

*From little acorns mighty oaks
grow...*



A Handbook for Reception Parents



It is with great pleasure that I welcome you on behalf of the pupils, staff and governors of our school.

At Gentleshaw Primary Academy, we know that no two children are the same. All of our pupils have different interests, different talents and different skills. For this reason, we place high emphasis on each child's individual needs and learning, in order for everyone to achieve their full potential.

Our highly dedicated, experienced and caring staff work hard to encourage and support all children throughout their learning journey. We work collaboratively with our school community and know that we can only achieve the very best for all of our pupils by working closely with parents and carers.

From when your child is born, up until the age of 5, the early years experience should be happy, active, exciting, fun and secure. Ash Class at Gentleshaw is an opportunity for children to engage in learning through play and build a firm platform on which to base their future academic success. We know that if children are happy in the early years, they will go on to prosper throughout their academic career.

If you have any further questions or queries, please do not hesitate to contact our school office or visit our school website:

www.gentleshaw-squirrel.com

We look forward to the start of our journey together.

Yours,

Genevieve Saunders

Headteacher

There are many things that you may want to ask when your child begins school

Here are the answers to a number of frequently asked questions.

What if my child is sick?

- We ask that children are not sent to school unless fit and well enough to participate in all normal activities.
- If your child is unwell we ask that you contact the academy office as soon as possible explaining the reason for absence.
- If your child is taken ill at school or has an accident, the academy will notify you or a nominated contact as soon as possible.

My child has allergies, what should I do?

- Please inform the school of any allergies your child has. **THIS IS VERY IMPORTANT.**
- If your child develops an allergy or school information requires updating, please inform the school office as soon as possible.

What if my child is to be absent for a reason other than sickness?

- As a school we cannot authorise holidays during term time. If you are planning removing your child from school for a trip we ask that a holiday form is collected from the office and completed in order that we have a record in school.

What if my child is late?

- Learning at school starts from when the children enter the school building, therefore punctuality is very important. Our school gates close at 9.00am each morning. If children arrive late they will need to enter school through the main office and be marked as late on the school register.

What if the weather is bad?

- During times of inclement weather, children are supervised in their classrooms during break times. If there is snow, we will keep all parents updated using the text messaging service, our school website and twitter account.

Can my child bring sweets, toys or valuables to school?

- Children are not allowed to bring toys or valuables to school. This prevents arguments over ownership and removes any temptation to take other's property.
- As a health promoting school we do not allow sweets in school, children may purchase fruit, milk and toast during the mid-morning break as a healthy snack.

What if my child has a dental / medical appointment and will be late arriving?

- Where possible, the academy office and class teacher should be informed the day before the appointment.

What if I need to see the Headteacher or class teacher?

- There may be occasions when you wish to speak to the headteacher or class teacher. In these circumstances please contact the academy office and an appointment will be made at the earliest convenience or arrange a time with the class teacher after school. Alternatively, you can email the school office or class teacher.

What if my child forgets lunch, equipment etc?

- If your child forgets their P.E kit, reading book or lunch etc. it can be brought to the school office. It will be passed onto the child, or the class teacher as soon as possible.

Parental Involvement

As an inclusive community we very much welcome parents and visitors to our school.

Parents can help the school by volunteering to assist in the classrooms, under the supervision of the class teacher.

In addition, our F.R.O.G.S (Friends and Relatives of Gentleshaw School) are always looking for support and new members to support in arranging events and fundraisers.

If you are interested in helping in school on a regular basis then please contact the academy office.

Parental Involvement at Home

At home you can help your child in many ways:

- By playing games to help reading and spelling.
- Sharing a book or reading bedtime stories.
- Using a computer or tablet with your child.
- Outdoor games and sports.
- Reading letters that your child will take from school to home.
- Keeping yourself up to date with our school website and twitter account.
- Following your child's school events on the Ash Class Facebook page.

A Day at Gentleshaw School

School begins

The school gate opens at 8.40am each morning. From this time Ash Class enter the school with the rest of the children and make their way to the classroom. At this point your child will be met

by an adult and put their bag, coat etc. on their school peg. Morning work begins in each class at 8.40 until 9.00am each day. Children arriving after this will miss vital learning time and be marked as late.

Morning break

Children may like to purchase toast or juice from the Healthy tuck shop at a cost of 25p per item. We encourage children to drink water throughout the day and Gentleshaw reusable water bottles can be purchased on Schoolmoney pay for £3. We also have a French Friday, where you can purchase a croissant or pain au chocolat, for your child at a charge of 50p.

Lunch break

We encourage children to have a hot school meal which are funded by the Government for those children in reception, year 1 and year 2. However, children may bring a packed lunch if parents prefer. Parents of any children with food allergies or specific dietary requirements should inform the school.

School finishes at 3.00pm

Please collect the children from the Early Years area. It is important to inform the class teacher and/or school office if someone else other than the parent/carer will be collecting your child. If we do not know who is collecting your child then we will not be able to release them from the class.

At Gentleshaw we take pride in wearing our school uniform and ensuring that we look smart at all times. We expect all children to wear the agreed school uniform.

Uniform

Red Sweatshirt / Cardigan with school badge
White blouses, shirts or polo t-shirt
Grey trousers /grey shorts
Grey skirts / grey pinafore dress
Black, low heel shoes
School bookbag

In Summer

Red and white checked summer dress
Short sleeved white shirt
Grey shorts may be worn

In the events of accidents we can provide alternative clothing, which should be washed and returned to school, however we do encourage parents to supply their children with their own spare clothing/underwear.

Physical Education

T-shirt – red
Black Shorts
Black elasticised pumps (not laces) for PE lessons.
Hooded sweatshirts and track suits for colder days

Drawstring PE kit bag

No jewellery should be worn to school, only stud earrings may be worn.

Long hair should be tied back for school.

Please note:

**ALL ITEMS OF CLOTHING SHOULD BE CLEARLY
LABELLED WITH THE CHILD'S NAME**

Getting Ready for School

We want your child to feel happy and secure in their first days of school. As you will appreciate it is helpful to us and gives confidence to your child, if they can do certain things for themselves. These might include:

- Go to the toilet by themselves and wash their hands afterwards.
- Put on their coat and do it up.
- Put their own shoes on. We know shoelaces are difficult, the buckles can be too, but if they can have a go they will feel good about themselves.

We believe that by working together in partnership, your child will receive the best possible start to life at Gentleshaw Primary Academy

Contacts:

Gentleshaw Primary Academy
Darlings Lane
Gentleshaw
Rugeley
Staffs
WS15 4LY

Tel: 01543 227 420

www.gentleshaw-squirrel.com

E.mail:

office@gentleshawprimary.academy

headteacher@gentleshawprimary.academy

deputy@gentleshawprimary.academy