

WRITTLE INFANT SCHOOL



INDUCTION MEETINGS

June 2018

AGENDA

Refreshments

- Housekeeping - Toilets are available in the school entrance hall. Emergency exits are situated at the back of the hall / front entrance
- Welcome and staff introduction
- Information sent to you
 - Uniform Order
 - Personal Details Form
 - Ethnicity Form
 - Outing and Photography Consent
 - ParentMail Information
 - Tapestry Registration & Information
- Your Induction Details
- Class Allocations / Timetable of visits / First few weeks
- What will your child need? E.g. Uniform
 - Snack
 - Lunch
- Safeguarding and welfare
- School attendance
- Parent Mail / After school clubs etc
- Any questions?
- Sign up for your initial parents meeting in September, please note down your time
- Afterwards the staff will be available to answer any individual questions / queries

WELCOME AND STAFF INTRODUCTION

- Head Teacher – Mrs Helen Castell
- Deputy Head Teacher – Mrs Tracey Wilson
- Foundation Stage Leader and Class Teacher – Mrs Rhian Fisk
- Foundation Stage Class Teacher – Mrs Leanne Herring
- Chair of Governors – Mr Ralph Bray

INFORMATION SENT TO YOU

- Induction Information / Letter
 - Uniform Order form *
 - Personal Details form *
 - Ethnicity form *
 - Outing and Photography Consent *
 - ParentMail Information *
 - Tapestry Registration & Information *
- * Forms to be returned to school ASAP if not already done

YOUR INDUCTION PACK

- Class Allocation / Visits letter
- Welcome Pack to be filled in and brought back to school on your child's first day
- 50 things to do
- How to help my child when they start school
- Essex Passport will come to you via your pre-school provider

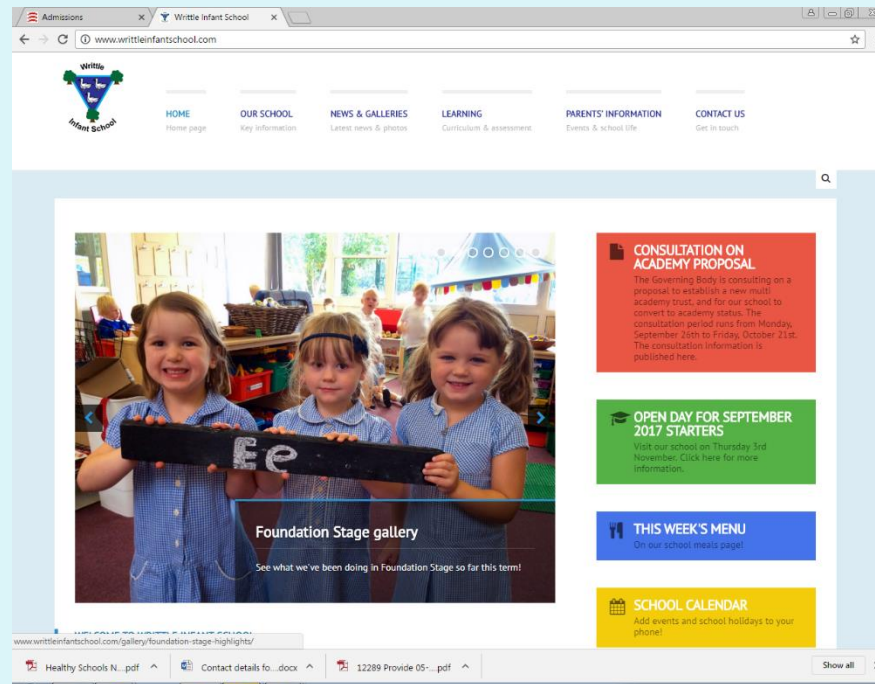
On website

- Curriculum information 4Children
- Ducklings/YMCA after school club letter
- Tapestry Information (a meeting about Tapestry will be held in the Autumn term)
- There is a wealth of information on our website:

www.writtleinfantschool.com



Our wonderful website



Introducing WISPA

- WISPA presentation
- Match funding
- Contributions – Gift Aid

Plans for the outside area

- On-going big project
- On a shoestring!
- Always looking for interesting resources to use
- Always need helpers
- Sign up sheets
- Helpers in the classroom – first come first served – speak to the class teacher
- Fund-raising over the next academic year

CLASS ALLOCATIONS

- In your letter you will find your child's class allocation with the dates you have been given for your child's first visits



INDUCTION TIMETABLE

- Monday 2nd July, Tuesday 3rd July and Thursday 5th July: 9.30-10.45 am or 1.30 - 2.15pm (No siblings please). Classroom visit
- Tuesday 10th July: 9.15 - 10.00am or 10.30 - 11.15am (No siblings please). Classroom visit **Please note change of date.**
- **We hope uniform will be in to collect when you visit.**
- Monday 16th July: 2.10 - 3.00pm for all children. Remaining uniform collections and refreshments in hall for parents. Ashlyns, our school meal provider will join us. Children taste from 2.40 with their parents.
- Two visits from 6th September
8.45 - 11.45am and 8.45am - 12.30 pm (details in pack)
- Parents Meetings will be held during the first week of term (6th, 7th & 10th September), please sign up on the sheet supplied and note down your appointment time. 15 minute slots
- Friday 14th September and onwards: All children full-time 8.45am – 3.10pm* (Tea/ coffee available to parents 9.00 – 9.30am)
- Further Picnic & Play/ Tapestry/ Phonics meetings will take place in the Autumn term

*Doors open at 8.45am

FIRST FEW WEEKS

back to
School



- Settling in – how to help
- Baseline
- Special boxes
- Learning Journeys/Essex Passports from pre-school/ nurseries
- Getting to know you – parent meeting
- Picnic & Play

Facebook group

“Writtle Infants Intake 2018/2019” – set up by Mrs
Tunnicliffe

Parents can chose to search and join this group if they wish. On here Mrs Tunnicliffe will post details of opportunities to meet in the Park throughout Summer, at Paradise Road Park, every Friday throughout August between 2pm-4pm. Parents and children can come at any time, stay for 15 minutes or two hours! This is a great way for our children to meet new children, so they have familiar faces when the doors open in September.

Mace Playce

WHAT WILL MY CHILD NEED

Girls Uniform

- Black or dark grey leggings/jogging bottoms (winter)
- White polo shirts
- Royal/light blue check dress (summer)
- Royal blue sweatshirt, jumper, cardigan or fleece
- Black, grey or white socks
- Black Velcro trainers (no logos)
- **No plimsolls please**
- Labelled welly boots
- Labelled pac-a-mac to be left at school
- Sunhats to be left in school in the summer
- Spare pants/socks/tops and bottoms labelled in PE bag (autumn term no PE kit needed)

* Please label all items of uniform and footwear

UNIFORM

Boys Uniform

- Black or dark grey jogging bottoms (winter)
 - Grey shorts (summer)
 - White polo shirts
 - Royal blue sweatshirt, jumper or fleece
 - Grey or black socks
 - Black Velcro trainers (no logos)
 - Labelled welly boots
 - **No plimsolls please**
 - Labelled pac-a-mac to be left at school
 - Sun hats to be left in school during the summer
 - Spare pants/socks/tops and bottoms labelled in PE bag (autumn term no PE kit needed)
- * Please label all items of uniform and footwear

PE

**PE kits should be in school every day from
spring term**

Girls and Boys

- Royal blue T-shirts
- Black shorts
- Trainers – not plimsolls
- PE bag



JEWELLERY

- Jewellery must not be worn to school, however children with pierced ears can wear small studs if required. Health and Safety regulations require that earrings should be removed for PE. Therefore, if the children are unable to remove their own earrings please can parents ensure earrings are not worn to school on PE days. (We will let you know your child's PE days but these can change unexpectedly.)
- If children have ears pierced please do this during the summer holidays – otherwise they cannot do PE for 6 weeks
- We would like to stress that the school cannot be held responsible for any items that are lost or accidentally damaged. Therefore as a general rule please do not send the children to school with items of a precious or special nature.

MY CHILD WILL ALSO NEED...

- Book bag (Not a school bag/back pack) to be brought to school every day
- A coat in school every day – weather can be changeable and children go outside in all weathers



Important Reminders

- All clothing and footwear to be named PLEASE!
- All long hair to be tied back or plaited, it helps prevent the spread of head lice and it is essential for PE.
- Sensible haircuts e.g. No razor cut designs, Mohicans, dyed hair.
- Children to wear clothes that they find easy to manage.
- All PE kit to be checked for size at the end of each half term spring and summer
- No nail polish and make-up



SNACK



- **Due to the long day it is extremely important that the children try to have a drink and something to eat before coming to school each day.** If this has not been possible then please let us know.
- **Morning Snack** – The children are invited to bring a small portion of fresh fruit / vegetables or dried / flaked fruit. Any other items brought to school will be sent home at the end of the day. The school will not be responsible for items that go missing. It is important that the snack is not a substitute for breakfast. Foundation Stage children are also offered milk under the Cool Milk scheme .
- **Afternoon Snack** – Provided by the National Fruit and Vegetable Scheme and is open to all infant children.

DRINKING WATER

- **Access to drinking water** – We are mindful of the need for young children to have access to drinking water, particularly on warm days and after physical activity. Therefore, the children should bring to school a named plastic bottle of **still, plain** water to keep in the classroom. This is in addition to the normal drink the children may bring into school for lunch times.
- The children also have access to 2 drinking water fountains in the school building – especially important for those children who do not bring a drink.

LUNCH

- **School lunches** – Hot school lunches are free to all infant school children. Menus will be displayed on the parents' noticeboard and copies will be sent to parents every Friday. One hot meal choice, plus a vegetarian option or a jacket potato except on Wednesdays. Meals will need to be ordered in advance using ParentMail. Later in the year there will be opportunities to share a meal with your child
- **Packed lunches** – If your child brings a packed lunch to school please can it be a nutritious meal which provides them with the energy they need for the afternoon lessons. NO sweets please.
- **Drinks** – please can a drink of squash, fruit juice, milk or water be supplied in a water tight container. Fizzy drinks, flasks and glass bottles should not be sent to school.
- **Pupil Premium** – If you are in receipt of certain benefits funding for certain school activities (such as funded school trips/ clubs/ music lessons) may be available for your child/children. The school may also be entitled to additional funding to support any identified needs a pupil may have, including supporting classroom learning. If you think this applies to you please notify us on the school application form or by contacting the school office. You are assured of our discretion at all times.

LUNCH TIME ARRANGEMENTS

- **Lunch time arrangements**
- Your child may bring a packed lunch or order a hot meal or jacket potato
- Foundation stage children start their lunch break at 11.45 am until 12.55pm
- When they have finished their lunch they can play in the Early Years garden
- When they are ready they will have their lunchtime play in the main playground

Opportunities to be involved

- Family Learning Time
- Parent Forum
- Picnic and Play
- School dinners
- Parents meetings
- Christmas events
- Events such as Sports' Day
- Information sessions such as E-safety and phonics

SAFEGUARDING AND WELFARE

- Our first priority must always be to protect and secure the welfare of the children in our care at all times. We have a statutory duty to report any suspected incidents of child abuse and any circumstances when it is felt a child may be at significant risk of child abuse occurring. When we can we will discuss our concerns with parents/carers before a referral is made to Social Services. However, if we have concerns that this action could put a child at risk of harm then we would contact Social Services in the first instance.
- At times, in school, we may have to change a child's clothing/clean a child due to soiling etc. We always ensure that there are at least 2 members of staff in the vicinity and that the child is in agreement with our actions. If a child refuses to let staff assist them then we will contact the parent/carer to attend to the child. If any parent/carer does not want school staff to change their child's clothing etc. please can you inform the office staff

GDPR

Since May 2018 General Data Protection Regulations are now law. Please see our website for policies and privacy notices.

SICKNESS AND MEDICAL NEEDS

- **Sickness** - If your children have been vomiting or have had diarrhoea, please keep them at home for 48 hours after the last time they have been ill
- **Medicines** – We will consider requests to administer medicines but only if this cannot be done at home or by parents/carers. We have to have two members of staff free to do this, unless there is an emergency
- **Medical Details** - To ensure we respond appropriately to your child's needs, we would appreciate being told of any medical condition that your child has suffered from or is currently experiencing. The same applies to any other information that would be useful to us e.g. family bereavement
- It is the parent's responsibility to ensure that medicines are in date and to collect from school at the end of the day

KEEPING THE SCHOOL INFORMED

- **Emergency and Home Address Details** - To ensure our records remain up to date, we would appreciate it if you kept us informed of any changes in telephone numbers, addresses or emergency contacts. Please can parents ensure we have a number of emergency contacts.
- Please can you keep us informed if there are any changes in family circumstances, as it helps us to support the children through these times.

SCHOOL ATTENDANCE

- The Department for Education advises that 'all schools should see the maximising of attendance rates as one of their key tasks'. **Our school target is 97% for the school year**
- Please inform the school by 9.15am if your child is absent – e-mail, message, phone call. Schools are now expected to consider a home visit if no reason for absence is given
- Late arrivals after 9.15 may be recorded as unauthorised absence
- Please ensure that your child is in school by 8.55am every day
- It is a rule of this school, in line with Essex County Council policy, that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the Headteacher, irrespective of the child's overall attendance. A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education.

COMMUNICATION TO PARENTS

- We use ParentMail to communicate with parents wherever possible – by email for school letters, text for urgent messages and it is also used to order school dinners, respond to correspondence such as questionnaires and book parents evening appointments.
- **E-mail addresses and mobile phone numbers** – When you register with ParentMail you will be given a unique password. Please keep this safe and use it to inform them **(as well as us)** when your e-mail address or mobile phone number changes.

It's hip to be H.I.P.I.P!

Honesty

We always tell the truth, even when it is difficult.

Inclusivity

We welcome, listen to and include others.

Independence

We try to do things for ourselves without help.



Politeness

We show respect to all children and adults.

Perseverance

We always try our best.

AFTER SCHOOL CLUBS

- The Ducklings Nursery run a breakfast club every morning and an after school club (Monday – Thursday) until 5.30pm. Details from Sheila Homer on: 07771 645270
- YMCA run breakfast and after school clubs in the junior school for pupils of both schools They can be contacted on: 01245 354873
- After school clubs are available for year 1 and 2 children. Details are sent home each term

Any Questions?

