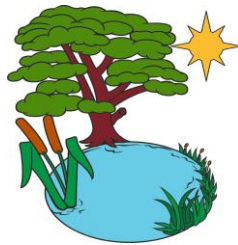




Reception Welcome Booklet..



St. Mary's Church of England Primary School,
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Website: www.stmarysprimaryschool.co.uk

Headteacher: Mr. Richard Moss

Deputy Headteacher and SENDCO: Mrs Stephanie Gee

Class Teacher: Mrs. Jayne Boast

Teaching Assistants: Mrs Jess Kettlewell, and Ms. Vicky Hughes

School Business and Office Manager: Mrs Mel Suttill



Welcome to St. Mary's Church of England Primary School

Beginning school is a very special time. At St. Mary's we want this transition to be as smooth as possible. We aim to provide a caring, supportive and happy atmosphere for every child. We believe that learning is developed through strong partnerships, so children, parents and teachers work together to enable each child to realise their full potential. We hope the information in this pack will be useful in the coming weeks.

Welcome Meeting

This is an informal event planned for Reception parents to visit the school alone, so that they can hear a short talk about starting school, meet and talk to the staff, have a tour of school and ask any questions.

Key Stages and Year Groups

Your child will be starting school in the Reception class which is part of the Early Years Foundation Stage. The table below is a simple guide to the Key Stages and Year Groups.

Age	Stage	Year Group
3	Foundation Stage EYFS	Reception
4		
4 - 5	Key Stage One	Year 1
5 - 6		Year 2
6 - 7		Year 3
7 - 8	Key Stage Two	Year 4
8 - 9		Year 5
9 - 10		Year 6
10 - 11		Year 7
11 - 12	Key Stage Three	Year 8
12 - 13		Year 9
13 - 14		

Preparing for School

Helping your child to settle in begins at home, building up your child's knowledge of what to expect at school. Here are some helpful pieces of information about the school day, and some suggestions to help your child feel more prepared, confident and independent.

Starting School: Parent and Child session

In the summer term you and your child are invited to school for an afternoon session. We hope, weather permitting, this will be in our woodland area. So we can spend time getting to know your child better, we split the children into small groups. This will allow you and your child to explore their new surroundings with our current Reception children. The children are allowed to wear their normal clothes, but as this hopefully will be a Forest School session please wear wellies, waterproofs and long sleeves tops/ trousers as required. We will let you know which of the above sessions you have been allocated but can be flexible if for any reason you can't attend one of these dates.

Sports Day

All new Reception parents and children are warmly invited to attend our annual Sports Day. The children will be invited to participate in a special race and it is a great opportunity to meet other parents and make new friends. Gates will open from 1pm, and the children's race will take place between 2-3pm.

Visits to Nursery/ Childminders/ Playgroups or Home Settings

To get to know your child better Mrs Boast will also be in touch with childminders, nursery or playgroup. She will try to arrange a visit or a home visit if you prefer.

Transition Morning

We would also like to invite all of the new Reception children to attend a whole school transition morning (all classes in school move to their new class). We will send out information on dates and times. Please arrive at school at 10:55am and sign in at the school office. At 11:00am Mrs Boast will take your children to their new classroom. We then invite you to return at 11:55am to join your child for a school lunch. After lunch you can take your child home. If you are unable to attend lunch we ask that you collect your child at 12:30pm from the school hall.

Starting School

Arriving at School

On their first morning, they will be greeted by the Class 1 teaching team. You will be asked to support your child finding their labelled locker just outside Class 1 Classroom, before proceeding into the Reception classroom.

The school gates normally open at 8.30am, however from your child's first day through to the end of the following week (ending Friday 12th September) you can arrive at 8:50am and collect your child at 2:50pm, so that it isn't too daunting with the rest of the school children coming and leaving at a different time.

In the first few weeks, you are welcome to stay until 9:00am especially if your child needs settling a little longer. After that we ask that you drop off your child and try to leave them no later than 8:45am. Past experience has shown that the children do settle quickly once all the adults have left. Please be reassured that if your child does not settle, we will contact you.

If you are aware that your child may need a more staggered start to school routine please don't hesitate to contact us and we will arrange this separately.

Communication

The class teaching team or school office will communicate with you in relation to all of your child's needs. Face to face communication is always our preferred method and you will have a chance to speak to a member of our staff in the mornings.

Planners

Your child will be given a planner when they start school. This is a home-school link enabling you to write notes to the teacher and add any comments about your child's progress. We ask that your child bring their planner to school every day and it will be checked by a member of staff every morning.

Please indicate in your child's planner every day their collection arrangements ie 'Bus', 'Collected' or 'Out of School Club'. This is to ensure the safety of your child. However, if your child will **always** be collected, then please ensure you let the class teaching staff know. If for any reason you are not collecting your child in person, or arrangements change, please inform the class teacher or the school office. We will not let a child leave the premises with another adult unless we have your permission. When all the children have been safely collected, any parent wishing to see the Reception teacher is welcome to do so.

Parent Hub APP

It is essential that each parent signs up to our Parent hub App on your mobile phone device to receive notifications, letters and all other correspondence from school. You will receive this information at the beginning of September.

Parent Pay

We have a Parent Pay cashless system which parents need to sign up with in order to pay for any items such as meals, Out of school Club, trips and events. Again, you will receive the necessary log in details in September.

Tapestry

We will also communicate via Tapestry (an online learning journey) with messages from the teaching team. This is also a way to share your child's WOW moments with you, as well as a way that you can share pictures from home with us. We encourage you to celebrate any special achievements with us either via Tapestry or you may complete a 'Something to wag about' sheet and hand this to the class teacher.

Stay and Play Sessions

Each term we will invite you into school for 'Stay and Play' sessions, where you can see in action your child enjoying school and learning. All details will follow in September.

Junior Partners

Each new Reception child is allocated a Junior Partner. These are the oldest children in the school and they act as a 'big brother' or 'sister' for your child. They will help to settle your child in school and will take a caring interest in all they do and take them into our daily collective worship / assemblies.

Water Bottles

All children in school are encouraged to drink water during the school day. Each child is given a water bottle from us to bring to school with fresh water each day. Any additional water bottles cost £2.00.

Book bags and PE Bags

We encourage the Reception children to buy the school book bag from the school office to protect the reading books, packets and resources they take home on a daily basis. Additional drawstring bags are also available from school which can be used for forest schools, PE kit or swimming kit where required.

Snack and Milk

A fresh piece of fruit or vegetable is provided by school each day for morning snack, however, your child may bring in an additional healthy snack of fresh or dried fruit. Children under five are entitled to a carton of milk daily. This will be set up initially by school. After they turn five you can continue to pay for milk via Cool Milk. If you no longer wish your child to have the milk at school you can cancel directly with Cool milk also. (www.coolmilk.com). Please notify cool milk and school if your child has a milk allergy and let us know if you will be providing the milk to school.

School Dinners

All Reception and KS1 children are entitled to a free school dinner, however, children are able to bring a packed lunch if they prefer. We encourage all children to taste our school lunches so we will usually provide them with a taster pot if they do bring their own packed lunch. Lunch boxes for pack ups must be clearly named and must not include nuts, as we are a nut allergy aware school and have individuals in school with severe nut allergies.

Clothing

Please refer to the 'Emblazon' information sheet for details on school uniforms. Please ensure all items of clothing and footwear are clearly labelled. Children can come to school in their PE clothing on PE days specified by the teacher.

You may order a PE hoodie from our friends committee using the form in the welcome pack. The order form will have a deadline in the summer term to allow them to be in school ready for September.

Pre-loved Uniform

We also have a pre-loved uniform collection outside the school office where you are free to come and look at the items at any time. Families can pay a small donation for any items they claim.

Forest Schools

Your child will participate in Forest Schools. This is where we use the on-site woodland environment to encourage and inspire the children to grow in confidence, self-esteem and independence. It draws on imaginative and educational principles to raise academic achievement and inspire children to work towards a more sustainable future. These sessions take place all throughout the year and your child will require appropriate clothing for all conditions. They will need a pair of wellington boots and these may be kept in school on the wellington racks under the shelter in the outdoor classroom. Waterproof trousers (or waterproof dungarees) and jackets are also required and should be labelled and placed in a separate labelled drawstring bag. Please ensure that these are always in school and only take home in the holidays for washing!

In Case of Illness

Please ensure we have your current contact details at school, as well as emergency telephone numbers and addresses in case you are unavailable.

In the event that your child contracts the Norovirus or any other sickness and diarrhoea illness, we ask that you please keep your child off school for the recommended 48 hours after the last symptoms have occurred. We also recommend 24 hours fever-free. This is to ensure that your child is given the time to recover and is no longer able to pass the illness on to other children.

Medication

If a child requires medication in school a form will need completing from the office. All medication administered in school must be prescribed by a doctor. If your child requires an inhaler we ask that your child has one kept in school at all times. A separate form will be required to complete for inhalers. If they will be attending Out of School Club a separate inhaler & spacer will be required to be left in that building also.

Volunteer Helpers

Please remember you are always welcome in school. If you would like to help in any way, please talk to the class teacher regarding any particular skills you would like to share or simply assist in class. You may have a specific skill set, hobby or profession which may support the children's learning and topics. Please speak with a staff member if you are interested.

Family Holidays

The Law says:

- Schools are not permitted to authorise any requests for holidays taken during term time.
- Only in exceptional circumstances will any leave of absence be authorised. Exceptional circumstances are a family crisis such as bereavement or terminal illness, and a service family returning from posting.

Please Remember:

- Parents do not have an automatic right for their children to have authorised absence to go on holiday.
- In certain circumstances, parents can be issued with a Fixed Penalty Notice.

Behaviour expectations

On the inside of your child's school planner, you will see a chart showing behaviour expectations we require your child to follow at school. Please familiarise yourself with this.

Contacts:

If you have any further questions please don't hesitate to email either Mrs Suttill on the school admin email admin@stmarysprimaryschool.co.uk or Mrs Boast j.boast@stmarysprimaryschool.co.uk. Any communication you would like to make to Mr Moss needs to be via the school office admin@stmarysprimaryschool.co.uk.

Thank you