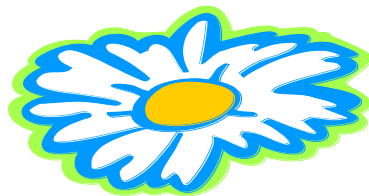


Meadowcroft Community Infant School



Parent's Handbook

2020-21



Dear Parents,

The staff, governors and I would like to welcome you and your child to Meadowcroft Infant School and trust that you will find the information contained in this booklet useful.

The school is always interested in your views and in the autumn term you will receive an opportunity to give your views about the transition programme so that we can improve year on year.

I hope that your child has an enjoyable and memorable time here at Meadowcroft.

Kind regards,

Jacky Underwood
Head Teacher

****Please note due to COVID-19 some information in this booklet may be subject to change. Please keep an eye on our website for the most up to date information.****

The beginning and end of the school day

- School begins at 8.50am. Children can come into school and begin morning activities from 8.40am.
- School finishes for the day at 3.10pm.
- The school gate is closed promptly at 8.50am and 3.20pm.

For the safety of the children we ask;

- That you wait for your child after school in the Early Years playground.
- That your child knows who will be meeting him/her.
- That you notify the school if pick up arrangements change.
- That your child and siblings do not play on the adventure play-frame or use any other equipment, before or after school for insurance reasons.
- That you park safely and considerately on our neighbouring roads.
- That you do not use the staff car park or obstruct the gates leading to it.

We ask that you supervise your child and their siblings whilst you are on the school premises and do not allow them to play on any equipment.

Curriculum Information

Towards October half term a meeting will be held in order for you to find out more about how phonics and reading are taught in school and how you can help your child at home.

Parent/Teacher Consultations

This is a chance for you to meet with the teacher to discuss how your child has settled into school. This meeting takes place in the second half of the Autumn and Spring terms.

Baseline in Reception

During the first weeks in Reception, all children will be assessed whilst they are exploring their new surroundings and activities. This is to provide information

identifying strengths and areas needing support. This information helps the staff plan their teaching accordingly.

At the end of each year you will receive a written report on your child's progress.

At the end of Key Stage 1 (in Year 2), pupils are involved in Standardised Assessment Tasks or SATs. The purpose of these is to formally assess the attainment of each child in English, Mathematics and Science. The process is teacher assessed. Again, the outcomes are discussed with parents.

School Fund

The school asks for an annual voluntary contribution of £20 to the Meadowcroft School Fund to cover incidental expenses and treats for the children. Payments can be made online at www.scopay.com. More information on how to make your contribution will be sent out during the autumn term.

Charities

During the year we support selected charities. The school feels it is important that children actively participate whilst becoming aware of others needs. In recent years we have raised money for Macmillan, Children in Need, Comic/Sports Relief and the British Heart Foundation as well as more local charities such as The White Lodge Centre.

Lost Property

Items that are lost in school and remain unclaimed can be found in a blue bin in the hall. Parents are welcomed to search for missing items. It is vital that all items of clothing are named.

Newsletter

The school has an established newsletter. This is published weekly throughout the school year and is sent to parents via email. It contains dates and other useful school information. It is an important document, so please read it!

Communication

The school uses Parentmail to communicate to parents via text/email. Once received, Parents should follow the instructions on the verification text/email. **It is important that you ensure that your Parentmail account is up to date with current contact details.**

Website

The school's website, www.meadowcroftinfantschool.co.uk is regularly updated with information regarding events and photos of the children learning.

School Uniform

All children should wear our school uniform. Our uniform is supplied by Sports of Addlestone. You can visit the shop in person to try on uniform and place orders directly with them. They are open Mon-Fri 9am-5pm and Saturday 9pm-2pm.

✉: Sports of Addlestone, Unit 4 Oak House, Victory Park Road, Addlestone, KT15 2FG.

🌐: www.sportsofaddlestone.co.uk

📧: sportsofaddlestone@btconnect.com

☎: 01932 849333

Boys Uniform	Girls Uniform
Blue school sweatshirt	Blue school sweatshirt/cardigan
White/sky blue polo shirt	White/sky blue polo shirt
Grey trousers Grey shorts (summer)	Grey skirt/pinafore/trousers Blue and white checked dress (summer)
Sensible black shoes - no trainers	Sensible black shoes - no trainers
PE - navy shorts, sky blue T shirt & plimsolls PE Kit must be kept in a drawstring bag	PE - navy shorts, sky blue T shirt & plimsolls PE Kit must be kept in a drawstring bag
Meadowcroft Book Bag	Meadowcroft Book Bag
Optional items include: Reversible Fleece Fleece Beanie Hat Baseball Cap	Optional items include: Reversible Fleece Fleece Beanie Hat Baseball Cap
<p>Please make sure all items are <u>clearly named</u>. Please ensure that your child is aware of where to find his/her name in their clothes.</p> <p>Parents are asked to check regularly that shoes and plimsolls still fit - small feet grow quickly!</p>	

We recommend that children wear sun-hats in the summer term and that sun cream is applied before coming to school. We also ask that children bring bottles filled with water to school on a daily basis which are kept easily accessible in classrooms.

No jewellery should be worn except for stud earrings which should be removed for PE. If children cannot take their own earrings in and out, they should be removed before coming to school as staff are **unable** to do it for them.

Long hair should be tied back and hair accessories should complement the uniform colours.

Physical Education

Your child will participate in a variety of physical activities at school such as gymnastics, dance and games.

All children need to bring to school a change of clothes for P.E. These should be kept in a drawstring bag and left at school. The kit may be taken home at the end of every half term for washing or more frequently if you require.

Behaviour

The school maintains a high standard of behaviour at all times. There is a consistent approach and positive behaviour is celebrated with a variety of stickers and certificates. There is a weekly assembly for presenting the children with their awards as well as congratulating them in the Newsletter.

Children are expected to treat adults and each other with respect and be responsible members of the school community.

Rules for the playground and school environment are discussed and written by the children, and are regularly updated.

Meadowcroft Values have been encompassed by the whole school community. These can be seen in full on our website.

Health Care

We prefer that all medicines be given at home. However, if this is not possible, the school will administer *prescribed* medicine with parent's consent. Parents/Carers should deliver essential medicine to the office staff. They will be asked to fill in a form giving clear instructions for administration.

The prescribed medication should be clearly marked with your child's name. If your child is taken ill or has an accident during the school day they will be cared for until you can collect them. Please ensure that the school has up-to-date phone numbers so we can contact you in such cases. It is important that you notify us if any contact numbers change.

If your child has a minor accident at school you will be told verbally by a member of staff or notified by text.

We ask parents to remind their child however minor an incident to always report it to an adult.

Absence

In accordance with the Department for Education regulations we ask if your child is unwell and absent from school that you notify the office on 01932 561419 **before** 9.30am. Please also notify the Office if your child will be arriving late to school, for example if they have a planned medical appointment.

An absence without explanation is classified as unauthorised and will be recorded as such on your child's annual report.

The DfE does not allow schools to give authorisation for withdrawing your child from school for a family holiday unless there are exceptional circumstances.

We appreciate your cooperation in this matter.

Coming into the School

Parking near the school is difficult and we ask that parents are considerate and think of our neighbours.

Please do not park in the staff car park or in front of the school gates.

Admission to school at times other than the beginning or end of day is only possible via the main entrance. All doors are fitted with security locks.

The FRIENDS Association

As a new parent you will automatically become a 'Friend' of Meadowcroft. The FRIENDS organise many activities during the year for the children and parents. They raise money for the school, which helps enrich the education and improve the facilities we are able to offer. Parents are always invited to help in any way they can, from giving time to a single project to a year's commitment.

School Office

The school office is open Monday - Friday 8.40am - 3.30pm.

Mrs Curling & Mrs Carroll can be found in the front office and are always pleased to help with any queries or concerns you may have.

Break and Lunchtime Play

Fruit is freely available in school for break-time. Subsidised milk is also available. Please visit our website for more information on your child receiving milk at school.

At lunchtime we have play equipment out in the playground. There are quiet activities such as drawing and construction and hoppers and skipping ropes for when your child feels more energetic.

Lunchtime

The children stay at school for lunches.

All children in Reception and Key Stage 1 are entitled to a free hot school lunch.

Please ensure that the office know of any dietary requirements (medical, cultural or religious) that your child has.

Drinks are provided at lunchtime for the children having a school meal.

If you would prefer, you can provide a packed lunch for your child to bring to school each day. Please ensure you notify the Office if your child will be having a packed lunch.

Water bottles are kept in each classroom and the children help themselves when they need a drink or are given a reminder from their teacher.

Early Birds & Owls After School Club

Meadowcroft offers childcare provision for children attending the school.

Early Birds is available from 8.00am; children are taken to their class for registration at 8:40am. Each session costs £3.50.

Owls After School Club begins at the end of the school day at 3.10pm and finishes promptly at 5.30pm. Each session costs £12.00.

If you are interested in registering for Early Birds or Owls please do not hesitate to contact the Office or have a chat with your class teacher.



Contact Us:

Telephone: 01932 561419

Email: info@meadowcroft.surrey.sch.uk

Website: www.meadowcroftinfantschool.co.uk

By Post: Little Green Lane, Chertsey, Surrey KT16 9PT