



Woodmancote School  
Belong · Aspire · Achieve

## Welcome Booklet – 2023

**This booklet is to help you prepare your child towards a happy and carefree first few years at school. It is also to help answer any questions 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 Skerry



Mrs Howard and Mrs Dodwell

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 for a short time will 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.

## Preparing your child for school

We would really like you to encourage your child to become as independent as possible. 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 coat and hang it up on a peg.
- Use the toilet without supervision, including wiping bottom, knowing that he/she should ask to go whenever necessary, flushing the toilet and washing and drying 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

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 option. If your child has a food allergy/intolerance it is vital that you let us know, so that their needs can be catered for.

## 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, including coconut. There are several children at school with severe nut allergies.

## Absences

Please telephone or email the school first thing in the morning each day your child is absent from school, or complete the absence notification form on the school website. Please do not use Dojo to report absences.

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 encourage all children to be at school during term time. We do not authorise absence from school for holidays. At Woodmancote School we believe that good attendance and punctuality are essential for a child to reach their educational potential and enjoy a feeling of belonging to their class and school community.

We do request that you inform us of any absences due to family circumstances. You can find out more about attendance expectations by looking on the school website under policies:

<https://woodmancoteschool.co.uk/wp-content/uploads/2021/06/Attendance-Policy-21.pdf>

## 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 us to administer medicine (prescribed only) during the school day, please ask the office for a medicine administration form which you will need to fill in.

## 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 operate a cashless system at the school using Parentpay for any payments requested e.g Woodpeckers before and after school club, trips etc. You will receive login details once your child has started school. You need to register your child using these login details. If your child has been attending Little Chestnuts this new login replaces any previous Little Chestnut login.

## 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 or veg 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. <https://customers.coolmilk.com/V2/register/>

## 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 Monkhouse)

Green and white summer dress

White/grey socks or grey tights

Black/Dark shoes

Hair is expected to be tied up with a plain hairband or bobble



## P.E. Kit

House colour T-shirt with logo (available from Monkhouse)

Black Shorts

Black or navy tracksuit trousers and top

Trainers (these are only required from term 3)

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

*252 High Street*

*Cheltenham*

*GL50 3HF*

*Tel No: 01242 523632*

For more information on how to obtain school uniform from Monkhouse please visit [www.monkhouse.com](http://www.monkhouse.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 - Leckhampton (red), Nottingham (yellow), Malvern (blue) and Cleeve (green).

### **Please bring to school**

Book Bag (named) – If you wish, green book bags with a carry handle can be purchased from Monkhouse. If they do not have one, your child will be provided with a clear plastic wallet.

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. Children will not need to bring PE bags for the first couple of weeks – we will let you know when they are needed.

Named Lunch box (if required) and 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.

**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.

Once a week children have the opportunity to work outside. Waterproofs and an extra change of clothes are needed for this activity. We will let you know the day in September.

Each week children will need to come to school wearing the following:

Long sleeved Shirt

Long trousers (tracksuit type)

Fleece/jumper (if cold)

Waterproof coat

Waterproof trousers (if possible) **(in a separate carrier bag)**

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

Warm coat and gloves when the weather starts to get cold

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 equipment.

### Dropping off and picking up

The school gates open at 8.30am, 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.

Pick up and drop off is from the outside door of the Reception classrooms. Oak class come out to the left of the door, Ash the right.

### 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 school is aware of this by phoning the office. We will **NOT** let them go until we have spoken to you. If it is a regular arrangement, e.g. a grandparent/other relative/childminder please let us know at the beginning of the year so that it can be recorded.

We use a text messaging service, email and Class Do-Jo to keep in touch with parents. Please make sure that the office have your mobile and email address and let them 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

### **Over the Summer**

We hope that you enjoy a lovely summer with your children and enjoy getting them ready for school. There is no pressure to do anything but 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.

If writing their name use lower case letters – not capitals (except at the beginning of names).

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 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 Skerry Mrs Howard Mrs Dodwell***

#### Staff Contact Details

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