



Walsh C of E Infant School

A to Z of Starting School



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Welcome to Walsh C of E Infant School, we hope you and your child will be very happy here. We value a close partnership between home and school believing this to be the best possible start for your child and actively promote a good home/school relationship.

We hope this information will prove useful to you.

Absence from School

In case of absence, please telephone the school before 10.00 am. In cases of sickness you need only phone on the first day or after a weekend. If you do not telephone before 10.00 am we may phone you to investigate your child's absence as we have to account for every absence for every child. Persistent absence is investigated by our Inclusion Officer. If your child's attendance falls below 95% we are required to investigate and closely monitor. If your child's attendance falls below 90% you will be asked to provide medical evidence such as a signed appointment card or prescription that your child is unwell or the absence will be recorded as unauthorised. We want to work with you to ensure your child is in school every day. If you have a problem getting your child to school please come and talk to your class teacher.

Allergies

Please complete the appropriate form available from the school office if your child has **ANY** allergies whatsoever, e.g. plasters, food, plants etc. and these will be kept on file.

Food allergies require a Special Diet Food form to be completed. Please collect a copy of the form from the school office. Our caterers, Caterlink, will be provided with a copy of the form to allow them to ensure that your child receives the correct meal each day.

Breakfast club and After School Care Club

Walsh Care Club run both a breakfast club and an after school care club at Walsh Junior school for both Infant and Junior school children. Arrangements are made directly with Walsh Care Club which can be found on their website: <https://www.walsh-junior.surrey.sch.uk/care-club-breakfast-club-and-after-school-club/> or telephoning 01252 329525.

Breakfast club runs from 7.30am and children are brought to the Infants at 8.35am. The After School Care club runs from 3.15pm until 6.00pm. Children are collected from school and walked over to the Junior school by staff. Parents are able to drive onto the school premise after 5pm to collect their children from after school club. Parents are not able to drive onto site before 5pm.

Birthdays

We celebrate your child's birthday in our special Collective Worship assembly on the Monday after their actual birthday. Your child is also invited to come to school dressed in their own clothes (suitable for a school day, no dressing up costumes please) on the school day closest to their birthday.

We ask that you do not bring in sweets to share with the class as we are not able to share them from school. If you would like to do something to mark the occasion, we would welcome a new book donated to your child's class, which will receive a donation book plate inside the front cover with your child's name.

Book Bags

Book bags should be taken home daily and returned to school every morning. The book bag will contain a sharing book, a library book and a Home/School Learning Book where you can write comments about how your child is coping with the sharing book and ereader or general comments. The purpose of the Home School Learning Book is to communicate between the teacher and the parent. If you do not wish to write a comment every night **please initial the Home School Learning Book to indicate you have heard your child read at home**. Your child's teacher will write or stamp a comment in the Home School Learning Book to indicate the child has been heard read in school. When your child moves up a level in reading a new guidance note will be attached to your child's Home/School Learning Book.

Please remember to look in the book bag for messages and newsletters every night and clear out their pictures and treasures regularly – thank you.

Please do not put water bottles in book bags as if they leak the school books are destroyed. Also please do not allow your child to decorate their book bag with large keyrings and hanging toys as they do not fit in the storage trays.

Charities

We regularly canvas parents to establish which charities they would like us to support. Generally we support children's charities which a member of our school community has close connections with or national charities like Red Nose Day etc. We also take part in appropriate emergency appeals at the children's request.

Child Protection/Safeguarding

Mr Bailey, Mrs Wall, Mrs Brett, Mrs Collett, Miss Huntbach, Miss Rambridge and Mrs Went are all trained Designated Safeguarding Leads. If you are worried a child known to you is being mistreated in any way, please either phone Social Services directly on 08456 009 009 or come and make an appointment with the Designated Safeguarding Lead in school.

Church Links

We are very proud of our links with St Peter's Church, Ash, your child will have the opportunity of taking part in several services as well as visiting to learn about the artefacts in our church. Father Keith is a very welcome visitor to our school and he would be delighted to welcome you and your family at any service at St Peter's.

Class Visits

We hold open mornings to invite you to see our school in action. This is an opportunity to see the work that your child has been doing and for you to give lots of praise for their achievements. Remember to look at the displays around the room not just in the books. You are also encouraged to visit all the classrooms to see them during a normal day.

Coming to School

Our day commences at 8.35 am when the children can enter the school building via the playground entrance. All children must be in school by 8.45 am otherwise they will be marked late. It is vital that children realise the importance of arriving on time, so please ensure they are here in good time. A calm start to the day is far more beneficial than

rushing in ten minutes late, however, we do realise that occasionally unavoidable incidents occur outside of your control.

If you are going to be late please phone the school and inform the school if your child will need a school lunch by 9.15am. On late arrival please sign your child in and check to see if a dinner has been ordered for them.

Concentration

Developing your child's ability to sit and concentrate for a period of time will help. This can be very challenging for very young children but sitting and reading, drawing and doing structured activities like puzzles painting or cooking will all help develop their concentration skills.

Contact Details

Please remember to inform the School Office immediately of any change of telephone numbers, address or e-mail address. We may need to contact you in an emergency so it is vital this information is kept up-to-date.

Dressing

Being able to dress and undress independently will help your child when it comes to changing in and out of PE kits, putting on coats for playtime etc. When choosing shoes and uniform try to make sure they are easy to put on and take off. Practice will help – try making it fun by turning it into a game.

Disabled Access

The staff and deliveries entrance to the school has a ramp and a call point at the correct height to ensure you have a comfortable approach to our school.

Equipment Damage

We aim to instil a caring attitude in all the children and actively ask them to take care of all school equipment. We appreciate accidents sometimes happen and never reprimand a child for an accident. However, if a child deliberately breaks school equipment we write to you requesting the cost of a replacement item.

We also apply this rule to our reading scheme however, should an accident occur at home with our school books, we do appreciate a donation of £4.00 which is the cost of a replacement book.

Faith Team

We have a Faith team of children that have been voted for and will help to support and share ideas in Collective worship and writing prayers.

First Aid

Most staff have been trained in first aid and hold a First Aid in School certificate. If a child has bumped their head at school, we always let parents know via a note in the child's bookbag. If a severe head bump has happened, we will phone and ask you to seek medical guidance. Several staff also hold the Early Years Paediatric First Aid Certificate.

Grazes and cuts

A note will come home to inform you that your child has a graze or cut that we would like you to check on before bath or bedtime. We are not always able to clean the graze as

thoroughly as we would like and your child may need it to have a second wash or soak in the bath.

Hair Sculpture and Hair Accessories

Please do not have your child's hair shaved with patterns or mohawks for school but save this for holiday times. Hair accessories should be blue or white and small.

Helping in School

We welcome adult helpers in school. Please come and speak to your child's class teacher to volunteer. A safeguarding DBS will be carried out before you are able to work unsupervised with our children. Should you wish to work in a class other than your child's please come and speak to Mrs Wall.

Holidays During Term Time

We actively discourage parents from taking children out of school during term times. Parents who choose to take their child out of school during term time should ask the school office for a holiday request form. Holidays of more than four days may result in the Inclusion Officer becoming involved and a fixed penalty notice may be issued. You will be given a copy of our attendance policy separately. Legally all absences must be accounted for.

Home-School Agreement

You will receive a copy of the Home-School Agreement when your child starts school. We ask that you sign the copy and return it to school, if you agree with the statements. If you would like to discuss any points on the agreement, please make an appointment to see your child's teacher or Headteacher.

Home Learning

Children in Early Years are asked to read every night and practice their flash cards when they receive them. When they are ready your child will be given topic homework. In Year One we would ask that you continue to read every night, spellings are introduced and home learning started. By the time the children are in Year Two your child will receive a weekly piece of home learning linked to the work taking place in school. Please take a few moments to help your child with their home learning.

INSET Days

We plan to give you as much notice of the 8 statutory In Service Training Days as possible to help you with your childcare arrangements.

Jewellery

The wearing of jewellery is strongly discouraged. If your child has earrings they should only be very small studs. It is recommended that they are removed for PE lessons.

Keeping track of clothes and belongings

Labelling your child's clothes will help both your child and school staff to keep track of their belongings. Iron on labels or sticky labels are easy to use and do not forget to also label bags, hats, scarfs, gloves, and shoes.

Distinguishing between left and right shoes can be tricky for some children so drawing two halves of a smiley face when the shoes are placed together may help.

Lunch

Since September 2014 the Government has provided funding for every Early Years, Year One and Year Two class child to have a free lunch every day. Please be advised although school meals are free to your children the school has to pay for every meal ordered so it is essential we let the caterer know if your child does not require a lunch. We know that school meals can have significant health benefits for individual children. Recent research has proven that pupils having a hot meal at lunchtime are on average two months ahead of their peers.

We hope that you will support this initiative and encourage your child to try a school meal and endorse this plan.

Helping your child prepare for lunchtime is very beneficial. Useful lunchtime skills include: being able to use a knife and fork and cutting their own food or opening a yoghurt pot.

If you would like to discuss this with the Headteacher please telephone the school office on 01252 321426.

If your child has any allergies or special dietary requests, please ensure that you complete a special diet request form available from the School Office.

Maths Skills

To help develop your child's maths skills have fun counting everyday objects and sorting them into groups. Number rhymes and games help with recognition up to 20.

Medical Appointments

We strongly request that you make medical appointments for your child outside of the school day. If you are unable to get an appointment after 3.15pm please try and make it as late in the day as possible so that your child misses the least amount of schooling. If you can only get a medical appointment in the morning, please return your child to school immediately the appointment is over and make sure you have telephoned the school office early in the morning to order a school dinner if necessary.

Medicine

If your child needs to take prescribed medicine such as antibiotics during school hours, please ensure an adult brings it to the office, clearly labelled with the child's name and in the original bottle or packet including the prescription sticker from the pharmacy. You will be asked to complete a form informing us of the details of the dosage etc. If medicine is taken three times a day, please try to manage it at home. If four times a day, please ask the pharmacist to split the medicine so that some can be left at school.

Milk

Milk is available every morning. Milk is free until the day your child is five, and we will register your child to receive it until they are five. Once your child has turned five milk

can be ordered termly through Cool Milk. You will need to complete the online form to register and will be advised of the cost at the appropriate time.

Morning Break – A Healthy Snack

The children are offered a piece of fruit or a vegetable every day as part of the Department for Health's five-a-day initiative. All children are encouraged to eat their fruit and to try new fruits and vegetables. It is not necessary to send in fruit from home.

Nail Varnish

Please do not allow your child to wear nail varnish to school.

Newsletters

A weekly newsletter will keep you informed of all the activities going on in school and forthcoming events. It arrives as an e-mail link to our school website. It is a very important form of communication and we kindly request that you check your email (or child's book bag if you do not have email) for your newsletter. It is also available on our school website. If letters come home during the week they will be important and often require a quick reply.

Nits/Head Lice

If your child has head lice visible to the eye you will be contacted and asked to treat your child immediately. You must treat your child before they can return to school. If you discover head lice in your child's hair in the morning and treatment is completed by lunchtime we request that your child be returned to school for the afternoon lessons. We would advise you to treat all of your family at the same time, but only if you have found them in their hair.

Parent Interviews

You will have the opportunity to meet your child's new teacher before they start school in order to share information, and for you to sign various Home School Agreement documents.

During the autumn term the interview focuses on discussing how your child has settled into school and how parents may help support their child's needs. There will be opportunities to discuss your child's progress during the other two terms and the Headteacher is always happy to discuss matters with you at any time.

If you have a concern, that will take more than five minutes to discuss, please make an appointment with your class teacher to ensure there is enough time to discuss the matter fully.

You will receive your child's annual report in the summer term.

Parent Teachers and Friends Association

All parents and staff automatically become members of The Walsh Schools Parent Teacher and Friends Association when their children attend our school. The PTFA meet termly and you are welcome to join them at any time. Our PTFA raises funds to support the school. They provide the luxuries such as a visiting theatre, class funds etc. The committee are always keen to recruit parents. Please put your name forward in the school office if you would like to become involved in any way.

Parent Workshops

There are many opportunities to come into school to find out about ways of supporting your children's learning at home. Look out for more details throughout your child's learning journey with us. We also welcome requests for Parent Workshops on current topics that interest you.

Parking

Parents are reminded that, for the safety of your child, the car park is for staff and visitors only.

There is a drop off zone called Kiss and Drop for children who can get out of their car themselves and walk unsupervised into school. There are staff members in fluorescent jackets who will assist your child in getting out of the car and take them to the school gate. If you need to watch your child go into school you must park responsibly off-site and walk into the playground together.

Please be considerate to our neighbours and local businesses when parking outside of school or in the locality. Please do not park in Ash Library or The Greyhound Public House.

Photographs in School

We allow parents to photograph their own child during special school events. Any photograph taken by parents attending school events should be for private and personal use only and NOT put onto any social networking site.

Physical Education (PE)

We ask that children have a PE Kit consisting of shorts or jogging bottoms and T shirt and plimsolls, in Year 1 and 2 they will come into school in their PE kits in their PE days. Children in Gold and Silver Class will need to bring their named PE kit to school in a named blue school PE bag at the start on term and we will send home at the end of term. They will take part in PE activities regularly.

It is recommended that earrings are removed for PE. If you have your child's ears pierced please do so at the beginning of the summer holidays, which will allow the lobes to heal before the start of the next term. We do discourage the wearing of jewellery to school at all times as it can get lost or damaged. If your child cannot take part in a PE lesson through illness or injury, please notify us in writing.

Please ensure all clothing and shoes are marked clearly with your child's name – this will save you time and money in the long run!

Praise and Recognition

We work very strongly on giving praise throughout the school, recognising and celebrating hard work and good behaviour. At the start of every year the children agree a set of classroom rules with their teacher and they are reminded of these rules regularly. The children agree the rewards for good behaviour as well as the consequences of unacceptable behaviour. We have our school Golden Promises 'Be safe, Be Kind and Be Ready.'

Pushchairs

For Health and Safety reasons pushchairs must be left outside the school building.

Questionnaires

Pupil voice is important to us and we regularly ask the children for their opinions on all aspects of school life. There are also parent questionnaires which help our self-evaluation.

Reading

Reading together is a special time enjoyed by many parents and children. Enjoying story books and non-fiction books together will help develop language and pre-reading skills, as well as a love of reading and books.

Recognising their own name

Recognising their name when seeing it written down is a skill needed regularly throughout the school day. We write it like this ...John Smith. If you can help your child to recognise their name before they start school, it will help them to identify their belongings.

Religious Education

It is a requirement to inform you of our RE Policy. We hope that all our children will participate in Collective Worship and Religious Education taking place within the school. Parents however do have the right to withdraw their children from all or part of either of these. If you wish to exercise this right, please contact the Headteacher in writing.

Role Play

You might feel a bit silly at first but role play is an ideal way to model language and experiences for your child. Make it fun by changing roles so that you are the child and they are the teacher or that you are another child. Once you have found out the names of the adults in the class you can practice situations: e.g. 'Good Morning Mrs Jones' or 'Please may I go to the toilet'.

School Council

The School Council is another way that we find out the children's opinions. Two children represent each class and are voted onto the school council by their peers. You will hear all about the work of our school council in our fortnightly newsletter.

Safeguarding Ambassadors

This is a new team that will help keep everyone safe and be a good friend to all.

School Photographer

We have a school photographer who takes individual and family group photographs in the autumn term and class photos in the summer term. Purchase of the photographs is always optional and dates will be provided in our newsletter.

School Routine

8.35 am	School door opens
8.45 am	Registration and doors closed
9.00 am	Collective Worship
9.15 am	Lessons
10.45am	Break time

11.00 am	Lessons
12.00 pm	Lunch time
1.00 pm	Lessons
3.15 pm	Home time

At the end of the day the school bell rings to let all staff know that all is well and it is safe to open our doors onto the playground. If we are delayed with the bell it is for a reason and we will open the door as soon as possible.

On the first day please bring your child to their classroom where their teacher and teaching assistant will be waiting for them. A cheerful, but fairly quick goodbye usually works well and the class staff will support anyone who needs extra help. Some children appear very upset when their parent / carer leaves but the tears are gone before they leave the building! Of course we will phone if your child continues to be upset but this is extremely rare. A member of staff will always go and check on your child if you phone the school office for reassurance during the day.

At the end of the day children will be taken to the playground until both child and teacher recognises the person taking them home. We ask you to complete a pick up form giving details of approved adults to pick up your child and ask you to provide a password that can be used by these adults if they are not known to the teacher. If there is a need for another adult to collect your child not listed on the form, please telephone the office to let them know and provide a password.

School Trips

Educational Visits are planned linked to the topic your child is covering in class. The same trips do not occur each year and there may be a year when a trip does not occur. You will be informed in plenty of notice of an educational visit and a saving scheme is always available if required. Visits may not go ahead if we do not receive sufficient voluntary contributions.

Security

Entry to the school building during the day is through the main front doors where there is an entry system. Disabled visitors are welcome to use the staff entrance where there is an entry phone to request entrance. All visitors are required to sign in on arrival and wear a lanyard. The colour of the lanyard depends on the security clearance of the visitor.

Should it become necessary for an alternative member of your family or friend to collect your child, please email the school office or phone after 10am providing their name, relationship to the child and a password, a message will be given to your child's class teacher.

Relationship and Sex Education

It is a requirement to inform you of this policy. At The Walsh Schools we choose to teach the above through Science and PSHE (Personal, Social and Health Education). This is taught in the Spring Term and the focus is on baby animals and their mothers. In the summer term our PSHE unit teaches them about their bodies.

Sharing Collective Worship

Each week we have a Collective Worship in which we celebrate good work and behaviour, the children receive a star of the week certificate for showing our values and golden promises. Our Gold awards are given to children who consistently show our values. We also celebrate achievements outside of school e.g. Beaver badges, swimming certificates, judo belts. Please share these with the office and we can celebrate with your children.

Sharing School with your child

It is often difficult to always be attentive to your child at the end of a busy day, but it is an invaluable help to their speaking and listening skills if you can share their daily experiences with them. They may or may not want to talk about the activities in class; more often than not their conversation will focus on friends, play or lunch time. Some children may just say they have had a good day or can't remember!

Instead just encourage them to talk about the aspect of the day that they remembered or enjoyed. An ideal time for sharing times can be before or after sharing your child's book.

Colouring books are an invaluable asset to assist your child's hand control. Please encourage careful colouring, paying attention to colouring within the lines. This can be quite difficult for some children; you know your child and their skills. Please encourage them in their activity and give praise at all times.

Please incorporate colour in everyday conversation, especially drawing attention to colours your child may have difficulty remembering or identifying. Similarly, identification of shapes will also help your child, e.g. the round, blue mat.

Look for numbers in everyday activities e.g. walking to school, look at the numbers on the houses or gates. Talking about these helps your child become familiar with the written number. Encourage your child to count e.g. how many cakes on the plate? etc.

Board games can be fun for all the family; they require your child to work co-operatively and will often incorporate mathematical and/or language activities that will reinforce your child's knowledge and understanding. Please do not focus on the importance of winning but talk about the importance of playing a game with others.

Please help your child to remember their full name and address. This is not only part of our geography requirements but it also ensures that your child will be able to help others find you if they should ever get lost.

Physical activities are equally important. Please encourage these whenever possible, girls as well as boys can gain invaluable ball skills kicking a ball around the garden or park.

Every child is special, above all they are individuals who will reach different stages of their development at different times. Please do not compare your child with another, instead take time to praise your child's very special achievements and always be supportive in encouraging them to take the next step forward in their development.

This is an '**Open Door**' School, we welcome contact with parents and we enjoy parents helping in the classrooms. So if you would like to spend time in school hearing children

read, cooking, painting, sewing, singing or gardening or doing anything else you enjoy please do not hesitate to contact us and the necessary safeguarding checks will be carried out.

Sound Cards

Early Years children will be provided with a letter/sound cards at some point in the first half term of the autumn term. The sound that will be covered each week is clearly set out in the card for you to practice with your child.

Sports Day

All children are involved in the our Sports Day which takes place on the school field and all the family are welcome to watch. Children are involved in competitive games throughout the morning and develop new sporting skills in the afternoon. This event takes place in late summer and the date will be provided in the Newsletter.

Toilets

Please make sure your child is capable of going to the toilet on their own, that they can flush the toilet and wash their hands. Please discuss aiming in the pan and not pulling toilet roll off at great lengths. Going to the lavatory independently before your child starts school will help them feel confident in this new environment.

Toilet accidents

We send home soiled clothes with a note to say that children have had a toilet accident in school.

Uniform

Our uniform can be purchased from Phoenix in Ash (see links on the website)

The school uniform includes the following branded items:-

- Blue sweatshirt with school logo
- A blue book bag with a school logo
- A blue PE bag with a school logo
- A white T-shirt with a school logo for PE

These unbranded items can be purchased from our supplier or elsewhere:

- Grey trousers or grey skirts/pinafore dresses
- White polo shirt
- Sensible black flat shoes
- Blue Shorts for PE
- Plimsolls for PE
- In the summer Blue and white check dresses may be worn or grey shorts

The Parent Teacher and Friend Association sell second hand uniform on an occasional basis. This is also available to purchase from the school office.

All clothing and shoes must be clearly marked with your child's name

Visitors

We welcome visitors to help us bring the curriculum alive. If you or a family member has something you think the children would be interested in learning about, please contact your class teacher.

Vouchers

We join every voucher saving scheme we can to enable us to get additional resources. There are boxes near the school office for the children to put their vouchers in first thing in the morning. If you would like to support our school but are unable to help during the school day counting vouchers at home is much appreciated by us all.

Volunteers

We welcome volunteers to come and help with the many things that happen in school. Please come and speak to a member of staff in the office and they will give you more details. We also regularly ask for helpers for special projects such as craft days or cooking sessions through the newsletter. Safeguarding checks will be carried out where necessary.

Water

Children are encouraged to bring a named bottle of water to school every day. This must contain plain water only. Bottles can be bought from the school office. Alternative drinks are not permitted in school without a letter from a doctor.

Worms

Many children suffer from threadworm at school. Please treat this condition quickly to help us minimise the spread in school.

Writing

Encourage your child to do lots of drawing and pretend or real writing in addition to painting cutting and sticking. These help with the early stages of writing development as they develop your child's fine motor skills.

Extra ordinary circumstances

If you are unable to collect your child as arranged please ring the school office with your new arrangements. No child will be allowed to go with another family unless you have phoned. If you know in advance another adult will be collecting your child please email the school office. If someone unexpected comes to collect your child we will phone you to check. This sometimes annoys parents but your child's safety is paramount to us.

Zebra crossing

Please always cross the roads around school using the zebra crossings provided.

At the Walsh Schools we try to make school fun, exciting, stimulating and happy. We can only do this in partnership with you. We look forward to working with you.

If you require any further information please do not hesitate to contact us on 01252 321426 or visit our website www.walsh-memorial.surrey.sch.uk