



**'Top Tips'  
for new parents  
of pupils at Salford School**

**Produced by the school and the PTA working in partnership**

### **Drop off and Collection of your Child**

In the morning there will be a teacher to meet the children from 8.40am. Children should arrive no earlier than **8.40am**. No one is allowed in the classroom unless the teacher is there. Please say goodbye outside class, then your child should go into the classroom to put his or her reading folder and snack away. At the end of the school day, please wait to collect your reception child in the play area outside the relevant class. The children will only be allowed to leave with their parent or carer, so if another person is to collect your child any day, please inform the teacher beforehand, in writing. Reception children should be collected at 3.15pm in line with the rest of the school.

### **Break Time**

The two reception classes play at the same time and mix with the other KS1 classes at break time so your child will be able to play with other friends then. Children may bring a snack to eat at morning playtime. Any small item of fruit, packet of raisins, carrots etc. are acceptable. **No sweets, crisps or fizzy drink** should be brought. Children should keep their snacks in their bags.

Reception/Key Stage 1 children are given a piece of fruit or vegetable in the afternoon as part of the National Free Fruit and Vegetable scheme. Any fruit or vegetable brought in for lunch or snack needs to be ready-cut up or peeled, if your child is not able to do this themselves.

When possible, both the playground and field spaces are accessible during playtimes. Make sure your child has a pair of wellies in school to access any space they choose. At break they are supervised by three members of staff, and at lunch time they are supervised by their class playworker.

### **Lunches**

Since September 2014 all Reception/KS1 children have been entitled to free school meals.

If your child brings a packed lunch, please label it clearly. Due to limited storage it would be helpful if lunch boxes were rectangular.

Please could all children bring a named plastic beaker/bottle filled with water so that they can help themselves to water throughout the day.

### **Golden Time**

This is a period of time, usually during Friday afternoon where children are rewarded for keeping the Golden Rules throughout the week. The class teacher chooses a treat or activity for the children to participate in as a class.

### **Newsletters**

The Newsletters are vitally important as they provide lists of key dates, useful information and details of the week's events at the School. Newsletters are produced weekly on a Thursday and are sent to your email address. If you do not have an email address we will put a paper copy in your child's locker or reading folder. The youngest child in each family will bring Newsletters and school notes home. Other notices, referring specifically to your class, will be posted outside the classroom. Any slips should be returned to the class teacher.

### **Notices**

Notices are placed at various points. The main notice board is halfway up the driveway and you will find other notices in your child's classroom windows or the whiteboards outside your child's class. Please check your child's classroom window daily.

Often messages are also uploaded as 'memos' on Tapestry so do keep an eye on your notifications.

## **Uniform**

Do see our [Uniform Guidelines](#) for the most up to date information regarding uniform. Our PTA periodically run uniform sales where pre worn uniform is sold at rock bottom prices - an excellent way to save money and end up with a real bargain!

A pattern for our preferred style P.E. bag can be found [here](#).

## **Wet Weather**

Children should wear wellingtons to school and change into their shoes. All classes have a welly rack outside. Please ensure both boots are named on the inside.

## **Absences**

If your child is ill and unable to attend school, **please phone the school before 8.50am on 01225 872185**. If your child is suffering with diarrhoea and/or vomiting, please allow 48 hours after this has ceased before returning your child to school. Sadly we have no sick room, so please do not send your child if they are at all unwell.

## **Accidents**

If a child has an accident at school or is unwell and needs to be sent home, then you will be contacted and asked to collect him or her. He or she will normally be waiting for you in the Reception area of the School Foyer.

## **Reading Folders**

Foundation Stage children do not need to bring their own pencils, pens etc. Please bring any essential items in a small backpack that will fit on your child's peg. There is no need to purchase your own Reading Folder. These are provided by school in early October. Children will bring books home and parents are encouraged to read with their children each day, a reading log is included in the folder for parents and teachers to comment and update on children's progress. Our reading folders are large enough to hold notes, but not food please.

## **Consultation Evenings**

This is a chance to talk to your child's teacher about his or her progress. Two dates are provided by appointment, to be arranged between 3.30 – 6.30pm (details will be given nearer the time).

## **Access Afternoons**

This is a chance to have a look at your child's work with your child. It is not the time to talk to your child's teacher about a specific problem you may have; to do this it is best to make a separate appointment. An electronic sign up sheet link will be sent out to you. The visit lasts around 15 minutes. There are two access afternoons. If you have more than one child you can split the visit between the classrooms or you can attend a different class on each morning. Access afternoons are held twice a year.

## **Harvest Festival**

Parents/Guardians may attend this short service, however due to the size of the hall numbers are restricted to two people per family. You may bring younger siblings who are not at the school, but you are requested to keep them quiet during the service, and sit where you can take them out should they make a noise. The Harvest Festival date is posted outside your child's classroom and

more information is given in the newsletter. Children are usually asked to bring food donations – which are sent to local charities/care homes.

### **Christmas Productions**

There are two separate Christmas Productions. For the Foundation/Key Stage 1 Nativity Play, tickets may be collected in advance from the Class teacher. A notice regarding this will be sent to all parents. The first performance will be for adults only; younger siblings are allowed to attend the second performance. Once again, it is best to sit near the end of a row, so that if they do make a noise, you can leave fairly easily. You are notified, via your child's reading folder of your child's role and asked to provide/make a part of your child's outfit – details will be provided. Production dates are posted outside your child's classroom and in the newsletter. Two tickets are allocated per family.

### **School Photographer**

The taking of school photographs is organised by the school and you will not be needed to attend. Individual photographs are taken in autumn term and class photographs in the summer term. Pictures are taken individually and with siblings in the school. If you wish to include pre-school children in the joint photograph, there is an opportunity to do so in the school hall, prior to the school day starting, on the same day.

### **Lost Property**

There is a lost property box, which is kept in the KS1 corridor. It is essential to make sure **all clothing, snack/lunch boxes and water bottles are to be named**, so that it can be returned easily. We do not have the time to search for un-named items.

### **Sports Days**

Two Sports Days are held, one for each Key Stage, on the school playing field (subject to weather conditions). Notice is given in the newsletter and all parents/families are welcome to attend. Parents are very welcome to join in the final parents' activity.

### **Parent Teacher Association (PTA)**

**ALL** parents are automatically members of the PTA. Meetings are held on a regular basis but even if you are only able to attend occasionally, or if you are only able to offer skills or facilities without attending meetings, the PTA will be grateful. It's a great way to have a say in what is happening at the school and to meet new friends. The PTA raises money for the school through a series of events held throughout the year. Tickets for most events are sold under the canopy outside Class RH, unless otherwise stated – look out for the 'Support Your School' banner.

The two main PTA events are the Christmas and Summer Fairs

- Parents are asked to volunteer to man a stall or game for a short period of time.
- A Game/ Stall is allocated to a class and the manning rota is posted outside your child's classroom for you to offer your time to a slot. Some Classes have a rep who will ask you if you can help out.
- Children are asked to bring a bottle or chocolate donation for the tombola – usually in exchange for a non-uniform or "Mufti Day". Prior notice is given for Mufti Days in the newsletter.
- School Disco – The School disco is staged in two parts – Foundation/KS1 and KS2. KS2 is held directly after Foundation/KS1. Tickets are sold in advance for these events on a first come first served basis (notice given by posters and newsletters). A tuck-shop is run by the PTA, and children are able to buy sweets and drinks. Some reception children's parents may wish to stay on site and refreshments are made available in the library. You may leave your child and collect them at the end should you wish.

Please see the PTA information sheet for further information and for details of how to get involved.

### **USEFUL TERMS**

Early Years Foundation Stage (EYFS) - Reception  
KS1 - Key Stage 1 (Years 1 & 2)  
KS2 - Key Stage 2 (Years 3-6)  
LA - Local Authority  
PTA - Parent Teacher Association  
Inset Day - The School is closed for teacher training  
Consultation Evening – Parents evening  
Mufti Day – Non-uniform day, these are usually for fund raising