

Marchwood C of E Infant School



Guide to Starting School in Year 1 or 2



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Love

Courage

Hope

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Welcome to Marchwood C of E Infants



Firstly, thank you for choosing our school! We are delighted to welcome you to our school family.

We hope this guide will answer any questions you may have about your child starting school and provide you with the information you need for a smooth and settled start in our school.

We understand that starting school a new school is a significant event for parents and children alike and the partnership between home and school is fundamental to children's success.

All that we do is underpinned by our core Christian Values of love, courage and hope. We actively promote these as values to live by and aim to be a place where children and adults, of all faiths or none, flourish and are inspired by the Christian character and values of our school.

We want children's experience of school to be positive and rewarding and for our children to be happy, safe and secure enough to flourish in our care. We have a caring, dedicated staff who nurture the children, challenge them to achieve their best and encourage them to not be deterred when things are hard. We aim to make learning irresistible; bringing it alive through varied and memorable experiences. Our motto "Learning for Life" sums up our desire to create curiosity, excitement and passion for learning.

We look forward to welcoming you to our school family and working together with you during your child's time at Marchwood C of E Infants.



General Information

The School Day

Opening times

The school day starts at 8.45am and ends at 3.15pm. This amounts to a total of 32.5 hours per week. Registration is from 8.45-9.00 am daily.

Children in Year R can be collected from 3.10pm - 3.15pm.

Beginning of the school day:

The school day starts at 8.45am. A member of staff will greet the children as they arrive and welcome them into the school. Parents should wait with their children until doors open and are responsible for supervising their child until they go into school. Please do not arrive on the school site before 8.40am.

Registers open at 8.45am until 9:00am. All pupils are expected to be in school at this time. Children arriving after 9am should sign in at the school office.

Children arriving between 9 - 9.15am will be marked as late. Children who arrive after the register has officially closed at 9.15am will be recorded as absent which is an unauthorised absence.

End of the school day:

Please wait outside your child's class door until a member of staff releases your child into your care. Please do not arrive on the school site until 3:00pm.

Children must be collected on time. Please let the school office know immediately on 023 8086 8819 if you will be unavoidably late, or need to make alternative arrangements for your child to be collected.

If someone different is collecting your child, please ensure you have informed the class teacher. For your child's safety, they will only be allowed home with someone who has your password. If we are ever unsure, we will always contact you for confirmation before allowing your child to leave our care.

Breakfast and After School Club

An on-site breakfast and after school club is provided by our third-party provider Planet Kids from 7.35am until the start of the school day and from 3.15pm until 6.00pm when school is open in term time. Planet Kids also run holiday clubs. Email: planet_kids@hotmail.co.uk or visit:

<https://planet-kids.co.uk>



Parking

Parking on site is for staff only. We do not have any facilities for parent parking including those using before and after school provision, with the exception of blue badge holders. As our onsite parking is limited, we ask that any blue badge holders please contact the school office to enable us to make provision for onsite parking where it is required.

We are situated on a busy road, just off the Marchwood bypass and parking before and after school can be problematic. We encourage all families who live locally to **walk** to school where possible. Police regularly patrol outside the school and have asked us to remind all parents that it is an endorsable traffic offence to park, even momentarily, on the yellow zig zags outside of the school. This would result in a fine and points added to licences which in turn can impact on insurance premiums.

Zig Zags are in place to allow for greater visibility on the approach to road crossings and outside schools for safety. Pedestrians, in particular children, are at risk of being knocked down. Please help us by walking to school where possible or parking further away from school and walking the last part.



Things to Bring

On starting school, every new entrant is provided with a named book bag which is paid for by the MIS Fundraising team. Children will also need to bring a named water bottle each day.

Please bring a coat, your bookbag and water bottle every day. Weather can often change and we try to ensure children spend time outside daily unless it is raining heavily.



Water bottles should contain **water only**, NO JUICE OR SQUASH. Please do not put water bottles in book bags as they often leak and damage books. Please discourage your child from chewing the lid as this can make them leak!

If it is hot and sunny a named hat should be provided. Please apply a long lasting sunscreen to your child at the start of the day.



All children need to have a named pair of Wellington boots to leave in school.

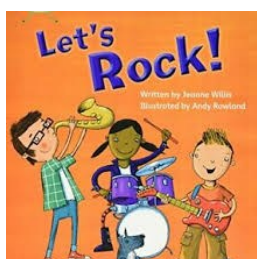


No toys/items from home should be brought to school unless specifically asked for to support a topic.

Pencil cases are not needed as we provide everything your child will need in school. Please do not send in large bags or rucksacks as we do not have the space to store these.

ALL BELONGINGS SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME.

Reading



Reading is a very important skill and we ask you to read with your child at home as often as possible. Each child will be given a reading book which is changed regularly. You can read with your child and make comments in the diary provided. Your child may also be given letter sounds or tricky words to practise to support their reading.

It is important that these skills are practised with your child (little and often), skills learned now last forever!

Uniform

School Uniform

Royal blue sweatshirt, jumper or cardigan (available with optional 'Marchwood C of E Infants' logo)



White or pale blue Shirt/blouse, or white or pale blue polo shirt (polo shirts available with optional logo)



Blue and white gingham summer dress - any style suitable for school



Grey trousers, shorts, skirt, or pinafore dress



Black shoes, suitable for school (no heels or open toes)



White/grey socks or grey tights

Royal blue outdoor 'Marchwood C of E Infant logo' fleeces and waterproof jackets are available.

PE

Children will need a PE Uniform to wear to school on PE days.

Navy blue, black or grey PE shorts



Royal blue or white T shirt (available with optional logo)



School sweatshirt/ Plain hoodless tracksuit top and bottoms



Trainers with non marking soles



All items of clothing must be clearly named so they can be returned to their owner if lost.

Jewellery and hair accessories

Children are not allowed to wear jewellery with the exception of stud earrings and a small watch. These must be removed for PE. Children with long hair need to have this tied back on PE days.

Lunchtime and Snacks

Snack and milk

During the morning, the children will have a snack time. We are part of the Government's School Fruit and Vegetable Scheme which means that these are provided free for the children daily.

Under 5's have a free portion of semi-skimmed milk every day. Once your child turns 5, if you would like them to continue to have daily milk please register directly with Cool Milk via their website. **www.coolmilk.com**

Children over 5, who are eligible for FSM pupil premium, are entitled to 200ml of milk each day for free. You do not need to register with Cool Milk, a letter will be sent home asking for permission.



Lunches



Three choices of a healthy meal, including a vegetarian option, are offered daily by our provider ABM. Menus follow a three week cycle with a seasonal change each term. More information on school meals can be found on our school website on the Parent tab/Lunch menus. Meals are ordered daily at registration and are universally free to all infant school children (UFSM).

If your child has a food allergy, ABM are able to provide a special diet menu. You must register and create an account via the online portal at <https://airtable.com/shri8ob4AXAY0fkfy> as soon as possible, so your child can start school lunches without delay. Please inform us if your child needs a special diet for religious reasons.

Although we encourage all children to take up the Universal Free School Meal offer, children may choose to bring a healthy packed lunch from home. If your child would like a packed lunch, please send it in a suitable container clearly marked with your child's name.

Please do not bring:

- fizzy drinks
- sweets and standard size chocolate bars (one treat sized chocolate biscuit bar or snack is fine)
- We are a **NUT FREE ZONE** so no nuts of any kind, nut butters or nutty chocolate spread, as some of our children have potentially fatal nut allergies
- thermos flasks with soup or hot drinks or glass containers
- chicken (or other meat) on the bone, whole grapes as these are potentially a choking hazard

Children are **not** allowed to share any of their lunch with others because of allergic reactions and other health dangers. Please reinforce this message with your child.

Welfare

Toileting

We would expect children to be toilet trained and able to wipe themselves and wash their hands independently unless there is a medical or developmental reason. Please make us aware if this is the case. Please also put some spare underwear in your child's Book bag in case of accidents. It is quite normal for any child to have an occasional accident, and we understand that these happen.

Accidents and first aid

Any accidents treated by staff during the day are recorded and parents are informed by receiving an injury slip in the bookbag. If your child bumps their head you will also receive an email from the school office. If your child becomes ill or has a more serious accident during the school day, we will contact you.

It is essential that we have up to date emergency contact numbers on file. In an emergency we may arrange for your child to be taken directly to the hospital before contacting you. A member of staff will accompany your child to hospital in the event of a parent not being present. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Attendance and Punctuality

Absence and Illness

Please report all absences to the school office on the first and each following day of absence by 9.30am. If we are not notified of reasons for absence, these will be recorded as unauthorised.

Please do not send your child to school if they are unwell. If they have been vomiting or have diarrhoea, 48 hours should have passed from the last bout of either before they return to school.

Punctuality

It is important children get to school on time as a late start can be upsetting for them. If you know you will be late for school, please let us know. If you arrive after 9am, please sign your child in at the school office.

Requests for leave of absence

Term time holiday requests are not able to be authorised. Requests for extended leave of absence can only be authorised in exceptional circumstances. Unfortunately we are not able to provide work for children who miss school as a result of leave of absence requests.

Permission will be given for urgent medical appointments and we ask you to make all other appointments outside the school day where possible.

Examples of unauthorised absence include family days out, time off for a birthday, shopping trips, hairdresser appointments and looking after another family member who is ill.

Medication

We cannot administer over the counter remedies such as cough sweets, and we do not allow these in school for Health and Safety reasons; this includes lip salves and balms. Exceptions can be made in genuine emergencies. Please inform the school office in these cases.

- We can administer prescribed medication that needs to be taken four times a day or more. Medicine that is required less frequently can be administered outside of school hours, e.g. 3 times per day dose could be administered at breakfast, after school and at bedtime.
- We can administer pain relief medication such as paracetamol or ibuprofen (Calpol or similar). We do not hold a supply of these in school.
- We must have written parental consent to administer **all** medication. Forms are available from the school office or website.
- Medicine must be brought in via, and collected from, the school office.
- Parents must inform the school in writing when the medication or dosage is changed or is no longer needed. Parents are responsible for disposing of unused medication by returning them to a pharmacy for safe disposal.

We can only accept medicines that:

- are in their original, labelled container as dispensed
- are in date
- include instructions for administration, dosage and storage
- have a medicine spoon or similar provided

We keep all medication (with the exception of inhalers and epi-pens) in a locked cupboard that is not freely accessible to children unless otherwise instructed. Medicines needing storage in the fridge are placed in a lockable fridge used only for this purpose. They are not freely accessible to children.

We keep a formal record of all medicines we administer. Children are not allowed to keep or administer their own medicines. **Please DO NOT send any type of medicine/cream in your child's book bag, they must be given to the school office, and a form completed.** Please inform us of any medical condition your child has, even if they are not taking medication at school (e.g. mild asthma).

Behaviour and Anti-Bullying

Good behaviour and conduct is an important part of our school ethos and we expect a high standard of behaviour and conduct at all times during the school day, including off site visits. This is supported by a positive approach to behaviour management where good behaviour is praised and rewarded.

Every member of staff is committed to creating a calm, safe, caring learning environment where children can learn without fear. All pupils have a right to feel safe at school and not experience bullying in any form and everybody has the right to be treated with respect. We ask parents to work in partnership with us to help children learn the responsibilities of being part of the community and a good citizen and the rights they have.

We are a *TELLING* school. This means that *anyone* who knows that bullying is happening understands that they must tell the staff. All staff must be alert to the signs of bullying and act promptly and firmly against it. The school has a shared philosophy and agreed procedures for dealing with allegations of bullying.

We involve pupils to ensure our young children understand the terms 'bully' and 'bullying' and these terms are not misused to describe incidental issues that arise in friendships from time to time.



Safeguarding

We take safeguarding very seriously and recognise the importance of, and duty to, safeguard and promote the welfare of all our children. All staff, governors and parent helpers/volunteers are DBS checked before they are able to work in school.

There are four members of staff who are trained as Designated Safeguarding Leads: Mrs Sally Atkins, Mrs Fleur Fisher, Mrs Marrianne Andrews and Mrs Claire Besant.

If any parents, families or visitors have concerns about the welfare or safety of any children from Marchwood C of E Infant School, please contact any of our Designated Safeguarding Leads without delay.

If you have a concern out of school time or out of term time please use the number below:

WORRIED ABOUT YOURSELF, A FRIEND OR A CHILD OR YOUNG PERSON YOU KNOW? PLEASE CONTACT: Hampshire Children's Services: 0300 555 1384

The school building is secured during the day and visitors can only enter via the main office which has an intercom. An internal door with controlled access prevents any visitors accessing the rest of the school without permission. Please help us keep the site secure by always closing and securing the gate as you leave.



Communication with Parents

We aim to be a paperless school and no longer send regular paper newsletters and reminders home to parents.

A weekly newsletter is sent to parents via email every Friday and published on the school website. If you do not have access to the internet a paper copy can be made available from the school office.

Please check your child's book bag **daily** for any letters or other correspondence that we may have to send as a hard copy and for your child's reading and home learning. Please note that in the case of separated parents, all day to day correspondence will normally be sent to the main carer. Please put **all** communications e.g. letters, forms, payments (clearly labelled) etc. in your child's book bag and remind your child, just before you leave them, to give them to their class teacher.

There is an adult available on the classroom door at the beginning and end of each day in case you have a quick query or need to inform us of something. However these are very busy times so if you feel that the matter will require longer please do not hesitate to arrange an appointment with us so that we have more time to speak to you.

We will keep you informed of your child's progress on a regular basis. There will be parent consultations in the autumn and spring terms and in the summer term you will receive an end of year report.

We very much hope that every parent and child's time with us will be a happy and positive experience but from time to time there may be concerns that parents wish to discuss. We hope that parents will be happy to raise any issue with us so that we can work together to resolve it. Our staff are friendly and approachable and we ask parents to speak to their child's teacher in the first instance. Please do not wait for official parent consultations to raise your questions or concerns.

A copy of the school's complaints procedure can be obtained from the website or the school office.

Arbor App

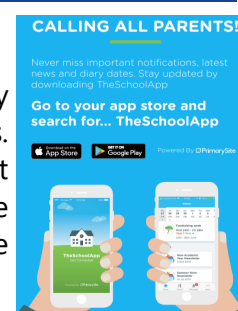
Arbor is our information management (MIS) and communication system. Parents will be able to access the parent portal via the Arbor app on your pc, tablet or phone. You will be able to see and update contact information and make online payments for trips, events, and donations. It is important that we have the correct email on file as this is linked to your Arbor account. You will be sent a welcome email when your child starts school to set your password. This system is GDPR compliant.



Website and School App

The school website address is: www.marchwood-inf.hants.sch.uk

This contains a wealth of information. You can view our school calendar and weekly newsletters and key information including, policies and a dedicated section for parents. All important updates and letters will be shared to the website so please check it regularly! We will also share photographs of exciting events and our learning for the term on our dedicated class pages. An easy way to keep informed is to download the school app. You can check the calendar and link it to yours.



Church School and Collective Worship

What does it mean to be a church school? Church schools have Christian beliefs and values at their heart. As a church school we recognise that, as well as academic and emotional intelligence, we also have spiritual intelligence. We recognise and nurture spiritual aspects of life alongside the academic and emotional needs of all. As a church school, we encourage questioning of belief and non belief as we all try to make sense of the world, the gift of life and the purpose of our own personal lives.

As a Church of England Infant School we hold a daily Collective Worship to praise and reflect upon Christian values and beliefs. We will often compare Christian values and beliefs with those held by other religions and we are sensitive to the needs of children who attend the school who may hold another faith or come from families of no faith. Please inform the Headteacher if your family or your child require personal religious events or festivals to be observed or noted.

Parents are invited to share a Collective Worship, which will be presented by their child's class. Parents of children who are celebrating that week are also invited to our weekly Celebration Collective Worship held every Friday afternoon, at 2.30pm in the school hall. Invitations are sent via email each Wednesday.

Younger siblings are welcome to join us for Collective Worship but please remove them from the worship if they are struggling until they have settled. (Please note: pushchairs/buggies are not allowed in school).

Working Together

We regularly invite parents in to school for workshops in classes, Collective Worship and other activities throughout the year. Alongside this, we run information evenings, curriculum evenings and family events which are always fun and very popular!

Volunteers

We welcome offers of help in school. Many of our parents offer to help on a regular or more casual basis. There is sometimes the opportunity to accompany children on visits or join in with special events. We ask all volunteers to undergo a DBS check as part of our safeguarding procedures. Anyone wishing to help on a voluntary basis should speak to the class teacher.

Fundraising

Our parents are wonderful and there are plenty of opportunities to be involved in our fundraising events throughout the year and we value the support of parents with these. This fundraising allows us to buy resources and subsidise trips and experiences that benefit all the children in the school. If you are able to help at any of these events or would like to be part of a new 'Friends of Marchwood Infants' charity group, then please let the office or your class teacher know.

Wider Community

We are always looking for opportunities to work with and support both the local and wider community and greatly benefit from the support afforded us. Community links are developed through the curriculum, enrichment opportunities and our programme of fundraising.

