



Ponteland Community Primary School



We welcome you as a
new pupil to our
school!

The best thing about
this school is that I
learn something new
every day!

Name

Welcome to New Pupils

Welcome to **Ponteland Community Primary School** or as we call it, PCPS. We are proud of our school and we know you will enjoy the time you are going to spend with us. It is a happy place and offers great opportunities to help with your learning. You will learn new skills; learn about new topics; meet new people and make new friends. You may already know people here, perhaps you may have a brother or sister or cousin in the school, some of you may already have friends here, but even if you do not we know that you will make new friends quickly through our **buddy system** and we will help you do this.

In our school...

- ❖ Everyone is welcome
- ❖ Everyone helps each other
- ❖ Everyone has talents and skills which make our school successful
- ❖ Everyone is respected and valued
- ❖ Everyone cares for each other.

What makes our school special?

Here are just some of the things our children have told us.

... because the food is delicious and I get an excellent education!



I have loved the baking, the art projects and all the PE. The school fields have so much space!



I am very happy I came to this school; I have made a lot of new friends ... there are no bullies.



What will my day be like?

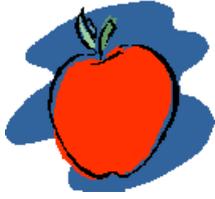
The school day begins at 8.40 am when you will be greeted by the teachers on duty who will walk up with you to your cloakroom where you will hang your coat and bag. Your cloakroom will be just outside your classroom. When you go into your classroom you will read your book. Registration begins at 8.45 am. We will have regular assemblies in the Dining Hall or Sports Hall for classes or year groups depending on current guidelines.

Time	Activity
8.45 am - 9.05 am; to 9.15 am	Registration; and DEAR
9.15 am - 10.15 am	Lesson 1
10.15 am - 11.15 am	Lesson 2
11.15 am - 11.30 am	Break
11.30 am - 12.30 pm	Lesson 3
12.30 pm - 1.20 pm	Lunch
1.20 pm - 1.30 pm	Registration
1.30 pm - 2.30 pm	Lesson 4
2.30 pm - 3.30 pm	Lesson 5

For some of your lessons you will have your class teacher and you will stay in your classroom, but for some subjects e.g. Art, PE, IT, Music and Technology you will change classrooms and get a different teacher. On your first day your class teacher will explain your weekly timetable and you will get a copy of this to put in your homework diary. Remember to look out for your swimming [for Y3/4/5], indoor and outdoor PE lessons as you will need to remember some extra kit.

Homework

Your class teacher will give you a homework timetable and will explain it so you understand when to expect homework. You will also receive a homework diary. Your parents can make notes for the teacher in this book if there are particular problems with homework or anything else they think we ought to know.



What happens at lunch time?

You can have school dinners or bring a packed lunch. We have four sittings each day and the lunchtime supervisors, on the yard, will call you when it is time for your class to line up ready to walk up to the dining hall. Once every four weeks you will be on early lunch which will start at 12.00 pm.

Your parents are encouraged to sign up to the pre-order system for school dinners and you can order your lunch and dessert at home. If you normally bring a packed lunch you can swap for a school dinner as long as you pre-order and have credit on your account.

Things to tell your parents/guardians

To order on line, parents need to have set up a direct debit with School Grid. We can help with this - just call. Any cheques for dinner monies need to be made out to **Ponteland Academy**.

What happens if I forget order my lunch or forget my packed lunch?

Don't panic! You will be given a school dinner but you will have to wait for the ordered lunches to be given out first. Your account will be debited with the amount or your parents will be sent a bill.



Wet breaks and wet lunchtimes

On wet days you will be allowed to stay in at break time. We have a signal which will tell your teacher to keep you in the classroom. You may then go to the toilet and return to your classroom where you can get on with some reading or play some games.

Wet lunchtimes are similar but each class will be called to the hall for lunch and afterwards return to the classroom. Dinner supervisors and duty teachers together with the Head and Deputy Headteacher will look after you.

What do I wear?

Everyone wears our school uniform.

Boys	Girls
School tie	School tie
White shirt	White shirt
Tailored grey trousers	Grey skirt or tailored grey trousers
School red v-neck jumper	School red v-neck jumper
Grey socks/black shoes (not boots)	White socks or black opaque tights/black shoes (not boots)

Summer uniform for the girls includes the red gingham checked dress. In the summer term, white school polo shirts with red tipping can be worn. These are ordered through Tots to Teams during the Easter term.

No jewellery (rings, earrings or studs) is allowed in school for safety reasons. You may wear a watch if you like.

Please make sure all of your belongings are labelled with your name so that they are easier to find if you lose them.



What do I need for games/ PE?



Indoor PE kit

Boys	Girls
White polo style shirt	White polo style shirt
White gym shorts	Black cycle shorts
White socks	White socks
Non-marking trainers	Non-marking trainers

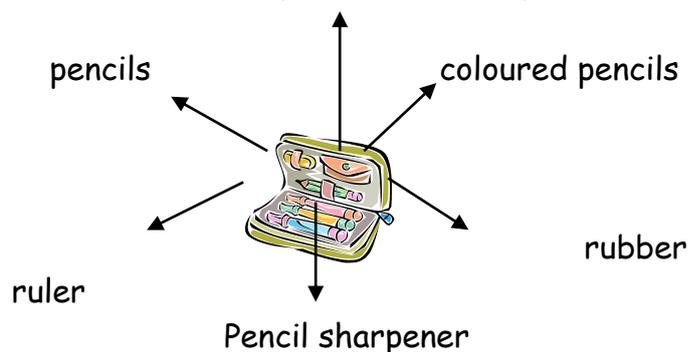
Outdoor PE Kit

Boys	Girls
Gold reversible jersey with the black band	Gold reversible jersey with the black band
Black shorts	Black cycle shorts
Gold knee socks	Gold knee socks
Appropriate footwear (sports trainers and blades or moulded boots only)	Appropriate footwear (sports trainers and blades or moulded boots only)
Plain black school hoodie	Plain black school hoodie
Shin pads are compulsory Mouth guards recommended for hockey and rugby.	Shin pads are compulsory Mouth guards recommended for hockey and rugby.

REMEMBER TO LABEL EVERYTHING!

What Do I Need for School?

Berol or roller ball pens (black ink) please; no biro's.



These are the items you will need in your pencil case. It would also be useful for you to have a small dictionary. For Art you will need an old shirt.

Are There Any School Rules?

Yes! We have the same sort of rules you had in your previous school.

Here at PCPS we, for example,

- are polite and respectful towards one another;
- look after our school and everything in it;
- walk in the corridors;
- do not drop litter; and
- are respectful of other people's belongings.

We certainly do not take things which are not ours - and it is best not to bring money to school, apart from a charity day. If you must have money in school your teacher will look after it for you if asked.

When you wear your school uniform everyone in the community knows you come from Ponteland Community Primary School, so it is very important that you wear it neatly; and act sensibly and politely on your way to and from school.

Our code of conduct which you read at the front of this booklet sums up all of these expectations. We also have a Home-School Agreement which both you and your parents will be invited to sign. This helps us all to work together for the good of everyone in our school.

Will I be allowed out of lessons?

Generally for safety reasons you are in the classroom except for breaks and lunchtime when you can go to the toilet and go outside to play. There are certain times when children go to individual music lessons with a visiting music teacher and in this situation, and any other special reason, remember to always ask your teacher for permission to leave the classroom.

What happens if I am absent from school?

- Your parent or guardian needs to telephone the school to let us know you are going to be off school.
- When you come back to school we must have a note from your parents giving us the reason for your absence.

Family holidays are not expected to be taken in term time, especially at this time. An odd day or two may be granted by the Headteacher in exceptional circumstances. Any parent (or grandparent) considering a holiday must speak with Dr Pryer to check the school calendar. A parent taking a child out of school for a holiday assumes responsibility for the education of the child. School will not give work automatically nor are teachers expected to reteach the topic on the child's return.

Meeting Parents

We see your parents three times a year and write reports about you twice, but if there is anything at all which is worrying you, please tell your parents so that they can talk to us. Remember we are always here to listen.

Bullying

There could be a time when you feel as though you are being treated unkindly by other children. We know that bullying can happen in different ways. Children can hit, threaten, torment, tease and frighten others - all of this is bullying.

We ask you to **tell someone** if you feel as though this is happening to you. You could tell your **teacher, your mum or dad or friends**.

What happens in an emergency?

From time to time there will be fire drills.

If the emergency is during a lesson time

If the fire alarm sounds continually then your teacher will take your class onto the yard where you should line up quickly in your class space. Don't worry. You will practise this in your first few weeks at school so you know what to do.

If the emergency is during break or lunchtime

Go straight to the yard and your class 'line up' space. Wait for your teacher.

Stand in alphabetical order and your teacher will check that everyone is present.

Your safety

Each door into the school building has a security device fitted to it. This device is controlled by a computer and the doors can be opened from the outside only at the beginning of the day, lesson changes, break, lunchtime and at home time.

If you find yourself locked out, come to the main entrance where the office staff will help you.

The doors can be opened from inside by pressing the green button on the wall by the door.

If you have an appointment that you need to leave school for e.g. a hospital appointment, you must meet your parents at the front of school, where you will sign out.