



Leehurst Swan School
S A L I S B U R Y

**Welcome to
KS2**

This booklet is designed to help your child to settle into the school and to give you information about the school day and school regulations. If you have any further queries please do not hesitate to contact us.

School Times

8.30 -	8.45	Registration
8.45 -	9.20	Period 1
9.20 -	9.55	Period 2
9.55 -	10.20	Break
10.20 -	10.55	Period 3
10.55 -	11.30	Period 4
11.30 -	12.05	Period 5
12.05 -	12.40	Lunch
12.40 -	1.10	Activities
1.10 -	1.15	Registration
1.15 -	1.50	Period 6
1.50 -	2.25	Period 7
2.25 -	3.00	Period 8
3.00 -	3.35	Period 9

Assemblies	Period 1 – Mondays and Wednesdays Period 8 – Friday
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Before School Care	8.00 – 8.30 (no charge)
After School Care	4.30 – 5.30 (charged from 4.30 – 5.30 per half hour)
Homework Club	3.45 – 4.30 (no charge)

A letter is required if your child has your permission to walk home alone or with other pupils or walk to the bus station etc.

Curriculum

Key Stage 2 children follow the National Curriculum with enriched opportunities. They have daily sessions in English (Literacy) and Mathematics (Numeracy) and other lessons which are taught by specialist teachers. These are:

Art & Design	Science
Geography	History
I.C.T.	Music
P.E/Games	P.S.H.C.E.
R.E.	Swimming
Design Technology	French or other Modern language (German/Spanish)

Absences

If your child is ill or unable to attend school for any other reason please ring school as soon after 8.00 am as possible. We must receive a letter in school following any absence.

Information regarding medical or other appointments should be given to the form teacher before any appointment.

Please let us know if you are going away and your child is staying with friends or relatives so that we have the relevant contact numbers.

Please also let us know if someone else is bringing your child to school or collecting them from school.

It is also very important to let us know if there has been an upset at home or in school so that we can keep an eye on the situation and be prepared if your child is distressed for any reason.

After School Care

The school provides After School Care as a service. This is intended to be used for the children of working parents, who have to pick up their children after the normal school day, or for parents who, for some other reason, have to leave their children for longer than the normal school day. Children staying to After School Care **must** obey the school rules. Any bad behaviour will result in a pupil being given a verbal warning; a second similar offence will result in a written warning. If the pupil persists in causing problems they will be banned from After School Care for a week and this ban will become permanent if behaviour does not improve.

Bicycles

Children are permitted to bring bicycles onto school premises but the Governors do not accept any responsibility for any loss or damage. Children must wear cycling helmets when cycling to and from school. They may wear tracksuit bottoms while cycling. Cycling proficiency “Bikeability” courses are arranged for pupils during Year 6 organised by Wiltshire Council.

Food and Drink

Hot lunches are available in school for an additional charge of £3.00. These lunches are brought into school using fresh local ingredients. Please contact the school for further information on this service.

In warm weather packed lunches with an ice pack will help keep food cool and fresh. Pupils may have a snack at break-time. Pupils are encouraged to bring tap water to school, but it must be in the Leehurst Swan official water bottles. These bottles may be kept on pupils’ desks to drink during lessons. Pupils are not allowed to bring fizzy carbonated drinks into school (including carbonated water) for breaks, lunch or any other occasions. Pupils may bring cartons of non fizzy soft drinks as well as their water bottles for break time/lunch time. The Leehurst Swan ‘non spill’ water bottles are available to purchase at a cost of £1.30. ‘Official’ water bottles are allowed on Prep desks in lessons, available to purchase from school. Cafe on the Park supplies packed lunches in three different sizes and delivers to school. Please contact Reception for further information on this service.

Toys

Please do not send children to school with expensive or precious toys as we cannot accept responsibility for them.

Confiscated Items

Any property confiscated by a member of staff will be kept by the Head of Prep and will be returned at the end of term.

Dogs

Dogs are not allowed on school premises in the interests of Health & Safety.

Extra-curricular Activities

Staff offer a number of activities which take place at lunchtime or after school. These include drama, gardening club, games, recorder, choir, orchestra and chess. An outside coach supervises Judo, Gymnastics, Tennis and Football and Jewellery making at an extra charge.

Illness or Accidents at School

We must have up-to-date contact numbers in case of illness or accident at school. If you change numbers please remember to let us know. If we are unable to contact you we will rely on the advice of the first-aider, your family doctor or the hospital.

Please do not send children to school if they are ill – they will avoid spreading infections and will recover more quickly at home. Pupils with very contagious ailments such as impetigo should be kept away from school until they have recovered.

Medicines

If medicine needs to be administered during school hours, the school must be informed in writing. The medicine must be brought to school in its

original container, clearly labelled with the pupil's name, class and instructions for administration. A 'Schools Request to Administer Medication' form, kept in Reception, or downloaded from the website, must be fully completed by a parent/guardian. Inhalers may be carried by pupils but must be clearly labelled with their name and class. If your child is allergic to any substance or any medication, which has side effects, the school must be informed.

Headmasters' Afternoon Teas

These are held once a year for each year group and we welcome your comments and suggestions at these times.

Health & Safety - Mouth Guards

For contact sports and certain games e.g. hockey, rugby, mouth guards should be worn. The PE Department regularly organises a professional fitting of mouth guards for KS2 pupils, which is recommended.

Holidays

We would be grateful if parents would, as far as possible, book family holidays during school holiday periods. It is better for the children if they are taught in the classroom at the same time as their peers. Permission should be requested in advance from the Headmaster before taking holidays in term time.

Homework

This is an important part of your child's education and aids the learning process. Homework should be done in a quiet place when the children can be free from distractions. If your child is experiencing difficulties with homework it is vital that you talk to their form teacher. If it is impossible for homework to be done on a particular night a letter must be sent to the relevant teacher with an explanation. A balance should always be struck between schoolwork and outside activities. Supervised Prep is available at school from 3.45 - 4.30pm in Homework Club (free of charge).

Learning Support

If your child needs some extra help this can be provided by extra lessons with our learning support staff, which will incur an additional cost. Booster lessons are also run by our learning support staff during the school day at no extra charge.

Lost Property

It is inevitable that some items of clothing or equipment may be lost from time to time so they must be clearly marked with the child's name. Please check regularly that the names are clearly visible.

PE kit is to be named on the outside as per PE staff instructions listed on page 10 of this booklet. 2-in-1 coats should be labelled by the collar of the fleece side.

Mobile Telephones

Mobile telephones are allowed in school at pupil's own risk/responsibility but should not be switched on in lessons. They are to be used to contact parents if necessary but not to be used as toys/cameras etc at break times. Telephone calls can be made from the telephone in Reception.

Money in School

It is sometimes necessary for money to be sent into school. This should be sent in an envelope clearly marked with your child's name and form.

Music Tuition

Instrumental lessons are available for Key Stage 2 children and are charged for as an addition to the School Fees account. Letters to parents are sent out annually and are to be returned to the Bursar's Office. Tuition may take place during lesson times. It is the pupil's responsibility to catch up on any classwork that is missed. Each pupil has a music card showing lesson times, which has to be signed by the teacher whose lesson is being missed before the music lesson.

Musical Instruments

Along with the rest of pupil's property, musical instruments are not covered by the school's insurance and parents must make their own arrangements. If a school instrument is loaned to a pupil, parents are liable for loss or damage whilst it is in their child's possession. Musical instruments must be clearly named and, whilst in school, should be kept in in the music cupboard (room 64).

Reporting to Parents

Reports are sent out twice a year. These will contain standardised scores and a summative comment by the subject teachers and form teacher. Parents' Evenings are held in the Autumn Term and Spring Term. For children joining during the school year a short report is sent after the first month. There is also an evening for parents of pupils in Year 5 in June or early July.

Pastoral Care

Parents are welcome in school at any time. If you have any problems or queries please feel free to discuss them with us. If you wish to see your child's form teacher please choose a convenient time such as before morning school or at the end of the school day. A prior appointment is normally advised. For issues that are not necessarily appropriate for the form teacher you may contact Mrs Bayliss, Head of Prep, or Mrs North, the Deputy Head, by telephone, e-mail or by letter through your child's homework diary.

Residential Visits

A Year 5 overnight residential trip is planned in the summer term and a residential activity holiday at the Mill on the Brue in Somerset is arranged for all Year 6 pupils. This is an annual event which helps build team spirit and social skills. The children are accompanied by Prep staff and it is hoped that all Year 6 pupils will take the opportunity to join in this trip.

Examinations/Tests

Pupils in Year 1 to 5 are tested in the summer term using NFER papers in English and Mathematics. In addition Vernon spelling and Edinburgh Reading tests are used to assess spelling and reading ages each year. These scores are reported to parents twice a year.

InCAS - Interactive Computerised Assessment System

On line computer testing takes place in the summer term of Year 6 and other pupils sit assessment tasks.

School Trips

School trips are arranged throughout the year. You will be asked to complete forms for these activities. Uniform is usually worn unless otherwise stated. Local visits within Salisbury are also arranged and a single consent letter, signed when a pupil starts, covers these.

School Bags

A bag with shoulder straps which is large enough to hold an A4 file is ideal. School sports bags are required for all Key Stage 2 pupils and can be purchased from Mrs Beverley Smith, Registrar. Draw-string bags are best for swimming.

Stationery Requirements

A pencil case should be brought into school and should contain:

- a fountain pen (the Parker Vector is ideal)
- washable blue cartridges
- coloured pencils
- 30cm ruler
- a calculator
- a Collins Pocket English Dictionary
- a Collins Pocket Thesaurus
- a good geometry set (Year 6)

The Prep Department runs a small stationery shop where items may be purchased at reasonable prices.

Uniform

Please see the uniform list to check requirements depending on your child's age. (A copy of this list is available on the website). The school aims to ensure that all pupils take a pride in their appearance and we hope that we can rely on parents' support. Correct uniform must be worn at all times and **sensible** shoes are essential for safety. Pupils who are persistently not wearing the correct uniform will lose a small proportion of their playtime as punishment. A second hand uniform sale is sold at various FOLS events during the school year. During the summer months it is advisable that children have a sun-hat for playtimes available from school (burgundy or navy PE hat).

PE Kit

In order for staff to check that children are wearing their own PE kit all items of PE clothing should be named on the outside of the garment. This helps to eliminate the problem of lost and missing items. Clothing should be named as follows:

Polo shirts	left sleeve near cuff
Rugby shirts (Yr 4 and above)	left sleeve near cuff
PE sweatshirts	left sleeve near cuff
Shorts	left-hand side of the outside hem
Gym skirts	left-hand side of the outside hem
Tracksuit bottoms	left thigh

All Games socks/white socks should be named.

To reduce the risk of lost property Leehurst Swan PE sports bags can be purchased from the Registrar, Mrs Beverley Smith.

More information about the school can be found on the Leehurst Swan web site: www.leehurstswan.org.uk this includes term dates, photographs and information about recent events. You may also wish to gain access to the safeguarding (child protection) policies and other information provided for parents. To view this information on the website, please click on the heading on the right hand side marked “Parents” and use the pass word **educate** to pass through this portal.