



Winklebury Federation

Willoughby Way, Basingstoke, Hants RG23 8AF

Head of Federation: Mrs S. Mathlin

Tel: 01256 323244

E-mail: adminoffice@winklebury-inf.hants.sch.uk

E-mail: adminoffice@winklebury-jun.hants.sch.uk

Starting in Year 3 September 2021 **Information**

Dear Parents,

As your child is moving to the juniors in September, we thought we would provide the following information for you to aid the transition.

- The school doors open at 8.35am in readiness for registration at 8.45am. Arriving on time to school enables your child to calmly start their day and prepares them to be mentally and physically ready to learn. The doors close at 8.45am prompt and entry to school is then through the admin office, where children will be signed in as late.
- On the first morning children will gather in the hall and will meet their class teacher. From the second day children will enter through the outside classroom door around the back of the school. Unlike in the infants, there is not an opportunity to meet the class teacher or to pass on any concerns in the morning, we ask that you come into the admin office with any messages to be passed to the class teacher.
- Breaktime is 10.30 – 10.45am daily and a healthy snack may be provided from home. Please do not send chocolate bars or sweets as children will not be allowed to eat them. Items such as fruit juice, raisins and bread rolls are available from the tuck trolley. These are priced between 25p and 30p. A maximum of £1 is allowed to be spent daily. Please note that we are a completely nut free school. This includes products such as Nutella, breakfast bars etc.
- Children must bring in a water bottle daily. If needed it can be refilled in school. We only allow water in the bottles, there is to be no squash or flavoured water. We do allow juice cartons, flavoured drinks/squashes with packed lunches.
- Lunchtimes at the junior school are from 12.15 – 1.00pm. Catering is provided by HC3S, which is the same as the infant school. School dinner menus are available from the HC3S website. Meals are priced at £2.50. Meals can be prepaid by cash/cheques, made payable to Winklebury Junior School or online via our school cash office system. A new unique registration code will be sent out in September. Children are allowed to have packed lunches from home. The maximum lunchtime debt allowed for the junior school is £5.00. We will not provide hot meals after this amount until the debt is cleared in full. Children who are entitled to free school meals under the pupil premium scheme currently, will retain their eligibility in September. If you think your child might be entitled to free school meals we would encourage you to apply at <https://www.hants.gov.uk/educationandlearning/freeschoolmeals/juniorsecondary>
- Our school uniform is available from Skoolkit. We would ask that children have at least one logo jumper/cardigan and polo shirt and that all items are fully named, as it makes it easier to return lost

property. PE kit should also be fully named and come into school on a Monday morning and kept in school for the week.

- Homework is issued on a Friday and is to be completed and handed in on a Tuesday morning. Reading records will be sent home in September and children are encouraged to read at least five times a week. Please sign the record book each time your child has read. A reward system is in place for children who read regularly at home.
- Should your child be absent from school, we ask that you call the federation admin office on 01256 323244 before 9am to inform us. For safeguarding purposes, if we have not heard from you by 9am we will endeavour to make contact with you, if this has not been possible we will then ring other contacts you have provided.
- For the autumn term year 3 children will be collected from the external classroom doors. To access this area you need to go down the path at the side of the junior school and wait on the grass area outside the classrooms. Please be mindful that the children will still be working, so please do not arrive too early. Other classes will also be using the pathways, so please keep to the left hand side when walking up the side path and keep younger children with you on the grass area. Children in the juniors are able to walk home by themselves, but will only be allowed to leave the school site if you have given permission on the pupil information form. As per the infant school, children will only be released to persons named on the pupil information sheet. Should you need to amend your child's pickup arrangements, please inform us as early as possible, so that we can get a message to the class teacher.
- Stay and read sessions will be held once per half term and will be advertised on diary dates.
- Milk can be subscribed to at www.coolmilk.com

Yours sincerely,



Mrs S Mathlin
Head of Federation