



25 August 2014

RE: WELCOME TO BISS PRIMARY

Dear Parent/Guardian,

I would like to welcome you all, new and returning families, to the start of the school year. We are very much looking forward to getting to know all the children and families over the coming weeks and ensuring that you quickly settle and feel part of our BISS Puxi family.

During the summer holiday the Primary School underwent a major refurbishment, creating an outstanding learning environment for our students. We have a wonderful new foyer area which will provide a warm welcome, a fantastic new theatre and performance space, new science and cooking rooms, and lots of refurbished classrooms. During Orientation Days you may have visited our great new spaces, but if not, please do come in and have a look around.

We also have several new teachers who have joined our highly skilled team and so I am very confident that it is going to be a positive and productive year, where we help all the children to thrive and to be the best they can be.

Useful Information

The Parent Handbook provides much of the information you will need about all aspects of school but below we have outlined some key information and schedule details that will help us all to get off to a good start. The Parent Handbook is available on our website, www.bisspuxi.com. Click on to - Our Students>Student Life>Primary School Day where you will find a pdf document of the Primary Parent Handbook.

Meet & Greet

To start the term, all parents are encouraged to attend class "Meet & Greet" sessions on Thursday 4 September between 6:30pm and 8:00pm. Parents can meet with their child's class teacher to find out more about class routines, expectations, schedules and curriculum. You will have the opportunity to ask questions, share information and to meet the other parents in your child's class. This is a parent event and where possible we ask you not to bring children as it can be a bit long and boring for them!

The programme will begin with a short introduction from the Primary Leadership Team, followed by sessions with class teachers. The first class teacher session will be from 6:45pm until 7:15pm and will then be repeated from 7:30pm until 8:00pm. This will enable parents with children in different year groups to meet with the respective teachers. If you are unable to attend, please feel free to arrange to have a chat with the teacher at another mutually agreeable time.



Moodle

Moodle is a school-based website, which means that only registered school users can access the site, providing a safe and welcome social learning network for children, parents and teachers. We will use Moodle each week to share the weekly Year Group News about curriculum; special activities; reminders; links to homework and extended learning tasks, and highlight the successes of children, including the Star of The Week for each class. We will distribute Log-in passwords and instructions during the first week of term.

Weekly Year Group Newsletter

This will appear on the school website every Friday. This will give an overview of lesson content in Literacy, Maths, Themed Learning and key vocabulary for the coming week. Information, reminders and trip information will also be given as necessary. By posting this on a Friday you will have the opportunity to talk to your child/children about what they will be doing the following week. The first Year Group Newsletter will be issued on Friday 29 August.

Communication

Your child will be issued with a communication book at the start of this week. Communications between teacher - parent should be made by writing in this book which will be checked each morning. We also ask parents to sign this each week to let us know that they are getting all the notices and information. You can also email the class teacher directly and they will get back to you as soon as possible. Class teacher emails are listed in the Parent Handbook and on the website.

Who to contact if you have concerns

If you have any issues concerning your child's schooling or education it is important that you have easy access to someone who is well placed to deal with the matter. Your first point of contact, in most cases, should be your child's class teacher. However, if that person is unable to deal adequately with your concerns, then you should contact the appropriate school leader;

Head of Primary	Niki Meehan	n-meehan@bisspuxi.com
Head of EY Cubs	Ruth Hanson	r-hanson@bisspuxi.com
Head of KS1	Kay Parker	k-parker@bisspuxi.com
Head of KS2	Eleanor Jess	e-jess@bisspuxi.com



Timetables

A copy of your child's timetable has been included in their Communication Book and will give you an overview of their week.

Some lessons have fixed timetabled slots such as those taught by specialist teachers. However, we aim to have a fluid and flexible working day/week to ensure effective delivery of the curriculum and to provide the best learning experiences for children. We want children to make purposeful links and connections throughout their learning and to see how subject learning is related to the world they live in. This means that some subject learning may be delivered using a cross-curricular approach using blocks of "Themed Learning".

This approach means that the timetable is a guide and you need to be aware that we will not always have the same subjects at the same time each week. The school leadership team monitor teaching and learning throughout the year to ensure that there is a high quality, balanced and progressive curriculum across each phase of the Primary School.

Important sessions to know are the specialist lessons which do have fixed days including PE, Music, Languages & Library.

PE, Swimming & Music will begin on Tuesday 26 August

Please ensure that children come to school with the correct PE and swimming kit, (the details of which are given in the Parent Handbook and on the website). All items need to be clearly labelled with your child's name.

Language Programmes will begin on 1 September

The Language Programmes will begin in week 2, allowing teachers time to assess and group students. This applies to all language provision including Mandarin, Dutch, French, Spanish, Native Languages and also EAL Support. In Week 2, students and parents will be informed of language teacher allocations.

Homework will begin on Wednesday 27 August

We aim to ensure that homework is appropriate for each individual learner, to consolidate and extend their learning. This may mean that different tasks will be set for different groups of students. Teachers will take time in class to explain to children our schedules and expectations for homework. Parents will also receive clear information from the class teacher about Homework Guidelines. Tasks and activities will be outlined in the Weekly Year Group Newsletter and communication books. Please let us know if there are any issues with homework.

Grouping Students

To enable us to support and challenge all children to achieve their best, we adopt a variety of teaching approaches and ways of grouping children in different lessons. Children will often be grouped within their own class but in some lessons they will be grouped with students from different classes across the full year group. In Year 1-2 we group across the year group for daily Phonics sessions. In Years 3-6 we group across the



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year group for Maths. At times we may also group across the year group in Literacy. Groups are quite fluid and will change during the year to suit the needs of the children. Please speak to the class teacher or a school leader if you have questions about how and why we group children.

Start of Day

We have a large body of students and so we ask for parental support to ensure that the start and end of day procedures are orderly and safe. In the morning children should remain in the playground until the bell rings. On this signal they should line up in their designated zone where the class teacher will collect them to go together to class. It is a really busy time and so parents are asked to remain in the playground and not to come into the building. EY Cubs children can be taken directly to their classrooms. Should you need to speak with the admin staff, please wait until the children have cleared from the playground. Children are not allowed to play on the climbing equipment in the morning.

End of Day

Children in Years 5-6 will exit independently from the side door to the playground. Children in Years 1-4 will be brought to the front doors by their class teachers. Parents/Guardians should remain in the playground until the class teacher dismisses the children to waiting parents or guardians. EY Cubs children can be collected from the EY Cubs area. If you wish your child to go home with another parent/child, it is important to let us know in advance by email or in the communication book. We must be informed no later than 2:00pm.

Drinking Water at School

We encourage children to drink water during the school day and we kindly ask you to provide a water bottle which can be filled from the water coolers around school.

Parent Helpers

We would be delighted to hear from you if you are interested in helping out at school in any way. Perhaps you have time available during the week and would like to help with listening to children read or other classroom support.

Uniform

We expect children to wear the full school uniform each day, except on non-uniform days and on field trips when you will receive a letter to say non-uniform is required. We ask you to please label all clothing with your child's name, as this makes it easier to find lost/missing items.

Birthdays at School

We recognise that a birthday is a very special day for children and we will always acknowledge this at school. Within the classroom we will sing "Happy Birthday" and try to make the child feel special on this special day. We are happy for parents to send a cake to school to share with the class but we ask you to avoid cakes with nuts as some children may have allergies. In Years 1-6 cakes should be sent to school during the Golden Time session on a Friday and we ask that parents inform class teachers in

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advance. In EY Cubs, please check with the class teacher. We do however remind you that school is not the place to have a party for your child and we ask that you DO NOT send party bags or sweets to school.

I look forward to the busy year ahead, as a school team and working with you all. Please do not hesitate to contact me if you have any queries or concerns and I look forward to meeting you at the Meet and Greet session.

Thank you for your support and co-operation.

Best wishes,

Niki Meehan
Head of Primary