

ST MARGARET'S CE PRIMARY SCHOOL



New Parents Information Pack 2019

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ST MARGARET'S CE PRIMARY SCHOOL

Dear Parents

June 2019

Welcome to St Margaret's CE Primary School. We are delighted that your child will be starting school in September and trust they settle well into their Reception class.

This pack includes information which we hope you will find useful. Included is:

- Starting School booklet and staggered start information
- Early Learning at St Margaret's School & Intro to Phonics
- Holiday Dates
- Prayer Group Letter
- Sample Administration of Medicines form (for you to keep)
- Cool Milk information – under 5's milk provision
- *Enrolment Form
- *Home School Agreement x 2 – one to keep, one to return
- *Global Consent, Open Futures form and Internet Access forms
- *Use of Photographs Consent Form
- *Tapestry consent form

In addition we have enclosed:

- Chartwell special diet procedure information, including allergy and intolerance sheet **to be returned to Chartwells** and menu.
- Benefits Related Free School Meal Form – **Even though your child will receive Universal Free School Meals from Reception to Year 2, please check the enclosed form to see if you are eligible for benefits-related free school meals, If you are, please register as this will enable the school to claim valuable 'pupil premium' funding.**

We would be grateful if you could return the pink forms (the items marked with an asterisk) in the manila envelope provided by **Wednesday 10 July, to enable paperwork for your child's admission to be completed before the end of term.**

If you have any further queries or concerns, please do not hesitate to contact us.

Yours sincerely

**MICHAEL JEE
HEADTEACHER**

ST MARGARET'S CE PRIMARY SCHOOL

STARTING SCHOOL

PREPARING YOUR CHILD FOR SCHOOL

Starting school should be an enjoyable experience for every child and it is imperative that every effort is made to ensure this happens. It is also so important that a child can come to school with confidence, show a willingness to 'have a go' at any activity that is given to him/her, be able to listen to and share with those around him/her, and possess a degree of self-discipline.

We, therefore, hope that the following information will help your child settle quickly and happily into our school.

Once a child starts at school he/she can no longer have the attention of one adult to him/herself. He/she has to learn to become a member of a large group and to share and wait his/her turn. This is one of the biggest and most difficult steps that a child has to face.

IDEAS FOR HELPING YOUR CHILD PREPARE FOR SCHOOL

- Can your child sit still and listen to others?
- Encourage him/her to listen carefully to and carry out simple instructions.
- Does your child enjoy listening to stories and poems?
- Can you find time regularly to sit and share books together? Talk about the pictures and the story and encourage your child to predict what is going to happen or retell the ending etc.
- Are you teaching your child nursery rhymes, rhythms and simple action songs?
- Are you helping your child to develop the ability to express him/herself clearly? Encourage him/her to talk about things done/seen, places visited etc.
- Do you give your child the opportunity to develop the skills of using pencils, crayons, paint brushes and scissors? Encourage them to write simple lists using their own "scribble" and/or phonetic spelling.
- Developing Vocabulary - do you find opportunities to talk about colour, shape and size of things, extending vocabulary using adjectives and adverbs?

- Do you play games with your child? For example, jigsaws, odd man out puzzles, joining the dots pictures, finding hidden objects in pictures, what is missing puzzles, playing snap, pairs, lotto, dice games such as snakes and ladders, dominoes, finding and matching similar articles, eg gloves, socks, shoes, I-spy and simple rhyming words eg cat, hat, tin, pin, bin, etc.

These activities not only help children acquire early numeracy and literacy skills, but also assist them in learning to co-operate and share with others as well as learning to win or lose.

CLOTHING

During the day, the children will need to change into and out of outdoor and PE clothing. You can help your child to prepare for this.

Please ask yourself:

- Can he/she recognise his/ her own clothing? (Please name **all your child's clothing clearly**).
- Can he/she take off/put on their jumper?
- Can he/she get dressed and undressed? Folding clothes and turning them the right way from inside out. (Please help them by practising at home).
- Will he/she be able to put on a hat, coat or gloves at playtimes?
- Can he/she put on and do up shoes? (N.B. Buckles and Velcro are easier than laces).

UNIFORM IN RECEPTION:

Children in reception need to wear the following uniform:

- Grey (not charcoal tunic or skirt for girls, to be worn with grey socks/tights)
- White polo shirt
- Navy (not pale or royal blue) gingham dress for girls in summer, to be worn with white socks.
- Navy St Margaret's School jumper, available from the office.

For **PE** we ask the children to wear a plain white t-shirt (not polo shirt) with navy shorts, black plimsolls or white trainers. For winter months children are also able to wear navy jogging bottoms and a navy hooded jumper.

SELF CARE

- Is your child able to go to the toilet alone and flush it?
- If you have a boy, is he familiar with a urinal system?
- Does your child know how important it is to wash his/her hands after using the toilet?
- Can your child blow his/her nose?
- **Please provide a spare pair of pants**, to be kept in PE bag in case of an emergency.

ILLNESS

If your child is feeling unwell, he/she will be far happier in their own home where it is comfortable and quiet.

If your child is absent, we would appreciate a phone call first thing in the morning and, if your child is absent for more than three days, we would appreciate a follow-up telephone call. If we have not heard from you we will contact you to seek a reason for absence.

MEDICATION

Does your child need regular medication e.g. an inhaler? If so, please give this and any other information on the confidential questionnaire form provided and return it to the School office as soon as possible.

Medicines should be brought in named containers and handed in by an adult to the office.

Please note that the school can only administer antibiotics etc if they have been prescribed by the doctor 4 times or more per day, once the administration of medicines form has been completed in the school office.

N.B. NO MEDICATION SHOULD BE LEFT IN THE CLOAKROOMS.

EXCLUSION PERIODS OF SOME INFECTIOUS DISEASES

DISEASE	EXCLUSION PERIOD (subject to Dr's instructions)
Chicken pox	7 days from onset of rash
Measles	4 days from onset of rash
Mumps	9 days from onset of swelling
German Measles	4 days after onset of rash

LUNCH TIMES (11:50 – 12:50 PM)

Every child in Infants is provided a Universal Free School meal and you do not need to consent to this. However you may wish for them to have packed lunch instead; this is fine and again you do not need to do anything to let us know.

If you are receiving benefits, please complete the Benefits Related Free School Meal form in this pack, in order to access the other benefits associated with this. The school also is able to claim extra funding with every eligible child. You can check your eligibility online at <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/>

We have enclosed a paper form that you can fill in and return to school if you think you are eligible.

Please do not give your child nuts (or food containing nuts) to eat in their lunch box because some children have nut allergies. The children eat their lunch with classmates in the school hall.

- Can your child use a knife, fork and spoon?
- Is he/she able to open their lunch box and food container?
- Is he/she aware of the importance of good table manners?

Milk & Fruit

- In Reception, Year 1 and Year 2 fruit is provided daily during the morning. Milk is provided free for all 4 year olds and then can be bought through the school milk scheme, when they turn 5. Water should be brought to school in a named bottle. Further information on the Free Milk Scheme can be found in this pack.
- We also have snack time in the morning where we share fruit together. Please bring in a piece of fruit each day to share

BEFORE SCHOOL

From 8.35 a.m. parents are welcome to bring their child to the classroom where they will be greeted by the teacher and classroom assistant. We do ask for your co-operation in the following ways:

1. Please do not bring dogs into the school playground
2. Please enter the school via the Front Gate
3. Please do not engage the class teacher in long conversations, as she needs to attend to the class. The staff welcome discussions but it is helpful to make a prior appointment.

4. Do let your child dress and undress themselves and hang up their own coats. They will have to do it on their own during the day when you are not there and the staff cannot help every child.
5. If you are late (the gate is shut at 8.45 am), please enter the school via the school's main entrance and speak to the secretary in the office.
6. Once your child has been in school for a few weeks please allow them to come into the classroom by themselves. This encourages them to be independent and allows the teacher to begin the day with as little disruption as possible.

EARLY WRITING EXPERIENCES

Please encourage your child to hold the pencil or crayon correctly from the start (tripod grip – please see the picture below).



As writing requires delicate control of hand and eye muscles, give your child as many opportunities as possible for scribble and pattern making on large pieces of paper.

Use the letter forms shown on the separate sheet in the pack for your child to copy and any words you write for him/her. These are the letters he/she uses to begin writing. Avoid using capitals as it will cause unnecessary confusion.

If you write your child's name or captions for his/her pictures, please use the lower case letters, except for the first letter of names, places, eg Peter not PETER.

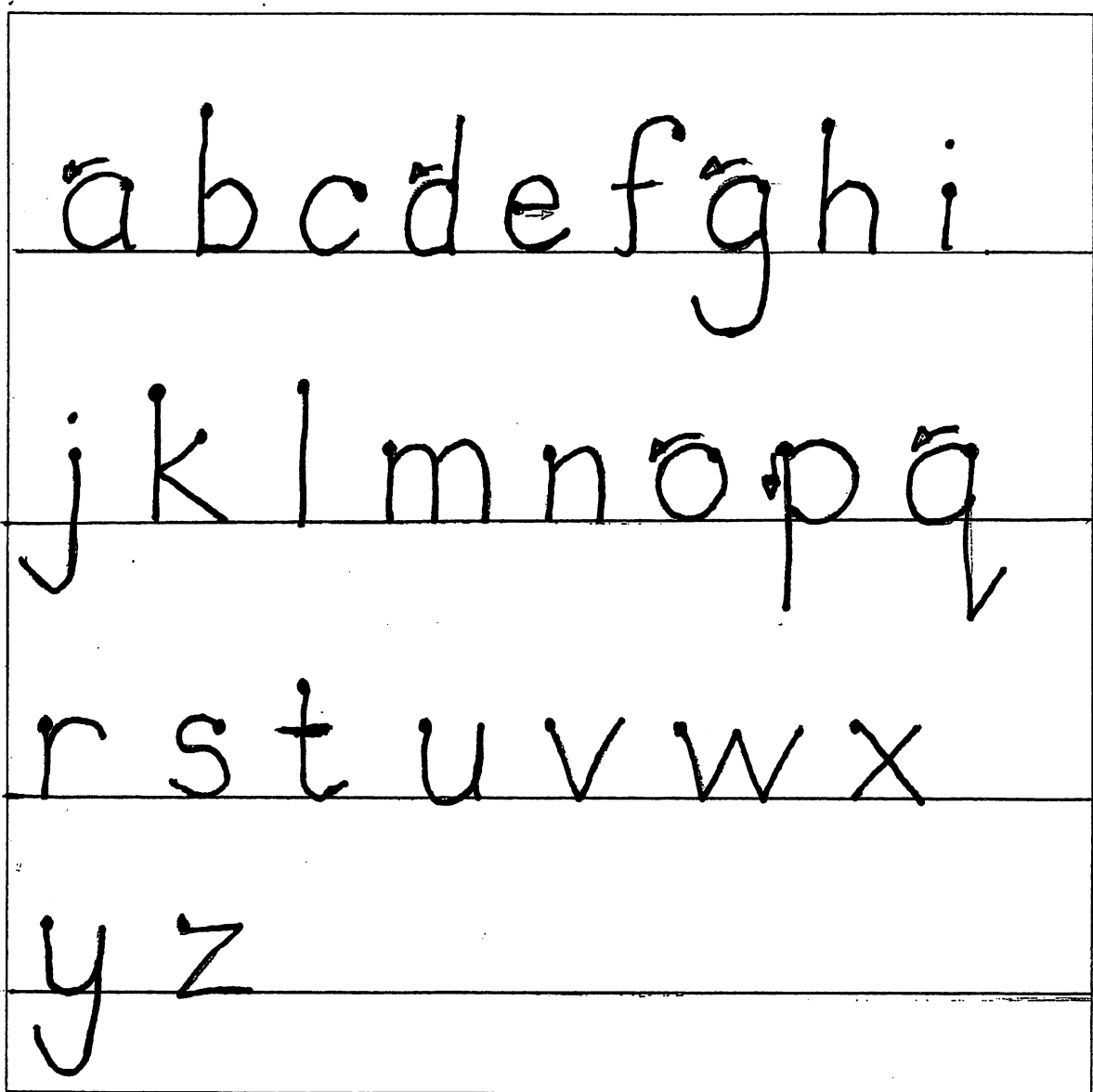
Please be positive about all your child's attempts at writing especially when they are willing to have a go by themselves. This helps him/her to regard themselves as writers right from the start and prevents the feeling of 'I can't do it'. It is very important that they enjoy 'have a go' writing – at this stage, spelling is not important.

HANDWRITING SHEET

It is important that we work together with those at home to ensure we are all using the same style, therefore please make yourself familiar with this information and use it as a guide for writing opportunities at home.

The children start with a printed style which later (around year two) follows with a cursive style.

Please see below the printed handwriting style that we use at St. Margaret's. The dots signify the starting point.



ST MARGARET'S CE PRIMARY SCHOOL

STAGGERED START DATES

INFANT SCHOOL TIMES:

- **MORNING CHILDREN** are welcome from 08:35. Please bring your child into the classroom where the teacher will meet them.
- **MORNING CHILDREN** will be collected after lunch at 12:20. Please collect from the school office.
- **AFTERNOON CHILDREN:** please bring your child to the front gate at 13:20 where you will be met by Mr Jee and a member of the team to bring your child up to the classroom
- The school day for **AFTERNOON CHILDREN** finishes at 3:10 when you will meet your child at the classroom door ready for home time.

On Tuesday 3 September, Wednesday 4 September, and Thursday 5 September, parent meetings will take place with Mrs. Collins and Mrs. Martin/ Mrs. Reene. Sign-up sheets will be available at Pre-School Visit times. **The Reception classes will begin on Monday, 9 September as detailed below.**

There will be a staggered start date for children entering the Reception Class.

MONDAY, 9 SEPTEMBER	Surname A – K Surname L – Z	08:35 - 12:20 13:20 - 15:10
TUESDAY, 10 SEPTEMBER	Surname L – Z Surname A – K	08:35 - 12:20 13:20 - 15:10
WEDNESDAY, 11 SEPTEMBER	Surname A – K Surname L – Z	08:35 - 12:20 13:20 - 15:10
THURSDAY, 12 SEPTEMBER	Surname L – Z Surname A – K	08:35 - 12:20 13:20 - 15:10

FRIDAY, 13 SEPTEMBER

- Normal school routine will begin for all children, please arrive at 8:35 am for a full day.

EARLY LEARNING AT ST MARGARET'S SCHOOL

A POLICY GUIDE FOR PARENTS

Introduction

This policy outlines the purpose, nature and management of early learning in our Reception Classes for parents. A full copy of our Early Years Policy may be seen upon request.

Principles for Early Years Education and their implications

- For effective learning to take place young children need to feel included, secure and valued in their environment. We aim to promote this by developing a partnership with parents and by being sensitive to each child's needs.
- Young children have specific needs, therefore, this stage of school is unique and important in its own right and needs to be planned for accordingly. Our curriculum and planning is specifically designed for our Reception Classes.
- All aspects of a young child's development – intellectual, social and emotional, are equally important and should be fostered. All areas of learning and experience are planned for.
- Early years experiences should build on what children already know and can do. We make use of information from pre-school groups and parents in our planning.
- Young children are seen as individuals and learning is differentiated so as to motivate children to progress at their own level.
- Young children are generally active and spontaneous learners. We, therefore, plan a range of first hand experiences, stimulating a range of senses.
- Children learn naturally about themselves, others and the world around them through structured play. Play is not seen as something that is done after work is finished.

Organisation and Management of Learning

- In the classroom, children may work individually or in groups. Grouping may be determined by friendship or ability.
- During a typical session, there will be a mixture of whole class teaching, focused, adult led activities and independent child initiated activities.
- Play opportunities are planned to reinforce, practice and extend skills, knowledge and attitudes.

The Early Years Foundation Stage

The Foundation Stage is for children aged 0-5. It continues to the end of the Reception Year. It is organised into a progressive series of 'Development Matters', that identify what children need to learn in order to achieve the Early Learning Goals by the end of the Foundation Stage, with some children going beyond them.

The Curriculum

The Early Years Foundation Stage curriculum is organised into three 'prime' and four 'specific' areas of learning, although children's learning often encompasses more than one area at anytime. The areas are:

Prime areas – vital to development of the specific areas:

- Personal, Social and Emotional Development
 - relationships, self-confidence and self-awareness, feelings, behaviour
- Physical Development
 - moving, handling, health, self-care
- Communication and Language
 - listening, attention, understanding, speaking

Specific areas – skills and knowledge, dependent on the Prime areas:

- Literacy
 - reading, writing
- Mathematics
 - sorting, patterns, measuring, shape, number, problems
- Understanding the world
 - living things, designing and making, computers, investigating, people and communities
- Expressive Arts and Design
 - exploring/using media and materials, being imaginative, music

Curriculum planning is based on the Foundation Stage Early Learning Goals and continues the curriculum provided by pre-school groups.

Planning, Assessment and Recording

Learning experiences in the Early Years are planned for thoroughly, but there is flexibility to allow for children's interests, and events that arise spontaneously.

Much of our observation and assessment of the children is undertaken by working alongside them across a wide range of experiences. From this, we hope to get to know how each child is developing and plan for future learning.

This information is shared with you through informal daily contact, a parents' evening in the Autumn and Spring terms and an end of year report.

Tapestry

We also have an online learning journal called "Tapestry" which allows you to view and comment on your child's learning. You can also upload learning outside of school

Parents

When parents and teachers work together in the early years setting, the results have a positive impact on the child's development and learning. At St Margaret's, a successful partnership between home and school is fostered in several ways:

- Providing information for parents on how learning is planned and organised within the classroom. There are regular information letters from the class teacher throughout the Autumn term and a half-termly 'curriculum letter'.
- Meeting with parents prior to children starting school to discuss their child's development.
- A staggered settling in period to give time for each child to become secure in their surroundings.
- Encouraging parents to come into the classroom and be involved in a variety of ways.
- Sharing information about individual children at regular intervals, including future targets.
- Providing examples of activities that can be used at home to support and consolidate learning at school.
- Parents coming into class for 'Parent Time' to join in activities with their children.

Particular features and arrangements related to our school

- Our Reception Classes have their own playground and entrance
- Parents are invited into the classrooms for part of a morning session on a regular basis (after Christmas)

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HOLIDAY DATES 2019/2020

AUTUMN TERM 2019

Monday 2 September
Monday 9 September
Friday 25 October (end of day)
Monday 4 November
Friday 20 December (end of day)

Autumn Term Starts
New Reception Children Start
Break for Half Term
Return from Half Term
Break for Christmas

SPRING TERM 2020

Thursday 2 January
Friday 14 February (end of day)
Monday 24 February
Friday 3 April (end of day)

Spring Term Starts
Break for Half Term
Return from Half Term
Break for Easter

SUMMER TERM 2020

Monday 20 April
Monday 4 May
Friday 22 May (end of day)
Monday 1 June
Monday 20 July (end of day)

Return for Summer Term
May Bank Holiday
Break for Half Term
Return from Half Term
Break for Summer

ST MARGARET'S CE PRIMARY SCHOOL

PARENTS' PRAYER GROUP

Dear New Parent

A warm welcome to you and your children from the parents' prayer group. It is our privilege to be able to bring the school before the Lord in prayer each week. We would love it if you were able to join us. We meet every Friday morning, between 9 am – 9.30 am in the school.

We look forward to seeing you there.

The parent's prayer group

