

# 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 star. A yellow banner with black text is draped across the bottom of the shield.

*Inspiring minds to ignite  
lifelong learning*

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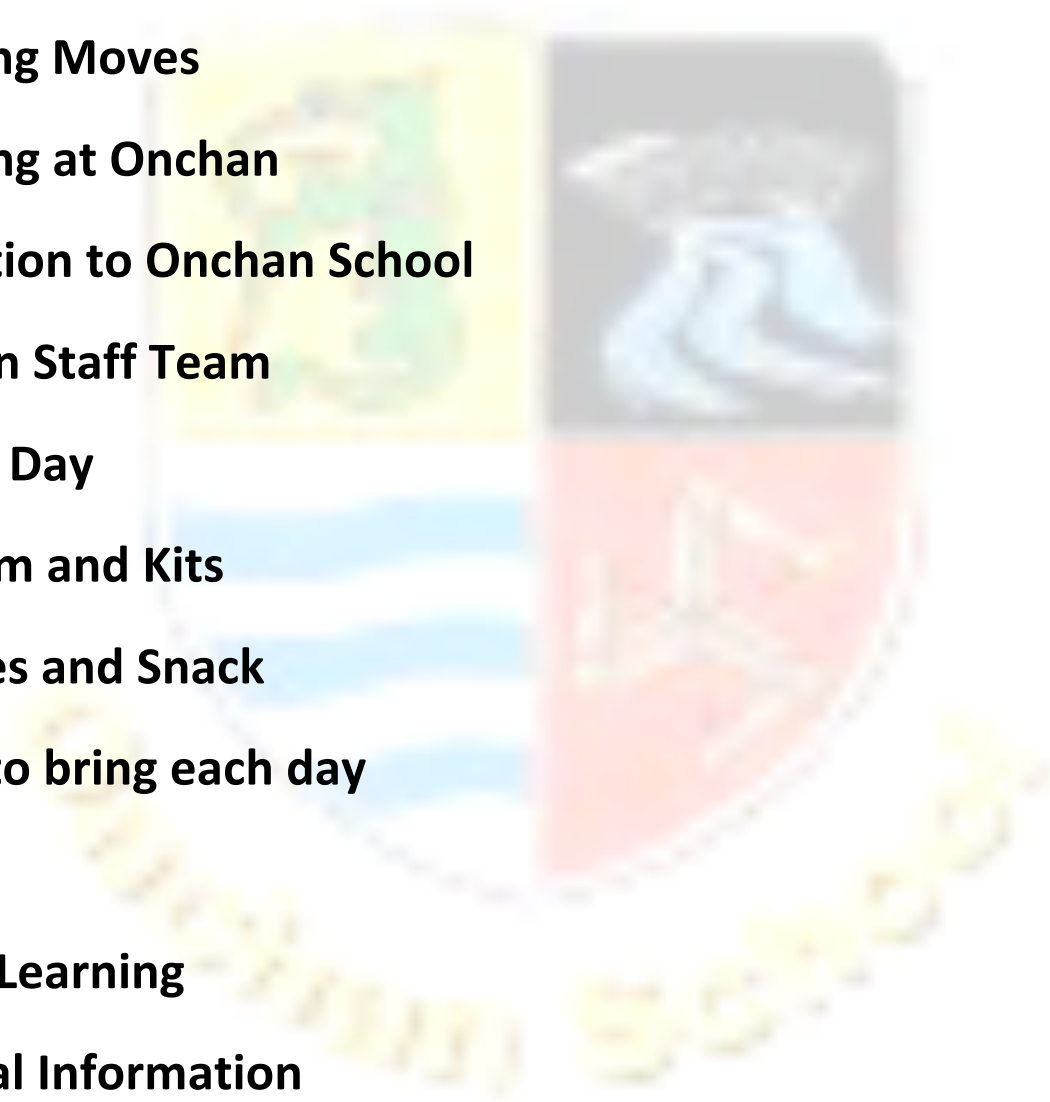
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## Welcome to Onchan School

We are delighted that you have chosen to join Onchan School and we hope this handbook will give you all the important information that you will need to know.

This information will be updated annually, so we would ask that you refer to it regularly to familiarise yourself with any changes.

We are all very proud to be a part of Onchan School. It is a happy, energetic and supportive school. We look after each other and treat everyone equally. Our school values, which are respect, integrity, courage, endeavour and compassion are endorsed by everyone associated with our 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:** [www.onchan.sch.im](http://www.onchan.sch.im)

**Head Teacher:** Ms 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 discussions with staff and children and aim to prepare children throughout their journey with us as well as life after Onchan School. We understand that all children come to us at different stages of their journey and we celebrate their individual achievements with these values.

### **What could our values look like in school?**

#### **Courage**

- Children settle into school life and try new activities.
- Children 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, adapting if they need to.

#### **Respect**

- Children are kind and welcoming to all members of our school community.
- Children show respect to our school environment and the wider world.

#### **Compassion**

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

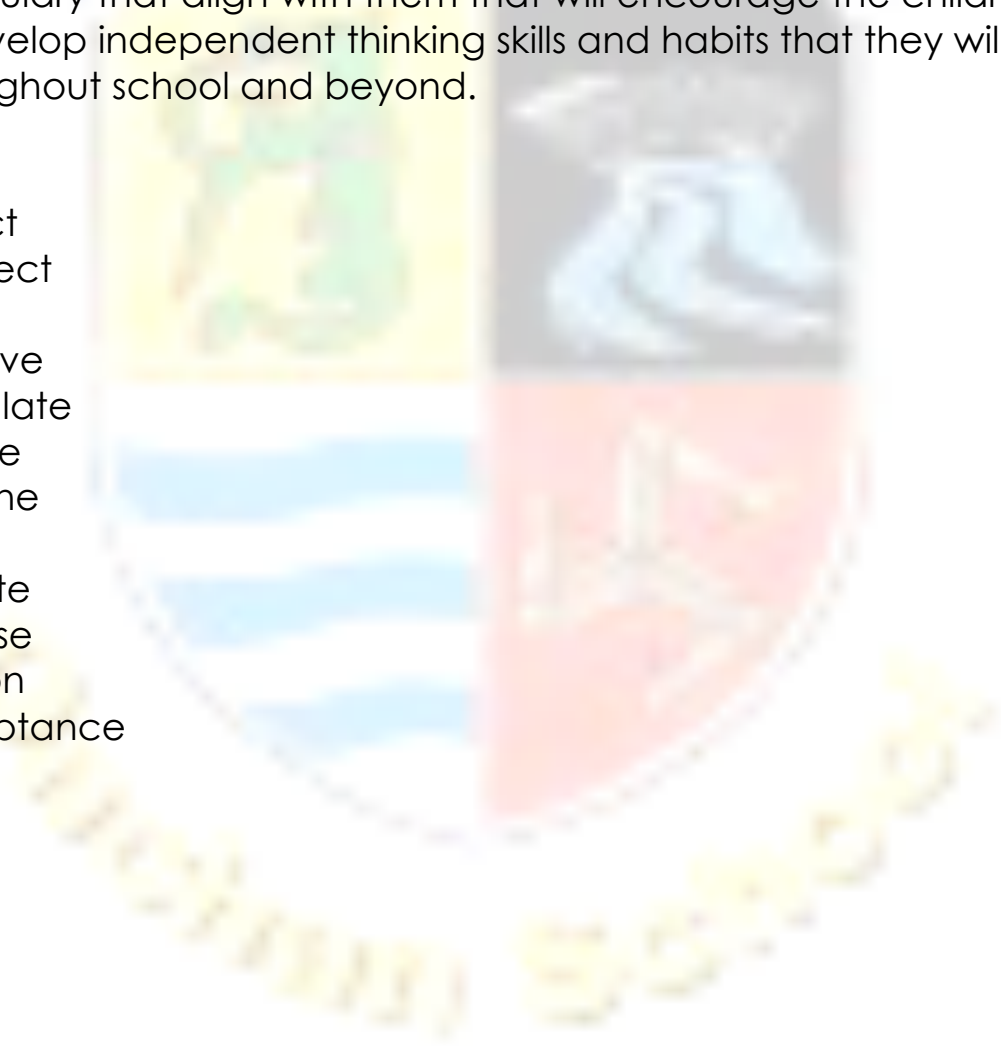
#### **Integrity**

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

## Thinking Moves

Onchan School is continually updating and improving as we look to secure the best outcomes for our pupils. A key focus is upon learning and what it takes to become an effective learner. This equips the children with the learning and thinking skills that they will need throughout their education and beyond into the world of work. We have adapted Thinking Moves across the school, adopting 13 moves that best fit the thinking genres that we are looking to encourage the children to develop. These moves have an action and vocabulary that align with them that will encourage the children to be able to develop independent thinking skills and habits that they will take with them throughout school and beyond.

- Plan
- Reflect
- Connect
- Apply
- Observe
- Formulate
- Explore
- Imagine
- Zoom
- Debate
- Analyse
- Reason
- Acceptance



## **Learning at Onchan**

Our children begin learning long before they start school with us. We find out about each individual before they start their education at Onchan to make the transitions as effective and happy as possible.

When a child starts school with us in the Foundation Stage we follow Development Matters, Early Learning Guidance that encourages the development of learning in broad areas. These then follow the children through into Key Stages One and Two. Literacy - reading, writing and comprehension (understanding), Talking and Listening, Maths - Number and Numerical Patterns, Expressive arts and design and Being imaginative and creative are developed. Throughout the school PSHE (personal, social, health and economic education) is taught, including self-regulation, anti-bullying, safety online, emotional resilience and managing self. Physical development - gross and fine motor skills are developed in the Foundation stage and sports including gymnastics, dance and athletics as well as ball skills taught across the school. The fundamentals of sports are important to promote interest and enjoyment and many of our pupils subsequently join clubs and groups outside of school to pursue this further.

History, Geography, RE, Science which feature in KS1 and 2 begin in Foundation Stage as Understanding the world past and present, People, Culture and Communities and the Natural World. Many elements of learning are undertaken in broad themes that link into Manx history, arts and culture allowing trips out of school and visitors into school on a regular basis. Throughout their time with us pupils will experience first-hand learning experiences ranging from the Wildlife Park to visits to beaches, glens, the Ayres and Snaefell Mountain. Historic points of interest - Cregneash, farms, Scarlett, Museums, Castle Rushen, Tynwald and the Legislative Buildings all form part of each child's educational journey with us.

Learning should be exciting and we are proud of the way in which our curriculum has developed, facilitating first hand experiences, learning through exploration and creating excitement and interest into many topics.

We are supported by the teaching of the Manx language by a member of the Manx peripatetic team in Years 4,5 and 6 each year which all children are able to participate in.





## **Transition to Onchan School**

### **Foundation Stage**

We are very pleased to welcome your child into full-time schooling here at Onchan School. We appreciate transitioning to primary school can be a huge milestone for some children. To support your child on their journey to school our staff team have created a page on our school website with all the information you will need. This can be accessed through this link - [Starting in Foundation Stage](#). We offer two 'Stay and Play' sessions during the academic year before your child would be due to start with us in the September after their fourth birthday. We also maintain strong links with all our feeder nurseries and undertake our own Nursery visits in the Summer Term before your child starts with us, so that the transition is as seamless as possible.

If you are worried about your child's transition, please do not hesitate to contact us.

### **Moving to Onchan School from a different school**

Where this happens we would encourage you and your child to come and visit school for a meeting with our Headteacher. Then following this it is recommended that your child will have at least one 'taster session'. This is where they 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.

Taster sessions are hugely important for your child, as it allows them to start to building 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.

All information regarding your child will be shared from their old school, allowing for a seamless transition. Their previous school will also 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). We also have our own Specialist Provision Centre (SPC).

Our Inclusion and Nurture Lead and our SPC Manager within school, liaises with Class Teachers and Parents to support children with any additional learning needs on entry and throughout your child's time with us.

	<b>Teachers</b> <b>*Support Staff</b>
<b>Foundation Stage</b>	Mr Jones Miss Diack  *Miss Kirk, Miss Dale-Beaton, Mrs Sullivan and Mrs Cowin
<b>Year 1</b>	Miss Cubbon Mrs Smith Miss Harrison  *Mrs Watterson and Miss Fargher
<b>Year 2</b>	Mrs Callister Mr Reaney  *Mrs Shaw and Mr Watterson
<b>Year 3</b>	Mrs George Miss Colligon  *Miss Bird and Miss Kniveton
<b>Year 4</b>	Miss Cannell Miss Earl  *Miss Hands and Mrs Cowin
<b>Year 5</b>	Mrs Ward Miss Crowe Mrs Pearson  *Mrs Shimmin-Munk and Miss Callow
<b>Year 6</b>	Mrs Crellin Mr Titley-Brabben  *Mrs Walker and Miss Hooper
<b>PPA Teacher</b>	Miss Wooding

<b>Inclusion and Nurture Lead</b>	Mrs Gravestock
<b>SPC Team</b>	<p>Mrs Kheir (SPC Manager) Mrs Walton</p> <p>* Miss Callin, Miss Fargher, Miss Moffit, Miss Wright, Miss Stokes, Miss Roberts, Mrs Dentith, Mrs Mills, Miss Gaylor, Mrs Marshall, Mrs Entwistle, Miss Corlett, Mrs Whitehead</p>
<b>Administrator</b>	Ms Conmy



## **School Day**

### **Foundation Stage**

8:45am – 11:45am – Morning Teaching Session

11:45am - 1:05pm – Lunchtime

1:05pm – 3.20pm – Afternoon Teaching Session

3:20pm - End of the School Day

### **Years 1 – 6**

8:45am - Doors Open and Morning Mission

8:50am - Registers & School Meal Options

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

9:00am -10:30am - Teaching Session 1

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

10:45am - 12:00pm - Teaching Session 2

12:00pm - 1:05pm - Lunchtime

1:05pm - 2:10pm - Teaching Session 3

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

2:25pm - 3:20pm - Teaching Session 4

3:20pm - End of the School Day

Each year group has a different drop-off and pick-up point which you will be informed of by year group staff.

Children must be collected by an adult in Foundation Stage and Key Stage One at the end of the school day.

\*Children should not arrive before 8.35 am as there are no adults supervising the pupils before the start of the school day. At this time, children are the responsibility of their Parents and Carers.

In very wet weather we will always aim to open school earlier to ensure the children do not get too wet!



## 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. You may wish to purchase trainer style footwear instead of traditional school shoes, but we do ask wherever possible that these are black and without prominent logos.



Royal Blue Jumper/Cardigan/Fleece



White Polo Shirt



Black or Grey Trousers/Skirt/Pinafore



Blue Gingham Summer Dress

## PE Kits

PE lessons will take place both indoors and outdoors, so we ask that your child has two named kits within school. Please also note that the correct footwear must be worn for PE lessons for health and safety reasons.

Indoor Kit – shorts, t-shirt, pumps

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

### **Swimming Kits (KS2)**

The children in Key Stage 2 (Years 3, 4, 5 and 6) will take part in school swimming between September and February. They will need to have the following kit along with towel and goggles (if required).

Girls – one piece swimming costume

Boys – tight fitting shorts or trunks

If your child has long hair, they will also be required to wear a swimming hat and earrings must be removed, or a swimming ear band purchased to cover them.

For more information please see the DESC Primary Swimming Guidance which can be found here [DESC Primary Swimming Guidance](#) or on our school website.

### **Outdoor Learning**

The children all take part in outdoor learning sessions at Onchan. Your child's year group teacher will inform you when these sessions are taking place. On these days we ask that your child comes into school in dress down clothes, suitable for getting muddy. They will also need a pair of wellies or old trainer style shoes to change into. We do go outside when it is raining at different times of the day so for this reason it is practical to send your child into school with a coat when rain is forecast.

## **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.

All school meals are designed by qualified dieticians following nutritional guidelines.

All meals served in Primary Schools will be the same regardless of the school attended.

School dinners must be paid for, in advance, online using Parent Pay (please see the logins section for more information about this).

### **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 their packed lunch.

*We know that children may not like the lunch choices on certain days, therefore it is possible to alternate between school meals and packed lunches. Parent Pay must have money loaded against it at all times to allow meal payment to be taken on the day.*

### **Snack**

Children in Years 1- 6 have their snack outside during morning break. We ask that their snack is fruit, vegetable, yoghurt 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 in with your child. \*crisps, cake etc are not allowed as snack.

### **Foundation Stage Snack**

Foundation Stage run snack differently and information can be found in the Parent Booklet located [here](#) or on the school website, or by asking a member of staff.



## **School trips and visits**

Off site visits are an important part of Onchan School life. On days where we are out all day we will request a Packed Lunch is sent in with your child from home. We are able to provide one for pupils who are entitled to Free School Meals if you wish. Packed lunches, in these instances, should be sent in to school in a disposable bag. As with usual packed lunches, items containing nuts or fizzy drinks are not allowed.



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

### **Book Bag**

Your child will need a book bag every day, as they will have reading books to take home. We ask that large rucksacks are not sent into school due to space within the classrooms and cloakroom areas.

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

### **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 (please see information above) along with a named refillable water bottle.

### **PE Kits**

All children must have an indoor and outdoor PE kit in school along with the correct footwear (please see information above). Ideally your child's kit will be kept in school and sent home each half term for washing.

### **Wellies/Old Trainers**

As we are an all-weather school and like to get the children outside as much as possible, especially for their outdoor learning sessions we ask that your child brings in a pair of wellies or old trainer style shoes to wear for these sessions. Again, these can be left in school and sent home at the end of the academic year or when your child has grown out of them.

### **Stationary**

Pens, pencils, colouring items are not required. We appreciate that some children in Upper Key Stage Two like to bring these in as personal items to use in school - we cannot take responsibility for these but understand as the children get older they enjoy the opportunity to do this.

## 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 e-mail address.



- 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.



- 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 monetary contributions.



- A Microsoft Teams login will be provided by your child's class teacher.
- Your child will have access to a year group page where they will find activities to support their learning at home.
- We also offer online Parents' Evening Meetings and these are accessed via your child's teams login.

## Mathletics

- A Mathletics login will be provided for those children in Years 1-6 by your child's class teacher.

- Mathematics is an excellent way to consolidate your child's learning in Maths through activities and games. The children earn certificates and these are awarded in school.

## Spelling Shed

- A Spelling Shed login will be provided for those children in Key Stage 2 (Years 3, 4, 5 and 6) by your child's class teacher. Again this is an excellent way to consolidate your child's learning of their weekly spellings through activities and games.



- A Times Table Rockstars login will be provided for those children in Key Stage 2 (Years 3, 4, 5 and 6) by your child's class teacher. This is an excellent tool to develop rapid recall of their times tables and corresponding division facts.



- While your child is in our Foundation Stage, you will be provided with a Tapestry login by your child's class teacher, where you will receive photos and updates about your child's learning journey within their first year at school.



- If your child is in our Specialist Provision Centre you will be provided with an Evisense login, where you will receive photos and videos about your child's learning journey throughout their time with us.

## **Home Learning**

Below you will find a general overview of Home Learning at Onchan School. Please remember that 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 not have any words in 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, telling the story, interpreting the pictures, 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 regularly 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 if you wish to use these.

### **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 your child's 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. We love to see the variety of ways that there are practising their codes at home.

Each year group has a Teams page which is updated regularly 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 activities if you wish to make use of these.

## Key Stage Two

Reading is just as important within Key Stage 2 and we ask that you continue to hear your child read and discuss books with them as often as possible. We also love to hear about the different texts they are enjoying in their free time.

Each year group has a Teams page which is updated regularly 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.





## **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 Manx Sport and Recreation (MSR) coach who offers clubs after school and during lunchtimes.- Monday-Thursday. 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 address [OnchanEnquiries@sch.im](mailto:OnchanEnquiries@sch.im). For more information the complaints policy can be found on the website.

### **Holidays**

While we appreciate it can be cheaper to holiday within term time, we do not encourage this. However, Mrs Richardson will authorise 10 school days only. Any holiday requests must be put in writing via e-mail 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 on our school website [here](#).



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.

### **Nurture Provision**

We successfully run Nurture provision throughout the school day to support those children who may need some additional emotional support. This is delivered in an area of school known as Hippos. Nurture is organised by our Nurture and Inclusion lead and programmes are designed to meet the specific needs of individual pupils. Sometimes this may be "soft starts" for children who need a calm, less overwhelming start to the day from 8.30 onwards, sometimes it is open access to the space to re-regulate at different times during the day including lunchtime. Specific programmes for groups of pupils are also developed to provide emotional literacy, social skills and encourage friendships through a nurturing approach.

### **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 and 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.

## **Additional Educational Needs and Disabilities**

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 Additional Educational Needs and Disabilities. 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 when a child may have an additional 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). More information can be found on the school website [here](#).

## **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.