

# Welcome

to

## Littlehaven Infant School



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Littlehaven Infant School and Northolmes Junior School are part of the Greenfields Federation

June 2023



# INTRODUCTION

We are delighted to welcome you and your child to Littlehaven Infant School, which is part of the Greenfields Federation. We will do our very best to ensure your child is a happy, confident successful learner and believe this starts with a strong and open home and school partnership. When your child starts school there is a lot to think about, a lot to take in and you will have a lot of questions. We hope that this 'welcome booklet' makes it a little easier by explaining the things that we think are most important for you to know. As time goes on you will find out so much more, but everything you need to know about those all-important first few days is here! If you have any questions that are not covered by the information in this booklet please do not hesitate to ask.

## SCHOOL HOURS

From September 2023, our hours will be:

Children can arrive at school between:	8.35am – 8.40am
Children must be in class for registration by:	8.40am
The school day ends at:	3.10pm



Please note that the start and finish times for Northholmes Junior school are different, to allow parents to be able to walk between the two schools with enough time to drop off/pick up at both schools.

## SCHOOL UNIFORM

Parents are asked to provide the following uniform all of which should be **clearly named**:

### Winter Uniform

- ✓ Plain grey skirt, pinafore dress or tailored grey trousers
- ✓ White polo shirt
- ✓ School branded royal blue sweatshirt or cardigan (non-branded option available)
- ✓ Grey or white socks/tights
- ✓ Sensible black school shoes (not boots or trainers)

### Summer Uniform

- ✓ Grey tailored shorts, or blue and white checked summer dress
- ✓ White polo shirt
- ✓ School branded royal blue sweatshirt or cardigan (non-branded option available)
- ✓ Grey or white socks
- ✓ Sensible black school shoes (not boots or trainers)

### Kit for PE / Other Requirements

- ✓ \*White PE t-shirt (school branded item available)
- ✓ \*Black or royal blue PE shorts
- ✓ \*PE bag – drawstring style
- ✓ School book bag (provided free of charge to all new starters, funded by our fundraising PTA)
- ✓ Summer hat/cap
- ✓ Sports style plastic water bottle, to be kept in classrooms. See info on page 2.
- ✓ Trainers (preferred) or plimsolls (elastic front) for PE
- ✓ Wellington boots

**\*Please note children starting in Reception in September will not need a PE kit initially; your child's teacher will let you know when a PE kit is required.**

School sweatshirts, cardigans, PE t-shirts, PE bags, PE shorts, and book bags are available to purchase from the school office. Greenfields Fundraising Committee (PTA), will provide the first book bag free of charge, and has a range of second-hand uniform items for sale that you can view on one of your child's visits or at the beginning of term.

Children are encouraged to wear school shorts and t-shirt for PE. A drawstring bag can be left

on each child's coat peg within the classroom. Each class does PE at least once a week, and the children will be asked to take their PE kits home at the end of each half term to be washed. If your child has long hair please ensure they come to school with their hair tied back.

Please come and speak to either office staff or the Headteacher if providing a school uniform is difficult and we will be happy to help.

## GETTING TO SCHOOL



Here at Littlehaven we encourage the children to walk, cycle or 'scooter' to school and are proud that a high number of children regularly do this. There are special racks where the children can leave their bikes and scooters near to the school gates. **Please note that the rack is across the school car park and children should not access the rack without their adult.**



If you do have to use a car then please park sensibly and legally. Do not park on the yellow zigzag lines outside the front of the school gate or on the corners of nearby roads. **Please** be considerate to our neighbours by keeping clear of their driveways and leave ample room for them to get in and out. It is safer for the children and local residents if the area outside school is kept clear. Thank you.



## WHAT EACH CHILD SHOULD HAVE AT THE START OF A DAY



- ✓ Book bag with a Home-School diary and reading book (these will be given out in the first few days).
- ✓ Water bottle.
- ✓ Snack for break time (clearly labelled).
- ✓ Hooded coat.

## HOT OR WET WEATHER



It is wise for your child to bring a raincoat every day as we do like the children to play outside unless prevented by heavy rain. Wellington boots are used if we are on the field in damp weather.



If it is hot and sunny make sure your child has a suitable hat/cap (**clearly named**) to use at playtimes and please ensure that sun cream is applied before school; teachers are not able to do this in school.



## MORNING ARRIVAL



We operate a one-way system – 'drop & go'. Staff will be on the playground to meet the children and see them into school.

## WATER BOTTLES

Do not forget that your child needs to drink plenty of water throughout the day as it aids concentration and brainpower! Please send in a 'sports top' bottle, which is **clearly labelled**, to keep in your child's classroom. This will be refilled with water at school.



## SNACKS AT MORNING PLAY TIME

We are a nut free school! Children are permitted only fresh or dried fruit, vegetables or cheese for morning snack. Sweets, chocolate, biscuits, crisps and nuts are not allowed.

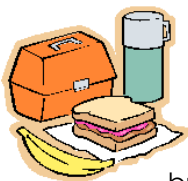
Please label your child's snack, as it gets put in the box in the classroom at the start of the day. TIP: Write the name on a small piece of masking tape and stick it on the snack, or put



it in a named, disposable food bag rather than a plastic container (as the children often eat their snacks in the playground).

During the afternoon all children are offered a piece of fruit or vegetable which is provided by the NHS to encourage '5 a day'.

## SCHOOL LUNCH



All children in Reception, Year 1 and Year 2 can have a free hot meal (Universal Infant Free School Meals) or your child can bring a packed lunch, which is eaten in the school hall. The majority of our children have a hot meal. Parents will receive a log-in for the online Parent Pay system where meals will need to be booked in advance. You can view and select meals several weeks in advance, but there is a cut off 10 days before the start of each week.

Each class has a midday supervisor responsible for the children during the lunch period. We really encourage all children to eat healthy lunches. Our hot meals are nutritionally balanced and include a main course, dessert and drink. If your child has a packed lunch, please make sure they have a drink in their lunch box every day. Children must not bring glass bottles or cans. Please do not include sweets, nuts (because some children have nut allergies) or fizzy drinks in their lunches.

If you are collecting your child after lunch (just after 1pm), please wait outside the school gates on Hawkesbourne Road, just until lunchtime play has finished. Previous experience has shown us that the children can get very distracted by the parents' arrival!



## ARE YOU ELIGIBLE FOR PUPIL PREMIUM?

Some children whose family are on a lower income, and/or are in receipt of certain benefits may be entitled to extra funding (Pupil Premium/Means Tested Free School Meals). This extra funding will be used to support your child's education, so please apply if you think you are entitled. If you are eligible, you will also receive support during the school holidays with food vouchers and free access to holiday programmes and activities for your child.

You can apply online at <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/>



## END OF THE DAY

Please wait in the playground. Class teachers will bring their classes out. They will not let a child go until they see a parent or guardian. If you are not personally collecting your child please let your class teacher know which adult will be collecting them either by leaving a message in your child's home-school diary or via the school office.



## LATENESS

**Morning:** Please ensure your child is on time for school each day, as lateness causes disruption to their learning and to the rest of the class. You will need to bring your child in via the school office if you arrive after 8.40am.

**Afternoon:** Please make every effort to be prompt. If you are unavoidably delayed, do not worry, your child is safe. They will be taken to the school office to wait for you with a member of staff. If possible, please call the school office if you know you are going to be late.

## ILLNESS

We have a telephone absence line (01403 260608 option 1) where you must report your child's absence if they are unwell and not able to attend school. A call to this absence line must be made **between 8.30am and 9.15am** on every day your child is off unless advised otherwise by staff. Should a child become ill at school, a parent/guardian will be contacted as soon as possible and every effort will be made to care and comfort them until they are collected. **Please remember to keep us informed of any changes in contact numbers.**



## TAKING YOUR CHILD OUT OF SCHOOL ON SCHOOL DAYS

Government legislation means that holidays during the school term will not be authorised. Any holidays taken will be marked as unauthorised and may be subject to a fixed penalty notice charge or court action. Headteachers can only authorise absence from school in 'exceptional' circumstances. A Request for Absence form, available from the school office, must be completed prior to any absence from school.

In line with our Attendance Policy, absence will only be authorised for exceptional circumstances, such as:

- Funeral of an immediate relative
- Religious observation on a date that cannot be moved
- Compassionate leave
- Close family wedding
- Medical appointments which cannot be arranged outside the school day
- Music/Ballet Exam
- Educational visit to another school

## PARENT HELPERS IN SCHOOL

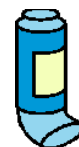
We always welcome offers of help from parents or grandparents. This could be assisting with a regular classroom activity (e.g. art/craft) or a spot of gardening once a month! Anything that you can help with is most valuable and much appreciated. Welcome aboard! You may be required to have an enhanced DBS check.



## MEDICATION / FIRST AID



Qualified classroom assistants and midday supervisors administer routine first aid. All accidents are recorded in our accident book. Teaching Assistants are fully trained by West Sussex County Council to administer prescription medicines if needed in school. Please speak to a member of staff in the school office and ask for a 'Medicines in School' form. This must be completed before staff can administer any medication to pupils.



## HEADLICE



This condition affects many school children. Please check your child's hair regularly and if you do discover headlice, do not panic! There are many remedies from the pharmacy that work very well. Evidence shows that long hair is less likely to fall foul of headlice if it is tied back. Please do tell your child's teacher and parents of friends your child has had close contact with.

## PARENT TEACHER ASSOCIATION

Greenfields Association is our fundraising committee (PTA), which is part of the Greenfields Federation and includes our follow-on school, Northolmes Junior. They organise events across both schools to raise funds and promote our federation. Whereas PTAs are limited



to membership by parents, teachers and governors, school associations can also include friends and grandparents. Greenfields Association is dedicated to organising social events and raising funds for the schools. They have an informal committee, open to all, which helps the schools to offer more to their pupils than government funding will support. If you wish to become more involved, you may join the committee. Do as much or as little as you want – it's up to you! Greenfields Association not only helps with the schools' development, it is also a great place to make friends. Look out for information about meetings and please come along.



### **WORKING PARTIES / PARENT FORUM**

From time to time we organise 'working parties' to address issues that are current to our school. In the past these have included 'Healthy School' and 'School Travel' working parties. If there are any issues that you think a working party could help to address, and if you would like to be involved, do let the headteacher know. We hold Parent Forum meetings regularly to which all parents are invited to attend or can suggest an agenda item.

### **EARRINGS**

For safety reasons it is preferred that children's ears are not pierced, but if a child does have pierced ears, then nothing larger than a small stud may be worn. If you do allow your child to have their ears pierced then please do this during school holidays so that they can heal properly. Jewellery, and particularly earrings, must be removed for PE.



### **LOST PROPERTY**



If you lose an item, please check with the class teacher first. If a found item is identifiable, parents will be contacted. If it is not, after two months it will be given to Greenfields Association for their second-hand uniform sales. Clearly naming all items that come with your child into school is really important! You can buy a fabric marker at a very reasonable price from most shops selling stationery, but please do regularly check that the name is still in place.

### **LEARNING AT HOME**

The learning you can do with your child at home will make an enormous difference to their progress and attainment. We ask parents to read to their child regularly at home and children bring books home from school to support this. In addition, phonics, maths and reading activities will be sent home for you to complete with your child. At the start of Reception these activities are very short but will build up over time. If you need support with this, please speak to your child's teacher.



## FREQUENTLY ASKED QUESTIONS



### **What happens if my child has a 'toilet accident'?**

This will be dealt with discreetly by a member of staff. We have a supply of spare uniform for such occasions.

### **What happens if my child becomes ill during the day?**

A member of staff will call you (or others for whom you have left emergency contact numbers). It is vitally important that these numbers are updated if contact details change.

### **What happens if my child is upset when I leave them?**

Try not to worry. The staff will take care of them and settle them down in the classroom. You are always welcome to phone later to be reassured that your child has settled.

### **When can I talk to the class teacher or Headteacher?**

The Headteacher or a senior leadership team member will be on the school gate most days for quick queries. Other queries can be emailed to the school office or messaged to class via eSchools.

To speak to the Headteacher or Deputy Headteacher, please ask via the school office and they will let you know if they are available. Alternatively leave a message in the office for either of them to contact you.

It is vitally important to us that if you have any concerns or worries that you let us know. We want the very best for your child and will work with you to resolve any concern that you may have.

### **When can I see my child's work?**

We share your child's work with you by having Stay and Play sessions and via Tapestry (Reception classes only), and by videos, posts on our website, and phone calls.

### **What if my child is lonely at school?**

Playtimes are well organised by our staff, with various activities. If your child is complaining of feeling lonely, please contact their teacher in order that a 'special friend' can be found.

### **Useful websites**

[www.littlehaven.w-sussex.sch.uk](http://www.littlehaven.w-sussex.sch.uk) – School website

[www.ofsted.gov.uk](http://www.ofsted.gov.uk) - Includes Littlehaven's OFSTED report.

[www.westsussex.gov.uk](http://www.westsussex.gov.uk) - Information on schools including term dates, libraries and leisure.

[www.education.gov.uk](http://www.education.gov.uk) – Department for Education