

CHASE TERRACE PRIMARY SCHOOL



Information for
Reception parents

2025/2026

Contents

| | |
|------------|---|
| Page 3 | Welcome |
| Page 4 | Preparing your child to start Reception |
| Page 5 | Tips for parents |
| Page 6 | A day in Reception |
| Page 7 | EYFS Curriculum |
| Page 8 | Tapestry |
| Page 9 | Characteristics of effective learning |
| Page 10 | Early reading & writing skills |
| Page 11 | RWI sound mat |
| Page 12 | Home reading |
| Page 13 | Early mathematical skills |
| Page 14 | Forest School |
| Page 15 | Snack time & lunch time |
| Page 16/17 | Free School Meals |
| Page 18 | ParentPay |
| Page 19 | School Uniform |
| Page 20/21 | Attendance |
| Page 22 | Safeguarding |
| Page 23 | Operation Encompass |
| Page 24/25 | Information from the school office |



Welcome to Reception

A very warm welcome to all the parents and carers and children.

We take pride in ensuring that your child settles in as quickly as possible in Reception in September. This pack along with the information that you provide us with will help us do our very best to ensure a good transition.

Children already in our Nursery

Children who currently attend Chase Terrace Nursery will have in-school transition; this will allow children to get to know their class teacher in a familiar setting. This will happen over the next few weeks.

Children who do not attend our school Nursery

For children who do not attend school nursery, we will be contacting their current nursery/parents/carers to find out more about your child in order to ensure a smooth transition into Reception. We will also be arranging visits to their current nursery, where possible.

How to prepare your child to start Reception

- Label everything your child brings into school such as, school uniform, coats, gloves, hats, scarves, school bag and PE bag, PE kit, water bottle, lunch boxes etc.
- Ensure your child brings a water bottle into school every day.
- Ensure your child brings their book bag into school every day.
- Encourage your child to become independent with dressing and undressing themselves.
- Encourage your child to be more independent when going to the toilet and wiping themselves.
- Provide your child with forest school bag which includes: wellies, coat, gloves, hat and scarf (your child's forest school bag will be left in school for forest school).
- See forms provided on how Chase Terrace Primary School teaches basic mathematical and literacy skills and how you can support them at home.
- Once your Tapestry account has been set up please use this regularly to see what your child is doing at school and to upload pictures and videos to show us what your child is doing at home.
- In future, through your child's Tapestry account, you will be able to access school policies and other relevant documents.
- On the days children have P.E they will need to come into school in their P.E. kit. The school P.E. kit includes: black shorts, white top, black pumps, joggers, zip up jacket, trainers and spare socks. A message will be sent to you via Tapestry with the days the P.E lessons take place. In addition to weekly PE lessons children will also take part in a yoga lesson once a week.





Am I ready for school?



Tips for parents

When your child starts primary school there are a number of skills that they should ideally have mastered. Use this sheet as a guide to help track their progress.

Self-care

- I know when to wash my hands
- I can wipe my nose
- I can ask for help if I don't feel well

Speaking & literacy

- I am interested in reading stories & looking at picture books
- I am able to talk about myself, my needs & feelings
- I am practising recognising my name when it's written down

Getting dressed & undressed on my own

- I can button & unbutton my clothes
- I can put my own shoes & socks on
- I can put my coat on & use a zip

Interest in the world & new activities

- I enjoy learning about the world around me
- I am interested in exploring new activities or environments
- I like asking questions

Eating

- I can use a knife & fork
- I can open my packed lunch on my own
- I am confident at opening wrappers & packaging

Writing skills

- I like tracing patterns & colouring in
- I enjoy experimenting with different shaped scribbles
- I am practising holding a pencil

Going to the toilet

- I can go to the toilet on my own, wipe myself properly & flush
- I can wash & dry my hands without any help

Independence

- I am happy to be away from my mummy, daddy or my main carer
- I am happy to tidy my belongings & look after my things
- I am feeling confident about starting school

Listening & understanding

- I am able to sit still and listen for a short while
- I can follow instructions
- I understand the need to follow rules

Sharing & turn taking

- I can share toys & take turns
- I can play games with others
- I can interact with other children

Counting skills

- I enjoy practising counting objects
- I like saying number rhymes & playing counting games
- I can recognise some numbers when they are written down

Routines

- I have practised putting on my uniform & getting ready to leave on time
- I have a good bedtime routine so I'm not feeling tired for school
- I'm learning to eat at the times I will on school days



What a day in Reception looks like!



| | |
|----------------------|--|
| 08:45-9:10am | Morning registration |
| 09:10 -9:40am | Phonics |
| 09:45-10:00am | Fine motor activities (Funky fingers) |
| 10:00-10:15am | Snack time |
| 10:15-11:00am | Literacy input and child-initiated learning |
| 11:00-11:15am | Outdoor playtime |
| 11:15-11:45am | Maths input and child-initiated learning |
| 12:00-1:15pm | Lunchtime routine and outdoor play |
| 1:15-1:30pm | Afternoon registration and toothbrushing |
| 1:30-2:45pm | Adult led input (Topic) and child-initiated learning |
| 2:45-3:10pm | Milk and class story time |
| 3:15pm | Home time |

EYFS Curriculum

What is the Early Years Foundation Stage?

EYFS is for children from birth to aged five. It is a very important stage in your child's development.

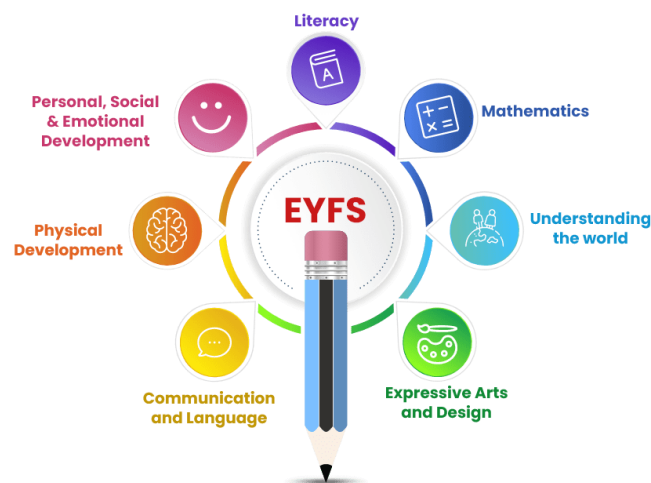
The EYFS sets the standards that all schools must meet to ensure that children learn and develop well.

The EYFS is about what children learn, as well as how they learn.

Through EYFS our school provides; quality and consistency, a secure and fun foundation, support for every child's development, high quality care and teaching.

At Chase Terrace Primary we use the EYFS guidance to develop a broad and balanced curriculum for all children. We work in partnership with families to create a community where we are all working together to ensure the best possible outcome for all children.

We support children to gain knowledge through 7 areas of learning which are divided between prime areas and specific areas:



Scan the QR code further information on EYFS



Tapestry

Tapestry is an online learning journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum.

Tapestry allows us to capture a child's activity and identify the learning that is happening. It is also possible for parents/carers to comment on the activities that have been shared as well as enabling parents/carers to add photos about special moments and things that you have been doing at home.

Parents and carers are given their own log-in using their email and password (which is pre-set by us but can be changed by you to make it more secure). All our teachers are given a secure pin log-in number. They can record and assess children linking to the EYFS curriculum and can upload photos or videos. Once saved and completed each observation is approved by the manager, an email is then automatically generated to parents/carers set up to their child's account and they are informed when an observation has been added so they can have a look and add any of their own comments to it.

A screenshot of the Tapestry website interface. The background is a light blue sky with green grass at the bottom. On the left, there are four colored boxes containing text: a yellow box about #EYFS2021OnTapestry, a pink box with a quote from Plato, a green box about teenagers learning about babies' brain development, and a pink box with social media links. On the right, there is a white box with the Tapestry logo and a login form. The login form has fields for "Email address" and "Password", a "Log in" button, and a link for "Having trouble logging in?". Below the login form is a green box with a child icon and the text "Child log in". At the bottom, there are two buttons: "Need help? Tapestry Tutorials" and "New to Tapestry? What is Tapestry?". A footer at the very bottom says "Need help with a whole topic?".


Use #EYFS2021OnTapestry to search through helpful resources and tips on [Twitter](#) and [Facebook](#) about implementing the revised EYFS on Tapestry and in your provision.

"Do not...keep children to their studies by compulsion but by play."
Plato, Greek philosopher, 427-347 BC

Teenagers learn about babies' brain development
A link to a short article to support reflection.

Check out our website and follow us on social media for news, tips and resources:

- Website: [tapestry.info](#)
- Twitter: [Tapestry_FSF](#)
- Facebook: [Tapestry Online Learning Journal](#)
- Instagram: [tapestry_fsfs](#)
- LinkedIn: [The Foundation Stage Forum & Tapestry](#)
- YouTube: [Tapestry Online Learning Journal](#)
- Independent Facebook Group: [Tapestry Support Group \(TSG\)](#)


 **TAPESTRY**
ONLINE LEARNING JOURNAL

Email address

Password

[Log in](#)

[Having trouble logging in?](#)

 [Child log in](#)

[Need help? Tapestry Tutorials](#) [New to Tapestry? What is Tapestry?](#)

[Need help with a whole topic?](#)

Characteristics of Effective Learning

The characteristics of effective teaching and learning underpin the EYFS curriculum. Effective teaching will enable children to engage in learning and become confident and enthusiastic learners for life.

The three characteristics of effective teaching and learning are:

- **playing and exploring** - children investigate and experience things, and 'have a go'
- **active learning** - children concentrate and keep on trying if they encounter difficulties and enjoy their achievements
- **creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

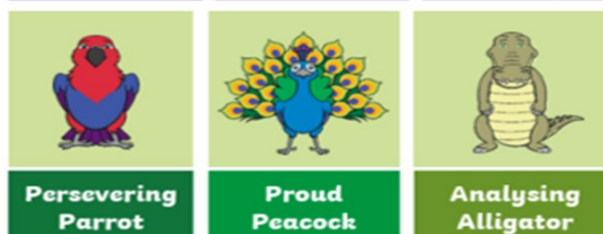
At Chase Terrace Primary School, we introduce these to the children by using animal characters.

The children are often excited to be a persevering parrot or a creative chameleon.

Playing and exploring



Active learning



Creating and thinking critically



Early reading and writing skills

At Chase Terrace Primary School, we teach early reading and writing skills through a scheme called Read Write Inc.

Children learn the sounds each letter makes and are taught a rhyme to remember how to form each letter- see 'RWI sound mat' sheet included.

Children will be sent home individual sounds as they learn them in school. As your child learns to blend sounds to read words such as c- a- t 'cat' they will be sent home green words and red words to practice reading and writing at home.

Green words - These are words that your child can sound out.

Red words - These are words that your child cannot sound out.










How to support your child with reading and writing:










- Your child will be read with weekly in school and their books will be changed. Please ensure your child has their book bag in school every day.
- Picture books allow your child to tell the story in their own way, using the pictures as clues- please encourage them to do this by asking lots of questions about what is happening and see if they can notice how characters are feeling by their expressions.
- Encourage your child to turn the pages of a book to help them to develop good book handling skills.
- Please fill in your child's reading record by commenting on how well your child has read at home. They will receive rewards for reading at home.
- Practice the sounds in your child's word wallet and encourage them to read words when they are sent home with a word wallet.
- Encourage your child to use the correct letter formation using the rhymes for letter formation sheet included.
- If you would like further information on how to support your child at home in phonics please visit the website below:









<https://www.ruthmiskin.com/en/parents-copy-2/>



RWI Sound Mat

| | | | | | | | | |
|---|---|---|---|--|---|---|---|---|
|  |  |  |  |  |  |  |  |  |
| Maisey mountain mountain | Around the apple, down the leaf | Slither down the snake | Round his bottom, up his tall neck and down to his feet | Down the tower, across the tower | Down the body, dot for the head | Down Nobby and over his net | Down the plait and over the pirate's face | Round her face, down her hair and give her a curl |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
| All around the orange | Curl around the caterpillar | Down the kangaroos body, tail and leg | Down and under, up to the top and draw a puddle | Down the laces, to heel, round the toe | Down the stem and draw the leaves | Lift off the top and scoop out the egg | Down the long leg | Down the head, to the hooves and over his back |

| | | | | | | | |
|---|---|---|---|--|---|---|---|
|  |  |  |  |  |  |  |  |
| Down his back, then curl over his arm | Down the body, curl and dot | Down a wing, up a wing | Down a horn, up a horn and under his head | Down up, down up | Zig-zag-zig | Round her head, up past her earrings and down her hair | Down the arm and leg, repeat the other side |

Home Reading

- Your child will read weekly in school. Each book your child brings home has already been shared and discussed.
- Picture books allow your child to tell the story in their own way, using the pictures as clues.
- Ask your child questions about what is happening and notice how characters are feeling by their expressions.
- Encourage your child to turn the pages of a book to help them to develop good book handling skills.
- Comments about how well your child has read at home are important and enable us to monitor how often your child is reading at home.
- Your child will have a reading chart and will gain stickers each time they read at home.

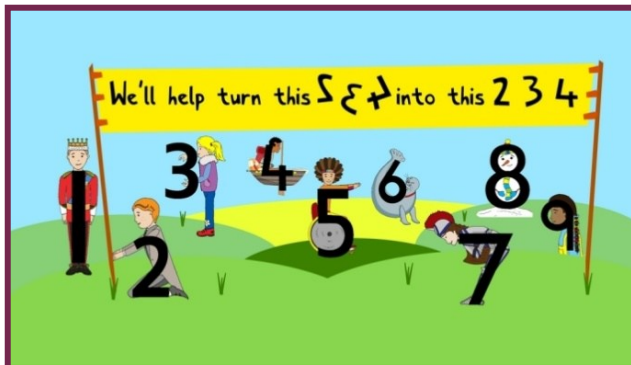
Your child will also bring home a chosen library book to be shared at home.

Please ensure your child brings both their reading record and reading book to school every day.



Early mathematical skills

At Chase Terrace Primary School, we teach early mathematical skills through a scheme called Ten Town. This is a unique numeracy scheme designed for number formation and number recognition. Children learn each character which represents a number. They are then taught a rhyme to remember how to form each letter.



Children will be sent home with individual ten town number cards so you can help them practice writing, recognising and ordering numbers. You will also be given login details for your child to login to Ten Town at home.

Do maths together every day...

Maths is everywhere! Helping your child get dressed, baking together, going to the shops, singing counting songs, building with blocks, practically every activity we do with our children involves maths. Try and find the learning opportunities in these activities and you'll be helping your child develop into a happy and confident mathematician!

BBC Bitesize have made a handy guide for parents with mini-videos explaining how children's maths skills develop and suggest many fun activities you can do with your child to help them develop the following skills:

- Number recognition
- Counting up and down
- Ordering numbers
- Matching number to quantity
- Grouping and sorting
- Ordinal numbers
- Simple addition and subtraction
- Number bonds to 5
- Shapes
- Mathematical Language
- Solving problems with maths

Please visit <https://www.bbc.co.uk/cbeebies/grownups/help-your-child-with-maths>

Forest School

Forest School will involve your child experiencing an approach to learning using the outdoor environment. It is essential that your child/children have the correct clothing whilst taking part in Forest School. It is important that children are allowed to get down on the floor and get as messy as possible.

Forest School believes that:

“There is no such thing as bad weather, it’s inappropriate clothing”.

No matter what the weather, Forest School will take place (apart from in high winds).

Chase Terrace Primary School will be supplying children with waterproof jackets and trousers. We ask that you supply your child/children with:

- Wellies (please put in a plastic bag and label with child’s name)
- Coats
- Hats
- Scarves
- Gloves

If possible we would suggest that parents invest in thermal hats, gloves and socks.

We ask that Forest School clothes and wellies are kept in school every day until the programme is complete to ensure children have suitable clothing and footwear at all times. We will inform you of the start dates and days for Forest School.



Snacks and lunchtime in school

Snacks

Fruit is offered daily to all children as part of the Free Fruit Scheme. This enables children to access a wide variety of fruit at no cost to parents.

Children up to the age of 5 will have access to a carton of milk each day provided by Cool Milk.

Please provide your child with a named water bottle and send it to school with them each day. We ask that the bottle contains water only.

Lunchtime 12.00pm-1.15pm

Children in Reception are entitled to Universal Infant Free School Meals. Children order their meals with the class teacher each morning during registration.

Children can opt to bring in a packed lunch if they would prefer to. Please include another drink with their lunch box as water bottles are kept in class. Please ensure your child's lunch box is clearly labelled with their name.

Some options for a healthy lunch box are shown below:



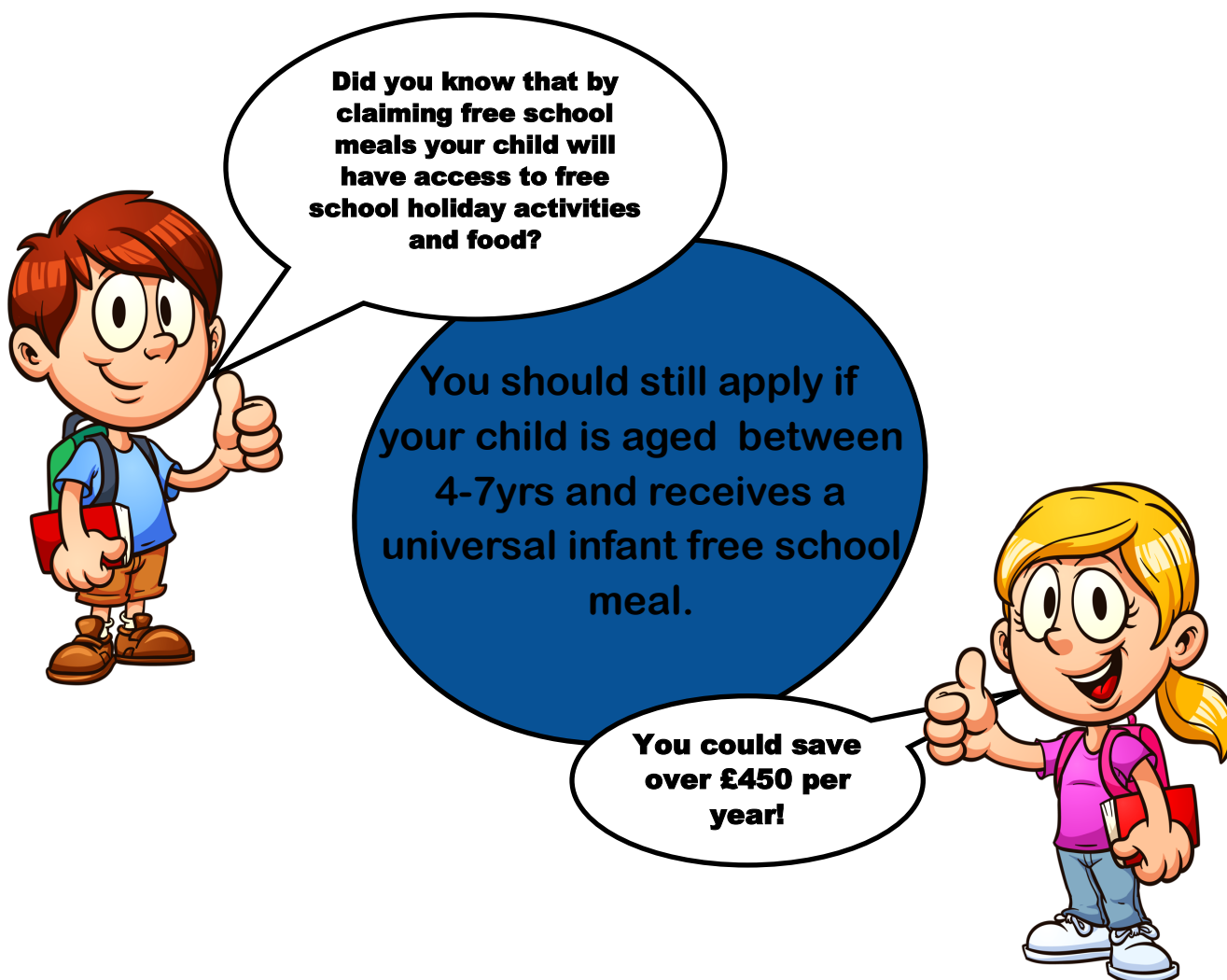


Free School Meals

Parents entitled to certain benefits can claim free school meals for any of their children who are registered at a Staffordshire school and who would normally be at school at lunch time. School meals are a good way to ensure that your child eats well at lunchtime and you can save yourself time and money.

Even if you don't want your children to have a school meal, claiming the funding helps their school. The more eligible parents who claim meals, the more funding the school receives.

For every pupil registered as eligible under the entitlement criteria, the school will receive extra funding. This is called the pupil premium. It is used to help raise achievement levels.



Free School Meals continued

Can I apply?

Your child could be eligible for free school meals if you get any of the following:

- Income Support
- Income Based Job Seekers Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- Income Related Employment and Support Allowance. Please note the 'new style' employment and support allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- Eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.

Find out more and apply at



freeschoolmeals@staffordshire.gov.uk



0300 111 8007 then select option 3 followed by option 2



www.staffordshire.gov.uk/education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx



ParentPay

We are a cashless school and use ParentPay for dinner money, school trips, consent and wraparound fees. To access the ParentPay system, you will need a username and password which will be sent home in a letter. Please see below for further instructions on how to activate your account.

To create a new account, you will need to have the account activation letter provided by school to hand. You will also need to be able to access your email as your email address will become your new username and is used for the verification process.

If you have lost your activation letter or not yet received it, please contact your school.

Please note, if you have previously had a ParentPay account you should attempt to login to this account and follow the add a child process, rather than creating a new one.

Navigate to parentpay.com

1. Select Login at the top right corner of the screen.
2. Enter the username and password (activation codes) provided in your account activation letter and select Login.

Complete the activation as detailed on the screen.



School uniform

- Burgundy sweatshirt
- Burgundy polo style shirt
- Black trousers (not jeans or tight fitting trousers or trousers with studs or any decorations)
- Black shorts (no cycling shorts)
- Red and white 'summer dress'
- Black skirt of a sensible length
- Plain black tights



Footwear

Plain low-heeled black sensible shoes suitable for active play. This does not include trainers, sandals or open-toe footwear of any type.

Children may also wear sensible flat-heeled black boots. (eg. Ugg boots are not acceptable).

P.E. and Games Kit

- Black shorts (no cycling shorts)
- Plain white t-shirts
- Black plimsolls or trainers with non-marking soles (ie soles that do not mark the hall floor)
Astro-turf trainers are not permitted
- Tracksuits or tracksuit bottoms may be worn in the winter for outdoor P.E.

A & J Designs (Staffs) Ltd
Apex Business Park
Units 1
Walsall Road,
Cannock,
Staffordshire
WS11 9PU
Telephone: 01543 360055



Uniforms Plus
Burntwood Town Shopping Centre
Chase Terrace

Telephone: 01543 677068

UNIFORMS
Plus

If you apply and are eligible for Pupil Premium you could be entitled to a £100 voucher towards the cost of uniform to use with one of our named uniform supplies above.

Scan the QR code below to apply now!



DID YOU KNOW?



Attendance

The Importance of Good Attendance

Attending school regularly helps children succeed academically and socially. Every day in school is a valuable learning opportunity!

How Can You Support Good Attendance?

Create a morning routine to help your child start the day smoothly.

Prepare the night before by laying out clothes and packing school bags.

Set a reasonable bedtime to ensure your child gets enough sleep.

Plan holidays outside term time to avoid missing education.

Attendance 'Traffic Light' System

To help track attendance, we use a Traffic Light system. This is used to identify children whose attendance falls below target.

| Chase Terrace Primary School Attendance | | |
|---|------|--------------------|
| 0 days off school | 100% | Outstanding |
| 2 days off school each year | 99% | Excellent |
| 5 days off school each year | 97% | Good |
| 10 days off school each year | 95% | Slightly concerned |
| 20 days off school each year | 90% | Concerned |
| 30 days off school each year | 85% | Very concerned |

Even missing 10 days per year can have an impact on learning. We're here to help if you have any concerns about attendance.

Punctuality Matters

Did you know that being 15 minutes late each day adds up to two weeks of lost learning over a school year?

Good Time Keeping Matters Lost minutes= Lost Learning

| | |
|-----------------------------|---------------|
| 5 minutes late | 3 days lost |
| 10 minutes late | 6.5 days lost |
| 15 minutes late | 10 days lost |
| 20 minutes late | 13 days lost |
| 30 minutes late | 19 days lost |
| Over one full academic year | |

Why Arriving on Time is Important

If your child arrives late, they may:

- Miss key learning at the start of the lesson.
- Find it harder to settle into the school day.
- Feel embarrassed walking into class late.
- Disrupt the flow of learning for others.

Attendance and Absence Information

We understand that sometimes children may need to miss school due to illness or exceptional circumstances. If your child needs to be absent, please let us know in advance whenever possible and notify us daily if they are unwell.

How to Inform School of Absentees?

- Contact the school office at **01543 227150**
If we are unable to answer your call, please leave a voicemail with your name, your child's name, and the reason for their absence.
- Send an email to **office@chaseterrace-primary.staffs.sch.uk**

Penalty Notices for Unauthorised Absences

Once a child reaches the age of 5, any absence that is not authorised by the school may result in a penalty notice. This is in line with government guidelines, which aim to support schools in maintaining high standards of attendance.

A penalty notice may be issued if:

- A child has 10 sessions of un-authorised absence within a 10-week period (please note that there are 2 sessions in 1 school day).
- A holiday is taken during term time without prior school approval.
- A child is persistently late after the register has closed.

If your child receives 10 sessions of unauthorised absence within a 10-week period, you may receive a notice to improve attendance or penalty notice, which could result in a fine.

As a school, we must report repeated unauthorised absences to the county council.

What Are the Fines?

First offence: £80 per parent, per child if paid within 21 days, rising to £160 per parent, per child if paid between 21-28 days.

Second offence within 3 years: £160 per parent, per child if paid between 28 days.

Further offences within 3 years: May lead to prosecution, with a possible fine of up to the £1,000 per parent, per child. **These guidelines, set by Staffordshire County Council and the Department for Education, came into effect on 19th August 2024.**

We're Here to Help!

We know that starting school can be an adjustment, and we're here to support you.

We understand that sometimes things don't go to plan, and occasional absences or lateness happen. If you're struggling with attendance or punctuality, please reach out- we're happy to work together to find solutions that support you and your child.

Safeguarding

The school's designated safeguarding lead- Mrs Grunda (DSL) is responsible for overseeing safeguarding and ensuring that effective procedures are in place to keep children safe.

The school's Safeguarding Policy underpins the school's robust safeguarding procedures and ensures that all staff and other relevant individuals are aware of them.

The school also has several other safeguarding-related policies and procedures that are all in place to keep your child safe, including the following:

- Child-on-child Abuse Policy
- Prevent Duty Policy
- Online Safety Policy
- Child friendly safeguarding Policy
- Whistleblowing Policy
- Staff Code of Conduct
- Safer Recruitment Policy

You can find a copies of these policies on the school website or you can request copies by contacting the school office on 01543 227150

If you have any safeguarding concerns, you should report them to the DSL or their deputies as and when they arise. Where it is likely that there is an immediate risk to a child's safety, you should contact the emergency services.

The DSL makes appropriate referrals, e.g. social services and works with external agencies where necessary to ensure the safety and wellbeing of all pupils at the school.

The DSL and deputy DSLs are specially trained in safeguarding practices and hold the necessary qualifications.

The DSL team is as follows:

| Staff | Role |
|-----------------------|---|
| Mrs Jamie Grunda | Designated Safeguarding Lead |
| Mrs Tania Harrison | Deputy Designated Safeguarding Lead |
| Miss Lucinda Pountney | Deputy Designated Safeguarding Lead |
| Miss Kirsty Handsaker | Deputy Designated Safeguarding Lead |
| Mrs Tina Powl | Designated Children Looked After Officer / SendCo |
| Mr Philip Moore | Deputy Designated Safeguarding Lead |

Operation Encompass

Our school is part of Operation Encompass which is a national scheme that operates jointly between schools and police forces.

Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has experienced domestic abuse.

As a school we have ensured that a member of our staff, Mrs. Grunda (Designated Safeguarding Lead) known as a Key Adult, has been trained in the Operation Encompass procedures allowing us to then use the information that has been shared, in confidence, to support the child/ren in our care.

This places a statutory obligation on police forces to share Operation Encompass notifications with schools settings.

We are keen to offer the best support possible to all our pupils and through Operation Encompass we will be able to provide the best possible support to our children.



General Information

Contact Information

| | |
|------------------|---|
| School telephone | 01543 227150 |
| School email | office@chaseterrace-primary.staffs.sch.uk |
| School website | www.chaseterrace-primary.staffs.sch.uk |

Arrival and collection

For your child's safety they will only be released to an adult that is named on the Data Collection Form unless you have contacted school and informed us in advance of any alternative arrangements. In the event of another adult collecting your child we would ask them to provide us with the password that you have set on your data collection form.

Absence

If your child is absent due to illness please contact the school via telephone or email to give a reason for the absence. If your child has any form of sickness or diarrhoea they must be kept at home for 48 hours after the symptoms have cleared. ***Parents/carers should contact the school each day your child is absent unless advised otherwise.***

Children's health

If your child is asthmatic and requires the use of an inhaler, please discuss this with your child's teacher. We will need an inhaler to be kept in school which should have the pharmacy label on with your child's details and instructions for use. A medical form will also need to be completed by you and held on our records.

If your child has any other medical conditions, a special diet for medical reasons or has any known allergies, please inform the school.

Medication

We are able to administer prescribed medication. Please complete a parental agreement form which can be obtained from the school office. If these are antibiotics we can administer 1 dose in school if they are required to be taken 4 times per day.

Accidents

If your child has an accident in school they will receive First Aid by a qualified member of staff. Your child will be sent home with an accident slip and you will be informed upon collection of the accident.

In the event of an injury above shoulder height you will receive a text message. Your child will receive First Aid and be monitored throughout the day. In the event of a more serious accident or any cause for concern we will contact you immediately by telephone to come into school.

General Information

Spare clothes

Sometimes children have toileting accidents. It would be beneficial to send your child to school with a spare change of trousers/skirt, underwear & socks each day in case of any accidents. We do have some spare uniform in school but this is limited.

Newsletters

Newsletters are published every 2 weeks and sent out to all parents via Email, these are also uploaded to our school website.

Curriculum newsletters for each key stage will also be sent out termly by email, these will help you to understand what your child is being taught.

Parent Consultations

Parent consultations take place in Autumn and Spring term to discuss your child's progress.

Updates

We keep in touch with parents via email about any important matters. Teachers may also put any updates and reminders onto Tapestry.

Policies

These can be found on our website. Please scan the QR code for direct access.

