

## **Starting School First Week Checklist**

We know that starting school can be an emotional but happy time for both parents and children. So that your child's first week at school can go as smoothly as possible we have put together this booklet of key information. As always if you have any worries or concerns please ask any member of the Early Years Foundation Stage team.

### **Listed below are the items that the children need to bring to school with them:**

- Suitable coat with a hood as the children will be working outside as well as inside.
- Lunch box (if having packed lunch) with a drink for lunch.
- Break time snack - the school participates in the free fruit for school scheme and a selection of fruit is offered each afternoon. If you would like your child to have their own morning break time snack it must be fresh or dried fruit or vegetables. Please put this snack into their book bag and label any snack pots clearly with your child's name.
- PE bag - containing trainers, school PE T-shirt/plain white T-shirt and shorts. Your child's PE kit will stay on their peg and they will bring their PE kit home every half term so that you can wash the clothing and check that their trainers still fit.
- Book bag - this needs to be clearly named with a small key ring attached to the handle so that the children can recognise their own bag.
- Reading book and diary (once these have been issued.) We will try to read with your child most days in school. Please ensure that your child has their reading dairy and book in their book bag every day.

**Please ensure that all belongings are clearly marked with your child's name.**

### **What do I do when I bring my child in the mornings and when I collect them?**

#### **Mornings:**

You can bring your child into school no earlier than 8:40am when the main gate is opened. We recommend that you wait on the path outside the Reception classes until a member of staff opens the gate at 8:45am. They will then open the classroom door and welcome the children in. We close the door at 8.55am. If you arrive after this time, please bring your child to the main school office.

Please try to say your goodbyes quickly, even if it seems really hard and the children are reluctant to leave you. They are much more likely to get upset if they see their parent/carer upset.

#### **After School:**

The school day finishes at 3:25pm for the Reception children and you may wait for your child outside the Reception classrooms. Please try to be on time as the children can get upset if they think you might not be picking them up. If someone else is picking up your child, please let us know in advance as we will not hand your child over to anyone who we are not authorised to.

### **Medication**

We cannot give medicines in school unless your child has a chronic condition such as asthma etc or has been prescribed medication from a doctor. If this is the case, you will need to obtain a consent form from the office to give us permission for administering medication. Medication should also have a prescription label with the child's name and dosage clearly visible. Please do not put any loose medication into your child's book bag as this can be a safety risk.

### **Dietary Needs**

If your child has any specific dietary needs or has allergies to any types of food, please inform your child's class teacher and the school office staff. Our school is a nut-free zone. We have children in school who have nut allergies. We ask you, please, never to send any nuts or nut products into school.

### **Toileting Needs**

The children are expected to be able to use the toilet and wipe themselves independently once they begin in their Reception class. However, we do understand that some children will need more support in this area than others and we do have some spare clothing in case of accidents. Please inform us if you think that your child will need additional support in this area as it may be beneficial for them to keep some spare underwear/wipes etc in school.

### **Special Educational Needs or Disabilities**

Our special educational needs co-ordinator (SENDCO) is Mrs Coles. We are a warm, welcoming school where every child is at the heart of everything we do. We aim to nurture and nourish all children with the learning and skills they need to develop into kind, caring and compassionate people of the future ensuring equality of opportunity for all in every aspect of school life regardless of any special needs or disabilities. If your child has any additional needs or disabilities including hearing, vision or mobility needs please inform us as soon as possible.

### **What happens at lunch?**

Lunch is from 11.45am-1.15pm. The children may bring a packed lunch or have a school dinner prepared by our cook. A menu for the term is available from the office. Please indicate if you would like

your child to have school meals when returning your forms to the school office. School meals are currently free for all children in Reception, Year One and Year Two.

Parents who wish to change from school dinners or packed lunches must give the school notice of one week. If you choose to provide a packed lunch we advise that you put a small ice pack in your child's lunch box in warmer weather to keep the lunch cool. We also ask that you do not send in products containing nuts, sweets, fizzy drinks or glass bottles. Please make sure your child can open all their food packets and that it is not too much for them to eat.

The children sit together in the hall, supervised by midday supervisory assistants (MSA's). The children will be encouraged to eat as much as possible of their main dinner before starting on any desserts. School dinner children are given water to drink with their dinner. The children ask permission to go before leaving the dining area, so the MSA's can make sure they have finished or had a reasonable amount of food and drink.

#### **What happens if my child is absent from school?**

Please keep your child at home if they are unwell. Please phone the school (01525 860247) if your child is going to be absent. After a bout of sickness or an upset tummy, your child should remain at home for 48 hours.

#### **What will my child be doing at school?**

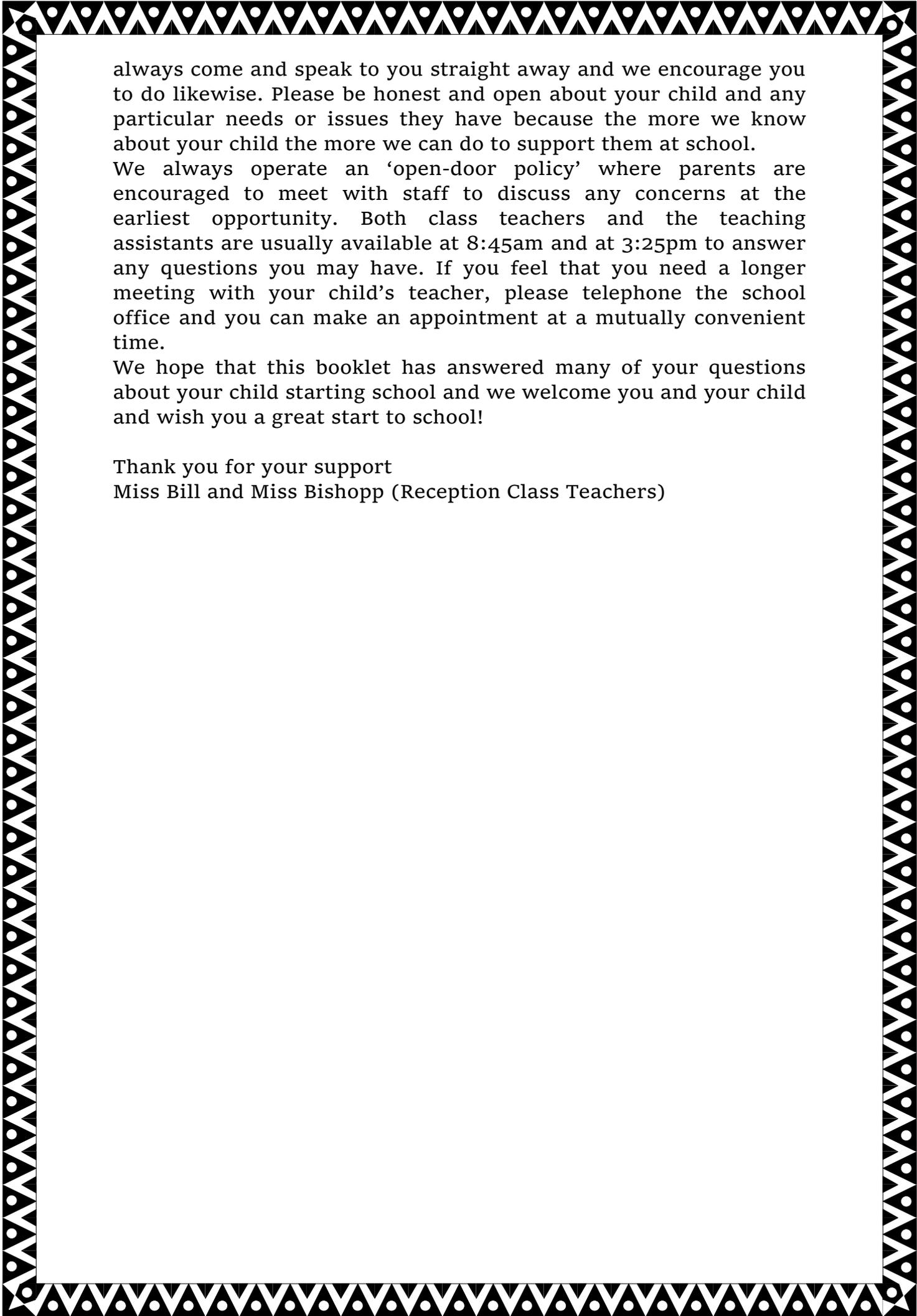
Whilst they are in Reception the children are working within the Foundation Stage and follow the Early Years Foundation Stage Curriculum. Much of the work/play the children take part in is organised into topics. You can see our half termly topics by looking onto our class webpages on our school website – [silsoeschool.co.uk](http://silsoeschool.co.uk). During their time in school some of the children's learning will be spent on structured play activities. There will also be periods of teacher directed learning time. The time spent on this more formal learning will increase throughout the year so that by the end of their time spent in Reception they will be used to daily Literacy and Mathematics sessions in line with the rest of the school.

#### **How will we be informed about events or information?**

We communicate with parents in a variety of ways. All of our events, newsletters and letters are published onto our website and parents can opt to receive text messages and emails so that they can be kept up to date. The children's bookbags are also used daily to send important information home especially in the case of your child receiving medical attention at school for a bump or graze. Please ensure that you check your child's bookbag on a daily basis.

#### **Parent/Carer and Teacher Relationship**

The relationship we have with you as parents and carers is very much a partnership. If we have concerns about your child we will



always come and speak to you straight away and we encourage you to do likewise. Please be honest and open about your child and any particular needs or issues they have because the more we know about your child the more we can do to support them at school.

We always operate an 'open-door policy' where parents are encouraged to meet with staff to discuss any concerns at the earliest opportunity. Both class teachers and the teaching assistants are usually available at 8:45am and at 3:25pm to answer any questions you may have. If you feel that you need a longer meeting with your child's teacher, please telephone the school office and you can make an appointment at a mutually convenient time.

We hope that this booklet has answered many of your questions about your child starting school and we welcome you and your child and wish you a great start to school!

Thank you for your support

Miss Bill and Miss Bishopp (Reception Class Teachers)