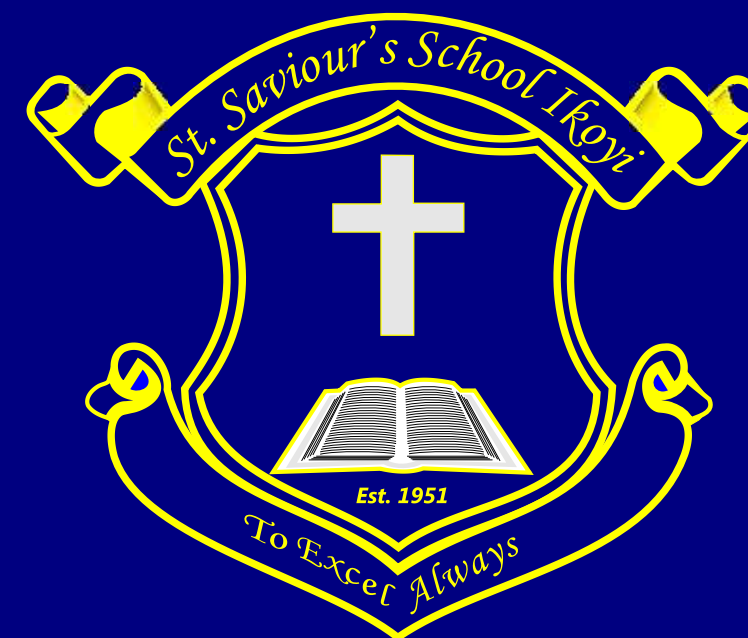




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A Guide to Starting School



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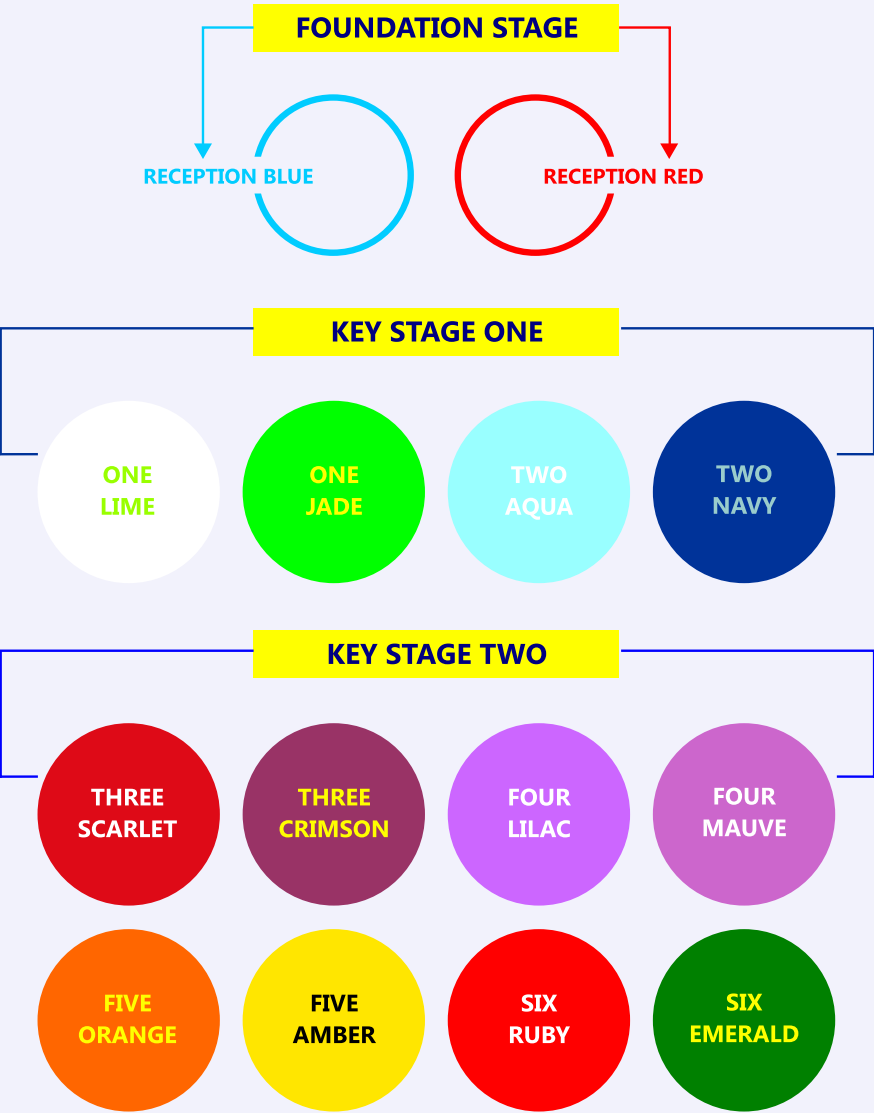
WELCOME TO ST. SAVIOUR’S SCHOOL IKOYI

This booklet is intended to be a useful guide and introduction to St. Saviour's School Ikoyi with particular focus on the Foundation classes. It will help you to support your child's transition into their new environment and enable them to feel comfortable, secure and happy so that they can begin their learning at the earliest opportunity. Please find the time to read it. It also contains details of the type of clothing and equipment you will need to purchase before term begins. This is an exciting time for everyone concerned and it is our aim to make it a positive and happy experience.

CURRICULUM

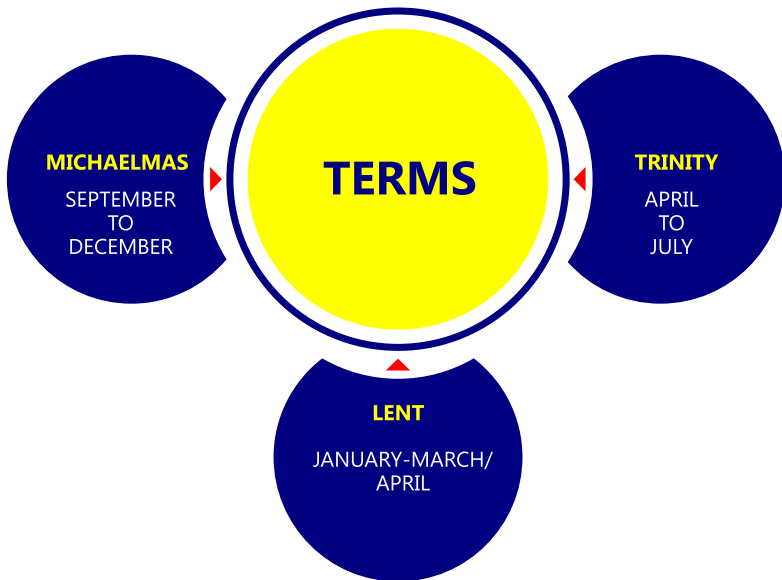
St. Saviour's School Ikoyi is a British-style primary school. The curriculum follows, but is not limited to, the **English National Curriculum**. Children start school in the Reception classes. They then progress through Year One to Year Six. Reception is known as the Foundation Stage of learning, Year One and Year Two are known as Key Stage One and Year Three to Year Six are referred to as Key Stage Two.

KEY STAGES AND CLASSES IN ST. SAVIOUR’S SCHOOL IKOYI



TERMS

There are three terms in the academic year at St. Saviour's School Ikoyi. The first term is Michaelmas term, from September to December. The second is Lent term, from January to March/ April (depending on when Easter Falls) and the third is Trinity term, from April to early July.



SCHOOL DAY TIMINGS

The school day begins at 7:55am. Teachers are on duty from 7:30am and children can start arriving from this time. Whilst appreciating the difficulties of travelling in Lagos, please make every effort to have your child at school ready to make a prompt start to the day. Being late is not only distressing for your child but causes a distraction for pupils who are already settled. Lateness can only cause your child to miss out on important learning at the start of the day.

School finishes at 2:30pm promptly and children must be collected from their respective classrooms punctually. Reception children must be collected by a person recognised by the teachers wearing an appropriate I.D badge.

PROGRAMME OF STUDY

The Reception Curriculum is a continuation of the Nursery Curriculum and it follows the Early Year's Foundation Stage Guidance. It involves children learning through structured and unstructured play activities as well as a progressively more formal approach in preparation for their entry into Key Stage One.

Children are taught through 6 areas of learning specified by the Early Year's Foundation Stage Guidance. The areas of learning are:



PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

Successful P.S.H.E. is crucial for young children in all aspects of their lives and gives them the best opportunity for developing self- confidence and promoting success in all areas of learning. Therefore as well as being implicit in the whole of the Early Years Curriculum it is also planned for explicitly in Reception, through activities that encourage a positive self-image, learning about relationships, encouraging good behaviour, self-discipline and developing positive attitudes as well as developing positive dispositions to learning.

COMMUNICATION AND LANGUAGE

This core element of the curriculum is crucial to all other areas of learning. There are three main strands and equal importance is given to each. They are

- Speaking and Listening
- Early reading and linking sounds and letters (Phonics)
- Early writing including Spelling and Handwriting

Speaking and Listening

As well as listening to and interacting with stories, the children will learn songs and rhymes. They will be encouraged to participate in discussions, listen to others views and wait their turn to voice opinions. They will talk about their own experiences, listen to, ask and answer questions appropriately. They will be encouraged to express needs and wants and employ good manners at all times. They will also be given opportunities to imagine and recreate roles and experiences through drama and role play.

Linking Sounds and Letters (Phonics)

In Reception there is a strong emphasis placed on formally teaching children a phonetic approach to reading. In the first term children are taught 40+ sounds of the English Language, not just the alphabet sounds. With this knowledge they are then taken through the stages of blending sounds to form words and thence to reading and writing independently. The phonics scheme used at St. Saviour's is Jolly Phonics.

Reading

In the first term children will 'read' picture books to develop their comprehension skills. The children will learn to handle and care for books properly, observe details, listen to and answer questions, form opinions, retell story sequences and talk spontaneously about what they see. Gradually, words will be introduced as they become more phonetically aware and are able to use pictorial and contextual clues to work out text. In addition, children will learn a large number of 'tricky words' (words that cannot be decoded phonetically) using the '**look, say, cover, write, check**' approach.

Each child will progress at their own pace in reading throughout this developmental stage, however, it is expected that most children will have basic reading skills by the end of the Reception year. It is widely recognised that children progress more rapidly when there is interest and practice at home. Ten minutes a day is recommended when a child is refreshed, keen and happy to do so. Our main scheme is the 'Oxford Reading Tree' but during the year children will read a variety of books and genres, including Rigby Star, Sunshine, New Way, Gin and Discovery World. The Oxford Reading Tree scheme has 'extended stories' which are sent home with the reading book for an adult to read to the child. Extended stories are referred to on page 14 as well.

Please note that lost or damaged books incur a replacement fee of N2500 per book. Your child will need a large back pack/trolley bag with a separate pocket for carrying books. Your child will be given a blue folder where all work will be sent home in. This includes their Library reading book

Writing including spelling and handwriting

This includes the development of fine motor control and manipulative skills. The children will engage in activities to help them develop a correct pencil grip, left to right orientation and correct formation of lower-case letters. Please note that we use lower- case letters when writing and only use capital letters when it is grammatically correct to do so. It is important that children develop a correct pencil grip and learn correct letter formation from the beginning. To help with this we involve the children in a number of practical activities such as tracing and colouring. It is important that they are able to hear, identify and write the sounds they know which eventually

begin to form recognisable words. Therefore these skills are systematically taught early on in Reception. Children will be given opportunities to experience writing for a variety of purposes, using features of different forms.

Spelling is taught using a phonic approach and the 'Look, Say, Cover, Write, Check' method is used for 'tricky words'.

MATHEMATICS

There are three main strands in Mathematics at the Foundation Stage. They are

- Numbers as labels and for counting
- Calculating
- Shape, Space and Measures

Our main scheme is 'Abacus Mathematics' however, we also draw from a wide range of class resources both practical and for recording purposes to support children's needs. The children work their way through this carefully graded scheme in groups at their own level of ability. This covers all areas of the Foundation Stage Maths Curriculum and provides a lot of supplementary and extension materials for the range of abilities within the class.

Number/Calculating

The children will engage in activities to aid the sorting, matching, classifying, making and identifying of sets, one-to-one correspondence, conservation of number, oral counting to and from 20 and beyond, recognition of numerals up to 10 and beyond, writing numerals to 10 and beyond and ordinal numbers to 10.

In practical calculation activities children will begin to use vocabulary in adding and subtracting, such as, more than, equal to. They will have a practical introduction to addition and subtraction and money using British coinage. Children will be taught to use a range of strategies to aid calculations, including the use of number lines and simple mental strategies.

Shape and Space

Various practical tasks and activities will be undertaken to help the recognition of 2 dimensional and 3

dimensional shapes, and to develop mathematical language to describe them. Children will learn to recognise and recreate simple patterns and use appropriate language to describe the position of things.

Measures

Comparisons will be made using mathematical language relating to length, height, size, weight and capacity. Time is introduced at a basic conceptual level such as days of the week, O'clock and Half past.

UNDERSTANDING OF THE WORLD

Science, Geography, History

Each half term the children will participate in topic work which will involve discussions, activities, observations, experiments and tasks that will enable them to learn more about an aspect of our world.

Occasionally we will ask your child to bring something from home to support the work going on in the classroom. Please check for notices outside the classroom, emails and messages in your child's Homework diary to inform you of this. Please do not let your child bring anything that is precious or fragile. All items will be returned.

Development of Skills

The following skills are essential to this area of learning and can also be developed across the curriculum.

Observing: sorting and grouping

Comparing: Sequencing

Classifying: Asking/ answering questions

Enquiring: Investigating

Exploring and experimenting: Thinking

Listening: Solving problems

Making decisions: Recording

Predicting and testing: Communicating

Reflecting: Evaluating

Describing

Information and Communication Technology (ICT)

As well as daily access to ICT in the classroom, the children go to the Mac Suite once a week. Using a range of software children participate in activities that develop basic computer skills, such as using a mouse, keyboard, and developing competency in loading, accessing and closing down programmes. In addition, all classes in the school are fitted with an Interactive White Board (Smart Board) which is an integral part of supporting the children's learning each day.

PHYSICAL DEVELOPMENT (P.E)

PE is not a music and movement class anymore, just a normal PE lesson by the PE department. These are the areas covered by the PE teachers:

- Show good control and coordination in large and small movements.
- Move confidently in a range of ways, safely negotiating space.
- Handle equipment and tools effectively, including pencils for writing.

All children are required to wear the full P.E kit during physical education lessons and bring along their swimming kit for swimming lessons.

This consists of:

A pair of navy shorts

SSSI white round-necked T shirt with the school badge (See House system on page 16 for KS2 children)

Plain white trainers (plimsolls or gym shoes)

Plain white socks

The school's approved swim wear.

Goggles

Swimming cap

Towel

Gym bag to put swimming kit in.

When buying footwear to be worn at school, please purchase white shoes with Velcro (or buckle) fastenings as children of this age find laces difficult to manage independently. We discourage the wearing of jewellery at school and for safety reasons it should not be worn at all during P.E lessons. If ears are pierced, stud earrings ONLY are permitted. All uniform and items of clothing must be clearly labelled with your child's name.

EXPRESSIVE ARTS AND DESIGN

Music

The children have two music lessons each week in the Music Room with the Music teacher.

Art

The children have one lesson a week in the Art room with the Art teacher. Additionally, in class, children are given opportunities to explore colour, texture, shape, form and space in two and three dimensions and express and communicate ideas, thoughts and feelings using a range of materials and suitable tools.

Drama

The children have two drama lesson per week with the Drama Teacher. The children engage in representational play and role-play both in and outside the classroom. Role-Playing is also extended to sand and water play where the children make scientific discoveries.

ADDITIONAL SUBJECTS

Library

Once a week the children have a library lesson taken by our Librarian. They are taught how to care for, choose and handle books and they listen to stories and tapes demonstrating the many genres in literature. Each week the children choose a book which they take home to share with parents. The Library book should be returned on or before the day of the Library lesson so that another one may be issued. If you would like the book to be changed before the normal Library lesson day, you may accompany your child to the library before or after school.

Religious Education (RE)

The children have an R.E lesson once a week with the R.E teacher. As well as stories from the Bible, the children learn about festivals of other religions and aspects of good citizenship. This extends to two lessons per week in Key Stage One.

French

At St. Saviour's children begin to learn French in Year One.

INDEPENDENCE

On starting school, and when at school, we would like the children to be independent as possible. Nannies are not employed by the school and the children are expected to be able to use the toilet independently, wash their hands, blow their nose, remove and put on their shoes and socks and dress themselves. Please allow your child the time to practice and learn these skills before starting school.

A great deal will be expected of your children in their first year at school. They must come to terms with the social discipline of school and classroom and exercise a degree of self- control. In order to maintain a conducive learning environment, the children must learn to consider other people, to listen, speak, think, and to move around the school in a disciplined manner.

HOME WORK

Homework in Reception is sent home on a regular basis. However it should not take more than ten minutes each day. Our philosophy is that a little, regularly, is more beneficial and less arduous on young children. Children will also bring home reading scheme books to share with you. At first, these books may contain no words. We would like you to share these books with your child, look at, talk about and discuss the pictures and the story. Encourage your child to tell the story in his/her own words, compare their own similar experiences and say what you feel about the characters and story. Gradually text will be introduced. Some books have an 'extended story' printed separately for an adult to read to the child. When books contain words, it is still important to look at the pictures and discuss what is happening to ensure that your child fully comprehends the story.

Initially, books will be sent home once or twice a week, this will increase throughout the year. Please ensure that they are returned promptly the following day. A 'Homework Diary" accompanies the reading book and parents are **requested to sign** when the book has been completed. Please also feel free to make any comments about your child's progress in the diary, if you wish.

Homework will vary as the children develop throughout the year, you will be advised of changes and what is required by letter.

Homework will vary from one year group to the next, you will be advised by your child's class teacher on starting school.

ASSESSMENTS

St. Saviour's School Ikoyi has adopted the assessment system of the National Curriculum and children in Reception take the Baseline Test during the Michaelmas Term and during the Trinity Term. Amidst other tests, the standardised Assessment Progress Test Series are taken by all children at the end of the year.

The Reception children's development is recorded using Foundation Stage Profile and Baseline. Throughout the Foundation Stage, as part of the learning and teaching process, we assess each child's development in relation to six areas of learning. These on-going assessments inform our planning and enable us to group children to ensure that they are given suitably challenging and supporting activities.

All parents will receive a Learning Journey which is a snapshot of their child's development across all these areas providing a picture of the whole child at the end of the Michaelmas term and again at the end of the Reception Year.

I.T.S Individual Target Setting
As learning goes on, targets will be sent to the children based on their progress and will be shared with parents as the term goes on. This is to encourage the involvement of parents in their child's progress and to also extend their learning to home as well.

COMMUNICATION

At St. Saviour's School Ikoyi, we do our best to establish and maintain clear lines of communication. You will be expected to sign a Whole School Agreement at the beginning of each academic year. Newsletters from the Headteacher are emailed to parents on a weekly basis and additional information is passed on periodically. Class Teachers also email a weekly learning bulletin to parents to support at-home extended learning. Information, unless stated otherwise, applies to all children in the school. Teachers in Reception ensure that letters go home in the children's folder or are handed to the child's carer. Please ensure that your home-help are instructed to keep and pass on all letters and circular from school. You may also be contacted by text messages and emails.

It is very important that St. Saviour's School Office is informed if you, or your designated emergency contact's address or telephone numbers change. Similarly we find it very useful if we are kept informed if either parent is away from home, when older siblings return to boarding school, if medication is being taken etc. as these may be a reason for a change in your child's behaviour.

PARENT / TEACHER CONFERENCES

These are scheduled to hold in the first half of the Michaelmas term and at the end of each term. These are important meetings with your child's class teacher giving you the opportunity to discuss your child's progress and to see the work that your child has been doing in school. We allocate two afternoons for these meetings; the meetings usually start at 3pm and run through till 6pm. This is to support working parents with busy schedules. Appointments are for 5 minute and 10 minute periods so it is important that you arrive on time for your allocated slot.

ILLNESS

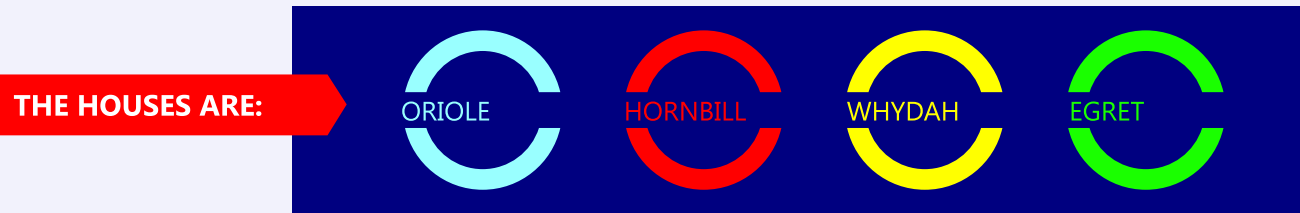
Please do not send your child to school if he or she is unwell. Experience tells us that children recover more quickly, and there is less chance of an infection spreading to the rest of the class and the teachers, if they rest at home. It would be very much appreciated if you would inform your child's teacher if he/she is taking medication of any kind. Medication may affect your child's performance at school and the teacher should be aware of what may be causing a change of behaviour. You should also inform the school if your child has any contagious condition such as chicken pox, impetigo or conjunctivitis and keep the child at home. It may be necessary to supply a doctor's certificate before your child is allowed to resume school.

School Nurse

If your child is taken ill at school or has a minor injury he/she will be sent to our school nurse. She will assess your child's need and administer the necessary first aid. If she feels that a child should be sent home she will inform the parents to come and collect the child. The school nurse will administer medication during school time only on the verbal or written instruction from a parent and only with doctor prescribed medication. To ensure best practise, it is very important to complete the medical questionnaire and hand it to the school nurse within the first week of resumption, to ensure that we have your child's medical history in the event of an emergency. The nurse can be found in the sick bay which is located in the Payne Library. If you need further clarification or have medical concerns regarding your child please see the school nurse.

HOUSE SYSTEM

Children from Year Three to Year Six are allocated to a "house" or team. There are two House Captains and members of staff are nominated as House Masters or House Mistresses. The Key Stage 2 children will compete in teams for the Sports Day Cup and other house-events. Siblings are assigned to the same house where possible.



For PE lessons, and on days of their swimming lessons, Key Stage 2 children are required to wear their house t-shirts and navy blue shorts

UNIFORM

Girls - St. Saviour's School logo white polo t-shirt, blue adire skirt, white socks, black shoes.

Boys – St. Saviour's School logo white polo shirt, navy blue shorts, white socks, black shoes.

Year Six – St. Saviour's School logo light blue polo shirt (all), navy blue tailored skirt (girls), navy tailored shorts (boys).

The polo shirts, house t-shirts, PE T-shirts, adire skirt and swim uniform printed with the St. Saviour's logo are all available from the school's uniform supplier – located on the school website or at the school before the start of the Michaelmas term.

Please ensure that you purchase uniforms that your child can put on and take off with the minimum of assistance. For example, if your child cannot yet manage buttons and a zip, opt for the shorts with elasticated waists. Additionally, if your child cannot fasten shoe laces please purchase those with Velcro or buckles so that they can manage themselves.

Trainers are only allowed when participating in PE activities, and should be the plain white practical type (not fashion statements) with fasteners that the child can manage independently.

MID- MORNING SNACK

Snack time at school is always a supervised time where hygiene and health are encouraged and good manners expected. We therefore do not permit sweets or fizzy drinks. Food should be packed in a separate box for storage in the air-conditioned classroom. The lunch boxes should contain some nutritious food and enough water to last the day. Please ensure that your child has a bottle/flask that it is leak-proof as well as unbreakable and that your child can open, close and pour it satisfactorily.

EXTRA-CURRICULAR ACTIVITIES (ECA)

St. Saviour's School Ikoyi runs an after-school activities programme for pupils from Reception to Year Six. Initially, Reception children are usually exhausted by 2.30pm in the first term so the programme is not open to them until the Lent term. We currently have an extensive list of activities after school. Some are free of additional charge and are run by class teachers, however, most require a fee to cover the cost of a specialist external coach e.g. Gymnastics, Chess, Rugby, Tennis, Karate, Drama and football. A link is sent at the end of each term indicating what clubs are available. Please note that Extra-Curricular activities may change from one term to the next to allow for variety of choice.

ASSEMBLIES

Every Monday, there is an assembly for all children that takes place in the school hall. Assemblies alternate between hymn practice and class-run assemblies. During the year each class takes a turn at presenting an assembly to which parents are invited.

On Friday mornings there is a whole school assembly led by the Head teacher which involves a presentation of pupil achievements and other class certificates.

BIRTHDAY BOOKS

It has long been a tradition at St. Saviour's School Ikoyi that on their birthday each child donates a book to the school library. It is not obligatory, however, should you wish to continue the tradition the book should be handed in directly to the school reception office.

BIRTHDAY CAKES

You may, if you wish, send a birthday cake to school on your child's birthday for him/her to share with classmates. The parents are welcome to come to celebrate with their child in the classroom during first break at 10.15am. Other items you may need to bring are paper napkins, paper plates, a knife and candles. It is customary for children not to wear their uniform if their birthday falls on a school day- but please ensure that the clothes he/she decides to wear are suitable for a busy day at school.

SPECIAL EVENTS

There are a number of occasions that have become a tradition in the school calendar. Listed are just a few, but you will be informed of other events as they come up.

Nigerian Independence Day – October 1st

This is a public holiday, and as on all public holidays the school will be closed. However, the preceding day the school organises a celebratory day whereby everyone is encouraged to wear traditional Nigerian clothes. The school will liaise with parents in advance if there is a theme for each year group. A special assembly is held for the whole school. Traditional musicians are invited to perform and there is dancing in the playground at the end of the day to which the parents are invited. Nigerian food has often been the focus of the celebrations with parents bringing a range of traditional Nigerian food for the children to share. As you may guess it is a most colourful occasion.

Foundation Stage and Key Stage One Production

Traditionally, the Foundation Stage and Key Stage One show is scheduled for the end of the Michaelmas term and has a Christmas theme. Each class or year group participates and parents are invited to attend a day and an evening production.

Fun Day

Fun Day is the main fund raising event of the year, held in the Lent term, and organised by the PTA. However, everyone gets involved in some way or other whether by baking cakes, sparing an hour on the day to man a game, or sending in tins, packets and bottles for Tombola.

Sports Day

Starting early in the morning of the day before Lent half – term holiday, the whole school participates in a traditional Sports Day with a wide range of races and other physical pursuits aimed at developing healthy competitiveness and having fun. Upon completion of the Sports Day the school traditionally closes around noon for the half- term holiday.

Annual Prize-giving

Outstanding attainment award:

Student with the highest average SAS score from the Lent and Trinity Terms** externally benchmarked assessments (InCAS* & PT)

Outstanding achievement award:

Student who has made the most progress from the beginning of the year until the end through, effort, focus and determination.

Other events

Book Day, Harvest Festival, Speech Day, Inter-house Maths Day, Inter-house Science Day, Inter-house swim gala, Inter-house debate, Spelling bee and International Day

PARENT TEACHER ASSOCIATION (PTA)

At St. Saviour's School Ikoyi there is a very active Parents Teacher Association (PTA). Throughout the year they organise a number of events for the children's enjoyment including Santa's Grotto and Discos. The PTA also organises the annual Fun Day which is the major fund-raising event of the year, and really is a great day! All parents are members and an Executive Committee is elected from the parent body at the Annual General Meeting. The PTA organises a welcome coffee morning for parents in the Michaelmas term. We look forward to seeing you there and count on your support throughout the year!

