



An academy, working together with wisdom and love; discovering life in all its fullness  
Company No: 8483768

# Malmesbury C of E Primary School



Starting School  
September 2020

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## Welcome

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 information to support you with the smooth transition of your child into school. Our September intake is made a little more complicated by the restrictions of COVID-19 and the information is subject to changes.

All the staff at Malmesbury C of E Primary School are committed to ensuring your child has the happiest and most successful transition into school and we endeavour to achieve our school mission of "growing together in wisdom and love; discovering life in all its fullness". Despite the unprecedented situation we are in currently, we will continue to provide your child with the very best start at school. Partnership with our parents is at the heart of our practice and we will endeavour to give you the support and information you require.

Mr Duncan, EYFS lead, and all the team

## Induction

In line with Wiltshire Council's policy we have a single entry date of **Wednesday 2nd September 2020**. Therefore, if your child is 4 on 31<sup>st</sup> August 2020, he or she may begin school in September 2020. If your child's birth date is between April and August (ie summer born), they are also able to attend school in September full-time after the induction period. If you have any concerns in this regard please speak to your child's class teacher to discuss a phased induction.

### Term starts - Wednesday 2nd September 2020

Due to the current situation surround COVID-19, we are not able to offer our new starters taster days in July, as in previous years. Consequently, we have drawn up an alternative plan. We have also created a comprehensive and child-friendly school tour video, which you can share with your child. You can find this on our YouTube channel at <https://youtu.be/Df-CXroNuuk>. As you will appreciate, such plans could change subject to Governmental advice but this is the plan as it stands.

In order to provide a supportive and smooth transfer into school we will be offering two small "taster" sessions for 15 children per session, which will then be followed by a session for the whole 2020 intake. The smaller groups will provide both children and teachers the opportunity to get to know one another more easily.

The first three days of the new academic year in September will be dedicated to giving the children their taster days. The two EYFS classes (Mr Duncan and Mrs Driver) will be split in half. We will call these Half A and Half B. We will inform you of which half your child will be in. The taster day schedule is as follows:

### **Wednesday 2<sup>nd</sup> and Thursday 3<sup>rd</sup> September 2020**

**9.15am - 10.15am HALF A** - Mr Duncan's Half A and Mrs Driver's Half A to visit their class for **one hour**. This will be from **9.15 to 10.15**. We respectfully ask that parents drop their children off at the classroom door (see our Tour video) and leave them for the session.

**1.15pm - 2.15pm HALF B** - Mr Duncan's Half B and Mrs Driver's Half B to visit their class for **one hour**. This will be from **1.15 to 2.15**. We respectfully ask that parents drop their children off at the classroom door (see our Tour video) and leave them for the session.

**Friday 4<sup>th</sup> September 2020**

**9.15am - 10.15am** Mr Duncan's **WHOLE CLASS** and Mrs Driver's **WHOLE CLASS** to visit their class for **one hour**. This will be from **9.15 to 10.15**. We respectfully ask that parents drop their children off at the classroom door (see our Tour video) and leave them for the session.

The subsequent two weeks will be as follows:

**Week 2** - Monday 7<sup>th</sup> September - Friday 11<sup>th</sup> September 2020

All children will attend mornings from 9.00am to 11.40am  
(classrooms are open from 8.50am)

**Week 3** - Monday 14<sup>th</sup> September - Friday 18<sup>th</sup> September 2020

All children to stay for lunch - 9.00am to 12.40pm

**From the fourth week** - from Monday 21st September 2020 all children will commence full-time education - 9.00am-3.15pm (exception to this will be with prior agreement with the class teacher).

**In line with Government Policy all children must be in full-time education in the term after their 5<sup>th</sup> birthday.**

## Information for Parents

There will be informative parent sessions with head teacher Mr Heal and school business manager Mrs Housley in September. We will confirm these dates with you all in due course.

In addition, we will host informal parent workshop about our Early Years curriculum, including phonics and maths, in September (date TBC) and we would ask all parents to attend as this will include important information about you can support your child's learning at home.

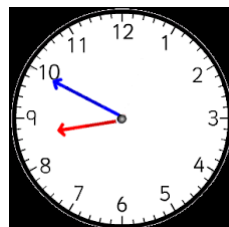
## Parent-Teacher Discussions



In previous years, we have invited parents of children starting school to attend an informal individual consultation with your child's class teacher. However, in light of the present restrictions, we are unable to offer these, but the information you have supplied has been invaluable in informing our teachers of your children's strengths, weaknesses and interests. Should you wish to supply further information, please contact the office to arrange a telephone consultation with the class teacher. We would normally host a New Parents' Induction Evening at this time of year. This is a really useful session. We cannot hold it this year due to COVID-19, so instead we have filmed this too, in addition to the School Tour Video, and you can find it at <https://youtu.be/-457ujyHJNQ>.

## A Typical School Day for Early Years Foundation Stage (EYFS)

- 8.50am - children arrive in the classroom and self-register
- 9.00am - attendance register will be taken (parents/carers leave)
- 10am - milk and snack (provided by school)
- 10.15am-10.45am - morning play
- 11.40am-12.40pm - lunchtime
- 2.15pm-2.45pm - afternoon play
- 3.15pm - end of school day



## Drop Off and Pick 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). 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, which is free of charge for the first 2 hours. Thank you in advance for your co-operation and consideration for our neighbours!

**Please be aware that the drop-off and collection arrangements are currently subject to review and alteration due to COVID-19, as the health, safety and well-being of our whole-school community is our priority.**

## Parental Responsibility

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 1<sup>st</sup> December 2003 both parents must attend to register the birth together.

To enable us to be sure that people signing school forms and giving authorisation have parental responsibility, you are required to show the original of your child's birth certificate to the school office admin team. You can do this by bringing it to the office from September onwards. Please note we are currently operating an appointment system for all visits to the school. We will update parents if this changes before the start of term.

## School Uniform

Our school uniform comprises: red sweatshirts/cardigans, navy or white polo shirts and navy trousers/shorts/skirts/pinafores.



At school we sell the following:

- Red sweatshirts and cardigans;
- Navy and white polo shirts;
- Red PE t-shirts;
- Red book bags.

All these items have the school badge embroidered on them and are available to order via the ParentMail school shop: [www.parentmail2.co.uk](http://www.parentmail2.co.uk)

**\*PLEASE NOTE THE DEADLINE FOR UNIFORM ORDERS FOR SEPTEMBER IS WEDNESDAY 15<sup>TH</sup> JULY 2020 - ORDERS RECEIVED AFTER THIS DATE WILL NOT BE FULFILLED UNTIL AFTER THE SUMMER HOLIDAYS.**

Navy 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 shorts, t-shirt and daps. However daps are not needed until the summer term as PE takes place indoors until then.





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, EG BOOKBAGS/LUNCHBOX/WATER BOTTLE ARE CLEARLY NAMED!**

**Please visit the school website for more information.**



## Illness and sickness absence

Please do not send children into school if they are ill. Please report any absence on the morning of the first absence and every day thereafter, using the ParentMail app (school electronic communication system). 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 an appointment or is going to be late. 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 the names on your contact sheet, so that they can be collected as soon as possible. **Please ensure you inform the school office immediately if you change any of your contact details.**

If in a medical emergency we feel that medical treatment is needed and a parent/carer cannot be contacted, the child will be taken a doctor or hospital for medical assessment and the parent/carer will be informed as soon as possible.

### 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.

**\*For covid-19 related absence please continue to follow the government guidelines:**

<https://www.gov.uk/coronavirus>

If your child has head lice, please treat this before sending them to school and please inform their class teacher. Nit combs are available from the local chemists.

## Medication in School

School staff are not permitted to administer medication. The exception to this is **prescribed medication**. To administer **prescribed medication**, we must have written consent from the parent/carer (forms available in the office for completion) and evidence that the medicine has been prescribed for the child (eg name and dosage on the bottle). This is only done where administration during the school day is essential, eg insulin, long-term medication for ADHD, inhalers and antibiotics where the dose is 4 times a day. If emollients are needed for eczema then this should also be confirmed by a doctor.



We cannot administer or allow in school any medicines other than those prescribed by a doctor. 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.

Vaccinations - please ensure all pre-school jabs are up to date

Pre-school 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 jabs.



If you are not sure if your child has had all their routine vaccinations, check their personal health record (Red Book) or contact your GP surgery. To get the best protection for your child, they need to have had two doses of MMR vaccine.

For a checklist of the vaccines and the ages at which they should ideally be given visit: [www.nhs.uk/vaccinations](http://www.nhs.uk/vaccinations)

## Unauthorised Absence/Absence Requests

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. There is a leaflet explaining unauthorised absence in your pack. The link to the school's attendance policy can be found on our website here:

<https://malmesburyprimaryschool.co.uk/wp-content/uploads/2020/05/Attendance-policy-Jan-2020.pdf>



### School Lunches

Our delicious school lunch menus are freshly prepared daily and run on a three-week cycle. This menu changes every two terms, i.e. three times a year. There is also a school packed-lunch option available. Menus and a link to the electronic order form will be available on our school website.

Further details and instructions will be sent out on ParentMail shortly.

**It is very important that you inform us (via the data checking sheet) of any dietary requirements, intolerances and allergies that your child has so that appropriate provision can be made.**

In 2014 the Government introduced the new Universal Infant Free School Meals for EYFS/Y1/Y2 pupils, offering every child in these age groups a free school lunch per day.

In addition your child may also be eligible for the usual Free School Meals scheme, if you think you may qualify you can find out more here:

<https://pages.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/parentadvice/educationgrants/freeschoolmeals/freeschoolmealsform.htm>

It's a really simple form to complete. Your child will then be eligible for free school milk & Malmesbury Primary School will receive a Pupil Premium of £1,345, which is spent directly on pupils allowing us to provide additional teaching resources.



### School Milk and Snacks

Free fruit/veg snacks are available in the Early Years classroom daily. Milk will be provided to all under-5s 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 5, should you wish them to continue having milk daily you can sign up and pay through Cool Milk, our school milk provider. These details can be found at the school office.

# **PEAS IN THE POD – before and after** **school club**



**Information about the application process has been sent to you via Parent Mail.**

**WHEN - Monday–Friday during term time:**

**7.45am-8.45am - £5.80 per day (includes breakfast)**

**3.15pm-4.30pm - £6.95 per day (includes a snack)**

**4.30pm-6.00pm - £7.95 per day (includes tea)**

**3.15pm-6.00pm - £14.90 per day (includes (tea)**

**For pupils of all ages at Malmesbury C of E Primary School**

**Bookings for September open at 7.30 am Thursday 18<sup>th</sup> June and close at 9.00 am on Friday 26<sup>th</sup> June.**

## **WHAT YOU GET!**

**Fun activities**

**A tasty breakfast and/or tea**

**Chance to catch up with friends before and after school**

**A relaxed start to the day!**

## **BOOK AND PAY ONLINE**

**Visit our website: [www.malmesburyprimaryschool.co.uk](http://www.malmesburyprimaryschool.co.uk)**

**Via: <https://pmx.parentmail.co.uk>**

**Please be aware places are limited!**

## Parent Support Advisor - a comprehensive service for parents and carers



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.

PSAs aim to guide parents, families and carers to support their children by providing advice and information. Terry can help you find solutions to your concerns or worries.

Areas of support include confidential impartial advice on: behaviour; attendance; home visits; moving schools; parent evening support; parenting; induction to school; early intervention; 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](mailto:terryjones@malmesbury-pri.wilts.sch.uk)

## FOMPS



Friends of Malmesbury Primary School (FOMPS) is a hardworking volunteer group of parents and carers who work together to provide superb fundraising activities over the duration of the academic year, and the fundraising provides enriching opportunities and



resources that benefit the children directly. Please do sign up and get involved! More information regarding their excellent contribution will be given in September.

### Examples of FOMPS Fundraising Events include:

**Dizzy Feet Disco** - Three times a year on the Wednesday before half-term, we organise a disco for the children with a fantastic DJ, Mr Dizzy Feet. Reception and KS1 children enjoy a separate disco to KS2 from 5.30pm-6.30pm.

**Gift Shops** - Just before Mother's Day, Father's Day and Christmas we set up a gift shop for the children to buy their nearest and dearest small gifts for £1, £2 or £3. The children get to independently choose their presents and they absolutely love it.

**Universally Challenged Quiz** - Come and be entertained by the male members of the teaching team who take their role as quizmasters very seriously.





## Spending the FOMPS 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 dress or undress (buttons and zips) and generally manage the clothes he/she wears.*
- *Is able to use the toilet properly and manage own hygiene (washing hands and wiping bottom).*
- *Manage his/her midday meal (including using a knife and fork).*
- *Is able to separate from parents/carers.*
- *Is developing social skills (speaking and listening).*
- *Can follow simple instructions.*
- *Understands and follows rules and boundaries.*

### **How can I support my child's home learning?**

*In the autumn term, you will be invited to attend a meeting called 'supporting your child at home' which will give you information on our approach to teaching reading, writing and maths skills.*

### **Does my child have to stay all day?**

*Legally children do not have to be in school full-time until the term after their 5<sup>th</sup> birthday. If you feel your child would benefit from a phased induction, please discuss this with their class teacher.*

### **How do I find out what my child is doing?**

*Parent-School Partnership is a vital aspect of our work. We want you to feel part of our school community and fully involved in your child's education. We hold parents' evenings in the autumn and spring terms and you will receive a summary of their attainment with their end of year report in the summer term.*

*Our plans and topic plans are available for you to look at each week on the class notice board. We positively encourage parent/carer involvement via the 'wow' sheets and tic-tac-toe homework (these will be explained to you in the autumn term at the curriculum evening).*

*You are always welcome to come in after school and chat to us informally about your child. However, please make an appointment first. The early-morning drop-off is a very busy time for staff and we can give your query the attention it deserves more fully at the end of the day.*

**Am I able to help in class?**

*Yes. Once children have fully settled into their school routine, we positively encourage parents/carers/grandparents into our end-of-day reading/story session, or to listen to readers. In line with our safeguarding policy, all volunteers in school are required to complete a DBS check. Please speak to your class teacher.*

***If you require any further information, please do not hesitate to speak to your child's class teacher or contact the admin team at:***

***[admin@malmesbury-pri.wilts.sch.uk](mailto:admin@malmesbury-pri.wilts.sch.uk) or 01666 823514***

***School website - [www.malmesburyprimaryschool.co.uk](http://www.malmesburyprimaryschool.co.uk)***

School Term and Holiday Dates 2020/21



**TD Days** - 01/09/2020, 19-21/10/2020 + 07/06/2020

	August/September	October	November
Monday	31 7 14 21 28	5 12 19 26	2 9 16 23 30
Tuesday	1 8 15 22 29	6 13 20 27	3 10 17 24
Wednesday	2 9 16 23 30	7 14 21 28	4 11 18 25
Thursday	3 10 17 24	1 8 15 22 29	5 12 19 26
Friday	4 11 18 25	2 9 16 23 30	6 13 20 27
Saturday	5 12 19 26	3 10 17 24 31	7 14 21 28
Sunday	6 13 20 27	4 11 18 25	1 8 15 22 29

	December	January	February
Monday	7 14 21 28	4 11 18 25	1 8 15 22
Tuesday	1 8 15 22 29	5 12 19 26	2 9 16 23
Wednesday	2 9 16 23 30	6 13 20 27	3 10 17 24
Thursday	3 10 17 24 31	7 14 21 28	4 11 18 25
Friday	4 11 18 25	1 8 15 22 29	5 12 19 26
Saturday	5 12 19 26	2 9 16 23 30	6 13 20 27
Sunday	6 13 20 27	3 10 17 24 31	7 14 21 28

	March	April	May
Monday	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Tuesday	2 9 16 23 30	6 13 20 27	4 11 18 25
Wednesday	3 10 17 24 31	7 14 21 28	5 12 19 26
Thursday	4 11 18 25	1 8 15 22 29	6 13 20 27
Friday	5 12 19 26	2 9 16 23 30	7 14 21 28
Saturday	6 13 20 27	3 10 17 24	1 8 15 22 29
Sunday	7 14 21 28	4 11 18 25	2 9 16 23 30

	June	July	August
Monday	1 8 14 21 28	5 12 19 26	2 9 16 23 30
Tuesday	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Wednesday	2 9 16 23 30	7 14 21 28	4 11 18 25
Thursday	3 10 17 24	1 8 15 22 29	5 12 19 26
Friday	4 11 18 25	2 9 16 23 30	6 13 20 27
Saturday	5 12 19 26	3 10 17 24 31	7 14 21 28
Sunday	6 13 20 27	4 11 18 25	1 8 15 22 29

**Bank and Public Holidays 2020/2021**

Christmas Day Holiday	25th December 2020	Term 1	37
Boxing Day Holiday	28th December 2020	Term 2	35
New Years Holiday	1st January 2021	Term 3	30
Good Friday	2nd April 2021	Term 4	29
Easter Monday	5th April 2021	Term 5	29
May Day Holiday	3rd May 2021	Term 6	35
Spring Bank Holiday	31st May 2021	TOTAL	195
Summer Bank Holiday	30th August 2021		

5 days are also available for professional training day closures during term time, set by the Headteacher and Governors of each school.

Dates are correct at time of publication.