

Welcome to Onchan Primary School



Specialist Provision Centre
Induction 2023/2024
Parents' Booklet

Contents

	Page
Contact Information	3
Induction Programme	4
Starting School	5
Meet the Team	6
Uniform	7
School Day	8
Lunches/Snack	9
What will my child need?	10
Areas of Learning & Development	11
Tapestry	12
How can I help?	13
Our Learning Language	14
General Information	15
The SPC in Action	18



Welcome to the Specialist Provision Centre at Onchan Primary School

We are very pleased to welcome your child into full-time schooling here at Onchan School. We understand that starting school is a major event in the life of a four year old with lots of new things to learn. We aim to make it a happy and memorable experience! We hope this booklet will provide some useful information that will help both you and your child get prepared and settled into school life quickly.

Contact Information

Onchan School
School Road
Onchan
Isle of Man
IM3 4PD

Tel: 01624 673465

Email: onchanenquiries@sch.im

Website: onchan.sch.im

Head Teacher: Mrs J Richardson

Deputy Head Teacher: Mr M Kinmond

Specialist Provision Centre Manager Mrs Kirsten Hall/Mrs Mareli Carshagen

Induction Programme 2023

Date	Activity
Monday 10th July	Taster Afternoon
Monday 17th July	Taster Afternoon
Wednesday 19th July	Taster Morning

Taster Sessions

You will receive an email/phone call inviting your child to one morning/afternoon taster session in school. Should you require any further information, please get in touch with the school office. Please come to the office on your taster session and the SPC staff will come to take the children into their class. Photo's will be taken and sent to you after their session and can be seen on the Tapestry app. Parent's will be set up on the Tapestry app, please look out for an email to activate your account for this.

Nursery Contact/Support

During the final term of this academic year, members of the SPC team will arrange visits to contact your child's previous preschool setting/s, including the Preschool Assessment Centre. The SPC Manager will speak to their preschool key workers and gather information about your child, prior to them starting school. This allows us to prepare for your child's arrival, incorporate their interests and support a comfortable transition between nursery and school. Key workers from the Preschool Assessment Centre plan a meeting with the SPC manager prior to their start date to transfer information and data allocated to your child. In the first week of the new year, key workers from the Preschool Assessment Centre will come into our setting to support us with getting to know your child which will also allow for a smooth transition for your little one.

Starting School in September

We appreciate that this is a very important step for you and your child and we endeavour to make the transition to full-time school as easy as possible. Children will begin the first few days of school with a staggered start. The SPC manager will be in touch with you to let you know which morning/afternoon sessions (Mornings will be 9-11am, afternoons will be 1.15-3.15) your child will do on Wednesday 6th and Thursday the 7th of September. From Friday 9th September all children will begin their full day. School starts at 8.40am and finishes at 3.20pm normally.

On the children's first few days in school we will collect them from the office entrance and we are more than happy that you come into the classroom to see that they are settling. Lots of additional adults in the learning area is overwhelming for many children at this stage and we know that this causes increased anxiety and separation stress for children. If your child is unhappy when you leave we will give you a call to let you know how they are after a short time in school.

While the aim of all the transition activities and videos is to try and allay any worries occasionally, a child may be more upset coming into school over those first few days – it is best to let us deal with this. If you are concerned or upset yourself, please give the school a call and we would be happy to reassure you. You can also contact the SPC Manager directly via the class DoJo however if he/she is teaching they may not always be able to respond straight away.

Meet the Team



Mrs Richardson
Headteacher



Mr Kinmond
Deputy Headteacher



Miss Conmy
Admin Team



Mrs Hall
Acting SPC Manager

You will see the classes and staff
allocated to each class further down
in this booklet

Uniform

Please see our uniform below (school logos optional).



Royal blue jumpers
and/or cardigans



White Polo Shirt



Black trousers, skirt
and/or pinafore



Blue gingham dress

P.E Kits

Your child needs to come to school in their full P.E kit on designated P.E days.

PE kit:

Shorts/Tracksuit bottoms

T-shirt/Hoodie/jacket/long-sleeves

Pumps/Trainers

Please ensure that all items of clothing/shoes are clearly labelled with your child's name.

No football kits Thank you!

The School Day

Morning session in the SPC

9-11am

Afternoon session in the SPC

1.15-3.15pm

Full school Day in the SPC

8.40am-3.20pm

Our doors open at **8:40am**. Children should be at school between 8.40-9am. Early morning workstation activities start once the children come into school at 8.40am. Attendance and school meal registers will be taken at 8:50am. Please be aware that if your child arrives to school after 9:00am they will be marked down as late in our register, which shows on your child's end of year report.

For safety reasons, the children must be collected from the SPC at 3:20pm, by an adult. Please can we ask that you inform the school office in advance if an adult who is NOT a named contact is collecting your child from school. If you are unavoidably delayed, please contact the school office so that the SPC staff are aware.

Lunches/Snack

School Dinners

There are two lunch options each day that the children can choose from, including a vegetarian option. Further information about school dinners and a copy of the latest menu can be found on our website. We ask that parents sign up to Parent Pay which allows for easy payments online.

Packed Lunch

If you would prefer your child to bring a packed lunch it should be in a securely fastened container and clearly labelled with your child's name. Packed lunches should not include any sweets, chocolate bars, fizzy drinks or products containing nuts due to allergies within the school. We endorse being a nut free school.

If you wish for your child to change from packed lunches to school dinners or vice versa, the school office should be notified and funds placed on your ParentPay account.

Snack

Please will you send a healthy snack in to school daily, even if your child will be having school dinners, a snack is still required. Children are offered a snack each morning and are given the opportunity for one in the afternoon too. Please think carefully about snacks your child enjoys as well as 'easy' snacks (packet of crisps, apple, crackers) for afternoons as we are often out and about on trips at these times. We would also encourage you to send your child into school with a named water bottle which can be topped up if needed throughout the course of the day.

What will my child need for school?



Book Bag

Your child will need a book bag/backpack in school every day. These are stored on the children's pegs in their relevant classrooms. Your child will also be given a communication book to support home-school communications. We will also send home PECS/Communication books once we have them established at school. The SPC Manager will be in touch to notify you.

Wellies

Due to the amount of outdoor learning opportunities we offer, it would be beneficial to send in a pair of clearly named wellies that can be left in school. We always plan for opportunities to get outside.

Coat

The children will need a clearly named coat in school as we aim to get outside in all weathers! Don't forget that it doesn't need to be a good or expensive coat as it is likely to get muddy, sandy and/or wet! Please note that we do go outside in the rain and we will get wet!

Areas of Learning and Development

Within the Onchan SPC we follow the Equals Curriculum as well as The Early Years Foundation Stage (EYFS) curriculum which forms the building blocks to success for every child. They are frameworks for the care, learning and holistic development of each individual child and as such, addresses how children are given the best possible start to their education to ensure they can flourish

The prime areas begin to develop quickly in response to relationships and experiences, and run through and support learning in all areas. The prime areas continue to be fundamental throughout the EYFS.

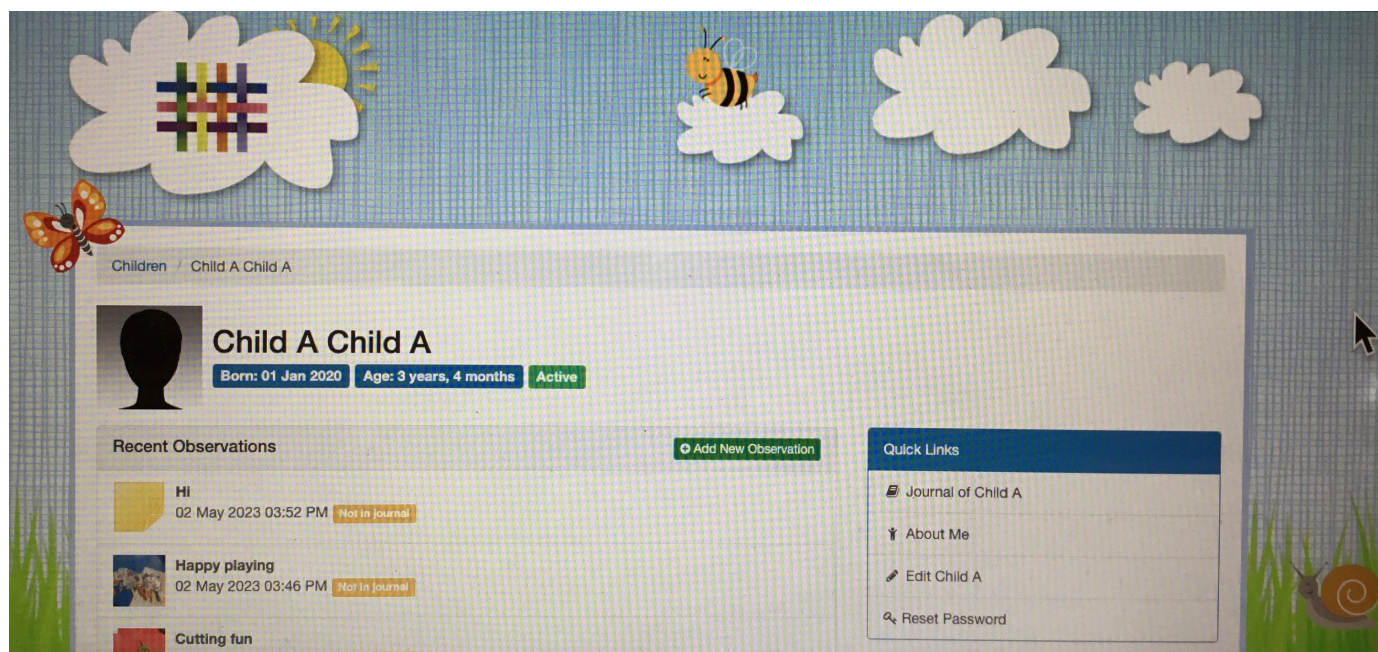
The specific areas include essential skills and knowledge and provide important contexts for learning. We are aware that children progress in these areas at different speeds, depending on their age and stage of development. Staff are mindful of this and take this into account when planning activities and learning experiences for your child.

Tapestry

At Onchan School, we use Tapestry to display each child's individual Learning Journey. This is an online Learning Journey that is linked only to you and your child. This is where we will record photos and our observations of the children's learning during their school days. We will use this to celebrate the many "wow moments" that happen in our setting during the day and to assess the children's level of development across all areas of their learning.

This is a great way for you as parents and carers to have a deeper understanding about what your child has done in school and can spark more meaningful conversations/activities at home when talking to your child about their achievements and celebrating their successes with them.

Once your child has started school you will receive an email which will take you to the Tapestry page. You will be able to edit your Childs' page with relevant information including their likes and interests which helps to inform our teaching. Again, this page is only seen by yourselves and the staff working in the Specialist Provision Centre.



Onchan School Values

You will hear lots about our different school values: **courage, endeavour, respect, compassion and integrity**. School Values are used in order to promote independence, prepare our children for a lifetime of learning and help our children grow into well rounded individuals. There is a weekly celebration assembly to highlight 1 or 2 children from each class that have been displaying these values in their learning. These children are rewarded with special time with the headteacher on Monday for a hot chocolate and toast.

Courage

Children settle into School life and try new activities. They adapt to new situations and changes in their routine e.g. going on a trip

Endeavour

Children display resilience and a 'can do' attitude towards their learning and adapting if they need to.

Respect

Children are kind and welcoming to all members of our school community and also to our school grounds and the wider world

Compassion

Children are aware of others' feelings and offer to help to their peers if they need support.

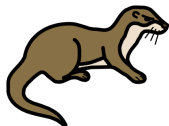
Integrity

Children are honest and strive to do the right thing in any given situation. They approach each task with the same commitment and motivation to succeed.

Classes

In September, there will be 3 classes within the SPC. We have the Sea Otters Class, Seals Class and Whales Class. Your child will be placed in the best suited learning environment for their needs and the SPC Manager will let you know which class your child will be in, prior to them starting school.

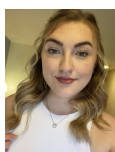
Sea Otters Class



Otters



Kirsten - Teacher



Lillie - SESO



Vicky - SESO



Georgia - SESO



Eva - SESO

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Seals Class



Seals



Kirsten - Teacher



Lucy - SESO



Chris - SESO



Ashlea - SESO

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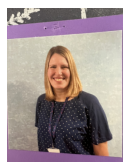
Whales Class



Whales



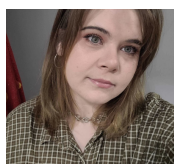
Lucy - Teacher



Kerry - SESO



Megan - SESO



Amy - ESO



Ellie - ESO

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General Information

Absences

If your child is ill or has a medical appointment, please notify school as soon as possible by telephone on 01624 673465. If either the school office or your child's class teacher receives no notification, you will receive communication from the school via text message.

Emergency Contact details

It's extremely important that we can contact you during the day. If your child is ill during the school day, they will need to be collected as soon as possible. We do request that should your child suffer a case of vomiting and/or diarrhoea, they are kept off school for 48 hours after the last occurrence to prevent the spread of infection. Please can you keep school informed with any changes to your contact details. We also send out newsletters via email so require at least one email address from you.

Medicines & Health Care Plans

All medication to be administered in school, will need to be accompanied by the relevant forms. These can be obtained from our school office or online. If your child requires an inhaler, please ensure there is one available to be kept in school and one to travel to and from school with your child. Both inhalers should be named and in date. If your child requires an epi-pen, our policy states that there must be 2 epi-pens, which are held in school. These also need to be named and in date. You will be required to fill in a Health Care Plan with your medical practitioner should they require any form of regular/emergency medication in school. It is your responsibility to ensure that your child's medication is in date.

Holidays

Holidays should not need to be taken within school time. However, if this is unavoidable Mrs Richardson will authorise 10 school days only. It is important to remember that this year will enable your child to lay the foundations for all subsequent learning and five days can make a considerable difference in the learning of a young child. Any holiday requests must be put in writing via email to the school office: OnchanEnquiries@sch.im. Holidays will not be granted retrospectively.

Car Parking

Please observe the parking restrictions in force outside all entrances to school and avoid parking on the pavements, grass verges and across resident's drives. **DO NOT PARK** in or walk across the staff car parks when dropping off or collecting your child/children, and we also ask that you do not park in the drop off zone. Parking is available in the Community Centre car park and we advise that you always use the lollipop crossing to encourage safe and good habits for your child.

Head lice

Please check your child's hair regularly for head lice. Children in Foundation Stage are often in close contact through their play and learning, and are therefore more susceptible to the spread of head lice.

Special Educational Needs and Disabilities (SEND)

At Onchan, we are committed to the equal inclusion of all pupils in all areas of primary school life. We recognise the diverse and individual needs of all our pupils and take into account the additional support required by those children with Special Educational Needs and Disabilities (SEND). We aim to provide a secure and accessible environment in which all our children can flourish and all contributions are considered and valued. Inclusion and equality are threads that runs through all of the activities at school. We understand the importance of discussing concerns that a child may have special educational needs with parents and carers. We value your opinions and recognise the importance of working together to achieve the best outcomes for your child. The Special Educational Needs Co-ordinator or SENCo is Mrs Gravestock.

Complaints

If you have any issues or complaints your child's teacher should always be approached first. If you do not feel that a satisfactory solution has been found then please contact the school via our school e-mail: OnchanEnquiries@sch.im. (The complaints policy can be found on the website).

Social Media

We do have a school Facebook page which we use to post reminders about school information and events. Whilst we recognise the benefits of social media for keeping in touch, we would always encourage you to have a face to face conversation with the relevant member of staff rather than posting on Facebook. We have a very good relationship with parents and carers that has been developed to very good effect.

Website

We have an active school website (<http://onchan.sch.im>). Please use this as a means of keeping yourselves up to date with school news and events.

Class Dojo

Class Dojo is a communication app that connects teachers and parents and is a way of sharing information updates. It is also used as a reward system within classrooms, where the children can earn Dojo points. Each child will receive a login code for parents to use and connect to the app. This will then allow you to see what we have rewarded your child for.

Learning the Onchan Way

We are incredibly proud of the values and positive attitudes towards learning we instil in our children. This starts as soon as your child joins us in September. Our learning and teaching policy, along with our learning language, can be accessed on the website.

All Weather School

At Onchan, we are an all weather school, therefore your child will need a waterproof coat and suitable shoes. Please be aware that there may be some days the children come home a little bit wet!

Trips Out

All year groups have the opportunity to go on school life skills trips throughout the academic year. In recent years we have done an annual trip to The Wildlife Park as part of a topic. Weekly life skills trips are an integral part of your child's curriculum and form the basis for life skills which will help them throughout their adult life too. If you would like to join us on a trip throughout the year, please speak to your child's class teacher. We encourage all our volunteers to be DBS checked, more information can be gained from the school office and we are very grateful for any extra help!

Volunteering in School

We are always grateful for help, but want to make sure that the experience is positive for all concerned. It is not always an ideal situation to help in your child's class. Some children find it difficult to maintain their concentration if their parent is in the classroom and some can become distressed when a parent goes home. It is best to liaise with your child's teacher. Teachers usually prefer help on a regular basis so that they can plan for an additional adult either to work with children or carry out other essential tasks. You will need a DBS check to help in school. If you are unable to help on a regular basis you can still help out - we often need help on school trips, and our younger children always enjoy having an adult to help them learn whilst they are playing.

Onchan School Association (OSA)

The OSA organise a variety of successful social and fundraising activities throughout the year. Funds raised are used to purchase resources/equipment for the school, run activities and contribute towards school trips. This benefits all the children in the school and they are always looking for more help so please get involved if you can.

The SPC in action





"Inspiring minds to ignite lifelong learning."