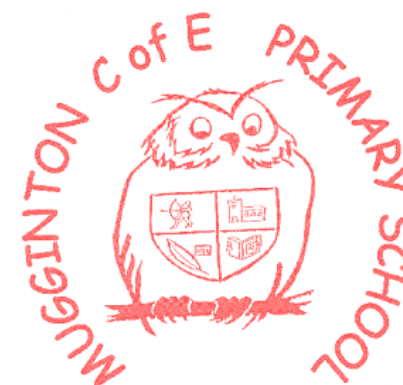




**Welcome to
Mugginton CofE Primary School**

Information booklet for parents



“Living, laughing, learning together”

Introduction

We would like to offer you and your child a warm welcome to our caring, Christian school.

We know how important it is for you to have a clear introduction to our school and for every child starting school to be excited and free from worries. Our staff and pupils work hard every day to make our new starters feel safe and secure and to have fun.

In partnership with parents and carers, we wish to do everything possible to make starting school a happy and successful experience for all children. I hope this booklet answers the many questions you will have about our school, if you have any further questions please do not hesitate to contact the school.

Thank you for choosing our school—you will not regret your decision!

Mr J Green
Headteacher

Contacts

Mr J Green - Headteacher

Mrs Tunnicliffe - Infant Teacher

Mrs Jones - Junior Teacher

Mrs McKay - Higher Level Teaching Assistant

Mrs Rachel McNab - Teaching Assistant

Mrs Sweeney - Teaching Assistant

Mrs Horobin - Bursar

Mrs Birks - Senior Midday Supervisor/Club Supervisor

Mrs Pegg - Midday Supervisor

Mr Walton - Chair of Governors

Mrs Tomlinson - Parent Governor

Mrs Gayton - Parent Governor

Mrs Stroud - Parent Governor

Mr Wainwright - Parent Governor

What do I do when my child is ill?

If your child will not be coming into school, please let us know as soon as you can - ring 01335 360261. In line with Local Authority guidance, pupils who have had sickness and diarrhoea must not return to school for 48 hours after the last bout.

What happens if my child is ill at school?

If your child is sick you will be contacted immediately. If your child has an accident, staff are trained to Paediatric First Aid standard. You will be contacted immediately if your child requires further medical attention. Please ensure that your contact details are accurate so that in an emergency you can be reached.

Medicines

Our school policy allows staff to administer any medication which the doctor has prescribed. Parents must complete a form which allows staff to do this. Please note that non-prescribed medication (e.g. calpol) may not be administered by staff. Please let us know if your child develops any allergies or does not feel well.

The School Day

- 8.50 am The children are supervised at play in the playground. Parents may wait outside the gate if they wish. No access to school between 8.50 and 9.00 am.
- 9.00 am The children are brought into school. The main door is locked at 9.00 am promptly.
- 10.15 am Mid morning break.
- 11.40 am Collective worship
- 12.00 pm Lunchtime.
- 2.15 pm Mid-afternoon break.
- 3.15 pm End of the school day.

Before and After School Clubs

Structured Earlybirds, the before school club, is held each day. The children may be brought into school from 8.00 am onwards. Please book a place in advance. A variety of fun after school clubs are held from 3.15 pm until 4.30 pm on each day. A list of clubs available for the following term is sent out for parents to book in advance.

WHAT WILL MY CHILD NEED?

Uniform

- Red sweatshirt or cardigan with school logo.
- White polo shirt with the school logo.
- Grey skirt, or trousers (available from all leading stores).
- A grey pinafore and a red fleece are also available to purchase if you so wish.
- Mrs Horobin has details of, and order forms for, the school uniform.

PE Kit

We use the village hall or the playground for PE. The children need their PE kits available in school each day as PE days may vary. Please note that for health and safety reasons children who wear earrings must have them removed or covered during PE lessons and all jewellery must be removed. Longer hair must be tied back.

- PE bag.
- Pumps.
- White tee shirt with or without the school logo.
- Shorts.
- Jogging bottoms and top.
- Socks to change into if wearing tights.

Coats

The children go outside for work and play on a daily basis. Please send a coat **every day**, they don't have to wear it if they are too warm! In winter they will need gloves, scarves and hats. When snow is lying on the ground they will need waterproof boots as well as shoes. ALL OF THESE ITEMS OF CLOTHING MUST BE NAMED as it is distressing for the children if they cannot locate their belongings.

Keeping Safe

Please help us to keep your child safe. If someone else is collecting your child from school you must inform us beforehand.

Keeping School Informed

It is essential that you inform school of any changes in contact details immediately e.g. mobile phone.

Absences

We ask all parents to read the absence policy on the school website which gives clear information about authorised absences and fines for this.

Getting your child ready for school

Please help your child to become as self reliant as possible before starting school. It is useful for the children to be able to

- ask to go to the toilet in time, go, and then wash hands;
- use a tissue or handkerchief;
- fasten coats and hang them up;
- dress and undress for PE;
- handle cutlery.

Please do not worry if your child is unable to complete the above tasks, as they will be helped when they attend school.

Letterbox

All correspondence including payments and reply slips should be placed **in the letterbox in the school entrance corridor**. All payments should be in an envelope clearly marked with child's name, amount and reason for payment. Cheques need to be made payable to Mugginton C of E Primary School (but cheques to pay for lunches are made out to Derbyshire County Council).

School Policies

A full list of policies is available on the school website at **www.muggintonschool.co.uk** All policies are available to read from the office. Please speak to either Mr Green or Mrs Horobin if you have a specific enquiry about a policy.

Friday Owls

Pre-school children from babies to 4 year olds and their carers meet on Friday mornings from 10.30am until 11.30am. Parents of reception year children are welcome to attend, with or without younger siblings.

Book Bags

The children will need a named book bag in school each day. Our red book bags are the correct size and can be purchased with the school uniform at a cost of £4.50.

Water Bottle - Water only please

We encourage children to drink water regularly. They are expected to bring fresh water in each day, in a named sports bottle or named ordinary plastic one.

Snacks

All infants are provided with a choice of fruit for mid-morning snack, free of charge. Children under 5 years old are entitled to free milk and parents may choose to pay for milk after the age of 5.

Lunchtime

A nutritious and well balanced meal is provided. The menu is available which shows there are choices including a vegetarian option. It is cooked off site and is free for infants with a cost of £1.95 per day for junior children. You may choose to pay weekly or termly. Mrs Horobin, our bursar, will inform you at the end of each half term how much is to be paid. The school will need prompt payment. Please send payment in a **named envelope**, cheques made payable to Derbyshire County Council. We need two weeks' notice if your child would like to change from school dinner to packed lunch. If your child would prefer to have sandwiches he/she may bring in a packed lunch, in a named lunch box.

Supporting your child in school

Enjoy spending time with your child sharing books, singing nursery rhymes and counting songs, playing games, cooking etc. All of these activities which you have already been doing are vital for your child's learning. Reading stories to your child is particularly important. In addition your child will bring home some new activities for you to do together.

Please help your child on a **daily basis** by spending ten minutes

- sharing regular new picture and reading books from school.
- learning words. Words that your child is working on in school will be sent home.
- learning letters. Letters and sounds will be sent home.
- practising maths facts to learn by heart (Learn-its).

Your encouragement and praise is essential for your child's progress.

Keeping parents informed

A newsletter is sent to all parents at the start of each term, informing them of activities in and out of school. It reminds parents of important dates. Other letters are sent out during the term and these are put in the children's book bags. Please check your child's book bag daily and return any forms as quickly as possible by posting them in the letter box in the entrance hall. Look out for news and information on our website.

Parent's Meetings

Parents are formally invited to have a discussion about their child's progress in the autumn and spring terms. In the summer term parents are given a full report on all areas of learning.

If you have any concerns or need clarification on anything please feel free to have a quick word with a member of staff.

However, if you would like to discuss something in more detail or confidentially then please make an appointment with the teacher concerned or Mr Green.