



Woodmancote School  
Belong · Aspire · Achieve

## Welcome Booklet – 2018

This booklet is to help you prepare your child towards a happy and carefree first few years at school. It is also to help remove any anxieties which you, as parents, may have when your child is about to start school.

### Starting School in September

We have two Reception classes, Oak and Ash.



Mrs Baxter and Mrs Meredith-Smyth

Mr Minards

We believe very strongly that the Reception aged children should be introduced to school gradually, even if they have been in full time at nursery or pre-school. All children will initially attend school part-time. Some children will be ready sooner than others for full-time education. As a general rule most children are ready to attend school full time by the end of September. Your child's class teacher will discuss when your child is ready for full time education with you during the first few weeks of school.

## Preparing your child for school

We would really like you to encourage your son or daughter to become as independent as possible so that when they start school we hope they can:

- Dress and undress themselves unaided i.e.
  - Take jumper on and off
  - turn clothes the right side out
  - put shoes on correct feet
  - do up buttons or zips on school clothes. (If your child is unable to tie up shoe laces, it is better to buy slip-on/Velcro shoes.)
- Recognise their own clothes, shoes and P.E. bag. (Please be sure to put name labels in **all** your child's clothing and belongings).
- Remove outer clothing and hang it up neatly.
- Use the toilet without supervision, including knowing that he/she should ask to go whenever necessary, flush the toilet and wash and dry his/her hands afterwards.
- Tidy and clear away toys and games.

Wipe their nose.

Respond to the instructions of an adult.

Know and recognise their own name.

Use "please" and "thank you" appropriately.

Open their sandwich box and manage their drink container.

Use a knife and fork.

Listen to a story quietly.

## School Meals

When your child is used to school routine he/she will stay to lunch. We endeavour to make meal times as happy and relaxed as possible, whilst maintaining a high standard of table manners. Hot lunches are cooked on site by Caterlink.

The Government is funding Universal Infant Free School Meals (UIFSM) for all Infant children. Your child will be asked each day whether they would like a hot meal or not and given a meat, vegetarian or jacket potato/filled baguette option.

## Packed Lunch

Packed lunches may be brought to school. Please make sure containers are secure and named and that you avoid sending anything in with nuts. There are several children at school with severe nut allergy.

## Absences

Please telephone or email the school first thing in the morning each day your child is absent from school. If a child does not arrive before 8.50 a.m. a letter is sent from the class teacher to the office who will then make contact with you to find out where your child is. If your child is sick or has an upset stomach they must remain absent from school for 48 hours since the last bout of sickness.

## Holidays in Term Time

We do not automatically authorise absence from school and are unable to authorise any holidays.

We do request that you inform us of any absences due to family circumstances.

## Houses

When your child starts school they will be allocated a 'House' to belong to for the next seven years. There are various House events throughout the year and children are encouraged to participate as much as possible. Recent events have included a Baking competition, Talent Show, Art Competition and various sports matches, including sports day in the summer term.

Our houses are Leckhampton (red), Nottingham (yellow), Malvern (blue) and Cleeve (green).

## Medicines

The school is not obliged to administer medicine, but we do recognise that asking parents to come to school to administer a prescribed dose is not always realistic. If you need to request your child's class teacher to administer medicine during the school day, please ask the office for a medicine administration form which you will need to fill in. These are also available on the school website in the 'useful forms' section.

## Lost Property

Named items are returned to the child. Un-named items are collected and taken to the lost property box. Please ask if you are unable to find missing articles. Please name EVERYTHING!

## Money

We use Parentpay for the payment of school trips etc. You will receive login details once your child has started school.

## Break Times

Through the National Fruit and Vegetable Scheme all children in Foundation Stage and Key Stage 1 are given the opportunity to have a piece of fruit each day. This may be a carrot, an apple, a banana, a satsuma or a few tomatoes. We will encourage children to eat the fruit or vegetable available each day, but will obviously not force them to. If you would prefer to send your child with a piece of fruit or vegetable, then please do so. No other form of snack is permitted at break time.

Milk can be ordered through Cool Milk. This should be done by parents via the Cool Milk website.

## Woodmancote School Uniform

Grey trousers, skirt or pinafore

White shirt, blouse or polo top

Bottle green sweat shirt, jumper or cardigan with logo (available from school togs)

Green and white summer dress

White/grey socks or grey tights

Black/Dark shoes

## P.E. Kit

House colour T-shirt with logo (available from school togs)

Black Shorts

Black or navy tracksuit trousers and top

Trainers

All other items with the school logo on are available through School Togs.

252 High Street  
Cheltenham  
Gloucs  
GL50 3HF  
Tel No: 01242 523632  
Email: [chelt@schooltogs.com](mailto:chelt@schooltogs.com)



Plain white polo shirts, PE shorts and grey trousers and skirts can be bought at any High Street stockist.

We aim to participate in sport whatever the weather outside so please ensure that your child has their PE bag in school throughout the week.

For House events children will need their PE top in their house colours

### Please bring to school

Book Bag (named) – your child will be provided with a clear plastic wallet. If you wish, green book bags with a carry handle can be purchased from school togs.

P.E. Bags - each child needs a named draw string bag for P.E. kit (see above for kit).

No rucksacks please as we do not have room for them. They will not need to bring PE bags for the first couple of weeks – we will let you know when they are needed.

Painting apron/shirt – Bought plastic apron or an old shirt, worn back to front. Fit a Velcro fastening, shorten sleeves and thread elastic at the wrists.

Lunch box (if required) and drink bottle (named) –Please also send in a named water bottle for your child to drink water from each day. Your child will have free access to this throughout the school day. Please note that disposable water bottles are not allowed.

Spare clothes – in case of an accident please provide a spare pair of pants, socks, trousers/or skirt in a small named bag which can be kept on your child's peg.

Outdoor Learning Clothes-Once a week children have the opportunity to work outside. Waterproofs and an extra change of clothes are needed for this activity. We will send further information nearer the time, we aim to start after October half term.

**Please label all items clearly with your child's name, even down to shoes and socks!**

### Outdoor Learning

We believe in using the outdoors to aid learning. The aim is for the work to be child-led and to provide children with an appreciation of the natural world.

Each week children will need a bag containing the following:

Long sleeved Shirt

Long trousers (tracksuit type)

Fleece/jumper

Waterproof coat

Waterproof trousers (if possible)

Wellington Boots **(in a separate carrier bag)**

Warm socks and gloves when the weather starts to get cold

We will always start by getting changed into our outdoor learning clothes. These should be suitable for getting dirty! Long sleeves/trousers are always required to stop scratches or stings and in the summer, sunburn. We want the children to feel able to get 'stuck in' and not be worrying about their clothing. We will help with changing if it is needed.

### Sessions

Outdoor learning sessions will be run each week. In the first few sessions we will be learning the routines. The seating circle or 'Base camp' is used for discussing the session and listening games. Children will then be able to choose from a variety of activities that will be introduced over the weeks. These include collecting and examining bugs, digging, mud painting, colour matching and stick whittling.

We will stop for a drink (so it's important to have a drink bottle) and to discuss the session, before tidying away outdoor learning clothes.

A medical form, specific to outdoor learning, is included for you to fill in and return to the class teacher before the first session. If you have any further questions please speak to staff.

### Dropping off and picking up

The school day starts at 8.45am, with doors open from 8.40am.

Most children have a positive attitude towards coming into school and leave their parents happily. If, however, your child is upset it is best to leave as quickly as possible once they are with their teacher. Prolonged goodbyes can be even more upsetting. Upset children tend to settle happily after a few minutes of joining in with the class routine. A phone call when you get home may help reassure you if you are especially worried.

### Communication

Children will be allowed out of the classroom when their class teacher can see whoever is picking them up. Our Reception teachers are always happy to talk with you, but as they are busy preparing for the school day before 8.40am, they prefer to talk after school for all but the shortest of conversations. If your child is to be picked up by someone other than yourself, please ensure that the

class teacher is aware of this by confirming it in writing in the diary. If we do not have permission for your child to be picked up by someone else, we will **NOT** let them go until we have spoken to you. If it is a regular arrangement, one note in your child's home/school diary at the beginning of the year is all that is needed.

We use a text messaging service, email and Class Do-Jo to keep in touch with parents. Please make sure that we have your mobile and email address and let us know of any changes as they occur.

The school website also has all the latest newsletters and information about what the children are doing, as well as general information about the school, its staff and governance.

### The Curriculum

When your child starts school they will be completing the Foundation Stage of their education (birth – age 5).

This covers 7 areas:-

Personal, Social and Emotional  
Physical development  
Expressive arts and design  
Maths  
Communication and Language  
Literacy  
Understanding of the World



### Learning the alphabet

If you want to try the alphabet with your child then at this stage it is better to start with the lower case letters and to say their sounds rather than their letter names e.g. "a" for apple instead of "ay". This is called the Phonic Alphabet and will greatly assist your child in working out words for him/herself. Recognising their name would be very useful.

At school we teach a certain letter formation. It is difficult for teachers to undo bad habits, such as incorrect letter formation. Therefore, if you write letters or words for your child please remember the following points:

Use lower case letters – not capitals (except at the beginning of names).  
Form letters using the patterns below.

Do not join up letters

a b c d e f g h i j k l m  
n o p q r s t u v w x y z

We hope you find this booklet useful. There will be occasions when you may have questions you would like to ask us or talk about your child's learning. Please feel free to contact the class teacher or myself no matter how trivial you think the issue is. Hopefully we will be able to put your mind at rest without too much worry.

We look forward to working with you in the coming years in order to give your child the best possible educational start in life.

***Mrs Baxter Mrs Meredith-Smyth Mr Minards***

***Mrs Minett and Mrs Worgan***

#### Staff Contact Details

Mrs Baxter	<a href="mailto:kbaxter@woodmancote.gloucs.sch.uk">kbaxter@woodmancote.gloucs.sch.uk</a>
Mrs Meredith-Smyth	<a href="mailto:zmeredith-smyth@woodmancote.gloucs.sch.uk">zmeredith-smyth@woodmancote.gloucs.sch.uk</a>
Mr Chris Minards	<a href="mailto:cminards@woodmancote.gloucs.sch.uk">cminards@woodmancote.gloucs.sch.uk</a>



## Belong

A school where children are encouraged to develop a sense of belonging to both a thriving local community and a national and international community where responsibility goes hand in hand with discovering who they are and where they fit in the world.

## Aspire

A school where children are encouraged to see the world as full of endless opportunities to develop skills and knowledge that enable them to lead full and meaningful lives.



## Achieve

A school that aspires to give all children the very best start to their academic lives through a stimulating, supportive and challenging curriculum.