Friday 24th April 2020

Dear Parents of Reception Class 2020,

**Re: September 2020**

We are delighted that your child will be officially starting school with us in September.

The following information we are sharing with you is to help you and your child settle into school life at Trinity St Peter’s smoothly, particularly if you are new to our school.

We hope that you also find that our school’s website contains all of the information you may need over the course of the school year.

*Entrance and Exit*

At the start and end of the school day:

* Nursery children access the nursery entrance via the path as signposted
* Reception children and Year 1 use the KS1 entrance as signposted
* Year 2 children use the KS1 entrance and can use either the KS1 entrance or Y2 door to exit the school as signposted
* KS2 children can enter school either through the KS1 or KS2 entrance and leave via the KS2 door as signposted
* If your child does happen to arrive late for school or they need to be collected before the end of the day please collect from the school office.

The KS1 doors are open from 8.40am each day and the school day finishes at 3.05pm.

*Safeguarding*

The safeguarding of your child will always remain our priority. The school’s designated safeguarding lead is: Mrs L Martin (Deputy Headteacher) alongside deputy safeguarding leads: Mrs Bevin and Mrs Molloy (Nursery class teachers). For further safeguarding information please visit our safeguarding section of our school website.

*Admission Documents*

Enclosed in this pack are comprehensive admission documents. We require that you take the time to complete and return these documents in the time frame given. It is your responsibility to keep these documents up to date if any changes need to be made i.e. change in phone numbers/address. The school will keep your personal information safe and secure. Please see the school’s data privacy statements and policies, which can be found on the school’s website and or copies, can be obtained from the school office.

*Home Visits*

Currently due to Covid-19, we are unable to offer home visits. However, we can offer new parents to the school a meeting via Zoom. If so or you have any questions that you would like us to answer or concerns that you would like to discuss please do not hesitate to contact us via [admin@tsp.sefton.school](mailto:admin@tsp.sefton.school).

*Diary Dates*

At the start of each school term, diary dates are shared for the term ahead via our school website.

*Appointments*

If you do need to arrange an appointment to meet with your child’s class teacher or a senior leader you can:

* Write a note to the class teacher/senior leader requesting a meeting
* Inform a member of staff on duty in the morning or call into the school office at the start or end of the school day or telephone, email: [admin@tsp.sefton.school](mailto:admin.trinitystpeters@schools.sefton.gov.uk) where Mrs Meredith, Office Manager, will share your message with relevant staff.

*Notes/Messages*

Ideally, all correspondence to the school should be written. However, we appreciate that mornings can be busy and so we ask that you pass messages to members of staff who are present on the entrance doors every morning. This is to share information such as who will be collecting your child at the end of the day.

*Medicine*

If your child requires medicine during the school day this will be given in accordance with the school’s Medicine Policy which can be found on the school’s website. Parents are asked to complete a form that is available online or from the office. Please note school can only administer medication that has been prescribed by your child’s doctor and is needed to be given four times a day.

*Medical*

If your child uses an Asthma inhaler it is important that one is kept in school. It must be in the original packaging, be in date and contain a prescription label. It needs to be kept in a bag or container, with a volumatic spacer device, which is clearly named with instructions enclosed. We will support and guide your child if they need to take the inhaler but it is important that they are familiar with the process. Other medicines are only administered in school if they have been prescribed by the doctor and the dosage is **more** than 3 times in a day. Please keep us informed of any other medical conditions.

*School Nurse*

Our school nurse’s can be contacted on 01704 395723 to discuss any concerns you may have with your child. She also attends drop in sessions once a month. You will be notified of these dates at the beginning of each term.

*SEND (Special Educational Needs)*

The school’s Sendco is: Mrs Molloy (Nursery class teacher) If you have any concerns about your child’s development, we encourage you to discuss this Mrs Molloy. Equally, if we should have any concerns we will endeavour to work closely with you.

*Early Years Pupil Premium*

Early Years Pupil Premium provides extra funding for 3 to 4 year olds whose parents are in receipt of certain benefits or if their child were previously in local authority care. This extra funding will help us to improve the quality of the early years education that we can provide for your child. If you feel that you are eligible, please contact the School Office.

*Uniform*

When your child starts Reception they will wear the Foundation Stage uniform. It is important that your child’s name is clearly marked in **all** clothing and shoes. It would be very useful if your child can recognise their name in their clothing.

*Winter Uniform (available from Whittakers) PE Kit*

Charcoal grey v neck jogging suit with school logo on top Black shorts

Yellow polo shirt with no logo White plain t-shirt

Black school shoes (no shoe laces please) Black pumps (slip on or

velcro fasteners)

Charcoal grey socks

*Summer Uniform*

Yellow polo shirt with no logo

Charcoal grey knee length jogger shorts with school logo on

Black school shoes (no shoe laces)

Charcoal grey socks

**Please can a spare pair of underwear, socks be provided and kept in their schoolbook bag in case of emergencies.**

Children are able to play with water and go out in all weathers so it is really useful if your child can bring an all in one waterproof suit and a pair of wellies to leave in school.

*Book Bag*

It would be really helpful if your child could bring the school’s book bag (available from Whittakers) every day. It is useful when taking home pictures, letters and books.

*Snack*

We offer a variety of fruit and vegetables alongside milk every day. **Please can a labelled water bottle for your child be provided,** this will go home at the end of each day to be returned the following school day. Please advise us of any allergies. In the Foundation Stage, we use a variety of ingredients on a weekly basis to enhance the provision in our classroom e.g. baking, food tasting and play dough. In order for us to continue to do this we require a contribution, which is detailed in a separate, letter which will be sent out in September.

*Sun Safety*

When it is sunny, we will be encouraging children to wear sun hats when playing outside. Please can you send a named sun hat into school, which will be kept in their labelled tray. Please provide your child with a small bottle of sun cream, which is named for them to apply during the day. We will presume the child will come to school wearing sun cream.

*Parent Links and Communication*

In line with our open-door policy, if you have any concerns or questions, please do not hesitate to contact us. If you do need to arrange an appointment to meet with your child’s class teacher, a senior leader or myself you can request a meeting via informing the member of staff on the KS1 door in the morning or call into the school office at the start or end of the school day. You can also telephone, email: [admin@tsp.sefton.school](mailto:admin.trinitystpeters@schools.sefton.gov.uk) where Mrs Meredith, Office Manager, will share your message with relevant staff.

In addition, we have Parent & Teacher meetings twice a year, which are held in October and February. At this meeting, you will have the opportunity to discuss your child’s progress with their teachers and to see their learning to date.

*Payments*

Most payments will be requested through the school’s online payment system. You will be sent a text with a ‘link’ and a password for your child’s account. If anything is requested to be paid by cash or cheque it would be very much appreciated if these payments are sent to school in a clearly named envelope with details of what the payment is for. This can be put inside your child’s book bag or handed into the school office.

*WOW Service*

The children will attend a WOW Service on the first Wednesday of each month at St Peter’s C.E Church at 2pm. Parents and Carers are welcome to attend.

*Social Media*

All other school information can be found on our website [www.trinitystpeters.org](http://www.trinitystpeters.org), please check this regularly for letters and our Reception class blog is uploaded every Friday for you to see what we have been up to. We would also love you to follow the school’s Twitter account @TSP\_Primary and your child’s class account too e.g. @ReceptionTSP

*Team TSP*

Team TSP is run by parents or friends of the school and raises funds to support projects for the children throughout the school. All parents automatically become members of the team. If you would like to become more involved in Team TSP or have some suggestions, please email: TeamTSP@tsp.sefton.school

*Acronyms*

Education loves acronyms! Here is a list of acronyms that will be used during your child’s schooling:-

**FS** – This stands for Foundation Stage. This is how the Government and early year’s professionals describe the time in your child’s life between birth and age 5. This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure, and support their development, care and learning needs. It can also be called EYFS – Early Years Foundation Stage.

**ELG** – This stands for Early Learning Goal. Teachers and other professionals follow the Early Years Foundation stage Framework. There are 7 areas of learning and development, which guide professionals’ engagement with your child’s play and activities as they learn new skills and knowledge. These assessments will tell you about your child’s progress. At the age of 5 years old your child should reach the expected levels usually at the end of Reception. These expectations are called Early Learning Goals (ELGs).

**KS1** – This stands for Key stage 1. This is the legal term for the two years of schooling in maintained schools in England and Wales normally known as Year 1 and Year 2, when pupils are aged between 5 and 7. This Key Stage normally covers pupils during infant school.

**KS2** – This stands for Key Stage 2. This is the legal term for the four years of schooling in maintained schools in England and Wales normally known as Year Three, Year Four, Year Five and Year Six, when the pupils are aged between 7 and 11.

**Mufti** – This means that on a ‘Mufti Day’ pupils can wear their ‘own’ appropriate clothes instead of their school uniform. This is usually done to raise awareness of events whereby children may be requested to bring in a donation of money or an item to support worthwhile causes.

If you are in doubt or unsure of any school procedure or policy please ask a member of staff who will be only too willing to assist you.

Finally, we hope you and your child will really enjoy and cherish the memories they are about to make in the next exciting chapter of their life.

Best wishes,

Mrs D Pringle Miss E Giles

Headteacher Class teacher