

## **New Entrants Information Sheet**

### **Daily organisation:**

Our school is split in to three classes: Tinley (Year R/1/2); Hampton (Year 3/4); Fairlawne (Years 5/6).

All pupils are assigned a house team on starting with us: Holmes, Cohen, Cowdrey, Winnifrith

Children may be dropped off at the Back Lane gate between 8.30am and 8.45am. The area between Stumble Hill and the entrance is for quick drop off only. We ask that our neighbours are respected when parking and that there is no turning in driveways or staff parking spaces.

The school day starts at 8.45am when the bell is rung; all children head into classrooms via the classroom door where staff will be waiting for them.

Breaktime is from 10.30am to 10.45am – healthy snacks are encouraged, with ultra-processed and highly packaged items deterred, and all children play together. A small selection of fruit is available for Tinley and Hampton pupils, but most children also bring snacks from home.

Lunchtime is from 12.15pm to 1.15pm. Years R to 2 and 6 eat first then play; year 3 to 5 play first then eat.

All children may choose between a school meal (main, vegetarian or jacket potato) or a packed lunch. Meals can be ordered daily at registration or via MCAS and should be paid for by Year 3-6 in advance via MCAS accounts (Year R to 2 are all eligible for universal free school meals).

The day finishes at 3.15pm. Parents and carers should enter the playground from Back Lane and wait near classroom doors. You are welcome to stay to chat until 3.25pm when the gates will be shut. We ask that children only play on fixed equipment and stay clear of the toy boxes, wildlife area, mud kitchen and sandpit. Children are the responsibility of their parent/carer at all times.

### **Regular Events:**

Fortnightly Friday afternoon swimming at Tonbridge Pool for Year 2, Hampton and Fairlawne – dates on school calendar

Twice weekly PE – as per class timetable; no earrings permitted

Twice yearly academic progress parent meetings – as detailed on Class Dojo

Termly parent forum and open classroom events – invite by Class Dojo

Termly parent information briefings as appropriate

Annual written progress and attainment report

Formal assessments in December, March and June (Year 6 SATS in May; Year 1 phonics screening in June; Year 4 times table check in June)

Termly pupil progress meetings between staff, Headteacher and SENCO

PTA meetings and fundraising events – all parents welcome to join

### **Optional Events:**

After school enrichment clubs – sign up via MCAS

Breakfast Club starting at 7.45am and After School Care until 5.30pm payable on MCAS

### **What my child needs:**

Book bag or backpack

Black school shoes (ankle boots permitted in colder weather)

School uniform and PE kit- <https://www.shipbourne.kent.sch.uk/page/?title=Uniform&pid=32>

Warm/waterproof coat (to suit the season); gloves, hat scarf, sunscreen, sun hat as appropriate

Swimming trunks/costume, towel and goggles (Year 2, Hampton and Fairlawne)

Outdoor clothing when requested (eg. tracksuit trousers, t-shirt and fleece), waterproofs and wellies

Hampton and Fairlawne - Pencil case with pencils, handwriting pen, 30cm ruler, rubber, glue stick, scissors and colouring pens/pencils (optional)

Water bottle with sports cap or straw

### Contacting the School:

General queries and information sharing: MCAS messaging

Management related concerns or questions or if directed in correspondence:  
[terri.daters@shipbourne.kent.sch.uk](mailto:terri.daters@shipbourne.kent.sch.uk)

Telephone contact for urgent or time sensitive matters: 01732 810344

Please use MCAS to inform us of any changes in pick up arrangements and to notify us of absence or late arrival/early departure.

Please use MCAS absence portal to request absence in advance – this will only be authorised in exceptional circumstances in line with our attendance policy.

### Communicating with you and our expectations:

The majority of communication from us will be by Class Dojo so please check accounts frequently.

Our website includes full information about events, day to day running of the school and our curriculum.

### Other information:

All relevant policies and important information can be found on our school website.

The school calendar can be found [here](#) and on Class Dojo:

Class Dojo is used to share news and learning.

All parents will be registered for an MCAS account – our central management and payment system.

All payments are made online via MCAS – details and deadlines for payment will be shared by Class Dojo in advance.

We sometimes use Microsoft Forms to collect information.

All pupils will be given Office 365 accounts. Here they can access a range of apps including Word, Powerpoint and Teams. Teams will be kept updated for occasional home learning and remote learning to be accessed.

All pupils will be given digital reading records. Please listen to children read regularly, recording this every time and ensuring books are in school daily so that staff/parent volunteers can hear children read and swap books when required.

Please support pupils in learning times tables, phonics, weekly spellings and other key areas as directed.

Pupils with SEN or wellbeing needs will be given targeted support. Provision Plans and Behaviour Plans will be shared with you regularly and additional meetings will take place to keep you updated.