



# COOMBE HILL INFANTS' SCHOOL

**Reception - September 2023**

**Getting Ready for School**



## **A message from Mrs Berry our Headteacher**

I am delighted to welcome you to Coombe Hill Infants' School. We are busy getting ready to welcome your children into our Reception classes in September. We hope that the information contained in this document might help you and your child to prepare. Our aim is to provide a learning environment that ensures success by offering a safe, caring, supporting 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 do please 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.

Janet Berry

Headteacher - Coombe Hill Infants' School

# Getting Ready for School

It is nearly time to start school! Here are some things you can practise at home to help you get ready for school.



## Self-Care and Independence

- I can wash and dry my hands.
- I can wipe my nose.
- I can put on/fasten my coat and shoes.
- I can use the toilet.
- I am learning to dress/undress – this will help me change for PE.
- I am happy to be away from my parents or carers. I know they will be back soon.



## Playing with Others

- I join in games and activities with other people.
- I can share and take turns.

## Speaking and Listening

- I can talk about my ideas, needs and feelings.
- I can ask a grown-up for help.
- I can follow simple instructions.

## Eating and Drinking

- I can use a spoon, knife and fork.
- I can open my lunch box as well as wrappers and packaging.
- I can drink from a water bottle, carton or open cup.



## 1 2 3 4 5 Numbers

- I can count a small number of items.
- I like singing number rhymes or songs.
- I am learning to say numbers to ten.
- I can recognise some numbers.

## Reading and Writing

- I can recognise/read my name.
- I can hold a pencil to draw.
- I am learning to write my name.
- I enjoy listening to stories and rhymes.





## What to do if your child is unwell

- If your child is too unwell to come to school please keep them at home and phone the school on 020 8942 9481 or email [admin@chi.rbksch.org](mailto:admin@chi.rbksch.org) by 9.15am to explain their absence. You can leave a message on our answerphone at any time, or we will answer your call from 8.00am.
- If your child has vomited or has had a bout of diarrhoea they must not come to school for 48 hours after their last bout of either symptom
- Please do not make medical nor routine dental appointments during the school day.
- If your child has a hospital appointment or emergency dental appointment during the school day please show us evidence so that their absence can be authorised
- 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
- Head lice and threadworms are common conditions in children. Please check regularly for both. We will let you know if we are aware of an outbreak in your child's class.
- If your child becomes unwell during the school they will be taken to the School Office and we will try to make contact with you. It is essential that we have your up to date contact details so that we can call you to ask you to collect your child quickly. If you, or your other emergency contacts, change any details (phone number, home address or email address) please let us know immediately.

## SCHOOL UNIFORM

Our uniform supplier is PMG Schoolwear. The shop is located on Hook Road in Chessington (KT9 1EL). Free parking is available outside or opposite in Sainsbury's Local car park. An appointment booking system is operating this summer where you will be able to get a more personalised service. The cut off date for orders is by August 12th, after this date the shop cannot guarantee that orders will arrive in time for the start of the school term. Order online or book an in store appointment at <https://pmgschoolwear.co.uk>. PMG sells branded Coombe Hill Infants' uniform, however the only piece of branded uniform that we would like you to buy is the blue sweatshirt or cardigan with the Coombe Hill logo.

### Second-hand uniform

Our PTA hold regular second-hand uniform sales throughout the school year, allowing you to buy good quality items at much reduced prices, with proceeds going back into school funds. This year you will be able to buy second-hand uniform at our Summer Fair and at the school visit morning in July. We are happy to help find items for you at other times, please contact the School Office and we will try to help.

The girls' and boys' blue sweatshirts/cardigans with the school logo are part of our official school uniform. A white polo shirt with the school logo is also available but plain polo shirts are perfectly acceptable. Grey trousers, shorts, skirts, summer dresses and pinafore dresses can be bought anywhere, as can grey tights and socks and black shoes (with buckles or velcro, no laces please).



PE Kit: Children need velcro trainers, no laces please! We ask that girls and boys wear a plain T-shirt and dark shorts or jogging bottoms. Any colour is fine although a lot of families choose to purchase white and blue PE kit which are our school colours.

We are fortunate to have an outdoor, heated swimming pool in our school grounds and in the Summer term our children swim weekly or twice weekly. For the Summer term they will need a swim kit - a drawstring bag containing fitted trunks for the boys and a one-piece costume for the girls, and a towel. All children must wear a fabric swimming hat and these can be purchased via your Parentpay account in the Summer term. Children may wear goggles for swimming if they are used to them. We don't advise you to buy a swim kit just yet.

# FREQUENTLY ASKED QUESTIONS

## Can I volunteer at school?

We love parents and carers helping us in school! We also sometimes have grandparents who kindly volunteer to read with the children. All we ask is that you let your child settle into school without you, and then in a few weeks come to the office to complete a DBS check. All parent volunteers in school must have a DBS check via the school. We will send you more information about this when your child has started school. All parents are automatically part of CHIPTA (Coombe Hill Infants PTA) and we are so grateful to those parents who give their time to support us, run events and help to raise money for our school.

## What will my child need in school each day?

Each child will receive a named blue book bag on their first day, you do not need to buy a school bag. The blue bag should be brought into school each day. We also ask that you bring in a clearly named plastic water bottle filled with fresh water (only) every day.

## What happens in the mornings?

Classroom doors will open at 8.40am from September and will close at 8.50am. You come into school via the blue ramp gate and take your child to their classroom door. An adult MUST bring your child to the classroom door every day and wait with them until the teacher opens the door and welcomes them into the classroom. Classroom doors are locked at 8.50am and the entrance gate closed. Any latecomers need to then come via the School Office where we will ask you to complete a late arrival form as we monitor punctuality closely.

## What happens in the afternoons?

The school gate is opened and the children are dismissed from their classrooms at 3.10pm to their parent or carer or other named adult waiting at the classroom door. Any children not collected on time are taken to the School Office. If you are late to collect your child you will be required to complete a late collection form as this is something we monitor closely. If someone else is picking up your child please let the teacher know in the morning, or let the School Office know as soon as possible during the day. 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 at

<https://www.coombehillinfants.com/page/?title=Term+Dates&pid=66>

## What is Coombe Connections Club?

This is our wraparound care provision. 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 aged children in the UK are entitled to receive free school meals. We will provide you with the menu for our wonderful lunchtime Rainbow Café before the start of each term. Your child's teacher takes the children's lunch orders at morning registration, and helps them to choose and understand the menu. Accent Catering are our school catering team. If you don't want your child to have a school meal on any particular day, just send them in with a packed

lunch. Please do **not** include nuts, or nut products (eg peanut butter, Nutella, cereal bars containing nuts) as we have children in the school with severe nut allergies. No sweets, chocolates or fizzy drinks are allowed in lunch boxes, we encourage you to provide a healthy and nutritious packed lunch for your child.

### **Do you offer clubs at school?**

We like to allow Reception children to settle into their long school day before we offer them a chance to join one of our school clubs, so they do not participate in clubs in the Autumn term. Our teachers and TAs run clubs on a voluntary basis after school, raising valuable funds for the school. We have offered clubs such as Art, Singing, Dancing, Chess, Football, Multi-sports, Science in the past. 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 also some external clubs that we may be able to offer as well. Coombe Connections is our wraparound care provision which operates separately from these school clubs.

### **How do we communicate with you?**

We will communicate with you via our weekly Friday newsletters (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 School 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 to let us know, you can also leave a message on our answerphone at any time or email us. You can briefly catch up with your child's teacher at the classroom door but if you would like to have a longer conversation you should arrange a time to speak to them at a different time, please contact the School Office. Mrs Berry and Mrs Jakob are on the main gate every day too. You can also email us at [admin@chi.rbksch.org](mailto:admin@chi.rbksch.org), ring us on 020 8942 9481 or visit the School Office in person for any information. We are an Open Door school – so just come in!

### **What is ParentPay?**

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

### **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 as soon as possible during the day. We will be unable to release your child to a different adult unless we have your prior permission. Junior school children are not allowed to pick-up Infant children. If you are running late please call the School Office. Please avoid being late in 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 Children's Services.

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

You are automatically a member of CHIPTA. CHIPTA hold regular meetings, fundraising 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?

There is no parent parking on the school site. Parking around the local streets is very limited, the roads are very congested at school drop off and collection times and we have recurrent issues with this. Please walk / cycle / scooter to and from school whenever you possibly can. We strongly encourage active school journeys for the benefit of everyone. Staff car parking bays are not to be used by parents at any time, especially in the morning when parents may be dropping their children at Connections before school.

### Can we use the Adventure Playground after school?

At some points during the year we are able to open the Adventure Playground after school until 3.45pm for your children to play under your supervision after you have collected them from their classrooms. This is a nice opportunity for them to have extra playtime with their friends and a place for parents to meet one another and catch up. We keep you informed when we are able to open the playground for this.

### What happens if it is my child's birthday?

We kindly ask you not to send in food or sweets on your child's birthday as some children have severe allergies and food restrictions and have to monitor this safely. You are however welcome to send in a copy of your child's favourite book to share, or to donate a book to your child's classroom. The classes love to receive them and the teachers enjoy reading these books to the class on your child's birthday.

**You may have other questions about your child starting school. Please take a look at our website which contains lots of information. Alternatively please contact the School Office and we will be very happy to help you, you can email [admin@chi.rbksch.org](mailto:admin@chi.rbksch.org) or call 020 8942 9481. We are here to help make the transition as smooth as possible for you and your child.**

