

# Welcome to Onchan School

The crest of Onchan School is a shield divided into four quadrants. The top-left quadrant is yellow with a green tree. The top-right quadrant is grey with a white bird. The bottom-left quadrant is light blue with a white wave. The bottom-right quadrant is red with a white lion. A yellow banner with text is at the bottom of the shield.

*Inspiring minds to ignite  
lifelong learning*

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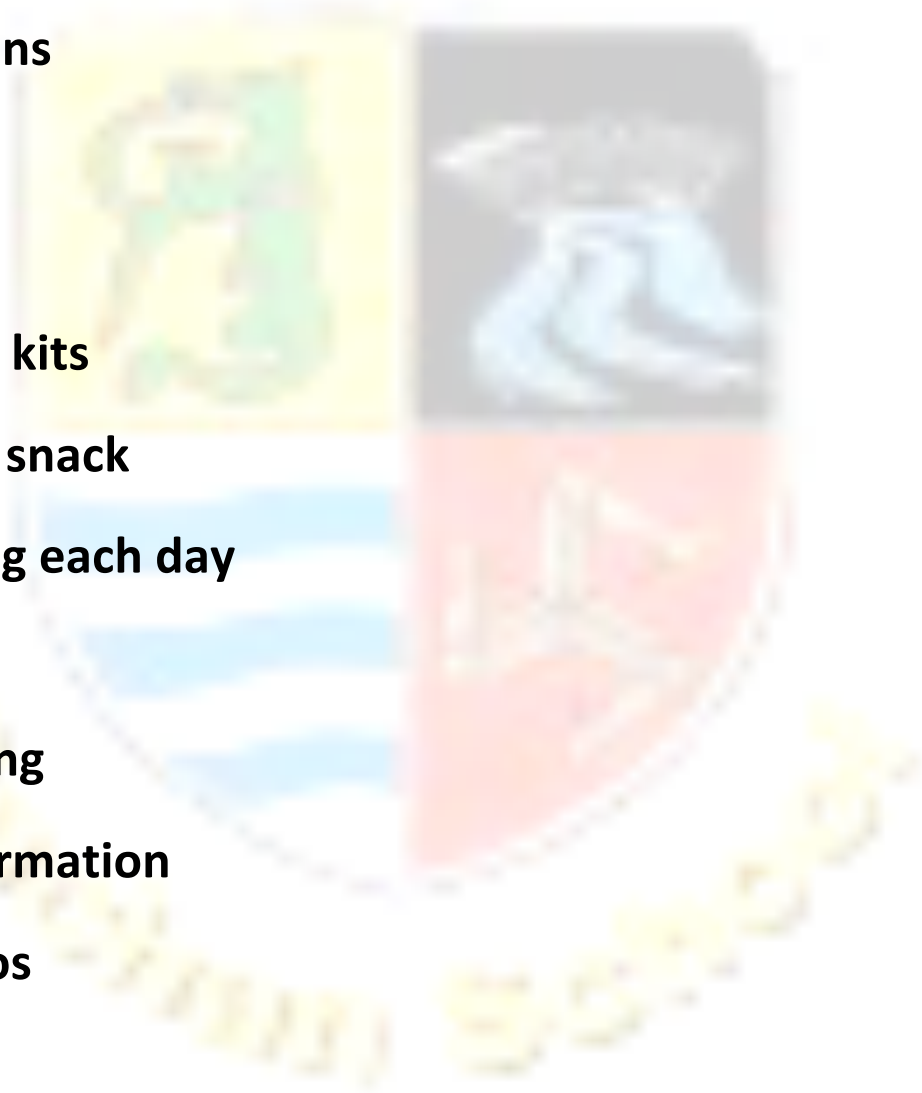
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## Welcome to Onchan School

### Contact Information

Onchan School

School Road

Onchan

Isle of Man

IM3 4PD

**Tel:** 01624 673465

**Email:** [onchanenquiries@sch.im](mailto:onchanenquiries@sch.im)

**Website:** [onchan.sch.im](http://onchan.sch.im)

**Head Teacher:** Mrs J Richardson

**Deputy Head Teacher:** Mr M Kinmond



## Our School Values

Onchan School is underpinned by our five values and you will hear these mentioned frequently. The values were chosen through staff and children discussions and aim to prepare children for life after Onchan School.

Each Friday in assembly, children are chosen to be Values Ambassadors based on how they have demonstrated the school values. These children receive a certificate and a badge and have toast with the Headteacher and Deputy on a Monday.

### **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 show respect to our school grounds and the wider world.

### **Compassion**

Children are aware of others' feelings and offer 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.



## Visiting Onchan School

We would encourage your child to come and visit school for a Taster Session. This is where your child will meet the other children in their year group, the adults they will be working closely with and have a chance to explore the environment.

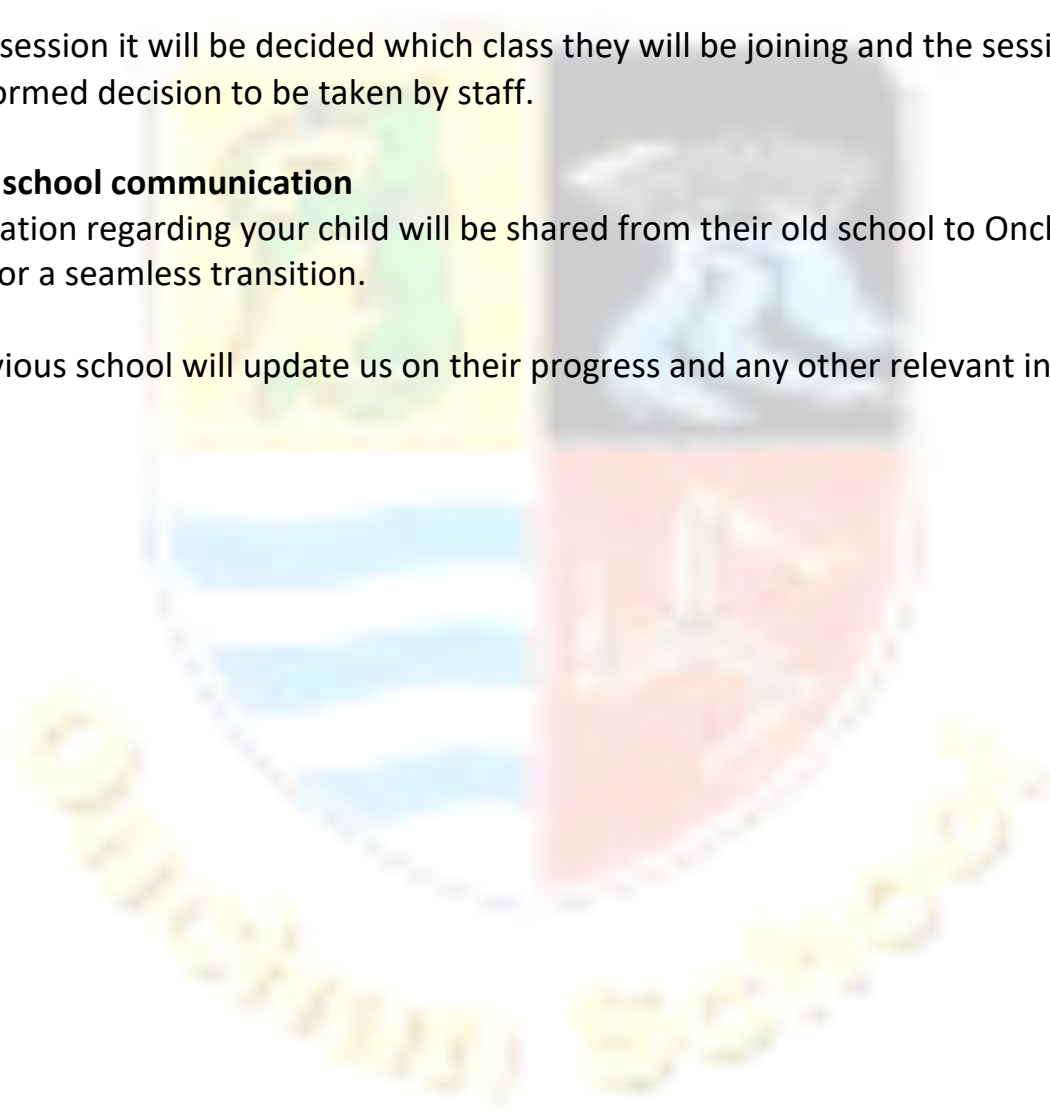
This is a hugely important day for your child, as it allows them to start to build relationships before their first day and takes away some of their nerves.

After this session it will be decided which class they will be joining and the session allows for an informed decision to be taken by staff.

### **School to school communication**

All information regarding your child will be shared from their old school to Onchan School, allowing for a seamless transition.

Their previous school will update us on their progress and any other relevant information.



## Onchan Staff Team

Onchan School welcomes children from Foundation Stage to Year 6. School is split into four phases: Foundation Stage, Key Stage 1 (Years 1 and 2), Lower Key Stage 2 (Years 3 and 4) and Upper Key Stage 2 (Years 5 and 6). Each phase has a Phase Leader who works within the Phase and is another point of contact should you require one.

Our Special Educational Needs Coordinator (SENCO) within school liaises with class teachers and parents to support children with extra learning needs.

We have a number of staff within school who provide extra learning within lessons and through targeted group work.

	<b>Teachers</b> <b>*Support Staff</b>
<b>Foundation Stage</b>	Mr Jones (Phase Leader) Miss Quinn *Mrs Bird and Mrs Watterson
<b>Year 1</b>	Miss Corkill (Phase Leader) Miss Cornmell/Miss Cubbon *Miss Caley, Miss Stokes and Miss Jackson
<b>Year 2</b>	Miss Crellin Miss Cannell *Mrs Shimmin-Munk and Mrs Smith
<b>Year 3</b>	Mrs Gravestock (SENCO) Mrs George *Mrs Walker
<b>Year 4</b>	Mrs Callister (Phase Leader) Mrs Moore/Mrs Crellin *Mrs Manley
<b>Year 5</b>	Miss Brownless Mr Cox *Mr Watterson/Mrs Morris, Mr Hammal and Mr Munk
<b>Year 6</b>	Miss Crowe (Phase Leader) Miss Carter *Mrs Stowell and Mrs Smith

## School Day

### Years 1 – 6

8:40am - Doors open

8:50am - Registers & school meal options

Children arriving after 9:00am need to report to the School Office

9:00am-10:30am - Teaching Time

10:30am - 10:45am - Morning Break and Snack

10:45am - 12:00pm - Teaching Time

12:00pm - 1:05pm - Lunchtime

1:05pm - 2:10pm - Teaching Time

2:10pm - 2:25pm - Afternoon Break

2:25 - 3:25pm - Teaching Time

3:25pm - End of School day

### Foundation Stage

8:50am – 11:45am – Morning teaching session

11:45am - 1:05pm – Lunchtime

1:05pm – 3.20pm - Afternoon teaching session

Children have a morning activity to complete as soon as they arrive in their classroom at 8.40am. Registers and dinners are completed at 8.50am. Anyone arriving after 9am must go to the school office and will be given a late mark.

Each year group has a different drop off and pick up point which you will be informed of at the Taster Session.

Children must be collected by an adult in Foundation Stage and Key Stage One.

## Uniform

Please see below pictures of our school uniform. The school logo on items is optional. We do ask that you name all the uniform including coats and hats etc.



Royal blue jumper/cardigan



White polo shirt



Black trousers/skirt/pinafore



Blue gingham dress

## PE Kits

PE lessons will take place both indoors and outdoors, so we ask that your child has two named kits within school.

Indoor Kit – shorts, t-shirt, pumps

Outdoor Kit – tracksuit bottoms, hoodie/jacket/long sleeves, trainers

## **Lunch and Snack**

### **School Dinners**

Each day the children are given two choices for lunch, including a vegetarian option. They also have access to a salad bar.

A copy of the latest menu can be found on our school website or by asking the school office.

School dinners must be paid for online using Parent Pay (please see the logins section).

### **Packed Lunch**

You can choose to send your child in each day with a packed lunch, in which case it must be in a securely fastened container with your child's name on. Please do not include sweets and fizzy drinks in your child's packed lunch. Due to allergies within school we would also ask that you refrain from putting nut products in the packed lunch.

*If at any point your child wishes to swap from dinners to packed lunch or vice versa you must contact the school office.*

### **Snack**

Children in Years 1-6 have their snack outside during morning break. We ask that their snack is fruit, vegetable or a snack bar. Again, due to allergies please no nut products. Please be mindful that snacks are eaten outside when choosing what to send.

### **Foundation Stage Snack**

Foundation Stage run snack differently and information can be found in the Foundation Stage handbook or by asking a member of the team.

## **What items do I need to send to school?**

### **Book Bag**

Your child will need a book bag everyday, as they will have a reading record and books to take home. We ask that large rucksacks are not sent into school due to space within the classrooms. In addition, the children are only carrying a couple of books and do not require that much space!

In Foundation Stage and Key Stage One a Phonics Learning Log will be sent home. Again, this fits easily into a book bag.

### **Wellies**

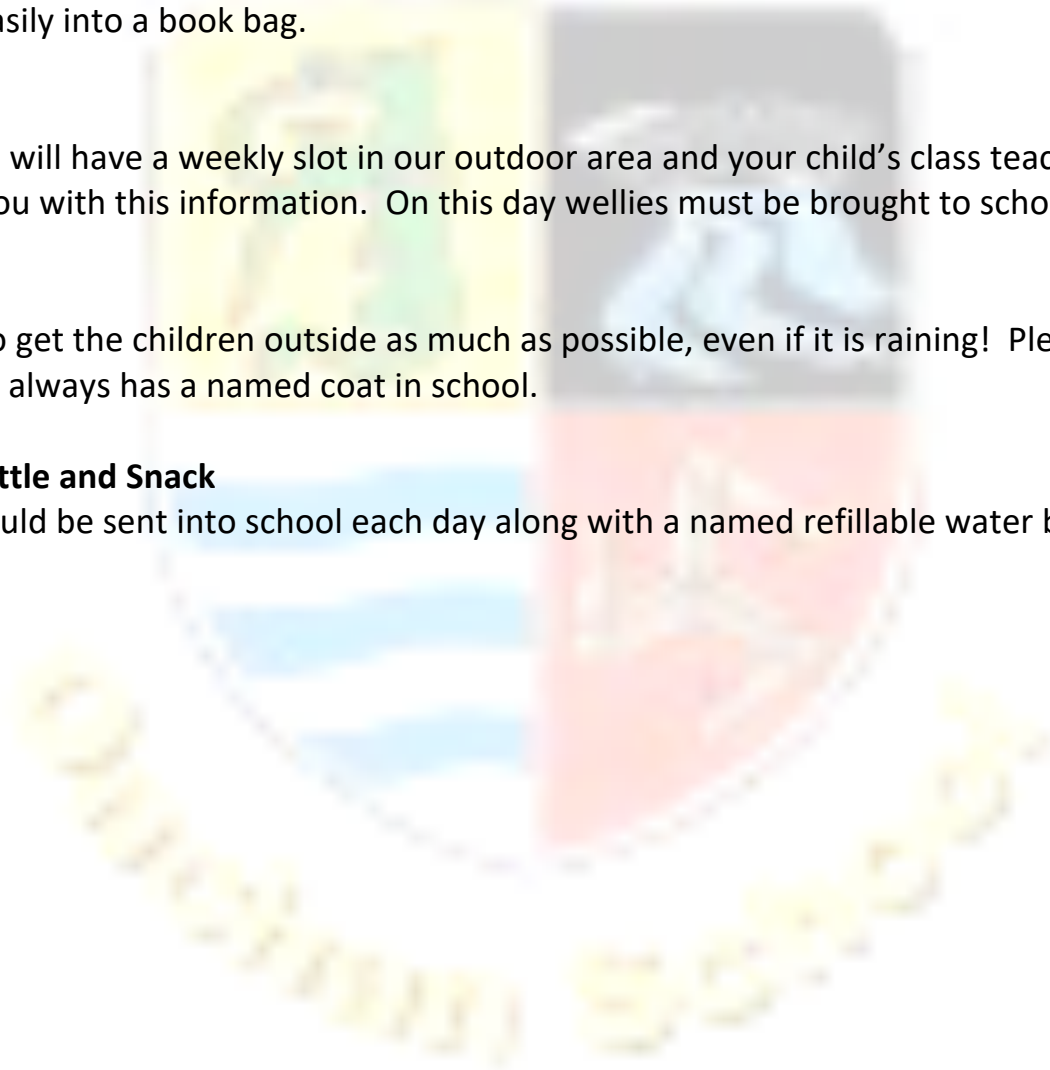
Your child will have a weekly slot in our outdoor area and your child's class teacher will provide you with this information. On this day wellies must be brought to school.

### **Coat**

We aim to get the children outside as much as possible, even if it is raining! Please ensure your child always has a named coat in school.

### **Water Bottle and Snack**

Snack should be sent into school each day along with a named refillable water bottle.



## **Logins**

Much of our communication home is through online means. This includes medical, permissions, lunch and trip information. Please ensure school always has an up to date email address.

### **Arbor**

- An Arbor login will be provided by the school office.
- If you have previously had a login for Arbor, you will still be provided with a new one.
- You will use Arbor to update information such as contact details and medical requirements.

### **Parent Pay**

- A Parent Pay login will be provided by the school office.
- If you have previously had a login for Parent Pay, you will still be provided with a new one.
- You will use Parent Pay to pay for lunches and to provide trip permissions and contributions.

### **Class Dojo**

- A Class Dojo login will be provided by the class teacher.
- Class Dojo is a messaging tool used by class teachers to send out quick whole class pieces of information and reminders. It also contains a private message function. Please check Class Dojo regularly. Please note all illness, absences and pick up information must go through the school office.
- Class Dojo is part of our behaviour management system within school. Children earn points for a variety of reasons, but primarily for demonstrating our school values. You will be able to view your child's points. The points will add up and amount to an agreed prize from the class teacher. This will vary in each class.

### **Teams**

- A Teams login will be provided by the class teacher.
- Your child will have access to a year group page where they will find weekly home learning. More information in the Home Learning section.
- We offer online Parents Meetings and these are held through Teams.



## Home Learning

Below you will find a general overview of home learning at Onchan School. More information can be obtained from the class teacher.

Please note home learning is not compulsory, however any support you can give at home will hugely benefit your child.

### Foundation Stage

Each child is given 2 reading books to take home. Initially, these may have no words if the child is in the early stages of reading to develop vocabulary and to become familiar with stories. Please record any reading you do with your child at home, read different signs and logos in the environment and make it fun to develop that love of reading!

Phonics learning logs are sent home when we begin the formal teaching of daily phonics lessons. There are words to practise segmenting and blending and the 'tricky words' too.

Our Teams page will be updated weekly with consolidation activities based on the in-class learning. These will be predominantly Phonics and Maths based, but will also contain links to other websites and ideas for activities related to our current themes.

### Key Stage One

Each child will be sent home with reading books each week. Please read at home with your child as much as possible. Reading should be recorded in the Reading Record book and it is important to remember any reading counts; road signs, instructions, recipes.

Phonics Learning Logs will be sent home weekly beginning in Autumn 2. Please practise the codes and words and help your child to recognise them when reading.

Each year group has a Teams page which is updated weekly with consolidation activities based on the in-class learning. These will be predominantly Phonics and Maths based, but will also contain links to other websites.

### Key Stage Two

Each year group has a Teams page which is updated weekly with consolidation activities based on the in-class learning. These will be predominantly Spellings and Maths based, but will also contain links to other activities and website links. We also encourage your child to read daily at home and would love to hear about the different texts they are enjoying in their free time. Children will be issued with logins for Spelling Shed and Times Tables Rock Stars and are encouraged to practise regularly.



## 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 the school office receives no notification, you will receive communication from the school via text message.

### 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 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.

### Clubs

School staff volunteer to run a variety of clubs before and after school and during lunchtimes. We also have a dedicated MSR coach who offers clubs after school and during lunchtimes. Club information is issued termly. Permission is needed for any clubs held outside of usual school hours.

### 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 reached then please contact the school via our school e-mail: [OnchanEnquiries@sch.im](mailto:OnchanEnquiries@sch.im). (The complaints policy can be found on the website).

### Holidays

Holidays should not need to be taken within school time. However, if this is unavoidable Mrs Richardson will authorise 10 school days only. Any holiday requests must be put in writing via email to the school office: [OnchanEnquiries@sch.im](mailto:OnchanEnquiries@sch.im). Holidays will not be granted retrospectively.

## **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, there must be 2 epi-pens 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 your child require any form of regular/emergency medication in school. It is your responsibility to ensure that your child's medication is in date.

## **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 children in school and the OSA are always looking for more help so please get involved if you can (you will find them on Facebook).

## **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.

## **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 run through all 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.

Onchan Primary School has a Specialist Provision Centre (SPC). The SPC has its own handbook and this can be found on the school website.

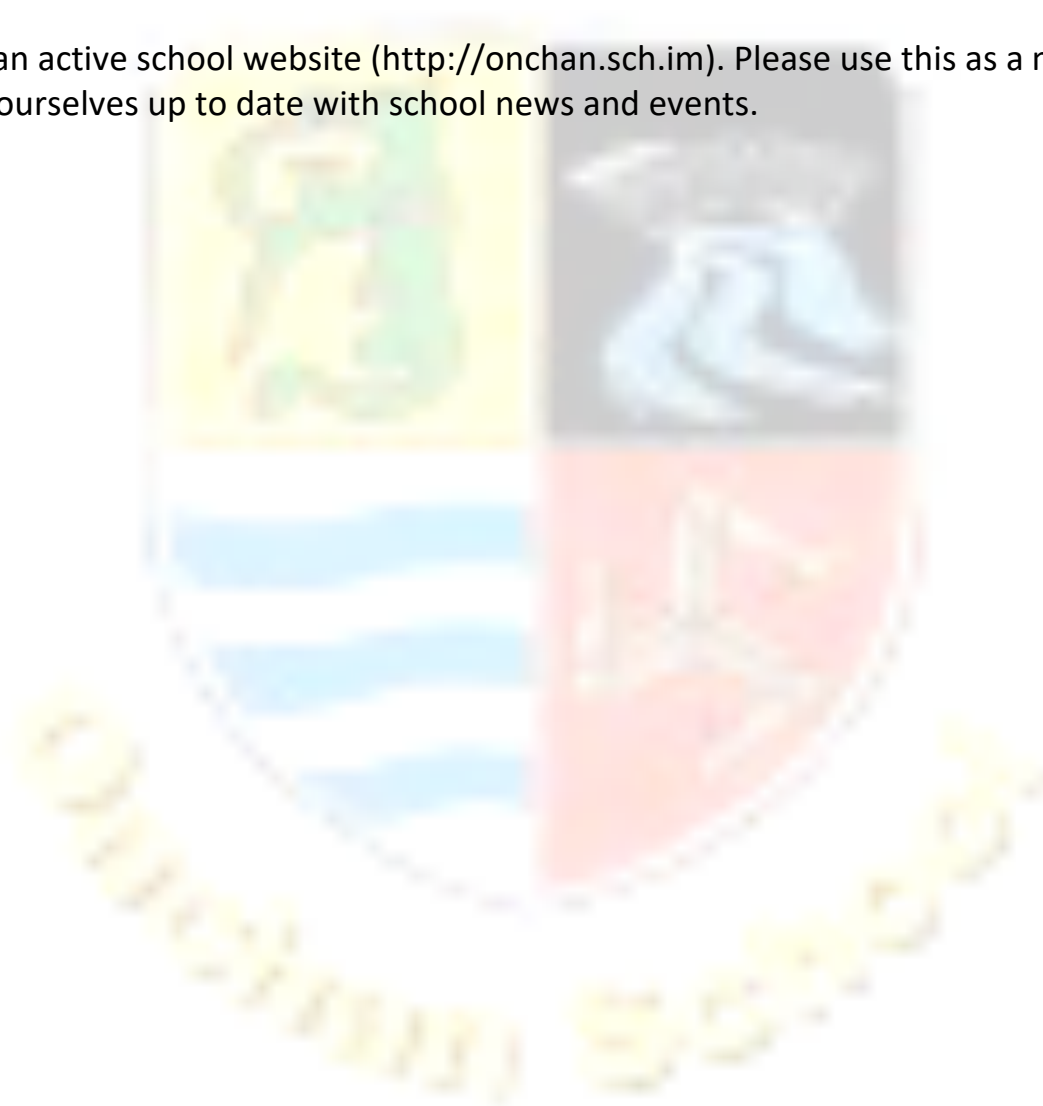
### **Volunteering in School**

We are always grateful for help and 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 and we would more than likely ask for you to volunteer within a different year group.

You will need a DBS check to help within school. Please contact the school office if you are interested in volunteering.

### **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.



## School Photos



Main school entrance

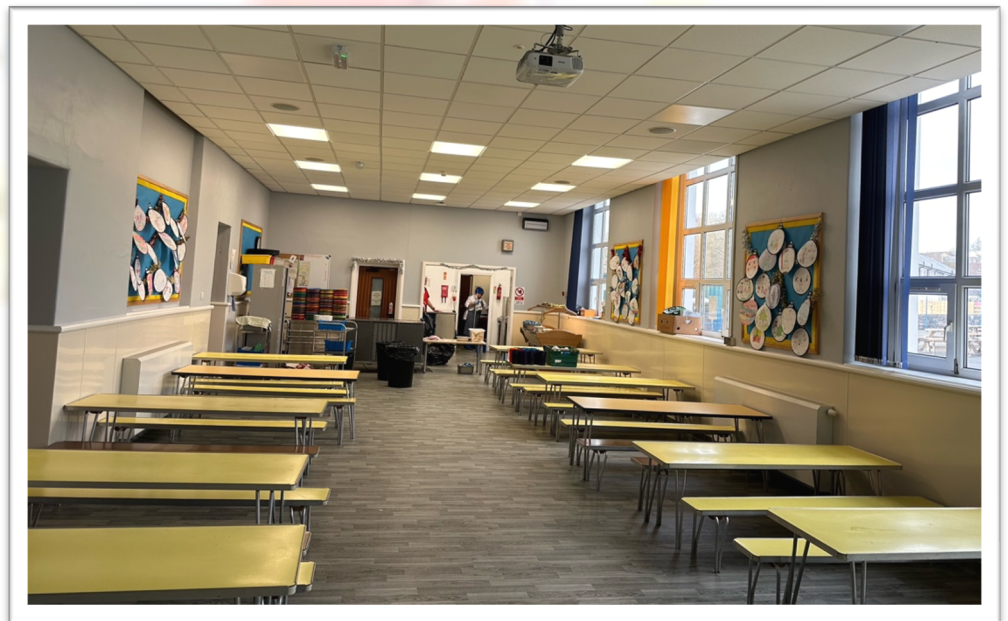
IT Suite







Main hall used for PE and assemblies



Lunch hall



Main playground



Field



Adventure Playground



“Cage” used for PE and football at breaktimes



Forest School area used weekly by each year group.

