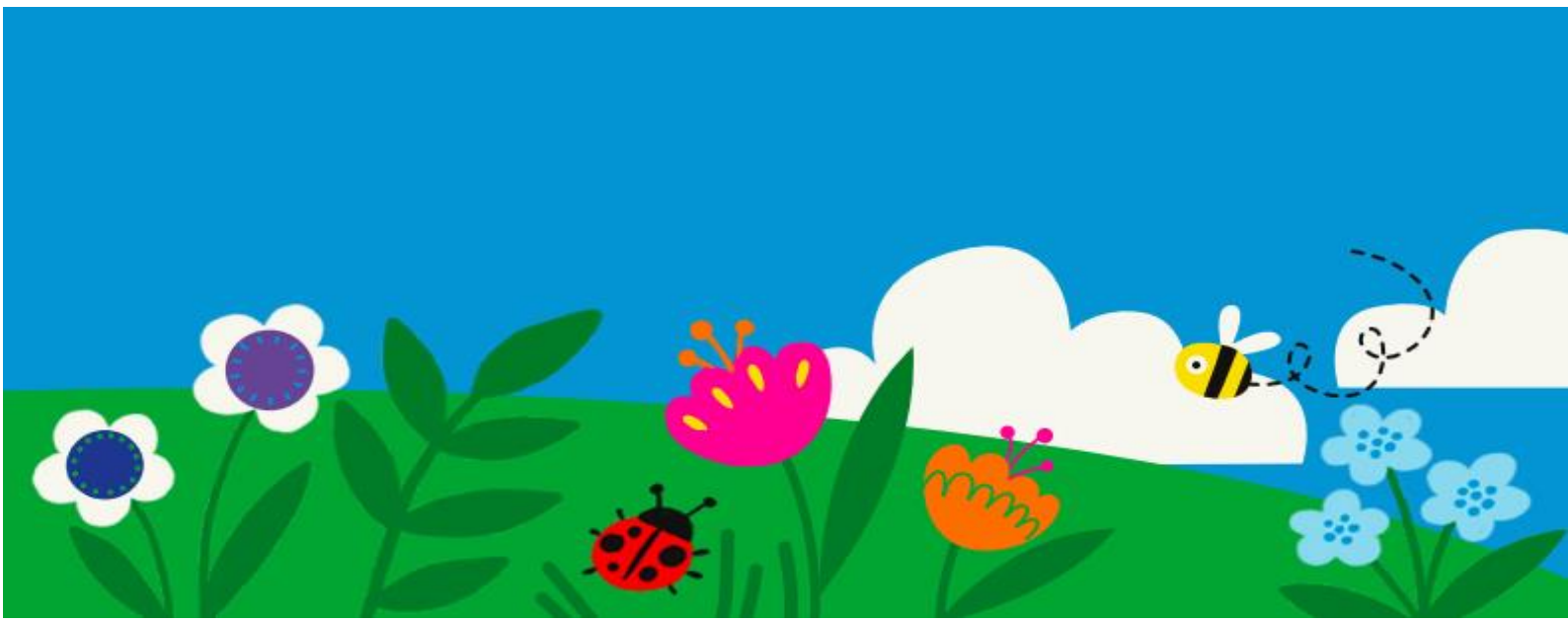




**Reception
Induction Booklet
September 2024**



Contents

| | |
|-----------------------------------------------------------------------------|----|
| Welcome Message | 3 |
| People you who you will meet at St. Michael's..... | 4 |
| Before and after school arrangements | 5 |
| Snack Time | 5 |
| School Lunch Ordering - Relish | 6 |
| Uniform | 7 |
| Curriculum..... | 8 |
| A Typical School Day..... | 9 |
| Forest School/Muddy Monsters..... | 9 |
| Behaviour | 10 |
| Illness | 10 |
| Communication..... | 11 |
| ParentPay | 11 |
| Unauthorised Absence Penalty Notices from 19 th August 2024..... | 11 |
| How can you help your child prepare for school? | 12 |
| Contact Details | 13 |

Welcome Message

We are delighted you have chosen St. Michael's Primary School as your child's school and we are looking forward to welcoming your family to our school community this year.

This booklet contains details of what to expect in the coming weeks as your child begins their transition into school and of what to expect once school begins in September.

You are invited to an **induction meeting on Wednesday 19th June, 2024 at 6:30 pm** at St. Michael's. At this meeting we will go through some important information about your child starting school, you will have the opportunity to meet staff, see the classrooms and to ask any questions you may have.

Over the last few weeks, it has been wonderful to meet your children in their current settings and gain a bit of an insight into them from their Key Workers. There will also be the opportunity for you and your child to take part in a number of stay and play sessions before they start school in September which will provide you and your child a chance to become familiar with the setting, get to know the teachers and to meet some of their peers. The dates and times of these stay and play sessions will be communicated to you soon.

Here at St. Michael's, we are guided by our Christian values to inspire one another, encouraging confident, committed and caring children to flourish through life's journey.

Starting school is a huge milestone for your child and we want to make it a happy and exciting experience for them. We also appreciate that for you, as parents, it is a milestone too! We want to reassure you that we will be working closely as a partnership as your child begins their learning journey at St. Michael's.



People you who you will meet at St. Michael's



Mrs Robertson
Headteacher
Until August 2024



Mrs Ballinger
Executive
Headteacher
from September 2024



Mrs Hobson
Deputy
Headteacher
From September 2024

Staff you will meet within in Reception



Miss Murray
EYFS and Phonics Lead



Mrs Askew
Teacher



Mrs Player
Teacher



Mrs Spires
SENCO

Before and after school arrangements

Please drop off and collect your child from the Foundation Stage Playground.

In the morning the gates open at 8:40 a.m. and children need to be in school ready to be registered by 8:50 am.

On the first day of school please bring your child to their classroom door where their teachers will be ready to take them into the classroom. In the following weeks, once the children have settled into school, we will ask that you say your goodbye at the Foundation Stage Playground gate and encourage your child to walk into class independently. There will always be a member of staff on the gate to pass on any messages.

At the end of the day your child will be released from the Foundation Stage Playground classroom doors. Staff will only release your child if their parent/guardian or approved contact is there to collect them. Please introduce us to anyone who is going to collect your child on a regular basis and inform us if there is a change in routine.

Our on-site before and after school club Badgers is run by Humpty Dumpty and can be contacted on telephone number: 01543 416002.

Snack Time



Part way through the morning we all stop for a snack. As part of our commitment to School Nutrition Standards, children are welcome to bring a snack from home (no nuts or products containing nuts), a healthy option is encouraged but please do **NOT** send crisps or chocolate. Alternatively, they can have a piece of fruit from school (supplied by the Government as part of the 'Natural Fruit Scheme')

Please be aware that there are some children in school with severe nut allergies and the slightest contact with anything containing nuts can cause serious health problems.

For ideas and advice on healthy snack options please hold control and right click your mouse on the following link [100 Calorie Snacks | Healthy Snacks | Change4Life](#).

In the afternoon we operate a rolling snack system where children are able to help themselves to a piece of fruit supplied by the Government.

Children are also entitled to a free carton of milk daily up to their 5th birthday.

We encourage the children to drink water throughout the day so please provide your child with a named water bottle. This will be returned at the end of each day to be washed and refilled.

School Lunch Ordering - Relish



Lunchtime begins at 12 noon. The children will be taken to the dining hall to eat their lunch and once finished they will go out to play on the Foundation Stage Playground until the end of lunch at 1:10pm.

Parents need to pre order children's meals up to a term in advance. This will allow parents to have full access to meal choices for their children and provides all allergen information, including the option to remove the allergenic choice of food which is unsuitable for the child. The recipes used are available for parents to download and use should they wish.

Please visit <https://atlp.relishops.com/parents/> and register on the parent portal. This is where you will need to sign in to choose your child's meals. Once you have registered, you will receive an email to verify your details. Once you have verified your email, you will then be required to locate your child(ren) by completing the details to link your child to your account. Meals need to be ordered by midnight before the day of selection. You cannot pre-order the meal on the morning of that day.

For those children who prefer to bring in a packed lunch, please do NOT provide anything containing nuts – there are a number of children with severe nut allergies and even the slightest contact with anything containing nuts can cause serious health problems.

A Government initiative allows all children in Reception, Year 1 and Year 2 to have a Universal Free School Meal (UFSM) every day. This is of course optional and if you would prefer your child to bring a packed lunch from home you are welcome to do so. Please be mindful that you do not send in any nuts or products containing nuts. Once your child reaches Year 3, school dinners will be chargeable – at present they are £2.85. School dinners are paid for via ParentPay.

Even though your child will receive a 'Universal Free School Meal' until the beginning of Year 3, your financial circumstances may allow you to formally register your child as being able to receive income based free school meals. If you do this, our school is awarded Government funding which sometimes allows us to waive some or all of the cost of some activities for your child such as Music Tuition. Please contact Free School Meals at Staffordshire County Council on 0300 111 8007 (then select option 3 followed by option 2) or email: freeschoolmeals@staffordshire.gov.uk.

Whether your child has a packed lunch or a school dinner there are lots of adults to help them, particularly, in the first few weeks. We will of course make sure the children eat and let you know if there are any difficulties at lunchtime.

If your child has any food allergies these should have been entered onto your child's registration form. Please speak to a member of the Reception team or to the Office staff if there is anything further to add to this information. If necessary, the Catering Manager will make contact with you to discuss this further.

Uniform

Pupils at St. Michael's wear their uniform with pride. Wearing a uniform is an important part of the standards we strive to achieve both in terms of representing our school and for the purposes of safety. All children are encouraged to wear uniform from Reception through to Year 6. Uniform can be purchased from Uniform Plus in Lichfield.

Uniform:

- Royal blue sweatshirt, sweater or cardigan
- White shirt or polo shirt
- Grey trousers, shorts, skirt or pinafore
- School tie (optional)
- Blue and white striped / checked summer dress
- Sensible footwear (no trainers or boots (ankle or full length)) - Velcro fastenings on shoes are easier for the children to take on and off when they first start school
- Summer footwear: 'sensible' rather than 'fashion' sandals are suitable; these must be flat sturdy sandals with straps that support around the ankle and over the foot. No sling back straps, no mule style and no flip flops
- Modesty 'traditions' for religious reasons: head coverings should be royal blue, white or plain black.



Please ensure ALL your child's uniform/ belongings are named.

This helps to support the development of children's independence with regards to looking after their belongings but also makes it much easier to locate missing items. Any misplaced unnamed items will go to lost property which you can ask about at the school office at the beginning or end of the day.

Children do not need a PE kit in Reception.

A St. Michael's book bag is the recommended bag for your child in their Reception year. They are the ideal size for the children to transport their reading book, small snack, and any work they would like to show you to and from school. We have a special storage system in class they helps promote the children's independence for their book bags. We would prefer your child does not bring a ruck sack as these would have to be kept out in the corridor where space is limited. Book bags can be purchased from the PTA.



Curriculum

The Early Years Foundation Stage (EYFS) sets the standards for the learning, development and care of children from birth to 5 years. The curriculum is organised into seven areas of learning and development.



Prime Areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific Areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

At St. Michael's we believe that early reading and the teaching of phonics is pivotal to children's success. We support children to make a strong start in their reading journey through daily Read Write Inc lessons, daily nursery rhymes and stories. All our texts are carefully chosen to ensure children have an awareness of diversity, culture and rich language and vocabulary.

Children learn through a mixture of focus group/class teaching, adult led activities and child-initiated activities. Our curriculum in EYFS is developed so that children build upon prior knowledge and adults scaffold learning to enable children to achieve in all areas of learning.

Children will learn through play and hands on experiences in both the indoor and outdoor environment to promote curiosity, resilience and independence for all children.





A Typical School Day

8:40 am

Gates open and children are welcomed into the classrooms to start early morning activities, in Reception this includes putting their coats, book bags and water bottles in the correct places and then taking part in morning movement.

| | |
|------------|---------------------------------------------------|
| 8:50 am | Registration and the daily calendar is completed. |
| 9:00 am | Whole class adult led teaching |
| 9:20 am | Adult focus and child-initiated activities |
| 10:00 am | Phonics |
| 10:30 am | Snack |
| 10:55 am | Adult focus and child-initiated activities |
| 11:40 am | Mastery Number |
| 12:00 noon | Lunchtime |
| 1:10 pm | Afternoon registration |
| 1:20 pm | Story time/Worship |
| 1:30 pm | Adult focus and child-initiated activities |
| 2:45 pm | Story time/songs and nursery rhymes |
| 3:00 pm | Preparation for home time |
| 3:10 pm | Home time |

Forest School/Muddy Monsters

On Fridays the children spend time in our Forest School area, we like to call this time “Muddy Monsters”. Muddy Monsters takes the children into the great outdoors, whatever the weather, to explore the natural world. We will be starting these sessions once the children have settled into school and will send more details out about what the children need closer to the time.



Behaviour

Positive praise and encouragement underpin our day-to-day work with the children. They are rewarded and praised for their efforts and achievements in a range of ways including verbal praise, stickers and certificates.

From time-to-time children 'misbehave' or make the wrong choice. This is very much part of learning in the early years and therefore, these situations are dealt with in such a way. They are addressed in the present moment, often through conversation and modeling so the children are able to learn how to better manage a situation in the future. Once this has been done it is moved on from. A member of staff will notify you if we feel it necessary.



Illness

If your child is unable to attend school, please phone the School Office before 9:30 am on 01543 227425, select option 3 and leave a message. Please give the reason for your child's absence, for example; sickness, dentist, doctor, etc. and how long you anticipate their absence to be. Each morning after registration we check the whereabouts of any absent children (for their safety) so if we're not aware of a child's reason for absence we'll phone home to ensure they're in safe hands.

If your child has suffered from sickness or diarrhoea, they must not return to school for 48 hours after the last episode, to prevent the spread of infection. We would be grateful for you letting us know of any infectious diseases, such as chickenpox, that are contracted.

If your child becomes ill at school we make every effort to contact you (the Parent/Carer) first, but if we are unable to get hold of you, we will continue down the list of your emergency contact numbers so that your child can be taken home.

If your child has a medical condition, for example, asthma or anaphylaxis, please let us know as soon as possible so that we can make any necessary arrangements. In order to keep your child safe and well, we will ask you to sign a consent form to agree to the administration of any required medication held in school.

If your child develops an allergy or long-term medical condition you **MUST** inform the School Office in order for staff to make the appropriate arrangements for your child's care in school.

Please be aware that without the medical protocol forms no one within school can administer medicine to children. This includes Calpol and antibiotics (unless these are specified in the medication mentioned above).

If your child requires medication during the day you can come to school to give them their medicine. We would very much appreciate it if you could make us aware in advance if this is something you will be doing.

Communication

It is essential that close contact is kept between School and Parents to ensure an effective partnership for your child. This can be done in a number of ways.

Speaking to the teacher: A quick conversation with your child's class teacher is very often all that's needed if you have any questions or concerns. At the end of the day, once all children have safely been dismissed, the teachers will be available to speak to. If it is a message to be passed on in the morning, please talk to the member of staff on the gate who will share the message with your child's teacher. Alternatively, you can if you feel it is a slightly longer conversation or you are unable to talk at the end of the school day, you can email the School Office on contactus@st-michaels.staffs.sch.uk and the class teacher will do their best to get back to you as soon as possible.

Correspondence including reminders, general information, letters, newsletters and PTA information will be sent via text and email. Please ensure you have accurate and up to date contact numbers and emails at all times.

Our School Office is open from 8:30 am until 4:00 pm Monday to Friday. Office staff members are always happy to help with any queries so please feel to talk to them about general matters, or if issues are of a more sensitive nature, these can be passed on to your child's class teacher. Any specific queries related to your child's day to day activities, needs or concerns within their class setting should be discussed directly with your child's class teacher. All matters are dealt with in a confidential manner.

You can find further information in relation to curriculum, policies and other useful documents on our website: <https://st-michaels-lichfield.staffs.sch.uk>

ParentPay

We operate a cashless system called ParentPay (www.parentpay.com) for dinner monies, trips and some PTA events. In September, you will receive an explanatory letter containing a **username** and **password**, which you can change to something more memorable. The information within the letter guides you through setting up your child's account. You can contact the School Office for any extra help you may need.

Unauthorised Absence Penalty Notices from 19th August 2024

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Councils Code of Conduct and the "Working Together to Improve School attendance" statutory guidance (effective 19th August 2024). The penalties for unauthorised leave of absence in term time from Autumn Term 2024 will be:

- *For a first offence the Penalty Notice fine would be £80 per parent, per child if paid within 21 days, rising to £160 per parent, per child if paid between 21-28 days.*
- *For a second offence within 3 years of the first penalty notice being issued, the penalty notice fine would be £160 per parent, per child if paid within 28 days.*
- *Following the second offence every new offence within the 3-year period, will be prosecuted under S444.1 of the Education Act 1996. If the prosecution takes place, the maximum fine is £1,000 per parent, per child.*

This reflects the seriousness of unauthorised absence from school.



How can you help your child prepare for school?

There are many things you can do, and may already be doing, to ensure that your child's start at school will be a success. Below are some of the things we know will help:

- Independent toileting
- Independently putting a coat on and making attempts/demonstrating an understanding of how to zip it up.
- Sitting at a table and using cutlery to eat.
- Encourage listening skills through games. Good listening skills are vital to the development of phonics and reading.
- Encourage speaking skills, model the use of full sentences rather than one word answers and repeat back words that may have been mispronounced using the correct pronunciation.
- Encourage turn taking through games - board games are great for this.
- Learn to recognise their name.
- Encourage the use of tripod pencil grip when mark making.
- Sing number songs such as 5 little ducks or 10 green bottles.

Contact Details

St. Michael's Primary School:

Address:

St. Michael's Primary School

Cherry Orchard

Lichfield

Staffs

WS14 9AN

Telephone Number: 01543 227425

Email: contactus@st.michaels-lichfield.staffs.sch.uk

Website: st-michaels-lichfield.staffs.sch.uk

Badgers Out of School Club:

Telephone Number: 01543 416002

Hours: 8:00 am – 6:00 pm

Website: [Out of School Clubs | Humpty Dumpty \(humpties.co.uk\)](http://Out of School Clubs | Humpty Dumpty (humpties.co.uk))

