



Winklebury Federation

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Starting in Year 3 September 2025

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 toast and jam, a piece of fruit and homemade bread rolls are available from the tuck trolley. These are priced between 25p and 60p. A maximum of £1 is allowed to be spent daily.
- Lunchtimes for years 3 and 4 are from 12.00 – 12.45pm. Catering is provided by Pabulum Catering, which is the same as the infant school. School dinner menus are available from the Pabulum Catering website. Meals are priced at £3.00. Meals can be prepaid by cash or our preferred method is online via our school cash office system Arbor. A new unique registration code will be sent out in September. Children are allowed to have packed lunches from home. All lunches must be paid for in advance using the above payment methods. 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. A logo jumper/cardigan and polo shirt are not mandatory, plain items from supermarkets in the correct school colours are suitable if preferred. We ask that all items are fully named, as it makes it easier to return lost property. PE kit should also be fully named. PE days for Year 3 are Tuesday and Wednesdays. Children should come to school in their PE kit and remain in it all day.

- 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.
- **School finishes at 3.15pm.** 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.
- Milk can be subscribed to at www.coolmilk.com
- Facebook – we have a closed Facebook group that you are welcome to join in September. As well as email, we regularly post updates in the group. Please search for Winklebury Schools Federation and answer the prompted questions.

Yours sincerely,

KA Bartlett
Head of Federation