



# Welcome to our School

Reception Booklet

# Pickering Community Infant and Nursery School

## Information for Parents

**Tel number** 01751 472620

**email address** – [admin@pickering-inf.n-yorks.sch.uk](mailto:admin@pickering-inf.n-yorks.sch.uk) and [admin2@pickering-inf.n-yorks.sch.uk](mailto:admin2@pickering-inf.n-yorks.sch.uk) (for attendance)

Welcome to Pickering Community Infant and Nursery School. When you are new to an area, and especially a school, there is so much information to take on board. This booklet is intended to help you understand our school and make the settling in process a little easier. Please come and ask us if there is something that is not clear. We are always happy to help!

### **Our School Office**

Mrs Newby and Mrs Cook, our staff in the school office, are always welcoming and have an excellent overview of the school and what is happening on a daily basis. They will often be your first port of call. There are particular times in the day however when it may be difficult to speak to them (at the beginning and end of the school day). If your query can wait until another time in the day or can be solved with a phone call, please do try and ring later in the school day. Alternatively you can e-mail the office for information or to pass information on to a staff member.

### **The school day**

We hope that, following the disruption of the last eighteen months, we will be able to return to our usual timetable shown below.

Doors open at 8.55am

Lunch 12-1pm

School finishes at 3.25pm

### **Information we need from you**

It is imperative that our school records are kept up to date. If you change *any* details, such as change of address and especially your mobile phone would you please call at the school office so that our records can be amended. We use an email service to communicate with parents using the primary mobile phone number and email address on these. For those new to our school details of the Parentmail registration will be received automatically early in the new school year.

### **Classes**

There are currently five classes in our school with a 52 place Nursery on site. The Nursery provision can either be full days or split between the morning and the afternoon, with a maximum of 26 places at each session. All our classes are named after an animal or insect.

### **Term dates**

These are included in this pack. Over the school year, the staff work a number of training days (usually 5) and on these days the children are not in school. Information and reminders about these dates will regularly be put on the school newsletters.



### **Coming into and leaving school**

Safety of the children at Pickering Community Infant School is paramount. In order to keep the children safe, we ask parents to adhere to the following guidelines.

- Please use the paths that run up from the road on either side of the car park. The path on the left hand side will lead you to the school office, Nursery and the Early Years playground. The path on the right hand side leads you to the East Wing playground.
- Please do not walk across the car park, use the paths at either side instead. As Ruffa Lane is quite narrow with a row of parked cars on one side, many cars use our car park entrance and bus lane as a passing point. Staff also use this area to reverse into the car park.
- The car park is for school staff only.
- Please come with your child into their class. It can be difficult to speak with a class teacher at 8.55am. Please can we ask that you avoid having to lengthy conversations with your child's class teacher at 8.55am as settling in the children must be their first priority. If something is urgent, please leave a message at the office or email the class email address. The office staff will then pass it on or arrange an alternative time for you to discuss this with the class teacher.



There is a crossing patrol lady who will see you and the children safely across the road before and after school. She stands just at the bottom of the path.

## Parking

As you can imagine, dropping off and picking up children before and after school means that the area around school is extremely busy and can quickly become congested. We ask that you park thoughtfully and not block local residents' driveways. Please do not park in the bus bays outside school - these are for buses only, not for parking or dropping off. Please do not park in the car park in front of school. This is for staff only.

## Parking permits

You can park in Eastgate car park opposite school for a *short period* in the morning just before school or for a *short period* in the afternoon to collect your child. If you choose to park in the car park and do not have a Ryedale District Council permit, you do need to complete a parking permit application form available from the school office. Forms need to be returned to the school office.

School can issue you with a parking permit, at a cost of £5 admin charge. This will enable you to park in Eastgate car park opposite school for these short periods of time; in the morning at dropping off time and for a short time in the afternoon for collection time. This arrangement has been agreed with Ryedale District Council in order to ease congestion outside school, thus making it safer for our children.



## Buses

Some of our children live in outlying villages and come to school by bus. These buses arrive outside school from 8.30am onwards and park in the bus bays just outside school. Bus passes need to be obtained from County Hall (01609 533679 – ask for passenger transport) if you wish your child to use the bus. The children are met off the buses in the morning and are taken to the buses after school at the end of the day.

## Collecting children

Children are collected from their classroom door. If your child normally goes home by bus or goes to the Schools Out Club and *you* want to pick them up instead, please phone school to make them aware of this arrangement before 8.30am but collect your child from the hall.



## Additional arrangements

If someone else is collecting your child or you are collecting your child early, please let us know in advance (though we know this is not always possible). In the classrooms, there is a 'sign up' board where you will write the name of the person collecting your child, if it is someone other than the usual person who is collecting. If the collection of your child is last minute and you cannot get to school for the normal collection

time, please telephone the school. For example, if you are going to be late, we ask that you ring school as soon as possible. We will look after your child until you arrive and explain that you will be a little late. If your child becomes ill in school, we will contact you and you will need to come into school via the main entrance, collect your child and sign them out at the front desk.

**The safety of all our children is paramount** and we will never let your child go home with anyone else unless we are notified in advance.

## Accessing school information

**School website** – [www.pickering-inf.n-yorks.sch.uk](http://www.pickering-inf.n-yorks.sch.uk)

There is a lot of information from policies, useful web links to copies of school letters on our school website.

## School newsletter

This is written by the Head teacher fortnightly, *every other* Friday and has all the up to date school news, dates and information on and will be sent out by Parentmail email. On it is also a list of all letters/notices which have gone out to parents since the last newsletter, so it provides a useful check for parents to make sure they don't miss anything. Spare copies of the newsletter are kept outside the school office.

## Class newsletter

Class teachers also write a fortnightly newsletter, giving you information about what the children are doing in class and things you can do at home to support their learning and again will be sent out by Parentmail email.



## Friends of Pickering Infant School (FOS)

Our Friends of School members post information in the notice boards which are located in each playground. This parent body organises fundraising and social events to raise money to help us purchase larger equipment and have regular trips out of school and visitors into school. The children benefit from all the monies raised and have had various theatre groups, authors and science workshops as a result of the hard fundraising. If you are interested in joining, please contact the School Office and they will pass on your details, alternatively speak to a Friends of School member at a school event.

## Uniform

The children do wear uniform in school which consists of a jade green sweatshirt, cardigans, white polo or shirt and a grey skirt, dress or trousers. Order forms for these items can be collected outside the school office. The sweatshirt has our 'Learning, Caring, Sharing' school logo printed on it. Please make sure that your child's clothes are clearly named including their PE kit and coat.

We keep spare clothes in school in case of accidents and happily change the children in order to keep them clean and comfortable. If your child comes home in different clothes - please can we ask you to wash and return the clothes-thank you.

## Book bags

We encourage parents to buy a school book bag for their child. These are available to buy from the office. We like the children to bring their book bag to school everyday and ask parents to check these regularly. This helps ensure that letters, reading books, paintings and other items do arrive home safely.

## PE Kit

The children will need dark shorts and white tee shirts. School will supply you with a PE bag, the cost of which is funded by our Friends of School (FOS). These will be given to you in time for your child's first day with us. P.E. bags and kit are sent home each holiday for washing.

## Meeting the Teachers

We have regular events throughout the year when you can speak to the staff and you will be informed of the dates on our newsletters. Twice a year we have Parent's Evenings and we hold additional workshop evenings to show you ways that you can support your child with their learning at home. These workshops prove invaluable to your child's progress and will answer many of the questions you will have throughout the year.



## Forest School

Your child will take regularly take part in Forest School sessions, which is located on the school grounds in a safe and secure environment. We will send out more information about this closer to the time letting you know what clothing the children will need and on which day it will take place.

## Healthy Eating in School

In line with our policy of encouraging healthy eating, the children can have a hot meal in school at lunch time, cooked on the premises by our school cooks. When your child begins school we will be asking you what your child would prefer a packed lunch or a hot dinner. Currently, school dinners are available to all children in Reception up to Year Two free of charge. One week's notice is required if you wish your child to change from hot dinner to packed lunch and vice versa. Please refer to our school's packed lunch policy for guidance of what to include within their packed lunch. This can be found on our school website.



**Snacks** – The government provide all children with a piece of fruit for their mid morning snack. The children are also encouraged to bring a plastic bottle of plain water to school which they have access to throughout the day. In Reception, at snack time, children have the choice of apple juice, milk or water. The children will also make and prepare their own snacks from time to time (cheese on crackers, toast, tasting unusual and seasonal fruits and baking). We ask for a contribution of 50p per week to cover the cost of additional snacks.



## Pupil Premium Funding

Children may be entitled to additional pupil premium funding if their parents are in receipt of any of the following:

- a) Income support or
- b) Income Based Jobseekers Allowance or
- c) Income Related Employment and Support Allowance or
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) The guaranteed element of State Pension Credit
- f) Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- g) Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- h) Universal Credit - For places starting in the summer term of 2018 (on or after 1<sup>st</sup> April 2018), or any subsequent term, if a parent is entitled to Universal Credit they **must** have an annual net earned



income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.

- i) The child is currently being looked after by a local authority in England and Wales
- j) The child has left care in England and Wales through
  - An adoption order
  - A special guardianship order
  - A child arrangements order

Applying is easy to do and your child will receive free milk from Year 1 onwards and it may also mean that you get subsidised or even free access to activities in the future, please complete Form FMB2 which is included in this pack.

## Monies into school

The usual monies that we collect in school are trip money and sponsor money. Most monies need to be put in the basket provided in your child's classroom. The basket is then taken to the office. There may be times however, when you drop money off throughout the day, please take directly to the office. Please ensure that it is in a clearly labelled envelope.



**Visit/sponsor monies** – Through parental donations, our Friends of School supplement trips, visits and visitors but we usually ask parents for the additional cost to make up the difference. These are voluntary contributions but without them, we would not be able to take the children out as often as we do. Again, all monies need to be sent in to school in an envelope that is clearly labelled with your child's name and class and what the money is for.

## Parentmail +Pay

We would encourage the use of our cashless payment system, Parentmail +Pay, for the payment of Breakfast Club, After School Club and Crèche.

## Breakfast and After School Club

Our Breakfast and After School Club are available Mondays to Fridays during term time for those wishing to use them on a regular basis or those wishing to use them on an ad-hoc basis when you require before or after school care for your child.

**Breakfast club** runs from 8am to the start of the school day at £3.00 per session – the children will receive a healthy breakfast.

**After School Club** runs from the end of the school day until 5pm including light tea and refreshments at £7.00 per session plus £3.00 for pickup between 5pm and 6pm.

The children play games and take part in lots of fun activities or simply relax, enjoy reading a book or socialise by having a chat with friends or make new friends!

Pop into the school office or call on 01751 472620 for further details or to book a place.

If children are attending our After School Club, they are taken to the school hall and collected from there by After School Club staff.

## Medicines in school

If your child is sick, they really do need to be at home. However, it may be that your child has recovered sufficiently to return to school, but is finishing off a course of antibiotics.

We will give medicines in school if they are to be taken 4 or more times a day and they have been prescribed by a doctor and are clearly labelled. Medicines should be taken to the office and a medical form needs to be completed and signed.



If your child has asthma, we do need an inhaler in school at all times. Please inform us of this and we will give you the relevant forms to fill in.

### **If your child is ill**

If your child becomes ill during the night, please ring school or e-mail to let us know that he/she is ill. There is an answering machine that will record messages until staff get into school in the morning. We ask that you keep your child at home for 48 hours after the last bout of illness, if they have had sickness and/or diarrhoea. This applies to both staff and pupils. If your child is taken ill during the school day, we will contact you using the numbers that you have given us. If your child has another kind of illness, please inform the office on the first day your child is ill and we will inform the class teacher.

### **Accidents**

Luckily, we have very few accidents in school. However, we take all accidents very seriously. All our staff, including Midday Supervisors, are trained in basic first aid and can administer the appropriate care for bumps, bruises and knocks. If your child receives a particularly nasty bump we would inform you either immediately or at the end of the day, depending on the severity.

### **Red letters**

We issue these for any bump to the head or minor injury that we need parents to be aware of. We will also ask the person who picks up your child to sign the accident form to acknowledge that we have informed you of the injury.

### **Birthday Assemblies**

We celebrate each child's birthday with monthly Birthday assemblies. These normally take place on the last Friday of each month and alternate between morning and afternoon assemblies. We welcome you to these assemblies to share in your child's birthday and watch them blow out the candles on our birthday cake. Details of times and dates will always appear on the school newsletter.



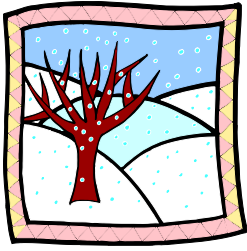
### **Water bottles**

We encourage children to bring in bottles of water (in named bottles) in order for them to keep hydrated. These bottles are kept in the classrooms where your children can access them easily. In keeping with our Healthy Eating policy, we do stress that is water only and not juice.

### **Helpers in School**

We welcome parents into school to help with the children's learning and there are many ways in which you will be able to help the class teachers. We appreciate any help parents give us. Some parents give just a couple of hours per week whilst others can give a day. The kinds of activities parents get involved in are hearing readers, supporting children's early cutting and scissor skills and supporting children with activities planned by the teachers. We would be delighted if you would like to come into school to help. Please do let us know if you have a particular interest that you may like to share with the children.

## Snow!



Very occasionally, we have had to close the school due to heavy snowfall. Whilst we do make every effort to keep the school open, there are times when it is impossible for staff to get to school safely. Though Pickering town itself does not always look too snowy, the weather can be very different in other areas and the safety of our staff is paramount too. We will send an email via our Parentmail app if a decision is made to close the school. Therefore, please ensure that the office have your correct email address. Due to the high volume of emails being sent out there may be a delay in receiving this message so please also check our school website homepage for a school closure message and we will endeavour to post information on our Facebook page and Twitter platform as soon as possible. We ask parents to check their emails and the school's social media platforms regularly and listen to the radio for any announcements via Radio York if the weather turns snowy during the school day.

*We do hope that our 'Welcome to our School' booklet helps with your child's transition into school. If you have any queries or are unsure about anything please do not hesitate to call into school and ask the question. We are always here to help.*