

### **Medicines**

Only prescribed medicines can be taken in school. Please bring them to the office and complete a permission form. If your child has an inhaler, please ask for an inhaler use record and medication permission form when your child starts in September.

### **Bicycles and scooters in school**

Bicycles and scooters can be stored in the school bicycle racks and shelters but must be left secure. Unless your child has achieved their Saver cycling qualification, they need to be accompanied to school by an adult– adults do not necessarily need to be on a bike! Helmets must be worn!

### **Communication**

Your child's teacher is always available for a quick chat before or after school but if the matter requires a longer discussion, an appointment should be made. This can be arranged with the class teacher or via the school office.

If signed up to parent mail, you will receive newsletters and information regarding school events etc via email.

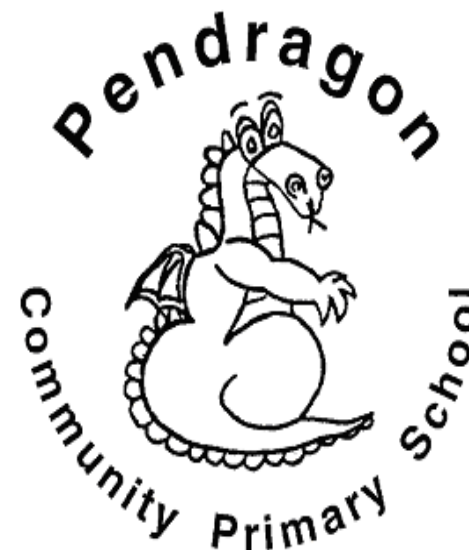
We now operate a more convenient way to pay for school meals and trips using a secure service called Parentpay. Making a payment is straightforward and no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away. Details will follow.

Any letters or money sent into school should be in an envelope with the child's name, recipient's name and purpose on the front. It will be sent through with the register to the school office. You can also use the black post box placed in the main entrance of the school.

### **Absences and Holidays**

Please contact the office between 8.30am and 9am if your child is going to be absent from school for any reason. Wherever possible, medical or dental appointments should be notified of in advance.

If you find it essential to holiday during term time please ask at the office for a holiday form. Head teachers may not grant authorised leave of absence during term time unless there are exceptional circumstances.



## **Handy Hints Foundation Stage 2016**

### **Partnership**

By working together we can make your child's school life happy and productive. If you have any concerns or worries, however small they may seem, please come in and talk them over.

We cannot solve problems that we don't know about!

### **School uniform**

All children are encouraged to wear school uniform. This is a blue or white polo shirt (plain or with logo) with grey trousers or skirt. School sweatshirts, cardigans and polo shirts with logos are available to order online or via the school office. All other uniform can be purchased from any local supermarket.

We suggest that PE kit is brought in on a Monday and will be sent home at the end of each half term for washing! Kit should include shorts and t shirt for indoor PE and jogging bottoms and a sweater for outdoor P.E in the colder months. Trainers are essential for outside games – cold weather and rain does not stop a PE lesson!

Children in Foundation Stage are encouraged to wear a coloured t-shirt for PE (red, blue, yellow or green) as this is a good reminder of their school house colour.

Coats and jackets need to be named and have big loops on the inside so that they can be hung up safely and easily. Umbrellas can be brought to school but please could you take them home and bring them back at the end of the day as we have no space to store them. Children in Foundation play and learn outside in all weathers, it is therefore essential that your child has a pair of wellington boots kept in school.

**All clothing that can be removed, should be clearly named.**

### **School House**

Your child will be allocated to a school house colour– look for the coloured dot on your brochure. All children in the same family are in the same house colour.

### **The School Day**

Foundation Stage come into school via our own gate which is opened at 8.45. KS1 and KS2 children arrive on the main playground whereby the top gate opens at 8.40am and the lower gate at 8.45. School begins at 8.55am for all children. The morning session ends at 12.10pm for Foundation Stage and Years 1 and 2. The afternoon session starts at 1.10pm and ends at 3.10pm for Foundation Stage and 3.15pm for the rest of the school.

At the end of the day the class teacher will call each child's name once the adult collecting has been seen. If you are not picking up your child from school, it is important to let your child's teacher know in the morning as your child will only be released to an authorised adult.

### **Snack**

Through the Government's 5 a day Fruit and Vegetable campaign, all Foundation stage and Key stage 1 children are provided with a piece of fruit for a snack. Please make sure you have filled in the consent form. Only fruit and vegetables can be brought in for snack. We encourage the children to have a named water bottle in the class which can be refilled during the day.

### **Lunchtime**

Children in Foundation and Years 1 and 2 are entitled to a free school dinner everyday however you may send your child with a packed lunch if this is your preference! Menus are issued at the start of each term. Look out for Parent lunch days!

### **School rewards**

The staff and school council are currently updating the school's reward system. We will provide more information regarding this in the Autumn term.

### **Reading**

Initially your child will choose a book from the classroom or library to take home and share with you each day. These may be books your child can read or, more usually, be for you to read to them. As the children begin to learn to read they will be sent home with a reading scheme book.

Once the children are in school full-time they will also receive a word wallet containing key words to learn by sight. New words will be added each time a set has been learnt. All comments are to be recorded in your child's reading record which can be kept in their book bag. A book bag can be bought from school and is an efficient way of sending notes, certificates, work etc from home to school and vice versa.

### **Learning Overviews**

In Foundation Stage we send home regular overviews which outline all learning completed in class over a short period of time. This also includes a Wow star for you to complete with your child at home based on observations you make in relation to their learning and development. Any stars sent back to school will be shared with your child and their class teacher before adding it to their learning journal.

Please encourage your child to talk to you about their school day and how they are feeling at school. If you or your child have any concerns or worries, however small they may seem, please come in and talk them over or email us. (Email addresses are available on our school website.)

We cannot solve problems that we don't know about!