



# Starting School at Upton Cross Academy





## Upton Cross Academy

Thank you for choosing Upton Cross Academy. We look forward to your child starting school with us and helping them to be happy, confident and independent young learners. This booklet is aimed at helping ensure your child has a happy start by providing you with lots of useful information. If any of your questions are not answered in this booklet, please contact the class teacher or school office who will do their best to answer your queries.

## Meet our Teachers



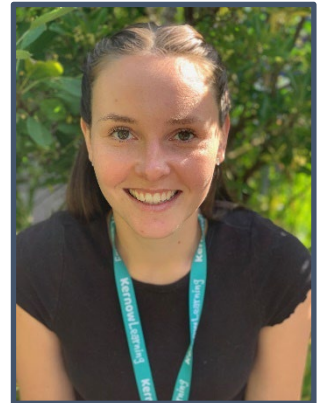
Mrs Stephens (EYFS Teacher)



Mrs Nottle (Y1&2 Teacher)



Miss Hurst (Y3&4)



Miss Collier (Y5&6)



Mr Jones (PE Teacher)



Miss Goodey (Head Teacher)

## Taster Sessions

Before your child starts at the school, your child would be welcome to come and spend some time with us to help them familiarise yourself with their new setting and staff. The school will advise you of transition details to suit you and your child. These familiarisations are really important and a great opportunity to ask questions before they fully start.



## School hours

For all children, the gates open at 8.35am and registration is at 8.45am.

The end of the school day is at 3.15pm.

**Nursery children** can select the number of days they wish to attend and if they wish to attend on a full time or part time basis. Please arrange these days via the school office. The morning session is 8.45am-12pm. The afternoon session is 12pm-3.15pm.

**Reception children** start **full-time** on the very first day of school in September.

For Stara Class, the drop off point is the main school gate where children are met by one of the EYFS Team. There will be a lunch break between 12pm - 1pm and breaks throughout the day for snack. For nursery children, sessions can be split into morning and afternoon sessions as detailed above.

## Preparing your child for Nursery/School

You can help your child by trying to establish these good habits before they start school:

- be able to attend to their own toilet needs, ie no long in nappies
- be able to dress themselves
- be able to feed themselves using cutlery
- be confident to be separated from their parents
- be able to share, take turns and play with others
- be able to communicate needs to both peers and adults
- be able to listen and understand simple instructions and carry them out



## How you can help

The most important thing you can do is to take a real interest in your child, encourage them to talk clearly and to listen to them and what they have to say. Spend time sharing books and playing games together so that they have a positive attitude towards books and learning. They may have homework projects to carry out and phonic flashcards to practice. It is important to support your child's learning at school but also to get the balance of having rest time at home, family time and plenty of sleep.



## School Uniform

Nursery children can come to school in normal clothing that is comfortable and easy to wash!! Reception children need to wear school uniform.

- Navy blue sweatshirt/jumper/cardigan (with or without school logo)
- Grey/black trousers/ skirt/ shorts
- White/ navy blue polo shirt (with or without school logo)
- Blue and white checked summer dress
- Grey/ black/ white/ navy blue socks/ tights
- Black leather shoes

The school PE kit consists of:

- Black/navy blue shorts
- Navy blue or white t-shirt
- Trainers or plimsolls
- Black/navy blue track suit bottoms (for cold weather)



Please ensure all items are labelled with your child's name. Uniform can be ordered through:

**Wovina / My Clothing Ltd** (Links can be found on our school website)

## School routines



School starts at 8.45am but most children arrive from 8.35am onwards where they can have a supervised play before school. Parents are not permitted into the classroom unless invited in by the class teacher. We will encourage children to find their peg and tray which will be labelled ready for their first day.

During registration, your child will be asked if they are having a school dinner or packed lunch. Please help your child to know each morning what they are having. You will have a copy of the menu for each term to help you decide. The menu is available on our school website and a hard copy is available at the school office.

At the end of your child's school day, your child will be brought to the school gate for collection (where they came in). Please let the school office know by 3.00pm if someone else is collecting your child as we cannot allow them to leave school without your permission. If there is a new person collecting your child who the child or teacher does not know, a password system may be used.



## Outdoor learning

At Upton Cross Academy we are lucky enough to have extensive grounds. We have a large field used at playtimes and for sports. We also have a superb wooded area where we carry out outdoor learning activities which is a central part of our school ethos.

It is important that during all outdoor sessions, appropriate clothing is worn. We ask that children wear full waterproofs in Winter with wellington boots and cooler old clothes during the Summer months. Please ensure all these items fit comfortably and are clearly named in a suitable secure waterproof bag. Please avoid plastic carrier bags as items easily fall out.



School Clubs					
	Club	Ages	Teacher	Time	Collect from...
Monday	<b>Running Club</b> (Cross Country events on Fridays TBC)	Y3 to Y6	Mrs Nottle	3.15pm to 4pm	Office gate
Tuesday	<b>Mountain Biking Club</b> – For confident riders  Mr Jones will do the first session onsite and then aims to go to Siblyback, Lanhydrock and the Camel Trail over the weeks.	Y4 to Y6 (Max 15 children)	Mr Jones	3.15pm to 4pm	Office gate
	<b>Snuggly Stories</b> Bring something snuggly/dressing gown/ted	All (Max 15 children)	Mrs Stephens	3.15pm to 4pm	Office gate
Wednesday	No clubs due to staff meetings/training				
Thursday	<b>Choir</b>	All (Max 25 children)	Miss Hurst	3.15pm to 4pm	Plusha gate
	<b>Football Club</b> Plymouth Argyle Football Club	Y3 to Y6	PAFC	3.15pm to 4.30pm	Office gate
Friday	<b>Film Club</b>  (This is part of the wrap around and incurs a charge)	YR to Y6	Mrs Morse	3.15pm to 5pm	Henwood Gate

## Clubs

Each term, we offer a range of clubs. These are free of charge and provided by the teachers or external providers e.g. Plymouth Argyle.

We will inform the children and parents of clubs at the beginning of each term via Dogo and the school newsletter. You can sign up by contacting the school office. Here is an example of a term of clubs.





## Lunches

We have catering on site to provide delicious, healthy school meals for all children. Currently, all Reception pupils are entitled to **Universal Free School Meals**. Menus are sent home at the beginning of each term and can also be viewed on the school website. If your child is having a packed lunch this will need to be placed on the shelf in the classroom. It is possible to mix school dinners and packed lunches and your child will be asked each morning what they are having that day. We ask that you prebook your child's school dinner via **ParentMail/PlusPay**. Please ensure they know what they are having as it makes the morning run much smoother. Nursery children can purchase a school dinner. This can be ordered via the class teacher in the morning. You will be set up with a 'ParentMail' account and school dinners, and other school purchases, can be paid for using this facility. Here is an example of our menu for a term:

Autumn 2024		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK ONE</b> 2/09/24 23/09/24 14/10/24	Option One	<b>NEW</b> Vegetable Stack with Rice	Penne Bolognese	Sausages, Roast Potatoes & Gravy	<b>YAMAS!</b>	Fishfingers with Chips & Tomato Sauce
	Option Two	Cheese & Tomato Pizza with Pasta Salad	Vegan Penne Bolognese	Vegan Sausages, Roast Potatoes & Gravy	Greek Chicken Pitta with Rice, Tzatziki & Salad or Cheese Whirl with Rice, Tzatziki & Salad	<b>NEW</b> Vegan Sausage Roll with Chips & Tomato Sauce
	Vegetables	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day
	Dessert	Freshly Chopped Fruit Salad	Apple Crumble with Ice Cream	<b>NEW</b> Berry Mousse	Iced Vanilla Sponge	Vanilla Shortbread
<b>WEEK TWO</b> 9/09/24 30/09/24 21/10/24	Option One	Broccoli Pasta Bake	Burger with Potato Wedges & Tomato Sauce	Roast Chicken, Stuffing, Roast Potatoes, & Gravy	Beef Lasagne with Garlic Bread	Fishfingers or Salmon Fishfingers with Chips & Tomato Sauce
	Option Two	Tomato Pasta	Vegan Burger with Potato Wedges & Tomato Sauce	Vegetable Wellington, Stuffing, Roast Potatoes & Gravy	Vegetable Curry with Rice	BBQ Quorn with Chips
	Vegetables	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day
	Dessert	<b>NEW</b> Chocolate Brownie	<b>NEW</b> Iced Biscuit	Fruit Medley	Jelly with Mandarins	Oaty Cookie
<b>WEEK THREE</b> 16/09/24 7/10/24	Option One	<b>NEW</b> All-Day Breakfast	Chefs Special Chicken Korma and Rice	Roast Gammon, New Potatoes or Mashed Potatoes & Gravy	<b>NEW</b> Chicken Fajitas with Rice	Fishfingers with Chips & Tomato Sauce
	Option Two	Vegan Chilli with Rice	Veggie Meatballs with Pasta	Parship & Sweet Potato Loaf with New Potatoes or Mashed Potatoes & Gravy	Macaroni Cheese	Cheese & Bean Pasty with Chips
	Vegetables	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day	Vegetables of the Day
	Dessert	Fruit with Ice Cream	Syrup Snap Biscuit	Fruit Platter	Chocolate Shortbread	Summer Lemon Cake
<b>MENU KEY</b>		Added Plant Power	Wholemeal	Vegan	Chef's Special	
<b>Available Daily:</b> - Freshly cooked jacket potatoes with a choice of fillings - Bread freshly baked on site daily - Daily salad selection						
<b>ALLERGY INFORMATION:</b> If you would like to know about particular allergens in foods please ask a member of the catering team for information. If your child has a school lunch and has a food allergy or intolerance you will be asked to complete a form to ensure we have the necessary information to cater for your child. We use a large variety of ingredients in the preparation of our meals and due to the nature of our kitchens it is not possible to completely remove the risk of allergen cross contact.						



## Homework

Children are encouraged to read at home each day, Mathematics is also set for regular practice of maths skills.

Children may take home a reading book when they are able to start sounding out and blending (usually in Reception). In addition to this they may have a set of phonic flashcards to play games with when we begin learning these sounds. A homework project is given out at the beginning of every term and this contains different tasks to complete. The children can earn a bronze, silver or gold certificate depending on how many tasks they complete. These will be handed out during a homework assembly at the end of each term.



Nursery children will not receive a homework project unless they particularly would like one. None of the homework is compulsory, but is a fun, practical way of consolidating their learning in school.

## School Events

Throughout a school year, we plan many events for our children and parents to enjoy. These may include some of the following:



- Harvest Festival at St Paul's Church
- Phonics workshops for parents
- Halloween Disco
- Children in Need
- Parents Evenings
- Christmas Performance
- Termly School Trips
- Sports Day
- KS2 Residential
- Activity week
- Year 6 Leavers Assembly



# Information for Nursery/EYFS

## The EYFS Development Matters Curriculum

In EYFS (Early Years Foundation Stage) we follow a special Early Years curriculum which is designed to give the children the skills and knowledge ready for starting school. They will then progress onto the National Curriculum which caters for children from year 1 to year 6. The EYFS curriculum is play based and heavily centred around communication and language. There are 17 Early Learning Goals which we are aiming for by the end of Reception (Summer term). More information regarding the Early Learning Goals will be provided by the class teacher during the academic year.

## A Day in Stara Class

Sometimes children are not very forthcoming about what they have done at school during the day. To give you some idea our day is structured as follows:



**Welcome time** – Registration, ordering of school dinners.

**Phonics** – The mornings start with a 'Read Write Inc' phonics session between 9.00am -9.40am. (This will be much shorter for the nursery children). The first 20 minutes is letters and sounds. The second 20 minutes is guided reading where children can use and apply their phonic skills.

**English** - Here we share a class story and get involved with a wide range of tasks linked to that story. This may include drama, making puppets, role play, singing, writing etc.

**Maths** – Children are involved in practical mathematical activities, e.g. counting, writing and ordering numbers, number songs and rhymes, adding and taking away, measuring and maths games etc.

**Independent Learning** – These are child initiated learning sessions where children 'choose' their learning based on their interests and fascinations. There will be activities set up throughout the day to enrich and enhance learning.

**Topic Work** – This will link to children's interests where possible and will be based around the 'Development Matters' Early Years Curriculum. Learning will cover many subject areas and it will be as cross curricular as possible. This means subjects will overlap and will help teach more than one skill at once.





## Attendance

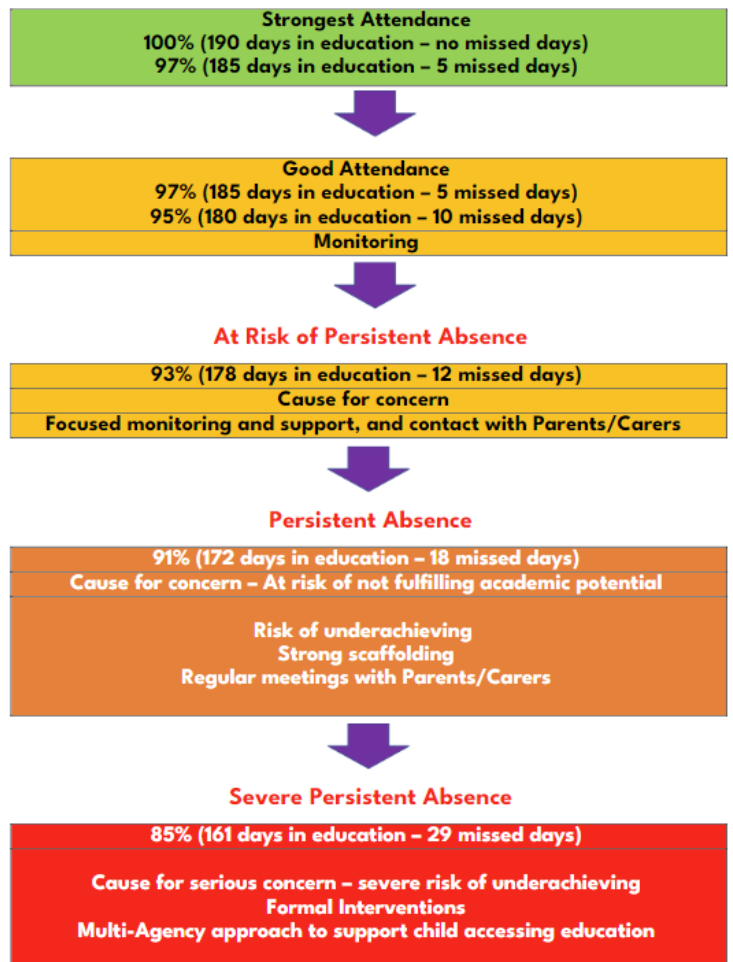
# ‘Every child in school, on time, learning ready.’

Article 28 of the UN convention on the rights of the child states ‘Every child has the right to an education. Primary education must be free and different form of secondary education must be available to every child’.

All schools in **KERNOW LEARNING** aim to meet their obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- To support pupils and parents who have barriers to attending school

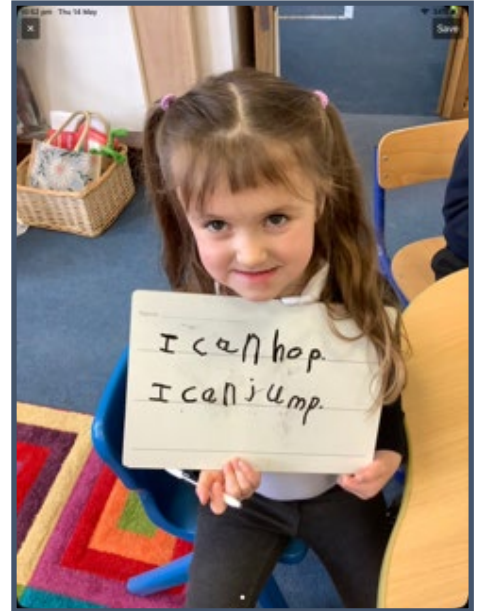
The law on school attendance and right to a full-time education. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.





**Your support in the following ways will enable us to maintain a smooth running of the school routine.**

- Punctuality is very important. Please ensure your child arrives at school in good time each morning.
- Please label all of your child's clothing and equipment and encourage them to take care of their property. This saves us time and you the expense of replacing items unnecessarily.
- If your child is unwell, please keep them at home. However, please do not keep your child off unnecessarily. A full attendance is vital in supporting your child's progress.
- If your child has diarrhoea and vomiting you will need to keep them off for 48 hours after the last episode to prevent spreading the germs to other pupils and adults.
- If your child is absent, a call or email to the school office is needed before 8.45am and explain their absence for our registers is all that is required. Alternatively you could inform your child's class teacher personally. If we do not know the reason for the absence you will be telephoned after 9.00 am.
- Please check your child for head lice on a weekly basis and if any are found please treat and check all family members as well. By all being vigilant, we hope to be a head lice free school.
- Please let us know of any change of address, telephone number and allergies in case of emergency.





## Upton Cross Academy Before/After School Care

At Upton Cross Academy we provide a Breakfast Club and Tea Time Club for children aged 4 - 11yrs.

Breakfast Club: 7.45am to 8.45am

Teatime Club: 3.15 to 5.15pm

Friday Film Club 3.15 to 5pm

Session	Cost
Breakfast (1 hour)*	£3.50
After School (2 hours)*	£6.00
Friday Film Club	£3.50

\*There will only be one charge for the session however long / short you need your child to be looked after.

Booking and payments for all sessions is required before the day of use - via **ParentMail/Plus Pay** please.

If you have any questions, please call the school office: 01579 362519

### Healthy Snacks

We will provide children who attend wrap around care with a variety of healthy snacks, cereals, dried & fresh fruit, milk, cheese & crackers, bread sticks, yoghurt etc.

### Activities

The children will have a range of activities to choose from:

- Lego
- Craft
- Games
- Ipads
- Small world
- Reading
- Animation
- Outdoor activities
- Homework





## Parent Teacher Friends Association – PTFA



At Upton Cross Academy we have a wonderful group of parents and teachers who support the school and help raise money and organise exciting events for the children and parents. They have meetings at least once every half term and you will be notified about these in school newsletters and Dojo. If you have time, please come along and get involved. The PTFA help to organise fundraising events to raise money for all the extras that the school budget doesn't cover. These funds help enrich your child's education and are things such as equipment, trips, theatre productions, sports coaching etc. Getting involved can be fun and will directly benefit your child. Please contact the school office if you would like to get involved.

## Communication

You will receive a weekly school newsletters via Dojo. These can also be found on the school website. We also give regular updates, details about school events and photos on Dojo. The school office will send some communication via email.

Your Dojo account will be set up as soon as your child starts with us.

## Apps

**My Ed and Dojo** are for general communication.

**ParentMail/Plus Pay** are for Lunches, Wrap Around, trips and other school purchases.

**Mathletics** – This site has regularly updated tasks that support the maths learning within the class.

**EdShed** – This site is to support your child with their spelling.

The school office will support parents with how to use these apps.



## Helpful Reminders

- All school policies and procedures can be found on our school website. However, the following may help during your child's first term at school.
- Nursery and EYFS are to bring a PE kit to get changed into at school. KS1 and 2 are to come to school wearing their PE kit on Tuesdays.
- Shoes with Velcro would be helpful for ease and speed of changing in preference to laced trainers. Please check your children's shoe sizes at least every three months in case their feet have suddenly grown!
- A spare set of clothes in a named bag is very useful. This can be kept on their peg and is easily available if we need it.
- Leaving School – at the end of school children are not allowed, under any circumstances, to leave the school premises without an adult. Stara class children line up by their outside gate and are personally handed over to each parent/carer in turn. Please notify the school if you are running late so we can reassure your child.
- If your child has an appointment with a doctor, dentist, optician etc, you must inform the class teacher and the school office. Before taking a child away from school for any reason please, for safety reasons, ensure you have signed them out via the school office. You must not come directly to the classroom.
- Please inform the teacher if anything occurs that may have an affect on your child's normal behaviour e.g. Dad going away on business for a few days, Mum starting a new job, the dog dying, Granny going into hospital etc.
- Children concentrate and work better if they have had a good night's sleep and a good breakfast!



If problems of any kind arise, however small they might appear, please talk to the class teacher in the first instance or the class teaching assistant. Don't let things build up and make you or your child feel anxious. Remember, we can only help if we are kept informed. Our contact with you is a vital part of your child's education.



## Pupil Premium – Does this apply to you?

If you are in receipt of any of the following benefits and you **do not** receive Working Tax Credits your child could benefit from some Pupil Premium Funding.

- Income Support (IS)
- Income-based Job Seekers' Allowance (not Contribution Based)
- Income-related Employment & Support Allowance (not Contribution Based)
- Child Tax Credit (CTC) with an annual income (as shown on your award letter from the Inland Revenue – TC602) of no more than £16,190
- Guarantee Element of Pension Credit
- Support via Part VI on the Immigration & Asylum Act 1999 (IAA)



Currently all Key Stage 1 children (Reception, Years 1 and 2) are eligible to receive free school meals. However, if you are in receipt of one or more of the benefits listed above and you do not receive Working Tax Credits, your child's school could benefit from 'Pupil Premium' funding to support your child just by filling in the appropriate form.

Please complete the application form given to you and return to the school office as soon as possible.

All enquiries will be treated in the strictest confidence.



## Safeguarding

Safeguarding is paramount for all of us at Upton Cross Academy. Please see our school website for more information.

**Designated Safeguarding lead:** Emily Goodey

**Deputy Designated Safeguarding lead:** Emma Stephens

All staff within the school have up to date Tier 2 Safeguarding training as well as being First Aid trained.



## Term dates for 2024 - 2025:

### Autumn term 2024

3 September - 20 December 2024  
(Half term 28 October - 1 November 2024)

### Spring term 2025

6 January – 4 April 2025  
(Half term 17 - 21 February 2025)

### Summer term 2025

22 April - 23 July 2025  
(Half term 26 -30 May 2025)

**Plus, there will be 5 School Training Days (no school for pupils). You will be notified of these dates well in advance.**

## Contact Details:

Upton Cross Academy

Upton Cross

Cornwall

PL14 5AX

Tel: 01579 362519

Email: [uptoncross@kernowlearning.co.uk](mailto:uptoncross@kernowlearning.co.uk)