



Dear Parents/Carers,

This pack is designed to help parents who have children starting in our Nursery and Reception class at Woodford C of E Primary School and Nursery. It contains all the information you need to ensure that your child makes a settled start at our school.

Staff

In the Early Year Foundation Stage, there are 3 members of staff. These are Mel Eldridge ~ Early Years Teacher, Laura Cashman and Aimee Fearn ~ Nursery Key workers

Settling in visits

These are normally held in July but with the current situation, we are unable to do this. We may be able to do this in September to introduce your child to our school. More information on this will follow as soon as announcements have been made by the Government.

Home visits

Again these normally happen at the beginning of September and we will inform you of this as soon as we have more information. Parents and children often feel more relaxed in their own home, and parents appreciate having time to talk on a one-to-one basis. Children always remember and talk about a home visit long after the event so this informal visit forms a good basis to build relationships with staff.

Part time provision

We normally have a few days on a part time basis where the children can stay for lunch before becoming full time. The children will come in via the playground and the doors will be open from 8.50am for children to come into school. They will be staying for lunch and so we ask that you send them with a packed lunch each of these days or book a hot dinner through Dolce. At 1pm, we will bring the children out via the main Reception and ask that you wait outside for us.

Full time provision

When children stay all day this is from 9am to 3.15pm. The only change this week will be when the children are collected at home time it will be from the playground instead of at the front of the school.



If you have any further queries please feel free to contact Mrs Eldridge by calling the school on 01832 733221 or emailing Melissa@woodford.northants.sch.uk.

Yours sincerely,

Mel Eldridge

What do you need to know?



School times

For Reception children:

Doors open: 8.50am and close promptly at 8.55am.

Morning session: 8.55am – 12.20pm

Reception lunchtime: 12.20pm – 1.25pm

Afternoon session: 1.25pm – 3.15pm

For Nursery children:

Doors open: 8.50am and close promptly at 8.55am.

Morning session: 9am – 12.00pm

All day: 9am – 3.00
(12.20pm – 1.25pm for lunch)

It is very important that your child arrives on time each day as we begin learning activities straight away. The school gates are only opened at the beginning and end of the day, so if you are late or need to collect your child early, you will need to come to the main school entrance.

We monitor our children's attendance very closely so please ring and tell us if your child is ill and unable to come to school. If one child in your family is ill, then the others must still come to school. Every time a child is absent or late for school they miss important work and can find it very difficult to catch up later. School will ring home and meet with parents and carers if there are any concerns about a child's attendance. Please understand that this is because we care about your child and want them to reach their full potential in school. Persistent absences from funded Nursery places, could find that funding is withdrawn.

Before and After School Provision

We do have a Breakfast Club available for Nursery and Reception children from 8-9am, where children have breakfast then join in games and activities.

There is also an After School Club for children aged 4 and over from 3.15 to 6.15, paid for in hourly sessions i.e. 3.15-4.15 or 3.15 to 5.15 etc. The children enjoy various activities and a snack is also provided.

Both clubs required children to be booked in advance. Please see Mrs Coulson or book online via our website, if you would like your child to attend.



Collecting children

We need to know who is collecting your child at all times. If we do not recognise the adult collecting them, we will not let them go. Please let staff know if somebody new will be collecting your child.

Please be aware that the person collecting your child must be 16 years or over.

Snack Time

Children in the Reception and Nursery have access to a snack mid-morning. This may be a cereal, crackers, biscuit or yoghurts to name a few of the selection we provide. To enable us to give the children a variety of foods at snack time we ask **Reception parents to contribute £1 a week.**

We believe that snack time offers more than just an opportunity to eat, we feel it also...

- Encourages children to experiment with new foods.
- Develops knowledge of health and what keeps them healthy.
- Develops social skills by talking and sharing.
- Develops independence as children serve themselves.

Under Government's School Fruit and Vegetable Scheme, each child aged four to six in LEA-maintained schools will be entitled to receive a free piece of fruit or vegetable each school day.

Please inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them.

Lunchtime

In Reception, all children are entitled to a free school meal at lunchtime. Our meal service provider is Dolce. If you would like your child to have a school meal, please return the slip to the school office, so an account can be created for you. The school does not make orders or take money for any school meals. All meals must be ordered and paid online in advance by parents.

P.E.

Your child will need a pair of black shorts and a red t-shirt for PE. This can be left on your child's peg in a draw string bag. We will not be doing PE outdoors so outdoor PE shoes not need are not required. Children are not allowed to wear earrings for PE. If your child has pierced ears they will need earrings to be removed on PE days.



Tapestry

What is Tapestry?

Tapestry is an on-line system which allows us to create an individual Learning Journey for every child. We can add comments, notes, photographs and videos of your child and then link these to the Early Years Curriculum. It can be accessed via the internet or downloaded as an app.

We are constantly observing and assessing the children and we take photographs and videos as evidence of the children's experiences and achievements. We use Tapestry to keep all of these observations in one place that is accessible to staff. This helps us to monitor your child's progress in all the areas of learning.

Advantages to Tapestry

- ★ Tapestry allows us to monitor the coverage of all areas of the curriculum and highlights areas that need further development.
- ★ Tapestry allows us to keep video evidence of the children which is a powerful assessment tool, particularly with regards to Communication and Language and role play.
- ★ Tapestry has the facility to email parents whenever a new observation is added to their child's Learning Journey to keep you up-to-date with what your child has been learning about in school. (Great way to start the "What did you do at school today?" conversation and might mean you get a better response than "nothing"!!)
- ★ Parents have access 24/7 to their child's Learning Journey and can comment on the observations added by school staff.
- ★ Parents can add their own observations to share progress and milestones achieved at home.

Please sign and return the Tapestry consent form to ensure we can add you and your child to the system.



What you can do to help



- Encourage your child to become more independent in terms of looking after their personal needs e.g. going to the toilet, washing their hands, using a handkerchief and using a knife and fork;
- Help your child to practice putting on his/her school uniform, coat and PE kit and make dressing and undressing easy with Velcro and elasticated waists;
- Talk, listen and discuss events with your child at every possible opportunity. Encourage your child to ask for help when he or she needs it and to speak in front of others e.g. when you have visitors ask your child to greet them and answer their questions;
- Use experiences outside and inside the home to stimulate interest and activity. Practice the sort of activities that he/she will be doing in school e.g. play games that involve taking turns, painting or drawing and tidying away toys;
- If your child is beginning to write their name, please use an initial capital only, the remainder in lower case letters;
- Praise and encouragement at each stage of their learning will help your child towards a better start at school. Talk about and praise any pictures or work your child brings home;
- Read to your child from favourite stories and picture books, using a finger to follow the words as you read;
- Sing lots of nursery rhymes and songs with your child so that s/he can enjoy joining in from their first day.
- Help your child become familiar with the school environment and staff by pointing out the school whenever you pass it and by arranging for your child to attend classroom visits and by having a home visit. Read books about starting school together.

Reading books

Once children have settled into school, they will be given a reading book to bring home. Initially, it will be a book without words but your child will be able to make up their own stories, using the pictures. Please encourage your child needs to read the same book several times as they become more confident each time they repeat it. Please sign and comment in their Reading Records to let us know how they got on.

Uniform and Clothing



Our uniform provider is Karlspots Schoolwear.

Their website is: <https://ksschoolwear.co.uk/product-category/woodford-c-e-primary-school/> where parents can order for delivery to home or school.

They also have a store at Unit 7 Trafalgar Road, Kettering (just behind B&Q) where they will be stocking uniform. Parents are able to pop in 6 days a week 9 till 5 weekdays and till 3 on Saturdays to take away uniform.

- A bottle green jumper, cardigan or sweatshirt available with logo from Karlspots Schoolwear.
- Plain white, long sleeved polo shirt or plain white short sleeved polo shirt.
- Grey trousers, grey skirt or grey pinafore.
- Optional summer uniform – green and white gingham dresses, playsuits or grey shorts.

Accessories

- Plain or filled white, grey or black socks. We ask that all children keep a spare pair of socks in school.
- Plain black tights (no leggings)
- Hair below the shoulder should be tied back and may be accessorised with green clips etc.
- Green plain or logo book bag (Year R-Y4)
- Green plain bag (Y5 and Y6)

Shoes and coats

- Plain black shoes or boots. NB boots may not be worn in the summer term.
- All children require a rain coat in school for outdoor lessons.

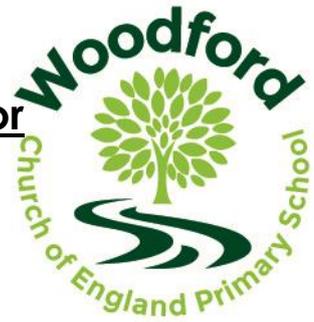
PE uniform

- Black shorts
- Black jogging bottoms
- White t-shirt
- Black hoodie
- Trainers from Year 1 upwards

Please visit <https://ksschoolwear.co.uk/product-category/woodford-c-e-primary-school/>

It is vitally important to name all school uniform, including PE kit, with your child's name, either with iron-on labels, sewn in labels or by permanent pen.

Are you entitled to extra funding for your child?



What is the Early Years Pupil Premium (EYPP) and Pupil Premium Grant (PPG)?

Pupil Premium is additional funding given to schools to help raise the attainment of pupils. Children who are currently claiming the Free Entitlement for 3 and 4 year olds in Northamptonshire, who meet certain eligibility criteria could be eligible for the Early Years Pupil Premium (EYPP). The Pupil Premium Grant (PPG) is also extra funding available for children in Reception to Year 6.

Children will be eligible if their parents are in receipt of one or more of the benefits used to access eligibility for free school meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

The additional funding the school receives from these grants can be used by the school to fund valuable support like extra tuition. Even if you don't want your child to receive a free meal at present, you can still apply to allow the school to access the funding.

If you think that you are eligible to apply for these grants, information about the process can be found online.

Preschool ~ www.northamptonshire.gov.uk/EYPP

Reception ~

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/school-meals/meals/Pages/Entitled.aspx>

Alternatively, please contact the school office or speak to Mrs. Eldridge, who will be more than happy to answer any questions or help support you with your application.

WOODFORD C of E PRIMARY SCHOOL



CONTACT FORM

Legal pupil surname:	
Legal pupil forename:	
Legal pupil middle name/s:	
Preferred name:	
Date of birth:	

Parent/Guardian 1:	
Home address including postcode:	
Home telephone:	
Mobile telephone:	
Place of work:	
Work telephone:	

Parent/Guardian 2:	
Home address including postcode:	
Home telephone:	
Mobile telephone:	
Place of work:	
Work telephone:	

Emergency contacts – Please complete fully with full name, contact number and	
Priority 1:	
Priority 2:	
Priority 3:	
Priority 4:	

WOODFORD C of E PRIMARY SCHOOL

CONTACT FORM



Medical Information - please complete fully and give details where necessary:

Name of GP:

Practice address:

Practice telephone:

Does your child take any medication?

Does your child have a diagnosed medical condition or dietary needs which school

Signed _____ Date _____

Name (in block capitals) _____