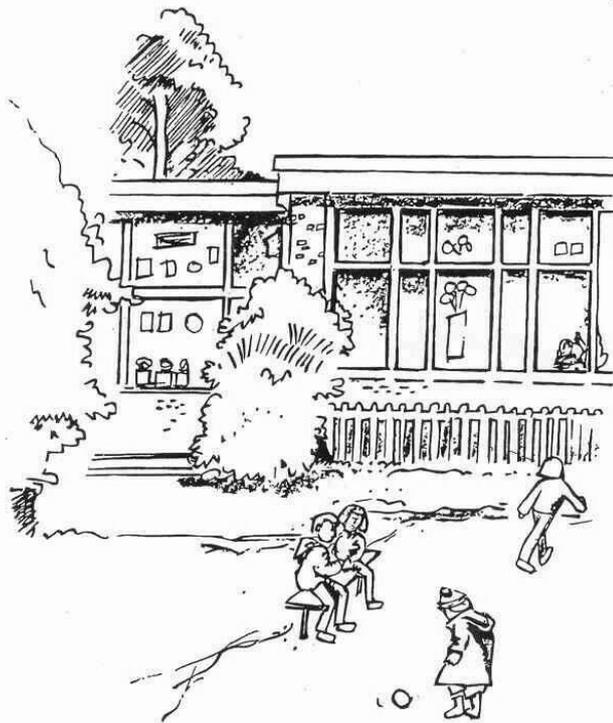


# Starting School

at  
Lenham Primary



A Guide for Parents of New and Transfer Pupils

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## **Introduction and Welcome**

We would all like to welcome you to our school. We pride ourselves at Lenham Primary School on providing a friendly environment for children and their families. We hope that this booklet will answer some of your questions about the day-to-day happenings. If it does not answer all of them do please ask any member of staff about your concerns. If this is the first time your child has attended school you will be invited to a meeting before they start school and there will be individual consultations early in the first term. However if your child is transferring from another primary school you will have opportunities to meet the class teacher informally and may request a parent-teacher consultation if one is not due to take place.

If you wish to visit the school before your child starts it is best to make an appointment with Mrs Russell, the secretary (Tel 01622 858260). In the interests of school security we ask all adult visitors to sign in and wear a visitor's badge.

There is a **No Smoking Policy** in both the school and in the grounds. We ask all adults to respect this and support our health education programme by this example.

In the interests of safety and hygiene **dogs** are not allowed anywhere on the school site.

## Coming to school

**Parking** Most families live quite close to the school and we ask everyone to walk if possible! This is because the school, like many others, has no parking on the site for parents and there is not much space in the road outside. As it can be quite congested at the beginning and end of the school day it is better to come on foot. If you do come by car, please park a little way away. Please **do not park** on the zigzag lines or white lines opposite the pupils' entrance as this area gives the children a safe place to cross Ham Lane. We do ask parents to accompany younger children to and from school. We have been advised by the Police that it is inadvisable to leave younger children alone in the car while taking a child into school.

**Waiting** Children (and parents) wait on the playground (not on the path) until the teacher on duty comes out. The children then line up ready to go in. If your child is starting school for the very first time we ask you to hand him or her over to the class teacher or classroom assistant when you arrive. Later on they will line up with the rest of the children. We have a carefully planned induction programme during the half term before children start school and this means that they are almost always eager to come to school. If your child is a little nervous you may wish to bring him or her in with the class for a day or two. Whatever happens, once you have said good bye we strongly recommend that you go quickly. Please do not linger for last waves through the classroom window - it only makes it much harder for the children to settle down quickly and prolongs the agony for yourselves!

**Early Arrival** It is important that parents are aware that children are not supervised by staff before or after school. Children should not arrive before 8.45 a.m. On wet days children may go into the hall from 8.50 a.m.

**Late Arrival** If you are late arriving at school please go to the office and sign your child in. This means that registers are adjusted for lunches. Late arrivals are noted in the class register. Please note that the registers are officially closed at 9.20am. Arriving after this time constitutes an absence for that session whatever the reason.

## Times of the day

**School begins** at 8.55 a.m.

**School ends** at 3.15 p.m.

**All Reception pupils** begin with part time attendance and you will be informed of the special arrangements.

|                     |            |  |
|---------------------|------------|--|
| <b>Break times:</b> | morning    | 10.25 - 10.40 a.m. (Infants)<br>10.45 - 11.00 a.m. (Juniors) |
|                     | lunch time | 12.00 - 1.15 p.m. (Infants)<br>12.15 - 1.15 p.m. (Juniors)   |
|                     | afternoon  | 2.25 - 2.35 p.m. (Infants)                                   |

## Collecting

Parents are asked to wait for their children on the playground. It is helpful if everyone remains away from the school building and any younger children are kept under close supervision. Not only may they have an accident running about but it is very distracting for the teachers and children still working in the classroom. Please do not allow younger children to bring bikes, play in the copse area or on the adventure play area. (Children who have started school are not allowed to use these areas before or after school.) You may wish to use the seating in the “Quiet Area” but please make sure children sit quietly.

**Leaving school at other times** If you need to take your child out of school early we ask you to let us know in advance via a note in your child’s book bag. Please come into the office at the time of collection. The child can then be signed out. Children are not allowed to leave early unless accompanied by a parent. Please sign the child in again when you return.

**Special Arrangements** If you make special arrangements for your child to go home at the end of the day, please let the teacher know.

## Attendance & Absence

Good attendance is very important and our school celebrates good attendance of pupils. When your child is absent please let us know the reason by phone on the day. If your child has an infectious disease such as a tummy bug we are especially glad to know immediately as we can watch for early signs in other children and warn other parents. Medical advice is that children should remain at home for 48 hours after the last bout of sickness. Please ring the office *every day* that your child is ill; ideally by 9 a.m.

**Authorised and unauthorised absence** Like all state schools we are required to keep records of attendance for every pupil. Absence is only authorised for health reasons including medical appointments and ‘exceptional’ circumstances such as close family weddings or bereavement. Absence is **not** authorised for any term time holidays as per the Department of Education Regulations 2013. Penalty Notices of £120 will be issued to each parent for each child reduced to £60 if paid within 21 days. Please see our online Attendance Policy for further information. An attendance record for every child is included in his or her Annual Report. The statistics are also included in national records and our School Profile.

## When your child is unwell

If someone is unwell during the day we will contact parents and ask them to collect the child. Please do not send your child to school if he or she is under the weather. It is pretty miserable for them and makes a lot of extra work for staff if he/she becomes worse and needs collecting. All children are expected to go out of doors at break time (unless there are very exceptional circumstances) as we do not have the facilities to supervise them separately.



**Emergency Contacts** It is very important that we have at least one telephone number where a parent can be contacted. We also ask for a friend or family contact number in case parents cannot be contacted. Please remember to let us know if your contact number changes.

**Medicine** We sometimes receive requests to administer medicines to children at school. Please complete a written indemnity allowing school staff to give the medicine. Medicine forms are available from the office. We will gladly continue to administer essential medicines to children with LONG TERM COMPLAINTS such as asthma, diabetes or epilepsy.

**Medicines must be clearly labelled with your child's name and taken to the school office.**

**Head Lice** From time to time this school, like all other primaries, has a problem with nits and head lice. Even though head lice are not considered a health risk they are a real nuisance and unpleasant for the children and families affected. Sometimes parents don't know what they are looking for when they check the child's head and children are not always itchy when affected. If you are unsure whether your child has head lice a teacher or classroom assistant will always be willing to advise. If we think that a child is infected we will ask the parents to take the child home for treatment. Lotions are no longer generally available from the doctor or health visitor. It is far better to check regularly to prevent the problem from getting established. An instruction sheet on how to check for lice and nits (eggs) is available from the school office. We also have more detailed instructions on how to prevent the problem.

**Please tell the school if your child has been treated for head lice as we need to warn others to watch out for the little visitors.** This is in everyone's interests. We will ask a parent to collect a child if we notice live lice.

## Lunch time

The youngest pupils begin school on a part time basis and may participate in school lunches when they attend full time. All the infants eat together at 12.00 a.m. School lunches are prepared on site by KCC approved caterers. The menus are designed by the contractors and provide an interesting and nutritious range of dishes. Parents will be invited to participate in a lunch time with their child.

**Cost** From September 2014 costs of infant meals are met by the Government. A junior meal (years 3 to 6) costs £2.10. Meals must be paid for **in advance** either on a weekly or termly basis. Details of how to pay will be advised shortly. When a child is absent the cost of the meal is automatically credited. Queries about dinner money should be sent in writing and in a sealed envelope. Families receiving Income Support, Income Based Job Seekers Allowance or Child Tax Credit will be eligible for free school dinners and should ask the school office for the appropriate forms



**Packed lunch** Children may bring a packed lunch in a named lunch box as an alternative. Sweets and chocolate bars are not allowed and we ask parents not to include peanuts or peanut butter as some pupils have extreme reactions to these products. We recommend a cool pack to keep the food fresh.

**Drinks** Water is available for all children at lunch time and from the water fountain, but if preferred a non-fizzy drink may be brought to school to drink at lunch time. Please make sure that your child can open and close the container which must not be made of glass. For the rest of the day, only water is allowed.

**Mid-morning break** Children may bring fruit for a mid-morning snack. Juniors only, as this is provided free for infants.

**Water** We encourage children to drink water frequently throughout the day. £1.20 water bottles may be purchased from the school office together with extra lids at 50p.



**Milk** We have fresh milk available for each child at mid morning which is supplied by “Cool Milk”. This is free for under 5s. Parents need to fill in an application form and send it directly to the company.

## Uniform

We feel that uniform is important as it helps to establish school identity, a smart appearance and helps parents overcome the problems of dressing choosy fashion-conscious children! The uniform is basically green, gold and grey. Various combinations are possible:

**Grey trousers and shorts** may be worn in winter or summer by boys or girls.

**Grey skirts and pinafores** may be worn in winter or summer by girls

**\*Short or long sleeved polo shirts**, *in gold for all year groups except Year 6, who wear white. White school shirts and blouses* are an acceptable alternative to the sports-style shirts *for Year 6 only.*

**\*Bottle green sweat shirts** with the school “Saxon” logo or bottle green sweaters /cardigans

**\*Bottle green fleeces** with the school “Saxon” logo

**Yellow or Green dresses** for the girls (striped or checked)

**\*Green caps** (legionnaire and baseball style) are optional for summer protection.

**Socks** should be white or grey, tights either black, grey or bottle green.

**Shoes** are preferably black and of a practical design. Trainers, slip-ons and high heels are **not** permitted for everyday wear.

### **PE Kit:**

Every child needs to have his/her kit in school every day. Children who do not have their kit are not able to participate.

### **Black shorts**

**\*House T-shirt.** You will be advised what house your child will be in.

Jessica Ennis – green

Andy Murray – yellow

Victoria Pendleton – blue

Mo Farah – red

Junior girls may wear a navy pleated sports skirt for games but will still need shorts for apparatus work ( a leotard is optional).

Plimsolls are necessary for games activities.

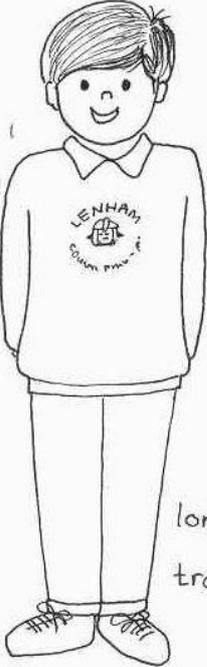
**\*All starred items are available from the school office.**

Uniform continued

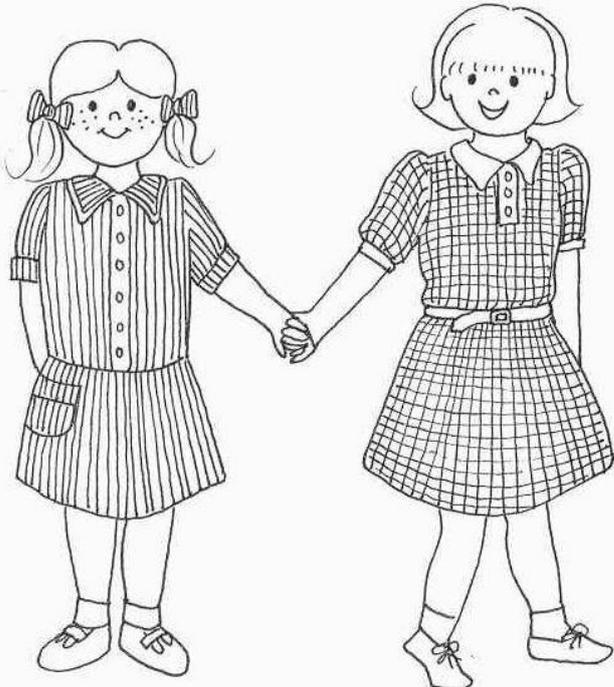


Gold polo shirt  
long or short sleeve

Bottle green  
sweatshirt



long grey  
trousers



Summer dress - yellow or green



Grey skirt or pinafore  
Bottle green sweatshirt  
green or grey tights

## **Art**

Your child will need an overall or an old shirt for arts and crafts activities.

## **Bags**

Please provide a named drawstring shoe bag to hang on your child's peg. The school now markets a book bag, a shoe bag and a rucksack with the Saxon logo.

Large sports bags and back-packs are unsuitable as we do not have space in the cloakrooms to store them.

## **Hair**

Hair below shoulder length should be tied back. No extreme hair styles (such as tramlines) are permitted.

## **Jewellery**

Children are not allowed to wear jewellery in school as it can so easily get lost or damaged. Although we make an exception for small, plain stud earrings we do not recommend that young children have these in school as they will not be allowed to do PE wearing them. If your child has studs he/ she needs to know how to remove and replace them and must have a small container for their storage. If you are thinking about having your child's ears pierced please leave until the summer holidays; as earrings cannot be removed for the first six weeks, and your child will not be able to participate in swimming or PE.

## **Toys**

Our school has lots of super activities and games. Please do not allow your child to bring toys from home as these only get lost or damaged. Of course we welcome items of interest connected with the work the children are doing but it is wise to name these clearly.

Don't forget to label all school uniform preferably with woven sew-in tapes as these stay clear for easy identification.

## **Lost Property**

You would be surprised at how much lost property accumulates in school. Usually the class teacher will return items to the child. Anything which is unclaimed goes to the Lost Property Box held in the office. At the end of each term unclaimed items will be added to the second hand uniform collection.

It is important to remember that the school does not accept responsibility for any of the children's property.

## Information

There is always a lot happening in school. You will receive newsletters to keep you up to date with things. Letters about specific activities will also come your way. The PTA will be letting parents know about forthcoming events. We also have lots of interesting information available on the school website. Please visit us at [www.lenham.kent.sch.uk](http://www.lenham.kent.sch.uk)

All parents have the opportunity to meet with their child's class teacher for a formal consultation. Generally these consultations take place in Terms 1 and 3 and parents receive a detailed written report at the end of Term 6. We try to offer lots of other opportunities for you to find out about what is going on in school through evening meetings, open days and invitations to class assemblies. **At any time** parents are welcome to call in with a query. If the discussion is likely to take a while it is better to ask the teacher for a suitable time to meet, or make an appointment to see the Headteacher.

## Getting involved

We know that parents welcome the opportunity to get involved in their children's education. Many become active in the PTA, helping with the social and fund-raising events which add so much to the life of the school. Some parents are able to offer a regular half day to help in school. Others help with covering books, etc. at home. All this assistance is much appreciated and we know that parents and children benefit from the closely forged links.

## Helping your child prepare for school

Parents often ask how they can help their child prepare for starting school. Here are a few suggestions. The most important thing is that you **enjoy** these activities together.

**Talk** with your child as much as possible. Never talk down to him/her. Encourage him/her to wait for a turn to speak and to use whole sentence answers.

Help your child to learn colours, rhymes and songs.

Look at books together, talk about the pictures and the story, encourage your child to guess what will happen next. Join the public library and choose books together. Read to your child each day, running your finger under the print as you read. Show him/her how to hold the book and turn the pages from the corner.

Encourage your child to use pencils, crayons and blunt-ended scissors. These will help develop your child's hand and eye control.

If you would like to help your child to recognise and write his/her name please use **small case letters** and just a capital at the beginning of the name.

Play games which encourage counting or recognition of shapes e.g. ludo, snakes and ladders and jigsaws. Help your child to realise how numbers occur around them, not by doing sums but by counting in various ways e.g. How many plates on the table?

How many swings and slides in the park? Are there more swings or more slides? Number songs are also a great help.

It would help both your child and the teacher if each child is able to do the following things unaided by the time they begin school:

- Dress and undress
- Fasten buckles, buttons and zips (we know that laces can be hard)
- Hang up a coat on a peg
- Use a knife and fork
- Use the toilet unaided
- Wash and dry hands
- Blow his/her nose
- Share and take turns with toys
- Tidy own toys away
- Know his/her name and address
- Know how to hold a book and turn the pages from the corners