

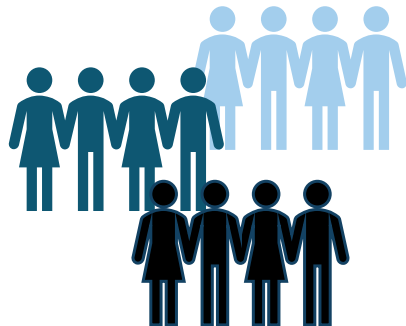


Lincoln Gardens Primary School



WELCOME TO OUR FOUNDATION UNIT

- ▶ Our Foundation Unit is an integral part of our primary school and children really do benefit from our whole school ethos throughout their time with us.



The School Day - Nursery

- ▶ Mornings

08.45 am to 11.45 am



- ▶ Afternoons

12.15 pm to 3.15 pm

- ▶ Full Days

09.00 am to 3.00 pm

- ▶ Doors open at 8.40 daily



Our Nursery Agreement

- ▶ You will be asked to sign a Parent Agreement form for the hours you have chosen.
 - ▶ Please read through the agreement carefully, reading the Parent/Guardian Agreement Declaration. Please retain this part.
 - ▶ Ensure the form is signed and returned to a member of our office staff.
 - ▶ If you have not already done so, you will need to provide the school with evidence of your child's date of birth. Your child will not be permitted to start without this.



30 hours Extended Provision



Register

You will need to register if you haven't done so already. Please ensure this is done in good time!

Receive your code

Eligibility codes need to be checked and confirmed three times per year. This will be sent to you by HMRC and will need to be given to the school office; you will also need to provide proof of the applicants NI number.

Don't miss the deadline

Please don't miss the deadlines! You will be notified by HMRC when you need to renew your eligibility code.

Using funded hours

You can use your funded hours entirely at one setting or shared with more than one provider, but please let us know if you intend to do this.

Additional Hours Agreement

- ▶ Some of you may have expressed an interest in additional sessions for your child. These are paid sessions if you are not eligible for the 30 hours extended funding
- ▶ You will be provided with an additional agreement.
- ▶ Invoices will be issued monthly in advance via ParentPay.



Admission to school

'First Admissions' is when your child is eligible for full time school, during the year in which he/she is five years old.

- ▶ Applications will open late in the Autumn term 2023
- ▶ We will guide you through this process and answer any questions you may have.
- ▶ Please ensure you submit your child's application online by the deadline in January - www.northlincs.gov.uk



The School Day - Reception

- ▶ School starts at 8.45 am. This is the time your child needs to be in school.
- ▶ Doors open at 8.40 am and close at 8.45 am.
- ▶ If the doors have closed, you will need to bring your child in through the main entrance and sign in.
- ▶ Lunchtime is from 11.45 am to 12.45 pm.
- ▶ School finishes at 3.15 pm.



Attendance

- ▶ Please make sure your child attends regularly.
- ▶ Attendance is a commitment by you and your child and establishes routines.
- ▶ Reception is compulsory for all children and the government has very recently reviewed targets for attendance. All children should expect to achieve 100% attendance; letters will be sent where attendance level become a concern.
- ▶ Research shows that children who achieve expected attendance levels set these standards throughout life.



What if my child is not well?

- ▶ Please let the school know as soon as possible on the same day by:-
 - ▶ Telephone
 - ▶ Email
- ▶ Please let us know as soon as possible on the first day of absence.
- ▶ Please do not send your child if suffering from sickness/diarrhoea or any infection. The general rule is to keep your child away from school for at least 48 hours after the last occasion.



Medical Policy



We are now permitted to administer prescribed medicines in school. A member of staff will be responsible for putting together a health care plan for your child.

This includes known or on-going medical conditions and routine childhood illnesses where medication needs to be continued throughout the recovery period; please ensure you have provided full details on your Admissions Form.

This is for prescribed medicines only.

You will be asked to sign a permission form to allow our staff to administer your child's medication; this is an online form – the link can be found on the school website under the Parent tab.



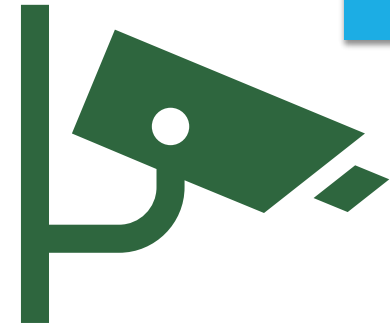
Emergency Contacts

- ▶ If your child is unwell at school we will contact you immediately.
- ▶ You will be notified of minor injuries via email through Medical Tracker. For more serious incidents, we will contact you via telephone.
- ▶ **Please** make sure we are kept up to date with new telephone numbers and other contact details.
- ▶ We will try each telephone number you provide until we can contact someone.
- ▶ We will ensure that your child is well looked after until you are able to collect him/her.
- ▶ **We will never discharge your child into the care of anyone who is not on your contact list.**
- ▶ (this also applies at the end of the school day)



Security & Safety

- ▶ We take your child's safety very seriously.
- ▶ We will only dismiss your child to a known adult i.e. someone who is already on your contact list. If someone else, who is not on your contact list, comes to collect your child, **we will not permit this until we have spoken with you personally.**
- ▶ Please let the school know in writing, via email if:-
 - ▶ You would like someone else to collect your child
 - ▶ Any of your details have changed – address, telephone number etc.



Parking

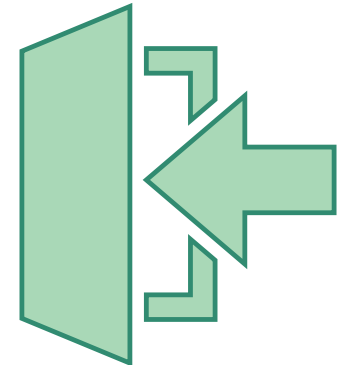


- ▶ Whenever possible please try to walk with your child to school.
- ▶ If you do need to drive to school, please **park responsibly** with consideration for pedestrians and other road users and local residents. As with any other school there is very limited parking available.
- ▶ Please do not park:-
 - ▶ On any of the access roads or anywhere marked with double yellow lines.
 - ▶ On any pavement – children are taught that pavements are for pedestrians.



Open Door Policy

- ▶ We are always ready to listen:-
 - ▶ If you have any concerns
 - ▶ If you think your child is unhappy
 - ▶ Perhaps you would like to know more about your child's learning
 - ▶ We are here to help but we do have busy periods – if one of us cannot see you straight away, please request an appointment.



School Dress Code



SCHOOL UNIFORM GIVES CHILDREN A SENSE OF IDENTITY

IT HELPS ADULTS IN THE MORNING – NO ARGUMENTS ABOUT WHAT TO WEAR!

OUR SCHOOL UNIFORM CAN BE PURCHASED FROM SHAH OR IDENTITY (ONLINE)

IT REALLY HELPS IF YOU LABEL EVERYTHING CLEARLY – PLEASE REMEMBER TO LABEL SHOES.

PE KIT – THIS WILL NOT BE NEEDED FOR THE FIRST TERM

Your Child's Belongings

- ▶ Do please make sure that any clothing or equipment is clearly marked with your child's name. Please don't forget to label your child's shoes as well! Our lost property box is full of items of clothing with no means of identification.
- ▶ If your child brings a packed lunch, please ensure all containers are also labelled.
- ▶ Book bags may be purchased via ParentPay.
- ▶ Please provide your child with a filled water bottle each day; juice/cordial is not permitted.
- ▶ If your child is still perfecting their toileting, please also bring additional uniform.



Free School Meals

- ▶ Many of you will be aware that school meals are free (known as Universal Infant FREE school Meals) for all infant children: that is any child in Reception, Year 1 and Year 2.
- ▶ It is worth registering for means tested free school meals, if you are eligible you may also be entitled to a school clothing grant.
- ▶ In doing so, this also helps the school with additional funding.
- ▶ For more information or to register on-line, please visit the school website or use the following link:

<https://www.northlincs.gov.uk/schools-libraries-and-learning/schools-colleges-and-further-education/free-school-meals/>



Lunchtimes

- ▶ We suggest that you allow your child to have school dinners for at least the first two weeks. Don't forget they are **FREE!!**
- ▶ The children will eat their lunch together in our dining hall.
- ▶ If you send a packed lunch with your child, please ensure you choose healthy foods:
 - ▶ No chocolate bars or sweets
 - ▶ No fizzy drinks or glass bottles
 - ▶ If you would like some ideas about what to include the School Food Trust has some excellent ideas on their website
www.schoolfoodtrust.org.uk



Payments & Communication

- ▶ We use a company called ParentPay for booking and paying for school meals, trips & bookbags. **Remember that children in Reception, Year 1 and Year 2 automatically receive free school meals.** Children in nursery will be asked to pay unless they are eligible for means tested free school meals.
- ▶ You will be sent an email containing your login details/activation code to enable you to sign up to ParentPay to book meals and make payments. We also communicate with you through this service regarding educational visits, parent teacher meetings and so much more.
- ▶ All school meals are cooked to order and therefore must be booked and checked out before 8am that day. After this time, a lunch cannot be booked, and you will need to provide a packed lunch for that day.

Snacks

- ▶ Children receive a healthy snack each day through the School Fruit and Vegetable Scheme.
- ▶ This could be vegetables, fresh fruit or a dried fruit snack.



- ▶ Fresh whole milk is also provided each day for all Nursery and Reception children.



Breakfast Club



- ▶ We have a breakfast club facility which is held in the main school building
- ▶ Places must be booked via ParentPay for individual sessions or full weeks – whatever suits you best:-
 - ▶ The cost is £3.00.
 - ▶ It runs from 7.45 am until the start of school.
 - ▶ A light breakfast of cereal, fruit, toast and juice is included and served up to 8.20 am.
 - ▶ We have lots of games and activities to keep your child busy.
 - ▶ Our breakfast club is expertly supervised by our fully qualified staff and provides excellent value for money



Tapestry – an online journal

If your child is entering Reception it will be very different from your experience of other nursery and pre-school settings. Some nurseries give you a very detailed overview of your child's day and you may be used to being told what they have eaten, exactly how much and what they have been doing all day.

- ▶ We use Tapestry, which is an online facility in school to record your child's progress.
- ▶ The great thing is that you can share and add to the journal at home.
- ▶ Tapestry has been designed to improve home/school communication and to allow parents to work in partnership with us.
- ▶ We know that parents who engage with their child's learning and development have a significant impact on their outcomes.



Photographs

- ▶ **Safeguarding your child is one of our priorities.**
- ▶ We now live in a world where technology is a necessity and benefits us all; however, the same technology enables sharing of personal information, including images, unless we take steps to protect it.
- ▶ It is important that parents decide whether or not the school can take photos of their child; you should indicate your preference on the Admissions Form.
- ▶ We will always ask your permission if we want to use images of your child for any other reason.



School Ready

- ▶ Encouraging independence
- ▶ Dressing and undressing
- ▶ Toileting
- ▶ Eating and table manners
- ▶ Help them learn about making friends
- ▶ Speaking and listening skills
- ▶ Recognising their own name
- ▶ Talking enthusiastically about school
- ▶ Routines – early bedtime – bath - story – bed.



First Half Term

- ▶ Getting to know your child.
- ▶ Slowly introducing school routines.
- ▶ In Reception, the children will be completing the Reception Baseline Assessment (RBA) from the Department for Education.
- ▶ The RBA will be an activity-based assessment of pupils' starting points in language, communication, literacy and mathematics.
- ▶ The RBA will be a short task-based assessment. Pupils will use practical resources to complete these tasks and teachers will record the results on a laptop, computer or tablet. It will not be used to label or track individual pupils. Schools will be required to carry out the assessment within the first 6 weeks of pupils starting reception. No numerical score will be shared and the data will only be used at the end of year 6 to form the school-level progress measure.



... and finally!

Don't forget that you can ask any questions by emailing

Reception2023@lincolngardens.net

Nursery2023@lincolngardens.net

We would love to hear what your child has been doing – photos are always very welcome.

We do understand that this can be an anxious time for parents and, as always, we are happy to answer any of your questions either by telephone or email.



**Thank you for
attending**