Year 1 Handbook
Welcome

This handbook will give you a clearer understanding of the work your child will undertake and the school’s expectations. We have spoken about our expectations and discussed them with the children.

Year 1 Class Expectation
In year 1 we are expected to:

- Arrive to school on time.
- Attend school every day unless we are very sick.
- Ensure homework is completed and handed in on time.
- Spend each evening doing some form of homework and reading.
- Wear full school uniform.
- Attend PE in a full PE kit.
- Behave appropriately at all times.
- Keep our hands to ourselves
- Look after class equipment
- Raise our hands to speak
- Be kind to each other.
- Listen to adults and each other.
- Raise our hands to speak.
- Look after class equipment
**Homework Timetable**

**Reading**: read with your child daily 15-20 min. Books will be changed weekly on **Mondays** and **Thursdays**. **Library books**: changed every **Wednesday**. Need to be brought in on Wednesdays. **Homework**: given on Fridays and due back on Tuesdays.

**NB**: some homework may require research or the use of internet. Please ensure supervised access for your child.

**P.E Timetable**: 
Thursdays and Fridays – Full PE kit to be worn.

**P.E. KIT**

**Boys & Girls**:

Navy Blue Joggers with School Logo  
White Polo Shirt with School Logo  
Navy Blue Shorts for indoor games & Summer wear  
Black Trainers
**UNIFORM**

Guardian Angels is a uniformed school. We believe that this encourages the children to take pride in their appearance, promotes the image of the school and avoids the problems of competition and fashion. There are some variations in uniform between summer and winter; the full uniform **requirements** are set out below:

**Winter Uniform**

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Shirt</td>
<td>White Shirt</td>
</tr>
<tr>
<td>Red Cardigan with School Logo</td>
<td>Red Sweatshirt with School Logo Dark Grey Trousers</td>
</tr>
<tr>
<td>Dark Grey Pinafore or Skirt</td>
<td>School Tie</td>
</tr>
<tr>
<td>Grey Socks</td>
<td></td>
</tr>
<tr>
<td><strong>Black Trainers or Black Shoes</strong></td>
<td>(Girls may wear trousers; no leggings)</td>
</tr>
<tr>
<td>School Tie</td>
<td></td>
</tr>
<tr>
<td><strong>Black Trainers or Black Shoes</strong></td>
<td></td>
</tr>
</tbody>
</table>

*(High heels are not permitted)*

**Summer Uniform**

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Polo Shirt with School Logo</td>
<td>Red and White Chequered Dress</td>
</tr>
<tr>
<td>Dark Grey Trousers</td>
<td>White or Red Socks/Tights</td>
</tr>
<tr>
<td>Grey Socks</td>
<td><strong>Black Shoes or Black Sandals</strong></td>
</tr>
<tr>
<td><strong>Black Trainers/Black Shoes or Black Sandals</strong></td>
<td>Red Cardigan with Logo</td>
</tr>
<tr>
<td>Red Cardigan with School Logo</td>
<td></td>
</tr>
</tbody>
</table>

Red shoes in the **Summer Term** only. These are **optional** allowing parents a choice if they wish.

**Uniform items with the school’s logo can be obtained from:**

**Khalsa Schoolwear**

388 Bethnal Green Road,
London, E3       Tel. 0207 729 3286
These are some reminders regarding uniform. Children should wear:

- Black footwear (To be fair to all children non compliance should be challenged and followed up.)
- Wearing the correct uniform items is obligatory and all parents signed an agreement to comply. If parents have financial issues related to uniform we may be able to help. They would need to see Mrs. Joseph in the first instance.
- Any coat can be worn. (Remember warm hats for the winter months.)
- Bags need to be a general rucksack or school bag. We will not be allowing ‘designer’ hand bags. These will be confiscated.
- All uniform items must be clearly marked with your child’s full name – avoid using a biro or washable felt tip pen for doing this. Name tags can be ordered from the uniform outfitters; Khalsa.

**Jewellery**

School is an unsuitable place for the wearing of expensive or ornate jewellery. The following are the only items of jewellery which the school permits:

- a watch (preferably inexpensive);
- small "stud"-type earrings.

Necklaces, large earrings and bracelets of any description are not permitted and should these be worn by a child, these items will be returned home.
Year One  Autumn 2018

**Literacy**
Labels and Captions
Narrative
Instructions
Poetry

**Science**
Every day materials
Seasonal changes

**Humanities**
Toys

**Design & Technology**
Food technology: making a sandwich
Making a puppet

**Computing**
E-safety, Programming, using ICT to create digital content

**Art**
Drawing

**Music**
Rhythm and singing

**PE**
Ball skills & games
God’s great plan
Mary our Mother

**Author Focus:**
Shirley Hughes

*Dates:
Yom Kippur – 28/09 – 30/09
Black History – October
International School Library Month – October
Feast of Guardian Angels – 2/10
Diwali – 19/10
All Saints’ Day – 01/11
Bonfire night – 05/11
**Personal Property:**
Children should bring to school only those personal possessions and items of equipment, which will be needed during lesson times or for their lunch. Children bringing to school items which are not required during the school day will be required to hand them to their class teacher for safe keeping until they are dismissed at the end of the day. From time to time teachers may ask children to bring in objects for "Show and Tell" or for a special topic. Parents will be informed by the class teacher in such an event.

We do not allow children to retain mobile phones on their person anywhere in school. Children bringing these to school will be required to hand their phones in at the beginning of the school day. These will be kept in the secretary’s office until home time when the class teacher will supervise distribution.

**Disclaimer**
*The Headteacher, Staff and Governors of Guardian Angels School cannot accept responsibility for the loss of, or damage to, personal items which are not required during the school day.*

**ATTENDANCE**

**School Times:**
The school is required to ensure that children are actually being taught for a specified number of hours each week. This is a statutory expectation. In order to achieve this we have arranged the school day as follows:-

<table>
<thead>
<tr>
<th></th>
<th>Start</th>
<th>Break</th>
<th>Lunch</th>
<th>Break</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KEY</strong></td>
<td><strong>STAGE 1:</strong></td>
<td>8.45</td>
<td>10.30-10.45</td>
<td>12.00-1.15</td>
<td>2.15-2.30</td>
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</tbody>
</table>
In order to avoid disruption in the mornings it is important that children arrive punctually. Parents are encouraged to drop their children at the top playground gate. The Headteacher or a Senior Teacher with a Teaching Assistant will be on duty to supervise the children in the KS1 & KS2 playgrounds.

Poor punctuality often causes disruption to teaching for those children who have arrived on time, causes anxiety for the child arriving late who often find it hard to make up for missed information/learning.

At the end of the day parents are requested not to enter the school building to collect their children but to wait for them to be brought out into the playground by the class teacher.

Whilst punctuality is important, children should not arrive in the playground before **8.30am** as there will be no supervision before this time. **However, parents who wish to drop off their children earlier may use the excellent Breakfast Facility in the Hall which is available from 7.45 a.m.** for a charge. At the end of the day, children should be collected promptly. Failure to do so may incur an ASCC charge. If any parent is concerned that they will not be able to collect their child by **3:30pm** they would need to notify the office at the earliest convenience. The office is operational up to 4:00pm.

**Absence:**

The School is expected to keep and maintain records of the attendance of all its pupils and have a statutory duty to advise the Local Authority (LA) of absences. Unauthorised absences will be referred to the school's LA Education Social Worker (E.S.W). Parents of children who are absent from school are strongly advised to report an absence by **8.30 am** on the first day of absence by a telephone call to the school.

**All** absences should be followed by a note on the child's return.
**Holidays During Term Time:**

The governors of this school will not authorise holidays during term time.

Attendance at school affects performance and parents’ co-operation is requested to ensure that the children receive the most from their education by keeping term time absences to emergency situations only. **For the benefit of your child's education, holidays must not be organised during Term Time.**

Holiday leave of absence authorisation during term time will NOT be given.

**Access to the Teachers:**

Quick messages can be given to the School Administration Officer just before school begins. Class teachers are unavailable before school begins due the need to plan and prepare the days teaching. Class teachers are often happy to talk to you at the end of the school day.

**Parents should please note the following times:**

**8.45am and between 3.30 - 3.40pm**  Teachers will be busy lining up and dismissing the children. If you need to see your child’s class teacher for a longer period, please make an appointment to see them at a mutually convenient time.
**Governors’ Fund/Gift Aid:**

This is a very important Fund as it helps us to develop and to maintain the quality of the children's learning environment. The purpose of the Fund is:

(a) to meet the Governors’ share of the costs of building works and improvements to the fabric of the school building. As Guardian Angels is a Voluntary Aided School, we have to find 10% of these costs, the balance being met by Government grant.

(b) to finance the purchase (including leasing) of items of equipment to improve the educational environment. Parents are asked to contribute £1.50 per week (second and subsequent children £1.00) during term time and to sign a Gift Aid Agreement if you are a working parent.

In so doing the school can claim an additional 28p from the Inland Revenue for every £1.00 donated.

**Medicines**

Staff are not allowed to administer medicines to children. Children who are ill and require medication should stay at home until they are fully recovered. Asthmatic children may bring inhaler pumps to school to use in an emergency. Asthma inhalers (clearly marked with the child’s name and class) will be kept in a safe and accessible place in the secretary’s office. Inhalers can only be kept by a child on the advice of a medical practitioner.

If there is a need for your child to take medicine during school hours, it must be prescribed by a doctor.