

Welcome

to

Littlehaven Infant School



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



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INTRODUCTION

We are delighted to welcome you and your child to Littlehaven Infant School, which is part of 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 pack please do not hesitate to ask.

SCHOOL HOURS

Children can arrive at school between 8.50am - 9.00am
The school day ends at 3.10pm

Please note that Northolmes timings are as follows: arrival between 8.40 and 8.50am and finish at 3.20pm In the mornings at Northolmes children can go straight to their classrooms from 8.40 am so you are able to leave an older child there and walk a younger one to Littlehaven School.



SCHOOL UNIFORM

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

Girls

- ✓ Grey skirt, pinafore dress or trousers
- ✓ White polo top
- ✓ Royal blue cardigan or school sweatshirt or sweatcardi
- ✓ Blue and white summer school dress
- ✓ White socks or grey or white tights
- ✓ Sensible black school shoes preferably with Velcro fastening

Boys

- ✓ Grey trousers or shorts
- ✓ White polo top
- ✓ Royal blue v neck sweater or school sweatshirt
- ✓ Grey or black socks
- ✓ Sensible black school shoes preferably with Velcro fastening

Kit for PE / Other Requirements for All

- ✓ School PE t-shirt and shorts
- ✓ PE bag - drawstring style
- ✓ School book bag
- ✓ Summer hat/cap
- ✓ Sports style plastic water bottle, to be kept in classroom. See info on page 2.
- ✓ Trainers (preferred) or plimsolls (elastic front)
- ✓ Wellington boots

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

School sweatshirts and sweatcardis, PE t-shirts, PE bags and PE shorts, waterproof jackets and book bags are available from the school office. Greenfields Association (FROGS) our parent teacher association, will provide the first book bag free of charge, and also has a range of second-hand items for sale which 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

Don't 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

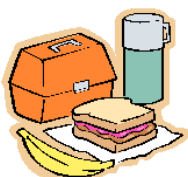
We are a nut free school! Children are permitted only fresh or dried fruit, vegetables or cheese for morning snack. Sweets, chocolate, biscuits, crisps and nuts are not allowed.

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 are asked to inform the school office staff if they will not be taking up the option of a hot meal. You will have to make the choice of your child either having a hot meal every day or not having hot meals at all (i.e. bring a packed lunch every day). Each class has a midday supervisor responsible for the children during this time. 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 receives benefits may be entitled to extra funding (Pupil Premium/Benefits Related Free School Meals). This extra funding will be used to support your child's education, so please apply if you think you are entitled. 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 / 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 with 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 to the front office reception if you arrive after 9.00am.

Afternoon: Please make every effort to be prompt. If you are unavoidably delayed, don't worry, your child is safe. He/she will be taken to the school office to wait for you with a member of staff. If possible please call the office.

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 charge or court action. Headteachers can only authorise absence from school in 'exceptional' circumstances. A form, available from the school office, must be completed when withdrawal from learning is being considered.

The local schools have agreed circumstances that absence will be approved for. These include:

- Absence to attend hospital for an appointment or treatment that cannot be organised for outside of school time.
- Absence for dental treatment that cannot be organised for outside of school time.
- Religious observation on days officially set apart by the religious body to which the parents belong.
- Absence to attend external exams, such as dance or music exams.
- Other exceptional reasons such as to attend the funeral of a member of immediate family.

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 is a condition which affects a lot of school children. Please check your child's hair regularly and if you do discover headlice, don't 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 (PTA) is part of the Greenfields Federation which includes our follow-on school, Northolmes Junior School. 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 a Parent Forum meeting once a term to which all parents are invited to attend or suggest an agenda item for AOB.

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. Please contact the school office for a letter about earrings.



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 contact numbers). It is vitally important that these numbers are updated regularly.

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 ask in the 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 Tapestry, videos, posts on our website and phone calls.

What if my child is lonely at school?

Playtimes are organised with 'Peer Mediators' and lots of activities. If your child is complaining of feeling lonely please contact his / her teacher in order that a 'special friend' can be found.

Useful websites

www.littlehaven.w-sussex.sch.uk - School website

www.ofsted.gov.uk - Includes Littlehaven's OFSTED report.

www.westsussex.gov.uk - Information on schools including term dates, libraries and leisure.

www.education.gov.uk - Department for Education