

# Foundation Stage

# Welcome to

# Abbey Road



2021-2022

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website: [www.abbeyroadprimary.co.uk](http://www.abbeyroadprimary.co.uk)

**PLEASE KEEP THIS BOOKLET FOR REFERENCE  
THROUGHOUT THE YEAR**

Dear Parents/Carers,

We look forward to warmly welcoming you and your child to Abbey Road School. Our aim is for your child to feel happy and secure and to learn through fun play-based activities.

As your child begins their school life at Abbey Road, this booklet will provide you with lots of information regarding procedures and events during term time. Keep it as a reference booklet until you are familiar with our school routines.

We look forward to working with you and your child, helping them to discover their many talents.



### **Foundation School hours**

**Morning** 8.45am - 11.45am

**Morning break** 10.35am - 10.50am

**Lunch Time** 11.45am - 12.45pm

**Afternoon** 12.45pm - 3.30pm

**Home Time** 3.30pm



### **The School Day**

Children should arrive at school between 8.40 and 8.50am; their teacher will be waiting at the door to greet you. This is a good time to pass on any quick messages.

Children are encouraged to hang up their coat and put their book bag and water bottle away as independently as possible. (Children need to have a named, filled water bottle in school every day).

We then have registration, followed by small group activities. Some are adult led; others are child initiated. Children learn through continuous provision (this is their chosen play) in a variety of different areas.

### **Milk and Fruit**

Children will have milk and fruit during the morning. Parents need to register with Cool Milk on [www.coolmilk.com/register](http://www.coolmilk.com/register) (a registration form is enclosed with your paperwork from the school office). Milk is free up to your child's fifth birthday, but you still need to register to receive free milk. Fruit is provided, free of charge through the Government scheme.

## **School Dinners**

All Foundation children are entitled to a free school dinner from the Government 'Universal Free School Meals' scheme until they reach Year 3.



However, if you are in receipt of any of the following benefits, you may be eligible for free school meals and milk, which will also enable school to claim pupil premium funding (see below).

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

The pupil premium is additional funding given to schools in England to support in raising attainment. This additional funding for schools can help to pay for school trips, provide additional classroom support or to buy new equipment and resources to assist your child's learning.

At lunch time the children are taken into the hall and seated. Foundation Staff make sure that children are happy and settled. Lunchtime Support Assistants are on hand to help the children while they are eating and then to supervise play in the playground. Year 6 buddies and Sports Leaders also help and play with the children in the playground.

School dinners are freshly cooked every day in the school kitchens. Children have a choice every day, which is shared with you via termly menus. You can see our current menu on the school website:

<https://www.abbeyroadprimary.co.uk/parents/dinner-menu/>

Our catering staff will need to be made aware of any special dietary requirements or food allergies. Please contact the school office to make an appointment with our school chef, if necessary.

Some parents choose to provide their child with a packed lunch every day. Children with packed lunches eat in the school hall with their friends.

## **Collection of children after school**

- The Foundation children will come out from their classroom doors for collection. Please help by coming forward to collect your child - it takes us a while to get to know you all!
- If someone other than yourself is collecting your child, you need to inform your child's class teacher in writing. Staff are unable to let your child go home with anybody else if they have not been informed.
- If you are unavoidably delayed, please inform the school office as soon as possible, so that your child does not worry unnecessarily.
- In the event of an unexpected change of plan, when someone other than the person expected by the child will be coming to collect them, please inform the school in advance by calling the school office.
- The home-time handover can take a little time. Please be patient with us, our systems are in place to help to safeguard the children.

## **Inhalers/Epi-pen/Insulin in school**

If your child has to use any of the above, please provide as much information as you can on your medical form in the administrative pack.



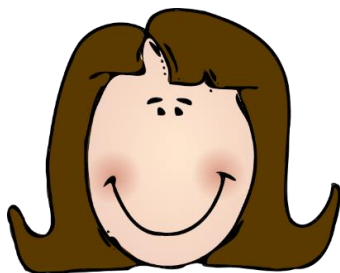
## **Medicines in School**

A consent form needs to be filled in from the office in order for us to administer any type of medication to your child. On the advice of the school nurse we can only give medicine that is prescribed by a doctor.

## **If you need to talk**

We are always here to listen - come and have a chat - after school is usually easier as we can give you more time.

We are always here to help you and your child. Please come and talk if you have any worries, no matter how small they may seem. It is better to sort things out straight away, rather than spend time worrying.



If you are not able to pop into school, you can write a note for your child's class teacher and they will get in touch or you can call or email the school office ([office@abbeyroadprimary.co.uk](mailto:office@abbeyroadprimary.co.uk)) and they will arrange for the relevant person to contact you.

## **Communicating with Parents**

- The foundation stage team update the class page of the school website with photographs and news on a weekly basis so you can see what your child has been up to! [Foundation – Abbey Road Primary School](#).

- You will receive a monthly newsletter from the headteacher, Mrs Toom, letting you know what has been happening across school. You will also receive a half-termly learning letter from the class teachers detailing the learning for the half term ahead.
- You can follow us on twitter - @AbbeyRoadSchool – for further updates from school.
- We have formal parents evenings in the Autumn and Spring terms. This will provide you with a ten-minute appointment to discuss the progress your child is making. Further details will be sent closer to the time.
- In the Summer term, you will receive a written report on your child’s progress during their time in the Foundation Stage.

We want your child’s first experience of school to be a happy and fun one. We look forward to working in partnership with you to achieve this.

### **Our School Uniform**

Grey/navy school trousers or shorts

Grey/navy skirt or pinafore dress

Blue and white checked dress (Summer)

White shirt or white polo shirt

Navy blue sweatshirt, jumper or cardigan (*Please note that fleeces sold by our uniform provider, Kit Out are for outdoor wear and do not replace sweatshirts*)

Plain dark or white socks or tights

Plain black shoes, which your child can fasten themselves.

Please consult the Head Teacher if you receive a request for modification of uniform for cultural reasons.

You can buy sweatshirts and cardigans with the school logo on from **Kit Out**, a company that takes orders over the phone or internet and delivers them to school or home. (You can also buy uniform from any other provider, as a school logo is not a requirement.)

Reading bags are also needed to keep reading books and school communication organised. These can be obtained from Mr Everton at **Kit Out** or from the school office. To help children recognise their book bag, we recommend that you hang a keyring or bag dangle from the handle.

A representative from **Kit Out** will attend our summer term New Parents Meeting, where you can make any orders. You can also contact them on their mobile number or via email. 07879433050 or [sales@kitoutclothing.co.uk](mailto:sales@kitoutclothing.co.uk) (Mr Steve Everton)

## **Footwear**

Sensible and appropriate footwear should be worn at all times. It is important that your child can fasten their own shoes. We recommend Velcro if possible. Trainers are only allowed during outdoor activities.

Fashion shoes, raised heels, open toed sandals, designer label footwear, prominent logos and boots above ankle height are all examples of inappropriate footwear.

## **Jewellery**

The wearing of jewellery by young children in school cannot be allowed as it constitutes a safety hazard. If it is absolutely necessary after piercing for a child to wear ear jewellery, this must be limited to a single stud per ear. Parents are asked to get ears pierced at the start of a summer holiday to allow for the 6-week settling period.

## **P.E. Uniform – This will not be needed until after Christmas**

- White t-shirt
- Navy/black shorts and navy/black joggers or leggings
- Black plimsolls (children should be able to put them on and secure them independently)
- Navy sweatshirt or hoodie

These should be kept in a drawstring bag. The bag should be easily identifiable to the child. (30 identical blue bags makes it tricky for your child to identify theirs!)

**Please ensure that all clothes and bags are labelled clearly with your child's full name.**

## **Forest Schools**

We run Forest school sessions for children on a three-weekly rota, with 20 children participating at a time. We will inform you when it is your child's turn.

At Abbey Road School, we believe that all children have the right to play and to access the outdoors. Our sessions are mostly child initiated; allowing children to follow their own interests and ideas. We give children access to safe risk, in order to build up their resilience and perseverance. During our Forest School sessions, we teach practical skills and knowledge about nature. Children then use this knowledge to promote their own play and learning in a creative and fun way.

The sessions take place whatever the weather, so children need appropriate clothing:

long cool trousers and a long-sleeved top, trainers and sun hat in the heat and then warm layers, wellington boots and an all-in-one waterproof suit in the cold and rain. The children do get very wet and muddy but have so much fun!

## **Accidents / Illness in School**

It can sometimes be tricky to know whether your child is well enough to be at school. The NHS publish this useful guide for parents: [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

If your child is unwell and unable to attend school, please contact the school office by calling 0115 974 8055 before 8.40am each morning they are absent. If you are prompted to leave a voicemail, you should state your child's name and class as well as providing details of their illness.

Should your child become ill during the school day, you will be contacted. If your child has an injury while at school, staff are trained to administer basic first aid. If an accident results in a more serious injury, we will contact you immediately by telephone. **It is vital that you inform the office of any changes to your mobile, work and home numbers.**

## **Lateness**

We consider it important to be punctual and ask for your support in setting this as the expectation.

Children should arrive at school between 8.40am and 8.50am. Any child arriving late (our playground gates close at 8.55am) needs to be brought to the school office so that they can be signed in to school.

Where lateness is unavoidable, please inform the school office.

## **Dental / Medical Appointments**

Please try and avoid dental or medical appointments during school hours. If this is unavoidable, please inform the school office.

## **Holidays during term time**

A list of holiday dates for the coming year is available in your administration pack. Holidays during school time are **not** permitted, unless there are exceptional circumstances. To request a leave of absence during term time, forms can be collected from the school office or accessed via our school website: <https://www.abbeyroadprimary.co.uk/parents/printable-forms/>

## **Parents in school**

Your help in the classroom is always appreciated; if you can help on a regular basis please let us know. All of our regular volunteers have received DBS checks and are made aware of the school's policies and procedures regarding safeguarding. If you would like to express an interest or to find out more, please contact Tina Horton (Deputy Head Teacher) [tina.horton@abbeyroadprimary.co.uk](mailto:tina.horton@abbeyroadprimary.co.uk).

### **Home School Association**

You automatically become a member of our Home School Association once your child starts school. You will be informed by email of different meetings and events. All parents are welcome to join the meetings and new faces are always welcomed. Please try and support our fund raising and social events as these are fun (and raise money!).

### **Correspondence**

You will be regularly informed by email of forthcoming activities and events.

Please ensure that the office has your correct email address so that you do not miss out.