



Welcome to Elmlea Infant School

**An inclusive community: everyone thriving,
empowered to be forever learners, within the
world we care for.**



ELMLEA INFANT SCHOOL
Elmlea Avenue
Westbury on Trym
Bristol
BS9 3UU

Tel: 0117 377 2352

Executive Headteacher: Mrs Lorraine Wright

Welcome to Reception at Elmlea Infant School



This booklet will provide you with the important information about starting in Reception. We hope to answer any questions you may have but if you need further information after reading this booklet please contact us or take a look at our school website.

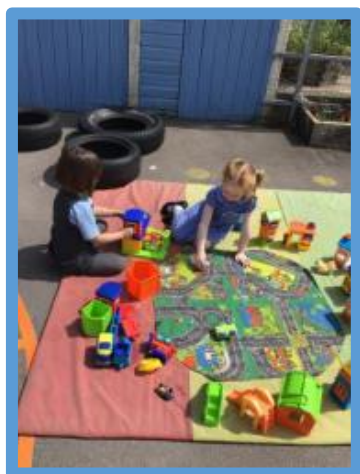
We are looking forward to working with you and your family to ensure a successful start to your child's learning journey. For some children, starting school can be an exciting prospect while for others it can be a daunting one. For many it can be a mixture of both. We aim to work with you to make it a positive experience and a great start to your child's education at Elmlea.



Keeping in touch...

It is important to us that we develop a strong working partnership with you as a family. In order to do this, we would like you to explore the following opportunities for us to get to know you and for you to get to know us:

- Please attend our **new parents evening** on Thursday 23rd May at 6:00pm. This information evening will provide you with important details on your child starting school, presented to you by our Executive Headteacher Mrs Wright and our Early Years Teaching Team.
- You will be receiving details via email of an organised **1:1 teams call** between yourself and your child's class teacher once classes have been decided. This will be an opportunity for you to ask any questions you may have and to discuss your child with us.
- We will have two **stay and play sessions** for your child at Elmlea in order for them to meet their teacher and class mates in person.
 1. **Thursday 13th June 1:45-2:45pm** – we would like to welcome you and your child to Elmlea for a teddy bears picnic on the field. Please bring a blanket and a snack for your child. There will be stories read for the children by their class teacher and toys to play with alongside their friends. Please stay on site with your child on this occasion.
 2. **Wednesday 3rd July 1:45-2:45pm** – we would like to invite your child to Elmlea for a stay and play session in our playground and classes. For this session we ask that you drop your child off at 1:45pm and come back to pick them up at 2:45pm via the Infant entrance.
- Throughout the year we will be using the **Tapestry** App to record and share your child's learning with you. You will shortly receive a permission letter that we ask you to return. Once we receive this and create you a login you will be able to access weekly story time videos uploaded by your child's class teacher across the summer holiday and video tours of the setting to help your child get to know Elmlea further.



A typical day...

08:50 - 09:00am Registration and settling time

09:00 - 09:15am Choosing time

09:15 - 10:15am Teaching begins including a carpet session led by your child's class teacher and then small group work with an English or Maths focus

10:15 - 10:35am Whole school assembly

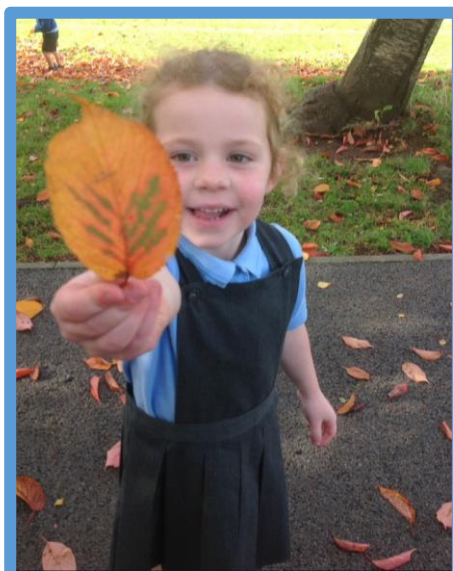
10:35 - 10:55am Outside snack (please provide fruit in a named container) and break time

10:55 - 11:45am Teaching time and activities

11:45 - 01:00pm Reception Lunch and play time

01:05 - 03:00pm Teaching time and activities, stopping for afternoon milk and fruit

03:15pm End of the school day



At the beginning of the year we will be encouraging **independence**, supporting your child to put their own things away (coat, snack, water bottle, reading book, book bag). This is something that you can begin to encourage at home.

Each class has a set of toilets within the classroom which children can access when they need to throughout the school day. **It is important that your child is able to independently use the toilet when starting school.** Please encourage independence when toileting at home in preparation.

If your child is being **collected** by someone other than you, please let us know at the beginning of the day and confirm it in writing or notify the school office as early as possible. We cannot let your child go home with anyone else if we have not been notified in advance.

We are a highly dedicated team who will provide your child with a range of rich learning opportunities across the curriculum areas. This will include both informal and formal learning opportunities to work as a class, in a group and individually. These could be **inside or outside** and this is why we require wellington boots to be provided.



All infant children are entitled to a universal **free school meal**. You will receive further information on our school meals provider. Please inform us if your child has any dietary needs or requirements

If your child is **unwell** during the school day we will contact you using the contact numbers supplied. Please ensure these are kept up to date. Please do not send your child to school if he/she is unwell (e.g. requiring calpol), due to the staff ratio we are unable to give unwell children the attention they need.

Your child will receive a piece of fruit each afternoon as part of the Healthy Schools Scheme. While your child is four they are also entitled to free **milk**, if you wish your child to continue receiving milk in Reception after they turn 5 please contact the school office.



You will need:

Uniform:

- Pale blue polo shirt *
- Royal Blue sweatshirt, jumper or cardigan *
- Grey trousers or shorts
- Grey skirt, pinafore or trousers
- Blue and white check summer dress
- Plain white or grey socks (long or short)/ grey tights.
- Sensible school shoes (black or navy) – no laces please
- Sensible sandals (black, navy, brown or white)

Please note: For safety reasons shoes with high heels or platform soles should not be worn.

Jeans, cords and trainers are NOT acceptable school wear.

*Uniform with the school logo is available from:

Monkhouse Schoolwear Specialists (formerly The Famous Branches School Wear Specialists) Unit 1 Simmonds View, Stoke Gifford, BS34 8HR or ordered online. www.monkhouse.com/parentguide

A quick reminder that wearing the old logo uniform is absolutely fine – it can be used until the clothes are no longer wearable – we are an eco-friendly school.

PE Uniform:

- Royal blue PE Shorts (available from the school uniform supplier)
- Royal blue PE Top (available from the school uniform supplier)
- Black slip-on plimsolls (Velcro please!)

Remember, children will be undressing and dressing themselves, so make fastenings as easy as possible to manage please.

Other Necessary Items:

- Reading Book Bag - available with school logo from the school uniform supplier.
- Drawstring PE Kit Bag, available with school logo from the school uniform supplier. (All children require a P.E. kit bag large enough to hold their PE clothes, plimsolls and painting overall).
- For art and craft – A long sleeved painting overall. This item is essential – children use it every day.
- A named water bottle
- A small named snack box to carry their **fruit** snack each day
- Wellington boots
- Sun hat, winter hat and mittens
- OPTIONAL: Royal Blue fleece jacket
- OPTIONAL: Waterproof fleece jacket

All items of clothing and bags **must be clearly marked with your child's name**. Unnamed lost property is displayed at the end of each term and unclaimed items are donated to charity shops.

Cloakroom space is very limited. We ask that children do not bring back-packs or holdalls to school unless attending an after school club. The reading book bag is sufficient. For safety reasons we ask parents to check that jewellery is not worn to school. Even studs in pierced ears are considered hazardous and may exclude your child from participating in P.E. lessons.

We encourage children with long hair to keep it tied back.

During the summer months, when girls are wearing summer dresses, they will need to keep a pale blue polo shirt in their kitbags for P.E. lessons.

Children who wear glasses must have a special safety sports strap in the P.E. bag to be worn for all physical activities.

Starting School: Induction period:

We aim to support you and your child to settle into life at Elmlea the best way we can. We have found that a staggered induction process allows your child the time to adjust to the new routines, develop friendships with other children and get to know the adults in the class in the best way.

02/09 – 03/09	INSET Days. School is closed to students for staff training.
04/09 – 10/09	Your child will attend school for a half day. This allows your child to meet half of their class mates and get to know the routines and settle in alongside a smaller number of children and for a shorter period of time. <i>You will be notified via email whether your child will be attending in the morning or afternoon.</i> The morning session runs between 8:50am and 11:50am. The afternoon session runs between 01:05pm and 3:15pm. Please arrive at the Infant entrance.
11/09 – 13/09	The whole class will attend for a morning session plus lunch for the first time. <i>Please ensure the office staff know your lunch choice.</i> The session will run from 08:50am – 01:10pm.
16/09 onwards	Your child will attend school fulltime between 08:50am and 03:15pm.

We wish every child the best start to full time education. We firmly believe that our gradual induction is in the best interests of all children and appreciate your support during this time.

Other Important Practical Information:

We are a **nut and seed free school** due to a number of children who suffer from nut allergies. Packed lunches or snacks should not contain nuts, seeds or products containing these ingredients, such as peanut butter, Nutella, houmous etc.

On entry you will be asked to fill in a form listing your child's medical needs and requirements. It is important that we are made aware of **any** conditions or allergies that may affect them in school or require medication, you will need to complete a **Health Care Plan**. We cannot administer medication without a plan in place. We will need this information before your child starts school. If you have highlighted any **food allergies or intolerances** you will also need to complete a Special Dietary Request Form for our catering services. Your child will be unable to have a school prepared meal until they have received a form and prepared a menu for your child.

If your child has been suffering from sickness or diarrhoea, the School Nursing Service state that they **must** stay at home at least **48 hours** after the last symptoms have disappeared. Tummy bugs can be extremely contagious in a school environment. In the event of an outbreak across the school this will extend to 72 hours.

Local Authority guidelines prevent us from administering any medicines unless that medication is essential to the child's continued attendance at school, such as **inhalers and epi-pens**. Arrangements can be made for parents to administer prescribed medication during the school day providing their child is well enough to attend school. The school will only administer antibiotics if it is required to be taken 4 times a day. We keep an asthma register in school and inhalers are kept in the children's classrooms and are available at all times. Parents are responsible for checking that medication is in date.

Accidents in school do happen sometimes. Children will be cared for by a member of staff who is first aid trained. You will receive an email if your child has been seen by a first aider. You will be contacted if we have any concerns.

Reception children have a gradual introduction to school **assemblies**. These are broadly Christian in character but include a range of religions and World Views. Collective Worship should instil a sense of enjoyment and fascination in learning about themselves, others and the world around them.

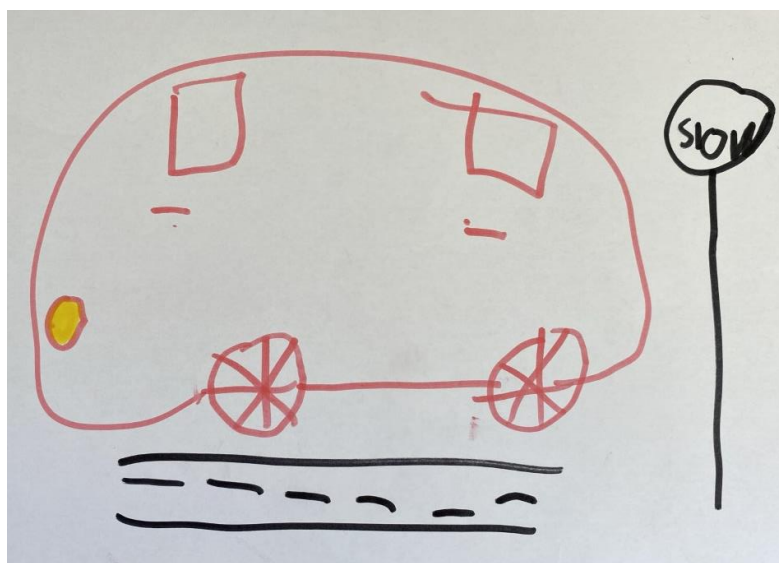
Newsletters are emailed home every week. Please check your child's book bag regularly to make sure you receive any other important letters which are sent home in paper format. Information is also made available via the website and via signs in the classroom windows. There is a parents' notice board in the reception playground where items of interest are posted.

Parents are asked to arrive at school for 8.50 a.m. and registration takes place at 9.00 a.m. If you **arrive after this time** please use the Junior School entrance and sign your child in. If your child is unwell and not attending school please call the office on 0117 3772352 and leave a message on the absence line before 9.30am stating the reason or illness for your child's absence. This is a requirement of the Educational Welfare Department. School attendance is monitored by the Educational Welfare Officer and persistent lateness and absence will be followed up.



Parking: One-way System

There is considerable congestion outside both Elmlea schools in the morning and the afternoon. The school car park and driveway are for staff only. Please do not drive through the gates to deliver or collect children, and never park on the zig-zag lines. Please switch off engines when waiting outside of school. Local residents and both schools have agreed a voluntary one way system which operates in Brainsfield, part of The Dell and Elmlea Avenue between 8.40 – 9.10am and 3.00 – 3.25pm. **Please drive in via Brainsfield and exit via Elmlea Avenue.** The section of The Dell between Brainsfield and Great Brockeridge is not affected.



Please show consideration for local residents when parking, and do not block drives or cause an obstruction. We would also like to remind you to be mindful of your speed and aware that there will be a lot of families walking to school.

Our prime concern is for the safety of everyone visiting Elmlea.

Extended School Partnerships

Breakfast Club and After School Club

We currently offer a Breakfast Club which meets in the school hall and also an After School Club which is held in the Northcote Scout Hut at the top of Great Bockeridge. Places are limited and parents are advised to make early contact for either club with the Play Manager, Lizzie Fehily on 07870366315 or alternatively you can email at elasc.limited@btinternet.com Children attending the After School Club are collected from their classrooms by the supervisors and walked to the hut.

Shine After School Clubs

Shine run a number of after school activities every day during the school year which include some season changes. They can be contacted on 0117 4033033 or visit their website at www.shinesportscoaching.com for more information.

Charges apply to all after-school activities.

Please contact the relevant organiser(s) for the latest details.

Please note that we advise Reception Children do not join clubs until Term 2 due to the transition of starting school and the settling in period.

Please inform the class teacher if you have booked your child in for an after-school activity and let them know of any changes to arrangements.

Elmlea PTA

Elmlea Infant School have a Parent Teacher Association that work together for the school. **Elmlea Schools Trust Association (ESTA) is the combined Junior and Infants PTA** and we would love to hear from you if you have an idea for an activity the kids might enjoy or you might be willing to give a little time to a specific project. We welcome as little or as much time as you have to give.

Email elmlea.school.pta@gmail.com if you want to submit an idea, ask a question or offer your assistance to the PTA team.

We look forward to welcoming you to Elmlea.

