



STARTING SCHOOL



Child _____

Class _____

Class visit _____

Child only for 90 minutes. No uniform needed

Story time Wednesday 1st July 2.30 – 3.00pm

Child and parent in the classroom

Meeting _____

Parent meets with the teacher for 20 mins to check paperwork etc

Your child will start school on Thursday 3rd September 2026.

The first 5 days will be mornings only from 8.30am – 11.00am.

Your child will attend full time from Thursday 10th September 2026.

Welcome

The guidance in this handbook provides much of the information you will need to help your child prepare for school. If you have any further questions please contact the school office by ringing 01473 251613 or emailing admin@stmargaretsipswich.org

Early Years Foundation Stage (EYFS)

The 'Early Years Foundation Stage' is the term used to describe Nursery and Reception classes in schools and other settings throughout the country. Children follow a curriculum based on seven main areas of learning. These are...

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Behaviour

To encourage children to take a positive view of the school and of learning we present them with a positive model. Our Behaviour Policy stresses the need for positive rewards, and these rewards are perceived as more characteristic of life in school than sanctions.

Our rewards system includes the following:

- Dojo points
- Stickers
- Certificates
- Postcards

If children misbehave to get attention, we will often ignore it. We use simple non-verbal directions and try to divert them to another activity. If a child refuses to comply, they are given 'time out' in a designated area of the classroom. Persistent bad behaviour may mean pupils have to see a senior member of staff.

If your child displays more serious behavioural problems, you will be asked to meet with the class teacher or a senior leader. We will then discuss how best to work together to ensure that any issues are resolved.

Attendance

To help the children settle into school, they will attend part time for the first 5 days, commencing Thursday 3rd September, before attending full time from Thursday 10th September. Full time hours are **8:30am - 3.10pm**.

Families should enter the school via the alleyway on Cobbold Street. The gates are open between 8.30 - 8.40am. Parents then follow the one-way system and exit the playground via the slope and on to Bolton Lane. The same system is followed at the end of the school day, when the gates open at 3.10pm.

Children who arrive late should report to the school office as they may have missed registration. It is important that your child arrives on time so that they are not distressed and don't miss any learning. Persistent lateness may trigger a fixed penalty notice fine.

Absences

If your child is absent from school, please phone the office first thing in the morning on the number **01473 251613**. If you don't phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence and this will be shown on your child's end of year report. If we cannot make contact with you via the phone a senior leader will carry out a home visit

Illness, emergency medical appointments and days of religious observance are legitimate reasons for absence. Family holidays are not authorised during term time.

School Uniform

All pupils are expected to wear full school uniform from the day they start attending school. Please make sure that all items of clothing are clearly labelled with your child's name. It is extremely difficult to recover lost items that are not labelled.

Long hair should be tied back. Children should not have tram lines in their hair.

School uniform is available from:

- www.candduniform.co.uk
- The PTA organise regular second-hand uniform sales



Pupils should wear their PE kit to school on the days they do sports. The class teachers will let you know when this is.

Please also provide your child with a book bag, which should be brought into school on their first day. All children are advised to keep a spare pair of pants or knickers in their book bag in case of accidents! Additional pairs of socks are also useful.



Jewellery

We ask that your child does not wear jewellery to school, if they wear this for religious reasons please speak to the class teacher.

Earrings will need to be removed before PE. Please do this at home as school staff are not allowed to remove them for the children.

School Meals

All pupils in EYFS and Key Stage 1 are entitled to free school meals and we would strongly encourage parents to take advantage of this opportunity. Cooked lunches are prepared on the premises by Aspens. Your child may bring a packed lunch to eat if you do not wish for them to have a cooked meal.

It is vital that you share with us food allergies and dietary requirements.

In some cases, extra paperwork will need to be completed and a special menu created

If you receive Income Support, we would still ask you to fill in the free school meals form as the school can claim additional funding to support pupils as a result.

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-meals-uniforms-and-trips/apply-for-free-school-meals>

Snacks

All pupils in EYFS and KS1 receive a free piece of fruit at morning playtime. They may bring in snack from home, but this must also be fruit or vegetables. Please make sure your child brings in a water bottle every day as well.

Packed Lunches

Packed lunches must be healthy and balanced, including fruit and other nutritious items. Packed lunch boxes must be labelled with your child's name and class. They should **not** contain fizzy drinks, chocolate bars, sweets or nuts (including Nutella)

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes>

Pack your child a **HEALTHY LUNCH BOX**



Choose a variety of foods from each food group

Fruit



Vegetables



Dairy



Wholegrains



**Lean meat
& alternatives**



A Healthy Lunch Box



Remember that we are a nut free school.
Thank you

Parents' Evenings

Parents' evenings are held in the Autumn and Spring terms, or you can arrange an informal meeting with the class teacher if you have any concerns about your child's progress. Parents are invited to attend a range of school events throughout the year, including some church services and sports day.

An end of year report is sent home in the Summer term.

Toys

Children should not bring in toys from home unless it is for a *Show and Tell* session. There are plenty of things for pupils to play with in the classrooms.

Medicines

The administration of medicines to children is the responsibility of parents and there is no legal duty for school staff to administer medicine to pupils. However, requests could be made to the school office regarding the administration of prescribed medicine in cases of conditions such as asthma, diabetes or epilepsy. Please do not leave medicine in book bags.

If your child has suffered sickness or diarrhoea, please keep them at home for at least **48 hours** before sending them back to school.

Toilet Training

An important step in being ready for school is making sure that your child is trained to use the toilet independently. The benefits are huge in terms of your child's physical, social and emotional progress. If you need support, guidance and tips in order to reach this milestone prior to school starting then please take a look here:

<https://www.nhs.uk/conditions/pregnancy-and-baby/potty-training-tips/>

Working with Parents and Carers

As parents and carers, you play a vital role in your child's education. Please note the following...

- Spend time with your child and show an interest in their learning. Read them a story, complete a puzzle or play a number game. Talking and singing will help with your child's development too.
- Please make a note in the reading record when you have read your child's book with them at home.
- In order for us to care for your child it is vital that you let us know about any changes in circumstances at home, including family illness, birth of siblings, moving house, divorce or separation.

EYFS

EARLY YEARS FOUNDATION STAGE

Penguin Class (Reception)

Mr Luetchford



Puffin Class (Reception)

Mrs Rodger (Mon to Wed)

Mrs Flood (Thurs and Fri)



Transforming lives by living and learning together in God's love.