

WRITTLE INFANT SCHOOL



INDUCTION MEETING

June 2021

WELCOME AND INTRODUCTION

- Head Teacher – Mrs Helen Castell
- Deputy Head Teacher – Mrs Tracey Wilson
- Foundation Stage Leader and Foxes Class Teacher – Mrs Rhian Fisk
- Foundation Stage Class Teacher Squirrels – Mrs Nicola Giles
- WISPA Liz Morris and Claire Gaskin
- Please sign in as your child. Questions in chat please

MEET WISPA!

INDUCTION MEETINGS

June 2021



WISPA

Writtle Infant School Parents Association

Registered charity no.

1152512

Email:

wispacharity@gmail.com



How we raise money

In a normal year we raise around **£8-9,000** from the following example events:

- School discos (Halloween, Valentines, Summer)
- Cake Sales
- Christmas and Summer Fayres
- Easter eggs hunts
- Sponsored 'Mini Marathon'
- Smarties challenge
- Christmas cards & personalised gifts
- Movie clubs



How the money is spent

In the past 3 years WISPA has funded:

- Christmas books each year for all children from Santa
- Incredible Eggs duck egg hatching each year for EYFS classes
- Additional digital library resources for Bug Club reading programme
- Yr 2 Leavers Gifts & celebrations
- New reading areas for all classrooms
- Christmas Pantomime
- Armistice Centenary Theatre Production
- Internet Safety Activity Day
- Improvements to EYFS garden
- Wet weather games for all classes
- Mental health themed book box



Each year we make grants of £5,000-£8,000 to fund additional experiences for every child at this school.



How you can help

Join the WISPA volunteers community!

This year we are looking for new committee members;

- Chair, deputy chair, treasurer & secretary
- Lots of WISPA community team volunteers

Please email wispacharity@gmail.com if you would like to do something amazing for your child's school experience!





How you can help

- At events
 - Attending / encouraging your child to attend and participate
 - Manning a stall
 - Helping to set up and/or clear away at events
- Offer new fundraising ideas
- Making donations of cakes, sweets, bottles etc for use at events
- Wrapping presents / pre event preparation
- Sourcing raffle prizes
- Match funding through your employers
- **Sign up for easyfundraising!**



Free money for your school!

We need your help! If you shop online, please could you sign up to easyfundraising to support Writtle Infant School Parents Association?

It's a really easy way to raise money for us – you just use the easyfundraising app or site to shop online with more than 3,600 well known online stores like Argos, John Lewis, ASOS, Booking.com, eBay, Boden, and M&S and when you make a purchase, the retailer sends us a free donation, at no extra cost to you.

Sign up for Amazon Smile and select Writtle Infant Parents Association as your chosen charity.



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INFORMATION SENT TO YOU

- Induction Information / Letter
- Pupil Registration form
- All about me booklet
- Welcome to foundation stage booklet on our website
- Class allocation and visits information

You will receive

- E-mail from Tapestry to sign up

On website

- Video on our website with links to other key information
- September 2021 starter information
- Ducklings and YMCA after school information
- Uniform information from One Stop School Gear

www.writtleinfantschool.com

Facebook page

CLASS ALLOCATIONS

We have informed you of your class allocations.



INDUCTION TIMETABLE

- **This year due to social distancing some of our usual measures cannot take place. Sadly the usual pre-visits cannot happen before we break up as we have to limit the number of children in each class. They will be starting in September. As schools at the time of writing we are told to plan in line with current guidance**
- **We have written to you with the dates for visits**
- **Children start full time on 13th September and there will be a coffee morning for parents if we are allowed to hold it**
- **We have arranged a doorstep visit for our new children - we found this was appreciated last year. We are not coming into your house so please don't worry!**
- **Lots of information will go onto Tapestry prior to your child starting**
- **We will keep you updated if things change during the summer break**

FIRST FEW WEEKS



- Doorstep visits
- Settling in – how to help
- Induction timetable
- Baseline
- Special boxes
- Learning Journeys from pre-school/ nurseries
- Picnic & Play and meeting

WHAT WILL MY CHILD NEED

Girls Uniform - no purchasing needed until autumn term.

- Black or dark grey leggings/jogging bottoms (winter)
- Shorts summer
- White polo shirts
- Royal blue sweatshirt, jumper, cardigan or fleece
- Black, grey or white socks
- Black Velcro trainers (no logos)
- **No plimsolls please**
- Labelled welly boots
- Labelled raincoat to be left at school
- Sunhats to be left in school
- Waterproof trousers to be left in school
- 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 – no purchasing needed until the autumn term
All uniform from One Stop School Gear (link on website)

- 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 raincoat to be left at school
- Waterproof trousers
- Sun hats to be left in school
- 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

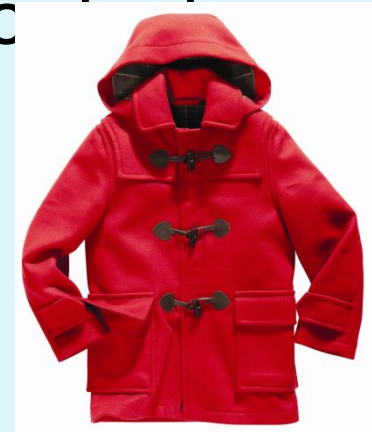


JEWELLERY

- Jewellery must not be worn to school, however children with pierced ears can wear small studs if required.
- We prefer that no earrings are worn to school due to the active nature of EYFS
- 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 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 small key ring will help your child to identify their bag
- A coat in school every day – weather can be changeable and children go outside in all weathers



Important Reminders

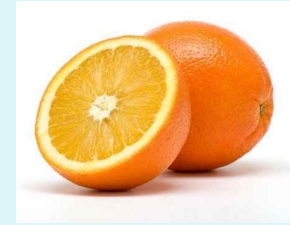
- All clothing and footwear to be named PLEASE!
- All long hair to be tied back or plaited, it helps prevent the spread of head lice and it is essential for safe play.
- Sensible haircuts e.g. No razor cut designs, Mohicans, dyed hair.
- Children to wear clothes that they find easy to manage.
- All PE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

Medical issues

- Any severe medical issues please ask the office to arrange a telephone appointment with our SENCO Mrs Standen before we break up
- This enables staff to be briefed fully before the children start
- Please ensure your children know the importance of regular hand washing
- Masks in playground for adults are expected but this could change
- Possibly still the expectation that classes will isolate if a child/member of staff tests positive



SNACK



- **Due to the long day it is extremely important that the children 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.
- **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.

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 except on Wednesdays. Meals will need to be ordered in advance. Later in the year there will be opportunities to share a meal with your child. We are looking at possibly ordering directly with the catering company
- If your child has allergies we can work with you and the catering company Miquils to address them. You will need to complete a form for the catering company so they can ensure the menu meets the needs of 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

- Foundation stage children start their lunch break at 11.45 am until 12.55pm
- Children eat in the hall
- 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
- Reading sessions
- Parent coffee mornings/information sessions
- Picnic and Play
- School dinners
- Parents meetings
- Christmas events
- Events such as Sports' Day

Please read the newsletters!!

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 significant safeguarding concerns.
- When we can we will discuss our concerns with parents/carers before a referral is made. However, if we have concerns that this action could put a child at risk of harm then we would contact Social Care in the first instance who will advise.
- 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 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 us

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.
- It is the parent's responsibility to ensure that medicines are in date and to collect from school at the end of the day
- If your child has any of the three main symptoms of Covid-19 a full PCR test is currently required. A cough, temperature or loss of taste or smell. A lateral flow is not sufficient in the case of symptoms

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 – email, 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. Doors open at 8.45. We currently operate a staggered drop off and pick up and we will confirm to you what is happening in September, we all hope for the one time for all
- 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.
- Twitter/website
- **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.

AFTER SCHOOL CLUBS

- The Ducklings Nursery run a breakfast club every morning and an after school club (Monday – Thursday) until 5.30pm. On Writtle Infant School site. Details from Sheila Homer on: 07771 645270
- YMCA run breakfast and after school clubs based in Writtle Junior School for pupils of both schools five days a week. 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?

If you would prefer a confidential discussion/answer to a question please call or email us.