

SCHOOL ORGANISATION



LEARNING AND TEACHING

Ofsted May 2017 *“My child loves going to school. He is fully supported by the staff, who encourage him to be the best he can be at everything. It’s a very positive learning environment.”*

Your child will have a class teacher who is responsible for the work of the class. Work is done as a whole class, smaller groups or individually, whichever is appropriate to what is being taught.

There are two classes for each year group. Year groups are called Foundation Stage, Year 1, 2, 3, 4, 5 and 6. Their classrooms and areas are shown on the school plan provided.

Pupils enter the school in Foundation Stage (Reception).

- Years 1 and 2 form Key Stage 1
- Years 3 to 6 form Key Stage 2

The School Day

We have a soft start to the school day for all year groups and parents can drop off children any time from **8:45am to 8:55am** in the mornings. The gates close at **8:55am** and registers taken at **9:00am**.

KS1 and KS2 children have a morning break from 10:30am to 10:50am.

Lunchtime is:

- 11:50am to 1:00pm for Foundation Stage
- 12:00pm to 1:00pm for Key Stage 1
- 12:30pm to 1:30pm for Key Stage 2

The school day finishes at **3:25pm for Foundation Stage** and **3:30pm for all other year groups**.

Registration is taken twice a day, at the start of the morning session and at the start of the afternoon session.

Out of School Club

An Out of School Club is provided by Junior Adventures Group (JAG) formerly known as EneyKidz, an external organisation. <https://www.junioradventuresgroup.co.uk/>

- Breakfast Club (optional) 7:30am – 8.50am
- After School Club (optional) 3:30pm – 6:00pm

Please see the enclosed details for further information and contact details.

Reporting to Parents

The school staff aim to work with you through a variety of formal and informal contacts, to help your child get the best from the time they spend in school. We believe that children need to know that home and school are working together. Co-operation between home and school will assist the child in making good progress overall.

In order to cut down on paper usage, the school has chosen to use email as its preferred form of sending letters/information home.

In addition, the school will also use a text message system to convey urgent or emergency messages e.g. school closure or last minute cancellation of clubs.

We hold two Parents’ Consultation Evenings, one in the Autumn Term and one in the Spring Term. At these meetings you will have the chance to meet your child’s teacher individually and discuss progress and next steps in learning.

During the Summer Term we host an Open Afternoon when parents have the opportunity to spend some time in their children’s classroom.

Learning and Teaching News

Each term you will receive a copy of our ‘Learning and Teaching News’ giving details of the topics, home learning and visits that are planned for each Year Group.

End of Year Report & Test Results

At the end of the Summer Term you will be sent your child’s Annual Report of Achievement which includes teacher comments and assessments for core subjects as well as assessments for other curriculum subjects.

At the end of Foundation Stage you will receive a report of your child’s progress towards the Early Learning Goals.

At the end of Year 2 and Year 6 the report will include details of your child’s end of year National Curriculum Assessments.

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Arranging Further Meetings with Teachers

Teachers are also happy to see you informally at other times of the school year. The end of the school day is usually a good time and you can make an appointment face to face, by phoning in or sending a note to the teacher. However, please avoid interrupting teachers in their preparation time before the school day.

Helping in School

We encourage parents to help us regularly in school, especially on educational visits. All helpers are required to attend Health and Safety training, familiarise themselves with the Volunteers Working in School Policy and Safeguarding policy, have clearance through the Disclosure and Barring Service and sign a confidentiality agreement before working with children. If you would like to help, please contact the school.

School Communication

- **Weekly Bulletin**

A weekly bulletin is sent to parents via email every week, to share school news, celebrations and up and coming events. It is also available on our school website.

- **Letters home via Arbor**

Our email system is provided by Arbor. Letters are sent to the Primary Guardian contact via their email address.

- **Notifications.**

TEXT Notifications are **ONLY used in EMERGENCY situations – e.g. Snow, school closure, last minute Club closure.** Notifications are sent to the Primary Guardian contact via their mobile number.

- **Website**

Our school website provides key school/home information and a calendar that is updated throughout the school year. Emergency notices will also be posted on the homepage e.g. school closure.

The school website address is:

<http://www.hawthorns.wokingham.sch.uk>

- **Google Classroom**

Google Classroom is a suite of online tools that allows teachers to set assignments, have work submitted by students, to mark, and to return graded papers.

All students are provided with a Google Classroom login when they start at The Hawthorns.

Parents and children are advised to access their Classroom on a regular basis for learning information and support, achievements and photos.

- **School Lunches**

DOLCE supply school dinners for The Hawthorns Primary School and are determined to offer you and your child an excellent service, ensuring every child enjoys their meal and has the energy to study and learn in the afternoon.

Once your child has started at The Hawthorns, you will receive a login directly from **School Grid**.

Lunches can be ordered directly via this link [HERE](#)

- **Payments**

Payment for school trips can be made online through the **Arbor Parent Portal**.

Once your child has started at The Hawthorns, you will receive a login for **Arbor**.

If your child is in receipt of Pupil Premium funding, then please tick the consent box in Arbor and do not make a payment.

Details of individual trips will be emailed to parents in advance.

Information on Signing your child up for a Trip on the Parent Portal or the Arbor App can be found [HERE](#).

If you have any problems please contact the school office on 0118 9791676