



Otford Primary School



# Otford Primary School.



This booklet is to give me information about my transition  
Into my new class.





Mrs Balcombe-my year 4 teacher



As a child at Otford Primary School, I am a valued member of the Otford Community.

In September, I am going to be in a new class with a new teacher.

My new teacher is Mrs Balcombe.

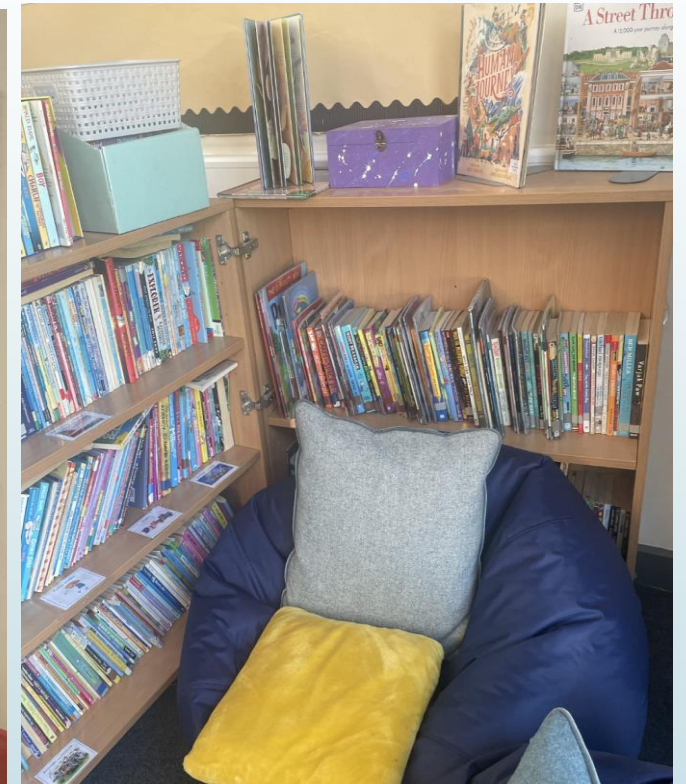
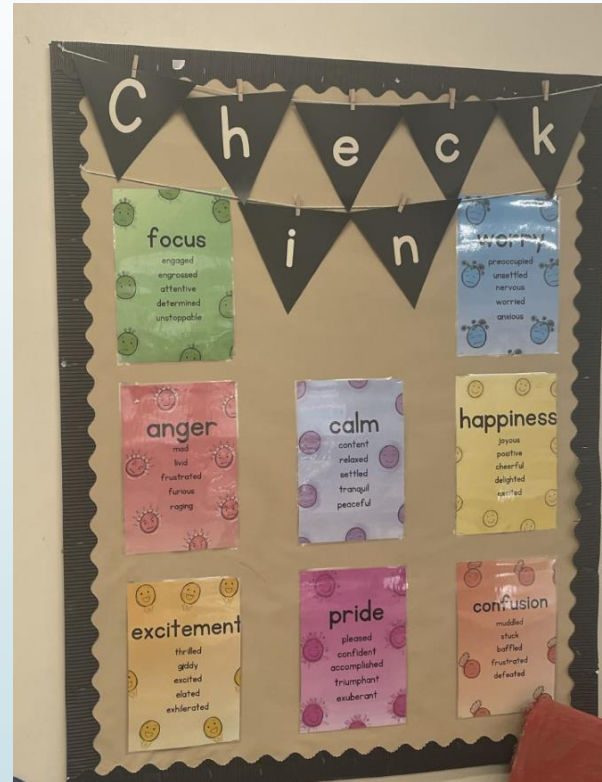
Mrs Balcombe is looking forward to teaching me next year.

She wants me to feel safe at school and looks forward to getting to know me.

I am an important member of my class and my thoughts and feelings are important.



# Offord Primary School



This is my new classroom.

I will have my own desk in my classroom which is my personal space.



Offord Primary School



In my classroom I will have a quiet calm space where I can sit and regulate.

We also have a sensory box in my classroom with equipment to help me to calm and regulate.





The adults in my school care for me.

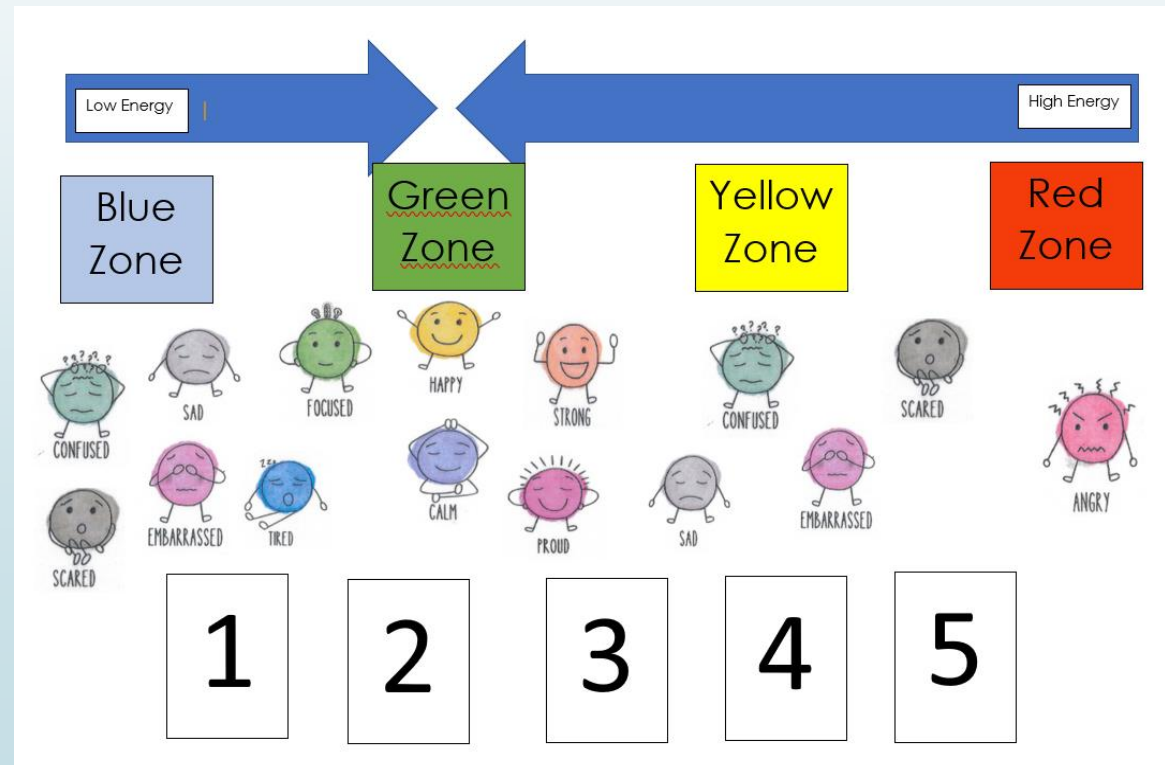
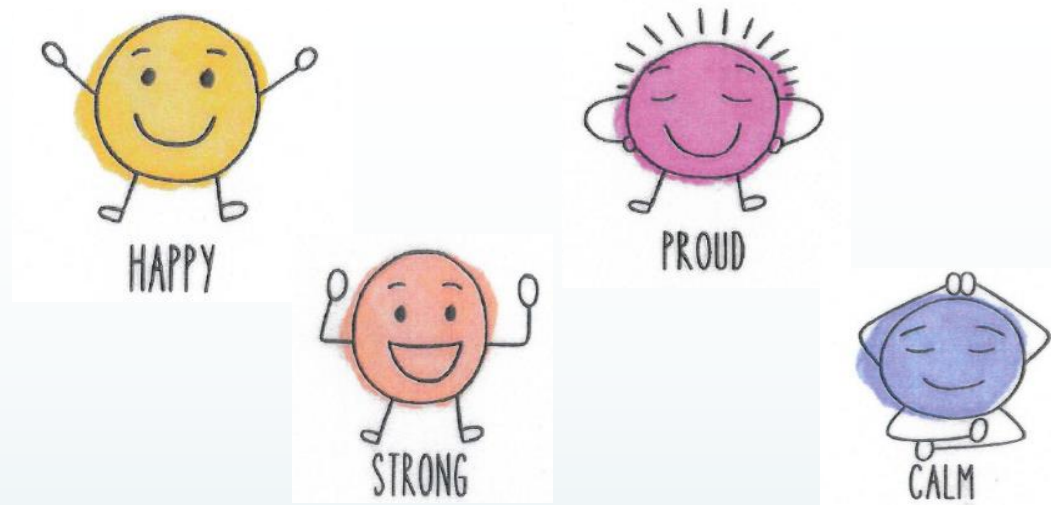
They know I will feel different things at different times and this is okay.

We all have a range of feelings and these can change at any time.

I can talk to adults in my school about how I am feeling at any time.

During the day, I will be given time to check in with my feelings.

There are strategies in place to help me when I am not in the green zone.





# Offord Primary School

This poster will be in my classroom.

The self help tools will help me to regulate.

The adults in school will help me to recognise my feelings.

The adults in school will support my feelings are in the blue, yellow or red zone.

We will have time in our school week and assembly to recognise our feelings and explore self-help tools to help us to regulate.

	Zone	Self-Help Tools
Low energy     High energy 	<b>Blue - LOW</b>  	Blanket Calm space Water break Brain break Movement break Walk outdoors Drawing Drink/snack Talk to friend/adult Listen to music Cosmic yoga Rainbow breathing Affirmations (cards/song) 
	<b>Green - OK</b>  	Comfort zone or Optimal zone
	<b>Yellow -WOBBLY</b>  	Deep breaths Take a break Wall press-ups Fresh air Play-dough/putty Mindful colouring Write or draw Fidget toys/puzzle toys Stretch Nature 
	<b>Red - FIZZY</b>  	Ask for help Take a break Peaceful Pod Exercise Deep breaths Clench and release fists Nature ASMR Optical illusions 



# Movement Breaks

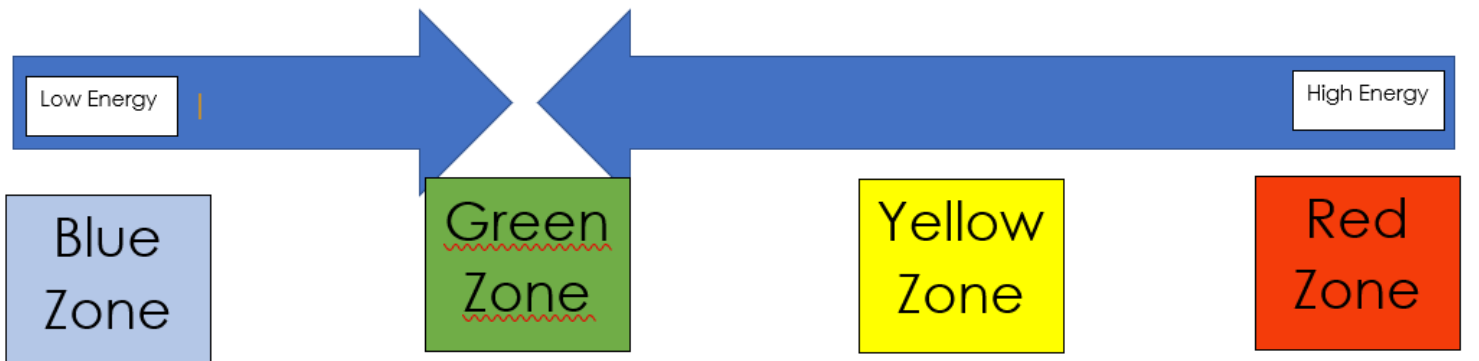


In my day, I may have times when I am feeling overwhelmed or I need to move.

If my feelings move from green to yellow, blue or red zone I may need a brain or movement break.

I can tell my teacher how I am feeling and they will give me some space to regulate and calm.

I can use my self-help tools-the self-help poster can support me with this.



A self-help poster featuring a grid of emotion icons and numbered boxes. The icons are arranged in three rows:

- Row 1: Confused (green), Sad (grey), Focused (green), Happy (yellow), Strong (orange), Confused (green), Scared (grey).
- Row 2: Scared (grey), Embarrassed (pink), Tired (blue), Calm (purple), Proud (pink), Sad (grey), Embarrassed (pink), Angry (red).

Below the icons are five numbered boxes: 1, 2, 3, 4, and 5.



# Peaceful Pod



If I need a break out space, to regulate and have some calming time during my school day I can ask for a token to go to the Peaceful Pod.

The room has a lot of sensory equipment that will help me to regulate and self-soothe.



# Offord Primary School Rules

In school, we have 3 rules.

## 1. Be Ready

Be prepared and willing to engage in learning.

## 2. Be Respectful

Treat others, oneself, and the school environment with consideration and care.

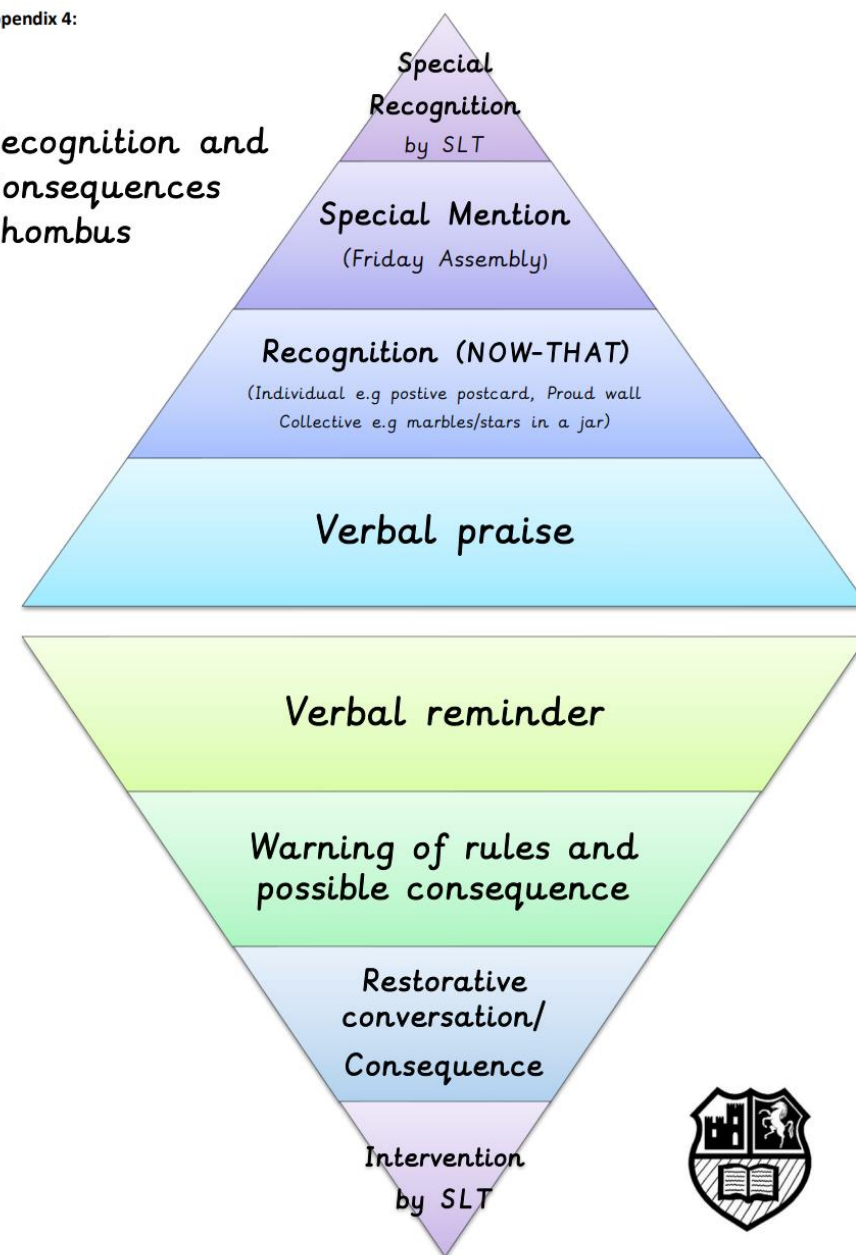
## 3. Be Safe

Act in a way that ensures your own safety and the safety of others.

Adults and fellow children will support me to regulate and respect these rules.

Appendix 4:

Recognition and  
Consequences  
Rhombus



At Otford our values are

# Otford Values



Kindness



Courage



Kindness



## Talk to Someone

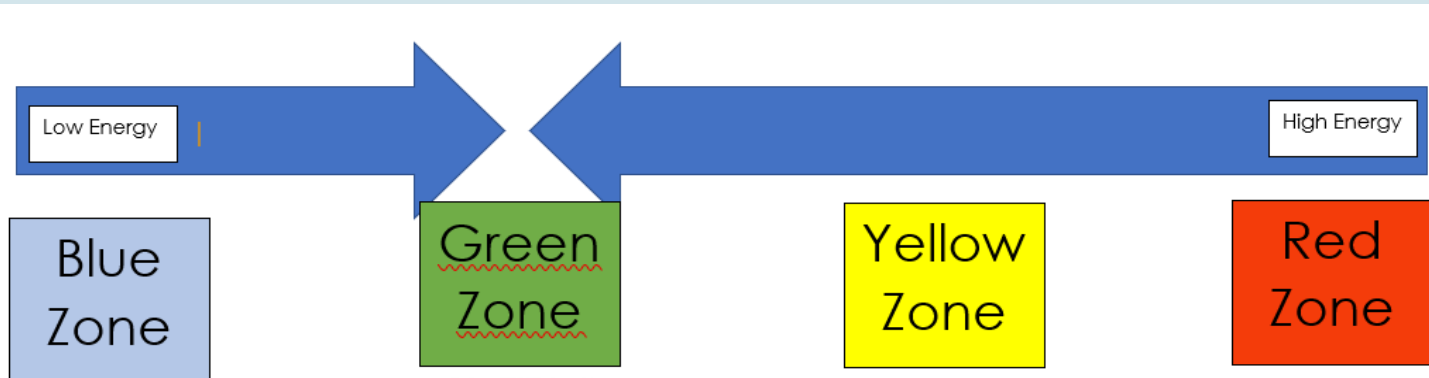
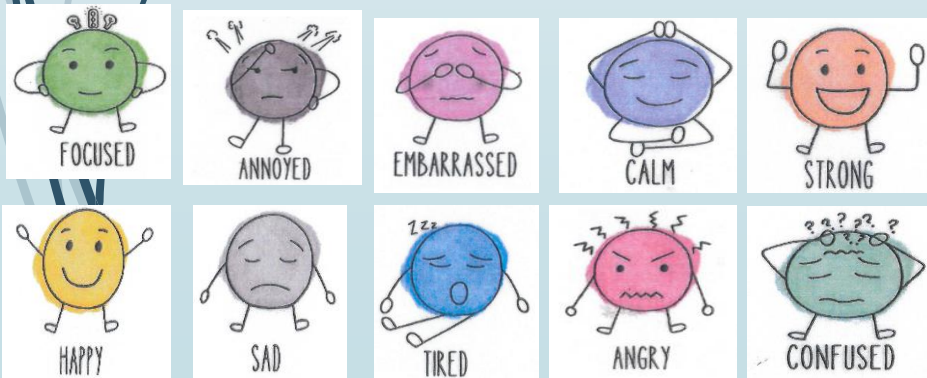


There is always someone in school to talk to about how I am feeling. We feel different feelings at different times and this is okay.

It is important that I remember that all problems can be solved if I tell somebody.

If I find it difficult to talk to someone directly, I can tell a member of my family or a friend if I am not in my green zone. They can tell someone at school who will be able to help me.

All people in school want to help me to feel safe and secure. This is their job. People in school care for me and want me to feel happy.



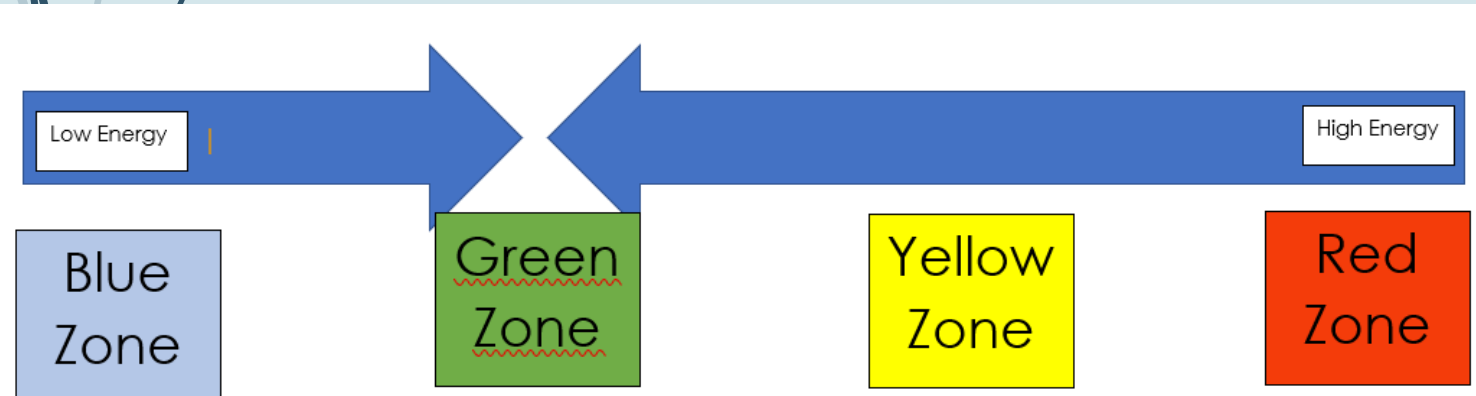


# Leap Pad Room



If I am not in the green zone when I come into school, I can go to the Leap Pad Room-it is in the Victorian Building.

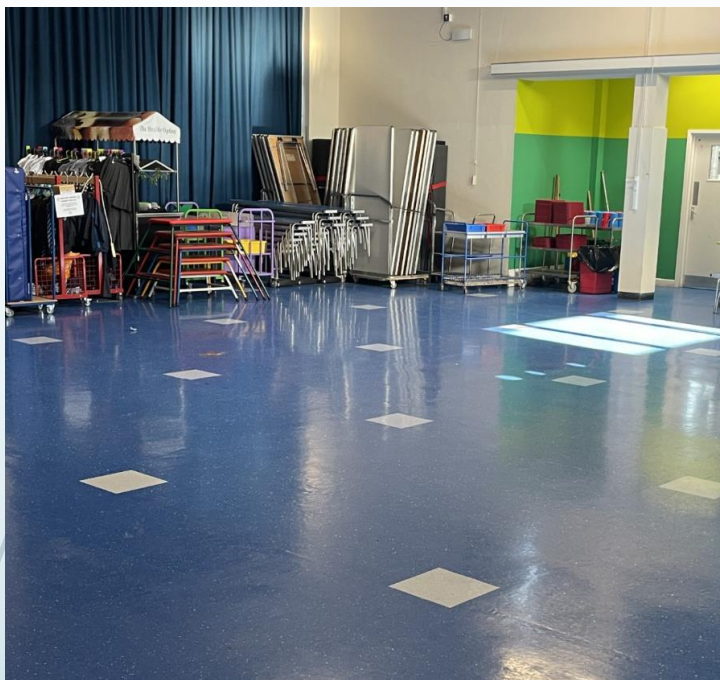
I can go to the Leap Pad Room to do colouring, Hama beads or play a game. It is a space where I can feel safe and calm at the start of the day.



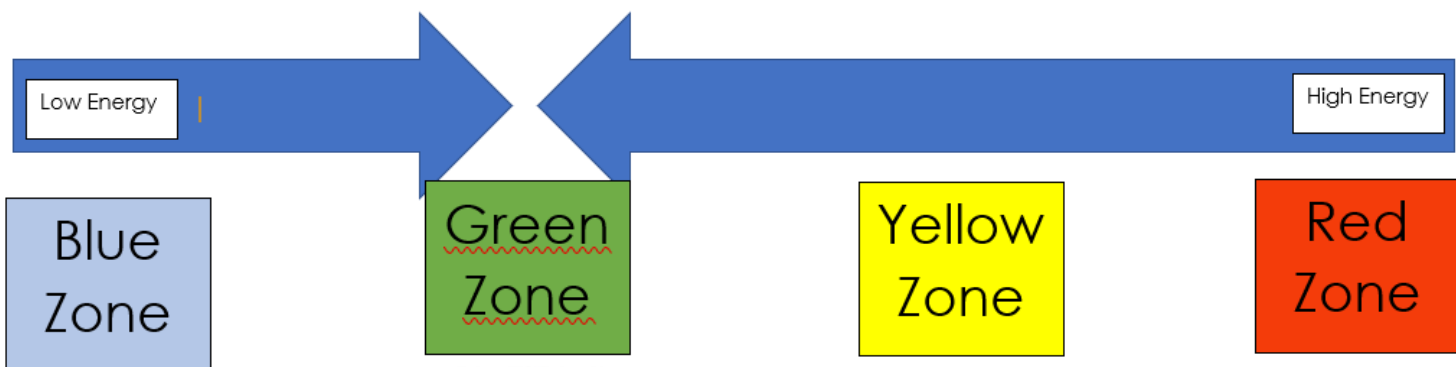
An emotion wheel with 15 faces, each labeled with an emotion: CONFUSED, SAD, FOCUSED, HAPPY, STRONG, CONFUSED, SCARED, SCARED, EMBARRASSED, TIRED, CALM, PROUD, SAD, EMBARRASSED, and ANGRY. Below the wheel is a horizontal scale with five numbered boxes (1 to 5).



# Sensory Circuit



I may feel full of energy at the start of the day. I may wish to attend Sensory Circuit for some movement and fun. Sensory Circuit is located in the hall at the start of the day.



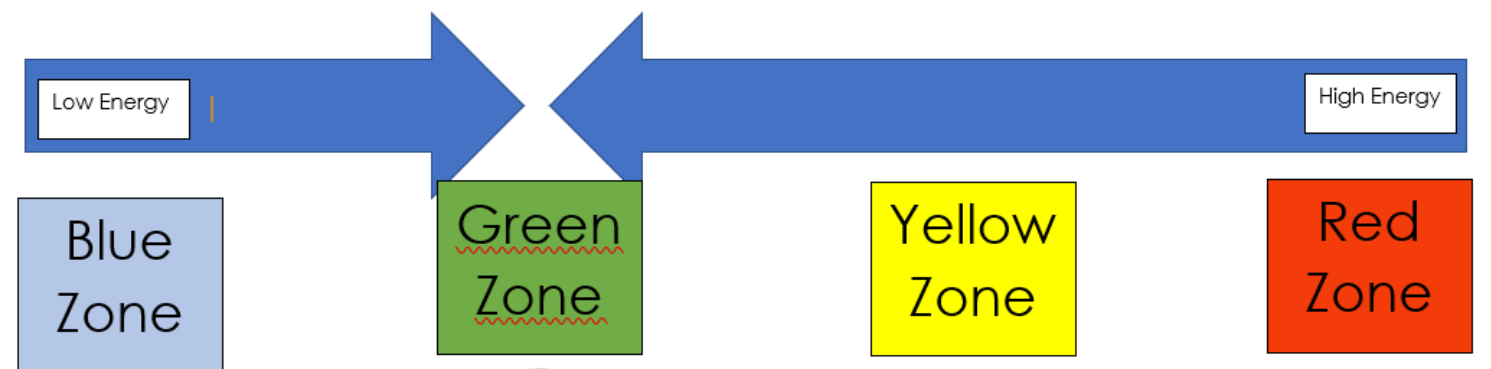
An emotion wheel with 15 faces arranged in a circle, each with a label: CONFUSED, SAD, FOCUSED, HAPPY, STRONG, CONFUSED, SCARED, SCARED, ANGRY, EMBARRASSED, TIRED, CALM, PROUD, SAD, EMBARRASSED. Below the wheel are five numbered boxes: 1, 2, 3, 4, 5.



# Clever Fingers



I may wish to have some calm time and to practise fine motor coordination through craft activities. If this sounds like me, I can go to Clever Fingers. Clever Fingers is located in the library.

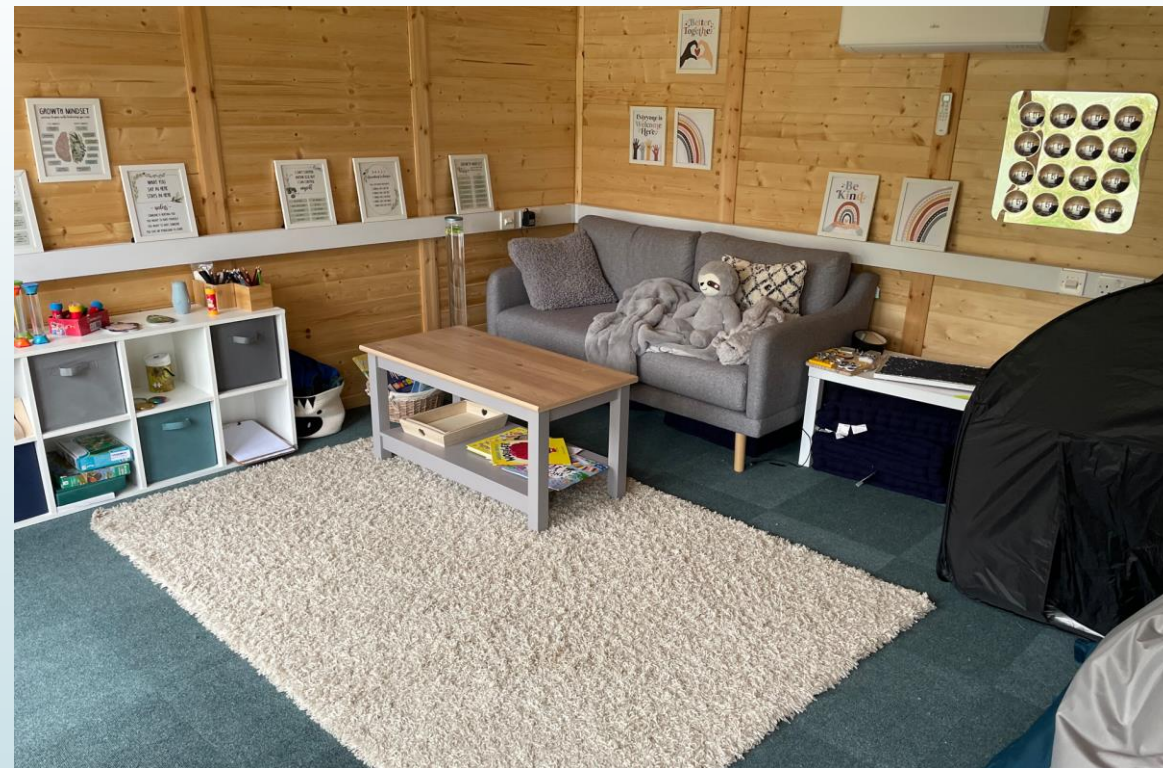


Row 1: CONFUSED, SAD, FOCUSED, HAPPY, STRONG, CONFUSED, SCARED  
 Row 2: SCARED, EMBARRASSED, TIRED, CALM, PROUD, SAD, EMBARRASSED, ANGRY

1 2 3 4 5



# Peaceful Pod.



If I need a break out space to regulate, I can go to the Peaceful Pod.



## Library.

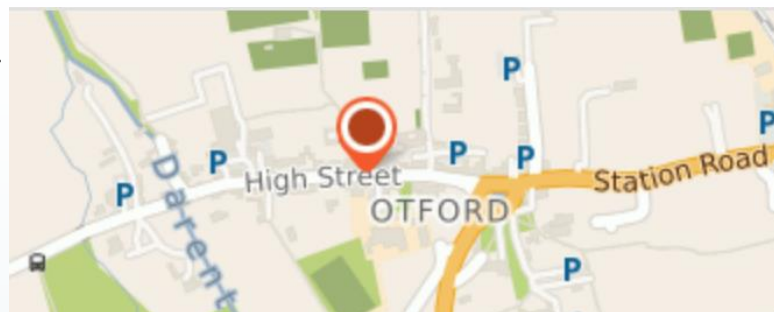


The library is also a quiet, calming space that I can go to where I can go to read a book.

I will also have a weekly library slot with my class where I can enjoy some reading time.



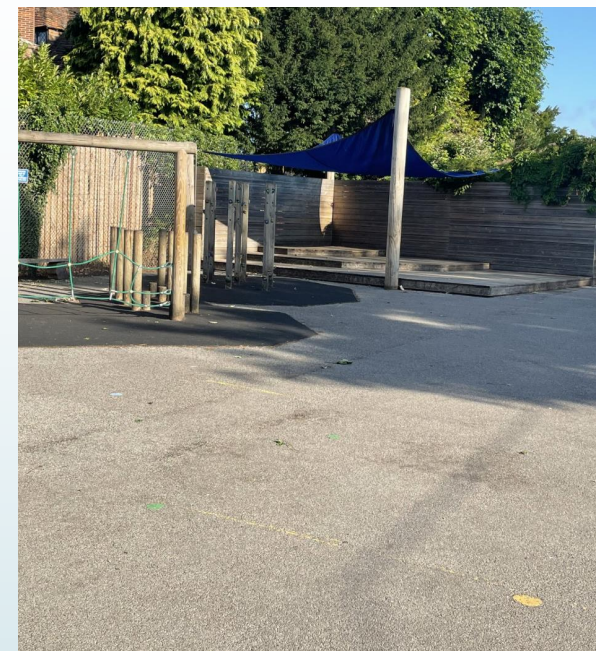
## Oxford Primary School.



The school gates open at 8:45. I need to be in school by 9am.

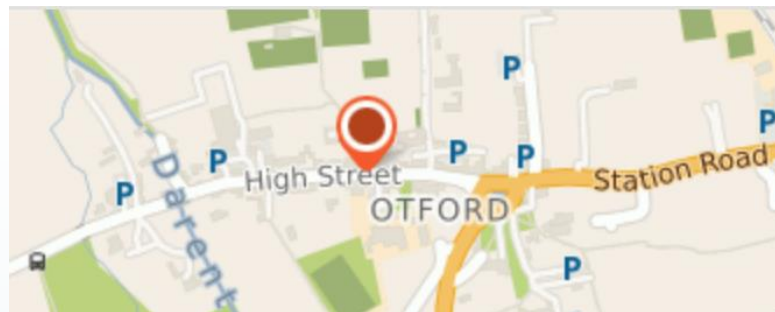
I will say goodbye to my parents or carers on the playground. They are able to leave me in school because they know I am safe and cared for.

At the beginning of the day, I will walk round to my new classroom.





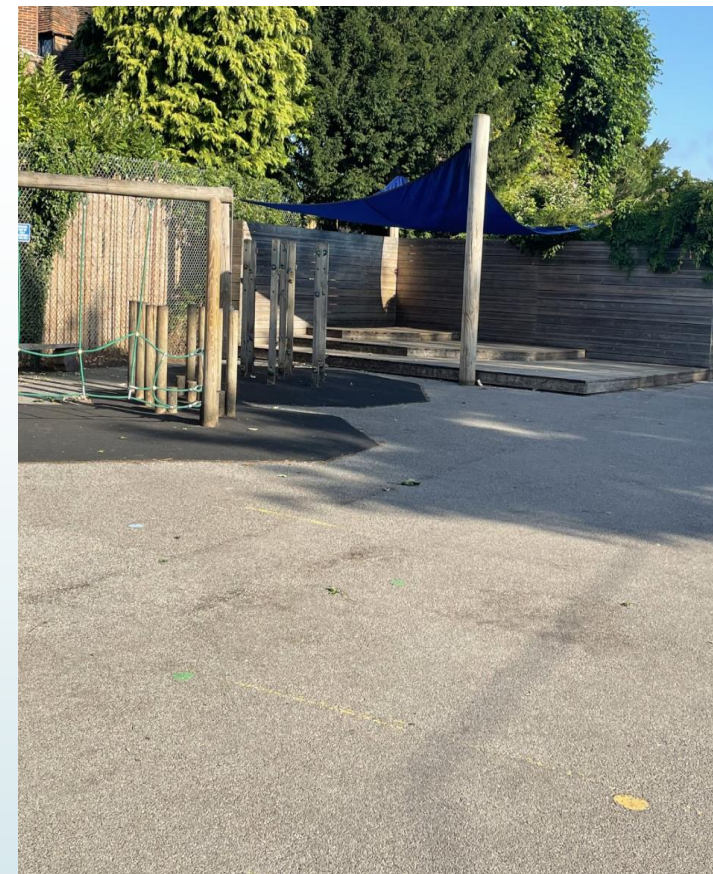
Oxford Primary School.



At the end of the school day my parents or carers will pick me up from school.

My parents or carers will meet me on the playground.

When I see my parents, I will tell my teacher that my parent or carer is there to pick me up and I will walk to them. My teacher will know that I am safe.





## Key Stage 1 Playground



Year 1 and 2 have their break time on the Key Stage 1 playground.

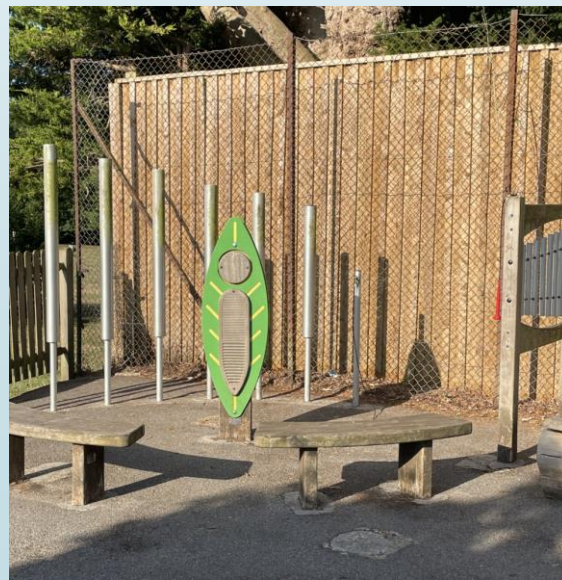
We can have fun with our friends by playing games, following some of the trails on the floor markings or can climb on the trim trail.



We make sure we are always safe when we are playing.



## Key Stage 2 Playground



Year 3, 4, 5 and 6 have their playtime on the Key Stage 2 playground.

We can have fun with our friends playing games, climbing on the trim trail or creating some music!

We make sure we are always safe when we are playing.



## Field



When it is dry we will have break times on the field.

There is a lot of space on the field to run around and play games. We also have some shaded places where we can sit with our friends.

We also have PE and Forest School on the field, which is great fun.





## Lunch Time



We have our lunch in the school hall.

We will have a time to eat our lunch and will be called to line up on the playground or field.

Children who have packed lunch will walk into the lunch hall and sit down.

Children who have school dinners will line up at the hatch to wait for their food to be served.

Water is always available on the tables so we stay hydrated.

When we have eaten our food we will put our hands up and ask to leave.

If we have had a school dinner, we will tidy our cutlery and plate ourselves.



Offord Primary School



HAPPY



PROUD



STRONG



CALM



## Offord Primary School.



Everyone in school are so pleased that I am part of the Offord School community. My feelings are important. There is always someone in school who will listen to me. It is important that I feel safe and secure in school. Everyone in school is always pleased to see me. In school I will be encouraged to be kind, curious and courageous. I will be guided to be safe, ready and respectful.

