



## Information for Parents of Children Starting School in September 2023



Welcome to Rickle Park Primary School. We have put together some information for you to help you and your child settle in.

### **Contact Details**

01908 372979

[office@rickleypark.co.uk](mailto:office@rickleypark.co.uk)

[www.rickleypark.co.uk](http://www.rickleypark.co.uk)

## **The School Day**

Welcome to Rickley Park Primary School. We hope you find this information useful as your child enters our foundation stage classes. Many of you will already be familiar with the school and we hope new families will quickly feel part of the school community.

Doors open	8.30am
Registration	8.40am
Lunch	12.00pm
End of school day	3:10pm

## **A Typical Day**

Children are welcomed into the classroom to hang their coat on their named peg, put their lunchbox on the trolley, water bottle into the box provided and find their name card.

Carpet time at the start of the day provides an opportunity for them to follow daily routines, register and begin another exciting day with their class. As the year progresses more focussed activities are introduced for the start of the day, such as writing.

Every day there are four short whole class sessions covering different areas of the curriculum, such as Mathematics, Literacy (including Phonics) and Understanding of the World. The teacher talks through the various planned and free choice activities that are available throughout the rest of the day for the children to choose both inside and out.

During the day staff observe the children, and work with them, to help and extend their experiences and assess how to move them forward in their learning. The children may be asked to work in a small group or individually with staff during this time.

As the children progress through the school year, more frequent structured activities are introduced in preparation for Year One.

Your child will be working in attractive indoor and outdoor areas. Within this happy and secure environment, they will have opportunities to make many new friends. They will also learn to work alongside, and with, a variety of adults and children, learning to take turns and share fairly and take account of the views and feelings that other people have which may be different to their own.



## Snack Time

During the morning, the children have access to a fruit snack. All the children are entitled to fruit each day which is provided by the Government. They are encouraged to try what is on offer and have a drink.

Children are entitled to free school milk until the term in which they reach five. Please complete the leaflet enclosed in your information pack and return via the freepost address. The leaflet must be returned for your child to receive school milk.

More information about school milk can be found on the website [www.coolmilk.com](http://www.coolmilk.com).

Please ensure that water bottles are named and contain only water - no squash or juice.

## School Lunches

Our school uses The Pantry – to provide high quality, healthy school lunches. All children in foundation stage, year 1 and year 2 are entitled to free school meals. If you would like your child to receive a meal, please register on the online system with your choices (more information regarding meal ordering and lunches will follow).

If you prefer to provide your child with a packed lunch, please ensure that it contains healthy choices. Healthy choices will nourish your child, improve their concentration and their ability to learn. We recommend the following items:

- A good portion of starchy food, for example whole meal roll or bread, wraps, pitta pocket, pasta or rice salad.
- Plenty of fruit and vegetables, for example an apple, satsuma, handful of cherry tomatoes or carrot sticks or a small box of raisins.
- A portion of dairy food, for example an individual cheese portion or pot of yoghurt.
  - A drink of water.

We aim to be a **nut free** school due to children in school with severe nut allergies, we kindly ask for your help with this. Please do not include any items which contains nuts (this includes Nutella chocolate spread in sandwiches). **Sweets and fizzy drinks are not a healthy choice for lunch boxes.**



## Uniform

### School Uniform

School uniform can be purchased from Kedaph in Bletchley a leaflet with information is included in your welcome pack. School items that do not have the school logo on are perfectly acceptable if they are in the Rickley Park Primary School colours – white polo shirt, navy blue jumper.

Please ensure your child's clothing and belongings are clearly labelled with your child's name so that any lost property can be easily returned. School shoes must be always worn plain black trainers are acceptable.

#### **The day-to-day uniform is as follows:**

- Grey or black skirt/dress/shorts/trousers
- White shirt or polo shirt
- Navy blue sweatshirt/cardigan
- Black shoes/ plain black trainers (Velcro without laces)

#### **PE KIT: (PE Kit must be worn to school on your child's PE days)**

- Plain white or navy blue / Rickley Park T Shirt
- Navy coloured jumper / fleece
- Navy coloured jogging bottoms / shorts
- Trainers or Plimsolls

Rickley Park Primary School logo uniform can be ordered directly from <https://kedaphschoolwear.co.uk/>



All children in foundation require a book bag or slimline bag for their reading book and reading record.

## Early Years Foundation Stage Curriculum

The children are encouraged to grow in confidence and independence and to enjoy and celebrate their own successes as well as those of other children. This is achieved through the many appropriate and varied learning experiences that are provided for them. Please support the development of your child's independence at home too, encouraging them to dress independently and be responsible for putting away toys and books.

Foundation stage is the final year of Early Years. We put great emphasis on the fact that young children learn best through well-planned, purposeful play, when they feel comfortable and secure. We want children to grow as individuals, learn new skills and develop their confidence whilst having fun at school.



Each half term our learning is based on a different topic. We will inform you about the topics and the experiences that we will offer to the children, through the year group newsletter each term.

Staff monitor and observe children's progress continuously. They look closely at the development of language and number skills as well as personal and social skills, physical and creative development, and their awareness of the world around them.

We would like to encourage you to share any observations you have made about your child, as these can form an important part of their Learning Journey.

You will have opportunities to discuss your child's progress and look at their work during Parents' Evenings which are held during the Autumn and Spring terms. You will receive a copy of your child's Report towards the end of the summer term. You will then be given an opportunity to discuss this report with your child's teacher, if you wish to do so, before the end of the term.

Staff will be happy to discuss the Early Years Foundation Stage Curriculum with you further, and you can also find out more information at [www.education.gov.uk](http://www.education.gov.uk).

## Indoors and Outdoors

There are opportunities to experience the full range of learning activities that encompass the different areas of the foundation curriculum, using both the indoor and outdoor teaching areas. Children are given the choice to take their learning outside for most of the day so please make sure that they have appropriate clothing with them.

The children will experience different areas of the school throughout the week. The main hall is used for lunch, PE and assemblies. In the school library children choose a book to bring home each week. Each class will also have regular visits to the music room, immersion room and forest school.



## Learning to Read and Helping at Home



We believe that it is important for reading to be a positive experience, which is enjoyable and fun.

During their first term at school your child will learn the letter sounds using a multi-sensory approach to the teaching of phonics. This enables children to use their phonic skills to read and write words. The main sounds (phonemes) of English are taught using the Read, Write, Inc phonics programme. Children also learn sounds called digraphs or 'special friends' which are written with two letters such as *ee* and trigraphs such as *air, ear, ure*.

Each child has their own sound book. They will bring their sound book home each day, and we would be grateful if you would make sure that it comes back to school with them, **every day**.

We have found that the children who learn the sounds and enjoy the most success from this method of learning to read and write, are the ones who are supported at home. They love to share their new sounds. The practice only needs to take a few minutes each day.

Children need to be able to hear the differences between sounds to enable them to distinguish them as they read. Nursery rhymes, songs and rhyming stories are an effective way to help children to develop this skill in a fun and playful way. Get your child used to listening and sharing stories for a short time every day.

When your child is ready, they may be given a wordless book to retell the story in their own words; this will help them develop an understanding of the way books are structured and the language of stories. Once confident with phonics and beginning to blend some sounds together, the child will progress to a book with simple text. Please continue to read and share books with your child, at every opportunity. It is so important that they develop a love of books and stories.



## **Things To Remember and Further Information**

### **Attendance & Absence**

The school has two entrance points - the gate from the carpark and the gate from Rickley Park field. These will open at **8:30am** and be locked at **8.40am** to ensure the safety of our children during the school day. If you arrive after **8.40am**, you will need to enter school through the office entrance and sign in your child via the late register.

If your child is unwell and you feel they are unable to attend school, please call the school and leave a message on the attendance line as soon as possible. A phone call must be made on each day of your child's absence. Do not bring your child to school until **24 hours** after the last episode of vomiting or diarrhoea. This is necessary to protect the whole school against easily transferred illness. Where possible, please arrange any medical or dental appointments for your child at the end of the school day or during the school holidays so they do not miss any part of their learning. School finishes at **3.10pm** for foundation stage children and they are collected from the picket fence gates outside their classroom.

Please collect your child on time at the end of the school day. Let the school office know at the earliest opportunity if you think you may be late or need your child to be collected by another trusted adult. We will not authorise the release of your child to another adult if they are not on the named contact list held by the office or we have not been informed by yourself.

Our attendance policy can be found on the school website [www.rickleypark.co.uk](http://www.rickleypark.co.uk).

### **Wraparound Care**

The school has a breakfast club and afterschool club that parents can book via My Child At School app (MCAS). There is a charge for wraparound care.

Included with your welcome pack is a registration form which includes information on how to book and times/costs of each club.

### **Extra-Curricular Clubs**

The school organises extra-curricular clubs every term. Information regarding these will be sent out by the school office closer to the time.

### **Individual Health Needs**

Let the school office and your child's teacher know if your child has any health needs. If necessary, we can arrange for you to discuss these with our Inclusions Lead– Miss Maddie Boothroyd – so that your child's individual needs can be met in school as required.

### **Antibiotics & Long-Term Medication**

If your child requires any prescribed medication in school time, please speak with a member of the school office to complete a Request to Administer Medication Form. This form must be completed for your child to receive their prescribed medication. Your child's medication will be safely stored in a fridge and a record kept of the time and person who has administered the medication.

If your child requires long term medication/an inhaler for Asthma, the school will require a health care plan to be completed. These will be reviewed every academic year.

### **Accidents, Illness and First Aid**

We have many first aid trained staff who can attend to your child if they are injured or become unwell during the school day. Any first aid that is administered in school is recorded on the school's first aid form. If your child has a head bump, they will come home with a head bump wristband. If your child sustains a more significant injury or becomes ill during the school day, we will contact you by phone. Please ensure that we always have your up-to-date contact details.



Liquid infant and 6+ paracetamol and allergy relief liquid are available in school, and we can give these to your child once we have obtained your consent. This is another reason we require up to date contact details.

#### **Lost Property**

In foundation stage we have a lost property trolley and there is also lost property stored in the clothing containers outside the school office.

#### **Bringing Items into School**

Children may sometimes be invited to bring into school items as part of class topics. These will be looked after and returned home as soon as possible. Other precious toys and possessions should stay safely at home.

We always welcome your help, support and ideas in school. We look forward to our future partnership to provide the absolute best learning opportunities for your child. Remember to keep an eye on our website for lots of helpful information.

#### **Concerns**

If you have any concerns about your child's wellbeing – at home or at school – please speak to a member of staff so that together we can find a way to resolve them.

#### **Keeping Children Safe**

At Rickley Park Primary School, we regard the safeguarding of children as our main priority. We believe that we all have the right to be happy, to be safe and to learn. We all have the responsibility to make this happen.

Our Learning Mentor, Miss Shelley Smith, is available to discuss any queries parents may have and works closely with families to encourage positive resolutions.

If parents wish to report a safeguarding issue confidentially or have any concerns, please speak to a member of the safeguarding team. Information on the safeguarding team can be found on the safeguarding board in the foyer at the main office, posters around the school and on the school website.

#### **Are you eligible for Free School Meals and Pupil Premium funding?**

With Pupil Premium funding your child MAY get...

- Support with trips
- Support with music tuition
- Social and emotional support
- Extra support with curriculum learning
- Attendance support

We can make the application on your behalf, we just require you to complete the application form which can be found with your registration paperwork. Once the application has been made it can take up to two weeks to get a response, but we will notify you once we know if you are eligible. The system will automatically check eligibility every two weeks, so you only need to apply once during your child's school life. If your situation changes, the system will automatically pick this up and change your eligibility.

If you have any questions regarding this, please speak to Mrs Gibbons in the School Office.

## Keeping in touch with parents

We use several different methods to keep parents up to date with what is happening at Rickley Park Primary School. Our website and Facebook page has lots of helpful information and is updated regularly

Our **main method of direct communication** is via My Child at School (MCAS).

For parents, the latest version of MCAS means you can easily pick up school messages on your smartphone by downloading the free MCAS App on Android or iOS.

- Access MCAS even when there is no network connection.
- No need to search through your busy personal inbox for school messages.
- Instant access – no need to login to complete forms or read messages.
- In app ‘notifications’ help make sure things do not get missed or forgotten.
  - Helps preserve your data allowance.

Your details will be added to our MCAS system automatically prior to your child joining us at Rickley Park Primary School.

To use the latest version of MCAS all you need to do is register for your account. You will be sent an email from MCAS, when you receive this, please just follow the instructions below. It is **important** parents verify their account as this is our main method of communication, and **you will need to have verified your account to be able to receive important communications from the school, book and pay for trips, clubs and wraparound care.**

### Email registration:

Please follow the instructions and redeem your invitation code, you will then be asked to create a password.

Please be assured that MCAS is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have any issues or queries with the process, please contact the school office.





## TERM DATES FOR 2023 – 2024

TERM	TERM STARTS	TERM FINISHES
AUTUMN TERM 2022	Tuesday 5 <sup>th</sup> September 2023	Friday 20 <sup>th</sup> October 2023
	Tuesday 31 <sup>st</sup> October 2023	Friday 22 <sup>nd</sup> December 2023
SPRING TERM 2023	Tuesday 9 <sup>th</sup> January 2024	Friday 16 <sup>th</sup> February 2024
	Monday 26 <sup>th</sup> February 2024	Thursday 28 <sup>th</sup> March 2024
SUMMER TERM 2023	Monday 15 <sup>th</sup> April 2024	Friday 24 <sup>th</sup> May 2024
	Monday 3 <sup>rd</sup> June 2024	Friday 19 <sup>th</sup> July 2024

### BANK HOLIDAYS/ INSET DAYS (NO CHILDREN IN SCHOOL)

TYPE OF DAY	
INSET DAYS	Friday 1 <sup>st</sup> September 2023 Monday 4 <sup>th</sup> September 2023 Monday 30 <sup>th</sup> October 2023 Monday 8 <sup>th</sup> January 2024 Monday 22 <sup>nd</sup> July 2024
BANK HOLIDAYS	Friday 29 <sup>th</sup> March 2024 Monday 6 <sup>th</sup> May 2024
Holidays	<b>Autumn half term break 2023</b> Monday 23 <sup>rd</sup> – Friday 27 <sup>th</sup> October <b>Christmas break 2023</b> Monday 25 <sup>th</sup> December – Friday 5 <sup>th</sup> January <b>Spring half term break 2024</b> Monday 19 <sup>th</sup> – Friday 23 <sup>rd</sup> February <b>Easter break 2024</b> Monday 1 <sup>st</sup> – Friday 12 <sup>th</sup> April <b>Summer half term break 2024</b> Monday 27 <sup>th</sup> – Friday 31 <sup>st</sup> May <b>Summer break commences</b> Tuesday 23 <sup>rd</sup> July 2024