

and finally

If your child:

- is absent, please telephone the Federation Admin Office, based at the junior school, tel. 01256 323244, or send a letter or e-mail to the office on the first day of absence by 9.00am.
- is late, or returning from an appointment, please register him/her at the Federation Admin Office. Your child will be taken to his/her classroom in the infant school by a member of staff.
- is going to be collected for an appointment during the school day, please go to the Federation Admin Office to sign him/her out.
- is going to be collected by another adult, please inform us in writing, as we do **not** release your child without your consent.
Please make regular collectors known to your child's teacher e.g. childminder, grandparents, friend, etc.
- is unwell at school, we will contact you. We ask that you keep us updated with telephone numbers, especially as we may need to contact you urgently. Medication can only be administered by school staff in exceptional circumstances and with the relevant paperwork completed, with the exception of asthma and food/nut allergies, where written consent is also required. Any medications kept in school must be kept in date – this is the responsibility of parents and we ask that parents check, at least termly, that inhalers and other medicines used regularly are in date.
- is tired or tearful, please feel reassured that this is natural, especially with full-time attendance or towards the end of term. Lots of sleep and TLC will help to remedy this!

The Year R team are sensitive to the needs of young children and work together to ensure a smooth and happy transition into school. If you have any questions or concerns about any aspect of your child's education at Winklebury Infant School, please contact us so that we can sort out difficulties quickly and effectively.

We look forward to working with you and your child in the future.

WINKLEBURY INFANT SCHOOL

THE RECEPTION YEAR



Believe, Strive, Achieve

**Helpful information and advice
for you and your child,
based on the experiences of the present
Year R children, parents and staff.**

The School Day

8.40 am	Doors to the classrooms open
8.55 am	Registration and school starts
12 noon - 1.00 pm	Lunch
3.00 pm	School ends

PLEASE NOTE: You should follow the induction programme and times previously sent to you until your child starts full-time school.

- Once your child is attending full time, please wait with your child outside the classroom door until the classroom door is opened by a member of staff at 8.40am. We expect the children to wait quietly and sensibly with you and NOT to use the equipment or run around the area. Please collect your child from the classroom door at the end of the school day.

Food & Drink

- **Please let us know if your child has a food or nut allergy.**
- School lunches are free under the government's Universal Free School Meals Scheme and we encourage all children to take the meal.
- Children have milk at snack time, or water is available as an option. Milk is free until your child's 5th birthday, after which it costs 22p per day. The scheme is run by Cool Milk and payment is made to them in either half-termly, termly or annual instalments. We also ask all children to bring a bottle of plain water daily. This is made available throughout the school day. The bottle should be plastic with a sports cap and named. Water bottles can be purchased from the Federation Admin Office.
- If your child has a packed lunch, please send it in a named lunchbox which makes storage on our trolleys easier.
- Every child can have a fruit or vegetable snack during the morning. This is provided under the government's School Fruit and Vegetable Scheme (please see the consent booklet). Sweets, chocolate and crisps are not allowed as snacks.
- Fizzy drinks, nuts and sweets are not allowed as snacks or in packed lunches. Please do not send products containing nuts in your child's packed lunch as we have children with nut allergies.

Clothing

- Please ensure all uniform is clearly named, including P.E. kit and shoes.
- Uniform can be bought at Skoolkit.
- P.E. kit is a basic white T-shirt and black shorts. Plimsolls or trainers are required and must be able to be securely fastened. Kit should be left in school - it will be sent home half termly for washing or, if we feel it necessary, more regularly. It is important your child has P.E. kit in school every day.
- Children with pierced ears may wear one plain stud only. Please do not get your child's ears pierced during term time. Other jewellery is not permitted except by agreement with the Head of Federation e.g. for a religious practice.
- All jewellery must be removed by the child before P.E. (**staff are not permitted to remove or replace a child's earrings**). If your child cannot remove his/her earrings please send tape that can be used to cover them.
- Please make sure your child has a coat in school when the weather is cold or wet and that his/her shoes are in line with school policy.
- Independence at fastening zips, buttons, buckles, velcro, etc. will give your child a confidence boost, as well as being a great time-saver!

Home/School Partnership

- We operate an open-door policy and we are always willing to discuss queries or concerns.
- Your child's progress is shared with you on a regular basis.
- You will be invited to a 'Welcome to Year R' meeting in September.
- A curriculum booklet is sent to parents each term. This gives information about the activities for the term.
- Curriculum meetings are held during the year as appropriate.
- Newsletters will keep you informed of year group and whole school issues. A copy of any school letter can be obtained from the Federation Admin Office or can be found on the website.