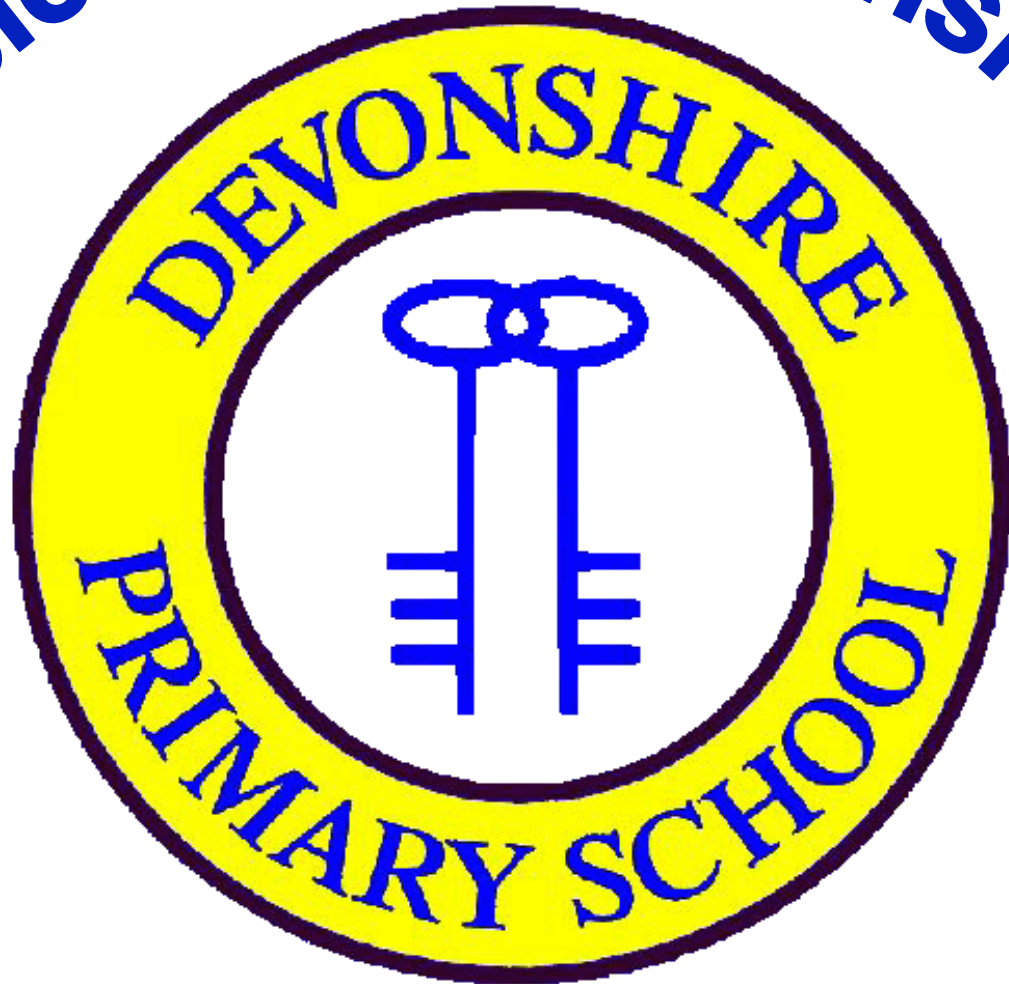


# Welcome to Devonshire



## In-Term Admissions 2024 - 2025

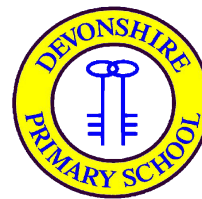
Telephone number: 020 8643 1174

Email: office @ Devonshire.sutton.sch.uk

[www.devonshireprimary.org](http://www.devonshireprimary.org)

Twitter: @DevonshireSM2

## WELCOME TO DEVONSHIRE



This booklet aims to provide an introduction to the school and includes information which we hope will be of use to you.

At Devonshire, our vision is for us all to be:

***“Determined to be lifelong learners & to be the best that we can be. Positive. Supportive.”***

**The aim of our teaching is to give every child the best possible start in life and to help children develop lively, inquiring minds and a love of learning, together with a sense of self-respect and respect for others. The curriculum is challenging but structured so that children succeed rather than fail in school.**

We also aim to establish positive links between home and school and welcome parental involvement.

### Class names

All our Key Stage 1 (KS1) classes at Devonshire are named after birds and Key Stage 2 (KS2) classes are named after trees. The names of our classes are:

	<b>KS1</b>		<b>KS2</b>
Reception:	Robins Swans Sparrows	Year 3:	Ash Aspen Birch
Year 1:	Nightingales Woodpeckers Wrens	Year 4:	Cedar Cherry Chestnut Elm
Year 2:	Chaffinches Eagles Larks	Year 5:	Hawthorn Hazel Holly
		Year 6:	Oak Pine Sycamore

### Devonshire Parent and Staff Association (Registered Charity)

When your child joins the school, you automatically become a member of the 'Devonshire Parent and Staff Association' (PSA). Each year there are social and fundraising events. New parents are warmly encouraged to get in touch with the PSA by email: [psa@devonshire.sutton.sch.uk](mailto:psa@devonshire.sutton.sch.uk).

Funds raised by the PSA have enabled the school to purchase a whole range of additional items including the playground climbing frames and books for classrooms.

## **Starting School**

### **Welcome Meeting**

We are delighted that your child will be joining Devonshire Primary School. To enable this very important transition time to run as smoothly as possible for everybody, we will invite your child together with one parent/carer to a short meeting with Fiona Oastler, Headteacher. At this meeting we will tell you about life at Devonshire and we can find out more about you. It will also give you the chance to answer any questions that you may have.

### **The School Day:**

#### **8.35am                      School gates open**

There are several different entrances for the children to use in the morning depending on their year group:

**Year 1** - Children will enter the site through the Reception/Year 1 door located just to the right hand side of the main school door. Please wait with your child until the door is opened. A class teacher/teaching assistant will meet and welcome your child. We encourage all children to enter school independently from their second day if possible. We understand that some children may need more support when separating from their parents/ carers in the morning and we will work with you and your child to ease any separation anxiety.

**Year 2 & 3** - Parents/carers and children will enter the site through the school gate that is closest to Brighton Road. Parents/carers must remain on the tarmac area and the children will walk down the steps and through the gate that leads to the classrooms. There will be a member of staff waiting at the door to welcome the children to school.

**Year 4, 5 & 6** - Children will enter the site using the steps at the front of the school that lead to the school mosaic, they will walk along the path at the front of the school and enter the school using the door that will be being held open for them. Children only must come through this school gate (i.e. no parents/carers).

#### **Walking Home Alone**

Children in Year 5 & 6 are allowed to walk home from school alone. Please ask at the school office for a letter if you wish to give this permission to your child.



**8.45am School gate is locked and school begins**

If you are late, your child must enter school via the main entrance where you will be required to sign them in at the school office.

**9am - 12pm KS1 Learning in and outside the classroom**

**9am – 12.25pm KS2 Learning in and outside the classroom**

**12pm – 1.05pm KS1 children's Lunch time**

**12.25pm – 1.30pm KS2 children's Lunch time**

The children go into the lunch hall and have free time in the playground. Our team of Playworkers will supervise the children during this time.

**3.15pm School ends for KS1 children**

**3.20pm School ends for KS2 children**

At the end of the school day, all parents/carers enter the site via the gate by the field house (just past the vehicle car park gate), follow the path behind the Nursery into the playground and to the area where their child will be waiting with their teacher. There is a one way system in operation when parents/carers and children are leaving the site.

Once you have collected your child/children, please leave the site promptly as our after school activity clubs cannot start until the school site is clear. We have staggered dismissal times to limit the number of parents/carers who need to be on site at one time. Any parents/carers arriving after the gate has closed must come to the school office to collect their child/children. Please ensure you arrive promptly to collect your child. A chargeable after school club is available if you need to collect your child after 3.15pm. Further information is available on our website.

Children will not be allowed to leave their class until the teacher has seen the child's parent or carer. It is important that you provide your password to anyone that collects your child on your behalf, if they are not known to the school. There is no need for you to inform the school office if someone else is collecting your child, so long as they have the password.

**If you are delayed collecting your child on time, then please call the school office. In some instances it may be necessary for your child to go to the A-Z Club where you will be expected to pay the relevant fee.**

Scooters can be kept in the scooter racks situated beside the Reception/Year 1 door and by the Year 2/3 gate.

Bicycles can be kept in the bicycle shelter at the front of the school.

**It is a school rule that children may not ride their scooters or bicycles through the gate or on the school site for the safety of everyone.**

Please bring to school;

- Devonshire book bag (KS1) or small rucksack type bag (KS2) – this should be brought into school every day (no large bags please, as there is limited space in the classrooms for these)
- Water bottle (named) – please fill this with water only
- Lunch box (named) – only if your child is not having a school dinner
- Coat – on slightly damp days children will still play outside
- On sunny days please apply sun screen to your child before school and send them with a named sun hat

**Please ensure that all items are clearly labelled with your child's name and class**

To avoid any unnecessary upset, we ask that toys are left at home in case they get lost.

### **Communicating with staff**

We are always happy to talk to you after school so please feel free to ask us anything you are unsure of or need further details of. We do ask, however, that if you need to speak to us, you wait for all the children in the class to be sent safely to their parents and carers first. We will then be able to give you our full attention.

### **Communicating with families**

We use a system called GroupCall to send texts and emails home. Please ensure you regularly check your email address for messages from school. Some families have found it helpful to create a new email address specifically for school communications.

### **Parent Consultations**

Parent consultations take place during the Autumn and Spring terms when you will be able to discuss your child's progress with the class teacher. You will receive a written report at the end of the Summer term.

### **Birthdays**

We will celebrate your child's birthday in school however please do not send cake, sweets or other gifts for your child's class, as we are unable to give these out.

## School dinners

All of our meals are prepared and cooked each day by our dedicated Devonshire in-house catering team from Caterlink.



The catering team work hard to ensure they are serving healthy meals that the children will enjoy. Children with specific dietary requirements and/or religious/lifestyle choices are given a coloured lanyard/band to wear at lunchtimes to ensure they are served the correct dinner.

Each day we offer a choice of two main meals; one of which will be a vegetarian option. We also serve jacket potatoes with a choice of filling, bread, fresh fruit and yoghurts every day. You can see a copy of the current dinner menu on our school website which changes at February half term.

Every child in primary school is entitled to a free school meal each day funded by the government.

Water is readily available to the children at lunchtime.

## Packed Lunches

If your child brings a packed lunch, please ensure that your child's name is marked clearly on the packed lunch box and drinks bottle. As we promote healthy eating, please do not include sweets and chocolate bars or food that is meant to be served hot, e.g. chips, burgers, fish fingers. Cans, fizzy drinks and sweets are not allowed and will be removed and returned to you at the end of the day. Please try to make the lunch healthy and balanced. It is very helpful if your child is able to open their lunchbox and unwrap items in their lunchbox independently. A school dinner will be provided if the packed lunch is not suitable.



**Devonshire Primary is a nut free school as some of our children have a severe allergy to nuts. Therefore never include nuts or spreads such as Nutella in your child's packed lunch. Please check the ingredients on pre-packed items.**



## Fruit

All children in KS1 are entitled to a free piece of fruit at morning playtime through the 'National School Fruit Scheme'. For children in KS2 please provide an item of fruit for them to have at morning break.

## Milk – KS1 only

Milk is available every day for children who wish to receive it and the scheme is administered by Cool Milk. Further information will be emailed to you once your child has started school.

## **School Uniform**

The children at Devonshire are very proud of their school uniform. We believe that children who take care and a pride in the way that they look also take care and a pride in their work.

## **Suppliers**

We have two suppliers for the sale of school uniform items that demonstrate the best quality and value for money:

- Your School Uniform- order [online](#) or by post
- Cladish in Wallington - 29 - 31 Woodcote Road, Wallington (Tel: 020 8669 9992) - order [online](#) or by post.

Uniform items, such as trousers, dresses, shirts, blouses etc are standard items which can be purchased in most department stores and supermarket chains. Trousers/shorts must be plain dark grey school uniform trousers/shorts (denim material or denim style material is not acceptable).

The school has a limited supply of good quality second hand uniform. If you would be interested in finding out more about this please complete the form at the bottom of the page at this link <https://www.devonshireprimary.org/uniform/>

**PLEASE LABEL ALL ITEMS OF CLOTHING CLEARLY**

## **Uniform List**

- Devonshire Book bag – KS1
- Royal blue crew neck sweatshirt, jumper or cardigan with the school logo embroidered on to it if possible.
- White air-tex polo shirt (no ties)
- Grey shorts, long trousers, skirt or pinafore dress. Blue checked or striped dresses can be worn in the summer term and up to October half term.
- White, Grey or Black socks/tights

**Please ensure that shoes have a Velcro fastener or easy buckles rather than laces.**

**School shoes should be black.**

**Young children also find elasticated trousers much easier to manage.**

## **P.E. Kit**

- Drawstring Bag to keep your child's P.E. kit in
- Royal blue shorts
- Blue/Black/Dark Grey tracksuit trousers for winter
- Gold T-shirt
- Black plimsolls/trainers



On the days your child has P.E. they must wear their P.E. kit to school. Please ensure your child only wears P.E. kit and not other sports clothes. Trainers are advisable for outside P.E.

If your child has earrings, they need to be taken out on their P.E. days, unless they have been pierced recently in which case you need to email the school office for the attention of the class teacher with a note confirming this. The earrings will need to be covered with micropore/plasters for the lesson. If your child cannot do this themselves please cover them in the morning before school.

### **Swimming**

Swimming is part of the National Curriculum and is compulsory for every student. Children in years 3, 4 and 5 are offered a course of intensive swimming lessons at Tadworth Leisure Centre. The Intensive Lesson Swimming Programme operates as one week (5 days) of 60 minute lessons during the Spring term which is then repeated during the Summer term. This means the children will swim every afternoon for 5 consecutive days on 2 occasions. We will write to you with further information a few weeks before your child's class is scheduled to swim.

### **Coats and Shoes**

Please ensure your child always has a jacket or coat and appropriate footwear in school every day as they will be participating in activities outdoors whatever the weather!

### **Jewellery/Nail Varnish**

Jewellery is not allowed in school with the exception of stud earrings. Any earrings worn to school must be removed or covered in tape during P.E. sessions. Please also do not allow your child to come to school wearing nail varnish.

### **Watches**

Watches may be worn by children in KS2 but these must not be SMART watches e.g. able to take photos, receive messages etc.

### **Long Hair**

Long hair must always be tied back and hair accessories, such as large bows, are not permitted. Hair accessories must be blue, black or yellow in colour.

### **Lost Property**

If your child has misplaced an item of clothing, lunch box, water bottle etc, the lost property is placed outside the main school office after school on Tuesday's and Friday's. Children are able to access lost property every day during their break times. Any items that have not been claimed at the end of every half term are recycled.

**PLEASE LABEL ALL ITEMS OF CLOTHING CLEARLY**



### **Mufti Days**

We occasionally have days when children are encouraged to wear their own clothes (not football shirts) to school instead of their school uniform, normally in exchange for a small donation for charity. Please ensure you name all the clothing your child wears to school.

### **The School Year**

The school year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. We divide the year in to 3 terms: Autumn, Spring and Summer. Each term has 2 half terms. At the end of every term school finishes early at 1.20pm for children in KS1 and 1.30pm for children in KS2.

### **ParentPay**

Devonshire is a cashless school. We use an online system called ParentPay where payments for workshops, school trips etc can be made. An activation letter and explanatory notes will be sent home with your child shortly after your child starts school.

### **A - Z Club (Breakfast and After School Child Care)**

We are very proud of our A - Z Club at Devonshire Primary School which provides wrap around care for children from 7.30am until the start of school and after school until 6pm. This is a not for profit chargeable service and pre-booking is required.



The A-Z Club offers a fun and safe environment packed with things to do. The club is based in the Junior Hall. When weather permits, we use the playground and playing field. Water is available throughout the session. Breakfast is served between 7.40am and 8.00am and a healthy, nutritious meal is served between 4pm and 4.45pm.

A-Z Club is managed by Nicki Santos who holds an NVQ 3 qualification in childcare and has many years of experience working with children. If you would like to find out more we are holding 2 open afternoons at 4pm on Wednesday 12<sup>th</sup> and Thursday 13<sup>th</sup> July 2023. Please contact the school office on 020 8643 1174 to book a place on one of the open afternoons.

### **Curriculum**

Information on our curriculum is available on the school website

<https://www.devonshireprimary.org/curriculum/>

### **Sunscreen**

We are a sun safe school. Please apply sunscreen to your child before school and if required, we will facilitate your child using sun screen during the school day. Please ensure your child wears a named sunhat on sunny days.

### **Safety**

Please **DO NOT** drive into the school grounds or wait in the car parking area. These spaces are reserved for staff only. There are separate pedestrian entrances for the children. Please use these and **NOT** the main vehicular entrance. Cars and children do not mix.

### **Parking**

Devonshire Avenue can get very congested at specific times of the day. We promote "Walking to School" but if you do have to bring your car under no circumstances are you permitted to park in our neighbour's car parks, e.g. Devonshire House. These car parks are private property and must not be parked in, no matter how tempting it is. We work hard to develop and maintain good relationships with our neighbours, please help us maintain these. Similarly please do not allow your children to play in the residential gardens or sit on walls.

Please be aware that there is no parking in Devonshire Avenue between 10am and 11am.

There is a council managed nature reserve along Devonshire Avenue which you are welcome to take your children to.

### **Absence**

If your child is unable to attend school as they are unwell you **MUST** inform the school office on the first day of absence. Please either email the school stating your child's name, class and reason for absence to [attendance@devonshire.sutton.sch.uk](mailto:attendance@devonshire.sutton.sch.uk), telephone the school on 020 8643 1174 and leave a message on the absence line with the same information or complete the form at <https://www.devonshireprimary.org/absence-from-school-1/>. Please ensure that the school office is provided with up to date contact details.

### **Medical Appointments**

We request that routine appointments for doctors, dentist etc are made outside of school hours where possible. If this cannot be avoided then please inform the school as soon as you have made the appointment so that we can ensure your child is ready at the appropriate time. Please always try and avoid lunchtime collections.

### **Attendance**

We believe our pupils will only achieve their full potential if they attend school regularly and punctually. At Devonshire, we expect all pupils to aim for a minimum of 96% attendance and punctuality. Individual pupil records prove that this is achievable. If your child's attendance falls below 92% we will contact you and, if there is no improvement, you may be referred to the local authority's Attendance Officer.

## Holidays

Your child is not entitled to holiday during term time. From September 2013, amendments to The Education (Pupil Registration) (England) Regulations 2006 made it clear that headteachers may not grant leave of absence during term time unless there are exceptional circumstances. Any leave taken without the headteacher's authorisation may lead to legal action in line with the school's Attendance Policy. By way of example we do not authorise leave if relatives/friends are getting married or if you wish to visit family who live abroad. If a relative is unwell and you wish to go and spend time with them, we will require a letter from a medical professional confirming the diagnosis and confirming that your visit is urgently required. Absence must be requested in advance. Authorised absence cannot be granted retrospectively.



*We value the support of parents and carers and look forward to building a strong working relationship with you and your child over the forthcoming year.*

*We hope your child has a very happy time here at Devonshire.*