Bishop Carpenter Church of England Primary School

Information Guide
2021/2022

PLEASE NOTE:
The information in this 'Day to Day' booklet are our usual routines.
In light of COVID-19 there may be some change to arrangements.
We will inform you of these directly.
Thank you

Morning Routine

- Doors are open at 8.30am and children will make their way around the back of the school to Class 1 door to meet their class teacher. Parents of Reception children are encouraged to accompany their child to class.
- The register is taken at 8.45am, and register closes at 8.55am. Arrivals after this time are marked late.

Parking

Parents can park on the playground in the mornings and Key Stage 1 parents (Class 1 and 2) can park on the playground at the end of the school day. The gates will be opened at 2.55pm, please do not arrive before that time. Parents park on the playground at their own risk. Please be considerate to the village residents if you choose to park elsewhere in the village.

Walking

If you live in the village and walk to school, please ensure you enter the school grounds via the small gate and not the entrance used by cars.

Safety on the playground at drop off/pick up

Please use the walkway around the edge of the playground when making your way to Class 1.

Arrival and end of School Routine

Class 1 children are dropped off and collected from the door leading onto the playground. Please wait outside until the class teacher has seen you and sends your child to you.

If there are any changes to the usual collection arrangements please complete a blue 'Collection Arrangement' Sheet which is available from the front entrance. This should be placed in the letter box in the office door.

School Taxi

At the beginning of the year you will be asked to return a slip to school that specifies whether your child will travel by taxi, car or walk home. If your child does not live in Broughton or Shutford but you would like them to travel to or from Shutford or Broughton by taxi, or is under 5 years old, you will need to contact the Transport Office on 01865 871674 .
Each day a taxi register is taken, therefore your child will need to know if they are going on the school taxi on that day.

Contact Details

Please keep school informed of new details in case of emergencies. Supply at least two numbers please.

Break Times

- Mid-morning break is at 10.00am for 20 minutes
- Staff are on duty with the children every break time
  ALL CHILDREN SHOULD BRING IN A PIECE OF FRUIT OR VEGETABLE FOR MORNING BREAK. (If you are supplying grapes it is advisable to cut them in half as they can be a choking hazard)
- Foundation and Key Stage 1 children have an afternoon break of 10 minutes. A fruit snack is provided in the afternoon.
- Sweets are not allowed in school at any time, except when a birthday is celebrated.
- Please help your child by supplying fruit that they can peel, or open, independently
- Containers must be labelled and easy to open.

Lunchtimes

- The same 'healthy' guideline applies to packed lunches brought into school.
- School meals are booked via Parentpay (more details available on the information evening)

Please ensure you comply with any allergy requests
No nut products please

Water Bottles

Drinking water regularly helps us to stay healthy, and is also proven to aid concentration for learning. Bottles are kept in the classroom throughout the day.

- Please supply a clear plastic, sports top, bottle (not a flask)
- Label the bottle with your child's name
- You could freeze them overnight, as this helps to keep the water cool through the day.
- Strictly no juice – juice will be emptied out and replaced with water
- Encourage your child to take bottles home for a wash.

Toys in School

Please do not allow children to bring toys to school. They are a real distraction and often get lost or broken. There are occasions when the children are invited to bring items in for 'show and tell' and the class teacher will let you know when this takes place.

School Uniform

Bishop Carpenter prides itself on the appearance of its pupils.
The uniform is as follows without exception:

All

The following items are purchased from Senecio
(information on order form)

Cardigan	burgundy with school logo
Sweatshirt	burgundy with school logo
Tie	burgundy and grey
PE Hoodie (Optional)	burgundy

Boys

Shirt	white only
Trousers	grey, short or long
Socks	plain grey or black

Girls

Blouse	white
Skirt	grey
Summer	red and white gingham dress, white socks
Winter Socks/Tights	grey/burgundy
Trousers	grey

An order form is enclosed in the Welcome Pack for purchases from Senecio. Children should wear <u>black shoes</u> to school. In the winter months children are permitted to wear black boots no longer than mid-shin length (not wellies!)

***Please label your child's clothes clearly*.**

PE Kit

Please send PE kit in a PE bag at the start of the week

For general PE all children should wear; navy shorts, and a white polo shirt with the school logo (purchased from school). Plain navy jogging bottoms for outside activities. This year we are introducing a burgundy PE hoody, this will also be purchased from Senecio.

Please supply your child with some black plimsolls for school, clearly marked with their name. Spare socks should be included in the PE kit, especially if girls are wearing tights.

Dance and gymnastics are performed in barefoot.

It is an FA approved safety ruling that all children participating in football on grass wear shin pads and studded boots – you will be advised when this is required.

PE KIT MUST BE WORN FOR PE – FOOTBALL KIT MUST NOT BE WORN

Please label your child's clothes clearly

Communication with School

There is a letter box in the area in front of school for returns to the office, letters for Mrs Stevenson or staff.
Please place any correspondence that contains money in a clearly marked sealed envelope.

If you have a message for a member of staff please complete a blue message slip (found document box on the outside wall) and put it in the letter box

The Academy Committee

- The Academy Committee (AC) has a major role to play in developing and improving the school.

- The first point of contact is often the Chair of the AC, Mrs Charly Henney or Mr Chris Hutchins who can be contacted via our Clerk to Governors Lauren Hayes via e mail: l.hayes@warriner.oxon.sch.uk

Getting Involved

There are lots of ways to participate in the life of the school. You can become a member of the AC, this is the most formal way of being involved with school policies and practice and does take a regular commitment. It also carries certain responsibilities and can be hugely rewarding.

You may decide to join the FoBCS (Friends of Bishop Carpenter School). There are regular meetings and the FoBCS are always on the look out for new members. The school relies on the FoBCS for additional funds, and they work hard to plan events that pull the school community together. Even if you cannot commit to every meeting it is worth thinking about.

Parent Volunteers in the Classrooms

Parents are encouraged to come into school as volunteer helpers. However, we do need to complete a DBS check for all regular volunteers. If you would like to volunteer please see Ms Jones in the office for further details.

Wrap Around Care

Before school
We offer a breakfast club from 8am based in the school hall, the cost is £3.50. This can be booked through Parentpay (further details at the information evening).
After school
We offer a range of clubs until 4pm and also have a good partnership with Dashwood after school club based in Banbury, details available on the information evening.

How can you help to prepare your child for school?

Here are some suggestions to encourage your child to do at home which will support what we do in school.

. Get dressed as independently as possible
(we will, of course, always be available to help with those tricky buttons and fastenings!)

. Be able to recognise their name

. Show him/her how to hang up their coat on a hook

Look forward to seeing you soon!