

Welcome to Talavera Infant School



Information for parents

Hello and welcome to Talavera Infant School. We would like to make your child's (and your!) transition into school life as pain free as possible, and so have put together this little book. We hope it proves useful for you.

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Induction Programme

We have been busy making arrangements for your child's transition into school and would like once again to welcome you to Talavera Infant School. We have planned a variety of 'getting to know us' sessions and ways to provide you with the information you need before your child starts school which are as follows:

1. Information pack sent to all families with this letter
2. **Parent Information Session:** 12th June at 6.00pm or 13th June at 9.30am
3. **Individual visit to school:** 3rd – 5th September 2024
4. **Stay & Play visit** – 6th September 2024
5. **Keyworker part time sessions:** 9th and 10th September 2024
6. **Stay to Lunch** - Wednesday 11th September 2024
7. **Full time school from Thursday 12th September 2023**

Starting School

For the first week children will have individual visits to school between the 3rd and 5th September, a Stay & Play visit and two half days as follows:

Friday 6th September – Play & Stay

Please see your child's transition letter for timings.

Monday 9th September and Tuesday 10th September

Mornings 8.45 - 11.25: **Fox, Badger and Rabbit Key Worker Groups**

Afternoons 12.25 - 3.05: **Mole, Squirrel and Hedgehog Key Worker Groups**

Wednesday 11th September:

All children arrive at 8.40am for a morning session and children will stay for lunch. Collection at 12.45pm from the classroom doors.

Thursday 12th September:

All children to begin school full time 8.40-3.10 unless otherwise advised.

Contact Details

Website: www.talavera-inf.co.uk

School Office: 01252 323137

Email for general enquiries

adminoffice@talavera-inf.hants.sch.uk

Ms Frampton, Mrs Subba and Mrs Goodall are in the school office from **8.30 am to 4.00 pm**. Outside of these hours; please leave a message on the answerphone.

Times of the school day

8.40 am: Class doors open

9.00 am: Morning registration ends

11.30 am – 12.30 pm: Lunch for Year R

3.10 pm: End of school day

It is vital for children to arrive at school and to be collected from school punctually.

Contact with the class teacher

Your first point of contact as a parent is often your child's teacher or classroom assistant. They will usually be at the class door at the beginning or end of the day if you need to have a quick word, although mornings are often hectic so usually it's better to wait until the end of the school day.

If your child has been to Nursery, you may be used to lots of daily feedback about how your child is doing. It won't be the same for children in Early Years, although of course we'll let you know if there is a problem. No news is good news!

Parents' Meetings

There are sessions available to talk to teachers during termly parents' meetings, so look out for more information later in the autumn term.

Communication with parents

It's vital for parents to be aware of what is happening in school, so we have a number of ways of keeping in touch:

The school's website www.talaverainf.hants.sch.uk has lots of information about the school. The website is updated frequently, so it's very important that all parents look at the site regularly to keep up to date.

- At the beginning of every month the Head teacher writes a newsletter informing all parents of any upcoming events or specific information.
- If there is an urgent message (e.g. if the school has to close due to bad weather) parents will receive a text message.
- Half termly newsletter from the class teacher informing you what the children will be learning in school so that you can support the work at home.
- Additional information/letters from the Head teacher or your child's teacher may be sent home in your child's book bag from time to time so you will need to check your child's book bag regularly

Access to the school

We encourage parents and children to walk to school where possible, and have special initiatives to reward children for doing this. Also, parking around the school can often be congested, which is inconvenient for parents and local residents.

For those who need to drive to school, please park in specific parking areas around the estate and walk. There is no access via the school drive, although disabled drivers may apply for a driveway pass through the school office.

When visiting the school office, please enter through the pedestrian gate, which is linked to a security system. All visitors must report to the school office before going to any other part of the school building.



Emergency school closure

Occasionally, we may need to close the school at short notice due to bad weather or another emergency. If this is the case, parents will be notified by text, and information will be posted on the school website. The Hants website will also be updated, and local radio stations will be informed. **No text or website announcement means that the school is open.** We ask parents not to telephone the school office as this may prevent school staff from dealing with the emergency.

Hot meals

Hot school lunches are provided by Hampshire Caterers and cooked in the school kitchen. All infant school children are entitled to receive a free school meal. Parents will receive a copy of the menu, which is also available on **www.hants.gov.uk/hc3s**. There is a vegetarian option available each day, and all meals are nut free.

Special diets and allergies

Special diets are also available for children with other food allergies. **You will have received an email from the school office in May to ask that this is completed by 1st July 2024** to ensure that the menu is available for September.

Confirmation of the allergy from your child's doctor or hospital will be required to go with the request.

Year R children will make their own lunch choices each day in class with the help of their teacher. You can assist your child with this by looking at the menus together at home beforehand.

Free school meals are not compulsory, and you may send your child with a packed lunch.



Packed lunches

If you send your child with a packed lunch, please make sure that it is in a suitable named container. Please help your child by ensuring that you provide cutlery if needed (e.g. spoons for yoghurt).



Drinking water is available for children at lunchtime, but of course you may also send in a carton or drink container with a cold drink. Please don't send bottles, cans or fizzy drinks. We also ask that children **don't** have sweets or chocolate in their packed lunches. We are a **nut free** school as we have children with severe nut allergies so we ask that you **DO NOT** include any nut products in your child's lunchbox.

Free Fruit

The school takes part in the Government's Free Fruit for Schools scheme, so all children will receive a piece of fruit each day at snack time.

Milk

We offer daily school milk from Coolmilk, which is free for children under 5 and approximately £18 per term for older children. All children starting in Year R can have Coolmilk, if you wish for your child to receive school milk please register on the Coolmilk website but please note, once they turn 5 you will need to pay at coolmilk.co.uk.

Medicines

If your child needs any form of medication in school, please contact the school office. You will need to complete a form to give us your written permission. Our insurance means that we can only administer Pharmacy labelled prescription medicines. We will never administer over the counter medication, aspirin or medicines containing Ibuprofen to any child, unless it has been prescribed by a doctor and issued by a pharmacy with a named label. Please ask us if you would like to know more.



Medical Conditions

Children with medical conditions which need to be managed in school (e.g. asthma or severe allergies) will require an Individual Healthcare Plan. This is drawn up by the school administrator then reviewed and signed by parents, clarification may be required by your child's doctor or hospital consultant. The plan is an important way of clarifying your child's medical needs, and agreeing

how these should be managed in school. If you think this may apply to your child, please tell us as soon as possible, so that we have time to make the necessary arrangements before your child starts school.

Illness and Emergencies

If your child is unable to come to school due to illness, please telephone the school office before 9.00 am, and leave a message on the answerphone. School staff will telephone you if your child is absent and we have not received an explanation.

Many children cope well with the school day with a runny nose or cold, so if you are not sure it is often best to send them in to school. We will phone you if we are concerned. The exception to this is sickness or diarrhoea when children must be kept at home for 48 hours after the symptoms subside. Certain contagious illness, such as chickenpox, will also prevent your children from coming to school. If in doubt, contact the school office.

If your child becomes ill, or is injured in school, we will look after him or her and contact you if necessary so that he/she may be taken home. It is therefore very important that we have up to date contact details for parents, and any other adults who may collect children in an emergency.



School uniform

School uniform can be purchased at various supermarkets and/or Edgar Jerome, 7 Wellington Street, Aldershot, GU11 1DX. Telephone 01252 322020. You can also order on line at www.edgarjerome.co.uk

Our school colours are red and grey.

Red: for sweatshirts & cardigans

Grey: for trousers, skirts & pinafores. Please consider buying elasticated trousers without zips and buttons.

White or Red: for T-shirt & shirts

Girls can wear a checked red dress in warm weather. Please try and get the ones with a zip and not buttons.

Shoes should be sensible, flat, and well fitting. Open-toed, open heeled sandals or expensive trainers are not suitable for school. Velcro fastenings are much easier than laces and buckles for little children.

Tights for girls should be a suitable colour for school– ideally grey or black.

PE bags and PE kit can also be purchased from Edgar Jerome. The PE kit is black shorts, a red t-shirt, velcro trainers in a **drawstring PE bag**. No rucksacks please.

As well as their uniform, children will need to have:

A water bottle with a non-spill sports cap.

A book bag which can be purchased for Edgar Jerome. No rucksacks please.

PLEASE NAME ALL ITEMS OF CLOTHING, PE BAG, BOOKBAG AND WATER BOTTLE.

Breakfast Club

The school has a breakfast club which is held daily from 7.45am. TS Coaching provide the sessions for us and places can be booked through their website at <https://togetherinsport.com/>



After School Club

The school has after school provision which is held in The Meadow Classroom. The club is held every day from after school to 5.45pm. If your child attends this provision then staff will take them to the club. Bookings for the after school club can be made through Arbor, our online Parental Portal. You will receive a log-in for Arbor in September. If you would like to book places earlier, then please contact the school office for your Arbor log-in details.

Pupil Premium

Pupil premium funding is additional funding allocated to the school for children, who are from lower income families, are looked after or who have a member of the family in the armed forces. This funding helps to support individual interventions and contributes towards enrichment activities for the children.

Social Networking Sites

Parents are welcome to take photographs at school plays and other events, but these must be used only for family and home viewing. Please **don't** post these on Facebook or similar sites.



Many schools have banned the use of cameras at school events, but we don't think this should be necessary as long as parents respect these rules.

INSET Days

Dates for the next academic year are included in your starter pack. In addition, the school will close for 5 further days for teacher training. We will tell you when these are at least two weeks in advance. So far the school Governors have approved:

2nd Sep 2024

4th Nov 2024

6th Jan 2025

21st Jul 2025

22nd Jul 2025

Collection of Children

If you would like another adult or family member to collect your child from school regularly, please complete a [blue form](#), for a one off collection, please complete an [orange form](#), both of which are available from the school office.

If there is an emergency and you haven't been able to complete a form, please telephone the school office.

Attendance

The school's governing body takes the issue of attendance very seriously, and it is important that parents ensure that children attend regularly and punctually. All absence from school, other than for illness, must be authorised in advance by the Head teacher, a Request for Authorised Absence form can be obtained from the school office. However, the government states that Head teachers must not authorise absence during term time for the purpose of holidays, and approval for absence can only be given for reasons which are genuinely exceptional. All schools are required to work with Hampshire County Council to take legal

action, and will issue penalty notices to parents for unauthorised absences above a certain level. Further information is given in the letter from Hampshire County Council included in your starter pack.

Behaviour & Discipline

We promote positive behaviour in school, and where possible will prevent inappropriate behaviour through the use of positive rewards. Each week we celebrate children's good work in our celebration assembly and select a member from each class to be the good citizen. Full details are provided in our Behaviour Policy which is available on our website.



Ready, Steady, School!

The most important ways in which you can help your child to be ready for school are:

- Read to your child as often as you can.
- Teach your child the traditional nursery rhymes
- Make time every day to have a conversation with your child, away from the distractions of TV or other technology.
- Encourage your child to be independent in getting dressed and undressed and using the toilet.

To help your child be school ready, please read the 'Ready, Steady School!' leaflet contained within your Welcome Pack. This will give you some top tips to help your child over the summer holidays.

Finally, we fully understand that starting school can be both an exciting and nervous time for you, as a family. Please remember that no question is a silly question and ask if you are unsure about anything.

There will be lots of opportunities for you to get to know the class teachers and to talk to them about your own child. If you are concerned about any aspects of your child's induction please contact the school office on 01252 323137 and someone will help you with your query.

We hope you have a lovely summer holiday and we are looking forward to getting to know you all in September.