Southill Lower School

New Family Information Guide

''A Caring, family school''

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Introduction

Welcome to Southill Lower School. I am delighted you have chosen Southill as the best place to educate your child. In this letter there will be some information which will be useful to you. The Assistant Head teacher and Senior Leader on site for the majority of the time is Mrs Sonya Read, sread@southillschool.co.uk

Firstly. Registration information. There are a few forms enclosed in this pack which have all the basic information in about your child which we need. Current phone numbers and lists of other adults who are able to pick up are extremely important. We also need to know whether or not you are registered for Free School Meals, Service Premium (for the armed forces) or your child has any medical or learning additional needs. The federation follows all the GDPR rules for data handling and processing and information about this and all other policies are on the website.

Next, we do have a school uniform which can be obtained from www.beatsschooluniforms.co.uk which is a shop on Hermitage Road in Hitchin. However, we have a stock of second-hand uniform at school and we also encourage basic clothing to be purchased from the main supermarkets where they are good value for money. More Information on school uniform can be found in this booklet, but you can also ask at the school office for essentials which are needed. The school PTA known as FoSLS (Friends of Southill Lower School) purchase book bags for new starters and this will be given to your child on arrival.

The school has a sophisticated safeguarding system in place called CPOMs. It is digital and has login protections, and all staff are able to add any concerns to it. We receive safeguarding training annually as well as updates through the year. All staff are trained to listen, not judge and not encourage children to disclose if they do not want to talk. We always talk to parents and carers in any situation. We also subscribe to OpEncompass – run by the police. This is a way that the police report and notify schools of any domestic abuse reported to them. Only a key adult in a school (the Designated Safeguarding Lead) gets this notification and it is designed just to allow the DLS to support a child who may have had a difficult situation to cope with. It is not to carry out extra investigations or interviews of children.

We are in a federation with Derwent Primary School in Henlow and encourage all parents to look at Derwent prior to Year 4 to see if that is a suitable option for the last two years of primary education before secondary school. Derwent pupils generally transition in Year 7 to Henlow Academy. Please speak to Mrs Rimmer, trimmer@derwentschool.co.uk Derwent Head of School, if you have any questions about this.

All our policies and procedures are on our school website and updated annually. Any other questions should be directed to Mrs Lattimore in the School Office.

Best wishes,

Sam Barlow

Executive Headteacher

Curriculum

The staff at Southill Lower School deliver a broad and balanced creative curriculum where they encourage lively, enquiring minds with positive attitudes to learning.

We believe that children learn best when they are interested and excited by what they are learning.

Our curriculum is chosen to fire the imagination and engage the children. As part of their learning journey we encourage the children to be innovative, have the confidence to try things out, be independent, link ideas and thought and enjoy learning. All in a safe learning culture in which to thrive and learn from mistakes. We have high expectations both in standards of work and behaviour and endeavour to instil aspiration in all our pupils.

The National Curriculum forms one part of the school curriculum but we include many other learning opportunities within our curriculum to enrich the learning experience for all of our pupils.

Early Years Foundation Stage

The Foundation Stage covers the nursery and reception years. At Southill, children can join us in the term after they turn three. This means that for some children they join the Nursery either in September, January or April. Nursery and Reception are crucial times in a child's development and we are guided by the Early Years Foundation Stage curriculum to ensure that the balance between adult led and child led activities supports excellent progression through these years. The curriculum includes the development of early personal and social skills, creative and physical abilities and the first stages of phonics, reading, writing, communication, mathematics and science.

Key Stage 1

This key stage comprises Year 1 and Year 2. During this key stage the children build a solid foundation in reading, writing and mathematics. They continue to learn phonics and consolidate this knowledge. They have access to a broad and balanced curriculum which ensures excellent opportunities for practising their newly acquired skills.

Key Stage 2

Key stage 2 comprises Year 3 to Year 6. As a Lower School, we cover the first two years (Year 3 and Year 4). Year 5 and Year 6 are covered by Middle School.

We work closely with our Middle School to ensure smooth transition for the children. During Year 3 and 4 we focus increasingly on deepening the knowledge and understanding of the skills the pupils have previously acquired, through providing opportunities for enquiry, extended writing, problem solving and discussion through group and independent work.

Physical Activity

Children experience a wide range of sports activities during their time at Southill. The P.E. curriculum covers gymnastics, athletics, tag rugby, football, kwik cricket, swimming, hockey, basketball, tennis and dance. We take part in competitions and festivals which gives the children the opportunity to compete with other local schools.

English

English, including writing, reading, phonics, speaking and kills, feature in all elements of our children's learning as well as daily English lessons in all year groups. A love of reading and books is fostered throughout the school with opportunities for individual, group reading and weekly visits to our library.

Mathematics

Maths equips our children with the tools to understand numbers, shape, measures, pattern and time through activities including logical reasoning, problem solving and the ability to think in abstract ways. Mathematics is integral to all aspects of life, and with this in mind we endeavour to ensure that our children are confident and have experience of mathematics in a practical, enjoyable and challenging environment.

Science

For young children, science is an introduction to the world of living things, materials and energy. It is largely a practical subject which develops a spirit of enquiry by building on children's natural curiosity and encouraging reasoning.

We can learn about our world by using skills of observation, prediction, investigation and interpretation. Each child needs to enjoy the experiences associated with science, so they will develop a deep and lasting interest in it. Working with others, open-mindedness, self-criticism, learning how to persevere and learning how to ask questions are attitudes, which encourage work to be carried out in a scientific way.

Geography and History

Knowledge and understanding of people and places are key to helping pupil's discover our world and how the past influences the present. Children are encouraged to use investigative and problem solving skills and to evaluate evidence thus learning how to reach conclusions and formulate own ideas and opinions.

Religious Education

At Southill we teach the children to respect everyone. Through our RE teaching we help our pupils to develop beliefs and values, and promote the virtues of respect and empathy, which are important in our diverse society. It fosters civilised debate and reasoned argument, and helps pupils to understand the place of religion and belief in the modern world.

Computing

In a world where there is an ever-increasing use of Information and Communication Technology, children need to be well prepared with the skills they will require to live and work in a technology driven society. They need to have regular access to a wide range of devices and be given the opportunities to use Computing skills in many different contexts.

Art and Design

Art and design supports freedom of expression and stimulates creativity and imagination of each individual child. It provides the children with visual, tactile and sensory experiences and a unique way of responding to the world around them. Art and Design enables pupils to use colour, shape, form, texture, pattern and different materials and processes to communicate what they see, feel and think. Through Art and Design activities, children learn to make informed valuable judgments and aesthetic practical decisions. The children are provided with opportunities to learn about their own life, and life in different times and cultures.

Music

Music is enjoyed by all our children. In particular whole school singing, appreciation of music, listening, performing and composing. A wide range of music is explored from different times, cultures and genres. Through music, our children are encouraged to express their own ideas and feelings and develop the necessary skills and understanding of music. There are opportunities for musical performances in singing, percussion and instrument tuition.

Design and Technology

Design and Technology prepares young children to participate in tomorrow's rapidly changing technologies. Through Design and Technology the children learn how to think and intervene creatively to improve the quality of life. The children are encouraged to look for needs, wants and opportunities and respond to them by developing a range of ideas, making products and evaluating them. It enables the children to become creative problem solvers as individuals or as part of a team.

Uniform

To help children feel part of the Southill family and as an outward sign of students commitment to and pride in our school we have decided to extend our uniform to include the preschool.
Royal blue T-shirts, Cardigans and Sweatshirts with the Southill logo are available to purchase from our online provider Beat, www.beatschooluniforms.co.uk.
Orders are posted directly to home within 48 hours of ordering. Other clothing should be comfortable, practical and enable children to be as independent as possible.
All clothing should be clearly named to help us ensure that children go home with their own clothes!

We encourage children to play and learn outside in all but the most severe of weathers so it is important that all children come to school with outdoor coats appropriate to the weather.

Please ensure preschool children bring a spare change of clothes, in the event that a child needs to be changed. This can be brought in their school bag or kept permanently in school within the cloakroom.

All children will be supplied with a school book bag and water bottle by the Friends of Southill Lower School (FoSLS) to send pictures or letters from the school office home in.

Students must limit jewellery to small sleepers or stud earrings (these must be removed or taped over for PE) and a watch.

Parental Support

We expect parents/carer to support us in maintaining high standards of uniform. If for any reason you are experiencing any financial difficulties, we may be able to help. Please contact the school, in confidence as a matter of urgency and ask to speak to a member of the senior leadership team. We keep a supply of uniform items that you can borrow for a limited period.

SEND (Special Educational Needs and Disabilities)

At Southill Lower School, teachers meet the needs of all the children in their class through adaptive teaching.

We are committed to providing an environment that enables full curriculum access that values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to taking positive action in the spirit of the Equality Act 2010 with regard to disability and to developing a culture of inclusion, support and awareness within the school.

Some children and young people require special educational provision because they have a disability that prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning, or rehabilitation support. Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers. (SEND Code of Practice 2015).

We offer an inclusive curriculum that all pupils can fully participate in. Where applicable we work closely with parents to plan their child's involvement in school trips.

The school is all single story and all teaching areas within the School can be accessed by wheelchair. More information on this area can be found in our accessibility policy. Where appropriate, modifications have been made to the auditory/visual environment to meet the needs of particular pupils. We work with external agencies to secure particular equipment or resources such as Occupational Therapy, Physiotherapy, Hearing Impaired Service and the Visually Impaired Service.

Our SENCo is Miss Chloe Bell.

She can be contacted on **01462 813312** or by emailing senco@derwentschool.co.uk

Useful Information

The school day

The school day starts at 8.40am, gates are locked at 8.50am. Any students who arrive after 8.50am must enter via reception and sign in.

Break time is 10.30am to 10.50am

Lunch time is 12pm to 1pm

End of the school day is 3.30pm

Wrap Around Care

We provide Breakfast Club and After School clubs daily during term time for children in Nursery to Year 4 supervised by experienced staff. Each session has a maximum capacity of 20 children and all staff are first aid trained.

Breakfast club – There is a choice of 2 sessions 7.50am-8.50am or 8.20am-8.50am. A breakfast is provided at each of those sessions. For the 7.50am session, there is a choice of a hot breakfast of the day, cereals and/or toast with a selection of toppings. For children attending from 8.20am there is a choice of cereals, and/or toast with a selection of toppings. Milk, Water and fruit juice will be freely available with yoghurts and a selection of fruit.

After School Club – Runs between 3.30pm - 4:55pm. We are happy for parents/carers to send a snack in with their child, but please be reminded we are a nut free school and promote healthy eating so please refrain from sending in sweets, crisps, fizzy drinks and chocolate bars.

Fees are as follows:

Breakfast Club:

7.50am to 8.50am: £4.00 for the 1st sibling and £3.00 for each sibling thereafter

8.20am - 8.50am: £2.00 for the 1st sibling and £1.50 for each sibling thereafter

After School Club

£3.50 per session, per child. The club reserves the right to cancel sessions in exceptional circumstances.

An extra charge will be made for late pick-ups of £5 for every 5 minutes.

Please note - Refunds will not be available for sessions booked if your child is unable to attend for any reason with less than one week's notice.

Admissions and Home to School Transport

Please see our website for details.

Term Dates

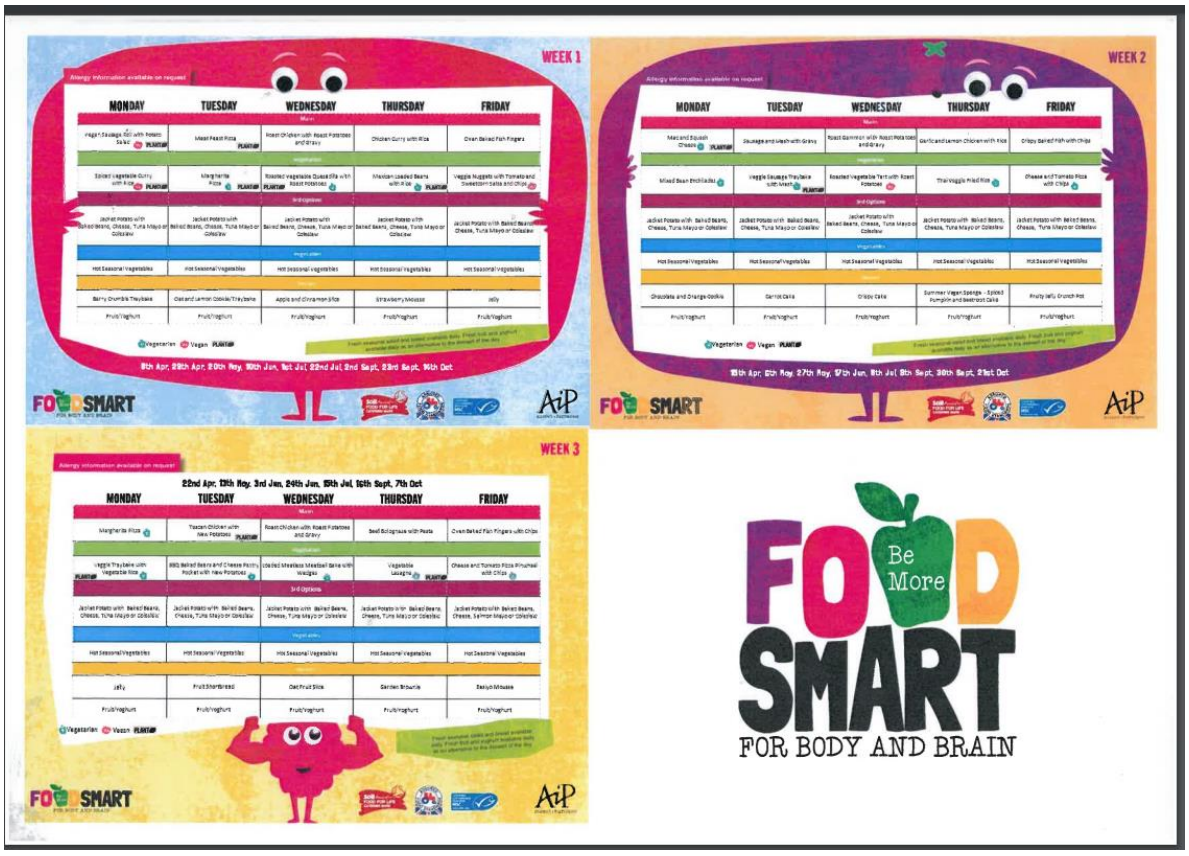
Please see the school website for term dates.

Lunchtime

Lunch is an integral part of the school day. Students and staff run best on full stomachs!! We have a brilliant offering of food served across the first half of our lunch time.

Parents can pre order lunches from the AIP website or app, and you can also provide your child with a packed lunch if they prefer but please do not send your child to school with any food containing nuts, chocolate bars, fizzy drinks or sweets - thank you.

Below is an **example** of our school lunch menu. School lunches are priced at £2.53 a day.



Illness

There are a few ways of contacting us if your child is ill and unable to attend school. Please notify School before 8am. You can either ring the school office on 01462 813312 or report the absence via ParentMail or Class Dojo If your child has had sickness or diarrhoea, then they must stay off school for 48 hours from the last bout to help prevent the spread of infection.

If your child becomes unwell at school, then we will contact you to arrange for them to be taken home as soon as possible. It is vital that the school office has up to date contact details, so if you change your phone numbers please don't forget to let us know.

Worries or Concerns

In the first instance, please talk to your child's class teacher if you have any worries or concerns. We cannot put your mind at rest or solve any issues if we are not aware of the problem. If you wish to talk to a member of SLT, then please mention this to the teacher or contact the school office directly. Mrs Barlow or Mrs Read are usually in the playground to talk to parents before school and after school.

Health and Safety

The Governors and Headteacher of Southill Lower School are committed to ensuring a safe and healthy environment and to providing safe equipment and procedures for all staff, pupils and visitors involved in school activities. It is the intention of the Governors and the Headteacher that the school's policies and procedures are followed and we aim to ensure that health and safety is an integral part of all school activities.

Child Protection and Safeguarding

Our main Safeguarding Lead is Mrs Samantha Barlow, our Deputy Safeguarding Leads are Mrs Sonya Read, Mrs Tenille Rimmer and Sarah Tuckwell who is our safeguarding governor. Our Safeguarding governor works with the Headteacher to ensure that we fulfil our statutory responsibilities. All staff have regular Safeguarding training. The School has Child Protection and Safeguarding Policies which are reviewed each year.

Southill Lower School

School Lane

Southill

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