

Reception Booklet 2021-22

Important information for parents and
children.



Welcome to Stocksbridge Nursery and Infant school!

Dear Parents and carers,

Welcome to our lovely school. We are pleased you chose to send your child to us and we look forward to spending the next three years with them and with yourselves.

Starting school is an important marker in a child's life and in that of their parents. We want to give your child the best start to their school education. We want to instil in them a love of learning that they carry throughout their school life and into adulthood. Initially, our first aim will be to help them settle, feel safe and secure, and get to know what school is all about. We know that Covid has impacted most on our youngest children. We will spend time getting to know your child, assessing where they are in their development. Our teaching and learning will move forward from this point.

What do we want for your child?

- We want to give him/her the very best start to school we can.
- We want him/her to be happy, to build their confidence and to feel safe.
- We want him/her to enjoy learning and have fun.
- We will help him/her develop friendships
- We will help him or her learn the routines and encourage and praise them for following the rules by which we live our lives in school.
- We will give them access to a broad curriculum, rooted from great books, based around, and developing from, what they know.



Here's some of the school team your child will get to know.



Mrs Julia Goodband
Class 6 Teacher



Mrs Janine Hutchinson
Class 6 Teacher



Mrs Alison Priest
Class 7 Teacher

Miss Katie Miles
Class 8 Teacher



Class 6 Teaching Assistant
(TA)

Mrs Jackie Jennings

Class 7 Teaching Assistant
(TA)



Mrs Janette Newton

Class 8 Teaching Assistant
(TA)



Mrs Jane Townsend
Headteacher



Mrs Ruth Heavens
Assistant Headteacher



Mr Matthew Collins
Chair of Governors



Miss Claire Wells
Finance Officer



Mrs Jean Merryman
Admin Officer



Mr David Grocock
Buildings Officer



Miss Carly Redgate
Safeguarding
Officer



Mr Rob Barker
Special Needs
Lead

Our contact details:

Stocksbridge Nursery Infant School

Pothouse Lane
Stocksbridge
S36 1EJ

Tel: 0114 2883109

Fax: 0114 2830204

email: enquiries@stocksbridge-nur.sheffield.sch.uk

<http://www.stocksbridgenursery.co.uk>

How to find your child's classroom:

Our Reception children learn in Classrooms 6, 7 and 8. We encourage parents to use any of our entrances in the morning to bring the children into school. You can enter via:

* **Alpine Road.**

Either take the path up through our small wooded area or the one close to our car park. Take the pathway into the small playground and head right to the double doors. Class 8 is immediately on your right. For class 6 and 7, take the steps on your left, turn left passed our school library. The classrooms are just on your right.

* **Pothouse Lane**

Walk across the playground and in through the door to the right. Walk along the corridor for class 6 and 7. Continue and take the steps on your right, down to class 8.

Class 6 also has a separate entrance which can be accessed by following the path at the side of the building.

Pat, our crossing patrol, is on duty each morning and evening to help you and the children into school safely.

Parking around school is often congested. We have a Park and Stride agreement with Stocksbridge Leisure Centre. They are happy for you to park your car there and walk the short distance to school.



Door from the main playground, into the top corridor. Class 6 is the second classroom on the left. Class 7 is the third classroom on the left.



Path from the main playground down to Class 6.



Path from Alpine Road into the small Reception playground. Head right to find Class 8. Head right and up the steps to find Classes 6 & 7.



Path from Alpine Road that leads up to Nursery and Reception. Take the path on the left at the top and this takes you into the small Reception playground.

School Hours



We are still operating staggered start and finish times in line with guidance from Public Health because of the Covid Pandemic. Ordinarily the children would be able to enter school via any external gate and door. At the moment, all the children are required to enter school by a specific gate and door at a specified time. Last year, our children coped incredibly well coming into school on their own and it did make it very secure in terms of social distancing and Covid. We are doing the same this year too. Each class has a 'waving window' where they can say their final goodbyes from. Whilst some parents may be anxious about this system, we guarantee you that we will support your child to settle in school. Should you leave them a little upset, we will ring you once they calm so that you can enjoy the rest of your day knowing your child is happy in school.

Members of staff stand on our external gates in the morning as an added safety measure.

The start of sessions

Class 6 should enter the premises via the main gate onto the top playground from 8.20-8.30am. Please walk diagonally across the playground to the path which runs along the back of school. A member of your child's class team will be there to meet you. Another member of your child's team will greet them again in the classroom.

Class 7 should enter the premises via the gate opposite Alpine Lodge on Alpine Road. They too should arrive between 8.20 and 8.30am. They should make their way into the small playground. A staff member from your child's class will greet them and lead them into school. Additional staff will be on hand to support. Again, another member of your child's staff team will greet the children in class.

Class 7 should enter the premises via the gate opposite Alpine Lodge on Alpine Road. They too should arrive between 8.35am and 8.45am. Their grown ups will be around to support them coming into school.

The end of the day

Our primary concern is to ensure that each and every child is safely handed back to their parent/carer. You can help us achieve this by waiting in the designated space.

Class 6 parents are asked to wait along the wall outside Class 6 (at the end of the large playground). The children will be dismissed by their teacher from the classroom gate at 2.45pm. They will be handed to their parent/carer one at a time.

Class 7 and class 8 parents are asked to wait in the small yard (Alpine Road entrance). The children will be brought out in a line, by the class teacher and TA. The children will be handed over in line order to their parent/carer. We ask that you do not encourage your child to leave the line before their turn to help us keep them safe and teach them simple routines. Class 7 will be dismissed at 2.45pm. Class 8 will be dismissed at 3.00pm.

Our figurative doors are always open even if our actual ones aren't at the moment.. We want you to feel truly welcome in our school. Brief messages can be passed to your child's classroom adults in the morning. If you want to discuss something in a little more detail, after school is generally more convenient. All we ask is that you let the adults dismiss all the children so they have the time to spend with you.

We do not allow the children (ours or siblings) play on our outside equipment before or after school. This is because it has to be supervised by a member of school staff for insurance purposes.

If someone different is going to be collecting your child, please let us know. If there is a change during the school day, please give us a ring to let us know. We do not let children go with other adults unless we have been informed by you. We will phone you in situations where we are not sure of the collection procedure.

Transition / Settling in



Our transition plans look different at the moment because of the restrictions we are under as a result of the pandemic.

We will send home a short film of what your child's classroom is like. It will also include pictures of the places which will be important to them when they join us—the playground, the hall, the toilets.

Our usual Induction Meeting will take place via ZOOM.

The teachers will organise some shared zoom stories for you and your child to enjoy.

Details of all of these are included in your Welcome Pack.

Starting from another setting

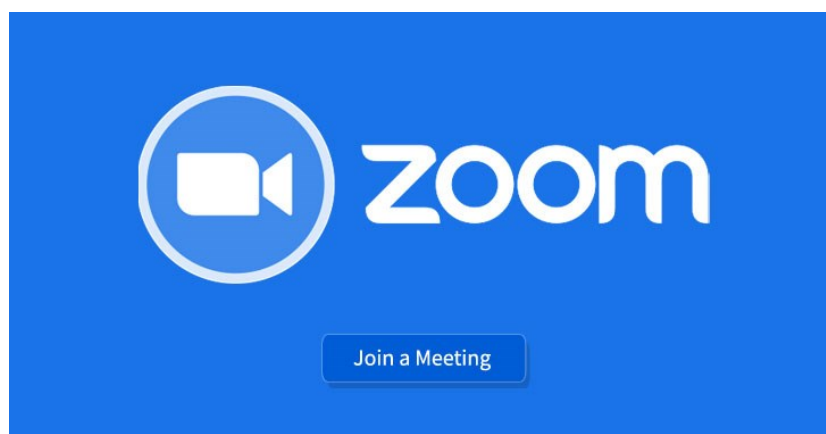
If your child is joining us from another setting, we have already made contact with the setting to find out as much as we can about your child/children. We have also asked about their friendship groups at Nursery and Pre-School so we can ensure they start school with someone they know and get on with.

If your child is joining us from another setting and you would like a chance to chat with your child's teacher/s, please email enquiries@stocksbridge-nur.sheffield.sch.uk. Your message will be forwarded to your child's teacher/s who will contact you.

Parents/carers of our direct entry children will find an admissions form within the Welcome Pack. Please complete this and bring it along on your child's first day. Please also bring along their birth certificate as we have to see this document by law. The admissions form asks for your contact details. We cannot accept your child into school without it. At a later date, a member of the Office team may contact you to go over the form just to make sure we have all the information we need.

The first day

Within the Welcome Pack there is a letter giving details of your child's classroom and their teacher. It also gives you their start date and time.



Reception Routines

Play inside and out

As in Nursery, the children can free-flow between learning and playing inside and outside. Ordinarily the children have the opportunity to mix and play with children from different Reception classes. In September, it may be that the outside spaces have to be more timetabled so that the children remain within their own class group. Regardless of how we organise outside, we will use it whatever the weather. It's a good idea for your child to have a pair of wellies in school. Please remember to name all clothes, including shoes and wellies. One school sweatshirt looks very much like another and the lost property bin is always full!



Welly Wednesdays

On Welly Wednesdays your child will learn outside doing Forest School type activities for half of the day. They are welcome to come to school in their ordinary clothes (non-uniform). We recommend older clothes as we make dens, climb trees, roll down banks and quite often get very dirty. Please be mindful of the weather and provide clothing and footwear that is appropriate to that your child is comfortable in their play. Your child's teacher will let you know when the first Welly Wednesday is and then they happen each week from then on.

Eating and Drinking!

Snack is available free of charge each day. We have been awarded 'Healthy Schools' status and as part of this provide the children with a healthy snack to eat (fruit or vegetable). The children generally have this snack during the morning.

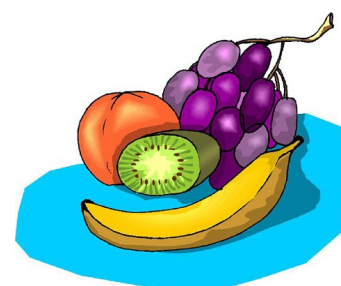
Your child may want to bring a snack from home for the afternoon. Please see the snack list in your child's Welcome Pack which gives information on which foods are allowed.

The children can choose to have a free school meal. The menu is sent home each week on the newsletter. Meals can be ordered each morning electronically using the large interactive whiteboard at the front of each class. We'll show you and the children how to do this when they start. Alternatively they can bring a packed lunch from home.

A trolley is provided in the main hall, where you can leave lunch boxes in the morning. Please make sure lunch boxes are labelled on the outside as we often get several the same.

Children are entitled to free milk until their 5th birthday. After this date, they can still have milk but it must be ordered and paid for..

If your family receives benefits your child may be eligible for additional funding. We use this to support clubs, visits and also to provide free book packs for the child. If you think you may be eligible, please complete the form within the Welcome Pack or alternatively, just call at the school office.



Further Information



Illness and medication

If your child is poorly and can't come to school, please phone the office to let us know why they won't be in. Alternatively you can use the Studybug app. This is a really quick, free way to inform school and it is often easier to do this than try to get through when the phone line is busy. There is a flyer in the welcome pack telling you how to register. If your child should suffer from **sickness or diarrhoea** please **keep them at home for 48 hours**. This is just to try to ensure we don't have it sweeping through school for adults and children. If your child has a head bump whilst at school an 'accident note' will be written and given to the person collecting the child at home time. We will ask this person to sign a duplicate to show that information has been shared.

If your child becomes ill or has a more serious injury, they will be looked after by one of our paediatric first aiders and you will be contacted. **PLEASE ENSURE THAT WE HAVE CURRENT EMERGENCY CONTACT NUMBERS AT ALL TIMES.** Let us know if any phone numbers are changed. Thank you.

If your child arrives at school with an existing injury, staff will ask you about this and make a record. This isn't anything to worry about but is part of our normal safeguarding practice.

If your child has been poorly, is well enough to return to school but has been prescribed medicine which needs to be taken four times per day, we can administer this in school. We have trained members of staff to do so. You will be required to complete and sign a consent form beforehand, which can be done in our main office at the front of school. It will be your responsibility to collect the medication each evening and return it to school each morning.

Children who suffer with Asthma - We advise that you ask your doctor for a 'spare' inhaler which can be kept in the classroom during term time. Inhalers are kept in a secure place in your child's class and are easily accessible by an adult. We ask that all inhalers and spacers are named. We send home medication at the end of each term. It is parents' responsibility to check that it is in date.

If your child has any other care needs, please just contact school so we can discuss them and put things into place to ensure their safety and look after them.

Absences and Holidays

If your child is going to be absent because they have a medical appointment please telephone school or notify us in advance. The office staff will ask to see your appointment card to authorise the absence.

If we are expecting your child and they don't come to school, a member of our Office staff will contact families. We just want to check that the child and family are all OK.

Following local authority guidance we do not authorise any leave in term time, unless the circumstances are exceptional. Holidays are not considered exceptional and will not be authorised. You may apply for this in writing to the Headteacher (Jane Townsend). The form can be found on the school website.

Monies

Payment can also be made online via 'ParentPay'. Details of such are in your Welcome pack.

Change of circumstances

Please notify us of any changes in the following:

- Address.
- Home/mobile telephone number.
- Place of work.
- Doctor and health visitors.
- Emergency contact numbers.
- Named adults for collecting your child.
- Adults or children living in your family home.



Further Information



Closures, holidays and dates

Please refer to the calendar on the school website

<https://www.stocksbridgenurseryinfants.co.uk/> Should school have to close due to very heavy snow, we will inform you via email, using the address that you have provided. Announcements are made on Radio Sheffield. You can also subscribe to the Sheffield School Closure Alert system via this [link](#).

We send out dates of events at the beginning of each term. They can also be found on the school website. A weekly newsletter is sent home each Friday and this also has reminders about what is happening in the coming week.

School Uniform

Children may wear blue or red sweatshirts or cardigans. They can choose from blue, red or white polo shirts. They may wear blue or red dresses. They can choose to wear blue or black leggings, trousers, skirts or shorts. You can order your child's school uniform online at www.schooltrends.co.uk. The company also sell our 'sew on' badges which can be added to uniform bought from other stores. We also have uniform in school which can be bought. Once we reopen more normally, you may want to check at the school office if we have the items before purchasing online. It helps in the early days, to choose items of clothing the children can handle themselves. Buttons can be tricky for little fingers. Lace up shoes and trainers are better left until Year One where we teach the children how to tie them.

PE

The children will also require an indoor PE kit of navy or black shorts, a white t-shirt and a pair of indoor plimsolls. We do PE outside each week and for this they will need trainers, leggings, t shirt and sweat shirt. Outdoor PE goes ahead in cold weather, so please bear this in mind. In September your child's teacher will send you a letter informing you of which days your child will do PE on. Please send your child to school in their PE kit on those days.

Please note that we have a policy in line with the local authority of NO jewellery to be worn during PE sessions. **Piercings must be removed by child to join in PE. Please bare in mind that new piercings take up to 6 weeks to heal; 6 weeks without taking part in developmental activities. If you are thinking of having your child's ears pierced please do so at the beginning of the six week holiday.**

Please can you keep an eye on the weather each day and ensure that your child is wearing appropriate clothing. During winter please provide gloves, scarf, hat and a suitable coat. In summer please provide your child with appropriate clothing and apply sun screen to all exposed areas of children's skin before school. If you wish to leave a tube of sun cream in class, please write your child's name on it, for staff to support your child in reapplying. Sun cream cannot be shared amongst children in case of allergies.

Children may have 'toileting accidents' in Reception and need to be changed into clean clothes. If this happens we will place the child's own clothes in a carrier bag for home time and at the end of the day explain the nature of the 'accident'. We ask that you wash and return the Reception clothes as soon as possible for us to use again.



And finally...

We haven't included all the information you will need in this booklet or in the Welcome Pack. We don't want to overwhelm you. If you do have any questions, feel free to ask us when we meet virtually at the Induction Meeting. Alternatively you are welcome to ring or email us anytime and we will do our best to answer your queries.

Here is a little flavour of some of the things your child will enjoy during their first year with us at school:

