



Mrs Donaghey  
Assistant Headteacher



Mrs Dyer  
Headteacher



Mrs McCarthy  
Assistant Headteacher

## LADY BANKES INFANT & NURSERY SCHOOL



Mrs Colaco



Mrs Bull

Soon you will be starting your new reception  
class

## RECEPTION LEARNING SUPPORT TEAM



Miss Duerden



Miss Hone



Miss McGillivray



Mrs Naylor



Mrs Frederick



Mrs Harrison



Mrs Moore

This information sheet is for you to read with a grown-up at home. If you have any questions you can ask a grown up at home or at school.

You will start in your Reception Class in September. Every day when you arrive at school between 8.45 a.m and 8.55 a.m your Mummy, Daddy or carer will bring you to the playground that is nearest to your classroom where you will line up with them at your class signpost. Your parent/carer will be able to see you go into your classroom ( 😊 on the map) and we know that you will have a lovely time. If your child is upset or there is something you wish to discuss briefly with the teacher, please go to the back of the line.



Your teacher or nursery nurse will show you where to hang up your coat and wellie bag and put away your yellow school bag and named bottle of water. (Please bring your yellow bag with you every day).



You do not need a PE kit yet but please bring a change of clothes and shoes in a drawstring/PE style bag.



After a couple of weeks when you have settled in school you will be able to choose to have a school packed lunch or bring your own packed lunch and have a picnic in school. Your teachers will show you where to put your own packed lunch box, if you have one. Later you will be able to choose to have a delicious hot dinner if you want and we will tell your grown-ups how to get this for you.



What do you like to play with? We have toys, building bricks, painting, drawing, books, dressing up and lots of other things to do.



Your teacher will tell you if she wants to work with you on a special activity.



You will be able to play outside a lot every day and there are many different areas where you can have fun. Your teachers will show you where to go.



After lunch you will go back to your outdoor area and classroom for more activities.



At 2.55 p.m it is time to go home. Your mummy, daddy or carer will be waiting outside for you at the same place that you lined up to come into school, and your teachers will be at the door to show you where your grown-up is waiting. (For the first few weeks you will be picked up earlier from the same place.



If you need to go to the toilet you just tell a grown-up. They will show you where to go.

If you are having milk or fruit your teacher will show you where to get it from and where you can sit. Your grown-ups will have got a form telling them how to order milk if you want it.

## NOTES FOR PARENTS

- We have an open door policy and are here to support you and your child. We like to think that we are a friendly team and we want to hear your views so please give us feedback e.g. if you have particularly enjoyed something, if you have found something useful, or if you have any concerns. We can't respond if we don't know!
- We also have an active Parent Council for feeding back the views of parents. If you are interested in being on this, look out for the application slips in the newsletter in September.
- **Attendance - Did you know that 10 days absence in an academic year is less than the required attendance figure set by the Government which states that all primary school children should attend school 95% and above?** Regular attendance at school matters. Research has shown that children who have good levels of attendance achieve better in school. The Local Authority requires the school to monitor attendance and to report any children whose attendance drops lower than expected levels. Therefore we would want all children to be in school regularly. Parents/carers have a legal obligation to send children to school regularly once they reach statutory school age. It is important to start this pattern of attendance as soon as your child starts in their Reception Class.
- If you have any queries about your child's learning please speak to the class teacher. They are usually available for quick chats at the end of the day or you can make a longer appointment if necessary.
- Your child can have a hot lunch on any day of the week and does not need to stick to a regular pattern but we would encourage them to take up this offer of a free meal as it supports us to teach them about healthy and delicious food choices. We speak to parents if any child is not eating well.
- If you have any issues regarding your child's welfare e.g. health issues please speak to the learning support assistant for your child's class at the beginning/end of the day.
- If you wish your child to have school milk you need to have completed the appropriate forms (which are in your admission pack). Please ask at the reception desk if you have any queries.
- Remember that if anyone different is picking your child up at the end of the day you must inform the school by letter, telephone or text.
- If you would like to help in school we would greatly appreciate it, even if you can only spare half an hour a week. If you are interested, please contact the Reception Desk who will arrange for the relevant DBS (Disclosure & Barring Service) form to be completed. This form only takes a few minutes to complete but is essential if you want to volunteer to help in school.
- FOLBA (Friends of Lady Bankes Association) are always looking for volunteers to help at events such as discos, fairs, bingo nights etc, even if you can only help at a few events. Please aim to volunteer for at least one event per year to enable us to provide quality extra provision for your children. FOLBA raise much needed funds to supplement the school budget. Recently FOLBA funded a specialist teacher to do gardening with the children

Please contact the Reception Desk if you are interested in joining FOLBA.