

Quick start guide for new parents at Barns Green Primary School

School hours



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| Morning session | 8.55am – 12.00 (including 15 minutes playtime) |
| Afternoon session | 1.00pm – 3.20 (including 15 minutes playtime) |

What happens in the mornings?



We open the school gates and classroom doors at 8.45 and the children will come in, change their reading books, hang up their belongings ready for the register at 8.55am. A member of staff will be there to greet the children and support them in finding their peg and sorting their belongings. The gate will close at 8.55am, if you arrive after this time you will then need to take your child to the front entrance of the school to sign your child in.

Whilst we realise that it will take some children time to feel confident to come into school on their own, we do encourage parents to try to say goodbye on the playground as quickly as they feel possible, as this does help them to settle more easily into the morning routines in the classroom.

.... and what about the end of the day?

At the end of the day the class teacher will bring the children out to the Reception gate to meet you. We ask all children to tell their teacher that they can see who they are going home with before they are dismissed, (this also gives the teacher time to check that your child is delivered safely to the appropriate person). We ask for your patience whilst the children take it in turns to do this.

If, for any reason, you are not personally collecting your child, please let the office or class teacher know at the beginning of the day or by phone on 01403 730614 or email: office@barnsgreen.org.uk which adult will be collecting. We will not be able to let the children go unless we have been notified formally of a change of person collecting.

What happens if we are running late?

Morning: Please make every effort to ensure your child is on time for school each day, (the register will be taken at 9.00am), as lateness causes disruption to their learning and to the rest of the class.

Afternoon: If you are unavoidably delayed, don't worry; your child will be safe. He/she will be taken to the front office to wait for you. If possible please call the office so that we are able to make your child aware, so as not to cause them any upset.

What do I do if my child is unwell?

Please inform us as soon as possible if your child is unwell and unable to attend school. A telephone call to the office must be made by 10.00am every day your child is off, to do this you ring the main school number and choose the 'attendance' option. Should your child become ill at school, a parent/guardian will be contacted as per your contact information form and every effort will be made to care and comfort them until they are collected. **Please remember to keep us informed of any changes in contact numbers.**

School uniform

Parents are asked to provide the following uniform all of which needs to be **clearly named**:

Girls Pinafore dress, skirt or smart trousers (grey)
Polo shirt (white)
Sweatshirt/Cardigan with school logo – available from 'Taylor Made Uniforms' <http://www.taylormadeuniforms.co.uk/>
Socks, short or long (white) or tights (grey)
Summer dress (purple and white gingham check)

Boys Trousers – long or short (grey)
Polo shirt (white)
Sweatshirt/Cardigan with school logo – available from 'Taylor Made Uniforms' <http://www.taylormadeuniforms.co.uk/>
Plain socks (grey)

N.B. Jeans, fashion trousers, cords, ski pants, leggings, etc. are not permitted.

If your child is prone having 'accidents' it is helpful if you could provide a change of clothes, particularly underwear including socks, in their PE bag as we have a limited supply of spares in school.

What kit does my child need for PE / other requirements?

At the moment Reception children will have PE on a Monday and Thursday, although this may change. Please can they come to school in their PE kit on these days.

- Black shorts and a t-shirt in their house colour (your child's house colour will have been sent to you via email), trainers (with velcro fastenings for younger children)
- Plain black jogging bottoms or plain black leggings and a grey hoodie with our school logo
- Baseball hat during the summer months

All PE kit is available from <http://www.taylormadeuniforms.co.uk/>

If your child wears earrings (small studs only in school) please can you make sure they are taken out or covered with micropore tape on PE days (you will be advised as to which days at the beginning of the autumn term). For safety reasons, your child will not be allowed to participate in PE activities if they are wearing earrings or jewellery.

What should my child have with them at the start of the day?

- ☺ Book bag or small backpack with their home-school diary and reading book (these will be sent home once your child has settled into school life).
- ☺ Hooded coat.
- ☺ Named water bottle every Monday – this will be sent home on a Friday for a clean and needs to be brought back in to school each Monday.

What about when it is very hot or raining?



We like to make good use of our lovely outdoor learning environment as much as possible so it is essential for your child to bring a coat every day. This is easy to forget, particularly if you drive to school, but Reception children have access to the outdoors for most of their day so a coat for bad weather is essential. We may also ask for wellies to be brought in a left in school in the winter months.

If it is hot and sunny please make sure your child has a school cap (clearly named) to use at playtimes and please ensure that sun cream is applied before school as teachers are not able to do this in school.

Lunchtime

Every infant child is entitled to a free school meal. Our meals are provided by Chartwells and there is a choice of hot meals every day, a meat/fish option, a vegetarian option plus baked potatoes with a filling and salad so we cater for most tastes. There is also a pudding each day plus fresh fruit and yoghurt.

If you have any concerns regarding school meals please don't hesitate to talk to us. We strongly recommend that even the fussiest of eaters starts off with school meals as parents are often amazed at the variety of foods their child will eat at school, often things they wouldn't previously eat at home. Please don't worry that your child will be forced to sit and clear their plate as this will not happen!

FREQUENTLY ASKED QUESTIONS

What happens if my child is upset when I leave them?

Try not to worry. The staff will take very good care of them and settle them down in the classroom. It is very unusual for a child to continue to be upset for any long period of time after having left their parent but you are always welcome to phone later to be reassured that your child has settled.

When can I talk to the class teacher or headteacher?

Parents are not allowed on site (except at drop-off or pick up times) without a prior appointment.

The best contact is email – office@barnsgreen.org.uk All emails will be treated in confidence. All emails will be passed onto the class teacher on the same day. Where a response is required we aim to do so within 48 hours, although replies are often faster.

How do I know what my child is doing and when can I see his/her work?

- ☺ Your child's next steps will be updated on a regular basis and a copy of these will be sent home to you so you know what we will be focussing on in each developmental area for your child.
- ☺ We will be inviting you to come into the classroom once a term to spend some time with your child looking at his/her learning journal and work samples and we welcome your feedback and observations of their learning from your perspective at home – this all helps to build a complete picture of what your child can do and what their next steps will be.
- ☺ Parent's evenings are held during the autumn and spring terms.
- ☺ Your child's annual report is given to you at the end of the summer term.

How should the home-school diary be used?

These should be kept in your child's book bag and will be used to keep a record of the reading books that your child is bringing home from school. If you wish to make a comment on how your child has got on with the book, please feel free to do so. It can also be used as another form of communication if you need to let us know that someone else is collecting your child that day (although always best to tell the teacher/office as well) or if your child has had a disturbed night, anything that may impact on your child in school.

When will my child start bringing home reading books?

To begin with your child will be able to select a story book from our class book box to share with you at home and they can change this as they wish. They will also bring home letter sound cards as we are learning them in the classroom for you to support your child's phonic awareness at home. As they progress in their early stages of reading and become ready to start on the school reading scheme books, these too will come home. As they progress through the Read Write Inc scheme, they will bring additional reading materials home and we will go through this in more detail at the curriculum meeting in September