

COOMBE HILL INFANTS' SCHOOL

GETTING READY FOR SCHOOL

A Message from Mrs Berry, our Headteacher

I am delighted to welcome you to Coombe Hill Infants' School. Usually at this time of year we are getting ready to welcome you in to meet the team to find out about life in Reception. As we are unable to do this at the moment we hope that this guide will be useful for preparing your child for school, it includes all the key information.

Some of the information may be subject to change in response to guidance on the Covid-19 situation. Please check our website and look out for our emails.

Our aim is to provide a learning environment that ensures success by offering a safe, caring, supportive and inclusive school in which all children can flourish and grow.

Our dedicated staff work passionately to ensure each pupil is safe and has the opportunity to reach their full potential.

We value our home-school links and we will work in close partnership with you.

We operate an Open Door policy so please do contact us if you have any questions or concerns—no matter how small.

We look forward to getting to know you and your children and hope you will be very happy during your time here.



020 8942 9481

admin@chi.rbksch.org

OUR SCHOOL DAY



8.45am:

The classroom doors open and children can come into school and start their learning.



8.55am:

The pupil entrance gates and classroom doors close.



9.00am:

The class register is taken.



3.15pm:

All children are dismissed.

- If your child is feeling unwell but without an obvious need for a GP appointment please keep your child at home and phone the school office by 9.15am or email us.
- If your child has vomited or had diarrhea they must not come in to school until a full 48 hours has passed. Please let the office know.
- Please avoid making appointments during our lunch break 11.50am to 1.15pm, as our lunch staff cannot leave their class unattended.
- If your child has a temperature of 37.8° or above please do not dose them up with Calpol and send them in – keep them at home and contact the school before 9.15am.
- If your child is ill and requires a GP appointment but is well enough to come in to school, e.g. they have an eczema rash, please send them in and make an appointment for after school.
- Dental appointments should be made after school hours.

Now the Itchy Bit...!

Unfortunately head lice and threadworms LOVE children. Please check for both regularly. We will let you know if there is an outbreak in class but we do not identify individual children.



HOME VISITS

Your child's class teachers will visit you in September, at home, a few days before your child starts school. This is an informal and easy way to get to know your child in their familiar surroundings. We will contact you shortly with the details. This is an important part of our home-school transfer.

Helping your child be happy at school

- Try to ensure that your child is unhurried each morning as they prepare for school.
- Make all preparations the night before if possible.
- Ensure that they have a good breakfast which will sustain them throughout the morning.
- Help your child learn to dress and undress themselves. Velcro shoes and trainers are ideal. This includes undoing and doing-up their coats!
- Label everything – lost clothes, lunch boxes, water bottles, PE kit etc causes children distress.
- If you have a message for the teacher write it in the home books, or talk to the teacher at the beginning or end of the day, or tell the office.
- We operate an Open Door policy so if you are worried about anything just come in and see us.
- Look through your child's blue bag every day.
- Keep an eye out for emails, website updates and information in the noticeboards.
- Please be punctual at the beginning and end of the day.
- If you want to know anything please ask!

Contact Details: We issue data collection sheets each autumn for parents to confirm the information we hold for your child. We are legally bound to have correct contact information about your child and their nominated contacts. We need correct information in case of an emergency, or if your child is taken sick at school. If you change any contact details, mobile number or email address please let the office know immediately.

SCHOOL UNIFORM

Our uniform supplier is PMG Schoolwear. They are located at 393-395 Hook Road, Chessington, KT9 1EL. Free parking is available outside or opposite in Sainsbury's Local car park. Order online or book an in store appointment at www.pmgschoolwear.co.uk.

The girls' and boys' sweatshirts/cardigans, and white polo shirt, with the school logo are an essential part of our uniform. They can be bought from PMG Schoolwear. Grey trousers, shorts, skirts, summer dresses and pinafore dresses can be bought anywhere. As can grey tights and black shoes.



P.E. Kit: Children need slip on plimsoles, or Velcro trainers, no laces please! In a named drawstring bag. This will hang on their peg. Girls and boys wear a T-shirt and dark shorts or jogging bottoms. Children will undress/dress themselves.

How to help your child become an independent learner.

Children need to be able to:

- Express their needs appropriately
- Use the toilet independently
- Wash and dry their hands
- Blow their nose
- Sit up at a table
- Use a knife, fork and spoon correctly
- Eat a packed lunch properly
- Dress and undress themselves
- Sit quietly
- Listen to a piece of music or a story
- Wait patiently
- Share a book
- Tidy up things they have used
- Share and take turns
- Say 'Good Morning' and 'Goodbye'
- Pronounce commonly used words correctly

You could also practise these activities at home to improve your child's co-ordination:

- Holding a pencil correctly
- Using scissors
- Colouring in accurately
- Peeling fruit
- Using paint and glue carefully
- Hopping
- Skipping
- Jumping
- Balancing
- Running
- Kicking a ball
- Catching and throwing a ball
- Tying shoe laces and using Velcro
- Drawing straight and curvy lines
- Playing board games
- Playing matching and memory games
- Doing star jumps
- Beginning to learn to ride a bike

FREQUENTLY ASKED QUESTIONS

Can I help in school?

We love parents helping us in school! You may like to be in a classroom or part of our PTA. Or even have a spare grandparent to be one of our Superstar Grandparent Volunteers. All we ask is that you let your child settle in to school without you, and then in a few weeks come to the office to complete a DBS check. We will send you more information about this when your child has started school.

What will my child need in school each day?

Each child will receive a blue book bag on their first day. This should be brought into school each day. We also ask that you bring in a named water bottle.

What happens in the mornings?

Our classroom doors open at 8.45am ready for learning. The school gate, and classroom doors, close at 8.55am. We expect an adult to bring your child to the classroom door. The register is taken at 9.00am. Any latecomers need to then come via the school office.

What happens in the afternoons?

The school gate opens at 3.10pm ready for class dismissal at 3.15pm. Any children not collected on time are taken to the school office. If someone else is picking up your child please let the teacher know in the morning, or let the office know. We expect an adult to collect your child from school. Junior school-aged children cannot collect a child.

What are the term dates?

These can be found on our website. School finishes at 2.00pm on the last day of term (not half-terms).

What is Coombe Connections Club?

This is our wrap around care. Full details can be found at:

<https://www.coombehillinfants.com/page/?title=Coombe+Connections&pid=110>

Can my child have school meals?

Yes! All Infant school children are entitled to receive free school meals. Once your child has started school we will provide you with the menu for our wonderful Rainbow Café. For their first few days, however, we ask that your child brings in a packed lunch in a named bag. We will be offering your child hot meals from **Monday 20th September**. After Monday 20th, if you don't want your child to have a school meal, just send them in with a packed lunch. Please do not include nuts, or nut products including Nutella, or sweets, chocolates or fizzy drinks in lunch boxes (or in blue bags).

Can my child join a School Club?

We like to allow Reception children to settle in to their long school day before we offer them a chance to join a School Club. You will receive a letter at the end of the Autumn Term with all the information you will need to book clubs for the Spring Term. There are some external clubs that your child may join – the fliers for these will be sent out in your child's blue bag.

How do we communicate with you?

We will communicate with you via: our weekly Friday emails (you can find them on the website too); Tapestry; our noticeboards; termly Diary Dates; Twitter - @InfantsCHI; our website and finally, your child's Blue Bag. We sometimes send home letters and school trip information, amongst other items, in these bags, so please do check them on a daily basis. Please see the office if you are not receiving our emails.

How can you communicate with us?

If your child is unwell please ring the office before 9.15am. Any messages for your child's teacher can go in their Home / School book. You can also briefly catch up with your teacher at the classroom door if you would like to plan a time to see them. Our Head and Deputy Head are on the main gate every day too. You can also email us at admin@chi.rbksch.org; ring us on 020 8942 9481; or visit the office in person for any information. We are an Open Door school – so just come in!

What happens about holidays during term time?

Our Governing Board do not allow holidays during term time. If there are exceptional circumstances which require your child's absence please see the school office.

What is ParentPay?

This is how you will pay for school clubs, school trips, Coombe Connections etc. The paperwork for this will be sent to you after your child has started.

What are Class Assemblies?

You will notice class assemblies appearing in the calendar. These are for the parents of that particular class. Reception class assemblies usually take place late in the Spring Term or the Summer Term.

What are your themed and Mufti days?

Sometimes we come to school dressed as a book character or as a fruit or vegetable! Sometimes we ask children to come in wearing mufti (no uniform) in return for a donation towards one of our fairs or for charity. Please do not spend too much time or money on costumes - they invariably don't last until first break. But do keep an eye out for when these days are, as children get upset if they are the only one not dressed as a strawberry or Superman.

What do I need to do if someone else is picking my child up?

If your child is going home with someone else we need to know. Please tell your child's class teacher in the morning or if you forget, let the school office know by midday. We will be unable to release your child unless we have your permission. Junior school children are not allowed to pick-up Infant children. If you are running late please call the school office. You will be asked to sign your child out. Please try not to be late picking up, children can become very distressed. If a child is not picked up by 4.30pm, and we have been unable to contact you, we may have to call RBK Children's Services.

How do I join the Coombe Hill Infants' Parent Teacher Association (CHIPTA)?

You are automatically a member of CHIPTA. We hold regular meetings, fund raising and social events for you and your children. Please check your blue bag, emails and the CHIPTA section on our website.

Where can I park?

Parking around the area is very limited. Please walk / cycle / scooter if you possibly can. The horseshoe is only for dropping children off with an accompanied adult and not for parking in. Staff car parking bays are not to be used by parents at any time.

Can we use the Adventure Playground after school?

Yes, our Adventure Playground is open until 4.00pm on Tuesday, Wednesday, Thursday and Friday. Please supervise your children at all times.

What happens if it is my child's birthday?

Please do not send in food or sweets on your child's birthday, but you are welcome to send in a copy of your child's favourite book to share. We have a selection in the office and a list of books the classes would love to receive.