



# Flitwick Lower School

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Frequently Asked  
Questions Booklet  
2016-17

## **General Housekeeping:**

### ***What uniform must my child wear to school?***

Children are to wear either black or grey trousers, skirts or pinafores with a white, yellow or black polo top. Yellow or black cardigans and jumpers can be worn with the School Logo. Black shoes should also be worn, trainers are not allowed.

### ***What equipment must my child bring to school?***

Each child needs to bring a book bag to school (these can be purchased at the school office) – no bags bigger than book bags are allowed in school. Children can bring in a water bottle which they can drink from during the day and a PE kit in a draw string bag. We ask that all of these items are named.

### ***How should my child search for lost property?***

In order to minimise the risk of your child losing their property, we ask that you name all of the child's belongings. If the child has lost an item during the school day, there is a Lost Property Box located in the School Foyer.

### ***What is the Flitwick Lower School Association? How can I get involved?***

The Flitwick Lower School Association is our Parent and Teachers' Association (PTA). Each year the PTA runs a number of very successful fundraising events in order to raise funds to enhance the education of pupils. If you would like to become involved with the Association, please contact the School Office where you can fill out the appropriate form.

### ***What are the timings of the school day?***

The school day starts at 8.50am and finishes at 3.30pm. There are playtimes during the day at 10.30 – 10.45am for KS 1 and 10.45 – 11am for KS 2. Lunchtimes are 12 – 1.20pm for Foundation and Key Stage 1 and 12.25 – 1.30pm for Key Stage 2.

### ***My child wants to have school dinners, how do I pay?***

If your child is in Foundation, Year 1 or Year 2, they are entitled to Universal Free School Meals which means you do not have to pay. If your child is in Year 3 and 4, we ask that you pay at the beginning of the week either via the School Office or through the child's class register.

### ***What do I do if my child needs medicine when in school?***

If your child has regular medication or needs to take prescribed medicines you need to complete a form at the office and the staff will ensure your child takes their medication when required. We do not administer Calpol or pain relief medication without a prescription.



## **Transition periods in school**

### ***Does my child stay in the same class group all the way through school?***

When the children enter school in Foundation the staff work with the pre-schools to place the children into the classes with some of their friends. As the children move classes year on year the staff and senior leaders look at each year group individually to see how the classes are working. If they think that the children within the classes would benefit from a reorganisation then this will be done by the teachers. We do consider friendships, however whilst some children are good friends, within the classroom environment this can affect their learning. We also take account of gender balance and abilities of the children to ensure there is a fair distribution between the 2 classes.

On occasion, we may not change the classes. This is decided annually by the staff.

### ***When do I know who my child's class teacher will be?***

When your child joins Flitwick Lower in Foundation they are allocated a class teacher and this information is shared with you at the initial meeting in May/June. For all other transition points this information is shared when your child receives their annual report early in July.

## **Communication:**

### ***Who do I contact if I have a query about my child?***

If you have a query regarding your child, you should speak to your child's teacher either in person or you can send a message via the child's Home Reader or Home School Communication book (if in Foundation). Staff can be contacted via the School Office on (01525) 755444 or via email on [flitwick@cbc.beds.sch.uk](mailto:flitwick@cbc.beds.sch.uk)

### ***How do I report my child's absence?***

Please contact the School Office by 9am if you know that your child is going to be absent from school. There may be someone present in the Office to speak to directly but if not, you can leave a message, or email us at [flitwick@cbc.beds.sch.uk](mailto:flitwick@cbc.beds.sch.uk).

### ***How do I request absence from school for an important occasion?***

There is no entitlement to take time off in term time, but if in exceptional circumstances it is unavoidable you should complete an application for Leave of Absence which can be collected from the School Office. Ideally, this should be completed 4 weeks in advance.



### ***How am I contacted by the school?***

The school has fortnightly Newsletters which are sent home via the children. These include key information regarding any events or activities taking place within the school, as well as community news. Letters frequently go home throughout the week and we also use a Groupcall Service which means that we can text parents as a form of urgent communication as well as general reminders.

### ***What can I find on the Flitwick Lower School Website?***

The School Website ([www.flitwick-lower-school.net](http://www.flitwick-lower-school.net)) is our main source of information for both parents and children. A few examples of what the website includes is as follows: policies, timetables, newsletters, curriculum, calendar of events as well as the school dinner menus.

### **Curriculum:**

#### ***How can I find information about my child's learning?***

There are parent consultation evenings during the Autumn and Spring Term. These are timed meetings to allow you to speak to your child's class teacher and look through their work. In the Summer term you will receive a full written report about your child's progress and attainment throughout the year. If you have any concern regarding your child's learning you can book an appointment with the class teacher to discuss these at a time that is mutually agreeable.

#### ***What help is there for pupils with Special Educational Needs?***

There are many ways in which the school supports children with varying needs. If your child is not progressing in their learning, then the class teacher will contact you and outline a personal plan to help identify any barriers to learning so that we can ensure correct interventions are in place. If your child's needs are more significant then there are various external agencies that we can contact to help.

Children with specific needs will follow the SEND Code of Practice and if they have or require an EHCP then we will discuss this on an individual basis with you.

#### ***What Reading/Phonics scheme is used at Flitwick Lower School?***

At Flitwick Lower we follow the Letters and Sounds programme for the sequence in which we teach the letter sounds. We use a variety of resources to support this including THRASS based resources and smart kids resources. Children in Foundation and Key Stage 1 have a dedicated phonics session every day to teach the children phonic based skills.

We do not use a specific reading scheme but encourage children to choose from a wide range of books which have been colour coded according to book bands. The children move through these as they progress in their reading. We want children to develop a love of reading and therefore by reading a range of reading scheme books and real books encourages this.



### ***What day does my child have PE?***

Each year group has PE on different days. Timetables are available on the school website. Teachers will notify your child when they have PE. PE kits generally stay in school until the end of half term.

### ***Year 3 and 4 go Swimming, what does my child need to bring?***

As part of the National Curriculum, children in Year 3 and 4 go swimming on Tuesday mornings. Children need to bring with them a swimming costume or swimming trunks, a towel and goggles. Bikinis and baggy shorts are not permitted as well as jewellery. Please ensure that items are named. A letter will go home with full details on when the children will be swimming.

### **Home learning**

#### ***How do I find out what home learning my child has been set?***

Children in Foundation, Key Stage 1 and Key Stage 2 are set home learning tasks either weekly or 2 weekly depending on the amount of work required. These are given to children in Foundation and Key Stage 1 as well as being uploaded onto the school website. In Key Stage 2 these are uploaded onto the learning platform for which children have individual log in details.

#### ***What homework will my child be expected to do?***

In Foundation children are expected to complete a learning log task with an adult and use the learning at home sheet to record any other learning they do at home.

In Key Stage 1 and 2 the learning at home sheets set out a range of learning tasks and skills to practice by the children at home. Sometimes these can be project based and the children will be expected to make or design something.

We expect all children to read daily at home and record this in their home school reader. The children are also expected to practice any spellings given and the times tables they are learning in class.

### **Extra-curricular:**

#### ***What clubs are available for my child? How will we hear about them?***

The school offers many extra-curricular clubs afterschool throughout the year. Club letters go home via the children prior to the start of each half term. Replies for clubs and payments can be brought to the School Office or sent via the registers. We run on a first come first serve basis.

#### ***My child wants to take part in music lessons, are these available?***

We have an independent peripatetic teacher for Guitar and Keyboard on a weekly basis and other lessons can be booked through Inspiring Music (the county music service). Sign-up sheets are also available from the School Office.



***My child is interested in learning French, is there a club available?***

We have an independent French Club in school 'La Petite Ecole Francaise' which runs on a weekly basis. In order to contact the club to book your child a place or to find out further information, you can call on 01234 407915 or email [info@lpef.co.uk](mailto:info@lpef.co.uk)

**What time do clubs finish?**

Most of the clubs finish at 4.30pm. Parents collect their children from the school foyer. If collection is from a different place then you will notified by the office staff.

If you have any further questions or queries, please do not hesitate to contact the School Office on (01525) 755444.

