



## Welcome to Earlsdon Primary School

This prospectus contains important information about our school and illustrates the experiences our pupils enjoy.

Earlsdon Primary School has been educating the children of Coventry for more than 120 years. The school itself has seen many changes in that time and whilst still remaining a landmark for the local community, it now offers a modern and effective environment, catering for children from all over the city. Within our school community we have children and families from all around the world.

We are very proud of our school, our children are enthusiastic, well behaved and enjoy their learning. The school has an inclusive ethos and we work hard to support our pupils to make excellent progress both academically and socially.

We are always happy to welcome visitors, so please feel free to contact us to make an appointment to come and see the school in action.

Headteacher: Mrs Gill Naylor  
Earlsdon Avenue North, Coventry, West Midlands, CV5 6FZ  
Telephone: 024 7667 2917 Facsimile: 024 7667 0732  
e-mail: [admin@earlsdon.coventry.sch.uk](mailto:admin@earlsdon.coventry.sch.uk)  
[www.earlsdonschool.com](http://www.earlsdonschool.com)



# Information for Parents

## 2011 - 2012

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## **COMMUNICATION**

We use a range of systems to keep parents informed of events and developments. Class teachers and senior members of staff are usually available informally before and after school. Appointments can be made in person or through the office. We also have an electronic communication system, Parentmail, which enables us to send newsletters and other information by email, as well as text messages for emergencies. If you would like to sign up for this please supply your details at the school office and keep us informed of any changes to your email or telephone numbers.

Children will bring home copies of leaflets and communications on Fridays using the packet system. Please return these to school on Monday mornings. Teachers use homework and reading diaries as communication links with parents.

We have a twitter account that will inform you of what is going on in school -follow us @EarlsdonPrimary.

## **SCHOOL UNIFORM**

**In the interests of smartness, convenience, comfort and practicality, we encourage all our pupils to wear school uniform.**

A navy or royal blue sweatshirt or cardigan

White polo shirt

Navy, grey or black school trousers or shorts

Grey or dark navy pinafore dress or skirt

Blue and white school dress in summertime

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Sweatshirts and cardigans must either be plain or bear the school's official logo. **Trade names, sports kit, other colours and patterns are not acceptable as schoolwear.** Trousers must be plain, jogging bottoms and jeans may not be worn. Shoes should be sturdy and comfortable; trainers should only be worn for PE. Sandals and boots may be worn if the weather is appropriate, but these should be comfortable, substantial and flat heeled.

It is essential that ALL items of clothing are clearly named. If you write your child's name inside items of clothing please ensure that it is in indelible ink or check regularly as biro fades in the wash.

### **PE Kit**

Plain white or navy T-Shirt

Dark Shorts

Pumps or trainers are worn for outdoor lessons

Children who do not have a PE kit will wear a spare and bring home a letter. As a general rule, children will not miss their lesson.

### **Jewellery**

Jewellery should not be worn to school as it may cause injury or be lost. Watches may be worn and children with pierced ears may wear small plain studs but not hoops. Make-up and nail varnish are not appropriate for school.

### **School is not responsible for any lost property.**

Lost property is kept in the corridor leading to the dining room. Each half term it will be laid out before school in the lower hall (notification will be sent home). Any items not claimed after this will be disposed of.



## **ATTENDANCE**

Children should be at school every day and on time. Children who do not miss any learning opportunities make better progress and have higher attainment than those with low attendance and/or regular lateness. We reward children with 100% attendance at the end of each year and recognise any class which has 100% attendance for a whole week.

Children whose attendance is low (below 90%) will receive a letter from school and may be referred to the Local Authority's Education Welfare Department.

Children should be in the classroom for 8.55 am, registers close at 9.30. Children arriving after this time will be given an absence mark. For safeguarding reasons children arriving late at school or leaving school for medical appointments during the day must be signed in/out of school.

## **HOLIDAY REQUESTS DURING TERM TIME**

Parents should take pupils on holiday out of term time.

If holidays are booked in term time, permission must be sought from the Headteacher. Term time holidays may be recorded as unauthorised absences.

## **ILLNESS**

It is important that the school is informed on the first day of any absence. A message can be left on the office telephone (024 7667 2917) or by e-mail ([admin@earlsdon.coventry.sch.uk](mailto:admin@earlsdon.coventry.sch.uk)) before 9.30 a.m. This will ensure that we know why your child is not at school.



If your child has suffered a stomach upset or vomiting, please keep them at home until they have been clear for 48 hours, to avoid the risk of infection being spread around the school.

In the case of an infectious disease this usually means your child will not return to school until any course of antibiotics is finished or your child is really fit for a full day at school. If the doctor advises that your child can attend school, medication should be given before and after school. School staff are not permitted to administer medicine.

If a child is dependent upon medication on a regular long-term basis such as inhalers or Epipens, these will be kept in a secure place within school and administered as necessary. Please inform school if your child requires any long term medication (including inhalers) as a care plan/consent form must be completed.

If children become poorly during the school day and we feel they cannot remain at school, we will contact you to collect them.

### **HEADLICE**

In the event of a case of head lice in your child's class being reported to us a letter will be sent home with all children in the class. Parents of the child who has lice will be informed. Please check your children's hair regularly to prevent any infestation being passed around.

### **SCHOOL MEALS**

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If your child has school meals you will need to fill in a "Meal Planning Chart", available from the School Office. Current prices of the school meals are available from the office on request.

We would ask that meals are ordered **one week in advance** and paid for on Monday mornings. Cheques are made payable to Coventry City Council. Please write your child's name and class on the back. Cash should be sent in to the school in a sealed envelope, clearly marked with your child's name, class and the amount enclosed.

Please inform us of any changes to your child's eating arrangements in writing, giving 1 week's notice.

### **NUT ALLERGIES**

Please do not send packets of nuts or peanut butter sandwiches as part of your child's meal as there are several children within the school who have severe nut allergies. Any contact with nuts, however slight, could result in an extreme allergic reaction.

### **HEALTHY EATING**

In an effort to promote healthy eating, please do not send in birthday treats of sweets and chocolate for the class. Key Stage 1 children will have fruit provided for a playtime snack, Key Stage 2 children may bring their own fruit.

### **MONEY**

We would advise you that the admin staff are not allowed to accept loose cash in the office. Therefore, we would ask you to send any money (cash or cheque) in to the school in a sealed envelope, clearly



marked with the name of the child, their class, the amount enclosed and the reason for the payment eg Theatre Visit, Dinner Money, Trips etc.

Where possible payment by cheque is preferred as this is the most secure form of sending money with your child. Please write your child's name and class on the back of the cheque.

The majority of cheques should be made out to Earlsdon Primary School with the exception of cheques for school meals which should be made payable to Coventry City Council.

Special envelopes for the purpose of sending in payments are available from the School Office at a cost of 25p for 25 envelopes.

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## Earlsdon Primary School

### Daily Routines

#### Foundation Stage

Sessions begin at 8.55am and 12.45pm

Children play inside and outside during both morning and afternoon sessions

School ends at 3.00pm

#### Key Stage 1

Sessions will begin at 8.55am and 12.45pm.

Playtimes: 15 minutes am and pm

Lunchtime 11.45am - 12.45pm

School ends at 3.10pm

#### Key Stage 2

Sessions begin at 8.55am and 1.15pm

Playtimes: 15 minutes mornings only

Lunchtime 12.15 - 1.15pm

School ends at 3.15pm

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## STAFFING LIST (2011/2012)

### Teaching Staff

**Headteacher:**

Mrs Gill Naylor

**Deputy Headteacher:** CPD, Student Mentoring, ICT,  
Assessment

Mr Rob Matthews

**Assistant Headteacher:** SEN, Inclusion, Safeguarding

Mrs Denise Okas

#### Key Stage 2:

Year 6	ECO schools PE, Educational Visits	Miss Vicki Haines Mr Gary Gascoyne
Year 5	Music Gifted & Talented	Mr Richard Hook Miss Joanne Higgs
Year 4	P.H.S.E. MFL	Mrs Kay Forse Miss Laura Mitrofaniuk
Year 3	Art Geography EAL	Miss Kate Ingram Mrs Allison Fenerty Mrs Anne Bevan Miss Sophie Miles Mrs Karen Hull (Y6) Mrs Kaye Lyons (Y5) Mrs Kate Blundy (Y4) Mrs Louise Tennant (Y3) Mrs Alison Hine (Y3) Mrs Ann Thompson
Learning Mentor Teaching Assistants		

#### Key Stage 1:

Year 2	D & T Science	Miss Louise Wale Mr Adam Wilson
Year 1	Teaching & Learning, Placements English Maths	Mrs Wendy Smith Miss Pavandeep Ghuman Miss Emily Taylor
Reception	Foundation Stage RE	Miss Dawn Ablitt Mrs Tracy Howells Mrs Helen Griffiths
Teacher Cover Teaching Assistants:	Dance and Drama	Mrs Dawn Smith Mrs Lynsey Smith Miss Suzanne Dyer Mrs Sarah Foster Miss Sophie Taylor Mrs Katie Ronchetti Mrs Nicky Shingler

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### Non Teaching Staff

School Business Manager  
Administrative Officer:  
Clerical Officer  
Clerical Assistants

Mrs Sharon Cox  
Mrs Wendy Reader  
Mrs Carole Atkins  
Mrs Tina Wilson  
Miss Leah Shirley

Site Services Officer:

Mr Kevin McDonagh

### Lunchtime Staff

Supervisory Assistants

Mrs Edna Anderton  
Miss Lorna Calcott  
Mrs June Davies  
Mrs Sabeen Hussain  
Ms Sunita Kaur  
Mrs Marie-Ann Marsay  
Mrs Maureen O'Malley  
Ms Sharon Petch  
Mrs Liz Roughton  
Mrs Lena Shivshanker  
Miss Nadine Tonks  
Mrs Julie Trevis  
Mrs Justina Walls

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## **Breakfast/After School Club**

Play Leader

Mrs Sarah Foster

Deputy Play Leader

Miss Melissa Lewis

Deputy Play Leader

Miss Jennifer Grant

Play Assistants

Mrs Ann Hewson

Mrs Diane Kipping

Miss Genny Thompson

Miss Rachel Sheriff

Miss Kirsty Flanagan

Mr Jordan Jackson-Christian

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# Earlsdon Primary School

## Early years Foundation Stage Information

Starting a new school can be exciting, as well as unsettling at times, and we hope that by school and home working together, the excitement can be enhanced and any anxieties reduced. Parents have the most important part to play in preparing their children for school.



### Our Aims for the Foundation Stage (Reception Classes)

- To provide a happy, secure and safe environment in which young children can blossom and grow.
- To encourage parents to become partners with the school in the education of their children.
- To ensure breadth and balance in our teaching and your child's learning through carefully planned adult input and sensitive interaction using the Early Years Foundation Stage (EYFS) Curriculum and Profile.
- To provide a curriculum firmly based on active, multi-sensory learning to meet the needs of the individual child.
- To work together to compile individual profiles for each child to provide a formative assessment of their developing skills and learning.
- To foster a love of learning, enquiring minds and the ability to discuss, adapt and negotiate.
- To develop children's self control and their ability to respect the feelings, needs and cultures of others.



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## *Starting School*

Starting school is a big step for a young child. There is a new environment to become familiar with, new routines to learn and lots of new adults and children to meet. It can be quite an overwhelming experience!

We introduce our pupils into school in small groups through a 2 week induction period, extending this to staying for lunch, before they stay in school for the whole day.

## Reception School Day

Daily timetables in Reception Class have inbuilt flexibility to enable children to experience a wide range of practical learning activities, both indoors and outside.

School begins at 8.55

Lunch break is 11.45 am - 12.45 pm

We plan a lot of outdoor time into our day, both for organised activities and child led independent play activities,.



We finish school at 3.10pm (3.00 for the first half term).

## *The Early Years Foundation Stage Curriculum*

The Early Years Foundation Stage Curriculum is a statutory part of the National Curriculum for children aged 0-5 years. The curriculum covers 6 areas of learning



***Personal and Social Development  
Communication Language and Literacy  
Problem Solving, Reasoning and Numeracy  
Knowledge and Understanding***

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## ***Creative Development*** ***Physical Development***

We believe that play is central to a young child's learning and development. It encourages communication, co-operation, understanding, friendship and self-motivation and enables children to develop thinking and creative skills.

The play activities and games in our Foundation Stage classes have a definite purpose and have been carefully planned and structured to cover all of the objectives of the above 6 areas of learning. They provide a solid foundation of skills including reading, writing and maths that will lead your child towards the objectives of the Key Stage 1 National Curriculum.



### ***Learning to Read at Earlsdon***

We use the Oxford Reading Tree as our structured reading scheme. Children also learn to read through multi sensory activities, such as the language of stories, letter sounds (phonics), names and key words.

We initially introduce and teach children to read words through "Jolly Phonics" actions, songs and games.

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## Other Information

### School Meals

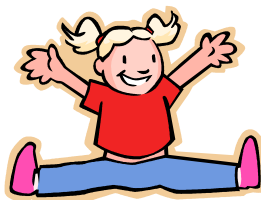
School meals are available at lunchtime. The current cost of meals is £1.90 per day or £9.50 per week. Children eat school meals in the Dining Room, but sandwiches are eaten in the classrooms.

### *Parents and Toddlers and Pre-school Groups*

You are welcome to join this club which takes place on a Tuesday between 1.15pm -2.30 pm in the After School room. Mrs E Roughton (a local child minder) organises the meetings. Please join us.

### Parent Teacher Association

Earlsdon Primary School has a very supportive and interested PTA. The Annual General Meeting is held at the beginning of the school year when the committee is elected. New members are always warmly welcome. The PTA has supported many school projects such as new staging, stage lighting, library furnishings, playground equipment.



### Breakfast and After School Club

At Earlsdon we run exciting and enjoyable clubs before and after school.

AM - from 8.00am

PM - until 5.45pm

The current cost per session is Breakfast Club £3.00

After School Club £7.00 or £6.50 for siblings

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**School Terms and Holidays 2011/2012**

<b>TERM</b>	<b>PUPIL DATES</b>	<b>TRAINING DAY</b>
Autumn Term 2011	Tuesday 6th September to Friday 16th December	Monday 5th September
	<b>Half Term</b> Monday 24th October to Friday 28th October	
	<b>Christmas Holiday</b> Saturday 17th December to Monday 2nd January	
Spring Term 2012	Wednesday 4th January to Thursday 5th April	Tuesday 3 <sup>rd</sup> January
	<b>Half Term</b> Monday 13th February to Friday 17th February	
	<b>Easter Holiday</b> Friday 6th April to Friday 20th April	
Summer Term 2012	Tuesday 24th April to Friday 20 <sup>th</sup> July	23 <sup>rd</sup> April 23 <sup>rd</sup> & 24 <sup>th</sup> July
	<b>May Day</b> Monday 7th May	
	<b>Half Term</b> Monday 4th June Friday 8th June	
<b>Summer Holiday Begins Friday 20th July 2012</b>		
Total Days: 189 Pupil Days + 1 Fixed Training Day + 4 Fixed by School		

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