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Stokenchurch Primary School

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STOKENCHURCH PRIMARY SCHOOL AND NURSERY

STARTING SCHOOL

Starting school is a big milestone, not only for your child but also for you. You may feel excited about your little one taking their first real steps to independence, or you may be concerned about how they'll cope on their own. At the centre of it all, is our commitment to ensuring that all your children settle with ease, are happy coming in each day and have positive experiences at school.



The purpose of this information booklet is to discuss the arrangements we have put in place for your child as they join our F2 class in September and to familiarise yourself with early daily routines and expectations. Our parent meeting in early September will provide more detailed information on the curriculum.

SETTLING IN

Children feel reassured by routine, so try to establish one for school days early on so that your child knows what to expect. The large gate leading to Foundation Stage will be unlocked at 8.30am. Please note however this is only for the arrival of parents with children in F1 (Nursery) who begin their day at 8.30am. We do not encourage parents of F2 children to arrive until 8.35am at the earliest, to avoid an extended waiting time. F2 teachers will welcome your children in at 8.40am. From the outset, we will ask you to help your child line up and let staff bring them into school. There are many reasons for this, namely space, but swift, happy, reassuring farewells are extremely important in helping set your child up for a great day at school (tears to be left for the walk home!) Our gate is locked at 9.00am; any late arrivers will need to report to the school's office to sign their child in.

OUR DAILY ROUTINE

A predictable daily work routine provides an orderly framework for children's activities. For at least the first half-term, the routine in F2 follows that of F1 so lots of the children will be very familiar. For those children new to our school, the simple daily structure will provide security and comfort with the addition of the other children being able to offer gentle support. Learning Support Assistants will be aware of new children and be able to support where necessary.



SNACK TIME

All children are offered a mid-morning snack which is provided by County. Milk is also provided free for children under five after which, a small contribution is needed. Every parent needs to subscribe their child with Cool Milk promptly before the end of August, regardless of their age come September, this can be done online at www.coolmilk.com/register. Children have access to fresh water throughout the day or alternatively can bring in an additional water bottle to their packed lunch drink which they can use within the classroom. Please ensure all bottles are clearly named and contain water only, no squash or juices, thank you.

LUNCHES

All F2 children are entitled to a free hot school meal. We will be offering this service as an option from Monday 12th September. Freshly cooked meals are delivered each day from the kitchens at Princes Risborough School by 11.30am ready for the first sitting. Children will have the choice from three main meals (one being vegetarian), fresh bread, a selection from the salad bar, fresh fruit, pudding or fruit yoghurts. Menus for the forthcoming weeks are posted both on our website and ParentPay. We highly recommend that you discuss these options with your child and decide which are suitable/preferable for any specific day. Your child may have hot meals on an ad-hoc arrangement; during morning registration they will be asked if they wish to order a hot meal for that day.



HAPPY VALUED CURIOUS AMBITIOUS TOLERANT RESPECTFUL CONFIDENT
CONSIDERATE INDEPENDENT RESILIENT ENTHUSIASTIC SUCCESSFUL

If you prefer to provide a packed lunch these should be nice and manageable; too much food can be overwhelming and may mean they miss precious playtime. No sweets/chocolate or fizzy drinks thank you.

END OF THE DAY

Each class will be brought out by their class teacher. Children cannot be dismissed until a parent/guardian has been acknowledged by the class teacher. Please do not encourage your child to run out of the line. Should a different person be collecting your child please advise the school beforehand. Please can we ask that for health and safety reasons, school equipment on the playground is not used before/after school unless supervised by a member of staff and that bikes/scooters are walked around whilst on school premises to avoid accidents.

PE



Your children will begin having PE sessions from the first full week. Please ensure items are clearly labelled and the PE kit is brought in on a Monday and taken home each Friday, not in between. As the weather gets colder you may wish to add a tracksuit/trainers to their kit as some PE sessions will take place outside.

TRANSITION ARRANGEMENTS

On **THURSDAY 7th JULY** and **THURSDAY 14th JULY** we are inviting all new children that have not previously attended our nursery to join us for a second induction afternoon from 1.00-3.00pm where they can start to become familiar with their new environment and meet staff members. We ask for you to drop your child off at our F2 classrooms via the EYFS footpath for this occasion. Please note it is for children only.

On **TUESDAY 19th JULY** from 10:15am to 11.30am all children are invited into school, this time to specifically meet their new class teacher and spend a little time together as a 'proper' class. Again this is for children only. Current F1 afternoon children are invited to attend the morning session on this day, joining F2 at the appropriate time. Therefore, please note there will not be an afternoon session on this day. Parents of children new to the school are asked again to drop off their child at our F1 classroom via the EYFS footpath at 10.15am. Wearing uniform is entirely optional for both of the above occasions. Should you feel your child requires further transitional arrangements please speak to a member of staff.

THE FIRST FEW WEEKS:

MONDAY 5TH SEPTEMBER

- 8.40am – 11.30am introductory session for children with surnames A-L
- 12.30pm – 3.15pm introductory session for children with surnames M-Z

TUESDAY 6TH TO FRIDAY 9TH SEPTEMBER

- 8.40am – 12.30pm only for all children to accommodate home visits in the afternoons. All children to bring a packed lunch with them for this week only.

MONDAY 12TH SEPTEMBER ONWARDS

- All children will be full time from 8:40am to 3:15pm unless a further staggered start has been pre-arranged. Hot school meals are available from this point onwards (these are free to all children).

FROM NOW UNTIL SEPTEMBER

It is vital that you ensure you are fully prepared for your child starting school. In the weeks before they are due to begin school, start to talk to them about the different aspects of school life. Reading together is a great way of explaining what school is all about. It will be helpful if your child can complete some of the tasks listed below. However, please remember, that children develop at different rates so don't worry if your child can't do all of the things when they start. Make sure you give plenty of praise as your child masters each new skill. If you have any concerns about particular areas, please speak to a member of staff.

- ✓ Dress and undress themselves
- ✓ Use the toilet independently, including flushing the toilet and washing their hands afterwards
- ✓ Hold a pencil correctly and write their name unaided
- ✓ Count to 10 and beyond
- ✓ Carry their own school bag – you'd be surprised!
- ✓ Use a pair of scissors independently and safely
- ✓ Use a knife and fork

- ✓ Play with other children, sharing possessions

Below are lists of items your child will need when starting school:

- ✓ Uniform
- ✓ Shoes – a request for Velcro fastened shoes for their first pair is ideal
- ✓ PE kit
- ✓ School book bag – unfortunately we cannot accommodate rucksacks as alternatives due to space
- ✓ Lunchbox
- ✓ Water bottle for classroom
- ✓ Appropriate clothing for our differing climate e.g. waterproof coat, hat, scarf, gloves, wellies etc.

ADDITIONAL SCHOOL INFORMATION

ONE WAY SYSTEM/PARKING

A one-way system of parental traffic operates in George Road. All parents collecting or dropping off children at the school should do so by entering Pigeon Farm Road from the A40 Wycombe Road, then re-enter the Wycombe Road using George Road to ensure a smooth flow of traffic and avoid blocking access. The car park on the school site is for staff only. Parents are asked not to arrange to meet their children by parking in the car park. Your co-operation on this matter is appreciated.

In order to encourage safer parking outside the school gates, parents are invited to sign up to our Parking Promise initiative, agreeing to keep parked cars away from the area outside of school, therefore protecting the lives of all children who attend our school. In return, they will be issued with a car sticker which shows their commitment to the Parents' Parking Promise. Please can we also ask of you to be respectful of our neighbours and park considerately on adjoining roads every time you come to school. You will appreciate that we are mindful of our neighbouring community and wish to preserve good relations with all our community links.

COLLECTION ARRANGEMENTS

If you are unavoidably delayed in collecting your child, please do telephone the office on 01494 482112 to advise us. If your pick-up arrangements are changing (e.g. someone different is collecting, they are going to a friends for tea etc.), please inform the class teacher at drop off, via the office or with a note.

LATE ARRIVAL

Pupils arriving late for any reason whatsoever MUST report to school office as soon as they arrive, to ensure they are registered onto the premises. Similarly anyone returning to school (e.g. following a medical appointment) must ensure they are signed onto the premises.

LEAVING SCHOOL PREMISES

Any pupil needing to leave the premises during normal school time (e.g. for a hospital appointment), must bring a note to their class teacher beforehand, and sign out at the school office when they are about to leave the premises. Wherever possible we would ask you to avoid routine check-ups/appointments during the school day.

ILLNESS/ABSENCE

If your child is absent due to illness, please telephone school office on the first day of absence before 9.30am. In the interests of other pupils and staff, if your child has suffered from sickness or diarrhoea please keep them away from school for a full 48 hours after the final bout. Upon return to school a short note from parents must be provided, explaining reasons for absence.

LEAVE OF ABSENCE

Please note we are no longer able to approve requests for holidays during term time. Requests for leave of absence in special circumstances should be made in writing, not less than one month before, on a leave of absence request form, available from the school office or school website. We ask for your support in maintaining a full educational programme for all of the term. No requests will be granted for children whose attendance is below 90%, or for whom a request is made at the beginning of a term.

FIRST AID

The health, happiness and welfare of pupils are our prime concern. At least one member of our support staff per phase are trained First Aiders at Work. If your child becomes ill during the school day you will be contacted immediately. In the event of an accident, one of our qualified First Aiders will treat your child in the medical room. In an emergency the school may contact the ambulance service. Should your child require hospital

treatment a member of staff would accompany them until a parent arrived. We will always contact parents to advise you of any serious bumps to the head. This may be via a letter at the end of the school day or by phone if we consider it necessary.

MEDICINES

There are instances where a child would not be able to attend school regularly without administration of medicines e.g. control and alleviation of asthma, diabetes, epilepsy and other such non-communicable conditions. We want to ensure your child is able to participate fully in school life and we work hard with you, the parent, to ensure this is the case. We ask that you keep us fully informed of such conditions and complete a healthcare plan to support your child and a permission form for the administration of medicines.

Asthma Inhalers

Inhalers should always be sent into school in the original packaging, as dispensed by the pharmacist and including the prescriber's instructions. As is our policy, we will continue to check these regularly and inform you when they are due to expire.

Epipen

For those with severe allergies requiring the use of an Epipen in an emergency, please note we will always require two Epipens in school and it is essential that you provide **two** Epipens when your child takes part in any school trip.

Antibiotics

We are unable to administer any antibiotics. Children prescribed antibiotics to be taken three times daily should not need to receive a dose during school hours as the medicine may be taken in the morning, after school and at bed time. If you require your child to receive antibiotics during the school day you may come into school by prior arrangement and administer the dose yourself.

Pain relief

We are not permitted to administer any pain relief to children under 8, which will therefore apply to children in Y3 and under. For children in Years 4, 5 and 6, only a paracetamol based medicine may be given. Ibuprofen may not be administered by staff.

Creams and Lotions

Such medicines should only be brought into school where it would be detrimental to a child's health if it were not administered during the day. Only prescribed creams and lotions which are for short term use may be brought into school and a health care plan must be filled out. All other products can easily be applied outside of school hours; this includes sun cream. All medicines brought into school must be in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration and dosage.

WE ARE UNABLE TO ACCEPT ANY MEDICINES INTO SCHOOL WITHOUT A COMPLETED MEDICAL CONSENT FORM, AVAILABLE FROM SCHOOL OFFICE, OR ON THE SCHOOL WEBSITE.

Cough sweets

Cough sweets/throat lozenges are not permitted in school. Research has shown that they are no more effective than drinking cold water.

Lip balms

We ask that these do not get brought into school due to hygiene risks of children sharing them with others.

Nail varnish

Please note we have a "no nail varnish" in school policy. If children arrive wearing nail varnish, they will be given one day's grace and a letter to take home informing parents that the varnish needs to be removed. If this is not done, a member of staff will remove it on the following day.

Earrings

Earrings are not permitted in school. If your child wishes to have their ears pierced, we ask that this is scheduled for the beginning of the summer holidays to allow for the six week period of earrings needing to remain in. If a child arrives in school wearing earrings, they will be asked to remove them unless this is within the six week period in which case they will be taped up.

PARENTAL RESPONSIBILITY

Any parent who does not live with their child may contact the school in writing if they wish to receive a separate copy of school reports and correspondence.

HOME/SCHOOL COMMUNICATION

Please check our website regularly for details of important communications and events

www.stokenchurchprimary.co.uk.

Regular (weekly) newsletters will be issued to keep you informed of school events, including year-group news. We do try very hard to keep parents regularly and clearly informed about what is going on at the school, however in our experience sending letters home can be rather 'hit and miss' with letters often going astray on the way. To help improve these areas we have chosen to use a service called Parent Mail which is used by over 2,500 schools across the UK to communicate with parents by email and text message, with a view to substantially reducing the amount of paper correspondence. Please be assured that Parent Mail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and not passed on to any other organisation. If your home circumstances mean that parents live apart from one another, Parent Mail allows us to maintain communication with both parents providing both sets of contact information have been provided.

HOME CIRCUMSTANCES

If you are aware of any home circumstances which could affect your child at school, or if any issues of this nature arise in the future, please do contact the class teacher who will treat all information received in the strictest confidence. Experience has shown us that the more we know about home and/or personal circumstances, the more support and understanding we can offer the pupils in our care. We seek to work with you in these situations and value this important partnership we have with Parents. Any information received will be treated sensitively; we understand there may be occasions when you prefer us not to discuss such matters with your child, but would ask you to make us aware, as it is often helpful to know of any matters which may be troubling them.

FRIENDS PARENTS' ASSOCIATION

The "Friends of Stokenchurch Primary School" committee has been running successfully for 15 years and we are hoping that we can count on all of you for your help and support whenever needed. The Friends PTA are open to fundraising ideas and you can get in touch with them via email: StokenchurchPrimaryPTA@outlook.com or via Mrs Springett at school.

UNIFORM

It is our belief that the wearing of a school uniform helps to raise and maintain standards and to promote self-esteem and a sense of belonging within the school community. Therefore, all pupils from our Nursery to Year 6 are expected to wear our uniform in the school colours of bottle green and grey.

Girls	Boys
<ul style="list-style-type: none">● Grey or black skirt or tunic● Grey or black school trousers (joggers/leggings for nursery)● White blouse (including F2)● White polo shirt for nursery● School tie* (elasticated option* until end of Year 3)● Bottle green jumper or cardigan with school logo*● Bottle green sweatshirt for Nursery● Grey or white socks - not trainer socks● Grey or black school shoes (low heeled)● Green and white check cotton dress for summer● Long hair must always be tied back but only with a suitable green or white band	<ul style="list-style-type: none">● Grey or black trousers (joggers for nursery)● Grey or black shorts● White shirt (including F2)● White polo shirt for nursery● School tie* (elasticated option* until end of Year 3)● Bottle green jumper with school logo*● Bottle green sweatshirt for Nursery● Grey or black socks● Grey or black school shoes

Items marked with a star are available for purchase from the School Office at the end of the day. Office Staff are always happy to advise on sizing and prices but would be very grateful if purchases can be avoided at other times, particularly during morning drop off as this causes congestion in our main Reception area and is a busy time for taking important phone calls.

IN EVERYONE'S INTERESTS, ALL UNIFORM AND PERSONAL POSSESSIONS MUST BE CLEARLY AND PERMANENTLY MARKED WITH YOUR CHILD'S NAME.

SCHOOL CLOSURES

If the school is closed unexpectedly for any reason (for example, due to bad weather) details will be posted on the school website: www.stokenchurchprimary.co.uk, you will also be notified via Parent Mail.

PARENT AND PUPIL FAQ'S

We hope that this booklet has answered many of the questions you may have had about joining the Stokenchurch Primary School community. If there is anything we have not covered, or if you have a particular concern, please refer to the school's website, www.stokenchurchprimary.co.uk or get in touch with us.

TERM DATES 2022-2023

	Start the morning of:	Finish the afternoon of:
Autumn 2021	Monday 5 th September	Friday 21 st October
	Monday 31 st October	Tuesday 20 th December (half day)
Spring 2022	Wednesday 4 th January	Friday 10 th February
	Monday 20 th February	Friday 31 st March (half day)
Summer 2022	Monday 17 th April	Friday 26 th May
	Monday 5 th June	Friday 21 st July (half day)

Please note pupils do not attend on the following INSET days:-

Friday 2nd September

There are 4 additional INSET days yet to be added.