



An academy, growing together in wisdom and love; discovering life in all its fullness
Company No: 08483768

Malmesbury C E Primary School



Starting School

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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 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 endeavour to achieve our school vision of "growing together in wisdom and love; discovering life in all its fullness".

EYFS Team

Term starts - Wednesday 4th September 2024

First two weeks - Wednesday 4th September-Friday 13th September 2024

All children will attend mornings only, from 8.50am to 11.35am

(Classrooms are open from 8.40am)

Third week - Monday 18th September-Friday 22nd September 2023

All children to stay for lunch - 8.50am to 12.35pm

Fourth week - from Monday 25th September 2023

All children will commence full-time education - 9.00am-3.15pm

'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:

Either: Tuesday 2nd July 1.15pm - 2.15pm or Friday 5th July, 1.15pm - 2.15pm.

Further Information for Parents

An evening meeting about our curriculum, including phonics will be held in September 2024. 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 follow shortly.

One to One Parent Meeting with Class Teacher



We will be inviting all parents within the first two weeks in September 2024 to attend a 10-minute individual face-to-face consultation with your child's new teacher, where you will be able to share information that will help us to settle your child and meet their needs. There will be opportunity to sign up for a meeting time slot during the induction evening.

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

2.00-2.15- 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 speak to a member of the school office in confidence.

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 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 trousers/shorts/skirts/pinafores.



At school we sell the following:

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

All these items have the school badge embroidered on them and are available to order from The ParentMail school shop: <http://pmx.parentmail.co.uk> or you can visit the shop through our website. When your ordered items are ready for collection, we will notify you via parentMail.

Final orders for September uniform will need to be placed by **Monday 4th 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 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 shorts and a red t-shirt. PE will take place indoors until the summer term.



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

Please use the ParentMail 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 an appointment or is going to be late using the absence tab on ParentMail. 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. **Please ensure you inform the school office, as soon as possible, 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, 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 front entrance). 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.

Vaccinations - 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. 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

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. 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, Year1 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. However, 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 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 the Tuesday night before the following week's lunch.

Meals will be booked through ParentMail. 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 (via the data checking sheet) of any dietary requirements, intolerances and allergies that your child has so that appropriate provision can be made.

Cool Milk

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.



PEAS IN THE POD – before and after

school club

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

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.

Administration Information for the School Office - please return to the School Office by Thursday 26th May 2022 at the very latest. Please return all forms electronically to admin@malmesbury-pri.wilts.sch.uk

| | |
|---|---|
| <u>Data checking sheet</u> | Child's personal information, contact details, dietary needs, medical conditions etc. Please ensure that this is kept up-to-date at all times. |
| <u>Birth certificate</u> | To bring to your taster session. |
| <u>Local visit, photograph, pet Handling permission</u> | Confirming that you are happy for your child to take part in local visits within Malmesbury (walking distance) and that you are happy for them to be photographed. These photographs may be used within local media as well as at school. |
| <u>All about me</u> | Information sheet for you to complete and return giving information about your child. |

Communication



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

ParentMail and are signed up for the service. We encourage users to download the app to receive instant notifications.

At your parent information meeting on 19th or 22nd June, there will be the opportunity to ask questions about ParentMail and there will be the opportunity for you to complete a small form giving details of any other contacts you would like us to add.

Parent Support Advisor - a 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.

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 12th July**. The team will be selling 'pre-loved' school uniform so grab a bargain and enjoy the fun.

Friends



of Malmesbury

The School Fete is organised by the Friends of Malmesbury Primary



fundraiser
There will
activities
to play, a

soak the teachers in the stocks, a cake stall,
Governors BBQ and a raffle.



School
(FOMPS)
and is the
biggest
of the year.
be lots of
and games
chance to
bar, the

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 dress or undress (buttons and zips) and generally manage the 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 school meal.*
- *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.

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.

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/>

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.

