

# Navigation Primary



**Working together, learning together**

## **NEW PARENT INFORMATION PACK**

**2025**

**Welcome to your parent and care information booklet**

This booklet is designed as a quick guide to all the things you need to know before your child starts school and for their first day as well as information about other key aspects of school life across the years your child is at Navigation.

You will also find some Top Tips which are things that other parents/carers have found helpful and wanted to share. Top Tips are easy to spot and look like this:



Thank you for taking the time to read this booklet we hope it makes starting at Navigation Primary easier. Please remember there is lots more information available in both the school prospectus) available on the website) and on the school website – [www.navigationprimary.com](http://www.navigationprimary.com)

If you can think of anything else that is not in this booklet and you believe it should be, please do let us know by emailing the school office – [admin@navigationprimary.com](mailto:admin@navigationprimary.com)

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### School uniform

- Navy sweatshirt or cardigan with or without school badge
- White polo shirt with or without badge.
- Grey trousers/grey shorts/grey skirt/grey pinafore or grey culottes
- Grey or black tights or socks [not leggings].
- Black shoes – trainers are not acceptable.
- In the summer and autumn 1 terms a blue white gingham dress with white socks or tights.

### PE Uniform

- Black shorts
- White T-shirt (plain)
- Pumps for indoor PE and trainers for outdoor PE
- Plain navy sweatshirt and jogging bottoms
- Trainers {years 1-6}.

### Your child will also need:

A school bag – smaller is better so that it can fit on their peg in the classroom

A water bottle with a sports cap

Uniform can be ordered online from <https://gooddies.co.uk/product-category/schools/navigationprimary-school/> or from many major retailers.

Please ensure everything, including shoes and trainers, is named.

Please remember that all hair below shoulders must be tied up; please use hair bands etc that are in school colours and small.

Jewellery – only a watch and one pair of small stud earrings can be worn.



Put a name in everything – including shoes, pumps and trainers.

### Checklist for your child's first day at Navigation Primary

School bag

Drinks bottle

Healthy snack for morning playtime (if required, see p.16)

Make sure all of the above are clearly labelled with your child's name AND class, on the outside where possible, if you want to see them again! It's also worth making sure they are easily identifiable by your child. Imagine 30 pairs of black pumps, all nameless...!



Many children like to hang something, e.g. a small keyring, to their school bag or fleece so they know which one is theirs particularly if it is a Navigation bag or coat.



## **Dropping your child off at school**

### **The first day**

If your child is starting in nursery or reception in September, you will have received a letter giving you a specific day and time slot for your child. Take your child into the EYFS playground and you will be taken with your child into their classroom. Once your child is settled and busy, you can leave.

If your child is joining Navigation in any other year, take your child to the school's office at 8.45am and one of the school office team or your child's teacher will accompany your child to their new classroom.

### **Subsequent days at school**

If your child is in years 1-6 there is a drop off window of 8.45 to 8.55am. If arriving before 8.45, you will need to wait with your child on the main playground and until the doors open at 8.45 am. You will not be able to go into the classroom with your child.

## **Collecting your child from school**

### **Reception**

If your child is in reception you will pick them up in the EYFS playground. They finish at 3.25 and a member of the school staff will hand them over to you at the classroom door.

### **Year 1**

In the autumn and spring terms, the year 1 children will be collected in the KS1 playground; a member of the school staff will hand them over to you at the classroom door. Year 1 children finish at 3.25. In the summer term the children will be collected in the main playground.

### **Years 2-6**

Children in years 2 and 3 finish at 3.25 and in years 4-6 at 3.30. The children will be brought onto the playground by their class teachers and handed over to you.

Children in years 2, 5 and 6 exit the building via the 5/6 door; years 3 and 4 exit via the 3/4 door.

Children in years 5 and 6 may walk home alone provided a written permission letter has been received by the school.

If someone different, even another parent known to the school, is collecting your child please ensure the class teacher is informed. If the class teacher has not been informed your child will not be allowed to leave with them.



The playground is very busy at home time so try to stand in a similar place each time and give the teacher a wave so they spot you quickly. This helps enormously and will speed up the process – be patient with us at the start of the year when staff members are getting to know new children and parents/carers.

### **A typical day in Y1 - 3**

8.45 am	Gates open [staff on duty at 8.45]
8.45-8.55am	Drop off window
8.55 – 10.15am	Session 1
10.15 – 10.30 am	Break time
10.30 – 11.25 am	Session 2
11.25 – 11.55am	Session 3
12.00 – 1.00pm	lunchtime (Y1 is 11.45 – 12.45)
1.00 – 2.00pm	Session 4
2.00 – 2.15 pm	Break time
2.15 – 3.25 pm	Session 5
3.25 pm	Home time

Please note that each day will also have a class, key stage or whole school assembly –the times of which vary.

### **A typical day in Y4 - 6**

8.40 am	Gates open [staff on duty at 8.45]
8.45 am – 8.55am	Drop off window
8.55 – 10.35am	Session 1 [usually English/maths]
10.35 – 10.50 am	Break time
10.50 – 12.15 pm	Session 2 [usually English/maths]
12.20 – 1.20pm	lunchtime
1.20 – 2.15pm	Session 3
2.15 – 2.25pm	Break time
2.25– 3.30 pm	Session 4
3.30pm	Home time

Please note that each day will also have a class, key stage or whole school assembly –the times of which vary.

### **Communication**

We know how important it is to feel well informed and in touch with the school, so there are lots of ways that school communicate with parents and help you stay up to date: Navigation Primary uses School Spider, to share a range of information and this is a key route for communication, EYFS teachers may also communicate with the parents/carers in their class via Evidence Me App. All parents/carers' email addresses and mobile numbers are entered onto the system. This reduces the use of paper and it ensures information gets straight to parents as quickly as possible. Parents/carers can also email the school office on [admin@navigationprimary.com](mailto:admin@navigationprimary.com) or telephone on 0161 912 5937 and messages will be forwarded to class teachers. Please do not send urgent or 'pick-up' messages to the year group emails as these are not monitored throughout the day.

### **Navigation Newsletter**

Each Friday a weekly newsletter is sent out via School Spider to all parents and carers and copies are also available on the website. This will inform you about events that have taken place that week in school but will also contain a calendar of events for the next week as well as important reminders. Phase leaders will also send out a half termly update to let you know what the children will be studying in the next half term.



Please make sure we have an up to date email address and phone numbers at all times.

### **Navigation website [www.navigationprimary.com](http://www.navigationprimary.com)**

The school website has lots of information. Have a look at it for information including an events calendar, term dates and important policies and forms. There is a Twitter link on the home page which we try to update with little snippets of school life – you can follow us @NavigationPS or simply view any tweets on the school homepage.

Parents' evening appointments are also booked online via School Spider. Upon joining you will, via email, receive your login details to the app – you can login by selecting the blue parent login tab on the home page of the website or, via our School Spider app. You can download the app for free from Google Play or Apple App Store by searching School Spider.

### **Talking to your child's class teacher**

If you want to contact your child's class teacher you have a number of options:

- Send in a letter via your child
- Call the school office and make an appointment, leave a message or to speak to the teacher – this will usually have to be before the start or after the end of the school day.
- Catch the teacher at the end of the day to arrange an appointment or to pass on a short or urgent message.

### **FAQs**

#### **How do I let the school know about medical/dental appointments?**

If the appointment really can't be organised outside of school hours please write a letter or email the school office. The letter/email should state the date, time, and type of appointment e.g. hospital, doctors etc. If possible, you should include a copy of the actual appointment letter as well.

#### **How will the school let me know if it's closed due to snow?**

Whilst the school is determined always to stay open, severe inclement weather such as snow can mean that it isn't safe for pupils to be in school. On these rare occasions the school uses their website, their Twitter feed and email to update parents/carers.

**What should I expect at parents' evenings?**

Parents' evenings take place twice per year; with afternoon and evening appointments, available on a first come first served basis which are booked online. You will pre-book a 10-minute slot to talk to your child's teacher about how your child is getting on. It's a chance to hear from the teacher, as well as to ask any questions you have. We offer face-to-face or online appointments.

**What should I do if my child is unwell and unable to go to school?**

Please phone the school office absence line first thing in the morning to let them know, otherwise school will phone you once the register highlights your child's absence after 9.30am. At school we follow the illness guidelines from Public Health Agency and would ask that all parents adhere strictly to the timeframes we have included the website link below.

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_post\\_er.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_post_er.pdf)

**Will the school administer medicine to my child?**

In accordance with the School's Supporting Children with Medical Needs Policy the staff will administer medication as long as:

- a medicine form (downloadable from the website) has been completed and handed in to the office staff or a medical care plan and appropriate training has taken place;
- the medicine is clearly labelled with your child's name, dosage and is in date.
- medicines, including throat sweets etc., must be handed to the office team by an adult.

**How can I find out what's going on in school in advance, so that I can plan ahead of time?**

At the beginning of the academic year you will receive a provisional list of dates, this is also available and updated on the school website. In addition, at the end of each half term for the following half term, phase leaders send out a newsletter updating parents/carers on upcoming events as the does the weekly newsletter. These are available on the Information tab on our school website.

**What should I do if I believe my child is struggling or if my child has special educational needs?**

Initially discuss concerns with your child's class teacher who will seek advice from the school's special educational needs co-ordinator Mrs Lattin. There is more detail about how Navigation supports children with SEND available on the website in the key information section.

**Homework**

Children receive one piece of written homework per week – each year group will advise parents of the days when homework is handed out and is due back in. In addition, children are expected to read nightly, they also have weekly or fortnightly spellings and times tables practice.



If your child has struggled with a piece of homework and tried for a sustained period of time, e.g. 45 minutes to 1 hour in KS2, write a note in their book and the teacher will see they have tried and that they need additional help.

**Reading in school**

Navigation PS uses decodable reading books closely linked with each child's phonic ability to introduce them to reading. These are then followed by the Oxford Reading Tree (ORT) and Collins Big Cats. Children will receive one or two books at a time to read at home, depending on their individual reading ability. These books will (generally) be changed on the same days once/twice each week.



Once you have listened to your child read their book, fill in their reading record to record their progress. Books will not be changed unless parents/carers have signed the record stating the child has finished the book.



Make sure your child takes their reading book and reading record into school every day, as even if the book gets changed on a specific day each week, individual and group reading in class could be on any day

We also have a school library from which the children can borrow books to read independently or with parents/carers.

## **Rewards and behaviour**

### **Behaviour**

The behaviour of the majority of children is excellent and at Navigation we operate a positive behaviour system; further information about the behaviour system can be found in the school's Relationships and Behaviour Policy which is on the school website.

### **Certificates**

Every Friday we have a celebration assembly where there are two certificates per class:

- the '**Golden Book**' award which rewards someone who has excelled in their work that week (our learning value)
- a '**Navigation Values**' certificate which is given to someone who has embodied one of the other key values of respect, caring or collaboration.

### **House Points**

In year 1 each child is put into a house – Hawarden, Gaskell, Gladstone or Bridgewater and children can earn house points for good work, showing the school values etc. At the end of each week the tokens are totalled and the winning house announced in assembly – at the end of the term the winning house has a treat.

In addition, each half term an **Always badge** or **Values badge** is awarded to the class member who always tries their best and at the end of term a book prize is awarded to one child in each class.

## **Money Matters**

### **Payments**

Navigation PS uses ParentPay for all payments other than school meals. ParentPay is an online payment facility which enables you to make payments to school at any time to suit you. You will be given information with your login details once your child has started school. If you have any concerns or worries about using ParentPay please pop into the school office for advice and help.

### **Benefits**

It is important for us to know if you are in receipt of certain benefits as your child may be entitled to free school meals in Key Stage 2 and additional funding can be claimed for the school to support your child in all years. By providing your NI number and date of birth in your admission paperwork we can check whether you are eligible.



### **Dinner money**

From September 2025 the cost of a school meal will be **£2.65** per day. Meals are ordered and paid for by you at least one week in advance via 'My Evolve Hub'. Activation details will be sent to you shortly after starting with Navigation PS.

### **Universal Free School Meals (UFSM)**

Under the Government's Universal Free School Meals Scheme, all children in Reception and KS1 can receive a free school meal. If you prefer them to bring a packed lunch, just let the school office know. Once they move to KS2, school meals are chargeable and from September 2025 will cost £2.65 per day unless you are entitled to free school meals.

### **School Trips**

Each year group organises a number of school trips throughout the year which enhance the children's learning experiences. These are payable via ParentPay and by paying online you are deemed to give your consent to your child attending the school trip. On occasions there are trips that do not require payment and on those occasions it is imperative that you return the permission slip or your child will be unable to attend.

### **Food**

#### **School meals**

Navigation PS operates an online ordering system for all children who take school meals. You will be given a password and instructions when your child joins. Please note a minimum of one week's notice is required before children stop or start school meals.

#### **Packed lunches**

Where parents/carers opt for their child to have a packed lunch from home, please note that:

- there should be no fizzy drinks;
- drinks should not be in glass bottles;
- no nuts of any kind are permitted in school due to a number of children with significant allergies;
- we operate a Healthy Schools Policy and therefore chocolate in school lunches is permitted only on Fridays and we ask that it is a small snack size chocolate bar/biscuit. Please do not include chocolate spread, cakes etc. but rather foods that give children slow release energy.

#### **Snacks**

In EYFS and KS1 fruit and/or vegetables are offered free of charge every morning playtime. In KS2 children are permitted to bring in a snack from home so long as it is healthy – no crisps, chocolate or sweets are allowed. Also, for safety reasons, no nuts or snacks containing nuts are permitted.

### **Absence Requests**

These requests can be made via the 'Leave of Absence' form which can be found on the school website (Key Information – Policies & Forms) and must be completed before any non-medical/illness absence. Please note term time holiday trips cannot be authorised and fines will be issued for holidays of more than 5 days as per the DfE attendance requirements.

## **Ways to get involved with Navigation PS**

### **In school volunteers**

These are parents/grandparent/carers who give up a few hours per week to help out in school by, for example, listening to readers. Please keep an eye out for the information meeting which is held in September each year where you can find out more, alternatively email the school office expressing your interest. Please note volunteers in school have to have an enhanced DBS check.

### **Parent Council**

The Parent Council is a group of parents/carers who meet once per term with Mr Bonsall/Ms Patterson. It is a discussion forum and advisory body which will discuss/debate the issues that affect the well-being, education and safety of all children. Keep an eye on the school newsletter for the date of the next meeting or email the school office if you would like to get involved.

### **Parent Teacher Association**

The PTA helps to raise funds for a wide range of school events throughout the school year. They meet approximately once per half term and organise a range of events including school fairs. Information about upcoming meetings are published in the newsletter; on Twitter or Facebook. Alternatively, you can email them for further information. **Details are as follows:**

Email: [navigationpta@yahoo.co.uk](mailto:navigationpta@yahoo.co.uk)



### **Governing Body**

There are two parent representatives on the school's governing body. Parents are elected to the governing body and vacancies are communicated via the newsletter and School Spider.

### **Parent Events**

Throughout the year you will also be invited to attend a number of special events in school which differ in each year group e.g. a year group performance, a parent workshop, music assemblies etc. We understand that all parents cannot attend all events but feel free to ask a stand-in family member also. We endeavour to give as much advanced notice as possible – keep an eye on the diary of events and the newsletter.

There will also be a number of information sessions usually in the early evening which seek to explain to parents/carers methods used in school or to inform you about an upcoming event. Examples of topics covered are: the residential in year 6; phonics and reading in KS1; the EYFS classroom.

## **Other useful information**

### **Dressing up/Own clothes days**

These are non-uniform days when children can wear their own clothes or fancy dress. These can be for a theme e.g. a topic the children are studying or World Book Day or to raise money for a charity e.g. Red Nose Day or for donations to the school fairs. Details of non-uniform days are communicated via the newsletter or ParentMail, even on non-uniform days it is important to remember that the children will have outside play and will need sensible shoes and a waterproof coat.

### **Extra-Curricular Clubs**

There is a wide variety of extra-curricular clubs at Navigation which take place before school, at lunchtime or after school. Details of each term's offering are sent home via School Spider at the end of the preceding full term and details can also be found on the school's website.

### **Safeguarding**

Navigation PS takes its safeguarding responsibilities very seriously and the safeguarding policies can be found on the school website.

The designated safeguarding lead is Ms Patterson, the deputy safeguarding leads are Mr. Bonsall and Miss Kyle and the safeguarding governor is Mr.C.Studholme. If you have any safeguarding concerns please do not hesitate to raise them.

Mobile phones are not permitted to be used within the school building – please ensure your phone is in the silent mode and kept in a bag when you are in school. Children [years 5/6 only] who bring a phone to school must have filled in a Mobile Phone Agreement and must hand their phone to their class teacher upon entering the classroom each morning. Phones should not be used by the children on the playground.

## **School office**

The opening hours of the office are 8.30 – 4.00pm

There is an out of hours post box outside the main doors.

