



Parents Induction Meeting

June 2022

Welcome



Mrs. Helen Castell
Headteacher



Mrs. Tracey Wilson
Deputy Headteacher



Mrs. Rhian Fisk
Foundation Stage Lead
Foxes Class Teacher



Mrs. Nicola Giles
Squirrels Class Teacher

WISPA

Writtle Infant School Parents' Association

Registered charity no. 1152512

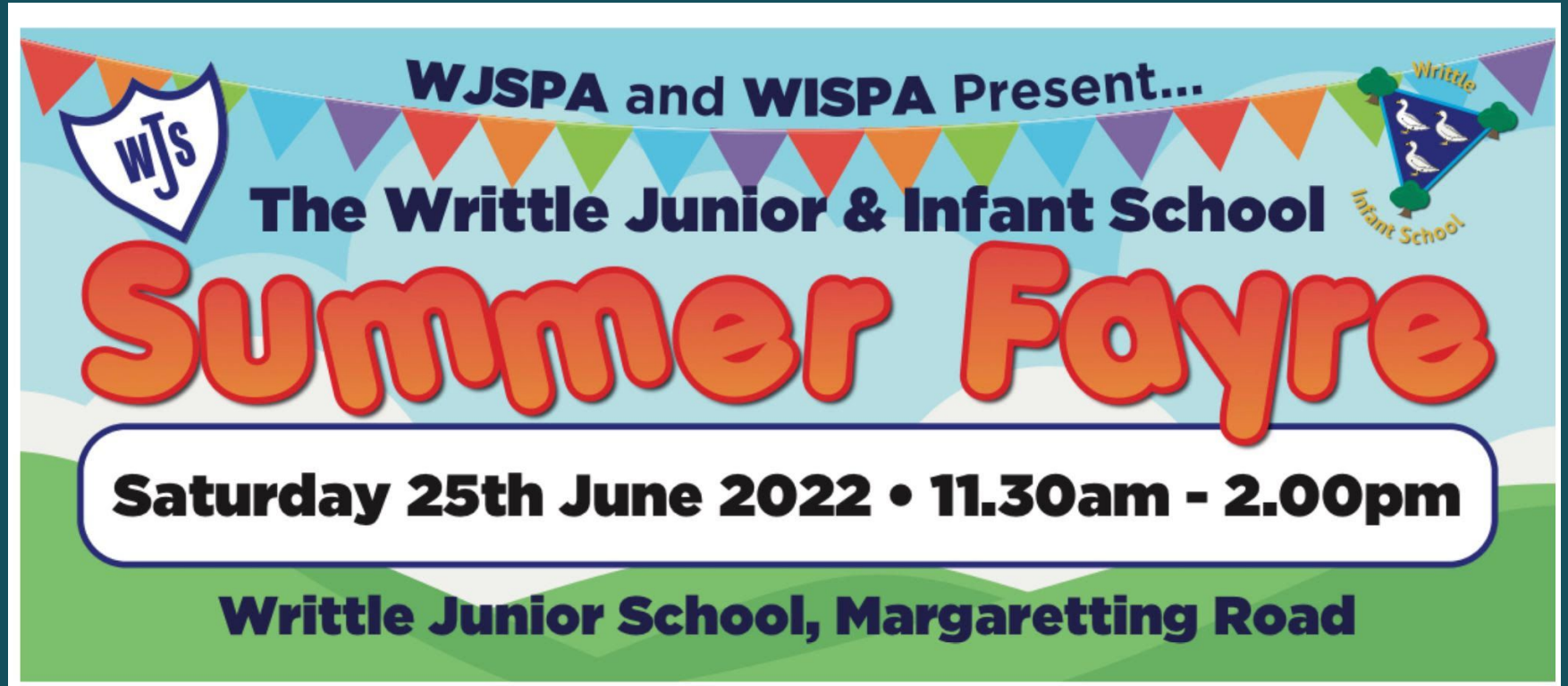
Email: wispacharity@gmail.com

Fundraising

- Annual income usually c.£8-9k
- Regular fundraising activities include:
 - Discos
 - Movie clubs
 - Cake sales
 - Christmas and Summer Fetes
 - Easter egg hunts
 - Sponsored Mini Marathon
 - Sales of personalised gifts and craft packs



Fundraising



WJSPA and WISPA Present...

The Writtle Junior & Infant School

Summer Fayre

Saturday 25th June 2022 • 11.30am - 2.00pm

Writtle Junior School, Margarettin Road

The banner features a colorful background with a blue sky, green hills, and a string of multi-colored triangular bunting. On the left is a shield-shaped logo with 'WJS' inside. On the right is a triangular logo with two swans and the text 'Writtle Infant School'.

Expenditure

- Annual grants of c.£5-8k to fund additional experiences for every child.
- In the past 3 years WISPA has funded:
 - Refurbishment of our library, classroom reading areas and digital reading resources
 - Improvements to EYFS garden and annual hatching eggs experience
 - Wet weather games for all classes
 - Theatrical performances for Christmas and Armistice
 - Christmas gifts for all children
 - Year 2 Leavers gifts and celebration events
 - Internet Safety activity day
 - Wellbeing book box



How you can help

- Join our community of WISPA volunteers, who help the committee run events
- Attend/encourage your child to attend and participate at our events
- Offer new fundraising ideas or source raffle prizes
- Donate cakes, sweets, bottles etc. for events
- Match-funding through your employer
- This year we're looking for new committee members: Chair, Vice-chair, Treasurer & Secretary
- Email wispacharity@gmail.com to do something amazing for our school!

cake baking craft making
stall manning **PARTY** planning
present *wrapping* **PRIZE** raffling
GIFT *donating* *idea* GENERATING
FUNDRAISING
needs **AMAZING**
PARENTS LIKE YOU TO
HELP

Thank you xx

WISPA
Charity no. 1152512
facebook.com/WISPAwrittle

Free money for our school!

- Please sign up to **Easyfundraising** and/or **Amazon Smile**, to support Writtle Infant School Parents Association!
- Use the Easyfundraising app to click through to 3,600+ well-known retailers (M&S, John Lewis, ASOS, Argos, Booking.com, eBay, Boden etc.) and make your purchase as usual. The referral from Easyfundraising means the retailer sends us a free donation, at no extra cost to you.
- If you shop on Amazon, please sign up for Amazon Smile and select Writtle Infant Parents Association as your chosen charity.



Information sent to you

1. Welcome email and registration form
2. Further information, welcome pack, academic calendar 2022-23
3. Class allocation and personalised induction timetable

A grid showing the academic calendar for 2022-23. It includes a legend for school days, half-term, and school holidays. Below the grid is a table with the following data:

Year	First day of term	Half-term	Last day of term
Reception	1st August 2022	1st - 3rd October 2022	1st July 2023
Year 1	1st August 2022	1st - 3rd October 2022	1st July 2023
Year 2	1st August 2022	1st - 3rd October 2022	1st July 2023
Year 3	1st August 2022	1st - 3rd October 2022	1st July 2023
Year 4	1st August 2022	1st - 3rd October 2022	1st July 2023
Year 5	1st August 2022	1st - 3rd October 2022	1st July 2023
Year 6	1st August 2022	1st - 3rd October 2022	1st July 2023



Induction timetable

1	w/c Mon 20th Jun	Children visit the classroom in groups of 6, with their parents (no siblings please).
2	Wed 13th Jul AM	Children have a 1 hour visit, in groups of 15, with their parents.
3	Mon 5th/Tue 6th/Wed 7th Sep	Foxes/Squirrels staff will visit your doorstep to meet your child and family in person.
4	Thu 8th/Fri 9th/Mon 12th Sep 8.45am - 11.45am	First full morning for children, in groups of 10. Parents to drop off at 8.45am and collect before lunch.
5	Tue 13th/Wed 14th Sep 8.45am - 12.30pm	Full morning and lunchtime in school, in groups of 15. Parents will drop off at 8.45am and collect after lunch.
	Thu 15th Sep onwards 8.45 - 3.10pm	All children in school full-time (Parents' Coffee Morning 8.45 – 9.30am)
	Later in Autumn term	Picnic & Play/ Tapestry/ Phonics meetings

First few weeks

- Tapestry login details
- Settling in – how you can help
- Baseline
- Treasure boxes
- Learning Journeys from pre-school/nurseries
- Picnic & Play and meeting

First
day of
SCHOOL



Opportunities to be involved

- Family Learning Time
- Reading Mondays
- Parent coffee mornings/information sessions
- Picnic and Play
- Parent lunches
- Parent meetings
- Parents' Evening appointments
- Christmas events and performances
- Sports Day
- WISPA activities - Christmas Fete, Summer Fayre etc.
- **Please read the newsletters!**

Daily essentials

- **All belongings must be labelled!**
- Book bag - purchase from school office. Not a school bag/back pack as it needs to fit in their tray. A small key ring will help your child to identify their bag.
- Coat - the weather can be changeable and children go outside in all weathers.
- Water bottle
- Snack
- Lunchbox where necessary.



Essentials to be left in school

- **All belongings must be labelled!**
- Wellington boots
- Raincoat
- Waterproof trousers
- Sunhat
- Spare pants/socks/tops and bottoms in PE bag



School uniform

Order from onestopschoolgear.com

Girls

Black/dark grey **joggers/leggings** (winter)

Royal/light blue check/striped dresses
(summer)

White polo shirts

Royal blue sweatshirt/ jumper/ cardigan/
fleece

Black, grey or white tights or socks

Boys

Black/dark grey **joggers** (winter)

Grey shorts (summer)

White polo shirts

Royal blue sweatshirt/ jumper/ fleece

Grey or black socks

Girls & Boys' Footwear - Black velcro trainers (no plimsolls)

Girls & Boys' PE kit (*from Spring term onwards*)

Royal blue t-shirt

Black shorts (joggers/leggings in winter)



Important reminders

- **All clothing and footwear and belongings must be named!**
- Children to wear clothes that they find easy to manage - e.g. no shoelaces.
- Long hair tied back or plaited for safe play and to prevent the spread of head lice.
- Sensible haircuts e.g. no razor cut designs, mohicans, dyed hair.
- PE kit to be checked for size at the end of each half term.
- No nail polish, make-up or jewellery.
 - Children with pierced ears can wear small studs if required, please pierce ears at the start of the summer holidays to avoid missing PE.
 - Health and Safety regulations require that earrings are removed for PE - either children remove their own, or do not wear earrings on PE days.
- **Please do not send precious or valuable items to school. We cannot be held responsible for any items that are lost or accidentally damaged.**

Snacks & drinking water

- It's extremely important that children have a **drink and something to eat before school each day**. If this has not been possible, please let us know.
- Morning snack – A small portion of **fresh/dried fruit or vegetables daily**. 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**.
- Drinking water – Children should bring a named plastic **bottle of still, plain water** each day. This is in addition to the normal drink the children may bring into school for lunch times.



At lunchtime

- EYFS lunch: **11.45am - 12.55pm**
- Children eat in the hall then play in EYFS garden, main playground later in the year.
- **Free lunches daily, order in advance via ParentMail.**
- Hot meal, veg option or jacket potato (no jacket on Wed).
- Packed lunches must be nutritious.
 - Drinks - squash/fruit juice/milk/water.
 - Fizzy drinks/flasks/glass bottles not permitted.
 - Nuts/eggs/sweets not permitted.
- **We must be informed of allergies/intolerances.**
- Lunches for parents held later in the year.



Pupil Premium Funding

Children whose parents are in receipt of certain benefits (listed) may qualify for Pupil Premium funding.

Benefits:

- Free school meals from Year 3 onwards
- Support for after school clubs
- Free school trips
- If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2023.

If you think this may apply to you, please ask at the school office for details.

T: 01245 420963

E: parents@writtleinfantschool.com

- *Income Support*
- *Income based Jobseekers Allowance*
- *Income-related Employment and Support Allowance*
- *Support under Part VI of the Immigration and Asylum Act 1999*
- *The guaranteed element of State Pension Credit*
- *Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)*
- *Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)*
- *Universal Credit (if you apply on or after 1st April 2018 your household income must be less than £7,400 (after tax and not including any benefits you get)).*

Safeguarding and welfare

Our first priority is to protect and secure the welfare of children in our care at all times.

- **Please keep us informed of any changes in family circumstances, as it helps us to support your child in school.**
- We have a statutory duty to report any significant safeguarding concerns.
- When we can, we will discuss safeguarding 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.

Sickness & medical needs

- Please ensure your child knows the importance of regular hand washing.
- Please do not send your child to school if they are feeling unwell.
- **Common illnesses are listed on our website, including necessary absence** - e.g. 48 hours after last instance of sickness or diarrhoea.
- **Any severe medical issues - please arrange a telephone appointment with our SENCO before we break up, to ensure staff are fully briefed before your child starts school.**
- A **medical care plan** is required for any medicines to be kept in school - please discuss with our SENCO.
- **Prescription medication** may be administered on a short-term basis, only if this cannot be done by parents/carers. Two members of staff are required, unless there is an emergency. Medicine must be dropped off and collected daily by an adult.
- Please tell us about any medical condition that your child is currently experiencing (or has suffered from) so that we can respond to their needs in school.
- We may need to change a child's clothing/clean a child due to soiling. We always ensure there are 2 members of staff and that the child is in agreement with our actions. If the child refuses, we contact the parent/carer to attend to the child. Please inform us if you do not want school staff to change your child's clothing.

School attendance

“All schools should see the maximising of attendance rates as one of their key tasks.” Department for Education

- Our school attendance target is **97%**.
- You must inform us **by 9.15am** if your child is absent.
- Schools are expected to consider a **home visit** if no reason for absence is given.
- **Late arrivals after 9.15am may be recorded as unauthorised absence.**
- Please ensure that your child is in school by **8.55am daily**. Doors open and learning begins at **8.45am** (8.40am from September 2023).
- In line with Essex County Council policy, **leave of absence will 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

- **ParentMail** - order lunches, book Parents' Evening appointments, receive letters, forms, urgent SMS messages from the school.
- **Tapestry** - online learning journal and day to day messages such as First Aid.
- **E-mail** parents@writtleinfantschool.com during the day. For non-urgent queries to teacher, email foxes@ or squirrels@.
- **Website** - **weekly newsletter, events diary, information and photo gallery.**
- **Facebook** private group - Writtle Infant School
- **Twitter** @writtleinfant
- **You must tell us if any contact details change, so we can reach you in an emergency!**



Childcare and school clubs

The Duckling Nursery (on site)

- Breakfast club daily from 7.30am
- After school club (Mon – Thu) until 5.30pm

Contact Sheila Homer: 07771 645270



YMCA (at Writtle Junior School)

- Daily breakfast and after school clubs for pupils of both schools.

Contact: 01245 354873



In Years 1 and 2, before/after school clubs are run by professional sports coaches and school staff. Details are sent home each term.

Any questions?

If you would prefer a confidential discussion, please call or email us:

T: 01245 420963

E: parents@writtleinfantschool.com

