



Transition Booklet

2022/2023

Letter from Miss Hayward – Executive Principal

Dear Parent/Guardian

We are looking forward to continuing to work with your child in September 2022. Our Transition Programme is designed to help the children make a successful and confident transfer to the next level or class within the school. Included in this booklet is some general information about the staff who will be working with your child, as well as general information to help you plan for their return in September 2022.

Moggerhanger Primary School Our Aims and Objectives

We believe that all children are individuals and we pride ourselves on providing a stimulating and exciting learning environment, in which everyone feels safe and secure. We are committed to the safeguarding of our children and ensure that arrangements are in place for safeguarding and promoting the welfare of all children.

Moggerhanger Primary School is a Values school and, together with our federation sister school, Sandy Secondary School, we hold Four Core Values, which are:



We work hard as a community to embed core, moral values. As a result, we are able to offer a learning environment where children thrive. Our core values of Courage, Excellence, Determination and Inspiration are used as a focus for our assemblies and PSHE lessons, as well as being fully embedded in our philosophy as a school that our staff model and reinforce during our day.

We see each of the values as a building block to help the children become well prepared and confident individuals, who are able to thrive in our community and beyond. You can find out more about our Values on our website, www.moggerhangerprimaryschool.co.uk.

Together, the children, staff and Governors have agreed the aims for Moggerhanger Primary School:

- To enjoy learning
- To work with others using initiative and self-discipline
- To be curious; to question and reason, not just to accept
- To be creative in what we think and do
- To show tolerance and respect for ourselves and others
- To appreciate and value others now and in the past

These aims are regularly revisited during staff and Governor meetings, as well as with the children through our assemblies and PSHE (Personal, Social, Health and Economic education) and SMSC (Spiritual, Moral, Social and Cultural development) teaching.

The Curriculum

Our curriculum provides the children with rich, diverse, first-hand experiences, which are based around stimulating, challenging, practical and enjoyable activities. We work closely with parents/guardians and the community, to help our children get the best from their learning. English and Mathematics are taught daily as discreet lessons, as well as through subject areas, such as Geography, History, Science and Computing in accordance with the National Curriculum. Children also have weekly sessions dedicated to Art, Design and Technology. We teach French in Key Stage 2.

We are able to enhance our children's learning further by using specialist facilities, resources and teaching from our federation sister school, Sandy Secondary School. Children in Years 1-6 receive two PE sessions per week with our specialist PE teacher, and Years 5 and 6 are able to have their PE lessons at Sandy Secondary School, where they can access a large sports hall, dance studio, an all-weather pitch and an athletics track.

We pride ourselves on our values and ethos, as well as the care we offer all children and this will remain our guiding principle during this time.

Thank you for your continued support and understanding.



Miss K Hayward
Executive Principal

VALUES & ETHOS

Values are universally accepted principles that guide our behaviour and promote good citizenship. We believe they are embraced by people of all faiths and are an integral element of society. We also believe that learning about values helps our pupils develop into successful learners, and successful adults.

Values are introduced through assemblies and classroom-based activities. They are for everyone in our school, adults and children alike; and adults play a vital role in demonstrating the values we are teaching our children. We ask that, whilst in our school, visitors reflect our values. We work hard to live our Values every day.

Through assemblies and classroom teaching, children learn to understand each value and have the opportunity to discuss the meaning and relevance of values in our lives. We also award special Values certificates for children who are displaying our Values during the school day.

Our values are at the core of everything we do, they underpin our teaching and learning, and provide an environment which prepares our children to be confident, resilient and happy and healthy individuals.

We have four core values, which are in line with those of our federation sister school, Sandy Secondary School, where they are also the names of their four houses. Our four core values are: Courage, Excellence, Determination and Inspiration. Each value is accompanied by a child friendly statement and symbol to help the children understand them in context.

What does this look like in school?

They try to be the best they can!

They always try their hardest

They are responsible for their actions

They learn and are confident

They encourage and are caring of each other

They are themselves

They are honest and trustworthy

They use their initiative

They strive to achieve

They take pride in their work

They love school

The staff and children agree to our values and ethos and we work and learn together, to create a positive and nurturing community. We believe that every child matters.

When a child leaves our school, we believe we have equipped them with the enthusiasm and knowledge, skills and concepts, attitudes and techniques to enable them to continue learning within and beyond school, and in the future.

In order to achieve our ethos, the school has developed a number of aims, which provide the underlying framework for our achievements.

These are:

- To have a love of learning and an enquiring mind
- To be independent and confident learners, who strive to do their best and reach their full potential
- To be able to rise to the challenges and persevere to see them through
- To be able to communicate effectively and work collaboratively on shared learning experiences
- To be able to make active choices to develop healthy minds and bodies
- To show respect and care for themselves, each other and the wider community.

We aim to achieve this through the provision of:

- An innovative, stimulating and enjoyable curriculum, relevant to the needs of all our children
- A broad range of indoor and outdoor learning experiences
- An enriching program of extra-curricular activities and visits
- High quality teaching and learning informed by continuous assessment
- A rich, varied range of up-to-date learning resources
- Opportunities to celebrate achievements within school and beyond
- A safe, supportive and caring learning environment in which mutual respect is shown and respected
- Learning partnerships with parents/guardians, children and the wider community.



Letter from Mrs Robbins – Deputy Headteacher

Dear Parents, Guardians and Children

Throughout the year, we talk to the children about our School Values and, at this time of year, I hope that we can all show our value of Courage as we move into a new year group and some of our children move on to a new classroom and teacher. We will be doing all we can to ensure that the children have a smooth transition and feel confident in returning to school in September 2022. I look forward to seeing those smiley faces coming through the gate each morning, ready to learn and show our School Values.



As Miss Hayward says, we pride ourselves on our values and ethos, and the care we offer all children. We look forward to starting a new year together, and we hope you will find this information useful.



Kind regards

L Robbins


Mrs L Robbins
Deputy Headteacher

Teachers and Learning Support Assistants from September 2022



Early Years

Year Group	Class Name	Teacher(s)	Learning Support Assistants (LSA)
Pre-School	Chicks 	Mrs G Smith	Miss L Ball & Miss A Barber – Early Years Apprentices Mrs K Healey – LSA Mrs G Ziccardi – LSA
Reception	Robins 	Miss M Cunningham	Mrs C Wheatley – Lunchtime Supervisor

Key Stage 1

Year Group	Class Name	Teacher/s	Learning Support Assistants (LSA)
Year 1 and 2	Woodpeckers 	TBC	Mrs A Hardyman (Monday, Tuesday, Thursday, Friday)

Key Stage 2

Year Group	Class Name	Teacher/s	Learning Support Assistants (LSA)
Year 3 and 4	Owls 	Mrs L Frame (Tuesday to Wednesday) Mrs S Kellow (Monday, Thursday and Friday)	Mrs A Carter Mrs A Louder
Year 5 and 6	Kites 	Miss H Hinson	Mr P Petrucci

School Contacts from September 2022

Senior Leadership Team:

Miss K Hayward: Executive Principal
Mrs L Robbins: Deputy Headteacher
Mrs A Alderton: SENDCO
Mrs L Frame: Senior Teacher

Office Team:

Mrs J Russell: Admin Assistant/Receptionist
Mrs N Jones: Admin Assistant/Receptionist

Before and After School Club Assistants:

Mrs A Carter
Mr P Petrucci

Kitchen Assistant:

Mrs K Healey

Moggerhanger Safeguarding Team:

Designated Safeguarding Leads:

Miss K Hayward (Executive Principal of Greensand Federation) and Mrs L Robbins (Deputy Headteacher)

Deputy Designated Safeguarding Lead:

Mr A Rutter (Vice Principal of Sandy Secondary School - Greensand Federation)

Deputy Designated Person:

Mrs J Devereux

Safeguarding Governor:

Mr I Smith

Term Dates

All children in the school, including Pre-School, will return to school on **Monday 5th September 2021.**

Timings of the School Day

All children are to use the side gate for drop offs and pickups, other than if they are in Before or After School Club, where you will need to use the main entrance

Whole School Gate Opening Time: 8.40am-8.50am

The school gate will continue to open at 8.40am and the children will be allowed to play on the playground until the bell rings at the official school start time of 8.50am. If your child arrives at school after their official start time, you will need to report to the school office.

Official Start and Finish Times:

Pre-School

Session 1: 9.00am* to 12.00pm

Session 2: 12.00pm to 3.00pm

All Day: 9.00am* to 3.00pm

*Please note that we prefer for children starting Pre-School at 9.00am to be dropped at the main school gate from 8.40am-8.50am, where they will be greeted by a member of the Early Years Team and taken around to the Chicks Classroom to begin their day. This helps the day to run smoothly alongside the main school, and there is no additional charge for these 20 minutes. You can drop off at the main school door from 8.50am-9.00am, if necessary.

Main School (Reception to Year 6)

School starts: 8.50am

School finishes: 3.15pm

I am very sorry, but we will not be able to answer any questions or queries on the gate during the mornings, as we are there to meet and greet all the children. Should you have any queries, please telephone, email or ClassDojo to contact us and we will get back to you as soon as possible. We will not be allowing any visitors to the school, unless they have been pre-approved and are essential to keeping the school operating.

Late to School:

If for any reason you are running late to school, please report to the main entrance and press the buzzer to speak to the office team. You will be asked to fill in a late sign in sheet and state the reason for your child's lateness.

Wrap-around Care:

We offer wraparound care for all children in Pre-School and the main school. This is available to book on the ParentMail app and can be paid for on a 'pay as you go' basis. Full details on how to book can be found in our Before and After School Club Policy on our website. We run a wide variety of clubs that your child can participate in during these sessions details of which will be sent out monthly using ParentMail.

Breakfast Club

Timings: 8.00am until school starts

Cost: £5.00 per session

Moggies After School Club

Timings: After school until 5.15pm

Cost: £10.00 per session

Contact Details

We appreciate that arrangements at home may change. We, therefore, ask that you email us immediately if contact details have changed, especially the following information:

- Home Address
- Landline or Mobile Number
- Email Address
- Designated Emergency Contacts (we would prefer to have at least three contacts on record)

Please email updated details to: office@moggerhangerprimary.co.uk

Daily Routines

Uniform and Equipment for School:

Your child should come to school in school uniform on the majority of the days, although there will be an exception when they have PE. Please see our School Uniform Policy and Guidance (available on our website) for what your child should be wearing, as this varies by year group.

Please can I also ask that you ensure your child has the items listed below:

- A labelled water bottle every day
- Lunch box (clearly labelled) - please ensure your child knows they cannot share this. Please also remember **no nuts or nut products** (please be extra vigilant with chocolate spreads and cereal bars)
- A hooded waterproof coat every day throughout the year

If possible, we would like children in Years 3 to 6 to bring in their own pencil cases and stationery to use when completing school work. More about pencil cases can be found in class newsletters.

Physical Education (PE):

On PE days, children will come to school wearing their PE for the entirety of the day. During the last few years, we have found this works very well, as it saves time changing and avoids losing clothing items!

PE days are as follows:

Years 1 to 6: Mondays and Thursdays

Reception: Wednesdays

(Pre-School do not have a specific PE lesson as their physical development is met through their continuous provision) .

We request the following uniform for PE:

- Trainers (sports trainers are preferred, rather than plimsolls, as they have better grip which is safer on the playground, and provide more support to the foot)
- Socks
- Shorts / Leggings / Plain jogging bottoms depending on season (navy or black)
- Navy Moggerhanger PE T-shirt
- Plain sweatshirt / Zip up hooded top (navy or black)

Forest School

Each class has one Forest School session per week. On your child's designated day, they will continue to wear their school uniform or PE kit, and will need to bring a waterproof outer layer and wellies. More details about your child's Forest School day and what to wear can be found in your class newsletter.

Morning Snack:

Pre-School, Reception and Years 1 and 2 have free fruit for morning snack provided by the Government. Children in Years 3-6 are allowed to bring in their own healthy morning snack – we would advise a piece of fruit or healthy cereal bar for example. Please remember, **no nuts or products containing nuts.**

School Lunches:

Lunch is at 12.00pm to 1.00pm. The children can either bring in a packed lunch or you can order a hot meal, which is provided by an external catering company, Innovate Ltd. School dinners can be ordered by registering with Innovate and ordering online on their website:

<https://innovate2020.cashlesschool.co.uk/>

All children in Reception, Year 1 and Year 2 are entitled to a free school dinner. Other families may be eligible for a free school dinners. If you think you may be eligible please phone Central Beds Council on **0300 300 8306** and have your National Insurance number ready.

During lunch time the children will also go out to play.

Water Bottles:

We would like all children to have a named water bottle, which they will keep on their desk. We strongly believe in access to fresh drinking water at all times throughout the day. They also should not share these with any other children. Children will be able to refill these during the day.

Additional Items:

Please can you support us by not allowing your child to bring in any of their toys or items that they might want to show the class, as these will not be allowed and will have to stay in their bags. We hold a special 'Celebration Assembly' on Fridays where children can bring in any achievements they would like to celebrate, for example, swimming certificates.

Homework:

We will be setting homework weekly for Years 1-6 through ClassDojo and we would encourage children and parents/guardians to return the work to us via ClassDojo.

Use of PPE by staff:

Staff may occasionally need to wear PPE equipment (face mask, face guard, plastic disposable apron and disposable gloves) if they are dealing with children who have had an accident or are ill.

Illness and Injury

What if my child is unwell and unable to attend school?

If your child is unwell and unable to attend school, please follow the normal reporting procedures and contact the school office on **01767 640270** or **office@moggerhangerprimary.co.uk**.

If your child is displaying symptoms of Covid-19 please visit www.nhs.uk for information on what to do if your child, or yourself, have symptoms of Covid-19.

Please do not send your child to school if they have a high temperature of 38°C or over, or complain of feeling unwell at home. In the event of your child having sickness and/or diarrhea, they will need to remain off school until 48 hours after the last episode. This is essential to ensure bugs do not spread through the school.

What happens if my child complains of being unwell at school?

If your child is unwell at school they will receive First Aid and, if necessary, we will call you to collect your child. We will take their temperature and contact you to collect your child if their temperature is 38°C or over.

Home School Agreement

As a parent/guardian I will aim to:

- Compliment the work of the school with positive and helpful attitudes.
- Take an active interest in the learning and ethos of the school and my child's education.
- Inform the school of any concerns I may have, or problems that may impact on my child's work or behaviour.
- Ensure that my child attends as regularly as possible, in uniform/clothing as specified by the school and with their own equipment for school work where appropriate.
- Support my child with homework and other home learning opportunities.
- Contact the school via email or telephone in the first instance in order to assist with social distancing.

As a pupil I will aim to:

- Wash my hands regularly throughout the day.
- Wear appropriate uniform/clothing as defined by the school.
- Bring and care for my own equipment to complete school work (Years 3 to 6).
- Engage with the activities and learning opportunities set by members of staff when in school.
- Engage with homework and other home learning opportunities to the best of my ability.