

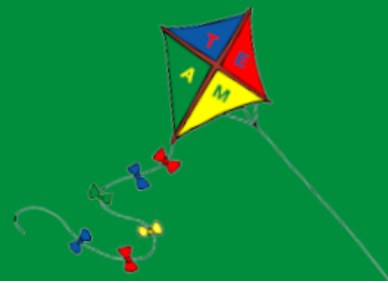
## New Families Welcome Pack

Our school website has a wealth of useful information about the school and our policies.

<https://www.twyford-pri.hants.sch.uk/>

This welcome pack is designed to let you know about all the extras Twyford St Mary's has to offer...

# Twyford St Mary's C of E Primary School



## Our Vision

**Together Everyone Achieves More  
through courage, care, joy and respect**

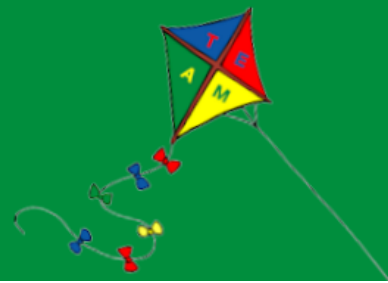
We are a Church of England school deeply committed to our children, parents, and the village community we serve. Our Christian values of courage, care, joy, and respect contribute to the well-being and spiritual development of the school community. This is evident in all our relationships and work throughout the school, where all are welcomed equally irrespective of their own personal beliefs.

We want children to discover learning, their passions, and skills in an inclusive environment where everyone achieves the highest standards possible. Together our children learn to be good friends, resilient hard workers, and confident individuals. We promote lively enquiring minds which enables our children to make positive and informed choices. Here every child has a chance to shine and make a positive contribution to school life and beyond.

If you visit Twyford St Mary's, you will find a warm and welcoming school full of children with a sense of pride who are happily engaged in well-planned, purposeful activities.

**We are the village school making a  
world of difference.**

# Twyford St Mary's C of E Primary School



## Who's Who 23-24

### Headteacher:

Sophie Davies

### Senior Teacher:

Sophie Keating

### Special Needs Co-coordinator (SENCO):

Nikki Lawrence

### Key Stage 1 Teaching Team:

Year R: Megan Hassmann

Year 1: Annie Matcham

Year 2: Sophie Keating

### Key Stage 2 Teaching Team:

Sycamore/Year 3/4: Jo White, Nikki Lawrence

Willow/Year 4/5: Carly Woodgate

Yew/Year 5/6: Tracey Aitken

### LSA Team:

Mariangela Simonato, Gillian Bournier, Robyn Greig, Liv Garrett, Sylvia Turnbull, Sarah Lowy and Heidi Newell.

### Sports Coach:

Ed Hawkes

### Music Teacher (Hampshire Music Service):

Sian Buckley

### Caretaker:

Darren Wyatt

### Admin Staff:

Rosanna Chadwick, Rachel Emmett

### Kitchen Staff (Hc3s catering co):

Louise Woodhouse, Claire Sutton

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## A-Z of Extras

Please see below our A-Z of extra information to make settling into our school community as smooth as possible.

### Awards

TSM is driven by rewarding pupils for excellent effort, achievements, and behaviors. There are many ways your child might be celebrated. Some of these are:

- **Team points:** These are awarded on a regular daily basis to any child for excellent attendance, efforts and achievements in lessons, good learning behaviours and actions demonstrating our school values.
- **Team Awards (Our house teams are Manor, Bourne, Hazeley or Finches):** These awards are given termly to the winner of the 'team point championship'. This leads to a Team treat for all Team members on the last week of term.
- **Headteacher awards:** These golden stickers are awarded by Mrs Davies for outstanding work.
- **Star of the Week:** 1 pupil per class is recognised each week for an outstanding piece of work for Mrs Davies gallery. Their name goes in the School Bell newsletter and they are celebrated in Friday's Celebration Assembly.
- **Roll of Honor:** 2 pupils per class are recognised each week for demonstrating the values or learning characteristics of the school. Their name goes in the School Bell newsletter and they are celebrated in Friday's Celebration Assembly.
- **Community awards:** Every week we recognise children's achievements or participation in events for any community clubs, classes, or organisations they attend outside of school. These are applauded in Friday's celebration assembly.
- **'Recognition' stickers:** These are given to Year R children for demonstrating good learning behaviors.
- **Headteachers Special Letter:** These are sent home each term to recognise those children who show exceptional effort or determination in school.
- **Values Trophy:** At the end of the school year, one Key Stage 1 and one Key Stage 2 pupil are nominated by the school staff as the 'School Values Award Winner'. They receive a trophy and are named on our honours board in the office.

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## **Absence**

If your child is sick and unable to attend school please call the school office on 01962 713358 – select option one and leave a message. We ask that you let us know before 9am every day that your child is absent.

## **Birthdays**

We love to help make children feel special on their birthday!

Your child is welcome to come in wearing non-uniform on their birthday (or on the school day closest to this).

We kindly ask that no sweets or cake gifts are brought in but, if you would like to mark the occasion, instead a book is donated to our school library which we will add a special birthday plate too. (If you'd like to donate a book at any time, school office has lists of recommended texts we can share with you).

## **Children's Roles in School**

Pupils can get involved in a whole host of opportunities to enrich their time at TSM.

- **The School Council:** Two pupils from each class are chosen by a vote amongst the children in their class. There are two opportunities in the academic year. Pupils are invited to make posters which are displayed in the top playground and a short speech to say why they would like the role.
- **The Team Captains and Vice Captains:** Eight Year 6 pupils (two from each of the four house teams) are elected in September to act as Team Captains and Vice Captains for the academic year. All Year 6 pupils are encouraged to stand. They create posters - which are displayed in the top playground - and give a short speech to their house explaining why they would like the role before our democratic election takes place. The whole school vote in their house teams in September of each year to choose their Team Captains and Vice Captains.
- **The Spiritual Ambassadors:** These are the three Year 6 pupils who help to lead the spiritual development of the school and services. These pupils are specially chosen by the Head Teacher in September and play a central role in the Harvest Festival, Easter Service and Christmas services.
- **Monitor jobs:** All pupils are eligible to apply for a range of jobs (depending on their year group) and these are changed termly, three times a year. Roles can range from dining hall support, assembly set up, or even environment development. Applications are made at the start of a new term to Mrs Keating and the school council.

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- **The Peer Mentors:** These are Key Stage 2 pupils who are trained to mentor younger pupils in learning and play.
- **The Club Leaders:** These are Key Stage 2 pupils who wish to lead a lunchtime activity for others to join, and applications should be made to Mrs Keating at the start of the summer term.

## **Class Structure**

We have mixed year classes throughout the school, which means we have children from 2 different year groups working together.

For Key Stage 1 pupils (Yrs 1-2) this class is their 'home class' that they come to every morning and for some afternoon learning. On Monday to Friday mornings and PE sessions Key Stage children are taught in separate YR, 1 and 2 groups.

For Key Stage 2 pupils (Yrs 3-6) we have three classes for four years. These children are taught in their classes each day, but some activities (such as trips, music enrichment and residential) will be run in year groups. Each year, when we create the new class groups, we ask Key Stage 2 pupils about their friendships to ensure they feel happy in their new setting.

## **Clubs and Wraparound Care**

As a school we run our own breakfast and after school wrap around provision, named 'The Clubhouse'. Pupils enjoy a snack and play with our club leaders indoors and out (weather permitting!). Our leaflet, prices, and how to book is available from the school office.

Alongside our wraparound care Clubhouse, we run a number of additional extracurricular activities with staff and outside providers including:

- |            |              |
|------------|--------------|
| - Art      | - Gymnastics |
| - Football | - Netball    |
| - Spanish  | - Cricket    |
| - Dance    | - Homework   |

The full list, timetable, prices and information about how to book is available from the school office.

## **Collective Worship and Values**

Our school values of Courage, Care, Joy and Respect are at the heart of all we do! Children are recognised for showing these through the school's prayer leaves or in our Friday Celebration Assembly.

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The Twyford St Mary's team believes strongly in supporting the development of the 'whole' child. Our teachers and support team work hard to adapt and develop our curriculum to be inclusive of all the learners' needs in our classroom, and we have a qualified Emotional Learning Support Assistant (ELSA) to support the pastoral care of the pupils.

When attending daily Collective Worship, pupils explore Christian values through storytelling, songs, discussion, and performances. We host worships either through assemblies in the hall (sometimes led by local vicar Rev. Damon Draisey) or in class through group reflections and P4C sessions (Philosophy for Children).

## **Communication Routes**

The [School Bell](#) is our digital weekly newsletter that comes out each Friday via email. Here you will find key messages and dates for upcoming events as well as a wonderful gallery of what the children have been getting up to each week!

You will also receive, from your child's class teacher, a weekly class letter on a Monday to share the learning your child will engage with for the week, and a termly topic grid for home learning opportunities the whole half term.

Other communications about trips, events or school updates will come to you through our Arbor email system or on occasions via the [Tapestry App](#) for our EYFS and Key Stage One pupils.

***On rare occasions we will communicate via emergency text message, so please make sure that we have an up to date phone number on file.***

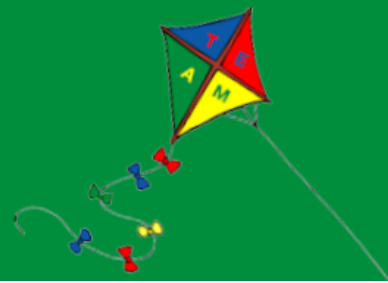
A leader and/or admin team member will always be available on the morning gate for you to share any important daily messages however, emails are the most efficient way to communicate with our admin team.

Your class teacher or class LSA will always be present at the end of the school day for any brief handover messages to share.

We have parent meetings and open book looks (when you can look at your child's work from the term) that run at regular points in the year to support communications between home and school (please see parent reporting).

For more informal family communications, each class has a parent run WhatsApp group for PTA information, reminders and social connection.

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## **Data Protection**

All data sensitive documents - including children's personal details - are securely held on site or on secure cloud-based networks.

If you need to hand hard copies onto the office, please place this in an envelope addressed to the correct person or as 'Staff Only'.

Our senior administrator and is our trained data protection officer.

## **Drop off and Pick Up**

Drop off is between 8.35 and 8.55 am each day, when the school gates close. Most children are dropped at the top playground gate and walk themselves down to their classrooms to start their days learning. The notable exception is Year R children who are taken to their classroom door by parents or carers for their first term. These pupils are encouraged to start walking down alone - or with siblings and friends - from the second term and we find that most children are more than happy to do this from the Spring Term onwards

All pupils are collected at the end of the school day from the top playground unless they are attending one of our extra-curricular after school clubs or The Clubhouse wraparound care. In Year 6, with written permission from home, pupils are allowed to walk home or to a collection point on their own.

## **Golden Time**

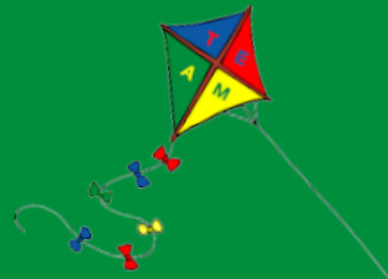
Children from Years 1-6, who have worked hard to follow our golden rules throughout the week, are invited to enjoy a golden time enrichment club each Friday afternoon. This is their opportunity to choose from a selection of enrichment clubs designed to promote areas of the school curriculum they enjoy such as sport, art, gardening, cooking, science or drama. These clubs are decided by the school council at the start of the academic year and are delivered by LSAs, parents, expert agencies and school community volunteers. Golden Time is a special interschool collaboration and a really positive way for children to end the week!

## **Home Learning**

All pupils receive a homework 'tic-tac-toe' learning grid which is a choice of nine home learning options. These are refreshed each half term and are based on the learning they are engaging with in class. Teachers specify the number of activities they would like pupils to complete based on their year group in the school, however, we stress we would prefer pupils to enjoy strong engagement and be able to share high quality homework projects over daily pieces of work.



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In the class weekly newsletter teachers provide lists of the current focus for spelling for each year group. We recommend pupils practice these at least three times per week at home. Please note that we do not do formal spelling tests but instead assess pupil's progress through continuous assessment and in our daily spelling lessons.

We also ask that every pupil engages with reading-age-appropriate books as often as they can (we recommend that this is daily in the early stages of their reading journey). To support this, our younger pupils have access to a 'Bug Club' class phonics reading book and take-home physical books from our reading scheme to match their current reading ability (they should be able to read 90% of the words they meet in the text). All pupils have weekly access to the school library where they are encouraged to bring home books that matches their ability and interests.

For daily practice of basic skills, pupils have access to a range of online platforms:

- Bug Club reading and phonics programme for Years R, 1 and 2
- Numbots maths skills games for Year R, 1, 2 and 3
- Times Table Rockstars games for Year 2, 3, 4, 5 and 6
- Purple Mash software for all years with a range of games, programmes, and learning opportunities
- Lexia or Nessy software for specific reading and spelling support

## **Lunchtime, Breaktime and Snacks**

Lunchtimes are a buzz of excitement in the school where we help to nurture pupils' friendships and social interactions.

Every child is given ample time to sit down for their midday meal (school lunch choices range from jacket potatoes, summertime picnic boxes, or a range of dishes from the hot dinner menu, which always includes a vegetarian choice). Pupils are welcome to bring their own packed lunch from home which we eat outdoors in the warmer seasons and indoors during the colder months. Please note, we are a nut free school and sweets, or fizzy drinks, are not permitted.

At break times, all EYFS and Key Stage 1 pupils are offered a free healthy fruit or vegetable snack. Key Stage 2 children are welcome to bring in fruit or a healthy snack (e.g. fruit based cereal bars) for their break times (no chocolate bars, sweets, or crisps please).

Pupils enjoy a range of sports, play equipment and games on the playgrounds. We also have a buddy system and organised clubs to support pupils with their play.

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## **Parent Reporting**

Parents are invited to attend a parents' evening twice a year where you will have the opportunity to meet your child's class teacher(s) and discuss their progress one on one. We also run wider informal drop-in sessions and information events throughout the academic year, such as the 'meet the teacher' event at the start of the academic year, which allows you to connect with your child's new class teacher(s). Appointments for all one-on-one events are made through the admin team. On parent's evenings our school SENCO also has appointment slots available for personal session for those pupils on our Special Educational Needs or Disabilities (SEND) register.

Every year each child will receive a detailed report outlining their progress and outcomes from the academic year. Year R receive their detailed report at the end of their first academic year. Detailed reports for Years 1-6 are presented during the Summer Term and a summary report of their end-of year outcomes are provided the end of the academic year. If you wish to speak to your child's class teacher beyond these occasions, please email the admin inbox and we will gladly organise a call or meeting with your class teacher.

## **Parent Teacher Association**

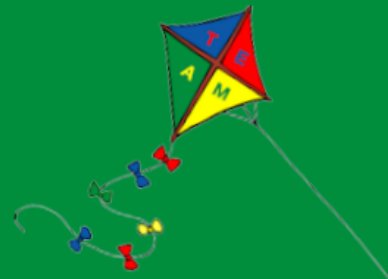
Twyford St Mary's are very lucky to have an active, engaged, and imaginative PTA team who organise excellent large events (such as the unmissable fireworks display), as well as weekly Friday cake sales, outdoor discos, and many seasonal celebrations! The PTA work closely with the school leadership and have been instrumental in raising much needed funds for key projects. They are always looking for new volunteers and are a great route to meeting new people - if you are interested get in touch!

## **Residential Trips and the Extended Curriculum**

At TSM, we run two residential experiences a year.

- Year 4 pupils attend the fascinating Stubbington Study Centre to study local wildlife. This is a 2-night, 3-day residential in the Spring Term.
- In the Autumn Term, our Year 6s attend an action packed 4-night, 5-day residential at Calshot Activity Centre. Here they take part in sports based adventurous activities to promote team building, perseverance, and co-operation.

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One of the things that makes our school special is that we run an experiential curriculum for all pupils giving everyone, regardless of situation or ability, the opportunities to thrive.

Here are just a few examples of the curriculum enrichment opportunities and expert teaching your child will experience in their school journey at TSM:

- All years, sports coaching
- All years, SCARF personal and social learning workshops once a year
- All years, Integr8 drama coaching in golden time
- Year 3, Forest School
- Year 5, Swimming Lessons
- Year 4, 5 and 6, Listen2Me music lessons with a specialist qualified Hampshire teacher
- Key Stage 2, Young Shakespeare annual performance
- Key Stage 2, the opportunity to access Hampshire Music Service peripatetic music lessons in woodwind, brass, guitar and strings

## **Sports**

At TSM we love that our pupils engage in a wide range of sports inside and out of school. We have a qualified coach on staff so that all PE lessons are led by a passionate sports person.

Pupils from Years 4, 5 and 6 will have the opportunity to represent the school at Hampshire led sports events and competitions (such as swimming galas, cross country, hockey, football, and netball events). Priority will be given to those who have an extra-curricular interest in the sport but we also try to ensure a range of pupils have the opportunity to attend each competition.

## **Time Out of School**

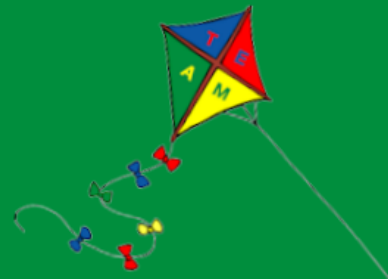
All TSM pupils are encouraged to have the highest possible attendance for each academic year. Regular attendance is key to a pupil's ability to learn, socialise, and get the maximum benefit from the school environment. However, there are some specific reasons we can authorise absence from school, for example medical appointments, music and dance examinations, or visiting secondary settings for tours and open days.

Any absence during term time that is taken for holidays is considered an unauthorised absence and can lead to penalty notice from Hampshire County Council. Any absence in term time needs to be requested from the school by submitting a form to the school office.

## **Uniform**

At Twyford St Mary's, our pupils take pride in their uniform. A full list of uniform items is on our website and high-quality items are also available to buy, preloved, through our PTA. We kindly

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ask that pupils do not wear additional jewellery (one pair of stud earrings are fine), nail varnish or make alterations to their hair colour. The full uniform policy can be found on our website.

## **Volunteering and our Community Events**

Parent volunteers bring a rich array of experience, ideas, and energy to our school community. Here are just some of the ways the parents have volunteered in the past year, and if you feel that you could help, please do get in touch with our school office. Our parents volunteer for:

- Regular 1:1 reading in class with our younger pupils
- Being a parent volunteer on a school trip or at an after-school PTA event (such as the disco or film night)
- Helping to run a Golden Time activity on a Friday afternoon. For example, we have a rota of parents who run gardening club, cooking club, and arts and crafts club or you may be interested in starting a new Golden Time club or running a one-off Golden Time club.
- Talking to KS2 pupils about their career or a recent interesting project they have worked on. For example, we recently had a parent talk about his work in the Nepal earthquake and a grandfather talk about his job developing vaccines.

All parent helpers who volunteer at the school will need to be Disclosure and Barring Service (DBS) checked and receive safeguarding support to keep our community safe. This is easily arranged through the school office.

Throughout the academic year, the school regularly hosts community and charity events for children to enjoy.

Some special annual events to look out for are:

- Harvest and Easter services at St Mary's Church
  - Children in Need fundraising events
  - Remembrance activities
  - Key Stage 1 Nativity Play
  - Key Stage 2 Christingle concert
  - Christmas Fair showcasing pupil's enterprise projects
  - Sports day
  - Summer Fair
  - Key stage 2 End of Year show
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# Twyford St Mary's C of E Primary School



## Key Contacts

**School website**      <https://www.twyford-pri.hants.sch.uk>

### **School Office**

- Phone number: 01962713358
- Email address: [adminoffice@twyford-pri.hants.sch.uk](mailto:adminoffice@twyford-pri.hants.sch.uk)

### **PTA**

- Facebook page: Twyford St Mary's PTA page
  - Email address: [twyfordstmaryspta@gmail.com](mailto:twyfordstmaryspta@gmail.com)
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# Twyford St Mary's C of E Primary School



On behalf of all our wonderful staff at Twyford St Mary's, we welcome you to our school community.

***Mrs. Davies and the TSM Governing body***