

# Starting in Reception

Starting school is a big change for children as they get used to learning in a larger environment with different adults and new expectations. Ensuring that children have a happy, successful and confident start to school is very important to us. We have created a settling-in plan to give children opportunities to get to know others in their peer group and to build secure relationships with the adults who will be working with them.

## School Times

The school gates open at 8.35am and close at 8.45am. Please arrive between these times. The school day finishes at 3.15pm. Lunch is from 11.45am to 1.00pm.

## Arrival, Collection and Attendance

Children should come to either the St Michael's Close or Back Lane gates with their bags and belongings, where the Reception team will greet children and parents. Once children arrive at the gates, we encourage parents to hand them over to the team who will take them into the classroom.

Once children are attending full days, they should be collected from the playground, accessed via Back Lane or the Pre-school gates.

Please contact the school office via Reach More Parents (Weduc) as soon as possible if your child is going to be absent or late. As part of our safeguarding procedures, we will contact you if no message has been received and your child is absent from school.

Please also let us know as soon as possible if there are any changes to your usual collection arrangements.

If you arrive after 8.45am, please take your child to the school office to sign in. A member of staff will then take your child to the classroom.

## School Dinners

School meals are cooked on-site and provided by Lataca. Hot dinners, including a vegetarian or vegan option, are available daily, as well as jacket potatoes and school packed lunches.

Menu choices must be selected in advance each term using Lataca's IRIS (ParentMail) app. Special dietary requirements can also be catered for — please contact Lataca directly. To enable ordering through the app, please complete the Lataca permission form included in this pack and return it to Lataca. If you have any queries, please contact them at [info@lataca.co.uk](mailto:info@lataca.co.uk).

Water is always provided at lunchtime. Juice may also be ordered through Lataca for an additional charge.

Please note that we have children in school with severe nut allergies and we therefore ask that nuts are not brought into school.

## **Milk**

Children under the age of five are entitled to free school milk. Milk must be ordered through [www.coolmilk.com](http://www.coolmilk.com) and we can only provide free milk if it has been ordered.

Free milk stops when children turn five, although parents may choose to continue milk provision at an additional cost.

## **Water and Snacks**

Each child should bring a named water bottle and will have access to water throughout the day. As part of our commitment to being a healthy school, we are a water-only school and ask that squash or juice is not brought into school.

Fruit is available to the children throughout the day.

## **Toileting and Independence**

Starting school is a big step and, over the summer, it is really helpful if children can begin practising everyday independence skills. These small steps help children feel more confident and settled when they start Reception.

We encourage families to support children in practising:

- using the toilet independently, including flushing and washing hands
- washing and drying their hands properly
- putting on and taking off coats and shoes
- attempting zips, buttons and simple fastenings
- using tissues independently
- opening lunch boxes, drinks and food packaging
- recognising their own name and belongings

We understand that every child develops at their own pace, and Reception staff are always there to support and encourage children as they grow in confidence and independence throughout the year.

## **Illness**

In cases of vomiting or diarrhoea, children should remain at home until 48 hours have passed since the last episode.

In cases of contagious illness, the school must be informed immediately, and medical clearance may be required before your child returns to school.

Please speak to the school office if your child requires medication during the school day.

## School Uniform

Details of the school uniform are included in this pack. It is helpful to have enough uniform for the week to avoid frequent washing during term time.

Please ensure that all items are clearly named and that trainers do not have laces.

Please note that jewellery should not be worn in school, and long hair should be tied back for both girls and boys.

## Outdoor Play

Children have daily opportunities to learn and play outdoors. Please provide the following named items, which should remain in school:

- wellington boots
- waterproof trousers or dungarees for muddy play
- a sun hat during sunny weather
- trainers for the daily run (if children are wearing school shoes) — no laces, please

Children also need a waterproof coat every day, which can either remain in school or be taken home daily.

## Bags

As children will be encouraged to take books home each day, please provide an embroidered school book bag, available from [My Clothing](#).

Children do not need to bring a rucksack to school.

On your child's first day, please send a small bag containing spare underwear and a change of clothes, which can stay on their peg in case a change of clothes is needed.

## Breakfast and After School Clubs

Breakfast Club starts at 7.45am and Willows After School Club closes at 6.00pm (4.15pm on Fridays).

Further information about wraparound care is included in this pack. Sessions must be booked and paid for directly with the relevant providers.

- Breakfast Club: [admin@aldbournepreschool.com](mailto:admin@aldbournepreschool.com)
- Willows After School Club: [willows@stmichaelsaldbourne.co.uk](mailto:willows@stmichaelsaldbourne.co.uk)

## Contact with School

If you have any concerns or questions, please speak to a member of the Reception team, as these are the adults who will work most closely with your child each day.

Although the team are usually available for brief conversations at the end of the day, you may prefer to arrange a longer meeting with Mrs Godfrey. Please contact her via Reach More Parents (Weduc) to arrange an appointment or send a general message if you are unable to speak in person.

You can also contact the school office by phone or email for general enquiries.

The school communicates regularly through Reach More Parents (Weduc), including information about trips, general messages and the Weekly Post newsletter, which shares updates about what the children have been learning and enjoying in school.

## Parking

Children are encouraged to walk or ride their bikes to school wherever possible, although we understand this is not always practical.

If travelling by car at the beginning or end of the school day, please do not drive up to the school entrance and be mindful of our neighbours. We recommend parking in the square.

Please do not park at the entrance to the school or on St Michael's Close. Emergency vehicles may need access to St Michael's Close and Back Lane at all times.