

CHASE TERRACE PRIMARY SCHOOL



Information for
KS1 parents

Contents

Page 3	Welcome
Page 4	Preparing your child to start KS1
Page 5	Class Dojo
Page 6	Early reading and writing skills
Page 7	Home Reading
Page 8	Phonics
Page 9	The Curriculum
Page 10	Mathematical Skills
Page 11	Snack and lunchtime in school
Page 12	Free School Meals
Page 13	Free School Meals continued
Page 14	ParentPay
Page 15	School Uniform
Page 16	Attendance
Page 17	Attendance and Absence Information
Page 18	Safeguarding
Page 19	Operation Encompass
Page 20/21	Information from the school office



Welcome to KS1

A very warm welcome to Key Stage 1!

Whether your child is just beginning their KS1 journey in Year 1 or continuing into Year 2, we are delighted to have you with us. This stage marks an exciting and important time in your child's learning, filled with discovery, creativity, and growing confidence.

In Key Stage 1, we focus on nurturing a love of learning through a rich and engaging curriculum. Your child will build on the foundations from the Early Years and continue to develop essential skills in reading, writing, maths, and beyond, all while exploring the world around them through play, investigation, and imagination.

We truly value the partnership between home and school. Your support makes a big difference in your child's progress and enjoyment of school. Throughout the year, we will share regular updates, learning celebrations, and opportunities for you to get involved.

If you have any questions, worries, or would simply like to talk about how your child is settling in, please don't hesitate to get in touch. We're here to support you and your child every step of the way.

We're looking forward to a happy, exciting, and successful year together.

How to prepare your child to start KS1

- Label everything your child brings into school such as, school uniform, coats, gloves, hats, scarves, school bag, PE kit, water bottle, lunch boxes etc.
- No toys from home are allowed in school.
- Ensure your child brings a water bottle into school every day.
- Ensure your child brings their book bag into school every day.
- Encourage your child to become independent with dressing and undressing themselves.
- On the days children have P.E they will need to come into school in their P.E. kit. The school P.E. kit includes: black shorts, white top, joggers, zip up jacket, trainers. We have outdoor and indoor sessions weekly. A message will be sent to you via ClassDojo with the days the P.E lessons take place.



Class Dojo

What is ClassDojo?

Class Dojo is a school communication platform that links teachers and families securely by sharing classroom learning at home through photographs, videos and messages.

You can use the app on any device. You will be given a unique code via email and asked to sign up using an email address and to create a password. When connected, you will be able to access your child's online portfolio and any messages or homework tasks the teacher shares.

Messages

Messages allow teachers and parents to communicate directly. Staff will aim to respond to any messages within 24 hours but those sent out of hours will not be actioned until the next working day.

Dojo or Monster Points

Teachers use Class Dojo to promote positive behaviours in class. Each child gets a monster avatar and teachers award Dojos for things such as meeting targets, handing in homework or being kind



Early reading and writing skills

At Chase Terrace Primary School, we teach early reading and writing skills through a scheme called Read Write Inc.

Children learn the sounds each letter makes and are taught a rhyme to remember how to form each letter- see 'RWI sound mat' sheet included.

Children will be sent home individual sounds as they learn them in school. As your child learns to blend sounds to read words such as c- a- t 'cat' they will be sent home green words and red words to practice reading and writing at home.

Green words - These are words that your child can sound out.

Red words - These are words that your child cannot sound out.

How to support your child with reading and writing:

- Your child will be read with weekly in school and their books will be changed. Please ensure your child has their book bag in school every day.
- Picture books allow your child to tell the story in their own way, using the pictures as clues- please encourage them to do this by asking lots of questions about what is happening and see if they can notice how characters are feeling by their expressions.
- Encourage your child to turn the pages of a book to help them to develop good book handling skills.
- Please fill in your child's reading record by commenting on how well your child has read at home. They will receive rewards for reading at home.
- Practice the sounds in your child's word wallet and encourage them to read words when they are sent home with a word wallet.
- Encourage your child to use the correct letter formation using the rhymes for letter formation sheet included.
- If you would like further information on how to support your child at home in phonics please visit the website below:

<https://www.ruthmiskin.com/en/parents-copy-2/>



Home Reading

- Your child will bring home a reading book, matched to their reading ability.
- Picture books allow your child to tell the story in their own way, using the pictures as clues.
- Ask your child questions about what is happening and notice how characters are feeling by their expressions.
- Comments about how well your child has read at home are important and enable us to monitor how often your child is reading at home.
- Children who read regularly at home (3x weekly) will gain stickers and dojo points.

Your child will also bring home a chosen library book to be shared at home.

Please ensure your child brings both their reading record and reading book to school every day.



Phonics

Complex Speed Sounds

Consonant sounds

f	l	m	n	r	s	v	z	sh	th	ng
ff	ll	mm	nn	rr	ss	ve	zz	ti		nk
ph	le	mb	kn	wr	se		s	ci		
					c		se			
					ce					

b	c	d	g	h	j	p	qu	t	w	x	y	ch
bb	k	dd	gg		g	pp		tt	wh			tch
	ck				ge							
	ch				dge							

Vowel sounds

a	e	i	o	u	ay	ee	igh	ow
	ea				<u>a-e</u>	y	<u>i-e</u>	<u>o-e</u>
					ai	ea	ie	oa
						e	i	o
							y	

oo	oo	ar	or	air	ir	ou	oy	ire	ear	ure
<u>u-e</u>			oor	are	ur	ow	oi			
ue			ore		er					
ew			aw							
			au							

The Curriculum

- English (including phonics)

- Maths

- Science

- Art

- DT

- Geography

- History

- Music

- RE

- PE

- Computing

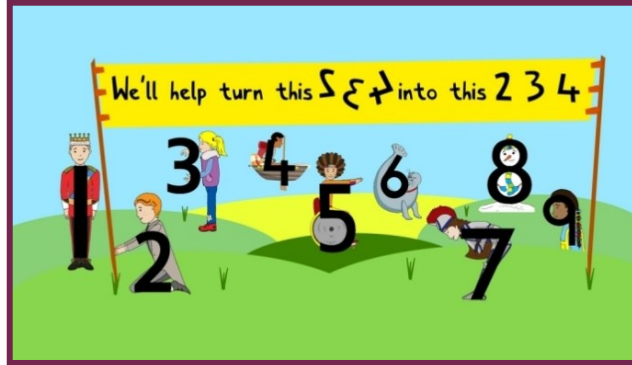
- PSHE



In addition we will be organising special visitors to come into school, and school trips to enhance the teaching we will deliver and bring the topic to life for your children, giving them hands on experience and providing unique learning opportunities.

Mathematical skills

At Chase Terrace Primary School, we teach early mathematical skills through a scheme called Ten Town. This is a unique numeracy scheme designed for number formation and number recognition. Children learn each character which represents a number. They are then taught a rhyme to remember how to form each letter.



Children will be sent home with individual ten town number cards so you can help them practice writing, recognising and ordering numbers. You will also be given login details for your child to login to Ten Town at home.

Do maths together every day...

Maths is everywhere! Helping your child get dressed, baking together, going to the shops, singing counting songs, building with blocks, practically every activity we do with our children involves maths. Try and find the learning opportunities in these activities and you'll be helping your child develop into a happy and confident mathematician!

BBC Bitesize have made a handy guide for parents with mini-videos explaining how children's maths skills develop and suggest many fun activities you can do with your child to help them develop the following skills:

- Number recognition
- Counting up and down
- Ordering numbers
- Matching number to quantity
- Grouping and sorting
- Ordinal numbers
- Simple addition and subtraction
- Number bonds to 5
- Shapes
- Mathematical Language
- Solving problems with maths

Please visit <https://www.bbc.co.uk/cbeebies/grownups/help-your-child-with-maths>

Snacks and lunchtime in school

Snacks

Fruit is offered daily to all children as part of the Free Fruit Scheme. This enables children to access a wide variety of fruit at no cost to parents.

We offer milk to all children in school at lunchtime. Children can order their milk each morning with their class teacher. Milk will be provided free of charge to any children in receipt of Free School Meals. If your child does not receive Free School Meals there will be a charge of 40p per glass and this will be charged to your ParentPay account.

Please provide your child with a named water bottle and send it to school with them each day. We ask that the bottle contains water only.

Lunchtime 12.15pm-1.15pm

Children in KS1 are entitled to Universal Infant Free School Meals. Children order their meals with the class teacher each morning during registration.

Children can opt to bring in a packed lunch if they would prefer to. Please include another drink with their lunch box as water bottles are kept in class. Please ensure your child's lunch box is clearly labelled with their name.

Some options for a healthy lunch box are shown below:

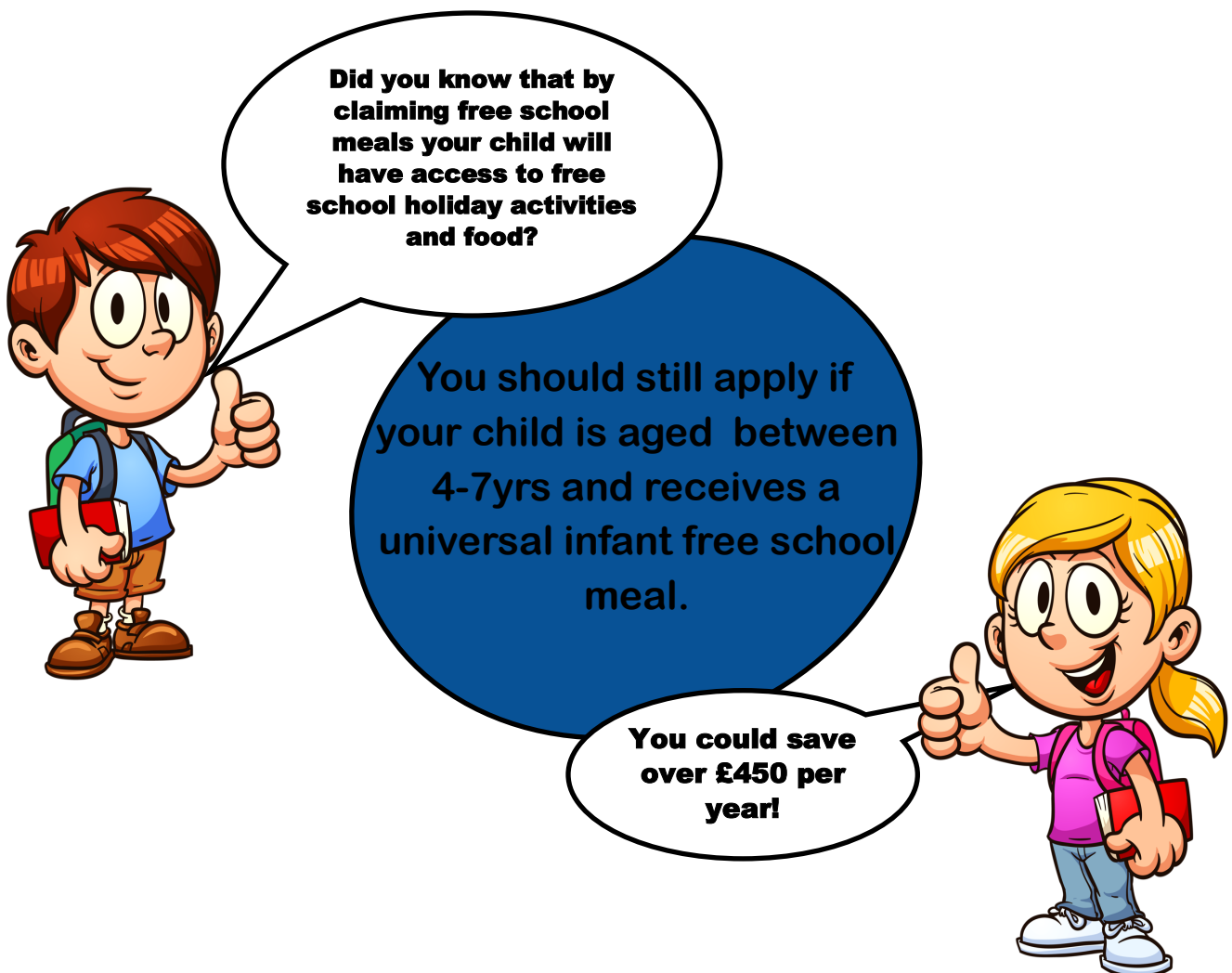


Free School Meals

Parents entitled to certain benefits can claim free school meals for any of their children who are registered at a Staffordshire school and who would normally be at school at lunch time. School meals are a good way to ensure that your child eats well at lunchtime and you can save yourself time and money.

Even if you don't want your children to have a school meal, claiming the funding helps their school. The more eligible parents who claim meals, the more funding the school receives.

For every pupil registered as eligible under the entitlement criteria, the school will receive extra funding. This is called the pupil premium. It is used to help raise achievement levels.



Free School Meals continued

Can I apply?

Your child could be eligible for free school meals if you get any of the following:

- Income Support
- Income Based Job Seekers Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- Income Related Employment and Support Allowance. Please note the 'new style' employment and support allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- Eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.

Find out more and apply at



freeschoolmeals@staffordshire.gov.uk



0300 111 8007 then select option 3 followed by option 2



www.staffordshire.gov.uk/education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx



ParentPay

We are a cashless school and use ParentPay for dinner money, school trips, consent and wraparound fees. To access the ParentPay system, you will need a username and password which will be sent home in a letter. Please see below for further instructions on how to activate your account.

To create a new account, you will need to have the account activation letter provided by school to hand. You will also need to be able to access your email as your email address will become your new username and is used for the verification process.

If you have lost your activation letter or not yet received it, please contact your school.

Please note, if you have previously had a ParentPay account you should attempt to login to this account and follow the add a child process, rather than creating a new one.

Navigate to parentpay.com

1. Select Login at the top right corner of the screen.
2. Enter the username and password (activation codes) provided in your account activation letter and select Login.

Complete the activation as detailed on the screen.



School uniform

- Burgundy sweatshirt
- Burgundy polo style shirt
- Black trousers (not jeans or tight fitting trousers or trousers with studs or any decorations)
- Black shorts (no cycling shorts)
- Red and white 'summer dress'
- Black skirt of a sensible length
- Plain black tights



Footwear

Plain low-heeled black sensible shoes suitable for active play. This does not include trainers, sandals or open-toe footwear of any type.

Children may also wear sensible flat-heeled black boots. (eg.Ugg boots are not acceptable).

P.E. and Games Kit

- Black shorts (no cycling shorts)
- Plain white t-shirts
- Black plimsolls or trainers with non-marking soles (ie soles that do not mark the hall floor)
Astro-turf trainers are not permitted
- Tracksuits or tracksuit bottoms may be worn in the winter for outdoor P.E.

A & J Designs (Staffs) Ltd
Apex Business Park
Units 1
Walsall Road,
Cannock,
Staffordshire
WS11 9PU
Telephone: 01543 360055



Uniforms Plus
Burntwood Town Shopping Centre
Chase Terrace
Telephone: 01543 677068

UNIFORMS
Plus

Attendance

The Importance of Good Attendance

Attending school regularly helps children succeed academically and socially. Every day in school is a valuable learning opportunity!

How Can You Support Good Attendance?

Create a morning routine to help your child start the day smoothly.

Prepare the night before by laying out clothes and packing school bags.

Set a reasonable bedtime to ensure your child gets enough sleep.

Plan holidays outside term time to avoid missing education.

Attendance 'Traffic Light' System

To help track attendance, we use a Traffic Light system. This is used to identify children whose attendance falls below target.

Chase Terrace Primary School Attendance		
0 days off school	100%	Outstanding
2 days off school each year	99%	Excellent
5 days off school each year	97%	Good
10 days off school each year	95%	Slightly concerned
20 days off school each year	90%	Concerned
30 days off school each year	85%	Very concerned

Even missing 10 days per year can have an impact on learning. We're here to help if you have any concerns about attendance.

Punctuality Matters

Did you know that being 15 minutes late each day adds up to two weeks of lost learning over a school year?

Good Time Keeping Matters Lost minutes= Lost Learning

5 minutes late	3 days lost
10 minutes late	6.5 days lost
15 minutes late	10 days lost
20 minutes late	13 days lost
30 minutes late	19 days lost
Over one full academic year	

Why Arriving on Time is Important

If your child arrives late, they may:

- Miss key learning at the start of the lesson.
- Find it harder to settle into the school day.
- Feel embarrassed walking into class late.
- Disrupt the flow of learning for others.

Attendance and Absence Information

We understand that sometimes children may need to miss school due to illness or exceptional circumstances. If your child needs to be absent, please let us know in advance whenever possible and notify us daily if they are unwell.

How to Inform School of Absentees?

- Contact the school office at **01543 227150**
If we are unable to answer your call, please leave a voicemail with your name, your child's name, and the reason for their absence.
- Send an email to **office@chaseterrace-primary.staffs.sch.uk**

Penalty Notices for Unauthorised Absences

Once a child reaches the age of 5, any absence that is not authorised by the school may result in a penalty notice. This is in line with government guidelines, which aim to support schools in maintaining high standards of attendance.

A penalty notice may be issued if:

- A child has 10 sessions of un-authorised absence within a 10-week period (please note that there are 2 sessions in 1 school day).
- A holiday is taken during term time without prior school approval.
- A child is persistently late after the register has closed.

If your child receives 10 sessions of unauthorised absence within a 10-week period, you may receive a notice to improve attendance or penalty notice, which could result in a fine.

As a school, we must report repeated unauthorised absences to the county council.

What Are the Fines?

First offence: £80 per parent, per child if paid within 21 days, rising to £160 per parent, per child if paid between 21-28 days.

Second offence within 3 years: £160 per parent, per child if paid between 28 days.

Further offences within 3 years: May lead to prosecution, with a possible fine of up to the £1,000 per parent, per child. **These guidelines, set by Staffordshire County Council and the Department for Education, came into effect on 19th August 2024.**

We're Here to Help!

We know that starting school can be an adjustment, and we're here to support you.

We understand that sometimes things don't go to plan, and occasional absences or lateness happen. If you're struggling with attendance or punctuality, please reach out- we're happy to work together to find solutions that support you and your child.

Safeguarding

The school's designated safeguarding lead- Mrs Grunda (DSL) is responsible for overseeing safeguarding and ensuring that effective procedures are in place to keep children safe.

The school's Safeguarding Policy underpins the school's robust safeguarding procedures and ensures that all staff and other relevant individuals are aware of them.

The school also has several other safeguarding-related policies and procedures that are all in place to keep your child safe, including the following:

- Child-on-child Abuse Policy
- Prevent Duty Policy
- Online Safety Policy
- Child friendly safeguarding Policy
- Whistleblowing Policy
- Staff Code of Conduct
- Safer Recruitment Policy

You can find a copies of these policies on the school website or you can request copies by contacting the school office on 01543 227150

If you have any safeguarding concerns, you should report them to the DSL or their deputies as and when they arise. Where it is likely that there is an immediate risk to a child's safety, you should contact the emergency services.

The DSL makes appropriate referrals, e.g. social services and works with external agencies where necessary to ensure the safety and wellbeing of all pupils at the school.

The DSL and deputy DSLs are specially trained in safeguarding practices and hold the necessary qualifications.

The DSL team is as follows:

Staff	Role
Mrs Jamie Grunda	Designated Safeguarding Lead
Mrs Tania Harrison	Deputy Designated Safeguarding Lead
Miss Lucinda Pountney	Deputy Designated Safeguarding Lead
Miss Kirsty Handsaker	Deputy Designated Safeguarding Lead
Mrs Tina Powl	Designated Children Looked After Officer / SendCo
Mr Philip Moore	Deputy Designated Safeguarding Lead

Operation Encompass

Our school is part of Operation Encompass which is a national scheme that operates jointly between schools and police forces.

Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has experienced domestic abuse.

As a school we have ensured that a member of our staff, Mrs. Grunda (Designated Safeguarding Lead) known as a Key Adult, has been trained in the Operation Encompass procedures allowing us to then use the information that has been shared, in confidence, to support the child/ren in our care.

This places a statutory obligation on police forces to share Operation Encompass notifications with schools settings.

We are keen to offer the best support possible to all our pupils and through Operation Encompass we will be able to provide the best possible support to our children.



General Information

Contact Information

School telephone	01543 227150
School email	office@chaseterrace-primary.staffs.sch.uk
School website	www.chaseterrace-primary.staffs.sch.uk

Arrival and collection

For your child's safety they will only be released to an adult that is named on the Data Collection Form unless you have contacted school and informed us in advance of any alternative arrangements. In the event of another adult collecting your child we would ask them to provide us with the password that you have set on your data collection form.

Absence

If your child is absent due to illness please contact the school via telephone or email to give a reason for the absence. If your child has any form of sickness or diarrhoea they must be kept at home for 48 hours after the symptoms have cleared. ***Parents/carers should contact the school each day your child is absent unless advised otherwise.***

Children's health

If your child is asthmatic and requires the use of an inhaler, please discuss this with your child's teacher. We will need an inhaler to be kept in school which should have the pharmacy label on with your child's details and instructions for use. A medical form will also need to be completed by you and held on our records.

If your child has any other medical conditions, a special diet for medical reasons or has any known allergies, please inform the school.

Medication

We are able to administer prescribed medication. Please complete a parental agreement form which can be obtained from the school office. If these are antibiotics we can administer 1 dose in school if they are required to be taken 4 times per day.

Accidents

If your child has an accident in school they will receive First Aid by a qualified member of staff. This will be recorded in the school accident book.

In the event of an injury above shoulder height you will receive a text message and your child will be sent home with an accident slip. Your child will receive First Aid and be monitored throughout the day. In the event of a more serious accident or any cause for concern we will contact you immediately by telephone to come into school.

General Information

Spare clothes

Sometimes children have toileting accidents. It would be beneficial to send your child to school with a spare change of trousers/skirt, underwear & socks each day in case of any accidents. We do have some spare uniform in school but this is limited.

Newsletters

Newsletters are published every 2 weeks and sent out to all parents via Email, these are also uploaded to our school website.

Curriculum newsletters for each key stage will also be sent out termly by email, these will help you to understand what your child is being taught.

Parent Consultations

Parent consultations take place in Autumn and Spring term to discuss your child's progress.

Updates

We keep in touch with parents via email about any important matters. Teachers may also put any updates and reminders onto Dojo.

Policies

These can be found on our website. Please scan the QR code for direct access.

