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Head Teacher — Simon Pollard



Welcome to Carclaze Community Primary School - An Academy  
Foundation Stage

The beginning of a Great Educational Adventure!



and developing a life long love for learning.

### Foundation Class Structure

At Carclaze Primary we have 14 classes. The Foundation Year is staffed by 3 teachers (1 full time, 2 part time) Two Teachers, 1 Higher Level Teaching Assistant and 3 Teaching Assistants. **School starts at 8.50am and finishes at 3.00pm.**



### Foundation Times

In Foundation Stage the classrooms are open from 8.40am so you can drop your child with us anytime between 8.40-8.50am. We encourage parents to come in the rooms, settle your child and share an activity.

Children must be brought and collected from the class by an adult known to the staff. If for any reason you are unable to collect your child and have arranged for another adult to collect them, or if you have made alternative transport arrangements please inform the class teacher or school office.

It is important that the school office is informed immediately of any change in contact details or medical conditions which may arise, so that the school's records can be kept up to date.

### Parent Pay

Here at Carclaze we have introduced a more convenient way to pay for school meals (and select your meal choices), pay for trips, Busy Bees, Breakfast Club, after school activity clubs and much more online, using a secure service called Parent Pay.

Once your child is on role (in September) we will provide you with a Username and Password so that you can create an account and get started.



## School Lunch

The Government is continuing the 'Universal Free School Meals for Infants' Programme, under which all pupils in Foundation Stage, Year 1 and Year 2 will be eligible to receive a free lunch. A review into school food by the Department for Education found that pupils who ate a quality school lunch performed better academically than those who did not.

There is nothing healthier for your child and your family's budget than free school meals.

We recommend all Foundation Stage children have the free hot school dinner each day.

All children have a choice of 3 hot meals each day. Please make your meal selections on ParentPay by midday on the Sunday of the week before.



## Universal Infant Free School Meals

Despite the Governments Universal Free School Meals Programme, schools can still receive additional funding for pupils with parents that are eligible to receive the following benefits: Income Support, Income based Jobseekers, Income Related Employment Support Allowance, Child Tax Credit, State Pension Credit or Support via the Immigration and Asylum Act 1999. If this applies to you, we would kindly request that you still com-

### **Applying for holidays**

The Education (Pupil Registration) (England) Regulations 2006 and the accompanying guidance make it clear that parent/carers **do not have a legal right to take their child out of school for holidays in term time.**

### **Applying for leave of absence**

The law states an application for leave must be in exceptional circumstances.

- Requests for leave of absence should be sent to the school by the parent the child normally lives with no less than 4 weeks prior to the start of the period of absence unless there is an emergency.
- Failure to fill in a leave of absence request form may result in legal sanctions being taken against the parent(s).

Carclaze Community Primary School will consider:

- The age and stage of your child's education;
- The length of time;
- The nature of the circumstance, such as trauma or death within the immediate family where an immediate leave of absence may help the child deal better with the situation; Any other exceptional reasons;
- Court orders or the involvement of other agencies;
- Previous similar requests.

Carclaze Community Primary School should not, as a rule, grant leave:

- If a child's attendance record is less than 95%;
- If the period coincides with the start of term, or is near to, or coincides with in-school tests, SATs, GCSEs or other significant events on the school calendar;
- If there are patterns of non-attendance or if there is Education Welfare Service (EWS) involvement;
- If the school have concerns over a child's welfare and safety.

If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as **unauthorised absence (please see warning below)**. The school will not consider more than one leave of absence request per academic year. **Warning** - If the absence is unauthorised the Education Welfare Service will be notified of the absence and a Penalty Notice may be issued. A Penalty Notice will be issued to each parent/carer of each child taken out of school and this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. If the fine is not paid, it may result in legal action being

It is not normally possible to speak to the class teacher during the school day but we have an open door policy before and after school.

### **First Aid**

The school has qualified First Aiders. Minor injuries will be treated at school. In the event of your child being treated by a first aider you will be informed with a slip home. In the case of a more serious accident, we will contact you immediately. It is important that we have the contact numbers of at least two people who can collect your child in the event of any emergency. If your child has any medical conditions please let us know.

### **Medicine in school**

Children who suffer from asthma or diabetes may bring medication to school. If a child needs long-term medication parents should contact the Head Teacher to discuss their child's needs. It is our policy to only look after or administer medicine that is prescribed by the child's doctor, unless there are exceptional circumstances, which have been agreed in advance with the Head Teacher. Medicines will need to be handed into the school office along with a completed consent form.

### **Uniforms**

Each child will be given a free school book bag at our welcome evening. Further uniform can be ordered from the Tesco School website, Screenprint, School Trends and Sporenza. We keep a small stock of school uniform mainly for children joining us at short notice. Tesco prices are very competitive and uniform orders are delivered free to your home address - please refer to the enclosed leaflet. Wellie boots named and kept on our wellie rack are also useful (but not essential, as we have plenty in school that children are welcome to use).

We have some spare clothing in school should your child have an accident. If your child comes home with this, please could you wash and return it as soon as possible. If your child is prone to little accidents a change of clothes kept in a bag on their peg is helpful too.

### **Lost Property**

It is very important that all your child's property and clothing is clearly named. In the event that your child loses something, there is a lost property box in the classroom and an-

to attend our Busy Bees facility by no later than 12.00 on the day.

We also offer a Breakfast Club from 7.30 am.

Charges as follows:-

From 7.30 - £3.50

From 8.00 - £1.50

Breakfast optional £1 - including cereal and drinks



## Curriculum

The Curriculum is broken into 3 prime areas. Prime areas are fundamental, link together and support development in all areas of the curriculum:-

1. **Personal, Social & Emotional Development** (making relationships, self-confidence and self-awareness, managing feelings and behaviour)
2. **Physical Development** (moving and handling, health and self-care)
3. **Communication & Language** (listening and attention, understanding and speaking)

Also 4 specific areas:-

Specific areas include essential skills and knowledge for children to participate successfully in society.

1. **Literacy** (reading, writing)
2. **Mathematics** (numbers, shape, space & measure)
3. **Understanding the World** (people and communities, the world and technology)
4. **Expressive Arts and Design** (exploring and using media and materials, and being

have a quiet area in the classroom where the children are encouraged to read and share books.



Book bags are taken home daily with a library book chosen by your child, along with a reading record book in which we ask for your comments. Please encourage your child to change their library book regularly. This can be done between 8.40am-8.50am with your child or after school, from the library. The children have guided reading lessons that link to their read, write inc daily lessons. The class teacher will inform you when your child is ready to start the colour coded reading scheme books. This will be different for every individual child.

### Phonics

With daily read, write inc lessons children will learn their sounds and letters. They will begin to segment sounds in words and blend them together to read a widening range of words, sentences and books. They will also learn to read red tricky non-decodable words, and progress to learn digraphs/special friends to ensure they can decode a wider selection of words.





### Handwriting

Children are encouraged to take pride in their work. We start handwriting in the Foundation Year so that good habits can be formed from the start. Children should be encouraged to write in lower case rather than capital letters.

### Writing

We encourage children to write in many role play situations, mark making and writing captions and labels. As their phonic knowledge increases children will segment sounds together and blend them together. They will use clearly identifiable letters to communicate meanings, representing some sounds currently in a sequence. They will begin to spell many common words and write simple sentences.



puzzles and number lines, they will learn to notice how things differ in shape, size and weight and will become familiar with patterns, time, position and distance and money.



Children use numerals, recognise more, less, totals and in practical activities begin to use vocabulary of addition and subtraction, counting and back to find the answer. Children solve number problems, including doubling, halving and sharing.

### Understanding the World

We experience an understanding of the world through active learning. Children learn best from first hand experience and the children enjoy these opportunities, on a regular basis, to enhance their learning.



Children will be required to dress and wear shorts, t-shirts and trainers or plimsolls.

The children also have opportunities to develop their fine and gross motor skills through a range of activities throughout the day; cutting and sticking in the creative area, tweezering cotton wool balls, pinching and moving small objects. We start everyday with a daily wake and shake routine too.



### Expressive Arts & Design

Children have access to the art area, music area, dance, role play and imaginative play. Creativity is fundamental to successful learning. Being creative enables children to make connections between one area of learning and another.





### Outdoor Learning

Outdoor activities form an important part of the Foundation curriculum, the children will be offered many opportunities to work outdoors. Children will be offered wellies, aprons and overalls. However at times they may come home showing signs of working outdoors!



### School Visits

The Foundation Year children will normally be offered the opportunity to participate in a educational visit. All parents are asked to make a voluntary contribution towards the cost

and language team of the Assessment and Learning Support Services, we will always seek the consent of parents/carers first, and your child will then be placed on our special needs register. We also have a monitoring list for children who don't meet the criteria but where there are concerns from home or school.

### Parent Consultations

Staff are available in their classrooms before and after school each day. They may also be contacted by telephone at these times. Appointments with the Head Teacher are made through the school office. In the autumn, spring and summer terms we hold a parent consultation evening. The children are continually assessed and this will be discussed with you at the above meetings and incorporated in their Foundation Stage Profile.

### Governance

We are an academy school which is part of the Peninsula Learning Trust. This is a local Trust for the St Austell Bay and Clay region which currently consists of ourselves, St Mewan School, Mevagissey School, Lostwithiel, Fowey, Luxulyan and Penrice. We work together to improve our schools through sharing and challenging each other. Our vision is 'Outstanding learning, outstanding schools, outstanding collaboration'.

The Trust has a Board of Directors and each individual school has a Local Governing Body (LGB) accountable for making sure the standards of teaching and learning are as high as they can be. The LGB also has responsibility for making sure that the academy fulfils its Safeguarding responsibilities.

### Parent Involvement

We encourage a working partnership with you as parents/carers to celebrate and record your child's milestones and on-going developmental progress. We foster an open relationship with continuous shared dialogue throughout your child's first year in school. All adults who volunteer in school will be required to undertake a DBS check and complete the Volunteer Application process. Please ask at the School Office for more information.



put on the weekly school newsletter and the Friends occasionally do their own newsletter. They meet approximately once a month and new members are always warmly welcomed.



### School Website

Our school website is updated regularly with the dates and information of school events at the beginning of each term. Our weekly newsletter is also placed on the website along with other news and information from across the school. You will receive an eSchools login once your child is enrolled. This will allow you (and your child) access to the eSchools platform through [www.carclazesch.org](http://www.carclazesch.org)

We are a very happy and caring school and we look forward to your child joining our community.





| September 2018 |    |    |  |  |  |  |
|----------------|----|----|--|--|--|--|
| 10             | 17 | 24 |  |  |  |  |
| 11             | 18 | 25 |  |  |  |  |
| 12             | 19 | 26 |  |  |  |  |
| 13             | 20 | 27 |  |  |  |  |
| 14             | 21 | 28 |  |  |  |  |
| 15             | 22 | 29 |  |  |  |  |
| 16             | 23 | 30 |  |  |  |  |

| October 2018 |   |    |    |    |    |  |
|--------------|---|----|----|----|----|--|
| Mon          | 1 | 8  | 15 | 22 | 29 |  |
| Tue          | 2 | 9  | 16 | 23 | 30 |  |
| Wed          | 3 | 10 | 17 | 24 | 31 |  |
| Thurs        | 4 | 11 | 18 | 25 |    |  |
| Fri          | 5 | 12 | 19 | 26 |    |  |
| Sat          | 6 | 13 | 20 | 27 |    |  |
| Sun          | 7 | 14 | 21 | 28 |    |  |

| November 2018 |   |    |    |    |    |  |
|---------------|---|----|----|----|----|--|
| Mon           |   | 5  | 12 | 19 | 26 |  |
| Tue           |   | 6  | 13 | 20 | 27 |  |
| Wed           |   | 7  | 14 | 21 | 28 |  |
| Thurs         | 1 | 8  | 15 | 22 | 29 |  |
| Fri           | 2 | 9  | 16 | 23 | 30 |  |
| Sat           | 3 | 10 | 17 | 24 |    |  |
| Sun           | 4 | 11 | 18 | 25 |    |  |

## School holidays

## Bank holidays

|                     |                  |
|---------------------|------------------|
| Christmas Day       | 25 December 2018 |
| Boxing Day          | 26 December 2018 |
| New Year's Day      | 01 January 2019  |
| Good Friday         | 19 April 2019    |
| Easter Monday       | 22 April 2019    |
| Early May Holiday   | 06 May 2019      |
| Spring Bank Holiday | 27 May 2019      |
| Summer Bank Holiday | 26 August 2019   |

## AUTUMN TERM 2018 (73 days)

04 September - 20 December  
(Half term 22 - 26 October)

| September 2018 |    |    |    |    |  |  |
|----------------|----|----|----|----|--|--|
| 10             | 17 | 24 | 25 | 31 |  |  |
| 11             | 18 | 25 | 26 |    |  |  |
| 12             | 19 | 26 |    |    |  |  |
| 13             | 20 | 27 |    |    |  |  |
| 14             | 21 | 28 |    |    |  |  |
| 15             | 22 | 29 |    |    |  |  |
| 16             | 23 | 30 |    |    |  |  |

| January 2019 |   |    |    |    |    |  |
|--------------|---|----|----|----|----|--|
| Mon          |   | 7  | 14 | 21 | 28 |  |
| Tue          | 1 | 8  | 15 | 22 | 29 |  |
| Wed          | 2 | 9  | 16 | 23 | 30 |  |
| Thurs        | 3 | 10 | 17 | 24 | 31 |  |
| Fri          | 4 | 11 | 18 | 25 |    |  |
| Sat          | 5 | 12 | 19 | 26 |    |  |
| Sun          | 6 | 13 | 20 | 27 |    |  |

| February 2019 |   |    |    |    |    |  |
|---------------|---|----|----|----|----|--|
| Mon           |   | 4  | 11 | 18 | 25 |  |
| Tue           |   | 5  | 12 | 19 | 26 |  |
| Wed           |   | 6  | 13 | 20 | 27 |  |
| Thurs         |   | 7  | 14 | 21 | 28 |  |
| Fri           | 1 | 8  | 15 | 22 |    |  |
| Sat           | 2 | 9  | 16 | 23 |    |  |
| Sun           | 3 | 10 | 17 | 24 |    |  |

## SPRING TERM 2019 (60 days)

07 January - 05 April  
(Half term 18 - 22 February)

| December 2018 |    |    |  |  |  |  |
|---------------|----|----|--|--|--|--|
| 11            | 18 | 25 |  |  |  |  |
| 12            | 19 | 26 |  |  |  |  |
| 13            | 20 | 27 |  |  |  |  |
| 14            | 21 | 28 |  |  |  |  |
| 15            | 22 | 29 |  |  |  |  |
| 16            | 23 | 30 |  |  |  |  |
| 17            | 24 | 31 |  |  |  |  |

| April 2019 |   |    |    |    |    |  |
|------------|---|----|----|----|----|--|
| Mon        | 1 | 8  | 15 | 22 | 29 |  |
| Tue        | 2 | 9  | 16 | 23 | 30 |  |
| Wed        | 3 | 10 | 17 | 24 |    |  |
| Thurs      | 4 | 11 | 18 | 25 |    |  |
| Fri        | 5 | 12 | 19 | 26 |    |  |
| Sat        | 6 | 13 | 20 | 27 |    |  |
| Sun        | 7 | 14 | 21 | 28 |    |  |

| May 2019 |   |    |    |    |    |  |
|----------|---|----|----|----|----|--|
| Mon      |   | 6  | 13 | 20 | 27 |  |
| Tue      |   | 7  | 14 | 21 | 28 |  |
| Wed      | 1 | 8  | 15 | 22 | 29 |  |
| Thurs    | 2 | 9  | 16 | 23 | 30 |  |
| Fri      | 3 | 10 | 17 | 24 | 31 |  |
| Sat      | 4 | 11 | 18 | 25 |    |  |
| Sun      | 5 | 12 | 19 | 26 |    |  |

## SUMMER TERM 2019 (62 days)

23 April - 25 July  
(Half term 27 May - 31 May)

| December 2018 |    |    |  |  |  |  |
|---------------|----|----|--|--|--|--|
| 10            | 17 | 24 |  |  |  |  |
| 11            | 18 | 25 |  |  |  |  |
| 12            | 19 | 26 |  |  |  |  |
| 13            | 20 | 27 |  |  |  |  |
| 14            | 21 | 28 |  |  |  |  |
| 15            | 22 | 29 |  |  |  |  |
| 16            | 23 | 30 |  |  |  |  |
| 17            | 24 | 31 |  |  |  |  |

| July 2019 |   |    |    |    |    |  |
|-----------|---|----|----|----|----|--|
| Mon       | 1 | 8  | 15 | 22 | 29 |  |
| Tue       | 2 | 9  | 16 | 23 | 30 |  |
| Wed       | 3 | 10 | 17 | 24 | 31 |  |
| Thurs     | 4 | 11 | 18 | 25 |    |  |
| Fri       | 5 | 12 | 19 | 26 |    |  |
| Sat       | 6 | 13 | 20 | 27 |    |  |
| Sun       | 7 | 14 | 21 | 28 |    |  |

| August 2019 |   |    |    |    |    |  |
|-------------|---|----|----|----|----|--|
| Mon         |   | 5  | 12 | 19 | 26 |  |
| Tue         |   | 6  | 13 | 20 | 27 |  |
| Wed         |   | 7  | 14 | 21 | 28 |  |
| Thurs       | 1 | 8  | 15 | 22 | 29 |  |
| Fri         | 2 | 9  | 16 | 23 | 30 |  |
| Sat         | 3 | 10 | 17 | 24 | 31 |  |
| Sun         | 4 | 11 | 18 | 25 |    |  |

195 days are included on the school calendar. Schools will be open to pupils for 190 days. The 5 additional days are allotted for In-Service Training.

## Application Form for Free School Meals and Pupil Premium

**Do not apply online?** You can apply online now at [www.cornwall.gov.uk/schoolmeals](http://www.cornwall.gov.uk/schoolmeals). Your application will be processed within 3 working days (normally the same day if submitted before 12noon), whereas paper applications may take up to 10 working days to process.

If you receive a receipt of one or more of the benefits listed (see right) and you do not receive Working Tax Credits, please complete the application form below. If you do not receive any of the benefits listed, please do not complete the application form. For more information, please speak to your child's school. If you have any questions, please contact the School Meals Team on 01872 323298 or email [schoolmeals@cornwall.gov.uk](mailto:schoolmeals@cornwall.gov.uk) – the team will be able to check your entitlement to Working Tax Credits. **From September 2014, all Key Stage 1 children (Reception, Year 1 and Year 2) are eligible to receive free school meals. However, if you are not receiving any of the benefits listed (see right) and you do not receive Working Tax Credits, your child's school could benefit from Pupil Premium to support to support your child just by filling in this application form. For more information, please speak to your child's school.**

### Parent Details

|                           |  |
|---------------------------|--|
| Forename & Middle Name(s) |  |
| Surname                   |  |
| Insurance Number          |  |
| Birth                     |  |
| Telephone Number          |  |
| Address                   |  |

#### Qualifying Benefits

- ✓ Income Support
- ✓ Income-Based Jobseeker's 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 notice) from the Ireland Revenue – TC602) of no more than £16,190.
- ✓ Guarantee element of State Pension Credit
- ✓ Support via Part VI of the Immigration & Asylum Act 1999 (IAA)
- ✓ Universal Credit- If you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Please tick to confirm that your annual income is less than £16,190, that you are in receipt of at least one of the qualifying benefits (see above) and that you are **NOT** in receipt of Working Tax Credits.

### Pupil Details

| Name | Legal Forename(s) | Date of Birth | School Attending<br><small>Add extra data if not yet attending the school specified.</small> | Home Address |
|------|-------------------|---------------|--|--------------|
|      |                   |               |  |              |
|      |                   |               |  |              |
|      |                   |               |  |              |

ON

I confirm that the information above is correct and that you agree to inform the Free School Meals Service immediately of any changes to these details. I agree that the Benefits Agency can reveal computer-held information for verification purposes as and when the Council is required to check new or continued eligibility. Please also note your information will be stored electronically on password protected and access controlled computer systems, and will be used in accordance with the Data Protection Act (DPA) 1998 and Cornwall Council's Data Protection Policy, which can be viewed at [www.cornwall.gov.uk](http://www.cornwall.gov.uk).

Please return your completed form to School Meals Team, West 3, County Hall, Treyew Road, Truro, Cornwall TR1 3AY.