



# Welcome to



**Clarendon School**  
**Primary Centre**

## An introduction to Moon Class

**THE Auriga**   
**Academy TRUST**

Clarendon School Primary Centre  
Buckingham Rd, Hampton TW12 3LT  
Telephone: 020 8941 2623  
Email: [info@clarendon.richmond.sch.uk](mailto:info@clarendon.richmond.sch.uk)  
Website: [www.clarendon.richmond.sch.uk](http://www.clarendon.richmond.sch.uk)



## **Welcome to Moon Class**

Starting a new school or class is an exciting and sometimes daunting time. Included in this booklet is general information about Moon Class and how it runs. We hope that you will find it useful and that you can use the information to help prepare your child. We look forward to welcoming your child to Moon Class and them having a happy and successful year. If you need any further information, please do not hesitate to talk to a member of the school staff or visit our website [www.clarendon.richmond.sch.uk](http://www.clarendon.richmond.sch.uk). You may also like to watch our school film 'Our Little Dreams' and see our school song on there too.

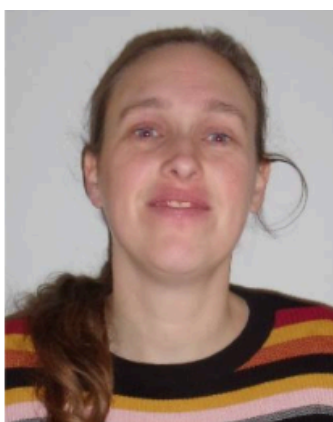
### **Moon Class Teacher**

**Sarah Adams**



### **Higher Level Teaching Assistant**

**Karen Wilson**



Moon class will also be supported by a number of additional teaching assistants during the school day.

## Our classroom



## Outdoor Learning and the Playground

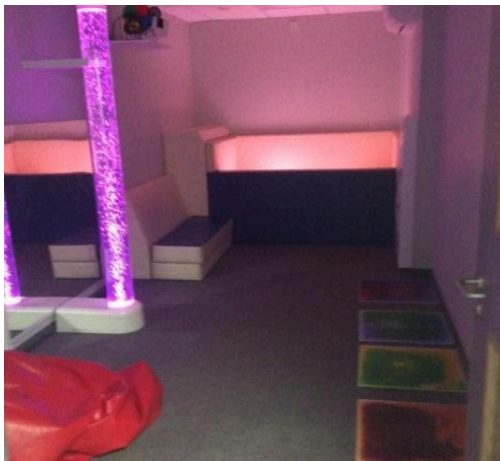




**The dining hall**



**The sensory room**



## Documentation

Please ensure that all forms you have been given by the school are completed and returned before your child starts in September. It is vital that we have all the information we need to ensure that your child is safe and happy. We need up to date contact details (including emergency contacts), medical information, information about any allergies, who will be collecting your child from school (family or transport) and photograph permissions. If there are any changes then please notify us immediately.

## The First Day

On your child's first day at school in September they will be welcomed at the entrance by a member of staff and taken to their class. During the first day and start of the new school year there will be a range of tailored activities within Moon class so that pupils get to know each other, and the routines and structure of the school day.

## Class Kit

In Moon Class the children learn in the classroom and in the outside learning environment, so they will need equipment for all weathers. Your child will need:

- Warm clothes and a waterproof coat in the winter.
- In the summer they will need a sun hat and suntan lotion.

For PE sessions pupils will need shorts, a t-shirt and plimsolls in a small draw-string bag. Please also provide spare clothes in another small bag and any additional items for changing and personal care if required. It is important that everything is labelled with your child's name.

Your child will need a book bag or small bag (eg a supermarket bag for life), which will go between home and school each day. We do not offer school book bags or PE bags. We ask that children **do not** bring large bags, eg backpacks, into school as we do not have space to store these in class.



Any letters to you from the school will be put in the bag. Your child will also be given a plastic wallet containing a book to read to you. Please listen to your child read this book daily. It will be changed weekly on Monday. If you have any questions about this please feel free to speak to a member of staff from Moon Class.

## **Curriculum & Teaching**

The Moon curriculum follows on from the seven areas of the Early Years Foundation Stage (EYFS) Framework. Children are encouraged to develop skills through play based learning. These areas are taught through a combination of adult directed activities and student directed learning, inspired by student's interests and a cycle of topics. Learning to read and early maths skills are the focus for learning in Moon Class.

Moon Class staff consider each student's developmental stage and use a combination of teaching techniques to help plan tasks to help them make the next steps. The staff use a combination of teaching techniques and tools including Makaton, visual timetables, SCERTs, Attention Autism, Precision Teaching, intensive interaction and TEACCH (amongst others) to support each student to achieve their potential.

## **Reading books**

Your child will bring home a reading book each week. This book typically is a familiar book, linked to your child's phonics level (from Little Wandle) and will be a book that they have previously read in class. Please return this book to school to be changed weekly.

## **Routines**

Moon Class start every day with an active start outside in the playground. This is followed by breakfast and assembly. The students will have sessions for literacy, maths, attention autism (bucket activities), sensory activities and story time in their class. At all other times they are free to choose from the various activities on offer outside and in. Pupils will also have the opportunity to visit the sensory room every day.

## **Dropping off and collecting your child**

If your child comes to school on transport, Moon staff will collect them from their minibus or taxi when it arrives and bring them to the classroom. If you bring your child to school the main entrance will be open from 8.30 to 8:50 and then again at 15.00. Please make sure you arrive on time. It can be very

upsetting for a child if they are the last one left at the end of the session. The children must be collected by an adult. If someone else will be collecting your child, please let the Moon Class staff know or call the office.

### **Illness and absences**

Children who become ill during the school day are looked after by school staff and if necessary, parents will be contacted and asked to collect their child. It is very important that we have an up-to-date contact telephone number where we can contact you during the school day. To avoid the spread of viruses, please do not bring your child to school if they are feeling unwell. If your child has sickness or diarrhoea, they cannot come into school until 48 hours after the last bout. Please telephone the school office if your child is going to be absent. Please note, absences will only be authorised for reasons such as illness or genuine family emergencies. We strongly recommend you do not take your child on holiday during term time as this can be very disruptive to their learning and friendships. Term time holidays will not be authorised.

### **Food and Drink**

We have sinks in each classroom from which drinking water is available. Each child is encouraged to bring a refillable water bottle. Fruit, toast, cereal, water and milk will be provided for children at breakfast time. We recommend all children eat our healthy school lunches. However, if you would prefer your child to bring a packed lunch, we would like you to support our Packed Lunch Policy. We do not allow sweets, glass bottles, fizzy drinks or cans in packed lunches.

We are a NUT FREE and ORANGE FREE school. We have children and staff who have allergies to nuts and oranges and who could be seriously ill if they come into contact with these. Please do not send any nut products into school or include oranges in lunch boxes.

### **Uniform**

The school has a uniform policy, which all children are required to follow. Most uniform items can be purchased locally from stores and supermarkets. The only item with the school logo on is our school jumper. We do have a limited stock at

school that can be purchased from the school office or alternatively ordered online through our stockist Stitch Design. Details can be found on our website under the parents section. A uniform list is enclosed in your welcome pack and can also be found on the school website. Please ensure that every item is clearly named. Please ensure your child brings a waterproof coat into school every day.

### **Jack the dog**



Jack is a friendly cocker spaniel and also our school dog. He is based in Galaxy class but visits other classes to see all of the children and staff at Clarendon Primary. He also enjoys some playtime spending time with the pupils and staff. Jack is training as a school therapy dog and helps to support the pupils, improve self-esteem, regulate and calm and develop empathy and emotional literacy. He has also helped children to overcome their fear of dogs and learn how to behave around dogs in the environment.

### **Queries or Concerns**

At Clarendon, we have an open door policy. You can talk to the Moon staff if there are any concerns. If you feel you need more time, you are welcome to arrange an appointment with the office staff. Once a term you will have a chance to meet with the staff to discuss the progress of your child. Dates of these meetings will be given to you in advance and can be found on the school website.



## **Information**

The curriculum overview can be found on the school website. The school song and 'Our Little Dreams' video can also be found on the website. The school has a texting and emailing service and will contact you with reminders and information.

## **Specialist Therapy Team**

At Clarendon Primary Centre we have Speech and Language Therapists, Occupational Therapists, Physiotherapists, an Educational Psychologist and Counsellors who will work alongside the teaching teams as required to support individual students and classes. We also offer 'Family Group' to Clarendon Primary Centre families. Our Family Partnership Worker is available to speak with parents and to provide support. Please contact the school office.

## **Special Occasions**

We like to celebrate the children's birthdays, as it is an important time for them and it makes them feel very special. We know that some parents like to bring something in for the class to share to celebrate their child's birthday. We also celebrate festivals and special days, this helps the children gain an understanding of the different cultures and religions in our community. Parents are welcome to contribute ideas for activities and any information on festivals they celebrate.