



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

Produced by the school and the PTA working in partnership

First Day

On the first day **ONLY**, Reception children should arrive at 10.00am. (Morning entry children only)

Drop off and Collection of your Child

In the morning there will be a teacher in the classroom from 8.50am. Children should arrive no earlier than **8.45am**. 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 3.10pm so that they are not caught up in the rush of the older children. School ends for the rest of classes at 3.15pm.

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 put their snack in their drawers when they arrive in the morning.

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.

A small security toy may be brought for the child to use for the first weeks if necessary. It should be clearly labelled and is the responsibility of your child. No toy guns or aggressive toys are allowed. Toys are kept in the children's locker when not in use. After half term a "Friday only" rule applies for toys, (please see the section on Golden Time). **DO NOT** send your child with an expensive/precious toy, as we cannot take responsibility for it. During fine weather, the children play outside on the tarmac, except in the summer, when they play on the grass. At break they are supervised by two 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 good behaviour and keeping the Golden Rules throughout the week. They are allowed to bring a small toy for free play. The toy stays within the classroom but please do not send in anything of high cost or sentimental value, and please name it.

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 Friday and a link to the on-line version will be sent to your email address. If you do not have an email address we will put a paper copy in your child's reading folder. Other notices, referring specifically to your class, will be posted outside the classroom or e-mailed to your e-mail address.

Notices

The PTA notice board is outside the Music Room, close to the back gate 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. However, we aim to ensure information is also on the school website or sent by email or text to support working parents.

Uniform

A full range of school uniform items are available from our uniform suppliers, M&S online www.mandsyourschooluniform.com. School colours are red and grey and include:

For girls: Grey tunic or elasticated waist skirt, red and white gingham summer dresses; polo shirts (red or white); red cardigan; grey trousers; white, red or grey socks or tights

For boys: Grey trousers or shorts, polo shirts (red or white), red jumper, white or grey socks

Please provide Velcro fastening shoes instead of laces **(NO TRAINERS)**.

In cold weather both boys and girls may wear grey trousers.

P.E. Kit

For health and safety reasons all children change for Physical Education.

Saltford School Red PE t-shirt- available from Harvem, Bath Hill, Keynsham or online @ www.harvemschoolwear.co.uk It is our preference that this item has the logo on it.

Plain red round neck t-shirt as an alternative to Saltford School Red PE t-shirt.

Plain black track suit bottoms or black shorts, depending on the weather

Trainers (easy fasten preferred, particularly for our younger children)

Black plain track suit top with or without hood

Each child also needs a PE bag – details of our preferred style will be included in your pack of information.

Wet Weather

Children can wear wellingtons to school and change into their shoes. Please provide a named clothes peg to keep boots in correct pairs and ensure both boots are named on the inside.

Absences

If your child is ill and unable to attend school, **please phone the school before 8.45am 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.

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. We would prefer children not to bring back-packs or satchels if at all possible as we are very short of space, and they create a difficulty on the children's pegs. Each child will receive a reading folder in Week 3. 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.

Swimming

Children swim once a week for the first term of the school year and then from Easter to the end of the summer term. **Reception children do not swim during the first term.** Children are required to wear a swimming cap (marked on the front of the cap with their name), trunks (not shorts) for boys and a costume (not bikinis) for girls. Swimming is only possible with parental assistance. Weekly rotas are placed outside your child's classroom for you to indicate when you can help.

Consultation Evenings

This is a chance for you and your partner to talk to your child's teacher about his or her progress. Two dates are provided by an electronic appointment, to be arranged between 3.30 – 6.30pm (details will be given nearer the time). The school provides a crèche facility for school aged children in the library during the period of your meeting. However, this is not intended for small babies. Consultation Evenings are held twice a year.

Access Mornings

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. A list will be placed outside your child's class before-hand for you to indicate which of the two dates you will be able to attend. The visit lasts around 15 minutes. There are two access mornings. 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 mornings are held twice a year.

Harvest Festival

Parents and/or grandparents 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 – any remaining tickets are allocated via a ballot at a later date.

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 at 8.45am in the school hall, on the same day as individual photographs are taken.

Lost Property

There is a lost property box which is kept in the KS1 corridor. It is essential to make sure all clothing is labelled 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

Foundation Stage - 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