

# TELFORD INFANT SCHOOL

LOVING LEARNING

## PARENTS' GUIDE



**A very warm welcome to all our new parents and carers. This guide will give you an insight into your child's school day and practical tips on how you can help your child settle in well and thrive in their new environment.**

### PRACTICAL DAY-TO-DAY AND HOW PARENTS CAN HELP

#### BOOK BAGS

Every child is given a Telford Infant book bag by the Parent Teacher Association when they join our school. These bags can go missing, so please ensure you fill in your child's name on the label on the back of the bag. You can also personalise your child's book bag by putting a ribbon or small key ring on it for them, making it easy to identify. Please keep accessories small as book bags are stored in your children's drawers.

#### DRINKS BOTTLES

Each child will need to bring a drinks bottle to school. Please make sure you label the water bottle as many children will have the same one. The children bring their drink bottles home every day to be cleaned and refilled. Water dispensers are also available throughout the school for children to top up their water bottles during the day.

#### CHANGE OF CLOTHES

Accidents do happen and clothes do get dirty, so please make sure you provide a spare set of clothes in school for your child during their Reception year. These don't have to be school uniform, but they will need to be kept in a small bag on your child's peg.

This bag will need to be kept separate from your child's PE kit. Please make sure you label all your child's clothes, including their PE kit and shoes as things do go missing from time to time.

#### PE

Children have PE on set days, your child's teacher will let you know when this is. On a PE day please put your child in a uniform that is easy to remove ie skirt and top instead of a dress and socks or tights

This helps your child to become more independent and makes the whole changing process a lot smoother. A full list of what your child should wear for PE is on the school website [www.telfordinfant.co.uk](http://www.telfordinfant.co.uk) There's no need to buy pumps for Reception children straight away, the teachers will let you know when they need them.

PE bags can be bought via the school website. PE bags and kits are sent home at the end of each half term for washing.

#### FOREST SCHOOLS

Telford Infant School is actively involved in the Forest Schools Initiative. This gives our children the opportunity to take part in a range of outdoor learning activities. So all children will need a pair of wellington boots and a water-

proof coat which can be left in school throughout the year.

Children may also be asked to bring in some protective/spare clothing at various times throughout the year - please look out for notes your class teacher requesting this. For more information about the scheme visit [www.forest-schools.com](http://www.forest-schools.com)

#### LUNCHTIMES

The school's kitchen serves hot school meals cooked fresh on the premises.

The dinners are rotated every three weeks according to a menu devised by Educaterers. The school has been awarded the Soil Association's Silver Award for exclusively serving organic milk and opting for organic meat choices where possible.

There are two meal choices every day, RED and GREEN, which your child will choose in class in the morning. There will always be fruit, yoghurt and raisins on offer for your children.

Milk and chocolate milkshake, as well as diluted fruit juice are also available, but please be aware these are small portions and no child is allowed more than one. For any child who is still thirsty, there is unlimited access to water.

Classes attend lunch in a rotating pattern, with the exception of Reception, who will always go first. Those classes not immediately going to lunch are accompanied outside, weather permitting, to play. There will be another opportunity to play immediately after lunch, before the start of afternoon classes.

Before going into the school hall for food, children are asked to use the toilet and wash their hands.

Children are encouraged to be independent, but there is help at hand from lunchtime supervisors if they are struggling, eg. with cutting a particularly tricky meal. Good table manners are encouraged and gentle encouragement is given to try a little bit of everything.

Many parents worry about their child not eating enough or not finding anything they like. This actually happens rarely, but when it does and a child repeatedly eats very little, the lunchtime supervisors will give the information

#### "Healthy"

A healthy packed lunch should include



to the class teacher who will pass that on to the parent(s). You can rest assured that your child has been absolutely fine if you don't hear anything to the contrary.

#### PACKED LUNCHES

Most children have school dinners but some parents do prefer their child to have packed lunches.

It sounds easy... but what does the average packed lunch contain?

Healthy sandwich, piece of fruit, pudding, source of calcium and a drink. Please avoid cans of pop, fizzy drinks, sweets and chocolates. The image below is guidance from the Food Standards Agency.

#### TIPS FOR PACKED LUNCHES

Freeze cartons of drinks overnight and use them as a lunchbox cooler, particularly in the summer months.

Keep it simple, avoid messy foods that will leak or make other items soggy & ensure all food is manageable e.g., apples cut into slices.

If you give your child pasta, rice or cous cous, please pack a spoon or fork to eat it with.

And don't give your child too much.

#### FRUIT/SNACK-TIME

All children receive a free piece of fruit each day as part of a government initiative. The type of fruit will vary and it is not compulsory to have it. So if they don't like it they don't like it they don't have to eat it.

Fruit is usually given out mid-morning.

#### MILK

Milk is offered free of charge until your child reaches their 5th birthday. But you will need to make sure you have registered them for it with Cool Milk [www.coolmilk.com/schools](http://www.coolmilk.com/schools) After your child's 5th birthday you must opt-in for them to continue to receive it and arrange to pay this directly with Cool Milk. Please don't forget because if you do your child won't get any. Please ask at the school office if you're unsure how to do this.

#### "Unhealthy"

A packed lunch should avoid



#### HOMEWORK

Your child's class teacher will let you know how to support your child's learning at home.

Reception children will be able to take home a story book for parents to read with them. When a reading book is sent home, this will be changed by your child's class teacher.

#### PARENT PAY

Telford Infant School is a cashless school. School trips, dinner money and breakfast and after school clubs will all have to be paid online via ParentPay (excluding any PTA-led initiatives)

You will be sent details on how the system works, along with a unique online login name and password which you should change to something more memorable when you first log in.

Visit [www.parentpay.com](http://www.parentpay.com) for further details.

#### SCHOOL COUNCIL

School Council discusses issues that directly concern children. They might be asked to contribute ideas for the design of a new playground or their opinions might be canvassed regarding changes of daily routines etc.. They meet every week. Each class votes two representatives onto the School Council. These change every term. Each council member has a red baseball cap which highlights their position, and their photographs are displayed in the lobby area.

#### A TYPICAL DAY

We don't have a set timetable, but knowing that children need routine and structure there are certain events that happen at particular times during the day.

Every day children will learn Phonics, Maths and English.

It sounds quite formal, but all learning is done in a fun and practical way.

Each class has a visual timetable on display. This changes daily, sometimes with the help of the children. Ask your child or teaching staff about this.

#### HOW DO I KNOW WHAT MY CHILD IS LEARNING?

Every Thursday during term time the school office sends out email newsletters. These contain key dates and activities being undertaken by our children and other information that may be of interest to the family. Please make sure that the school office has your up-to-date email address. It's also worth checking your child's book bag as information is often placed in them.

At the beginning of every half term each year group will send our two pieces of information:

A letter explaining routines, expectations, key dates and how you can help your child at home.

A Topic Web giving an overview of what will be taught in each subject that half term is sent home to parents. This will help assist your child with their learning at home by reading linked texts, find resources and research online. For example, if the theme is Autumn you might collect conkers on a walk.

#### HOW DO I KNOW WHAT TO DO WITH MY CHILD'S READING BOOK?

You'll be advised about how to do this in the termly letter, but if you are unsure please ask the class teacher or teaching assistant.

Always remember that each child learns differently so don't worry if your child's reading choices are different to those of other children.

#### KEEPING TRACK VIA TAPESTRY

To track the children's learning throughout their time in Reception the school uses an online app called Tapestry. This enables them to share with you a snapshot of learning across all areas of the curriculum, significant moments and special experiences.

The amount of observations posted will vary week on week and also between different children. You are able to log on to the app to view and contribute to your child's profile. Throughout the year the teachers will set Tapestry

challenges for parents, families and children to work on together at home. It is a great way to find out what your child is learning in their first year!

#### WHAT TO DO IF YOUR CHILD IS ILL

If your child is poorly please make sure you phone us so we know where they are.

If they have had sickness or diarrhoea you must keep them off school for a minimum of 48 hours.

Each child has their own particular needs, with some children coming into school with pre-existing health con-



ditions, for example asthma, epilepsy, hearing issues, allergies etc. Please make time to talk to your class teacher who will discuss with you the best ways to manage your child's health issues.

This may involve the School Health Advisor who can support your child and the school by putting together a care plan which is then shared with school staff.

If your child takes regular medicine this can only be administered under the agreement of a care plan. The School Health Advisor will provide training for all staff to ensure they can help manage different conditions. A Medicines in School Policy can be found on the school website which explains what the school can and cannot do if your child needs short term medication but is well enough to attend school.

#### HOW DO I ARRANGE A MEETING WITH MY CHILD'S TEACHER?

Your class teacher is always happy to talk to you about how to make your child's learning journey the best it can be. But be warned first thing in the morning may not always be the best time to catch them for a chat as it's a busy time preparing for the day ahead.

If you want to chat about your child make a verbal appointment to see them at some other time or call the school to arrange on 01926 425544.

#### OUTSIDE SCHOOL HOURS - BEFORE AND AFTER SCHOOL CLUBS

These are very popular with parents, so please be quick and register your interest if you are going to need this service. Places are given on a first come, first served basis. It is also worth looking into other childcare options in the area including childminders.

**SMILES BREAKFAST CLUB:** If your child is offered a place at breakfast club then you are committed to the days you have signed up for and must pay for them whether your child attends or not. Each morning children are taken to the classroom by the breakfast club staff.

**SMILES AFTER-SCHOOL CLUB:** If your child is offered a place at after-school club then you are committed to the days you have signed up for and must pay for them whether your child attends or not. Children are collected at the end of the school day and are taken to the after-school club room by club staff.

**OTHER CLUBS:** There will be further after school activities on offer. Many of these clubs (cookery, photography, sports) will be offered by providers not directly associated with the school and will run directly after school finishes. These activities are usually advertised via flyers coming home in the children's book bags. Not all clubs are open to all years and some maybe by invitation only. Different activities have different ways of allocating spaces; some may be first come first served, others may allocate places by lucky dip if they're oversubscribed. Please note that Reception children are not invited to attend other clubs during their first term in Reception.

#### PLAY-DATES

Playdates are a great way to encourage friendships and develop social skills and confidence. If you're arranging a play-date for your child please tell your child's teacher on the morning of the date, or email them or phone the school. Don't just turn up, your child's safety is paramount to us and we want to know in advance who they're going home with.

#### SPORTS DAY

This is annual fun event held in either June or July. All families will be invited into school to watch the children take part. Children work in teams to participate in a range of sporting activities.

### HOW YOU CAN GET INVOLVED WITH THE SCHOOL

#### BECOME A PARENT GOVERNOR

Our governors work with school staff to raise standards for all learners.

Photographs of all our governors are displayed in school and on the website to help you identify them and they'll always be happy to answer questions you may have.

If you are interested in becoming a governor please do get in touch.

The chair is currently Colin Talbot. You can contact him or any other governor through the school office on 01926 425544.

#### TELFORD INFANT SCHOOL PARENT TEACHER ASSOCIATION

A very active group which is always looking for new members to help raise much-needed funds for the school. They organise annual events including the Summer and Christmas Fairs, the sponsored bounce and non-uniform days.

You can become a regular member or just help out for specific events. There's more information about the PTA on the school's website. There is also a Facebook page for PTA helpers, [www.facebook.com/groups/telfordinfant-spta](http://www.facebook.com/groups/telfordinfant-spta) where members will post calls for help for various events. We are also on Twitter @TelfordPTA.

#### DONATIONS

The PTA holds nearly new/used school uniform sales to parents a few times a year, which helps to boost the school coffers. The school will also occasionally put out an appeal for items they need for the day-to-day running of the school or for specific activities. This could be anything from plastic bags, stationery items or children's books and toys. Look out for messages in our school newsletter.

#### TELFORD TOP-UP

This is a scheme that invites parents, carers and our community to provide a regular contribution to our children's school.

Telford Top-Up allows you to contribute financially if a lack of time prevents you from getting involved in other fundraising activities. The regular income will be used to enhance the children's learning experience.

Further details are available on the school's website.

#### AMAZON WISH-LIST

We have set up an Amazon Wish List of things our teachers and children would like you to help buy if you'd like to.

It is a great way to support the school and allows family members who live far away to contribute to their loved one's education.

It's very easy and quick to access. Once you've set it up you will have it as long as you'll use it.

**We hope this guide has made you feel more prepared for your child starting school. If you have any questions please ask your class teacher or pop into the school office - we are always happy to help. We hope you and your child/children enjoy their time at Telford Infant School and we look forward to meeting you!**