

Welcome to Year R Information Meeting



Mission statement

Love of God

Love of one another

Love of our world

Love of learning



This is what we encourage in school and we ask you to do the same

Reception Team

- St. Veronica

Mrs Day (Mon-Tues) Mrs Crombie (Wed-Fri)

Mrs Spivey

- St. Bernadette

Miss Field

Mrs Sharpe

We need to be....

- Ready
- Respectful
- Safe

School day

- Playground is supervised from 8.30am onwards
- Bell goes on playground at 8:40am
- Any late arrivals must report to the school office and sign in
- At the end of the school day the school gate will be opened at 3.15pm and collection is from Classroom doors

School day

- The office is open from 8.00 until 3.45p.m.
- If you need to speak to a teacher in the morning, please leave a message with the office.
- Contact should be made with the office via phone/email wherever possible
- The office will make appointments if you wish to see a member of staff.
- We are very approachable so please feel free to chat to us on the door!

Attendance

- It is a legal requirement that children attend school.
- Appointments should be made outside of school times wherever possible.
- Applications for time out of school should be made to the Headteacher, however, authorised absences will only be sanctioned for exceptional circumstances.

Keeping Children Safe

- Please call us if your child is sick, please inform us promptly. We need to check that children are safe.
- Please let us know of arrangements for collecting your child the people picking up should know the password.
- Please don't use your mobile phone to take pictures in school.
- Pupils are not allowed mobile phones in school.
- Be aware of your child is doing online and support safe practices. Think carefully about what they watch and play online.

A Healthy School

- **Children are encouraged to drink water** Please ensure they bring a bottle with them everyday
- **Healthy school dinners** Please book lunches choices on-line via our School Money site
- **Healthy Schools status** – in line with this, **no chocolate-covered snacks or crisps please.**
- **Food allergy information** - Please ensure that we hold up-to-date pupil information. **Sacred Heart School operates as a nut-free zone.**

Free school meals

In KS1 every child is eligible for a universal free school meal.

If you feel you are eligible for free school meals, due to low income, then please talk to the office. There may be further benefits in the future.

Uniform

- Please follow it – including trainers for PE
- **Please label everything with your child's name**
- No jewellery or earrings please.
- Wear PE kit every Monday

Outline of a School Day

Morning sessions include:

- Story
- Play
- Maths
- Play
- Phonics

Afternoon sessions include:

- Topic
- Play
- Circle Time
- Play

Equipment

- Water bottles
 - To be made available to children everyday
 - Must be 'sports-top' style bottle, with a push-close nozzle (no screw topped bottles allowed).
Recommended bottles are available for purchase from the school office.
 - To be filled with water only
- Lunch boxes
 - To be clearly marked. No nut products in their lunch please.

What your child needs every day

- Named water bottles
- Named coats
- Named wellies to keep in school
- A named school bag
- Yellow reading log and reading book
- A spare change of clothes (including underwear, trousers, socks and a top) to stay in school
- Plenty of sleep and a good breakfast

Homework/Reading

Please support your child to complete their homework.

Children should have a green book and book to share – **DUE WEDNESDAYS.**

Yellow Book and Reading book with them everyday.

A phonic reading book when ready.

Tapestry

- We use Tapestry to share observations/photos/videos of the children, linked to the Early Years Framework. It's also used to share messages and useful information e.g. website links for phonics
- Please share any relevant information from home e.g. Wow Moments!

Communication

- We communicate with parents via Tapestry, email, phone calls, and texts
- Please make sure you update your information with us and on *School Money* so that you receive all the information you need and so we can contact you when necessary.
- The school website has a wide variety of information:
 - School Newsletter
 - Letters sent home via email
 - Timetables/Forthcoming events

Please make it a priority to check

- Other sources of information are Sacred Heart Facebook and Sacred Heart Instagram.

Payments to school

- **School Money is the method of payment for all monies coming into school except fund-raising events**
- Dinner money
 - FOR KS1 - No payment is required
 - Dinner choices need to be ordered in advance

Breakfast Club/Tea Club

- Breakfast club runs daily from 7.40 a.m. Tea club runs until 5.30pm

Breakfast club is available to pupils in Reception – Year 6. There is a charge of £3.50 breakfast club, £6 tea club. A place needs to be booked online and payment made at this time. During breakfast club, pupils can have breakfast and participate in activities.

Extra – curricular clubs

- Signing up for a club means attending every week. For safeguarding purposes, we do an attendance register every session. Office staff then follow up those who haven't attended, to ensure all pupils are safe. If your child cannot attend for a valid reason, e.g. a medical appointment, please inform the classteacher with a letter. If a child doesn't attend for a two-week period, the place will be lost and passed onto another child. There will be no refund in this case.
- After school clubs will be running from 3.30 p.m. to 4.15 p.m.
- There is a charge of £1 per week to cover the costs of coaching and resourcing. Clubs need to be booked online and payment made at this time.

Many thanks for your attendance
this afternoon.

Mrs Day, Mrs Crombie, Miss Field

