nurse team carry out health checks. Parents will be

requested to complete a short questionnaire prior to the health check taking place. Contact details will be given so the School Nurse team can be contacted directly with any concerns that you may have regarding the health check or if you require additional help or advice from them.

### **Medicines in School**

- If your child requires medicine in school we can only administer it if it has been prescribed by a Doctor. It should be brought in the correct packaging from the pharmacy with the child's name and dosage that needs to be taken. A Parental Consent form to administer medicine will also need to be completed. If a child needs antibiotics we suggest that you time giving your child 3 doses so they do not need to have one at school. If your child needs 4 doses a day, then school will administer one. Please speak to the office for further information.

### **Clothing**

- Take the time to ensure that you name all items of clothing, shoes, lunchboxes and water bottles. It does make finding clothes a lot easier for both you and your child. Please note that pen does wash off when clothes are washed and is hard to read. Please note school cannot be held responsible for lost items of clothing.
- Wellingtons - For children in Reception Class a pair of wellingtons is useful to keep at school so children can play outside in wet weather.
- The Preloved Uniform Rail- This is situated in the foyer at the main reception. There is as small cost to these clothes but all money goes to Friends of Summerfields.

### **Suntan Lotion and Sun Hats**

- Teachers and Teaching Assistants are unable to apply this in school. You can buy suntan lotion that lasts all day. There is plenty of shade on the school field and children are encouraged to sit and play in the shade on very hot days.
- Remember to send your child with a named sunhat on sunny days.



## **Bright Sparks Breakfast, Out of Hours School Club and Holiday Club**

KCT Childcare Limited

These clubs are offered by Bright Sparks on our school site. Breakfast club runs from 8am-8.45am and Out of Hours School Club from 3pm-4.30pm. There are also Holiday Clubs held during the Summer holidays and half terms. For further details please contact them directly on 559098.

# School Uniform

## Winter Uniform - Autumn Half-Term - Easter



Jade polo shirt embroidered with school logo  
Navy blue crew necked embroidered sweatshirt  
Navy blue embroidered cardigan  
Dark grey formal trousers (not fashion)  
Dark grey skirt/pinafore dress  
Grey socks or tights  
Plain black outdoor shoes — **not** trainers, fashion boots and no built up heels or soles

## Summer Uniform (optional) - Easter-Autumn Half-Term



Short sleeve dress - yellow - checked or striped  
Jade embroidered polo shirt  
Dark grey shorts or trousers

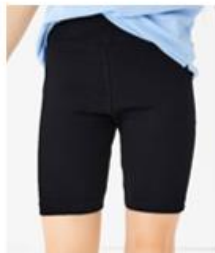
Navy blue crew necked embroidered sweatshirt  
Navy blue embroidered cardigan  
Plain black shoes (no open toes)  
White socks with dresses  
Grey socks with shorts or trousers

PE Kit -

Navy blue shorts  
T-shirt in their house colour with the school logo on  
Plimsolls  
During winter Black or navy tracksuit (no hoods or large logos)  
Plain white or black trainers (Years 3-6)



Plain Navy shorts



Plain Navy jog bottoms or leggings



Plain Navy Jumper with or without logo



NO HOODIES

Plain black plimsolls (KS1) or trainers (KS2)



KS1



KS2



NO FASHION TRAINER

### **School shoes**

Black school shoes or fully black trainers.



Logoed polo shirts, sweatshirts, cardigans and PE shirts can all be purchased from Kids & Co in Ryde or online via My Clothing at [www.myclothing.com](http://www.myclothing.com).



## CURRENT STAFF LIST

Mrs Melanie Gartell	Head Teacher
Miss Melanie Vine	Deputy Head Teacher
Miss Jane Bridle	Class Teacher
Mrs Lavinia Brownlow	Class Teacher
Mr Josh Cook	Class Teacher
Miss Gemma Denham	Class Teacher
Ms Helen McNama	Class Teacher
Miss Elaine Parry	Class Teacher
Mrs Sanna Saunders	Class Teacher
Mrs Anne Walters	Class Teacher
Ms Sarah Luke	SENCo
Mrs Lesley Blanchflower	Family Liaison Officer
Miss Lucy Barlow	Learning Support Assistant
Mrs Dawn Bast	HLTA
Mrs Liz Collins	Teaching Assistant
Mrs Judith Downer	HLTA
Miss Alison Glover	Learning Support Assistant
Miss Emily Mortis	Learning Support Assistant
Mrs Nikki Pyke	Learning Support Assistant
Mrs Bridget Hughes	Teaching Assistant
Miss Trudie Moore	Teaching Assistant
Mrs Judy Phillips	Teaching Assistant
Ms Aylise Wyatt-Allen	Learning Support Assistant
Miss Hayley Sheaf	Learning Support Assistant
Mrs Kimberley Simmonds	Teaching Assistant
Mrs Michele Wood	Learning Support Assistant
Mrs Julia Taylor	School Business Manager
Mrs Jade Eason	Finance Manager
Miss Rebecca Joseph	Senior Administrator
Mrs Samantha Ronan	Administration Assistant
Mrs Rachel Burton	Administration Officer
Mr Tony Murphy	Chair of Governors
Mr David Whittington	Caretaker
Miss Lorraine Bruce	Cleaner
Mrs Sandra Webb	Cleaner
Miss Amber Hopkins	Senior Midday Supervisor
Mrs Lorraine Featherstone	Midday Supervisory Assistant
Ms Sandra Toms	Midday Supervisory Assistant



## Helpful tips from the children

If you are alone in the playground look for a buddy who will come and ask you to play.

If you have a coat and wellies you can go out to play in the wet weather.



Remember the "Summerfields' Way" and show respect to others.

You always put your hand up if you want to ask the teacher a question.

**For lots more help and advice visit our website at**

**[www.summerfieldsprimary.co.uk](http://www.summerfieldsprimary.co.uk)**

**CONSISTENTLY RATED "GOOD" BY Ofsted SINCE 2001**

