



MALMESBURY C O F E P R I M A R Y S C H O O L

AN ACADEMY, GROWING TOGETHER IN WISDOM AND LOVE;
DISCOVERING LIFE IN ALL ITS FULLNESS COMPANY NO:
08483768



STARTING SCHOOL



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Dear Parents and Carers,

It is with pleasure that we welcome you and your child to Malmesbury C of E Primary School. This marks the beginning of a very exciting journey that we will all be making together.

This booklet provides a wealth of important and hopefully useful information to support you with the smooth transition of your child into school.

All the staff at Malmesbury C of E Primary School are committed to ensuring your child has the happiest and most successful experience and we endeavor to achieve our school vision of “growing together in wisdom and love; discovering life in all its fullness”.

EYFS Team



INDUCTION PROGRAMME DATES

- Term starts – Wednesday 2nd September 2026
- First week – Wednesday 2nd September– Friday 4th September 2026. **All children will attend mornings only, from 8.50am to 11.30am (Classrooms are open from 8.40am)**
- Second week – Monday 7th September– Friday 11th September 2026. **All children to stay for lunch – 8.50am to 12.35pm (Classrooms are open from 8.40am)**
- Third week – from Monday 14th September 2026, **all children will commence full-time education – 8.50am–3.20pm (Classrooms are open from 8.40am)**



'Welcome to School' Induction Sessions

In order to provide a supportive and smooth transfer into school we will be offering a taster session for your child. This will provide both children and teachers the opportunity to get to know one another more easily.

Induction afternoon

While your child is at the 'taster' session, parents are invited to stay for an information meeting in the school's Media Suite, provided by the Head Teacher, Mr Heal.

Your child will attend one of the following sessions: Monday 6th July 1.15pm – 2.15pm or Tuesday 7th July, 1.15pm– 2.15pm. You should have recieved this via email, if not, please sepak to the office team.

Further Information for Parents

An evening meeting about our curriculum, including phonics will be held in September 2026. We would ask all parents to attend this meeting as it will include important information about your child's learning. Confirmation of the date along with details of the meeting will be emailed in due course.



H O M E V I S I T S

We are delighted that your child will be joining our Reception community this September. To help them settle happily into school, our Early Years team will carry out 20-minute home visits during the afternoons of the first two weeks of term. These relaxed visits give your child the opportunity to meet their new teacher and teaching assistant in the comfort of their own home, helping them feel confident about starting school. They also provide an opportunity for parents to share information about their child's interests, strengths, routines, and any questions or concerns they may have.

A letter with your appointment date and time slot was distributed at the Induction Evening. For those who were unable to attend, this information will be sent to you via email.





THE SCHOOL DAY FOR EARLY YEARS FOUNDATION STAGE (EYFS)

8.40am – children can arrive in the classroom (Please say goodbye to your child at the classroom gate).

8.50am – attendance register will be taken

9.00am – 10.00am learning

10.00am – milk is provided to children under 5 years old and a snack to all children

10.15am-10.30am – morning play

10.30am- 11.30am- learning

11.35am-12.35pm – lunchtime

12.40pm- 2.00pm- learning

2.00pm-2.15pm – drink break and story time.

2.15pm-2.30pm – afternoon play

2.30pm- 3.10pm – learning

3.20pm – end of school day



DROPPING OFF AND PICKING UP

When dropping off and collecting your child by car please do NOT enter the school car park (unless you are collecting a sick child or hold a blue disability parking badge). Also do NOT park in the residential area at Poole Road at any time. Should you need to drive your child to school please use the additional spaces provided by Co-op, avoiding the delivery bay, or park in the long stay car park at Station Yard.

If the above guidelines will cause you problems please peak to a member of the school office in confidence.





P A R E N T A L R E S P O N S I B I L I T Y

There are many people who believe they have parental responsibility when in fact they don't. The law states that:
Biological / birth mother automatically acquires it; both parents have it if married at time of the birth; or both parents have it if subsequently married; or sometimes by agreement or court order; or If none of the above apply, for births after 1st December 2003 both parents must attend to register the birth together.

All people who have parental responsibility must be listed on the data collection sheet regardless of if the child lives with them or not.



SCHOOL UNIFORM

Our school uniform comprises: Red sweatshirts/cardigans, Navy or white polo shirts and navy or black trousers/shorts/skirts/pinafores. Red gingham dresses

WELLINGTON BOOTS

Your child will also need a pair of welly boots in school to access the outdoor curriculum.

PLEASE ENSURE THAT YOUR CHILD'S UNIFORM/PE KIT/WELLINGTON BOOTS AND ANY OTHER POSSESSIONS: BOOK BAGS/LUNCHBOX/WATER BOTTLE ARE CLEARLY NAMED.

Please visit the school website for more information.



AT SCHOOL WE SELL:

Red sweatshirts and cardigans;

- Navy and white polo shirts;
- Red PE t-shirts;
- Red summer school caps;
- Red book bags





SCHOOL UNIFORM

All these items have the school badge embroidered on them and are available to order from the Arbor App or Arbor Parent Portal under school shop.

When your ordered items are ready for collection, we will notify you via email.

Final orders for September uniform will need to be placed by Friday 10th July to allow time to process. Orders after this date may not be ready until September. Orders made during the Summer Holiday will not be processed until the start of the new term.

Navy or black trousers, shorts, skirts, pinafores, red and white check summer dresses can be obtained from various high street retailers. Footwear needs to be sturdy, so no open-toed sandals please.

PE Kit – needs to comprise of navy or black shorts and a red t-shirt, daps or trainers.



ILLNESS

Please use the Arbor app to report your child's absence. Absences should be reported on the first day and every day thereafter. This enables the attendance register to be marked correctly and the class teacher to be informed. Please also inform the office if your child has a medical or dental appointment via the Arbor app. The attendance register is a legal document and all school days need to be accounted for.

If your child becomes ill at school we will telephone you or a named contact. Wherever possible, we ask parents/carers to collect their child. If you change your contact details please ensure you update them on the Arbor App.

If, in a medical emergency, we feel that medical treatment is needed and a parent/carer cannot be contacted, a child may be taken to hospital or a doctor, or ambulance called and the parent/carer informed as soon as possible. A member of staff will accompany a child if no parent/carer has been contactable.





PERIOD OF EXCLUSION FOR SOME COMMON ILLNESSES

Sickness/Diarrhoea	48 hours after last bout.
Chicken Pox	5 days from the appearance of the rash.
Measles	4 days from the appearance of the rash.
German Measles	6 days from the appearance of the rash. Also please inform staff immediately.
Whooping Cough	21 days from the beginning of the cough or 5 days from commencing antibiotic treatment.
Mumps	5 days after the onset of swelling subsides.
Conjunctivitis	Until the treatment has started.
Scarlet Fever	24 hours after commencing appropriate antibiotics.

If your child has a contagious condition (e.g. head lice, impetigo) please treat this before sending them to school and please inform the school office and their class teacher.



MEDICATION IN SCHOOL

To administer medication, we must have written consent from the parent/carer (forms available from the Office foyer)

This is only done where administration during the school day is essential, e.g. insulin, long-term medication for ADHD, inhalers and antibiotics where the dose is four times a day.

Non-prescription medicines of any kind should not be in school. This includes sore-throat sprays, painkillers such as Calpol, cough sweets, decongestants and (in the summer) non-prescription antihistamines.

If a parent or carer wishes, they can come into school at midday to administer these medicines to their child, bringing the medicine with them.



V A C C I N A T I O N S

Please ensure all pre-school vaccinations are up to date. Pre-vaccinations jabs are:

- Second dose of MMR
- Four-in-one Pre-school booster

Your child will be mixing with more children when they start their new school and could be at risk of catching preventable diseases if they haven't had all their childhood vaccinations.

If you are not sure if your child has had all their routine vaccinations, check their personal health record (Red Book) or contact the GP surgery.

For a checklist of the vaccines and the ages at which they should ideally be given, visit:
www.nhs.uk/vaccinations



U N A U T H O R I S E D A B S E N C E / A B S E N C E R E Q U E S T S

Parents/carers do not have a legal right to take children out of school. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Please see our policy on our website.



SCHOOL LUNCHES

The Government provides Universal Infant Free School Meals for Early Years Foundation Stage also known as Reception, Year 1 and Year 2 pupils, offering every child in these age groups a free school lunch per day.

From Year 3, free school meals are only available to those on Universal Credit, low income or certain other benefits.

If you feel you may be entitled to free school meals due to your family income, please apply directly to Wiltshire County Council using this link

<https://www.wiltshire.gov.uk/article/1669/Free-school-meals> or speak to the school office, as for every child claiming income related free school meals, the school receives a Pupil Premium payment.

We may also be able to help you towards other school costs such as trips.



SCHOOL LUNCHES

School lunch menus run on a three-week cycle and the food choices change every two terms, i.e. three times per year.

You will be required to book your child's school meal a week in advance, with the cut off time being 9am Tuesday of the week before.

Meals will be booked through Arbor. If you miss the deadline for ordering school lunches, you will have to provide a home packed lunch for your child.

You can order lunches for the term in advance, if you prefer. Further details will be sent nearer the time about how to order.

It is very important that you inform us of any dietary requirements, intolerances and allergies that your child has so that appropriate provision can be made.



SCHOOL MILK AND SNACKS

Free fruit/veg snacks are available in the classroom daily.

Milk will be provided to all under-fives free of charge.

Should you NOT wish your child to have milk, please inform your child's class teacher and the school office.

Once your child turns five, should you wish them to continue having milk daily you can sign up and pay by contacting Cool Milk directly.

Please visit <https://www.coolmilk.com/parents/> to register.

Cool Milk



PEAS IN THE POD - BEFORE AND AFTER SCHOOL CLUB

You will already have received information about booking Peas in the Pod via email.

Places are limited, so they are allocated first to existing users. This includes families with an older child already in the school and a new one starting in Reception class.

Please visit our website for more details and terms and conditions or contact the Peas in the Pod team on peasinthepod@malmesbury-pri.wilts.sch.uk



C O M M U N I C A T I O N S

At Malmesbury C E Primary School we use an electronic communication system called Arbor to send home information about school events, clubs, school trips etc via email or a mobile text message (if urgent).

You should have already received information about Arbor and are signed up for the service.

We encourage users to download the app.

At your parent information meeting there will be the opportunity to ask questions about Arbor and some helpful guides will be emailed out.



PARENT SUPPORT ADVISOR

We are very fortunate to have Terry Jones as our Parent Support Advisor. Terry works directly with parents and carers by offering information and advice across a range of issues relating to family and school life.

Terry offers a confidential, non-judgemental and impartial support service which is available to all parents and carers. Terry can help you find solutions to your concerns or worries.

Areas of support include: behaviour; attendance; home visits; moving schools; parents evening support; parenting; induction to school; early intervention; mental health and wellbeing; family learning and access to extended services.

Contact details for Terry Jones are:

Mobile: 07876 201021

Malmesbury C E Primary School: 01666 823514

Email (term time only):

terryjones@malmesbury-pri.wilts.sch.uk



SCHOOL FETE – FRIDAY

Come and meet the wider school at our School Fete on Friday 10th July. The team will be selling 'pre-loved' school uniform so grab a bargain and enjoy the fun.

The School Fete is organised by the Friends of Malmesbury Primary School (FOMPS) and is the biggest fundraiser of the year. There will be lots of activities and games to play, a chance to soak the teachers in the stocks, a cake stall, bar, the Governors BBQ and a raffle.

SPENDING THE FRIENDS MONEY

The money we raise is spent on enhancing the children's learning experience; this includes theatre productions, outdoor play equipment, indoor games and fun workshops that bring their curriculum topics to life.





FREQUENTLY ASKED QUESTIONS

How can I support my child with being ready for school?

Ensure your child

- Can dressor undress (buttons and zips) and generally managethe clothes he/she wears, including shoes.
- Is able to use the toilet properly and manage own hygiene (washing hands and wiping bottom).
- Can independently eat his/her schoolmeal.
- Is able to separate from parents/carers.
- Has social skills (speaking and listening).
- Can follow simple instructions.
- Understands rules and boundaries.

How do I find out what my child is doing?

We want you to feel part of our school and fully involved in your child's education. We hold parents' evenings in the autumn and spring term and you will receive a summary of their attainment with their end of year report in the summer term.

Below are a couple of websites where you will find a list of storybooks all about starting school. These might be a nice way to start talking to your child about this next step in their life and alleviate any worries that they might have:

<https://www.booksfortopics.com/booklists/topics/pshe-emotional-literacy-citizenship/starting-school/>

<https://www.booktrust.org.uk/booklists/s/starting-school/>



FREQUENTLY ASKED QUESTIONS

Information of EYFS learning can be found on the school website. You will also be updated via newsletters each term. You are always welcome to come in after school and chat to us informally about your child, however please make an appointment first.

Where can I find more information?

School website – www.malmesburyprimaryschool.co.uk

Please check newsletters for upcoming dates and events.