



Oakthorpe Primary School
Year 1 Booklet 2023—2024

This booklet provides a brief overview of the Year 1 curriculum as well as key information for reference during the year.

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Welcome to Year 1

In Year 1 at Oakthorpe your child will be taught the National Curriculum which includes English, Mathematics, Science, Design and Technology, Geography, History, Computing, PE, Art, Religious Education, Spanish and Music. They will also be taught PSHE (Personal, Social, Health education) which includes values, healthy eating, keeping safe, online safety and sex and relationships education. Your child will have been introduced to these subjects in Reception however, in Year 1 they have a weekly timetable for different subjects, with lots of opportunities for practical learning.

Highlights of Year 1 will include hatching chicks in school and a Summer Term trip. In the Summer Term, the children take part in their own independent research project. There will also be a range of exciting curriculum weeks.

Location & Contact Details

Oakthorpe Primary School

Tile Kiln Lane

Palmers Green

London

N13 6BY

Tel: 020 8807 4689

Fax: 020 8807 3302

Email: office@oakthorpe.enfield.sch.uk

Web: www.oakthorpe.enfield.sch.uk

If you would like to speak to your child's class teacher or another member of staff, for example, Mrs Sefer, Mrs Wood or Mrs Garrad, you could telephone the office or email a member of staff via the contacts form on the website and we will contact you as soon as possible. We are often able to speak to you after school hours.

Year 1 Staff

Class	Class teacher	Teaching Assistants	Other Staff
1S	Miss Shah	Mrs M Mrs Pacinella	Mrs Papa Mrs Wood Mr Poxon
1WK	Mrs Wallace and Mrs Kenny		

Other staff who may work with or support your child this year: Miss Triddon (Phase Leader), Mrs Sefer (SENCo), Mrs Hamza (Welfare Officer), Mr Kiani and Miss Vainella (PE team).

At Oakthorpe, children are often taught in small groups to provide appropriate challenge and support with their learning. These groups change regularly to meet individual needs and children are taught by a range of adults, including specialist teachers and trainee teachers.

Our Vision

At Oakthorpe we always strive to be a centre of excellence. We are at the heart of the community, preparing children for their future lives as successful learners, confident individuals and responsible citizens. We maintain a positive, celebratory and inclusive ethos; sustain trusting and supportive teams and relationships; and uphold our high standards and expectations, whilst not being afraid to take risks and be innovative and creative. Ensuring that we give all children the opportunity to succeed and enjoy learning is our overriding priority.

Our Values

We have 22 school values and focus on one of these each month over two years. We also promote British values in order to prepare all children to be responsible and respectful members of the community.

Our Core Values are

Excellence * Confidence * Respect * Responsibility * Creativity

Equal Opportunities


Oakthorpe is an inclusive school. We are committed to ensuring equal opportunities for all, regardless of class, disability, ethnic origin, gender, sexuality, family make-up, belief (religious or non-religious), or any other individual special need.

We are proud to be responsible for the education of all the children in our school. We value diversity and treat seriously any incident of a discriminatory nature.

Behaviour and our Golden Rules


Staff encourage the children to behave well. We believe it is important to foster a positive attitude and to appreciate and reward good behaviour. Our golden rules help the children to behave in a responsible and polite manner.

Our Golden Rules

 Be safe

 Be honest

 Be respectful

 Be kind and gentle

 Be the best you can be

...and be responsible for your actions.

Safeguarding

We recognise the importance of our role in safeguarding children – to provide a caring, positive, safe and stimulating environment for all our children. Senior teachers are designated teachers for child protection and they are available should you need to discuss any concerns. We are required by law to discuss with Social Services any concerns that may arise. We believe our role is a supportive one, ensuring children and families receive the help they require and that children are safe, happy and are able to achieve their full potential. Obviously we handle these rare occurrences with sensitivity with our main concern being to protect children's welfare.

For further information, please see our Child Protection Policy on the school website.

Year 1 Overview for Maths

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Autumn term	<div>Number</div> <div>Place value</div> <div>(within 10)</div> <div>VIEW</div>				<div>Number</div> <div>Addition & subtraction</div> <div>(within 10)</div> <div>VIEW</div>				<div>Geometry</div> <div>Shape</div> <div>VIEW</div>	<div>Number</div> <div>Place value</div> <div>(within 20)</div> <div>VIEW</div>		
Spring term	<div>Consolidation</div>	<div>Number</div> <div>Addition & subtraction</div> <div>(within 20)</div> <div>VIEW</div>			<div>Number</div> <div>Place value</div> <div>(within 50)</div> <div>VIEW</div>		<div>Measurement</div> <div>Length & height</div> <div>VIEW</div>	<div>Measurement</div> <div>Weight & volume</div> <div>VIEW</div>		<div>Consolidation</div>		
Summer term	<div>Consolidation</div>	<div>Number</div> <div>Multiplication & division</div>			<div>Number</div> <div>Fractions</div>		<div>Geometry</div> <div>Position & direction</div>	<div>Number</div> <div>Place value</div> <div>(within 100)</div>		<div>Measurement</div> <div>Money</div>	<div>Measurement</div> <div>Time</div>	

Year 1 Overview for Literacy

Y1	NON-FICTION	NON-FICTION	FICTION	NON-FICTION	NON-FICTION	NON-FICTION
	<u>Black history month</u> Biography -Authors and Letters Anthony Browne <u>POETRY</u> -A poet or a theme The Sound Collector and other poetry by Roger McGough BOOK WEEK	Explanatory texts linked to science. <u>FICTION</u> -Folk Tales Dream Time - Adventure story Our Tower	The tear thief <u>POETRY</u> -Free verse The Dark by Lemany Snicket	-Persuasive writing FICTION -Cloud Tea Monkeys (diaries)	-Persuasive writing (biased) (Linked to healthy lifestyles) <u>FICTION</u> -Myths Stories from Ancient Greece (Linked to History unit) -Dialogues and Plays Linked to George and the dragon	-Non- chronological Reports Sea animals (linked to science unit and Oliver and the Seawigs) <u>FICTION</u> -Adventure and Mystery Oliver and the Seawigs

Year 1 Key Instant Recall Facts

Year 1	Know all number bonds to 10	To count forwards and backwards from any given number within 20	To count forwards and backwards to 50	Count forwards and backwards in steps of 2, 5 and 10.	To know all doubles and halves to 20	To count to 100 forwards and backwards.
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<p>I know number bonds for each number to ten.</p> <p>By the end of their time in Year 1, children should know the following facts. The aim is for them to recall these facts instantly. They should be able to answer these questions in any order, including missing number questions</p> <p>e.g. $3 + \bigcirc = 5$ or $4 - \bigcirc = 2$.</p>			$0 + 1 = 1$ $1 + 0 = 1$
$0 + 2 = 2$ $1 + 1 = 2$ $2 + 0 = 2$	$0 + 3 = 3$ $1 + 2 = 3$ $2 + 1 = 3$ $3 + 0 = 3$	$0 + 4 = 4$ $1 + 3 = 4$ $2 + 2 = 4$ $3 + 1 = 4$ $4 + 0 = 4$	$0 + 5 = 5$ $1 + 4 = 5$ $2 + 3 = 5$ $4 + 1 = 5$ $5 + 0 = 5$
$0 + 9 = 9$ $1 + 8 = 9$ $2 + 7 = 9$ $3 + 6 = 9$ $4 + 5 = 9$ $5 + 4 = 9$ $6 + 3 = 9$ $7 + 2 = 9$ $8 + 1 = 9$ $9 + 0 = 9$	$0 + 8 = 8$ $1 + 7 = 8$ $2 + 6 = 8$ $3 + 5 = 8$ $4 + 4 = 8$ $5 + 3 = 8$ $6 + 2 = 8$ $7 + 1 = 8$ $8 + 0 = 8$	$0 + 7 = 7$ $1 + 6 = 7$ $2 + 5 = 7$ $3 + 4 = 7$ $4 + 3 = 7$ $5 + 2 = 7$ $6 + 1 = 7$ $7 + 0 = 7$	$0 + 6 = 6$ $1 + 5 = 6$ $2 + 4 = 6$ $3 + 3 = 6$ $4 + 5 = 6$ $5 + 0 = 6$
$0 + 10 = 10$ $4 + 6 = 10$ $7 + 3 = 10$ $10 - 0 = 10$ $10 - 6 = 4$ $10 - 2 = 8$	$1 + 9 = 10$ $10 + 0 = 10$ $6 + 4 = 10$ $10 - 9 = 1$ $10 - 4 = 6$ $10 - 3 = 7$	$2 + 8 = 10$ $9 + 1 = 10$ $5 + 5 = 10$ $10 - 8 = 2$ $10 - 5 = 5$	$3 + 7 = 10$ $8 + 2 = 10$ $10 - 10 = 0$ $10 - 7 = 3$ $10 - 1 = 9$

I know doubles and halves of numbers to 20.	$0 + 0 = 0$	$\frac{1}{2} \text{ of } 0 = 0$	<u>Key Vocabulary</u> What is 3 add 2? What is 2 plus 2? What is 5 take away 2? What is 1 less than 4? What is double 9? What is half of 6? Twelve o'clock Half past two
	$1 + 1 = 2$	$\frac{1}{2} \text{ of } 2 = 1$	
	$2 + 2 = 4$	$\frac{1}{2} \text{ of } 4 = 2$	
	$3 + 3 = 6$	$\frac{1}{2} \text{ of } 6 = 3$	
	$4 + 4 = 8$	$\frac{1}{2} \text{ of } 8 = 4$	
	$5 + 5 = 10$	$\frac{1}{2} \text{ of } 10 = 5$	
	$6 + 6 = 12$	$\frac{1}{2} \text{ of } 12 = 6$	
	$7 + 7 = 14$	$\frac{1}{2} \text{ of } 14 = 7$	
	$8 + 8 = 16$	$\frac{1}{2} \text{ of } 16 = 8$	
	$9 + 9 = 18$	$\frac{1}{2} \text{ of } 18 = 9$	
	$10 + 10 = 20$	$\frac{1}{2} \text{ of } 20 = 10$	

Top Tips for Maths

The secret to success is practising **little** and **often**. Use time wisely. Can you practise these facts whilst walking to school or during a car journey? You don't need to practise them all at once: perhaps you could have a fact of the day. If you would like more ideas, please speak to your child's teacher.

Use practical resources – Your child has one potato on their plate and you give them three more. Can they predict how many they will have now?

Make a poster – We use Numicon at school. You can find pictures of the Numicon shapes here: bit.ly/Numicon Pictures – your child could make a poster showing the different ways of making 5.

Play games – You can play number bond pairs online at www.conkermaths.org (click on Conker KIRFs – Number Bond Pairs) and then see how many questions you can answer in just one minute.

Talk about time - Discuss what time things happen. When does your child wake up? What time do they eat breakfast? Make sure that you have an analogue clock visible in your house or that your child wears a watch with hands.

Play "What's the time Mr Wolf?" – You could also give your child some responsibility for watching the clock.

Read books about time

1 Minute Maths - At Oakthorpe we use the White Rose Maths scheme of work. We highly recommend the FREE White Rose Maths 1 minute Maths App. You can download the APP on the APP store, Google Play store or Amazon or your child can play on the White Rose Website.



Please note, while these are age related expectations, not all children will be progressing at the same pace and children may follow the programme or objectives of a different year group depending on their needs and ability.

Some recommended books for children in Year 1

- No Dinner – Jessica Souhani
- Bedtime for Monsters – Ed Vere
- A Huge Bag of Worries – Virginia Ironside
- Arlo The Lion Who Could Not Sleep –
Catherine Raynor
- The Story Tree; Tales to be Read Aloud –
Hugh Lupton

Don't forget non-fiction books about
your child's favourite topics.

High Frequency Words.

These are the most common words that your child will use in their reading and writing. Please help them to learn at least two new words a week. It is also important for them to be able to spell all the key words. The gaps are there for you to include any words that are relevant to your child. E.g. Names of brothers/sisters, pets, favourite shop/toy/sport.

List 1

I	go	come	went	up	you	day	me
look	are	the	of	we	this	dog	see
like	going	big	she	and	they	my	yes
on	away	mum	it	at	play	no	the
for	a	dad	can	he	am	all	today
is	cat	get	said	to	in	was	she

List 2

about	can't	her	many	over	then	who
after	could	here	may	people	there	will
again	did	him	more	push	these	with
an	do	his	much	pull	three	would
another	don't	home	must	put	time	your
as	dig	house	name	ran	too	says
back	door	how	new	saw	took	are
ball	down	if	next	school	tree	full
be	first	jump	night	seen	two	ask
because	from	just	not	should	us	friend
bed	girl	last	now	sister	very	lived
been	good	laugh	off	so	want	called
boy	got	little	old	some	water	
brother	had	live	once	take	way	
but	half	love	one	than	were	
by	has	made	or	that	what	
call	have	make	our	their	when	
came	help	man	out	them	where	



Reading...what can you do?

How to support your child when reading together

Encourage your child to use a range of strategies to help them read their book:

- Use the pictures to help you
- Look at the first letter of a new word and think what it could be
- Use your knowledge of phonics. Can they sound out the word?
- Encourage your child to break up longer words into chunks and then put them together again.
- Think about which word would make sense within the sentence.
- Use your knowledge of high frequency words. (the most common words)

Encourage your child to:

- Read a range of genres including poetry, non-fiction and fiction.
- Read road signs, prices, labels etc...it all helps!
- Use expression when they are reading and to look carefully at punctuation to help them.
- Discuss the characters in their reading books.

It is really important that children see that you enjoy reading as much as they do. Talking about a favourite story or reading a story together is as valuable as your child reading to you.



Reading...what can we do?

How we support your child at school

Paired reading: children are given the opportunity to read and discuss their books with their peers and older children.

Daily Supported Reading: every child in Year 1 will read a book in a small group with an adult daily. This encourages a love of reading as well as supporting comprehension.

Independent reading: children are able to select a book from the book corner to read at home.

Shared reading: reading together as a class.

Assessing reading: We assess children's reading levels using 'running records' to ensure that they are reading at the appropriate level. Your child will read with an adult regularly and bring home a book suitable for their ability.

Phonics: Your child will have daily Phonics lessons in ability groups.

Tips for parents - Listening to children read.

Before reading:

Ask:

What has happened so far?
What have you enjoyed most so far?
Who is your favourite character? Why?
What do you think will happen next? Why?

During reading:

Allow your child to read independently.
If they have difficulty with an unfamiliar word ask them how they might work it out:

Using phonics

Pictures

Read on and see if you can work it out.

Check that the child understands complicated words.

Tell them a word if they can't read it and see if they can spot the word anywhere else in the story.

If they are reluctant to read, then take it in turn to read a page each.

After reading:

Talk about the text the child has read.

Ask some questions about the text that the child has just read.

Example: What is the character called? Why do you think they did...?

How do you think they felt when.....?

Ask your child to make predictions about what might happen next.

Always praise children for their effort. They will improve each day.

If you are worried about their reading in any way, please tell us, not them!



Lower Case Lettering

Alphabet showing starting point and direction of each letter

a b c d e

f g h i j k

l m n o p

q r s t u

v w x y z

Phonics at Oakthorpe

Children in Year 1 have daily Phonics lessons. Every child is assessed regularly to ensure that they are in the group that is appropriate to their level. Due to our large number of adults we are able to place the children in small groups and address individual difficulties.

The school follows the 'Read, Write, Inc' phonics programme. This scheme uses rhyme to help the children remember the sounds that letters make and which sounds to use when writing longer words.

Below are the rhymes for blending sounds together:

ay: <u>May</u> I <u>play</u> ?	ee: What can you <u>see</u> ?	igh: fly <u>high</u>	ow: <u>blow</u> the <u>snow</u>
oo: <u>poo</u> at the <u>zoo</u>	oo: <u>look</u> at a <u>book</u>	ar: <u>start</u> the <u>car</u>	or: shut the <u>door</u>
air: that's not <u>fair</u>	ir: wh <u>ir</u> l and tw <u>ir</u> l	ou: sh <u>ou</u> t it <u>ou</u> t	oy: <u>toy</u> for a <u>boy</u>

ea: cup of <u>tea</u>	oi: sp <u>oi</u> l the boy	a-e: make a cake
i-e: nice smile	o-e: phone home	u-e: huge brute
aw: <u>yawn</u> at dawn	are: sh <u>are</u> and <u>care</u>	ur: <u>purse</u> for a <u>nurse</u>
er: a bet <u>ter</u> let <u>ter</u>	ow: br <u>ow</u> n <u>cow</u>	ai: sn <u>ai</u> l in the <u>rain</u>
oa: g <u>oa</u> t in a b <u>oa</u> t	ew: ch <u>ew</u> the st <u>ew</u>	ire: <u>fire</u> <u>fire</u> !
ear: h <u>ear</u> with your <u>ear</u>	ure: s <u>ure</u> it's <u>pure</u> ?	tion: celebra <u>tion</u>
tious/cious: scrumpt <u>ious</u> / delici <u>ous</u>	e: h <u>e</u> m <u>e</u> w <u>e</u> sh <u>e</u> b <u>e</u>	



Ask your child if they know what the pictures mean.

Phonics Screening in Year 1





In 2012 the government introduced a statutory Phonics Test for Year 1 children, which we administer in June each year. The test is implemented, with as little disruption as possible to the children's school life. We do not want the children to be unduly concerned about the test, therefore we prepare for the test by referring to it as a special 'quiz' that they do at the end of the year, to show us how well they have learned all the sounds.

The test involves the children reading 40 words all of which are unseen prior to the test. Some of the words are made up words, which we call 'Alien Words', such as vip, blise, chom. Children learn to read in different ways; some learn through phonics, others recognise whole words and some children use a combination of both.

We have a statutory duty to report the results of the test to parents. Please bear in mind that the test will only assess a child's ability to use phonics: it does not take into account the children's age, overall reading ability or educational development. It is vital to remember that children develop at different rates and their score is not a reflection of the excellent progress they have made this year.

There will be an information meeting for parents later in the year, to give you full details about Phonics Screening and answer any questions you may have.

Here are some examples of words from previous tests:

ulf		fresh
thazz		long
fape		soil
queet		glued

The Parents' Guide to Google Classroom

What is Google Classroom?

Think of Google Classroom (GC) as your child's digital link to learning.

Teachers use GC to share assignments, homework, newsletters, and much more with students AND parents!

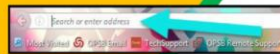


Getting Started



1 Click on the Google Chrome browser icon.

Getting Started



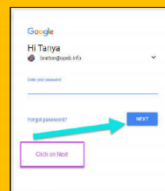
2 Type www.google.com into your web address bar.

Getting Started



3 Click on SIGN IN in the upper right hand corner of the browser window.

Getting Started



4 Type in your child's Google Email address & click "next."

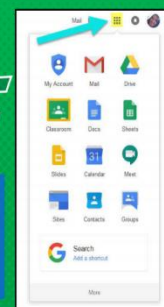
Getting Started



5 Type in your PASSWORD & click "next."

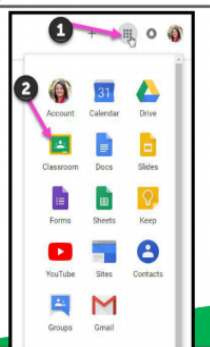
GOOGLE SUITE

Click on the 9 squares (Waffle/Rubik's Cube) icon in the top right hand corner to see the Google Suite of Products!



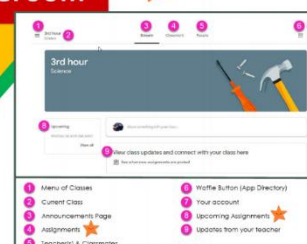
Navigating Classroom

1 Click on the waffle button and then the Google Classroom icon.



Navigating Classroom

3 Page tools (Left side)



Terminology used in Literacy Lessons in Year 1

Alliteration	d angerous d ragon , s limy s nake
Suffix	adding s, ness, er, ful to words such as shoes, kindness and useful.
Prefix	adding un, to words such as u ntidy and u nkind
Conjunction	words used to extend a sentence e.g. and, but, because, so, while, when
Adverb	words that describe verbs e.g. slowly, carefully

Sentence, punctuation, full stops, capital letters

Commas	in a list and to break up a sentence.
Adjective	words that describe a noun e.g. large, blue, hairy
Preposition	under, on, behind, below etc.
Imperative (bossy verb)	Stir.....; Pick.....; Cut.....; Fold.....; (used in instructions)
Past Tense	Using ed at the end of a word to change the tense e.g. jumped, hopped
Contractions	where apostrophes are used to shorten words e.g. shouldn't hasn't, we'd
Speech marks	show where direct speech is happening

Reminders

Attendance

It is important that children are punctual for school and attend regularly. **The minimum level of attendance expected for any child at Oakthorpe Primary School is 95%.** However, we aim to achieve better than this because we know that good attendance is essential for successful education.

It is essential for us to be informed of any form of absence including illness, hospital appointments etc. This should be done by telephone on the first day of absence.

Requesting authorised absence

At Oakthorpe we aim for zero unauthorised absence and always expect an explanation for absences. Parents must request permission from the Headteacher for absences for reasons other than illness. This is done by completing a form available from the school office or our website. The Department for Education regulations state that 'headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.' Holidays, visiting relatives and family events are not considered to be exceptional.

Punctuality

Year 1 children should arrive for school at 8.50am. Please help your child to be punctual. If they are late, it is harder for them to settle for the day and they miss important learning time.

Home time

Home time is at 3.30pm. Parents should wait in the playground for their children to be dismissed. Please notify the school office or your child's class teacher if anyone other than yourself or an authorised collector is collecting your child at the end of the school day. Please always collect your child on time as collecting late causes distress to your child and prevents staff from carrying out other duties. In an emergency if you are going to be late please telephone the school office to give an estimated time of arrival and the name of the person collecting the child.

Personal belongings

Children should not bring in any personal belongings or toys as doing so may result in accidental damage, breakage or loss. We encourage children to take responsibility for their belongings including jumpers, cardigans, book bags etc. and ask that parents support us in doing this by ensuring their child's name and class are on all items. Children are not allowed to bring mobile telephones into school.

Packed lunches

Food should be brought into school in a clearly labelled packed lunch box. We are a NUT FREE school. Please avoid sending in nuts or snacks containing nuts as some children have a nut allergy which can be extremely dangerous. We encourage children to eat healthily so please include fruit and vegetables. Crisps are only allowed on Fridays. Sweets, chocolate bars and chewing gum are not allowed in school.

School dinners

Healthy, tasty meals are cooked in our kitchen. All meals served at Oakthorpe are halal and beef and pork are not served in school. Children are entitled to a free school meal every day. Although all children are now eligible for free school meals, it is really important that you still complete a registration form for free schools meals. This is because the school receives additional funding for pupils who would otherwise qualify for free meals. The office will continue to send out forms to you which we ask you to complete. This also helps us apply for additional support such as free uniform, food vouchers and free holiday club places.

Homework

Homework is an important part of school life. It is an opportunity for children to practise and consolidate work that they have been doing during the week. It is vital that you read with your child every day. We really appreciate your support in helping your child to continue learning at home. We aim to set homework each week using google classroom. In some instances, you might want to take a photograph of the work completed and upload to google classroom. There are many ways in which you could extend the homework theme if you would like to do additional work with your child. Homework should always be completed using a pencil.

Uniform

We encourage children to take pride in their personal appearance and have regard for standards of personal hygiene.

- Full school uniform must be worn daily
- Black sensible shoes (NOT trainers, high heeled shoes, boots or sandals) should be worn to school. In Winter children should only wear shoes that come to ankle height. If children wear wellington boots to school, they should bring a change of shoes.
- Jewellery should not be worn. If absolutely necessary studs will be permitted
- Children's hair should be neat and not restrict vision. Coloured hair bands and hijabs should be restricted to dark colours
- Nail varnish is not permitted

All children are expected to wear PE kit for their health and safety.

Games lessons are taught outside wherever possible in all seasons. In view of this please ensure that children wear their PE kit to school on their PE day (Thursday). They will need:

- Black trainers
- House colour t-shirt and black shorts
- Tracksuits or a warm jumper are essential in the winter during a games lesson

PE kits should only include plain black shorts, tracksuit bottoms or leggings and PE sweatshirts. PE clothes should not have large logos or patterns. Football tops are not allowed at any time.

Please see our school website for a list of uniform items:

oakthorpe.enfield.sch.uk

Healthy School

Oakthorpe is a healthy school. Our school meals are very healthy and we now have a policy for healthy packed lunches and after school snacks.

Remember:

- To include fruit or vegetables every day.
- Chocolate and sweets are not allowed.
- Crisps are only to be eaten on Friday.

Clubs

Breakfast Club

The school runs a breakfast club from 7.45am daily. Breakfast club is lead by Oakthorpe staff. If children arrive before 8am the cost of the club is £3.00. After 8am the cost £2.50 which includes food. Places must be booked and paid for on parent pay.

Squirrels After School Club

Squirrels after school club runs daily. Squirrels is lead by Oakthorpe staff. Parents must ensure that sessions are booked online on ParentPay by 9am. Children who have not got a place booked by this time will not be able to attend Squirrels. This allows us to arrange appropriate staffing.

Extracurricular Clubs

A range of extracurricular clubs are available. Parents will receive email notifications at the start of term. Parent are advised to book clubs places on ParentPay quickly; places are limited and allocated on a first come first served basis. Clubs lead by external providers will need to be booked via their websites.