



**LOXWOOD**  
SCHOOL

**Welcome Booklet**  
**for New Parents and Carers**



Thank you for showing an interest in Loxwood Primary or indeed joining our community.

I hope that this welcome pamphlet will give you the information that you require. There is more detailed information on our website, however, please contact us directly if you have any further enquires.

We are a small village school with approximately 170 pupils, offering individual classes for each year group. Community and family are at the heart of our school ethos and we work closely with parents to ensure that our pupils feel valued and safe in their learning environment.

Our rich and creative curriculum aims to inspire the children and provide them with a wide range of exciting learning experiences. We are fortunate to have a wonderful outdoor space where the children can experience a wide variety of learning opportunities including a range of different sports and Forest Schools using our conservation area.

Ms Kitson  
Headteacher

### **The Loxwood School Way**

**Collaboration**

**Perseverance**

**Happiness**

### **Our School Rules**

- Be kind and respectful towards each other
- Always try your best
- Look after the school inside and out
- Be a good friend
- Always have a positive attitude



## CONTACT US:

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Pop in: Monday to Friday  
9:00 a.m. -4:00p.m.

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Loxwood Primary School is a friendly, busy and welcoming village school. We plan and teach a broad and balanced, creative curriculum; topic based planning allows the children to become immersed in their learning and gives teachers the opportunity to challenge or support children depending on individual need.

We are passionate about providing an environment where children can develop life-long learning skills and values that will enable them to continue to grow and thrive in whatever direction the future takes them. We are an AFL school (Assessment for Learning) that specifically teaches children to develop their growth mind set; praising and encouraging personal skills and values such as perseverance, independence, effort and resilience.

Our enriched curriculum allows children to experience many different opportunities to develop these personal skills including a large range of team sports during P.E, both competitive and just for fun; after school clubs including football, French, choir and dance. We are very proud of our growing Forest Schools programme; we have beautiful grounds that include a dedicated Nature Garden where all year groups have an opportunity to participate in Forest Schools.

The children at Loxwood Primary School are well behaved and we are very proud of them. They have a School Council and a newly formed Eco Team that help staff to improve and develop new ideas and projects in the school. The children are divided into four Houses with very responsible House Captains. This enables the older children to mix with the younger children on a daily basis and they take pride in their responsibility to look after each other.

We rigorously and regularly evaluate standards in all aspects of school life. There have been many changes in primary education over the last few years and I am very impressed with the commitment of staff, Governors and the families at Loxwood. We were particularly proud of attainment in Reading and Maths in 2016.

Our main focus for this year will be: writing - continuing to equip our children with the skills needed to meet the demands of a challenging English curriculum and to be able to write well in all subjects; ensuring that our most able children can access even more challenging and broad tasks to embed their learning and develop their thinking and problem solving skills.





Gate opens at 8:30 a.m.

Infant & Junior bell: 8:40 a.m.

Registration is at 8.45 a.m.

The children line up and are collected by their teacher

Morning break:

Infants: 10:20 - 10:35

Junior: 10:40 - 10:55

Lunch time:

Infants: 12:00 - 1:00

Juniors: 12:15 - 1:15

End of day

## School Uniform

All our uniform is available from our online supplier Magnum  
[magnumenterprises.co.uk/loxwood-primary-school](http://magnumenterprises.co.uk/loxwood-primary-school)

School polo shirt with logo

Sweatshirt or cardigan with logo

Grey skirt or trousers, white socks or green / black tights

For summer a green and white dress or shorts



Our Young Explorers (Reception) can wear green jogging bottoms if this is more suitable for them.

### All children

P.E kit

House colour polo shirt

Green jogging bottoms

Navy blue or black shorts

For infants black plimsolls, for juniors trainers

P.E bag

Please remove earrings on P.E days prior to coming to school.

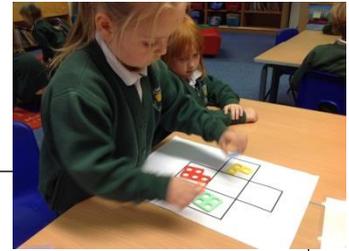
If this is not possible please provide tape for your child to apply before they participate in P.E activities.

Please ensure that all clothing and footwear is clearly named.

Please ensure that long hair is tied back with simple clips. Hair should not be dyed bright colours.

No jewellery of any kind should be worn. The only exceptions are for religious or cultural reason, (except for ear studs that must be removed for P.E).

Loxwood does not permit make up or nail varnish of any kind.



## Classes

Reception      Young Explorers

### Infants

Year 1            Oak Class

Year 2            Willow Class

### Juniors

Year 3            Rowan Class

Year 4            Sycamore Class

Year 5            Mulberry Class

Year 6            Chestnut Class

## Loxwood School's House System

The house captains are very responsible Year 6 children that organise their house activities. This is an opportunity for the children to mix with each other across the year groups particularly during sporting events.

### THE SCHOOL COUNCIL

We believe that it is important for the children to have a voice and to be involved in the continued improvement and development of the school.

Each class has the opportunity to vote for two children to be members of the school council. These elected candidates take on the responsibility of sharing ideas put forward by the council with their class and reporting back with decisions made.

### THE ECO TEAM

The Eco Team are responsible for the school environment. They are passionate about improving the school grounds, bio-diversity and saving energy.



### Children with Special Education Needs

Staff work with parents and families to really get to know the children as individuals and to plan learning that is appropriate.

Some children may require additional support and more information about our policies and practice can be found on our website under our Local Offer. However, we do ensure that,

- Every child has the opportunity to reach their potential
- That early identification of any special needs or barriers to learning are identified as early as possible
- That the school works in partnership with the parents for the benefit of the child

### More Able

There are a range of ways in which we support more able pupils.

Teachers plan lessons effectively giving all children the opportunity to be challenged. Careful tracking of children's learning and progress ensure that teachers are aware of children's needs and early interventions are planned appropriately.

We also have a wide range of enrichment activities for the children including many different sporting events both inside and outside of the school day. We have a sports coach that works and plans with the staff and children to ensure that all children are challenged during P.E .

We are involved in many different sports competitions with the other schools in our locality including football, netball and cricket. Our talented athletes in Year 5 and 6 have the opportunity to go to The Weald Secondary School to work with the children and coaches there.

Our children have been represented at local maths competitions. Our gifted writers attend workshops and we participate in the Weld Book Awards

If you wish your child to have music lessons these can be arranged during school time. The choir, the Loxwood Singers, are very active particularly during the festive season.

These are just a few examples of how we support children with a wide range of needs. Please speak to your child's class teacher for more information.



## Attendance



Absence from learning can have an impact on a child's attainment and progress. Gaps in skills based learning can cause a child to have difficulty in 'catching' up with their peers.

If your child is unwell, we request that you telephone the school before 8:30am or the day before if possible. If a child has been sick or is suffering from diarrhoea we ask that you keep them at home for 48 hours after the last bout. This is to minimize the spread of infectious viruses.

If your child needs to be absent from school for an exceptional reason we ask that you complete a Request for Leave from Learning form available from the front office. Please return these forms for approval from the Headteacher before your child is absent.

## HEALTHY SCHOOL LUNCH, DRINKS AND SNACKS

### Hot School Meals

Since September 2015 all children from Reception to Year 2 are entitled to a free hot school meal. At Loxwood these are provided by Chartwells. You can opt out of these meals if you prefer and provide your child with a packed lunch.

Visit <https://westsussex.mealselector.co.uk/> to see the menus, you can also register any specific dietary requirements or food allergies your child may have.

You can also privately pay for meals if your child is in Years 3 to 6 using the same link.



### Packed Lunch

You may decide that you wish to provide your child with a packed lunch instead. Please notify the school if you do not wish to take advantage of the hot school meal so that we are not charged for unwanted meals.

We do encourage the children to have a healthy packed lunch with no chocolate bars in, thank you.

### Drinks and Snacks

#### Reception to Year 2

A range of healthy snacks are provided by the local authority for these year groups; for example apples, bananas or carrots. Please provide your child with a water bottle (that can be filled up at school) to have with their snack. **Water** only please.

Please note **WE ARE A NUT FREE SCHOOL**

## General information

Book bags are used by infants to safely transport reading books home etc.

- Pencil cases are needed in the juniors, filled with everything they will need in school.
- After School Clubs lists are available before the end of each term. Clubs provided by external specialists will have their own contact information and payment systems. Clubs run by the school directly can be accessed via the main office
- Sports shoes and wellies - the infants may use wellies from time to time and a pair can be left in school. The Juniors often prefer to use trainers during playtime on the field and again a pair can be left in school for this purpose
- Volunteers - reading, trips, driving to events and Forest Schools, all volunteers are welcome. Please contact the office
- Medicines—All medications must be prescribed by a doctor and bought to school the school office in the original pharmacy packaging.

## PARENTS EVENINGS

### Reception parents

Are invited in to a half hour individual meeting at the beginning of September. They are then invited to a group 6 Weeks In Meeting to discuss the curriculum. In the Spring and Summer Terms they are invited to an individual Parent Consultations.

### Years 1 to 6

Are invited into a Welcome Meeting in September to find out about the year ahead. Individual Parent Consultations are held termly.

All children will receive a written report at the end of each year.

If you have any concerns or worries or would just like a catch up and want to put your mind at rest we do encourage parents to make an appointment with their child's teacher at any time of the year. You can also contact Ms Kitson at any point. You will also see the teacher at pick up and drop off although to discuss anything at depth we do advise you to make an appointment.

Parents are also invited in to see their children's learning for a variety of activities throughout the year including;

- \* End of half term Assemblies
- \* Plays and productions for festive occasions including Christmas and Harvest
- \* Sports Day
- \* Come and See Events that are held termly

## FOREST SCHOOL PROGRAMME



Loxwood Primary School is very fortunate to have really fantastic school grounds.

Some schools (not too far away) have only tarmac however, at Loxwood, we have a large playground, field, Nature Garden including a pond, hedgerows, vegetables patches, trees and the infamous Humpty.

This environment lends itself perfectly to a Forest School programme and all children will have the opportunity to experience Forest Schools from Reception to Year 6.

The philosophy behind Forest School is for all children to be viewed as:

- equal, unique and valuable
- competent to explore and discover
- entitled to experience appropriate risk and challenge
- entitled to choose and to initiate and drive their own learning and development
- entitled to experience regular success
- entitled to develop self –awareness- understanding how they, their peers and the environment impacts on themselves and others.
- entitled to develop self-motivation-understanding how to channel emotions to achieve set goals
- entitled to develop social skills- understanding how to be inspirational, passionate,
- caring, interested and kind.
- entitled to develop empathy- understanding how to view the world from another’s Perspective

These areas of learning are vital and all compliment the values and skills that we celebrate at Loxwood.

### Breakfast & After School Club

#### Tree Tops



Our Tree Tops club is available from 7:30a.m in the morning and after school until 6:00p.m

They provide a range of fun, creative and exciting activities during the club both indoors and outdoors.

There is a range of pricing structures available, please visit our school website for more information or collect a leaflet from the school office.

### Clubs

We have a wide variety of clubs available. Some are from external providers and some are run by staff and volunteers.

Each term a timetable is sent via email and posted on the school website detailing which clubs are available and how to apply.

Some examples this term are: netball, football, Choir, French and dance

All clubs are subject to our Safeguarding policies and procedures.

## LOXWOOD SCHOOL PALS (PTA)

We are very fortunate to have a busy successful PTA. They organise many activities and family events throughout the year, raising funds for the school.

This year they will be organising a Fun Run, the Christmas Fair, Friday Night Club, Bike Day, Quiz nights and the Summer Fair, just to mention a few.



## SAFEGUARDING AND CHILDPROTECTION AT LOXWOOD PRIMARY SCHOOL

The safety and well-being of our pupils is our highest priority. We welcome volunteers and parent helps into our school however, all policies and procedures are strictly adhered to:

- All of our staff, Governors and volunteers receive safeguarding training.
- They are all required to have a 'DBS'
- We ensure that they understand and know what their responsibilities are and what to do if they have a concern.

## ONLINE PAYMENTS

We encourage all parents to use our online payment system [www.scopay.com/Loxwood](http://www.scopay.com/Loxwood). Using your child's unique link code you can pay for trips and some clubs.