



Welcome to



Clarendon School  
Primary Centre

An introduction to Galaxy Class

THE Auriga  
Academy TRUST

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



## **Welcome to Galaxy Class**

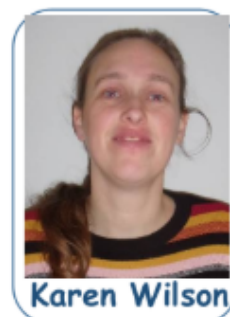
Starting a new school or new class is an exciting and sometimes daunting time. We hope that this booklet, providing general information about Galaxy Class, is helpful and will reassure you and your child over the summer holidays so that they are happy about starting in Galaxy class in September. If you need any further information, please do not hesitate to talk to a member of the school staff or visit our website <https://www.clarendon.richmond.sch.uk/>.

### **Galaxy Class Teacher**



**Maddy Enoch**

Galaxy class will also be supported by the following Teaching Assistants:



## Galaxy Class



## The Playground



**The Dining Hall**



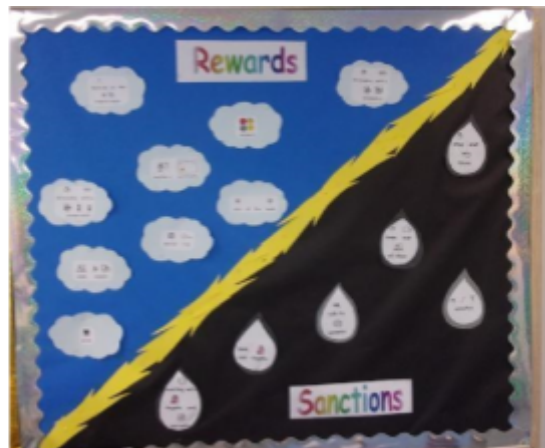
**The Sensory Room**



**Class rules**



**Rewards and sanctions**



## 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.

## Class Kit

In Galaxy Class, children learn in the classroom and in the outside learning environment, for example, when they go to Forest School. Consequently, pupils need equipment for learning inside and outside in all weathers. Pupils will also need any items required for personal care, if required.

Your child will need a book bag or small bag 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, e.g., backpacks, into school as we do not have space to store these in class.



## Home school communication

Your child will have a home school diary in their book bag and any letters to you from the school will also be put in the bag. Please check the home school diary daily for any important information. Please also use this book to let us know information about your child, such as places you have visited and things you have done.

We have weekly news sessions and conversation groups. We use the information you have provided about your child to help shape conversations and support their communication skills.

## 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.

## **Curriculum & Teaching**

Galaxy's curriculum is broadly based on the National Curriculum and is differentiated according to the needs of our pupils, with a strong focus on English, Maths and life skills. Students are taught in a variety of ways to maximise their potential. There are new topics every half term within the school, differentiated for each class and which serve as the theme for pupils' learning. We hear pupils read every day, unless there are exceptional circumstances (for example, an educational day visit). Our long and mid-term plans can be found on our website.

## **Forest School**

Every week, Galaxy class Forest School. Sometimes this is on the school site but more often out and about exploring different environments and participating in Forest School activities and games, which embrace the whole curriculum.

In class we have waterproof coats and trousers, but you will need to supply a pair of clearly named wellington boots to be kept in school for those wet or muddy days. On Forest School days students can wear tracksuits or other suitable clothing for exploring the woods.

## **Swimming**

At some point during the academic year Galaxy class will have swimming lessons. Children will need a full swimming kit and towel each week they are to attend. This gives the children an opportunity to become more confident around water and learn aspects of water safety.

## **Routines**

The children begin each morning with reading and playing outdoors. At 9.15 the school meets for breakfast, followed by a whole school assembly. The students will have maths and English-based activities in the morning and cross-curricular activities in the afternoons. In addition, children have weekly yoga sessions and PE, as well as music and drama.

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

If your child comes to school on transport, they will go to their classroom, hang up coats and bags and take any letters to the school office. 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 day. The children must be collected by an adult. If someone else will be collecting your child, please let the Galaxy Class staff know or call the office.

### **Illness and absences**

Children who become ill during the school day are looked after by Galaxy 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 needs to bring a named 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, juice, 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.

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.

## **Jack**



Jack is a friendly cocker spaniel and also our school dog. He is based in Comets 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 Galaxy staff if there are any concerns. If you feel you need more time, you are welcome to arrange an appointment with your child's teachers.

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 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.

## **Thank you and Final Important Note**

We are really looking forward to welcoming you back in September.