

Parent Handbook

2026-27

Welcome!

Dear Parent/Carer

A very warm welcome to Orchard Primary School; we hope you and your child will enjoy the time spent with us.

We are committed to working with you to ensure that your child has a happy and successful time here. We know that children learn best when carers and staff work together to encourage and support their learning.

We hope this booklet, together with information on our school website, contains useful information to support your child's transition to Orchard Primary School; however, if you have any queries, please do not hesitate to contact your child's Class Teacher, the School Office or myself.

We very much look forward to getting to know you and your child.

Best wishes



Sarah Bitcon
Head Teacher

Contents

Allergies/Asthma	Page 10
Assessment and Reporting	Page 9
Attendance	Page 13
Behaviour Policy	Page 13
Bicycles/Scooters	Page 10
Bringing Valuable Items into School	Page 13
Bullying / Falling Out	Page 13
Communication	Page 18
Curriculum	Page 9
Dogs on Site	Page 10
Emergency Closure	Page 10
First Aid	Page 11
First Day at School	Page 4
Food and Drink	Page 7
Headlice	Page11
Homework	Page 14
Library	Page 13
Lost Property	Page 15
Medication	Page 11
Mobile Phones	Page 14
Parking	Page 11
PE (Physical Education)	Page 9
Photography	Page 15
Privacy Notice	Page 16
PTA/Friends of Orchard Primary School	Page 15
Pupil Wellbeing	Page 20
Reward Systems	Page 20
School Contact Details	Page 20
School Staff	Page 4
School Uniform	Page 6
Sending Money into School	Page 16
Separated Parents	Page 16
Smoking/Vaping	Page 12
Social Media	Page 16
Special Educational Needs and Disabilities (SEND)	Page 9
Sun Safety	Page 12
Support for Families	Page 17
The School Day	Page 4
Bringing toys and other items into school	Page 16
Walking to School and Walking Home Alone	Page 12

First Day at School

If you are joining us from another school, please come to the Reception office at 8.30am on your first day at Orchard Primary. This will enable us to take your child to meet their teacher and put their things away before the rest of the children come in. Each child has a peg outside their classroom on which they can hang their coat and PE bag.

At home time, please come into the school playground and wait outside your child's classroom door; the children will be dismissed from their classroom when the teacher has seen the adult who is collecting them.

School Staff

We know that sending your child to a new school can be daunting, so we would like you to be familiar with who will be looking after your child throughout the day. We are proud of the team we have here; they have lots of experience and together we have created an environment for pupils that is stimulating, challenging and fun.

Mrs Bitcon is our Head Teacher and Mr Bayliss is our Deputy Head.

Our Class Teachers are: Mrs Kitchener and Mrs Ralph (Reception), Miss Jones (Year 1), Mrs Ladds and Mrs White (Year 2), Miss Joyner (Year 3), Mr Bayliss (Year 4), Miss Oakley (Year 5) and Mrs Edwards and Ms Poole (Year 6). Miss Parr works with children in The Den. The teachers are also responsible for leading a subject or area within the school (eg PE, Maths and Literacy).

Our Teaching Assistants are: Miss Cook, Mrs Groom, Mrs Guscott, Mrs Hadley, Mrs Marks, Mrs Peck, Mrs Robley Dixon, Mrs Wheatley, and Mrs Williams. Mrs Swoosh is our Student Pastoral Support Worker.

Our Lunchtime Supervisors, Ms Carter and Mrs Morton, work together with other TAs during lunchtime.

Mrs Boulton and Mrs Stanton work in the school office.

Mrs Robley-Dixon runs our Breakfast Club and Miss Cook supervises After School Club.

The School Day

The school gates are opened at **8.35am** and the school day begins at **8.45am** when the register is taken. Parents are asked to say goodbye to their child at the gate, and the children then walk down to their classroom where they are met by their class teacher. A member of staff is always by the school gate if you need to leave any message. If you arrive after the gate has been locked, please bring your child to the Reception Office and a member of staff will take them to their classroom. You will be asked to sign your child into school.

Children in Reception – Year 3 should come into school via the green gate onto the playground. Children in Year 4 – 6 should enter via the blue gate by the Year 4 classroom.

The school day ends at **3.15pm**. The school gate is opened at 3.10pm and children should be collected from their classroom door. If you have children in different classes to collect, please collect your younger child first. Except for those older children who walk home unaccompanied, children will remain with their teacher until a parent is identified. Please make sure you tell us if someone else is collecting your child as children will only be allowed to go home with those adults specified by the parents/carers.

We appreciate it is tempting at the end of the day to allow your child to play on the equipment in the playground, however this is used by children attending our After School Club and we need to make sure the site is secure by locking the gates before they are allowed to come outside. We therefore ask that pupils do not play on this equipment after school.

If you are unavoidably late, your child will be kept inside the school building to wait for you. Please make sure you ring the school to let us know; this enables us to reassure your child that you are on your way.

School Uniform

At Orchard Primary School we have a school uniform which is compulsory from Reception to Year 6. We believe that a clear and consistent uniform policy has a vital role to play in helping all our students feel part of something bigger – and just as importantly, that everyone is an equal and valued member of our school community.

Wearing school uniform enables our children to be quickly and easily identified in and out of school, which aids safety and security. It also helps parents resist the pressure from children to buy and wear expensive fashion clothing.

Some of the uniform can be brought at high street shops/supermarkets. Some items, including special items in the school colours or with a school logo can be bought directly from https://www.monkhouse.com/

	Essential
School Wear	Grey or black trousers, shorts or skirt (jeans are not permitted) Bright blue polo shirt with school logo Bright blue sweatshirt or cardigan with school logo Socks – black, grey or white Tights – grey or navy Black or blue shoes or filled in sandals Sun hat or cap during the summer months Bookbag
PE	Bright blue t-shirt with school logo Navy or black shorts (skorts may be worn in KS2 only) Pumps or trainers Jogging bottoms and plain sweatshirt for winter months PE bag
Swimming	A named swimming costume/trunks and towel will be required
Optional	Reversible coat with school logo Blue/white check summer dress
Please ensure that all items are clearly marked with your child's name.	

The school does not feel that the following are appropriate and are therefore **not permitted**:

- Ankle length skirts, miniskirts, fashion trousers, leggings, heavy boots, trainers.
- Make up including nail varnish.
- "Extreme" hair fashions such as shaved lines, Mohican cuts, hair dye.

Jewellery

If children wish to wear **single** stud earrings to school, they must be able to take them out themselves for PE lessons. If you are considering having your child's ears pierced, please have them done early in the summer holidays to allow time for healing before the start of the school term.

Hair

Hair that is shoulder-length or longer, must be tied up (this applies to both boys and girls!).

Food and Drink

School Lunches

Lunch is an important meal for everyone, particularly growing children! We aim to ensure that all children enjoy their lunchtimes and can eat a healthy and nutritious lunch.

Pupils in Reception, Year 1 and Year 2 are currently entitled to a free hot meal/packed lunch at lunchtime (known as Universal Free Schools Meals) meaning there is no cost to parents for these meals. Similarly, if your child is entitled to the means-tested Free School Meals, there is no cost to parents (please see below for more information).

School lunches can be ordered online from our catering supplier, The Deli at Pershore (information on how to order will be sent to you separately). We recommend that you take this up as our school dinners are healthy and tasty.

If you prefer to send in a packed lunch, this must be healthy and balanced (**no** nuts, chocolate, crisps, sweets or fizzy drinks please). It is a good idea to include an ice pack with the lunch as there are no refrigeration facilities.

The children eat their meals in the school hall and are looked after by our Lunchtime Supervisors.

Milk

Parents can order milk for their child/ren on a half-termly basis. Children under the age of 5 years of age and those entitled to Free School Meals are not required to pay for this, however parents must still submit an order form to request it. Details of how to order will be sent to you by the school office.

Water

Every child is asked to bring a named water bottle to use in school every day; cooled water is freely available throughout the school day. Children may drink their water at any time except during assembly and whilst using IT equipment. Regular water and "brain" breaks are built into the school day by staff and children are also reminded to drink water at snack and lunch times.

It is school policy that only water is allowed in children's water bottles to which they have access throughout the day. Squash or fruit juice may be sent in lunch boxes for the children to drink with their midday meal.

Free School Meals

Although all children in Reception, Year 1 and Year 2 are entitled to receive a school meal free of charge, it is important that parents/carers claim for Free School Meals if they think they are entitled to them. This is because schools receive extra money, called Pupil Premium, for each child who is eligible for free school meals. This money is used to support your child's education so please apply if you are eligible, so your school gets this money. Children in receipt of free school meals are also entitled to free milk after the age of 5 years.

Children who receive free school meals are not identified in any way to other children.

More information will be sent to you separately and can also be found here

Orchard Primary & Pre-School - Free School Meals

Snack

Currently all children in Reception, Year 1 and Year 2 receive free fruit/vegetables at snack time; this is provided under the "School Fruit and Vegetables Scheme" introduced by the government. The type of fruit/vegetable varies from day to day, but it all comes in whole pieces unlike pre-school where it is cut up. If you would prefer to send in your own snack, please only send in fresh or dried fruit/vegetables. On Fridays, the children can bring in their own snack for "Free Choice Friday", however we encourage you to send in a healthy snack (chocolate bars are not permitted).

Special Dietary Requirements

Please let us know of any food allergies/special dietary needs that your child has. This is important even if your child does not have school lunches as children who eat meals prepared by our caterers will sit with those who eat packed lunches. Some children with food allergies can suffer a reaction by either coming into contact with or being near the particular ingredient that they are allergic to. By understanding which child has a food allergy we can limit the potential of an incident occurring.

If your child's condition changes after you send us the form, please ensure you tell us as soon as possible.

Birthday Treats

For birthdays, children can bring in a small treat, if they wish, to be sent home with their classmates so that parents/carers can make the decision as to when or if they can be eaten.

Teaching and Learning

Assessment and Reporting

As well as continuous daily assessment by class teachers to ensure all pupils work at an appropriate level of ability, the following annual assessments are also undertaken in school:

Reception	-	Foundation Stage Profile
Year 1	-	Phonics Screening Check
Year 4	-	Multiplication Tables Check
Year 6	-	Key Stage 2 SATs

Parents' Evening is held twice a year and provides an opportunity to discuss your child's work and progress. Written reports are also sent to parents/carers in July each year.

Curriculum

We aim to offer an exciting, broad and balanced curriculum; careful planning ensures that National Curriculum requirements are covered. We endeavour to design a curriculum for each class that fits the needs of our learners and our community.

An overview of the curriculum for each year group can be found on our website under the Curriculum tab. More detailed information about what the children in each class are learning each term can be found on their class pages.

PE (Physical Education)

PE is a statutory part of the national curriculum and pupils therefore cannot choose to "opt out"; the only instances when a child will not be expected to take part in the lesson are if they are injured or ill.

PE kit is also part of school uniform, and it is important for all pupils to wear appropriate kit for their PE lesson to ensure personal hygiene and safety. Currently, with the exception of Reception pupils, children should come to school in their PE kit on days when they are due to have that lesson.

Special Educational Needs and Disabilities (SEND)

If you have a concern about your child's learning, please discuss this initially with the class teacher or our Special Educational Needs Coordinator (SENDCo), Mrs White.

If we think your child needs extra help, their teacher will speak to you about a strategy to support them. This may be for your child to participate in a targeted intervention programme over a term or so, so they can catch up with their peers.

Pupils with SEND are given the opportunity to realise their full potential. We do this by ensuring that they have access to a broad, balanced and relevant curriculum, and that any learning difficulties are identified as early as possible. For more information, please look at our school website or contact the school office.

Health and Safety

Allergies/Asthma

It is very important that you inform the school of any allergies your child has. There are forms which must be completed if your child needs to bring an asthma inhaler or epi-pen to school. Please speak to the school office if this is the case.

Bicycles/Scooters

We encourage children to ride bicycles/scooters to school however, once they are on the school site, please remind them to dismount and push their bike/scooter in a safe manner to avoid accidents. Please ensure your child is wearing a correctly fitting helmet.

Please do not allow your child to walk or ride their bike/scooter through the school car park at any time as there are vehicles arriving and leaving throughout the day.

Dogs on Site

We recognise that dogs are an important part of family life for many in the school community and that walking them with your child/ren to and from school is an ideal opportunity to exercise them. However, others may find the presence of dogs stressful, even frightening for some children, and even well-behaved dogs can behave unpredictably when placed in a busy, noisy and crowded environment or when left unattended.

The safety and wellbeing of our pupils, families and staff is paramount; therefore, apart from service dogs, please ensure that dogs are not brought into the school grounds.

We also request that should you choose to walk your dog to and from school, again in the interests of safety, and understanding that some children feel intimidated or unsure of dogs, that you remain a reasonable distance outside of the school gate to enable children and adults to enter/exit safely.

Where it is necessary for a guide/service dog to come onto school grounds, we will put in place a formal plan which will also take into account the needs of the guide/service dog and other pupils/staff that may be affected by the dog's presence in school.

Please ensure that any other adults who may bring and/or collect your child/re to school are also aware of this guidance.

Emergency Closure

Decisions to close the school are not taken lightly and school will be kept open for as long as is reasonable. The main consideration in these situations is always the health and safety of the pupils and staff.

In the rare event of school having to close, eg adverse weather conditions, loss of water or power, parents will be informed by the text messaging service or phone. If you are unable to access text messages while you are at work, please make the school office aware in writing and we will endeavour to contact you by telephone.

More commonly, weather conditions deteriorate overnight causing uncertainty as to whether school will be open in the morning. In the event of school being closed for the day, a text message will be sent to all parents as soon as is practicable. A message will also be

displayed on the school website. In addition to this, once Worcestershire County Council has been informed, they will inform the local radio stations. Normally these stations broadcast information on school closures at regular intervals as information is received from around the County.

It would help us if you could inform us by telephone if your child is to travel home with someone else. **We cannot release your children to adults other than those to whom you have already given permission to collect from school.**

First Aid

We have several qualified first aiders in school to deal with any accidents which occur. We record all first aid incidents using an online service called Medical Tracker. This allows us to inform parents/ carers of first aid incidents and enables us to analyse the data we record.

To use Medical Tracker effectively, we need to ensure we have the correct email address for you; therefore, if you change your email address, we would be grateful if you would notify the school office as soon as possible.

Email messages will be sent from donotreply@medicaltracker.co.uk. Please add this to your email address book (or approved sender list) to prevent messages from being blocked by your spam/junk filters.

Headlice

Headlice and nits are very common in young children and their families. They are not caused by dirty hair and are picked up by head-to-head contact.

Parents/carers can help by tying up your child's hair if it is shoulder-length or longer and letting us know if you do find headlice in your child's hair. This enables us to ask the rest of the class to check their hair too and treat if necessary to prevent re-infection.

Medication

Staff are only permitted to give children medicine if it has been prescribed by a doctor and the child's name and dosage instructions are clearly printed on the container. Under normal circumstances this will only apply if medicine must be given **more than three times per day**. If the dosage required can be given outside of school hours, ie morning, before school, after school, evening and/or bedtime, then this is the preferable option.

A consent form for staff to administer the medication must be completed by the parent/carer before we are able to give it to a child.

Inhalers and epi-pens will be kept in the classroom and must be clearly labelled with your child's name.

If your child has a more serious or long-term medical condition, please arrange a meeting with the Head Teacher or SENDCo so that we can complete an individual health care plan ensuring we have all the relevant details about medication and care of your child.

Parking

In common with many schools, parking is a constant problem! If you need to bring your children in the car, please consider the consequences of where you park with regard to road safety for everyone. No parking zones are clearly marked on the road, but access for traffic

such as the emergency services, or for residents, must also be taken into consideration. We would be very grateful if you would consider the following when parking near school:

- Do not park on the footpaths.
- Do not park on double yellow lines or Keep Clear markings.
- Do not park across dropped kerbs or driveways.
- Please park safely and be considerate of children and residents by not causing an obstruction.

Parents are also asked not to drive onto the school grounds to drop off or collect children at the beginning and end of the school day, unless by prior arrangement with the school if there are special circumstances.

Smoking/Vaping

In accordance with current legislation on smoking in public places, we do not allow smoking or vaping in any part of the school site at any time. This includes all school buildings and the outside areas of the school including the playground, sports field or car park.

Parents are discouraged from smoking/vaping at entrances and exits to the school site whilst delivering or collecting their child to avoid portraying smoking as acceptable to children and young people.

Sun Safety

During periods of hot weather, we ask parents to apply a high protection sunscreen to their child before they leave home and provide their child with a sun hat/cap. We cannot apply sunscreen to the children during the school day but will supervise them doing it. If you wish to send in sunscreen for your child to apply during the day, please make sure it is clearly named; this prevents the inadvertent application of the wrong lotion to the wrong child as some children may suffer a severe allergic reaction to sun cream ingredients.

Walking to School and Walking Home Alone

To ensure the children's safety every child attending Orchard Primary School from Reception to Year 4 must be accompanied to and from school by an adult.

However, when children start in Year 5 parents may make the decision to allow their child to walk unaccompanied when appropriate for the individual child. Legally the decision and the responsibility for children walking alone remains with the parents/carers and school will need written permission from them before allowing a child to leave the school premises alone.

Please note that children will not be permitted to walk home alone if they have been sent home ill, the school closes because of bad weather or the school closes because of a serious event.

Home/School Partnership

We appreciate that parents and carers play a vital role in ensuring the success of our pupils and we want to provide every opportunity for you to get involved. We encourage you to take an interest in your child's learning as much as possible by:

- Reading with your child daily.
- Helping on school trips.
- Being a member of the PTA (Friends of Orchard Primary School).
- Volunteering at fundraising events.

Attendance

For children to gain the greatest benefit from their education, it is important that they attend school regularly and on time every day unless the reason for the absence is unavoidable. Research shows that there is a close link between attendance at school and a child's achievement. Our expectation is that pupils attend school every day for every session and we are committed to working in partnership with families to achieve this.

Please read the enclosed information – Attendance, Absence and Punctuality Information for Parents and Carers.

All schools are expected to monitor pupils' attendance records closely and to share these with the Local Authority and with the pupil's next school when they transfer.

Behaviour Policy

At school we work together to create an atmosphere based on consideration for others and respect for self. We have produced a Behaviour Policy based on this philosophy, a copy of this is available on our website. We ask that parents support us by:

- Discussing the school rules with their child, emphasising their support of them and assisting with their enforcement. This will also help the children to develop a sense of responsibility for their own behaviour and a greater sense of consideration for others.
- Remembering that staff deal with behaviour problems patiently and positively.

Bringing Valuable Items into School

Children are discouraged from bringing valuable items into school; electronic items and mobile phones fall into this category. The school accepts no liability for loss or damage to children's property which has been brought into school.

Bullying/Falling Out with Friends

We want all the children to feel safe and happy at school. We also try to make sure that the children understand the difference between bullying and "falling out". Positive behaviour, respect for others and resolving disagreements are all taught throughout school:

- Class discussion and circle time.
- Assemblies.
- Through our PSHE curriculum.
- By speaking to any children involved individually so each child feels able to speak openly.

- By working in partnership with parents and children to find solutions.

However, if you have any concerns, please do not hesitate to speak to your child's class teacher or the Head Teacher.

Emergency Contacts

It is important that we have up-to-date contact numbers for all children in case of emergencies or illness. Children can become ill quite quickly or may have an injury that requires school to contact you so we would be grateful if you ensure that all first priority emergency contact mobiles are switched on during the school day so we can contact you if necessary.

We also subscribe to a text messaging service which we use to contact parents/carers or a specific group for various reasons, eg children on a school trip, school closure etc. These messages are usually sent to the first emergency contact listed for the child.

Please inform the school office of any change of address or contact numbers as soon as possible.

Homework

Each week your child will bring homework from school; this is used to consolidate learning in class and to reinforce skills and understanding. All the children are expected to read at home each evening. Please make sure your child completes their homework as it is important for them to develop good habits which they will need as they get older.

Home/School Reading

We want the children to develop a love of books and enjoy stories both at home and at school. Your child will bring home books for you to read with them; please let us know what your child has read. Books are selected by the teacher at an appropriate level which your child will be able to read independently. Children can also choose books from the school library.

Mobile Phones

For safeguarding reasons, parents/carers are asked not to use their mobile phone while on school premises.

We request that parents discourage their child from bringing a mobile phone to school; however, we are aware that some parents may feel that phones have a part to play in securing their child's personal safety on journeys to and from school. Therefore, **only children in Year 5 and Year 6** are permitted to bring a phone to school. A Pupil Mobile Phone Agreement must be signed by the parent and child before this is allowed. Pupils must hand their phones to the class teacher on arrival at school and are not allowed access to their phones under any circumstances during the school day.

Parents Association (Friends of Orchard Primary School)

The Friends' Association aims to raise funds to provide resources which broaden the learning experiences and enhance the school environment for all our children at our school.

Many fundraising and social events are organised by the Friends throughout the year. Over recent times these have included children's discos, summer fayre, Christmas fayre, a quiz night, and entry into Pershore Carnival.

All the children benefit from these successful and enjoyable events. Examples of the resources they have provided are outdoor play equipment, activity days, school trips, books and a Christmas present for the children.

New members are always welcome. We hope that you will participate in the Friends events and activities by supporting in any way that you can.

The Friends have their own Facebook page – Friends of Orchard Primary – where you can keep up to date with events and activities they are organising.

Lost Property

When clothing or property is lost, please notify the class teacher as soon as possible. Every effort will be made to find the property. This task is much easier if **all** uniform/property is clearly labelled with the child's name. Items which come into lost property can immediately be returned to the child provided that these items have been clearly named.

Photography – Taking photos of your child in school

In many cases images taken at school events form an important part of family albums. Everything possible will be done to ensure that this tradition continues. However, there are children who must not be photographed in school. Please ensure you follow the guidance given by the Head Teacher when attending events in school/arranged by school.

Parents/carers must ensure that:

- They respect the school's decision to prohibit photography of certain children or a particular event.
- Any images that are taken are for personal use only.
- Images including children **other than their own, must not be sold or put on the internet;** if they are, Data Protection legislation may be contravened, and they will be asked to remove them.
- They will not use any images of children to cause offence or harm.

Privacy Notice (How We Use Pupil Information)

Our Privacy Notice explains how and why we store personal information about pupils and parents/carers. It provides a guide to parents/carers about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act. and UK General Data Protection Regulation. A copy of our Privacy Notice can be found on the Quest Learning Trust website.

Ready to Learn

Children often worry if they have forgotten something so it really helps if you can make sure that they have a good start to the day by ensuring that they have everything they need before they leave home – lunch box, snack, water bottle, PE kit, musical instrument, book bag.

Sending Money into School

Children rarely need to bring money into school as trips etc should be paid for through Arbor. However, there are occasions when your child may need to bring money into school for reasons events organised by the PTA or other fundraising events. Please ensure that all money sent into school is placed in an envelope with your child's name, the amount enclosed and what it is for, on the outside of the envelope. We also ask that parents send in the correct money as we are unable to keep money on site and therefore are often not able to give change.

Separated Parents

We recognise that some children come from families where parents are already separated or go through difficult changes in family circumstances during their time at school. Our responsibility is the welfare of the children, and we make every effort to work with parents to support these children. Please refer to the Separated Parents Policy on our school website for more information.

Social Media

Online safety is an important part of keeping children safe at our school. We can only be successful in keeping all our children safe online if we work with you to ensure that online safety messages are consistent and that all members of the community behave safely and appropriately online.

We request your support in ensuring that our children have responsible online role models when posting and sharing content on social media sites. Whilst we are all entitled to have our own views and opinions, we ask that all members of our school community consider how comments may be misunderstood or misinterpreted when shared online and the possible impact and consequences on others of online actions.

We would be grateful if parents/carers do not use social media to raise complaints or concerns about the school but instead we encourage you to come in and speak with us so that we can understand your concerns and help solve the problem.

Please have a look at our school website for more information on staying safe online.

Help and Support for Families

We recognise that there may be times when you and your family may need extra help and support; This may be for many reasons such as behaviour, bereavement, financial difficulties or SEND. Our website provides information and signposting to agencies who can help you. Please have a look at our on the Help and Support page of our school website. Alternatively, please come in and chat to Mrs Bitcon, Mrs Swoosh or Mrs White for more information.

Toys

We understand that children are often excited to share their favourite toys and treasures with their friends, however, bringing personal belongings into school can lead to difficulties including distraction, loss or damage resulting in the children becoming upset and disagreements. Therefore, please do not allow your child to bring in personal toys or belongings, this includes small collectibles, jewellery, and small fiddly items unless specifically requested by a teacher.

What to bring to School

For younger children, please send in a spare set of clothes (labelled with your child's name) in a bag to hang on their peg. This is in case your child has an "accident". Please also send a book bag – your child will use this to bring home their reading book and any letters etc.

Make sure that your child has appropriate clothes for outdoor play – warm clothes for the winter, a waterproof coat for the rain and a sunhat and sun cream for warm weather.

Communication

Communication with School

Working together with parents and carers is a key factor in the success of the school. We believe that children gain most from their days at school when teachers and parents work in partnership to achieve what is best for the child.

It is therefore very helpful if parents can make us aware of any changes in family circumstances which may affect a child's behaviour in school, eg relationship break up, serious illness of a close family member or friend or bereavement in the family.

If you need to email your child's class teacher, please use office@orchardprimary.org.uk and we will make sure your communication is sent to them. (We decided to do this to ensure your query can be dealt with in case of any staff absence due to illness or training etc).

The school office is open from 8.30am until 4pm (including lunchtime) to help with any queries or take messages.

Arbor

Arbor is an easy-to-use communication platform for schools and parents. Arbor operates through a free app that is easily downloadable through the Apple Store or Google Play Store. Through the app you will be able to:

- Sign your child up for clubs and trips
- Manage payments for school activities
- Monitor your child's attendance, behaviour, and academic progress

Once your child is registered with us, you will receive a welcome email and details of how to log in. Please have a look at our website for more information:
Orchard Primary & Pre-School - Arbor Parent Portal

If you would like to check information, the following can all be found on the school website www.orchardprimary.org.uk:

- Statutory Information
- Curriculum Planning
- Policies
- Year Group Information
- Newsletters and Letters to Parents
- Term Dates
- Diary Dates for the Academic Year

We aim to keep you informed of what is happening in school by using the following methods:

- Reading diary – this can also be used for general enquiries and is a useful form of communication between home and school.
- Book bags – please check this daily for letters and messages.
- Newsletters are sent out to all parents regularly.

- Parent Consultation Meetings – parents/carers will be invited to meet with their child's class teacher during the Autumn and Spring Terms. The dates for these consultation meetings will be available on the school website and a link to book will be out in advance. A written report is also sent to parents/carers at the end of the Summer Term.
- Via our school website (www.orchardprimary.org.uk). If you are looking for a school policy, or the latest newsletter, please have a look at our website. There are different sections for parents, pupils and latest news. There is also a calendar where you can view dates for events and term dates. Under the Parent and E-Safety tabs you will also find useful website links which provide information and support for parents and children.
- You can link the calendar to your personal calendar by subscribing to the calendar. This means that all the events from the calendar will automatically pull through to your personal calendar. The calendar can be found at Home>News and Events>Calendar>Subscribe.
- Text messages – To enable us to be more eco-friendly, we use an In App and text messaging service as much as possible to notify parents of events or give reminders, eg notification that a trip letter has been issued or details of events being held in school. We will also inform you by text if an after-school club must be cancelled.
- Questionnaires - to gather opinions on different aspects of the school. Please make every effort to complete these as your feedback is very important to us. The responses are often used to review school policy.

Other Key Information

After School Activity Clubs

These generally take place for an hour after school and are run by both school staff and outside providers. A list of clubs taking place is sent out each term and you will need to book either via Arbor or directly with the provider.

Reception children are not included in these in the first term as we believe they have enough new and exciting things to get used to, however there will be opportunities for Reception to take part in a few clubs later in the year!

Breakfast and After School Club

Breakfast and After School Club runs every school day. Breakfast Club opens at 7.15am each morning and After School Club runs from 3.15pm – 5pm. For further information, please look at our website or ask for a leaflet at the school office.

Pupil Wellbeing

At Orchard Primary School we aim to promote positive social, emotional and mental health for everyone. We use several initiatives to help support all children with their emotional health, wellbeing and social development. If you have any concerns, please speak to the Head Teacher or Mrs Swoosh, Pastoral Support Worker.

Reward Systems

It is very important to us that we recognise and reward the children's effort and achievement for their learning and behaviour.

Reward systems are used consistently across all classes as it is important that all pupils realise that they will be treated in the same way by all teachers and support staff.

Celebration Assembly
Each week the class teacher will choose children who have shown special qualities during the week. These children will be presented with a certificate during assembly and will be able to bring it home.

School Contact Details

Orchard Primary School
Cherry Orchard
Pershore
Worcs
WR10 1ET

Tel: 01386 552515

Email: office@orchardprimary.org.uk
Website: www.orchardprimary.org.uk