

OUR LADY OF LOURDES PRIMARY SCHOOL



Reception
Essential Key Information

FOUNDATION STAGE UNIFORM

<p>RECEPTION WINTER UNIFORM September - April Navy blue tracksuit trousers White short sleeved polo shirt with Our Lady of Lourdes logo Blue long sleeved sweatshirt with Our Lady of Lourdes logo Grey or black socks Dark sensible easy fasten shoes</p> <p>We ask that each child has a pair of Wellington boots (clearly named) that can be left at school for use in the outdoor area.</p>	<p>RECEPTION SUMMER UNIFORM May - July Navy blue tracksuit trousers Grey short trousers (optional) White short sleeved polo shirt with Our Lady of Lourdes logo Blue long sleeved woollen jumper, cardigan or sweatshirt with Our Lady of Lourdes logo Grey, white or black socks Blue and white striped dress Dark sandals or sensible shoes which should be sturdy and low heeled (maximum height 3cms)</p>
<p>PE UNIFORM Blue Our Lady of Lourdes PE T-shirt Blue shorts or blue jogging bottoms Socks & trainers Blue sweatshirt with school logo Track Suit (optional) Please ensure PE clothes are kept in a named drawstring bag. This kit will be kept in school.</p>	<p>ADDITIONAL INFORMATION: No boots please Children Years 1-6 are permitted to wear watches; a simple cross and chain; and simple stud earrings. No other jewellery is permitted.</p> <p>Elaborate hair bands and accessories are not acceptable. Hair accessories must be blue. Long hair must be tied up. Please remember that haircuts are also an important part of your child's image. Hair colouring, lines and patterns are not acceptable for school. With children with short hair, it should not be cut shorter than a grade 3.</p>
<p>Other Items Your Child May Require</p>	
<p>WATER BOTTLE We ask pupils to have their own labelled water bottle - these can be bought from the school office. Please only fill bottles with water, no squash.</p>	
<p>LUNCH BOX We recommend that children have the free school meal that they are entitled to, however, if you wish to pack a lunch please ensure your child has a labelled lunch box</p>	
<p>READING BOOK BAG Children will take a reading book home regularly and a reading book bag is ideal for bringing books back and forward.</p>	
<p>WELLY BOOTS We also ask that each child has a pair of Wellington boots (clearly named) that can be left at school for use in the outdoor area.</p>	
<p>REPLACEMENT CLOTHING Accidents happen in reception; therefore, we ask that every child has a spare, labelled set of underwear in their PE kit. Children can change into their PE kit if they get wet or have an accident in school.</p>	

ALL CLOTHING SHOULD BE MARKED OR EMBROIDERED WITH YOUR CHILD'S NAME

(The school will not accept responsibility for any lost articles of clothing).

There are now many fantastic online companies selling multi-purpose name stickers.

All school uniform can be purchased from:

Schoolwear Centres: 96 Hamlet Ct Rd, Westcliff-on-Sea, Southend-on-Sea, Westcliff-on-Sea SS0 7LP

THE SCHOOL DAY

Reception		
Morning session:	8.45 am	11.45 am
Afternoon session:	1.00pm	3.15 pm

Gates open at 8.30am and final registration is at 8.45am. The children are encouraged to enter the classrooms from 8.40am so that they can join in with the early morning activities. Registers are completed at 8.55am and parents are asked to leave before the gates shut at 8.50am.

BREAKFAST CLUB

To support parents who have work commitments, there is a Breakfast Club from 7.15am every day until school starts. The cost of the club includes breakfast as well as the childcare. Pupils also have the opportunity to participate in sporting and fitness activities. Parents need to book Breakfast Club in advance via School Money to ensure there is space for their child. Cost £5 per child per day.

AFTER-SCHOOL CLUB

To support parents who have work commitments there is an After School club which runs daily with the choice of booking 3 sessions as below;

3.15pm – 4.15pm without tea at a price of £4

For children attending an extracurricular club 4.15pm-5.30pm with tea at a price of £8

3.15pm – 5.30pm with tea at a price of £10

You are required to register online via School Money to secure your place. If any children are collected later than 4.15pm on the first session then payment for the full session will be charged. Any children not collected at 5.30 will have a fine of £5 added to school money.

Pupils also have the chance to book an extra-curricular club from 3.15 until 4.15 details of these are released in at the start of each term with a weekly fee of £2.00

Please note that club payments are non-refundable.

FOOD IN SCHOOL

NUT FREE ZONE

I am sure that you have all heard about Anaphylactic Shock - or Peanut Allergy - which has dire consequences for the children with the syndrome. (In most cases these children also suffer from asthma / or eczema).

We have some anaphylactic children at Our Lady of Lourdes School and since any contact with peanuts can activate Anaphylactic Shock I feel that the least we can do is remove the risk in a positive and caring way. Therefore I request that you **do not give your child peanuts or peanut butter sandwiches** to eat at school or any other product that contains nuts. (The school kitchen is also a 'nut free' zone).

If you wish to find out about Anaphylaxis and the procedure we have in place for dealing with attacks in school I would be more than pleased to go over it with you. Many thanks for your cooperation in this matter.

SCHOOL MEALS

At Our Lady of Lourdes School we have an outside caterer supply all our school meals. The cost of a school lunch is £2.50 per day. All pupils in Reception are entitled to free school meals. For this reason we discourage children bringing in their own packed lunch.

Parents must book a school lunch using the School Money website. Details of how to log onto this site will be provided when your child starts school. If you do not book a dinner a meal will not be available for your child.

If a packed lunch is brought into school it should only be brought in a sandwich box (no plastic bags please) and clearly marked with the child's name. Parents are asked not to provide pupils with breakable lunchboxes, flasks or any glass containers. Pupils cannot bring in warm food or ask for food to be warmed. No cans or glass bottles are allowed and we also request that parents avoid giving children crisps or chocolate biscuits in line with our Healthy School Policy.

We are a Nut Free School – please note that nuts (including in biscuits etc.) are not permitted in school as some of our children suffer from anaphylaxis, which is a serious allergy to nuts. The school kitchen also ensures that no nuts are ever included in any food items.

WATER

In order to keep healthy, children should drink several glasses of water a day. Water is available in reception all day and is also provided at lunch time. We ask pupils to have their own labelled water bottle and this can be bought from the school office.

PLAYTIME SNACKS

The school has a policy for *Healthy Snacks* at playtime. Reception children are provided with a free piece of fruit or vegetable every day as part of the Government's plan to encourage children to have a healthy lifestyle. In order to add variety to the snack table a range of healthy products are provided every day. A charge of £20.00 per term is charged for this purpose.

As part of our healthy eating programme children are not permitted to bring sweets or chocolate into school except when it is their birthday and they wish to provide a treat to other class members. These small treats are then given out at the end of the school day.

MONEY

We are a cashless school – most payments will be made online through the School Money website. This is a reliable and secure method and it is easy to see payments that are required and those made. On the rare occasion that your child needs to bring cash into school it must be placed in a sealed envelope and labelled with your child's name and class. The envelope should also state what the money is for, and the amount enclosed.

Details of how to log into School Money will be sent to you as soon as your child is registered as a pupil.

COMMUNICATION

Class Dojo is used as our primary tool to send you information about what is happening in the classrooms as well as whole school information e.g. the newsletter or sharing news about whole school activities. Class Dojo is a closed account service, meaning that posts are not public, and can only be viewed through your account. Posts about a child's class can be read by parents of that class. If you have two or more children in the school you will be able to view each of the posts in your children's class.

As soon as your child is registered we will forward you a code to activate your account. You will need to download the Class Dojo App via your phone's app store and create an account. If you already have children in other year groups of the school, all you need to do is 'add new child' on the app using the code.

ATTENDANCE MATTERS

DID YOU KNOW THAT??

- A Headteacher can only give a leave of absence for exceptional circumstances, e.g. attending a funeral or visiting a terminally ill relative. Headteachers are not able to grant a leave of absence for a holiday. Parents who take children away from school for such a reason may be fined for taking their children out of school.
- It is not acceptable for your child to be absent for reasons such as minding the house, looking after young children, going shopping during school hours, celebrating his/her/family birthdays or anniversaries.
- If you fail to ensure that your child attends school regularly you can be fined.
- Persistent lateness can be seen as absence. Therefore, if your child arrives at school after 9.15am, without a justifiable reason, the school will be required to mark your child as absent.
- Please use common sense, minor illnesses e.g. coughs and colds are not a reason for a child not to attend school.

WHAT SHOULD I DO IF MY CHILD IS ABSENT?

1. **INFORM** the school on the first day of absence, by 9:15am at the latest, and if possible give the expected day of return. There is a form on the website to allow you to do this as the office telephone lines are often busy. We are required to check why your child is not in school for safeguarding purposes if we do not have contact from you.
2. **KEEP** the school regularly updated, especially if the return date alters.