

# WELCOME TO



# SHAWFIELD PRIMARY SCHOOL

Step-by-step guide for starting school

### **To our new Parents/Carers**

Welcome to Shawfield Primary School. This is an exciting time for children (and their parents!) as they leave playgroups and nurseries and look forward to their first days at school.

We aim to make this an easy, confident step. We hope that through this booklet and the rest of our induction programme we can allay any fears, answer your questions and make the whole experience of starting school enjoyable for you all.

This booklet has been designed to give you some information about starting school with us. Please come and ask us if there's anything else you would like to know.

### **Induction**

During the summer term we are holding a series of pre-school meetings. These are for you and your child to attend. The children are able to get involved in different activities, planned by our trained teaching assistants, and make friends, whilst you are able to meet with other parents and have the opportunity to discuss and listen to talks on a variety of topics.

We hold these meetings in two groups to keep numbers manageable and alternative arrangements for siblings need to be made. Near the end of the summer term there will be 2 story afternoons for your child to attend without you.

The class teacher will also visit your child at their nursery or playgroup.

Before your child starts school the class teacher and the Pastoral Care Lead will visit you and your child at home. We have found that children are more open in their own home environment and it also enables us to meet both parent and child on a one to one basis. You will receive your appointment date and time in the next few weeks.

### **Entry**

The children will initially be admitted on a part-time basis. During this time the small adult/pupil ratio gives the children time to settle not only emotionally but allows (them) the opportunity to experience the full range of activities on offer. Also an assessment of the children's current achievements will be carried out during this time. We do not admit all children on the same day.

After this first induction period the children will gradually start full time. Normally two weeks into term all of the children are attending full time.

The decision to invite a child to attend full-time rests with the Headteacher/class teacher in consultation with their parents.

### **Staffing**

The Reception children will be in Chestnut class and are known as Year R. Your child will have a class teacher and two full-time teaching assistants. During the year the children will gradually meet other members of the school community in a variety of situations.

## **School Uniform**

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community.

School uniform is a school sweatshirt or cardigan accompanying **grey** trousers/shorts or skirt/tunic (leggings/jogging bottoms are not acceptable) with yellow school logo polo shirt.

Shoes should be black and sensible i.e. low heels and easy to unfasten. Boots and trainers are not acceptable school footwear. Socks/tights should be white or grey.

In the summer a yellow and white striped or checked dress may be worn. Unless it is the height of summer please send a coat with your child. British weather is very changeable and the children go outside to play unless it is pouring with rain. Your child will need to have wellingtons in school for all year outside activities.

Please ensure **all** clothing has your child's name on it somewhere so that it can be returned if misplaced. If names are written on labels they need to be checked from time to time, as they tend to fade.

Extreme hairstyles are not suitable for school and any decoration worn in the hair must be yellow.

Children should not wear jewellery in school. If your child has their ears pierced then plain studs are permissible but they must be **removed by the child for PE, games and swimming**. Please provide a suitable container for this purpose.

## **PE Kit**

Children will need black shorts, a yellow PE shirt and **trainers**. These need to be put into a named PE bag and remain in school every day. Tracksuits may be brought for outside PE in the winter. Please put a spare pair of pants/knickers and socks in this bag in case of accidents.

The school sweatshirts, cardigans, polo shirts, P E shirts and book bags are available from our uniform supplier Brenda's in Camberley. They offer an internet ordering service, are open six days a week and do not close during the school holidays.

## **Fruit & Drinks**

All children in the Foundation Stage and Key Stage 1 are offered a free piece of fruit during the morning.

## **Water**

Every child is given a water bottle to use throughout the day and chilled water is available in all classrooms. The water bottles are disinfected daily.

## **Milk**

We will register your child with Cool Milk to receive a daily carton of pasteurised milk (you will receive a separate letter with further details). For all under 5's and children whose parents receive income support the milk is free. The cost for over 5's is approximately £15 a term.

### **Lunchtimes**

Once your child is full-time they will have a school lunch. All children in Year R, Year 1 and Year 2 will receive a free hot school meal. There are three main meal options to choose from daily.

If your child is allergic to any particular food, please put this on the admission form. Similarly if for cultural/religious reasons your child cannot eat some foods please ensure we have this information. A special diet form will need to be completed which is available from the school office.

### **School Visits**

In the Reception year, these are usually of a very local nature. You are asked to sign a general permission form to cover such local visits. If a longer visit is undertaken, you will be informed by letter with a separate signature required. Seat-belts are always provided in coach, mini-bus or car. Such visits are educational in purpose and often linked to a particular topic or theme being followed by the class. You may sometimes be asked to provide a booster seat for your child to participate in local visits.

### **Library**

Each child is encouraged to borrow a book weekly, from our school library. The class teacher will inform you of the day for your child's class.

### **Absences**

We are legally obliged to record all absences, with their reasons. Please telephone the school by 9.15am if your child is unwell. Likewise, late arrivals have to be recorded, so please ensure that your child arrives punctually each day - this is a valuable discipline to learn young. If your child does arrive late you need to sign them in at the school office.

If your child needs to be taken out of school for any reason during the school day, please notify the school in advance. Please attempt to make routine dental and doctor's appointments outside of school hours or in the school holidays.

### **Holidays in Term Time**

Holidays in term time are not permitted. Absence from school can only be authorised in exceptional circumstances. Family holidays are not considered an exceptional circumstance. If you have to take your child out of school for exceptional reasons you need to notify the school using our 'Leave of absence in exceptional circumstances form' at least two weeks before the absence and Mr Corcoran will be able to tell you if the absence can be authorised. Unauthorised absences will result in a penalty notice and a fine being issued by Surrey County Council to both parents.

### **Contact Numbers**

If your child is taken ill at school or has an accident, we do of course want to inform you immediately. It is most important for us to have alternative phone numbers if we cannot contact parents straight away. Please make sure that the office has a note of emergency contact numbers and these are regularly updated.

## **Medicines**

Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.

Medicines MUST be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered.

For on-going conditions such as asthma, epilepsy and diabetes medicines can be stored in the school office, clearly marked with the child's name and dosage. All such medicines will be kept in a locked cupboard. If a child has an Epipen, this will be kept clearly labeled in the medical room. Asthmatics may keep inhalers in the classroom cupboard.

Children cannot bring cough sweets etc. to school.

Minor accidents are dealt with in the school office, if a child has banged their head a note is sent home. Please do let us know if your child has had an accident or been unwell at home, in case they feel unwell later on at school.

## **Parents' Newsletters**

To keep you informed of school events and to give additional information, a school newsletter is sent to parents once a week via ParentMail. We also share news via the school twitter feed @ShawfieldSchool

## **School Office**

Mrs Green, Miss Randall and Mrs Manning will be pleased to help you with any administration matters. For any further school information please visit the school website [www.shawfield.surrey.sch.uk](http://www.shawfield.surrey.sch.uk). Any term dates/school closures etc will be posted here.

## **SSA - Shawfield School Association**

The Shawfield School Association is our school support group, run for fund-raising and social events. All parents are members and eligible for nomination as committee members at the September AGM. The SSA team are always keen to have additional committee members and this is one way in which you can really become involved in your child's education.

## **Helping in School**

Many parents are able to 'help out' in school in various ways, on a regular basis or just occasionally. We are very appreciative of such help and maintain a list of parents interested in this way. So please let us know if you can be involved. We would undertake a Disclosure and Barring Service (DBS) check to ensure your suitability to work in school.

### **Assessment and Consultation**

In the first few weeks staff spend time watching, talking, working and playing with the children so that their learning can be planned and an assessment of the children's current achievements can be completed - this is carried out as part of normal activity and games and is not meant to be seen as any kind of test by the children. Our first target is to settle your child into school as quickly and happily as possible.

After a few weeks we will have a coffee morning which is part of our induction programme. At the coffee morning you will meet, as a group, with your child's teacher and your child will share with you their One Page Profile for the year.

At the end of the first half of the autumn term and spring terms you will be invited to an individual consultation with the class teacher to discuss your child's progress. At the end of the summer term you will receive a written report of your child's progress in the Foundation Stage.

For the remainder of your child's time in school, you will be invited to individual consultations at the end of the first half of the autumn term and spring term. An annual written report will be sent to you at the end of the summer term.

### **The Early Years Foundation Stage Curriculum**

The children's experiences are organised in the areas of Communication & Language, Physical Development, Personal, Social & emotional, Literacy, Mathematics, Understanding the World and Expressive Arts & Design. The children learn from enjoyable practical activities and we plan for our youngest four year olds to take part in experiences particularly suitable for them. The children will be encouraged to explore and question as they play. Our aim is to produce happy, confident, enquiring children, interested in life and enthusiastic about challenges they encounter.



Shawfield Primary School  
Winchester Road  
Ash  
GU12 6SX

Email: [info@shawfield.surrey.sch.uk](mailto:info@shawfield.surrey.sch.uk)  
Website: [www.Shawfield.surrey.sch.uk](http://www.Shawfield.surrey.sch.uk)  
Telephone: 01252 320379