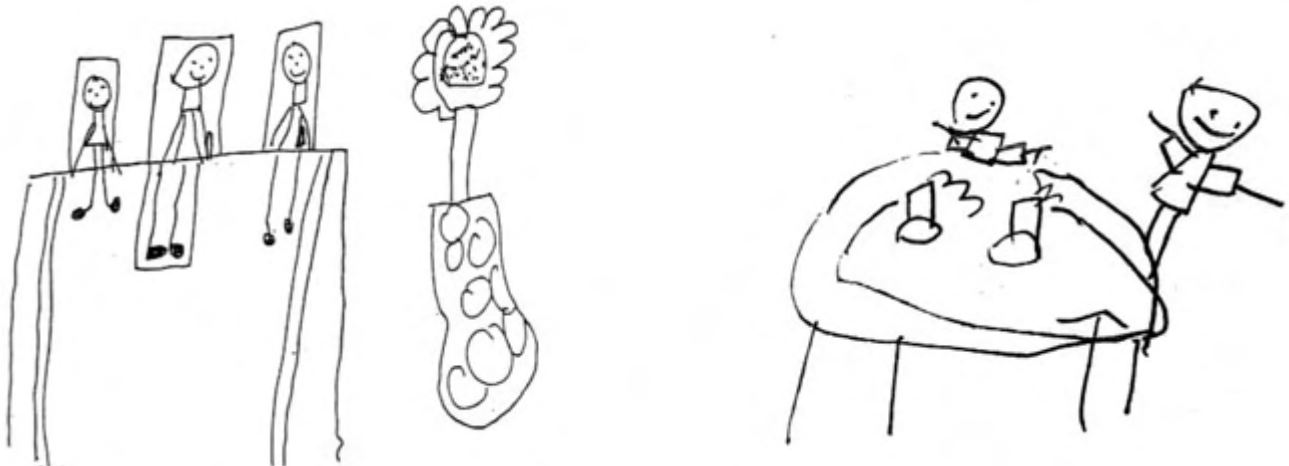




# STARTING SCHOOL AT COLLIS



Welcome to Collis Primary School Reception Classes. We hope that the following information will be useful in preparing your child for starting school.



## Our session times are:

Autumn Term: 8.50 am – 12.00 pm  
Spring & Summer Terms: 8.50 am – 3.15 pm

### **First Days**

On the first day we ask you to arrive at the time stated in your pack. This allows the class teacher time to welcome and settle each child personally. You are welcome to come into the classroom with your child, but then please leave quickly. The longer the goodbye, the more distressing it is likely to be for you both, especially if your child is upset.

After the first day please wait in the playground with your child until 8.50am and encourage him/her to line up with the rest of the class. The Class Teachers and the Teaching Assistants will welcome and assist the children as they come into school.

### **Arriving on Time is Important**

One of the most unsettling experiences for a child is to arrive late for school. Children like to conform and feel happier coming into school with the rest of their class at the correct time (8.50am). The new children soon accept this as the way to start the school day. A child arriving late to an empty playground can feel very confused and upset, and may then be reluctant to come into school.

For security reasons the cloakroom doors are locked at 8.55 am and then the doorbell must be rung at the central Reception doors.

### **Procedures for Lateness**

There may be times when you are unavoidably late. If possible, please phone the School Office staff to let them know you are on your way.

If your child arrives after the register has been taken and the doors are locked, then please go directly to the School Office to report your child's arrival and inform the office staff of the reason for the lateness. All lateness is recorded in a late book and may be used to inform the Education Welfare Officer if it is considered necessary.

The main door by the School Office has an entryphone system - please announce your arrival to the office staff who will let you in.

### **Collecting Your Child**

The morning session ends at 12 noon and your presence in the playground at this time is essential. Even the most confident child can become very distressed if he/she sees everyone else being met but no familiar person for him/her. However, we do realise that there may be occasions when you are unavoidably delayed. If possible, phone the School Office to let us know you are delayed or that you have to make a last-minute alteration to your usual collection arrangement. Your child will be looked after until he/she is collected.

Please ensure that the class teacher knows who is collecting your child. Each Reception class has a 'Going Home Book' in their cloakroom. Please write in this if your child is going home with someone else. If you have regular pick-up arrangements please let the class teacher know in writing.

### **Reception Notice Board**

On this board every Monday you will find our focus for the coming week so that you can discuss with your child what he/she has been doing at school or what he/she might have been asked to bring to school that week. We also use this to keep you informed about our events at school.

### **Birthday Assembly**

We invite you to join us for our monthly Birthday Assemblies. Dates will be confirmed when your child starts school. It is especially important to attend when it is your child's birthday month. We are sure you will enjoy our shared celebration and the opportunity to meet other parents. The CSA runs a crèche during Birthday Assemblies.

### **Staff Contact**

If you need to speak to the class teacher, staff are usually available before school starts (from 8.40am) and at the end of each session (12 noon or 3.15pm). It is always appreciated by staff if an appointment is made, unless the matter is very urgent.

We will have parent consultations in the Autumn and Spring terms, culminating in a school report at the end of the Summer Term.

### **Communication Between School and Home**

Most correspondence from school to home is sent via email. This includes the weekly school and CSA newsletters which are sent each Friday. The newsletters are also posted on our website. Hard copies are available from the school office for those families who do not have access to email.

### **Fruit**

We are part of the National Fruit Scheme for Infants and we strongly encourage children to eat the fresh fruit provided daily as their mid-morning snack.

### **Bottled Water**

We ask every child to bring in a named sports bottle of water. This should be washed and filled every day. Fresh water is always available at the drinking fountains.

### **Nut Free School**

At Collis we have several children who suffer a severe allergic reaction to any kind of nuts. Therefore we do not allow children to bring nuts or nut products into school at any time.

### **Toys**

We discourage children from bringing in toys as they can get lost or broken. However, children may bring in a small plastic ball or a skipping rope to take out into the playground. These items must be named and can be hung on cloakroom pegs. We do allow a small 'comforter' toy for new children to bring in during their first term. Sometimes the teacher may ask the children to bring in something from home related to ongoing work/topic (see Reception Notice Board). Ensure it is clearly labelled and nothing precious please!

## **Behaviour**

At Collis, all children are expected to use the school and grounds in a quiet and sensible manner. They are expected to enter and leave school at the beginning and end of the day walking quietly. We ask you to support this vital part of early learning and to keep other children (i.e. younger brothers and sisters) under control at these times. Please do not bring bikes to school. Dogs are not allowed in the school or playground. Also smoking in the school building or playground area is prohibited. School gates are open at the start and end of each session. At all other times they will remain locked. Please always shut the gate when leaving the playground.

## **Uniform and Equipment**

Parents will receive a school uniform order form. We ask that you support the school by dressing your child in the school uniform. All items are available through the school and most are stock items. **Please name all items, including shoes.** No jewellery or nail varnish please. Children with pierced ears are asked to wear only studs.

At Collis, children are expected to wear a school uniform which consists of:

- white, red or blue polo top or t-shirt
- red or blue sweatshirt, jumper or cardigan
- grey trousers
- grey pinafore dress or skirt (for girls)
- red/blue checked/striped summer dress (for girls)
- white socks (girls) grey socks (boys)
- Black school shoes or closed toe sandals worn with socks (no lace-ups please)
- No trainers

All children will require a Collis reading folder, this can be purchased from the school office and should be brought to school everyday. We ask you to provide a fabric bag with Wellington boots for outdoor play. The bag and boots should be clearly named.

## **PE Clothing**

Children must change their clothing for physical education lessons. Drawstring bags are available from the school office to hold PE clothing. For indoor PE the children require a red t-shirt and blue shorts with plimsolls. In the Summer Term only, swimming costumes, towels and hats (for long hair) are needed. **All items must be clearly named.**

## **Administration of Medicines in School**

We are able to administer prescribed medication to children who are well enough to attend school. The procedure is as follows:

- Parents must deliver the medication to the class Teaching Assistant
- Medicine must be in a sealed container, named with the stated dose required
- Parents must complete a consent form in school
- Medicine should be collected at the end of the day from the Medical Room
- Medicine will be administered by a member of staff, the children should never handle the medicine themselves.

If your child has a serious condition that requires medication to be kept permanently in school, then please discuss this with the class teacher and procedures will be put in place to ensure that all staff are fully aware.

### **Lost Property**

There is a Lost Property Box in the Reception cloakroom. Obviously, it is a very difficult job to return unnamed property. If any article is lost and is not in the classroom or the cloakroom, please look in the Lost Property Box. Lost property is displayed from time to time. Anything unclaimed is recycled.

### **Home/School Agreement**

The Home/School Agreement is included in the Reception Pack. Please return one signed copy with the registration forms.

Many thanks for your support

Coryn Bendelow  
Foundation Stage Coordinator  
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