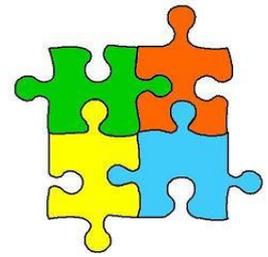


New Invention

I-N-F-A-N-T S-C-H-O-O-L

Laying the foundation of learning



Foundation Stage - Transfer from Nursery to Reception Classes

The following information will hopefully assist a smooth transition from Nursery into Reception for you and your child. If you have any questions that are not answered by this leaflet, please feel free to see any of the Foundation Staff or Mrs Travis after school.

Meet the teachers

Reception induction evenings will be held on Tuesday, 28th June and Thursday 30th June 2016 at 6 p.m. 'Move through' day will be Friday, 8th July, 2016 when your child will come out of their normal nursery session to meet their teacher and classmates in their new classroom. This is just for children; parents are not required to attend. Children new to our school from other settings may also attend this session, from 9.15 until 10.45 or 1.30pm until 3.00pm (parents bringing children can wait and enjoy refreshments in the dining room).

Individual appointments for you and your child with your class teacher will be held on Tuesday, 6th and Wednesday, 7th September 2016. Appointment times can be signed for on the lists available in the Nursery.

Part-time Sessions

Children will initially attend school part-time on Thursday, 8th and Friday, 9th September 2016 in their usual sessions e.g.

AM NURSERY -	MORNINGS ONLY - 9.00a.m. - 11.30a.m.
PM NURSERY -	AFTERNOONS ONLY - 1.15p.m. - 3.45p.m.

Pupils new to our school will be assigned to either an AM or PM session time, please ask your class teacher.

On Monday, 12th and Wednesday, 14th September AM nursery pupils will attend all day, staying at school for lunch - there will be no school for PM nursery pupils.

On Tuesday, 13th and Thursday, 15th September PM nursery pupils will attend all day, staying at school for lunch - there will be no school for AM nursery pupils.

These transition arrangements will enable the class teachers to assess your child's individual needs and help your child to settle into school routine.

Whilst pupils are part-time staff will meet the children in the playground at the beginning of each session where we ask parents to line children up in front of their class picture on the letter wall; staff will then bring all children into school. At the end of the session pupils may be collected from their classroom. The Reception entrance at the top of the ramp next to the nursery will be opened at 11.30 a.m. and 3.45 p.m. to allow you access and is attended by staff to ensure the safety of other pupils.

Full-time School



All children will attend school full-time from Friday, 16th September, normal school times will apply. These are 9.00 a.m. - 3.30 p.m.



The following information contains some facts you may already be aware of, and information about some procedures that are different from nursery practice. We hope that it will be a valuable reminder for parents of children who attended our nursery and an important introduction to the everyday life of our school if you are joining us for the first time.

Meet the team!

Our school operates an open-door policy. The Headteacher and other key staff are always available to see you, just enquire at the school office if you would like to chat; we are all here to help whenever we can. If we are here, we will see you, if you would like to be sure of an appointment, please phone the school office to arrange a time to suit you.

Useful Contacts:

					
Headteacher: Mrs C. Travis	Assistant Headteacher: Mrs D. Naffati	Office Staff: Mrs R. Jeffs	Parent Support Advisor: Mrs J. Hill	Office Staff: Mrs H. Turnbull	SENCo: Mrs Z. Spencer

Reception Staff

					
Panther Teacher Mrs J. Small	Panther TA Mrs C. Francis	Tiger Teacher Mrs A. Hughes	Tiger TA Mrs D. Butler	Lion Teacher Mr A. Craig	Lion TA Mrs N. Deakin

Our website, www.invention-i.walsall.sch.uk is packed full of key information about our school, and is a useful way to get to know us. Further information is stored on our linked learning platform. You will be provided with log-in details before your child starts in September. In addition there are lots of links to websites that will provide extra support for you and learning opportunities for your child.

You can follow all the exciting things we do at school and on educational visits on
Go to www.twitter.com or get the App on your Android or iPhone.



Our school twitter id is - inventioninfant



Volunteers

We welcome parents and carers into the classroom to support the children whilst they work. An extra pair of hands in a busy classroom can be invaluable to help with practical tasks, or give a child a little extra practice with their reading. If you are interested in becoming a regular classroom helper, please inform your class teacher. In line with our safeguarding regulations, a DBS check will need to be undertaken before you will be able to start. Training sessions will be offered to you to enable you to feel confident about any challenges the classroom may offer!

Record Keeping

Everybody's family circumstances are different. Parents may be the only people who bring or collect their child every day, for some families, children may be collected by childminders, wrap-around private nurseries, or other extended family members and friends. We want to be sure that we only send your child home with authorised adults. We will ask you to fill in a special form that tells us which adults you give permission to bring or collect your child. Please let us know in advance if you want to change these instructions, as we will only release children to the adults specified on the form in school. This helps us to keep your child safe.

We also require additional confidential information about your child for our school records. Holding this information on our secure management information system is vital so that we hold all the details we need to be able to contact you in an emergency. We will issue you with the following forms and would appreciate their prompt return to the school office.

- Home-school agreement
- Collecting from School form
- Curriculum Walks consent form



If you have not filled in any of the above, please ask at the school office for the relevant form.

If you change any of your contact details, please inform us straightaway.

Before and after school routines

Once pupils are full-time normal routines for the start of the day and home-time apply. Reception children enter school through the ramped entrance next to the nursery. This door and the blue gate entrance are opened at 8.55 a.m. and attended by a member of staff to ensure children enter school safely. Urgent concerns are recorded to ensure that important messages are passed on to the relevant members of staff. You will not need to come into school with your child, as there are plenty of adults in school to help direct children if needed, and they will have been taught how to come in independently. The ramped entrance can become a little crowded in the morning when pupils are entering school so please say goodbye in the playground and send your children up the ramp alone, as this will make it easier for all pupils. Staff attend the doors until 9.05a.m. at which time they are locked. If you arrive after this time, please come to the school office via the pedestrian entrance at the front of the school, and we will escort your child to their class.

At home-time, gates and doors will be opened at 3.25 p.m., and you will be able to come in and collect your child directly from their classroom. All pupils remain under the supervision of their teacher until released into your care. At 4.00p.m. gates will be locked to aid security, once again, latecomers please use the main school entrance.

If you need to speak to a teacher, home-time is always best. For more urgent messages, staff are at all entrances ready to take messages for you. If you have any more pressing needs or concerns, the Headteacher will be happy to see you in school. Mrs Travis and Mrs Naffati are in the playground before school every day, and available in the school office every afternoon, for informal chats.

On-site parking

As there is only room for traffic in one direction at a time on the school drive-way, the entrance can be hazardous. For this reason parents are not allowed to park in our car park. Exceptions to this rule include disabled parents, or emergencies such as collecting a sick child. Using the car park to bring late pupils or to collect children is not allowed as cars often cause a hazard meeting each other on the drive-way.

Following these rules helps us to keep your children safe in school!

Lunchtime

During part-time sessions all pupils must go home for lunch. Once full-time hours begin pupils will be expected to stay at school for lunch. Parents may take advantage of a free school meal by filling in and returning your meal choice menu. If you would rather provide a packed lunch made at home, then please send your child's lunch in a named lunch box.



Free School Money and Pupil Premium Funding

From September 2014 all of our children have been offered a free school lunch. Children at the Junior School are also offered a free meal if their parent is receiving any of the welfare benefits listed on the accompanying form. Even though your child is entitled to receive a free meal, registering for Pupil Premium Funding could raise an extra £1,300 for our school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for Pupil Premium Funding, even if your child is in Reception, Year 1 or Year 2, so that our school receives as much funding as possible.

Snack time and Milk

Free fruit is provided for your child every day as part of the Healthy Schools Initiative, but we also provide some alternative healthy snacks, which the children often prepare themselves as part of the curriculum. For this we make a small charge of 50p per week and ask for it to be placed in your child's book bag every Monday so that it can be easily located. Water is available in school, but you are welcome to provide a sports bottle containing plain water (not flavoured water or juice please as this is contrary to Government guidelines) for your child to bring every day. All water bottles need to be clearly labelled with your child's name and class. Your child will not need any tuck or other drinks to consume at playtime.



School fund

School fund is payable once a year and we ask for a donation of £10. An envelope will be provided for you to return the money in. School Fund pays for a wide variety of resources and activities that it is not possible to fund out of our delegated budget. Every term each class enjoys an experience such as the Animal Man or a visiting theatre group, for which no additional charge is requested. School fund pays for a small gift at the end of each term, a present at Christmas and treats at the Christmas party. It funds events such as Puzzle Challenge Day and subsidises every educational visit. School fund helped to pay for the wonderful playground that our children enjoy each day and enhances our curriculum in many ways, allowing staff to purchase creative resources that make our curriculum so engaging and enjoyable, on days such as Farm Day, Winter Fun Day or The Strawberry Fayre! As you can see, each child receives far more than their £10 contribution each. We are very grateful for these contributions that help us to keep our standards so high and our lessons so much fun!

Jewellery

We would prefer your child not to wear jewellery to school if at all possible. It is easily lost and can be dangerous when playing outside. If your child has pierced ears please remove earrings on P.E. days as staff are not permitted to do so and for safety reasons they cannot take part wearing earrings.

Medication



If your child has any medical conditions we should be aware of please inform your child's teacher during your individual meeting. If children require medication during school hours an adult must bring it to the school office at the beginning of the day, and collect it at home time. A Medication Authorisation Form must also be completed at the office. The Principal Supervisor administers medicine during the lunch-hour.

School Uniform

Our school colour is royal blue and sweatshirts, jumpers and cardigans can be purchased from any supplier of your choice. Polo shirts can be blue or white, trousers and skirts grey or black. We sell recycled uniform, caps and reading folders in school at the office. Many parents and children choose our official uniform with our school logo, and this can be purchased from the suppliers below:

Clive Mark

This School uniform is available from Clive Mark shops, or online at <http://schooluniform.clivemark.co.uk>

Tesco

This is ordered online only, go to tesco.com/ues, select our school from the list and you will see all the customised items you can buy. A 5% cash donation is given to school on every purchase.

Uniform with our logo is also available, I believe, from Willenhall market!

Dressing for the Weather

In Reception children go outdoors in many types of weather, we say there is no such thing as inappropriate weather, just inappropriate clothing! Therefore please dress your child suitably for the day ahead e.g. winter coat, boots or strong shoes, hat, scarf and gloves, waterproofs, wellingtons, umbrella, sun-hat or sunglasses. Please apply a long-lasting sun-block at home when the weather is hot and sunny.

PE kit



Please provide your child with a PE kit comprising a white t-shirt, blue shorts and black pumps, in a named pump bag. This should be available in school every day and kept on your child's peg. Your child's class teacher will inform you of your child's regular PE days, but PE kit should be available at all times as early years lessons can be spontaneous!

We would also be grateful if you could provide a change of clothes in a carrier bag for your child in case of accidents, or over-enthusiastic water play! Any old clothes will do!

Lost property

Lost property is collected in one of two baskets, situated outside Monkey and Tiger classrooms. If your child does mislay belongings, please feel free to look in either of the baskets after school. Please ensure all clothing your child brings into school is named, as unmarked clothing is almost impossible to match to its owner!

Toys

Children are encouraged to bring small items from home that link with subjects they are learning about, such as items beginning with a specific phonic sound, and may bring in special items to tell the children and their teacher all about during 'show and tell' sessions. We try our best to look after these things, but cannot guarantee their safe keeping at all times. For this reason, it is best that children do not bring precious or costly items into school. We would prefer that children do not bring toys into school to play with. However, we understand that for some children a favoured toy can offer comfort in a new situation, just speak to your teacher if you feel this is necessary.

Reading



Your child will be issued with a book bag free of charge for carrying reading material and homework to and from school. Formal reading may not begin immediately, but as soon as your child is ready they will be bringing home sounds and words to learn, so please provide your child with a named tin/small tub/container for flashcards to practise at home. We have an on-line reading scheme which is very engaging for extra practise at home, as the stories are often based around popular TV characters such as Angelina Ballerina or Ben 10. This scheme is available by following the link on our website, and as soon as your child is ready to take advantage of this initiative, we will allocate your child books at their personal reading level.

Cloakroom space is very limited. As your child only has to bring their book bag to school we ask you **not** to provide your child with any other bag or backpack. Book bags will be stored in the classroom and we ask children to carry their water bottles in their hands.

Please ensure children do not carry water bottles in their book bag as unexpected leaks can ruin your child's reading book. A small charge is made for books or equipment which are spoilt or lost.

Homework

You are your child's first teacher, and once your child starts school education becomes a valuable partnership between home and school. We ask that you support your child's learning by helping them practice their reading for a few minutes every day, or at least three times a week. This constant practice and reinforcement is vital to help your child become a confident reader in the future, and is the most important part of our homework. We also offer a wide selection of maths games for you to play at home with your child.

Reporting

We will send home a full written report about your child, their achievements, and the progress they are making, at the end of every school year. In addition, you are able to log-in to our on-line reporting system during the year, to view your child's educational record in detail, and see the next steps they need to take. This is only possible if we hold your email address on your child's record, so please make sure you include this on your contact details.

Parent views



We want your child to have a happy start to school life. Please let us know if you have any concerns we can help with, and give us a chance to put it right. If we can change things, we will. If we can't, we will explain why. We are always anxious to improve things so that we can be as good as we can be. All ideas are welcome!

You can also speak to your parent and community Governor Representatives:

Mr J. Haldron, Mr M. Kelly, Mr P. Biernat, Miss S. Small or Mrs J Riley

Ofsted are always interested in your views and continually monitor how parents feel about the work we do. They do this via a website called Parent View. If you would like to visit the website, and fill in a short form, the address is <http://parentview.ofsted.gov.uk/>

A link is also available on our school website.

