

June 2018

Welcome Meeting for Reception Parents
Wednesday 20th June 5pm-6pm

Dear Parents and Carers,

We are looking forward to meeting all new Reception parents on Wednesday 20th June at 5:00pm. This will be a chance for you to find out about the induction process in September, school procedures and policies. You will also get to meet the Reception teaching team and visit your child's classroom.

To support this evening we have attached the following documents for you to read prior to the meeting and we have provided key information about EYFS:

- Begbrook Primary Academy School Uniform Policy
- Begbrook Primary Academy Behaviour for Learning Policy
- Begbrook Primary Academy Yearly Calendar 2018 - 2019

Meeting your child this term

All children starting Reception in September are invited to come to school at the time below. Children who attend our Nursery will be taken on this visit by Nursery staff. Children who are new to Begbrook will need to be brought and collected by an adult. Adults are welcome to stay in the Expressive Arts Room whilst the children visit their new classes. We look forward to meeting your child on the following dates at school this term:

- * Tuesday 17th July – 9.30am – 10.30am Group A
- * Thursday 19th July – 1.30pm – 2.30pm Group B

We will also be visiting your child in their Nursery/Pre-school setting or talking to their practitioner before the summer holidays.

Before the meeting we will notify you by email to let you know who your child's teacher will be and whether they are in Group A or Group B for the induction period.

School visit in September

On Tuesday 4th September and Wednesday 5th September we would like to invite you and your child in for 15 minutes to see the classroom and share with us a little about your child at home and what they enjoy. You will be able to sign up for a 15 minute meeting on Wednesday 20th June.

Transition plan

For the 4 weeks beginning Monday 3rd September your child will attend part time to enable the staff to get to know them and for your child to become comfortable and confident in school. The first day for children in Reception to attend school full time is Wednesday 26th September. The arrangements for this year are similar to those previously and have been very successful in the past. The first 2 weeks your child will attend either in the morning or afternoon session depending on which group they are in.

Induction Timetable:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 03.09.18	INSET	1:1 parent meetings	1:1 parent meetings	AM - Group A PM – Group B	AM - Group A PM – Group B
Week 2 10.09.18	AM – Group B PM – Group A	AM – Group B PM – Group A	AM – Group B PM – Group A	AM – Group B PM – Group A	AM – Group B PM – Group A
Week 3 17.09.18	AM – Group A & lunch with parents go home at 12:30	AM – Group A & lunch. Home at 1:30	AM – Group A and B. Home at 11:45 (before lunch).	AM – Group B & lunch with parents go home at 12:30	AM – Group B & lunch. Home at 1:30
Week 4 24.09.18	AM – Group A & B & lunch. Home at 1:30	AM – Group A & B & lunch. Home at 1:30	Full time	Full time	Full time

The Welcome Term

Our 'welcome term' is from September until the half term holiday in October. During this term, all staff will focus on developing relationships with the children across the year group. At the end of the 'welcome term', we will set Reception classes for the rest of the academic year. By getting to know all the children in the 'welcome term' we will be able to ensure a balance for all learners in each class. This has been very successful in the past.

Start and end of the day

The children will come into school through the Reception Class doors, which open onto the Foundation stage playground. The classroom doors are opened at 8:45am ready for learning to begin at 9am. At the end of the day, they will be collected from the same place. Door open at 3:20pm. Please ensure that your child's class teacher knows who will be collecting your child. S/he will not be handed over to an unauthorised person. If an emergency causes you to be unavoidably late, your child will be looked after until collected. The school office is open from 8.30am – 4.00pm to receive calls. At other times, the answer-phone is on to receive messages. Messages left after 4.00pm will be attended to the next working day.

Settling In

Most children settle into Begbrook quickly and smoothly. It is not unusual, however, to have the occasional tearful beginning to the day. This can sometimes happen in the second or third week, or even later, but it

is quite normal for some children and is usually short lived. If your child is tearful or unwilling to let you leave, it usually helps to reassure your child briefly and then leave them with a member of staff. Once your child becomes interested in the activities of the day s/he will generally join in happily. Very occasionally though, a child only settles once the parent leaves and we may ask you to do this even if your child appears upset at this happening. We know this can be quite distressing and understand that no parent wishes to leave an unhappy child. Experience suggests that in almost all cases children calm very quickly once their attention is diverted. If your child finds settling difficult, we will be happy to discuss the issues with you and do all we can to help your child overcome this problem.

Partnership with Parents

We have an 'open door' approach regarding relations with parents. We value regular contact with you and welcome the opportunity to discuss any aspect of your child's education and development. We have welcome time each morning when you can come in to the class and settle your child. Your child's classroom adults will be available for short conversations at this time. If you need to talk further, we can arrange another time to meet after school.

Issues outside of school

Families occasionally have crises of one sort or another, which may affect how children cope at school. While we respect your privacy, we ask that you tell us in confidence, anything which you feel we should know in order to support your child and understand any possible alteration to behaviour or confidence. Mr Munro and the class teacher will always make time to talk. We can assure you of our total discretion in all confidential matters.

Online payments and administrative matters

Please feel welcome to take administrative matters to Mrs Hucker, Miss McCormick or Miss Church in the main school office. As you may be aware, the government introduced a scheme from September 2014 where all children in Reception, Yr 1 and Yr 2 will be entitled to free school meals. There is always a menu on display in your child's classroom and this is also posted on our Begbrook Primary Academy website.

Accidents and 'Accidents'

From time to time children have 'accidents' and need a change of clothes in these circumstances soiled or wet clothes are put in a carrier bag for you to take home. Please wash and return any borrowed clothes. We are always grateful for any spare children's clothes that are no longer needed, all donations are greatly appreciated. If your child is clearly unwell we will obviously contact you, but if it's just an 'accident', it's not usually a problem for anyone.

Occasional bumps and grazes happen and it is our policy to notify parents. The usual method is that the teacher will speak to you when you collect your child. In some cases, a member of staff may telephone you at home/work where we make a judgement that the parent would want to be informed in any decision making. In the unlikely event of your child needing any professional treatment, strenuous efforts are made to contact you to enable you to attend before any such treatment commences. You may wish to let us know if you are ever going to be unobtainable through a day or provide us with an alternative contact number.

Fruit and Vegetables

Reception and Nursery children will be sharing Fruit/Vegetables when the children have their drink at break time. The fruit and vegetables are provided free of charge due to a Government scheme.

To mark special occasions we do try other types of food in school e.g. noodles for Chinese New Year. We will refer to the food allergy information provided already when considering these activities. If you become aware of a food allergy or intolerance that you haven't already informed us of please let the office staff know as soon as possible so we can update our records.

Milk

Children who are under the age of five are entitled to receive 1/3 pint of milk free of charge. When children reach five they are given the option to buy milk and you will be contacted about this nearer the time by The Milk Services.

Breakfast Club

Breakfast club is run daily in our main hall from 7:45am to 8:45am. At breakfast club your child will have a choice of cereals, toast, juice and a special breakfast (bagels, croissants, spaghetti hoops or pancakes). There is also a wide range of activities to take part in such as drawing, jigsaws, dressing up, parachute games and more. The cost is £3 per day which is payable online in advance or on the day. We do accept childcare vouchers. You will be receive an email shortly providing details on how to book online.

After School Club

After School Club is run daily from 3:30pm to 6pm. At After School Club the children are provided with a snack when they arrive, such as bagels, toast, crackers, crumpets or breadsticks alongside a variation of fruit. There is also a wide range of activities which are displayed within the club room and compiled by the play leaders. When planning these activities, the play leaders take into account the children's interests, as we have a variation of ages who attend the after school club. The cost is £8.00 per day and we do accept childcare vouchers. Booking places and payment must be completed online. You will be receive an email shortly providing details on how to book online.

We hope that this will answer some of your initial questions. Please do not hesitate in coming to see us if you have any further questions. The School Handbook also contains lots of information about how the school runs. This is available online on our website. If you are in any doubt, please ask an available member of staff, we are always happy to help.

Yours sincerely

Laurie Munro

Principal

