



Flyford Flavell Primary School

Learning for Life



Welcome

Flyford Favell Primary School is a vibrant, innovative and inclusive small school at the heart of our local community. Nestled in the Worcestershire countryside, we are blessed with extensive grounds which provide an exceptional outdoor learning environment

Our dedicated and talented team of staff is passionate about providing an engaging curriculum through a wide range of stimulating and creative learning experiences. We have high expectations for all children and believe in nurturing a child's natural curiosity and creating in them a life-long love of learning. We provide a caring and supportive environment for our children to thrive and for our parents to feel valued as part of our school community.

Parents play a vital role in supporting our school; those past and present are clear that the most important factors of life at Flyford Favell Primary School are that we radiate a welcoming and friendly ethos, that their children love coming to school and that they are encouraged to learn in a supportive yet challenging environment.

At Flyford Favell Primary School, parents are actively encouraged to get involved in the education of their children, whether it is through helping with reading or joining our active Parent and Teacher Association. Our Governing Body also plays a crucial and valued role in the life of our school. However, our true strength is our children. They are the key to the success of Flyford Favell Primary School and make it a very special place to learn and play.

I am incredibly proud of our children and our community. Please pay us a visit - it would be my pleasure to show you around our fabulous school.

Rosalind Bennett
Headteacher



Table of Contents

1 Contacting the School

2 Staff

3 Term Times 2024/25

4 Transition into School

5 Newsletters

6 Clubs

7 Collecting and Dropping Off

8 Wrap Around Care 7.30 am – 5.00 pm

9 Communication

10 Celebration Assembly

11 PTA

12 Forest School

13 Homework

14 House Team

15 Reporting to Parents

16 Parent Forum

17 Parent Helpers

18 School Meals

19 Additional Funding for Pupils

20 Swimming

21 Uniform

22 School Milk

23 Safeguarding

24 Governing Body

1. Contacting the school

Telephone Number: 01386 462228

Business Manager: Mrs C Patterson

Please also contact the office via the school email: office@flyfordflavell.worcs.sch.uk

The school website can be found at: www.flyfordflavellprimaryschool.com

Information about the school, policies, lunch menus and newsletters can be found on our website.

2. Staff

Staff	Role	Area of Leadership
Mrs Bennett	Headteacher	SMSC including R.E. Designated Safeguarding Leader Art Assessment History
Miss Short	Reception	Early Years Foundation Stage Geography, Music Deputy Designated Safeguarding Leader
Mr Jones	Year 1	N/A
Mrs Bearcroft/Mrs Voce	Year 2	English
Miss Price	Class 3/4	RE, Maths
Mr Kearns	Year 5	P.E, ICT
Mrs Bugg	Year 6	Science SENDco (Special Educational Needs)
Learning Assistant	Responsibility	
Mrs Ricketts	Reception	
Mrs Bartliff	Class 1/2	
Mrs Lightfoot, Mrs Munday, Mrs Harding	Class 3/4	
Mrs Rea	Class 5 PPA Cover: P.E	
Mrs Rea	Class 6 PPA Cover: PE	
Administration Staff		
Mrs Patterson and Mrs Bates (and KS2 French teach)		
Lunchtime Supervisor / Breakfast Club/After School Club		
Mrs Wright, Mrs Munday, Mrs Bartliff, Mrs Harding, Mrs Ricketts, Mrs Bates		

3. Term Times 2024/25 (including 5 Teacher Training Days)

	AUTUMN TERM 2024		SPRING TERM 2025		SUMMER TERM 2025
Term Starts	Wednesday 4th September	Term Starts	Tuesday 7th January	Term Starts	Monday 28 th April
Half Term	Monday 28th October – Friday 1st November	Half Term	Monday 17th February – Friday 21st February	Half Term	Monday 26th May – Friday 30th May
Term Ends	Friday 20 th December	Term Ends	Friday 11 th April	Term Ends	Thursday 17 th July
TED Days	Monday 2nd September & Tuesday 3 rd September Monday 6th January Friday 18th July & Monday 21st July				

4. Transition into School

During the summer term our Reception staff visit all our children's nurseries or child minders so they can build up a picture of new pupils' needs in familiar setting.

At the start of the Autumn term, we will invite all new families to a picnic on our school field so that both children and grown-ups get to meet all members of staff. Finally, we do a phased morning only transition into school for the first three days to help develop pupil confidence. One of these sessions will be longer mornings to give children the opportunity to have lunch with us. We usually find that after 3 days, children are keen to do full days with us, however if parents do prefer a longer transition process please do come and talk to us. We will be happy to be guided by you.

Our "Buddy System" pairs up new pupils with a Year 5 child. Our older children get very excited and take their responsibilities of looking after their buddies very seriously! They make sure that they have someone to play with at playtimes and visit them in their classrooms to encourage them with their learning.



5. Class News

In Reception, alongside the weekly school newsletter, we send out a weekly class letter to let parents know what is going on and how you can best support your child's learning. From Year 1- 6, we send out a half termly class newsletter. We also use a software package called "Tapestry" to help parents keep up to date with their child's progress. Please always remember our open door policy. No worry or concern is too small for us. We also appreciate that busy parents have a lot to remember so please do come in and talk to us at any time – we are here to help!

6. Clubs

Clubs are held mainly after school. We begin clubs for Reception children from the summer term to give them time to settle in. Children will have opportunities to join a wide range of clubs such as sports, computing, art, cookery, and choir. We really encourage children to join our clubs as we believe it really adds to the enjoyment of school life.



Art Club

7. Collecting & Dropping off

We open the classroom door for pupils to enter between 8.45 am and 8.55 am. We are happy for parents to bring children into their classroom during the settling in period. Children arriving on the bus will be met by the Headteacher and taken to their classroom. We are happy to make “arrived safely” off the bus phone call to reassure parents whilst children develop their confidence. We will also match up new pupils with a bus buddy. Children attending Breakfast club will be taken to their classrooms at 8.45am where a member of staff will be available to supervise. School starts promptly at 8.55 am.

At the end of the school day (3.25pm) parents are encouraged to enter the school playground where their child will be handed over safely by a member of staff. Children departing on the school bus will be helped on by a member of staff and a “bus register” taken. Children will be safely strapped in before departing. If somebody new is picking up your child from school, we ask that you inform the school office or your child’s class teacher. We often set up a password system to ensure confidence for both parents and staff.

8. Wraparound Care 7.30am – 5.00pm

We are very flexible with our wrap around care. Bookings can be taken at the last moment should something unexpected happen, so please never hesitate to contact us. Staff who work in our wraparound care, also work in different contexts within school during the day so they are very familiar. Snacks and drinks are served and we provide children with a range of exciting and creative play based opportunities. Our staff love to play cards or games with the children to give them a real home away from home experience. We always have a quiet book are for children who are tired and just want to relax after a busy day. Please see prices below:

Breakfast Club:

7.30 am – 8.45 am £4.50

7.45 am – 8.45 am £4.25

Afterschool Club

3.25 pm – 4.00 pm £4.25

3.25 pm – 5.00 pm £7.25

9. Communication

We appreciate that parents can’t attend all of our events so are always happy to forward photos and make a special fuss of children on those occasions. We often record events and post them on our website too.

Our website calendar is updated weekly and new dates detailed in our weekly school newsletter. We also use a text service for gentle reminders. We try our best to organise new dates such as sports day or parents evening, well in advance to support busy families.

We have a face-book page which you are welcome to follow: [#@FlyfordFirst](#)

10. Celebration Assemblies

We hold celebration assembly most Fridays. Each week, two children from each class are awarded a certificate. We celebrate a range of achievements e.g. being a good friend, working hard in writing, super art work, so that all children get the opportunity to have a special moment.

We also encourage children to bring in achievements that have been noted outside of school, e.g., a swimming certificates, a brownie badge, a sports medal. This helps children to understand that we applaud the effort and perseverance shown when working towards a goal. If your child is being awarded a certificate, you will receive a letter on the Wednesday of the same week. All family members are welcome to join us and refreshments are served afterwards.

11. PTA (Parents Teacher Association)

Our PTA organise a variety of fun and social events, such as summer and Christmas fetes and discos throughout the year to raise money for the school. This money helps to pay for some of the vital extras for our children and school. They meet approximately once a month. Anyone is welcome at these meetings and can join the committee to discuss ideas and plan upcoming fundraising for our school. It doesn't matter if parents can't make every meeting and it is always very friendly.

Our PTA also appreciate volunteer helpers for their events. Please do call our office if you feel you could help.

12. Forest School

Forest School is learning in an outdoor classroom, namely a forest or wood. It helps to build self-esteem and independence through exploring and experiencing the natural world, allowing children the time and space to develop skills, interests and understanding through practical hands-on experiences.

Our Reception children attend forest school once a week. We have overalls for each child and ask that you send in a pair of wellies. Please look out for more details on the Reception class letter in September.



13. Homework/Reading

In Reception we ask that children read daily at home. They will have a reading diary for you to annotate and sign. Initially children will bring home picture books but as their reading skills progress, they will move on to books with text.

Children will learn new sounds daily and practice blending them into words. The sounds worked on each day will be summarised in the weekly Reception class letter so that parents can help children practice. All children will also receive a phonics book with our new sounds so that they can share and practice their letter formation. We hold workshops in September to share how we teach reading. Please do come and join us.

At Flyford Flavell Primary School we use Twinkl Phonics to develop early reading skills. This scheme is approved by the Department for Education. Twinkl Phonics is a fully comprehensive, synthetic phonics teaching programme designed to be used with children from nursery to year 2. Delivered through the stories and adventures of Kit, Sam and the Twinkl Phonics family, the scheme builds and develops the skills and understanding children need to become effective, independent readers and writers.

14. House Teams

The school has a house team system to encourage a sense of community and team spirit between pupils. The House names and colours are:

Rowan - Red
Oak - Green
Birch - Blue
Willow -Yellow

Pupils can earn house points for good behaviour, manners and effort. We announce the weekly winner in our celebration assemblies on Fridays with the trophy having the team colours placed around it for the week.

15. Reporting to Parents

At the beginning of each year, there is an informal afternoon to meet your child's class teacher, who will outline their expectations and curriculum focus for that year. Formal consultations between parents and class teachers take place in the autumn and spring term where children's next steps in learning are shared. At the end of the academic year, each child will receive a written report. Multiple copies and parent evening sessions are available to accommodate all family circumstances.

Parents are welcome to view children's work books anytime throughout the year. Each book has curriculum targets so that parents are able to view what children have achieved and what their next steps will be.

16. Parent Forum

We hold a Parents Forum when we introduce new initiatives into school. This will be an opportunity to share and seek views on whole school policy. All parents are welcome to attend.

17. Parent Helpers

The school actively encourages parents to come into the school to help out with such things as listening to reading, helping in the library, school trips etc. The school also welcomes parents wanting to share outside skills with pupils e.g. cooking, cultural talks, languages or professional skills. If you wish to help out at the school please do come and talk to us.

18. School Meals/Snacks

All children in Reception, Year 1 and 2 will be eligible for a free school meal. Our caterers, Miquill Catering, provide delicious and healthy hot or sandwich meals using fresh, local and sustainable ingredients for all their dishes. The lunches will include a daily choice of a main meal or vegetarian option, as well as 2 seasonable vegetables, a range of salads, fresh bread and a choice of desserts including a hot pudding, yoghurt and fruit every day. Filled jacket potatoes and freshly made sandwiches are also available. Meals cost £2.45 per day and we have an easy and flexible online ordering system.

We do provide fruit at break time however if preferred children are encouraged to bring a healthy snack such as fruit or cereal bar for playtime. We do have children with nut allergies so if preparing snacks/packed lunches please be aware we are a **Nut Free school**.

19. Additional Funding for Pupils

Some pupils are entitled to additional funding in schools called Pupil Premium. This entitlement is available for families on job seekers/income support, children from armed forces families, looked after children, adopted children or children who have been or are fostered at any point from birth onwards. If you feel your child falls into one of the above categories, please do come and speak to the Headteacher in confidence.

Additional funding means we can offer reduced rates for trips, wrap around care and other events. It may be used for additional learning resources or support.

20. Swimming

All children from Year 1 – 6 will go swimming weekly for either the spring or summer term.

21. Uniform

<https://www.theschoolshopuk.co.uk/>

Girls: Autumn Uniform

Navy blue pinafore dress, skirt or trousers

Pale blue blouse or polo shirt

Navy cardigan, jumper or one of our sweatshirts

Girls: Winter Uniform

Navy blue pinafore dress, skirt or trousers

Pale blue blouse or polo shirt

Navy cardigan, jumper or one of our sweatshirts

If wearing a dress/skirt/pinafore: plain grey, black or navy knee length socks or tights

Girls: Summer Uniform

Light blue and white check dress, blue cardigan if required.

White socks

Boys: Autumn Uniform

Grey shorts or trousers

Pale blue shirt or polo shirt

Navy jumper or one of our school sweatshirts

Plain grey, navy or black socks

Boys: Winter Uniform

Grey trousers (no shorts)

Pale blue shirt or polo shirt

Navy jumper or one of our school sweatshirts

Plain grey, navy or black socks

Boys: Summer Uniform

Grey trousers or shorts

Pale blue shirt or polo shirt

Navy jumper or one of our school sweatshirts

Plain grey, navy or black plain socks

All children will also need a bookbag to carry their school belongings in. Due to limited storage in the classroom we cannot accommodate rucksacks so we ask for all children to have a bookbag.

22. School Milk/Water

All children are entitled to a portion of semi-skimmed milk free of charge until their 5th birthday, after which they can continue to receive it at a subsidised cost of approximately £17 per term. Our provider is Cool Milk and all administration, registration and payments are made directly to them. Please visit the website below for more information or call in to the school office.

<http://www.coolmilk.com/>

Your child will need to provide a water bottle filled with water. Please could we ask for this to be a clear, plastic bottle as per our uniform policy.

23 Safeguarding

Flyford Primary School is committed to safeguarding and promoting the welfare of children and young people in line with government legislation. The school expects all staff and volunteers to share in this commitment, raising concerns when necessary. *Please see the safeguarding policy on the school website.*

We ask that parents do not use their mobile phones in or around the school and grounds. If your child needs you to accompany them to the toilet at any time, we ask for you to use the staff toilets on these occasions. The children's toilets should only be used by the children unaccompanied.

24. Governing Body

The governors are a body of volunteers set up to help the school provide the best possible education for its pupils and thereby raise standards. They have a legal responsibility to conduct the school with a view to promoting high standards of educational achievement.

Together with the Headteacher, the governors set the future direction for the school and decide how the school's budget should be spent. As a Governing Body they make decisions collectively on matters such as performance targets, school policies and the school's improvement plan. The governors provide the Headteacher with support and advice, drawing on their own knowledge and experience. If you are interested in becoming a Parent Governor please do let us know.

Finally

We hope this document has given you a brief overview of joining our school. However, please remember we are always available via visits, phone calls or emails should you need any more information. There is a lot to take in!

We want the support that our school offers to families, to reflect the great trust that you are placing in us by choosing our school. We look forward to welcoming you into our warm and nurturing community.