



Moat Farm Infant School

Reception Parent Information

Safeguarding

As a school we take keeping children safe very seriously.

What will raise a concern?

- If a child discloses information that might suggest they are at risk.
- Marks or bruising on a child.
- Significant changes in a child's behaviour.
- Changes in a child's appearance eg. untidy, dirty, child losing weight.

Most concerns will be unfounded but we will investigate them all thoroughly to ensure the safety of the children. We will seek advice from Children's Services and make referrals on their advice.

- If incidents of Domestic Abuse/Violence are reported to the Police, school will receive a notification. This is called Operation Encompass.
- If your child has received First Aid in school, you will receive a note and be asked to sign the first aid book.

Attendance

- Attendance is very important to us and is closely monitored for every child as it has a direct impact on your child's learning and progress in school.
- If your child is not at school because they are ill or for any other reason, it is **your** responsibility to inform us.
- You will need to ring school before 9.30am, in order for the absence to be recorded correctly on the registers. You have the option to leave a message on the answer phone or you can speak to one of the ladies in the office. 0121 552 1885 option 1 to leave a message
- If your child attendance falls below 90%, we will let you know and will look at ways we can support you to improve your child's attendance.
- Attendance below 90% is classed as Persistent Absence.
- Our School Attendance officer will monitor attendance and support families where attendance is a concern – Mrs Deane
- If you do intend taking your child out of school during term time you need to fill in a Leave of Absence request form (at least 10 days before the absence). These forms are available from the school office.
- Leave of Absence will only be authorised if it is for exceptional circumstances, and is significant, rare, unavoidable and short.

Medication

If children need prescribed medication in school a 'request for school to administer medication' form will need to be completed. This is available from the main office and it is also on the website.

- Medicines should be prescribed by a doctor and be in the original box with prescription label on it.
- When the relevant medicine is administered, the class teacher will notify you at the end of the day so you can sign the form.
- This applies to all medicines such as inhalers, antibiotics, allergy medicines etc.

School Forms

- Child information form
- Trusted adults for collection form
- Pupil Premium funding (benefits related free school meals)
- School meal information form

On the child information form, you will be able to give consent for school to use photos and videos of your child, for example in their books, on displays, on the website or on the marvellous me app.

- You need to inform school of any changes eg change of address, change of telephone number.

- Medication will not be administered without the form being completed.

Marvellous Me and Parent Pay

- This is a free app which we use to send out messages, rewards for children and letters to parents/carers.
- Rewards (badges) and information will be sent on here.
- You will need to have alerts setting turned on so you know when a message/letter has been sent to you.
- You will be issued with a joining code for your child in September.
- More than one parent or family member may be on the app.
- We use an app called 'Parent Pay' which enables you to pay for trips, school fund online or at local shops who have Pay Point.
- All families will need to have Parent Pay set up

Get Started. It's free!

1. Download the MarvellousMe parent app, or join up at www.marvellousme.com
2. Tap 'Sign Up'
3. Enter the join code provided by your child's teacher.
4. Enter your name and email, and make up a password.



Snack and Hot Dinners

- Morning snack is fruit sent in from home; fresh fruit, dried fruit eg raisins, or vegetable sticks
- Please put your child's name on fruit or container.
- If fruit needs to be chopped, then this should be done at home. Grapes should be cut lengths for young children.



- Our school meals are freshly cooked on site and our menus are designed by Relish, our new food provider. You can register for your account on the Relish School Food website in September
- Teachers and Support Staff will accompany the children to the dinner hall at the beginning to help them get into good routines.
- Online ordering system in place for parents to make food choices.
- You will order everything for your child – mains, sides and pudding.
- Dietary needs or allergies are linked to the system.

School Uniform

- School uniform should be worn everyday unless it is a non-uniform day.
- Remember to label all clothing /coats/ shoes with your child's name clearly.
- Jumpers and cardigans with the school badge are available from Clive Marks in Bearwood High Street and Oakes Uniform shop at Rood End.

School timings in Reception

8.30-8.45	Enter classroom
8.50	Register
9.00	Phonics lesson
9.20	Snack time
9.40	Child initiated learning time
10.30	Reading practice
10.50	Child initiated learning time
11.15	Get ready for lunch

- School shoes must not have laces. Velcro fastens are best for young children.



11.20

Lunch time

12.20

Register

12.35

Maths Mastery

12.50

Child initiated learning time

2.20

Squiggle and handwriting session

2.45

Story time

3.00

Get ready for home time

3.10

Home time

