

Tuesday 10th September 2019

Dear Parents and Carers,

We are now in our second week of term and are pleased that our children are settled back in to the routine of school life. Below, we have included some information which we hope you find helpful.

Please use your child's Reading Record Book as a means of communication between home and school. Any questions or concerns will be addressed promptly and messages will be passed on to the relevant member of staff. Alternatively, email the appropriate member of staff via the front office. Teachers at Windlesham will always be available to meet to discuss any matters in person. For any issue that requires immediate attention, please communicate with the front office so that arrangements can be made for a member of staff to meet or speak with you promptly.

On the second page of this letter, we have included general information relevant to all children at Windlesham; however, below are some notes that are specific to Reception:

- The school gate opens at 8:10am. Children go to the Hall if arriving at school between 8.10 and 8.30am. Registration takes place between 8:50 and 8:55am. Collection time for Reception is 3:30pm.
- PE lessons are on Wednesday and Friday; the children should come in to school in their PE kit on these days. Swimming is on Thursday.
- Please ensure that all items of uniform are clearly named.
- The children will be expected to start changing themselves for different activities. They will be expected to look after their own hygiene, washing their hands before eating and being responsible for their own snack and lunch boxes. They will be expected to pack and unpack their own bags.
- Library books will be changed on Wednesday.
- When children begin to read, their books will be changed three times a week.
- Children should be heard reading at home nightly and this should be noted in the diaries. At school, they will be heard reading individually a minimum of three times a week in addition to other reading activities.
- We will be sending home Read Write Inc sheets. Please can you support your child with completing these.
- The children will learn about our six school values and are encouraged to share and develop these values: respect, honesty, kindness, responsibility, self-belief and effort.

I do hope that your child has a happy and successful time in Reception. Please do not hesitate to contact me if you have any queries.

Yours faithfully,

Miss S Jarman

General Reminders

Absences – it is very important that you telephone the office if your child will be away from school, with a written note to follow.

Breaktime - All children are encouraged to bring fruit or vegetables (cut up in pieces for younger children if desired), in a named container, not in lunchbox.

Clubs, including Windlefun - finish at 4:55pm, please collect promptly. Windlefun Extra finishes at 5.45.

Collection – please let us know in writing if there is a change in who will be collecting your child. If it is last minute arrangement please inform the School office, who will notify the form tutor.

Curriculum Summaries, outlining key areas of the curriculum being covered can be found on the website.

Emergency numbers - change of mobile or telephone number/address to be communicated as soon as possible.

Hair – Girls: tied back with black or brown hair ties, no hair braids. Boys: hair must be kept tidy.

Jewellery - only plain, gold studs. No earrings on Games/PE days please.

Key dates for the term and year can be found on the website.

Lunchtime rubbish is put back into the lunchbox and taken home.

Medical conditions – please inform the school of allergies and dietary requirements. For children with inhalers, a second inhaler is needed in the office. Antibiotics (4 x a day) can be administered by our First Aid staff - forms can be collected from the School office.

Nail varnish is not permitted.

Nut free zone – no nuts in school.

Photographs – please put in writing if you have any objections for your child being photographed for marketing purposes (including our website).

Reading Diaries - Please could parents read with their children regularly, and make a note of it in the Reading Diary.

Shoes – sensible, plain and black leather, not patent. No ballet pumps please.

Tattoos are not permitted.

Uniform and kit must be named and have a loop for hanging (blazers, smocks etc.).

Water bottles are permitted in class – please label with name.

Windlesham School Backpacks and Book Bags are items which all children are expected to bring to school.