

Gig Mill Primary School

Together we care, together we succeed

We hope this booklet has answered all of your questions about your child starting school, we appreciate that this is a big step for both you and your child - so if there is anything that we have missed out, or you have any further questions,

no matter how big or small,
please don't hesitate to call us on 01384 818600.

"Children make an exceptional start in Early Years. Well planned and exciting lessons inspire the children to start powerful learning journeys"

OFSTED REPORT - MARCH 2020

Gig Mill Primary School
The Broadway, Norton, Stourbridge, West Midlands, DY8 3HL
Tel: 01384 818600 www.gig-mill.dudley.sch.uk

Reception Starters 2020 Handbook



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Lateness

School gates are open from 8.40am each morning and closed at 8.50am.

If you are late you will need to enter school via the school office and sign your child into the Late Register.

We monitor lateness in school and have systems in place which celebrate good attendance and punctuality.

Did you know.....

Minutes late each day	Is equivalent to missing
Five	3.4 school days per year
Ten	6.9 school days per year
Fifteen	10.3 school days per year
Twenty	13.8 school days per year
Thirty	20.7 school days per year

Attendance

Starting out at school, we aim to set up routines to support our children that will form the basis for their future learning and school life. Coming to school every day helps children with developing routines, daily lessons and social and emotional development.

“Regular attendance at school is crucial in raising standards of education and in ensuring every child can meet their full potential. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.” DFE

The DFE threshold for **persistent absence** is 90%. Any attendance below this level is reported to the DFE at termly census points as required by the school.

Family holiday in Term Time

Gig Mill school **will not** authorise holiday to be taken during the school term. The Department for Education introduced significant changes to the regulations in regard to attendance. The arrangements make clear that head teachers may not grant any leave of absence (including holiday) during term time. The timing of parental leave from work and holiday costs are not considered exceptional circumstances. The spirit behind the policy is to show how important it is for children to attend school and to receive education for every day of the academic year if possible.

Any families considering a holiday will come under these regulations and if they choose to take the holiday they must accept it will be unauthorised. A fixed penalty fine (per parent per child) may also be incurred.

Welcome to Gig Mill Primary School.

In Foundation Stage we aim to create a feeling of warmth and security in structured and vibrant surroundings. The staff and children work in a happy and stimulating environment which is carefully planned to enable your child to reach their fullest potential, with great emphasis on learning through play, talking and having fun.

We value your involvement in your child’s education and in the life of the Gig Mill Primary School. The Foundation Team works in partnership with parents to provide valuable experiences throughout your child’s Reception year. You as parents are your child’s most enduring and continuous educator. We welcome your support and help and would encourage you to spend time talking to your child about their experiences. in school.

We hope you find this booklet useful and informative. If you have any questions or worries please do not hesitate to contact us, we will be happy to help you.

Meet the Team

We have a great staff team at Gig Mill. Teamwork is valued greatly in the Foundation Stage. All staff work closely together and your child will meet and work with the entire team throughout their Foundation Stage experience.

Headteacher

Mrs A. Hannaway

Deputy Head

Mrs S. Griffiths

Assistant Heads

Mrs A. Suchomski, Mrs N. Powell

Teaching and Learning Leader - Foundation Stage

Miss D. Carpenter

Foundation Team

Miss D. Carpenter, Mrs S. Smith,
Mrs J. Dudley, Miss H. Whitehead

School Inclusion Leader

Mrs. A. Suchomski

School Administration Team

Mrs A. Payne, Mrs M. James, Mrs N. Ellett,
Mrs C. Heritage, Miss B. Horton

Chair of Governors

Mr D. Edgar

If your child becomes ill during the school day we will phone you or your emergency contact so that they may be collected as soon as possible.

If your child bumps their head in school parents will be contacted. If the bump is minor, then a text message will be sent to the first emergency contact on our system. If the bump is more serious, you will be contacted and asked if you would like to come to school to check your child.

Please ensure that your emergency contact details are kept up to date.

Medical Forms:

Your medical forms should inform us of any allergies or medical conditions of which we need to be aware.

It is essential that these forms are kept up to date.

Illness

If your child is ill...

Please notify the school office by phone (01384 818600) on the first day of absence and any subsequent days of absence before 9.30am.

It is your responsibility to inform the school if your child is unable to attend school and give reasons and provide evidence of appointments if requested to do so.

Children who have been sick and/or have diarrhoea must remain at home until they have been well for a full **48 hours** as directed by the Health Authority.

We can give medicine in school if authorised to do so by parents – there are parent authorisation forms in the school office – Parents (not the child) must be responsible for delivering the medicine to the school office in a named bottle with dosage clearly stated. All staff can help with inhalers if they have clear labels and we are given written instructions.

If your child is asthmatic you will indicate this on their medical form and a further form will be sent to register your child on the school asthma register. They will then need to keep **two** inhalers in school.

When will my child start Reception?

We run an induction program for those children joining Gig Mill Primary School, to ease the transition from home and Nursery. Children age 4 and 5 are able to access a specially developed curriculum using the Early Year's Foundation Stage curriculum as a framework for their learning.

This framework provides a foundation for the children to progress with confidence to the National Curriculum Framework when they are ready.

Please consult with Parent Curriculum Guide for detailed curriculum outlines.

Staff are always available to discuss any concerns you might have, if it is a lengthy discussion that is required please make an appointment as it is not always easy for staff to leave the class for extended periods of time.

Joining Reception

All children arrive in school via the playground. The children enter school through the Reception doors and a member of staff will greet them and take any messages from parents. For security, parents and visitors are not allowed through these doors. If you need to come into school you must enter through the main reception and sign in with the school office. We offer a 'Home School' diary system to enable parents to pass messages to class staff.

Times of Day : Morning 8.50am – 11.40am

Afternoon 12.45pm – 3.15pm

Access

Parents bring their children into school through the Broadway entrance and come round via the playground.

Please do not park on the school premises

Please park with due care and consideration for our neighbours. A member of staff will manage the Reception entrance from 8.40am and children are encouraged to enter school independently.

Collecting your child

In line with our school policy we operate a 'Safeguarding Procedure' where a password release system is in operation.

One of the requirements of the 'Early Years Foundation Stage' involves how we release your child from Reception.

We **MUST** have a written note stating who will be collecting your child. Please make use of the home school diary and hand this to Staff with any messages in. 'Home School Diaries' will need to be in School every day and staff, from time to time, may jot messages in for you to read. We cannot accept a verbal message from you at the start of the day to say that someone different will be collecting your child.

In the event of an **emergency** where a change of collection arrangements has not been foreseen we have put a password release system in place. Within the induction pack there is a form asking you for some details and a password – please ensure that this is completed and returned to school.

In the event of an **emergency** please call the office and give the name of the person collecting your child and ask for them to be password released – PLEASE DO NOT GIVE THE PASSWORD TO THE OFFICE – the person you have asked to collect your child will then be asked to give their name and the password to release your child – if we are in any doubt we will contact you to check and clarify arrangements.

Your child's safety is paramount

What else will they need?

Reception children also need a 'book bag' which is also available online from www.countyschoolwear.co.uk/gigmill.

Please ensure your child always has an appropriate coat, as children access the outdoor classroom throughout the day. They may also need a suitable hat in hot or cold weather.

In hot weather please ensure your child has sun cream on as we are not allowed to apply creams – as the children move on through school they will be encouraged to apply their own cream if available (this will need to be sent in from home named and labelled).

If you need to bring wellingtons they may be left in the cloakroom, **please ensure that they are clearly named.**

We do not encourage toys as they can get lost or accidentally broken which is distressing for your child.

Uniform

Children at Gig Mill wear school uniform which is available online from www.countyschoolwear.co.uk/gigmill

School Uniform:

Grey trousers
Grey skirt / pinafore dress
White shirt / polo shirt with logo
Elastic school tie (green / gold)
Green Jumper / school sweatshirt / cardigan
Sensible black shoes
White / Grey socks
Green / grey tights.

PE Kit:

All children:-
wear black shorts and the appropriate colour top.
(all children are assigned houses – the colour of the PE top will depend on the house they join)
will need slip on or velcro fastening pumps
will need a named pump bag.

Please make sure all clothing and pump bags are clearly labelled – we have an ever increasing pile of lost property which is all unlabelled.

Jewellery

For health and safety children are **not** allowed to wear any jewellery in school except pierced earring studs. These studs must be removed for all physical education and games lessons. We would encourage them not to be worn in school.

NB: Staff are not responsible for the removal of earrings or the safe keeping of any item.