



## Reckleford Infant School and Nursery

### Information Pack 2024

A very warm welcome to Reckleford Infant School and Nursery. Within this information pack, hopefully you will find everything you need to get ready for your child to join us in school in September. If you have any questions not answered in this information, we will be very happy to help.

#### Registration Forms

If you have not already completed them, please fill out and return these forms to the school office as soon as possible.

**Form 1 – Pre-School information form**

**Form 2 – Child Registration form**

**Form 3 – Photo and video consent form**

#### The School Day

**8.15 - 8.40am early morning session** (see clubs information below)

**8.40 - 8.50am morning drop off** at classroom doors (for safeguarding reasons, please ensure an adult accompanies your child to the school door and do not leave them at the first school gate)

**8.50am register taken**

**9am registers close** (after this time your child will be marked as late)

**12 - 1pm lunchtime**

**3.05 - 3.10pm afternoon pick up** (for safeguarding reasons, if someone other than the child's parent/carer is collecting, you must let us know in advance in person, by telephone or by email).

**3.10 – 4.15pm After school clubs** (see clubs information below)

## After School and Breakfast Clubs

We currently have a range of after school clubs on offer 3.10-4.15pm Monday to Friday £4 per child, per session (half price for Pupil Premium). We also offer an early morning session 8.15 – 8.40am £3 per child, per session. Both of these must be booked and paid for in advance, via Mrs Parsons in the school office.

From September 2024 we will be looking at expanding our breakfast and after school wraparound hours. Please complete our online survey to let us know if you would be interested in wraparound care: <https://forms.office.com/e/KW7PBQPveF>

We would suggest that Reception children get settled into the new school routine before attending after school clubs, as they can be very tired in those first few weeks. If possible, please wait until after the October half term holiday to extend your child's day at school.

## Lunches, snacks and water bottles

All children at Reckleford Infant School are entitled to Infant Free School Meals. A sample menu is included in this pack and in September you will receive the Autumn Term menu. Meals are cooked at Birchfield Primary School and brought to us in insulated boxes ready to serve at 12pm. There is a choice of the main course or vegetarian option, pudding or fruit. If you do not want your child to have a hot meal at lunchtime, you must provide a packed lunch. To reduce food waste, please let Mrs Parsons in the office know if your child is going to have a packed lunch from home instead of the free hot meal. If your child has an allergy, or dietary requirement, please make sure you put all information on **Form 2 – Child Registration Form**.

All children are also entitled to a free fruit snack each morning. You do not need to provide a morning snack. You can also apply for your child to have school milk, which is free until their 5<sup>th</sup> Birthday, by following this link: <https://customers.coolmilk.com/V2/register/> or completing:

### Form 4 – Cool Milk application

Please send your child to school each day with a named, drinks bottle containing water. Water is best for children's brain development, better for their teeth and also causes less mess when spilt!

## Uniform and equipment

Children feel smart and have a good sense of belonging when they arrive in the correct uniform. Reckleford Infant School colours are royal blue and grey. Please ensure all items of clothing are clearly named; as you can imagine trying to find the owners of 30 jumpers at the end of the day is quite a challenge for staff without names!

We do not insist that the uniform holds the school logo, but if you would like a logo jumper or cardigan, these are available from Southwest Schoolwear shop in Yeovil and through their website <https://www.swschoolwear.co.uk/>

### **Uniform list:**

- \*Grey trousers, skirt, pinafore or shorts
- \*White polo shirt

\*Royal blue sweatshirt, cardigan or jumper with or without school logo

\*Black school shoes or plain black trainers

In the warmer weather, children may also wear a blue and white gingham dress. They will also need a sun hat on hot days (any colour).

**All children also need a PE (sports) kit in school:**

\*White t-shirt

\*Dark, plain shorts

\*Trainers or daps

\*Named bag in which to keep the above items on their cloakroom peg.

Book bags will be provided to parents at the Information Meeting in June. Children should bring these to school every day. It would be helpful if you could attach a small keyring to the book bag so your child can easily identify which one is theirs.

Occasionally, the children will also need welly boots e.g. for outdoor walks, visiting the school garden, termly visits to the farm. A letter will be sent home letting you know when the children need to bring these in.

Jewellery is not allowed for health and safety reasons other than small, stud earrings and no nail varnish please.

**Starting School September 2024**

To enable a smooth start in September for your child, we have arranged a number of transition activities this summer. Mrs Pincott (Reception class teacher) has already started visiting some children and families at home and we have been busy talking to the pre-school settings to find out about your super children. We would like to invite your child to our 'stay and play' sessions in the classroom in July:

<b>Wednesday 3<sup>rd</sup> July</b>	9:10-10:00am	Parent/Carer visits with child in the classroom
<b>Wednesday 10<sup>th</sup> July</b>	9:10-10:00am	Parent/Carer tea and coffee with Headteacher in the school hall
<b>Wednesday 17<sup>th</sup> July</b>	9:10-10:00am	Parent/Carer drops off then comes back at 10am

If these dates are not suitable for your family, please speak to us to see if we can make alternative arrangements.

In September we have a staggered start to school. This enables the children to start in small groups, with a focus on building positive, effective relationships with the teacher, classroom staff and their friends as well as understanding the rules and routines of school. Children will be in two groups, A and B, for the first week only and will follow the timetable below:

<b>Date</b>	<b>Group A</b>	<b>Group B</b>
<b>Week beg 4<sup>th</sup> September</b>	Tuesday INSET DAY	Tuesday INSET DAY

	Wednesday – Friday: Home visits, no school	Wednesday – Friday: Home visits, no school
<b>Week beg 9<sup>th</sup> September</b>	Monday and Tuesday morning 8:50am-12pm  Wednesday and Thursday afternoon 1pm-3:10pm  No school on Friday	Monday and Tuesday afternoon 1pm-3.10pm  Wednesday and Thursday morning 8.50-12pm  No school on Friday
<b>Week beg 16<sup>th</sup> September</b>	All children attend 8:50am - 1pm to include eating lunch	
<b>Week beg 23<sup>rd</sup> September</b>	All children in full time 8.50am – 3.10pm (unless otherwise agreed with Mrs Pincott)	

### School Communication

We work hard to build positive communication with parents and families and all our staff are friendly and happy to help with enquiries. As a school we send most information electronically, so please make sure we have your up to date email address and add our email [office@recklefordschool.co.uk](mailto:office@recklefordschool.co.uk) to your address book so our emails don't get lost in junk/spam!

In case of unwell children, timetable changes or in an emergency we will always telephone parents. Please make sure we have the correct mobile phone number and an additional contact should we not be able to get hold of you.

You can find lots of information on the school website <https://www.reckleford.somerset.sch.uk/> and also follow all our news on the school Facebook page <https://www.facebook.com/RecklefordInfant> .

If the school has to close due to bad weather, heating failure etc, this will be communicated via email, text, the school website and Facebook page.

If you have a change of circumstance at home e.g. a family member moves away, a bereavement or anything which may be worrying your child, please let a member of staff know so that we can provide your child with support in school through what might be an emotional time.

### Pupil Premium Funding

Pupil Premium funding is additional money available to schools to support children from low-income families, Service Families and children who are Looked After or have ever been in Care.

At Reckleford, this funding enables your child to access:

- \*Half price after school clubs
- \*Free school shoes (from a selection held at school)
- \*Free school milk
- \*Reduced price uniform (from a selection held at school)

\*£10 per child, per week school holiday supermarket vouchers (subject to Government funding)

Families are required to apply for the funding online <https://service.somerset.gov.uk/free-school-meals> or by completing the paper form in this pack. (see criteria below)

### **Form 5 – Pupil Premium/Free School Meals application form**

If you are a Service family or your child has been adopted from care, is Looked After or has a Special Guardianship Order, you do not need to apply using the form above. You can simply show Mrs Parsons in the school office, or Mrs Greathead, Headteacher, evidence of your family circumstance and we will inform Somerset Council.

Once your child is eligible, the funding remains in place for 6 years, even if your circumstances change (subject to DfE guidance). Parents and carers who receive any of the following are entitled to Pupil Premium, also known as Free School Meals.

\*Income Support (IS)

\*Employment and Support Allowance (Income Related)

\*Universal Credit with an annual household income of less than £7400 after tax

\*Income-based Job Seekers Allowance (IBJSA)

\*Guaranteed Element of State Pension Credit

\*Support under Part VI of the Immigration and Asylum Act 1999

\*Child Tax Credit provided they are not entitled to Working Tax Credit, with an annual taxable income (as assessed by HMRC) of less than £16,190.

### **Questions**

If you have any questions after reading this pack and attending our information meeting, please get in touch with us and we will be happy to help.

The school office is open 9-3pm every week day and a member of the leadership team is usually at the school gate every morning and afternoon. You can also contact us by phone or email: 01935 475938 [Office@recklefordschool.co.uk](mailto:Office@recklefordschool.co.uk)