



5th July 2023

Dear Parents & Carers

### **A Warm Welcome to Stoughton Infant & Nursery School**

We are so pleased that your child is starting Nursery at Stoughton Infant School in September. They will be in Ladybird Class.

We'll try hard to keep our communication as clear as possible and the induction process as smooth as possible for you and your child. Included in this letter and in your pack is a handy checklist for you to pop on the fridge so you can see if you've completed everything in readiness for your child starting Nursery. Here is a link to the [new starters page](#) on our school website where you'll find the documents listed and other items such as transition videos and booklets.

There is a lot of information to take in, especially if you are new to our lovely school. Hopefully we have been clear in the information below. We've tried hard to think carefully about all that you need to know but we recognise that we may have inadvertently missed something or you may have a question that you wish to raise, please email your child's class teacher on the email address listed below.

### **Nursery Teachers**

<b>Days</b>	<b>Teacher</b>	<b>Email Address</b>
Monday to Wednesday	Mrs Coles	<a href="mailto:rcoles@stoughton.surrey.sch.uk">rcoles@stoughton.surrey.sch.uk</a>
Wednesday to Friday	Mrs Hanlan	<a href="mailto:shanlan@stoughton.surrey.sch.uk">shanlan@stoughton.surrey.sch.uk</a>

### **Personal Information and Permissions**

We will collect your personal information safely and securely via Google Forms. The information you enter on the form will be directly uploaded into our data management system called SIMS. Please take care to ensure that the information you provide is accurate. It is really important that we have at least 3 contacts for your child in case of an emergency.

### **Zoom Meetings with the Nursery Teachers**

We will be offering the opportunity for you to have a Zoom meeting with your child's class teacher. This will be an opportunity for you to ask any personal questions you have to the class teacher and most importantly for your child to interact with their teacher albeit virtually. We'll be sending you instructions separately via Parentmail with how to book this appointment.



## **Nursery Timings**

**Full Time Children:** Monday-Friday 8.50am-2.50pm

**Monday-Wednesday Children:** Monday and Tuesday 8.50am-2.50pm, Wednesday 8.50am-11.50am (Children will not stay for lunch on a Wednesday)

**Wednesday-Friday Children:** Wednesday 11.50am-2.50pm (Children will need to eat lunch at home before arriving for nursery), Thursday and Friday 8.50am-2.50pm

Please note **there is not** an optional lunch club on the Wednesday for Monday-Wednesday or Wednesday-Friday children.

## **Pick ups and Drop offs**

Please let us know if anyone different is collecting your child, even if it is a relative. We won't release your child to someone who doesn't usually collect them, even if they feel comfortable and happy with them. In these circumstances we will call to gain permission before releasing them. You can notify us of someone different collecting your child in person, via email or through using the Studybugs app.

When you arrive in the morning with your child, please wait with them on the nursery racing track. When the door is opened and a member of staff will welcome your child in, please say goodbye to them at the bottom of the ramp and encourage them come up on their own. We've found that the children have settled into nursery life much more quickly by saying goodbye outside and coming in independently.

At pick up, please form a queue on the ramp. We will dismiss the children in the order of the queuing parents.

## **Wednesdays**

For Monday - Wednesday children, pick up at 11:50am on a Wednesday will be as follows: please wait on the grassy area near the main nursery gate. The children will be dismissed from the middle doors under the sheltered area.

For Wednesday - Friday children arriving on Wednesday at 11:50am, please wait on the nursery racing track as usual.

## **Wrap Around Care**

Information about local childminders can be found from the [Family Information Service](#). There are many childminders that drop off and pick up from our school.

## **Uniform**

School uniform gives children a sense of belonging and we want them to feel proud when they wear it. We do ask that your child has a t-shirt and jumper/cardigan with the school logo on. Our school uniform can be viewed on our school website [here](#).

Our uniform supplier is Stevensons and the local branch is in Burpham.



Address: 208-210 London Road, Guildford, Surrey, GU4 7JS

Tel: 01483 577835

Email: [guildfordbranch@stevensons.co.uk](mailto:guildfordbranch@stevensons.co.uk)

Please refer to their [website](#) for information on extended opening times, and to book an appointment use the contact details above.

The Friends of Stoughton (PTA) have lots of second-hand uniform available to purchase for £1 an item. Queries and orders can be made via email to [friendsofstoughtoninfants@gmail.com](mailto:friendsofstoughtoninfants@gmail.com).

Please **name all uniform** as we cannot distinguish between identical items of clothing. We recommend a company called 'My Nametags'. We have a special code that means when you order your name tags, you also raise some money for the Friends of Stoughton (PTA).

Our School ID number is 63006

Order online at <https://www.mynametags.com>

You can also get 20% off using the code LABELALL20

### **What else to bring to school?**

- A bag every day with:
  - change of clothes (you may also like to put in a spare pair of shoes in case of toileting accidents)
  - nappies, nappy sacks and wipes (if applicable)
  - plastic carrier bag for wet items
- Waterproof Coat
- Wellies

Full time children are able to leave their things at school if they wish.

We also ask for a donation of:

- a box of tissues (per term)
- a glue stick (per year)

There is also an option to make a voluntary donation to the school on Parentmail (available in the 'Shop'), which supports in organising extra events to enrich our curriculum.

### **Prescribed Medicines and Allergies**

We can administer prescribed medicines as long as a medicine form has been completed and the pharmacy label is attached.

We do need the pharmacy label attached to asthma inhalers and we would appreciate you completing an asthma care plan for your child.

Please make us fully aware of your child's allergies. If your child has an allergy that requires an adrenalin injector (epi pen) you will need to provide us with your child's care plan and two injectors, one to keep in your child's classroom and one to keep in the school office. All staff have been trained to administer a wide range of adrenalin injectors.



The medicine form, asthma care plan and adrenalin injector care plan forms are available from the school office.

We cannot give your child Calpol. Please do not send your child into school if they have had Calpol that morning as it can mask a temperature.

### **Drinks and Snacks**

Please supply your child with a named water bottle, which they will need to bring into nursery each day and take home again at the end of the day. This should contain water and not squash, although you may provide an additional drink of squash or juice in with their lunch. We will provide milk for your child to drink throughout the school day, should they wish.

We kindly request fruit or vegetable donations that can be shared on the snack table. For example, a bag of apples or a punnet of grapes.

### **Lunch**

Please provide your child with a healthy packed lunch box, which can also include a drink of squash or juice. Please do not put any sweets, chocolate bars or fizzy drinks in your child's lunch box.

We are a **NUT FREE** school, so please check your child's lunchbox contents carefully. Any items containing nuts will be removed as we have some children with airborne allergies. Please pay special attention to cereal bars, as these often have nuts in the ingredients, and some chocolate spreads.

### **What to do if your child is unwell**

Absences need to be reported to school **before 8.30am** each day your child is unwell. Messages can be sent via the Studybugs app (our preference) or you can call the school and select the absence option. If your child has any sickness or diarrhoea, they will need to remain at home for 48 hours after the last episode. This is because sickness and diarrhoea bugs spread through school very quickly affecting children and adults alike.

We will make persistent contact with you if we don't have a reason for your child's absence. We have a duty of care and it is important for us to know that your child is safe. You'll be able to download and register on the [Studybugs](#) app once your child has started nursery.

### **Medical Appointments**

We would prefer all medical appointments to be taken out of school time but we recognise that this isn't always possible. We will always ask for evidence of medical appointments, this can be in the form of a letter or text reminder. You can let us know about your child's medical appointment by sending us a message using the **Studybugs** app.

### **Absence Requests**

If your child requires time off during term time, please complete the [Request for Exceptional Leave of Absence form](#), a link to which can be found on the homepage of the school website. Although your child isn't statutory school age, it is still very important that we know why they are absent from school.

### **Communication**

The main form of communication we use is **Parentmail**. We use this platform to send emails, documents, and forms to complete and also as a platform to pay for items such as school trips and events.



We also use **Tapestry**, an online learning journal to track your child's progress in school. We use this to upload videos, photos and observations for your child. We also welcome you to upload and respond using Tapestry. Once your child has started school you'll be informed about how to sign up to Tapestry.

### **Social Media**

We use our school [Facebook page](#) as another method of communication. This is often to celebrate what has been happening in school. No names of children are used on our school Facebook post. Please pop and give our Facebook page a like and follow. It will help to keep you up to date and all the wonderful learning that happens throughout the school.

### **The Friends of Stoughton**

The Friends of Stoughton is a charity run by a group of parents who volunteer their time to help fundraise for the school and nursery in order to provide our children with the best resources, equipment and experiences. If you think you can offer a little bit of your time (it can be as little as a couple of hours each half term) please email the Friends team at [friendsofstoughtoninfants@gmail.com](mailto:friendsofstoughtoninfants@gmail.com).

Please like and follow their [Facebook page](#) to find out more about what activities they organise. Friends also regularly communicate via Parentmail about any events planned, how much money is raised and how the money is being spent.

Some of the popular events Friends have organised over the past few years are: Movie Nights, School Discos, Break The Rules Day, Smarties Challenge, Christmas Raffle, Year Group Tea Towels, Jolly Jar competition and tombola, Pumpkin Carving competition, second-hand uniform sales, and their big summer event, the Big and Bouncy Day!

More information about the Friends of Stoughton and how you can support their fundraising can be found [here](#).

### **Useful Apps to Download**

- **Parentmail** – Communication and payment platform
- **Tapestry** – Online learning journal and reading record
- **Studybugs** – Report absence and send message to the school office

### **Transition Dates**

<b>Date</b>	<b>What is happening?</b>	<b>Start Time</b>	<b>Finish Time</b>
Wednesday 5 <sup>th</sup> July	Welcome meeting 'in-person' in the main school hall.	7.30pm	8.30pm
Monday 10 <sup>th</sup> July	Mon-Wed children stay & play	3.15pm	3.45pm
Wednesday 12 <sup>th</sup> July	Full-time children stay & play	3.15pm	3.45pm
Thursday 13 <sup>th</sup> July	Wed-Fri children stay & play	3.15pm	3.45pm
Wednesday 6 <sup>th</sup> September	1-1 Zoom Meetings*	9.00am	3.20pm
Thursday 7 <sup>th</sup> September	1-1 Zoom Meetings*	9.00am	3.20pm
Friday 8 <sup>th</sup> September	1-1 Zoom Meetings*	9.00am	3.20pm



Monday 11 <sup>th</sup> September	Full-time Visit 1	8.50am	9.50am
	Mon – Wed Visit 1	10.30am	11.30am
	1-1 Zoom Meetings*	1.00pm	3.20pm
Tuesday 12 <sup>th</sup> September	Mon – Wed Visit 2	08.50am	11.50am
	1-1 Zoom Meetings*	1.00pm	3.20pm
Wednesday 13 <sup>th</sup> September	Full-time Visit 2	8.50am	11.50am
Thursday 14 <sup>th</sup> September	Wed-Fri Visit 1	8.50am	9.50am
	1-1 Zoom Meetings*	1.00pm	3.20pm
Friday 15 <sup>th</sup> September	Wed-Fri Visit 2	8.50am	11.50am
Monday 18 <sup>th</sup> September	Normal attendance begins for Mon – Wed and Full-time children		
Wednesday 20 <sup>th</sup> September	Normal attendance begins for Wed – Fri children		

\* Please book your appointment via Parentmail, you'll receive an invitation to do this nearer the time.

#### **A Helpful Checklist:**

**\*\*All documents and videos can be found on the [New Entrants page](#) of the school website\*\***

<b>Checklist</b>	<b>Done</b>
Complete your personal information and permissions on the Google Form by the very latest 14 <sup>th</sup> July. Look out for an email from the school office.	
If applicable, complete <a href="#">dietary requirements form</a>	
If applicable, complete medical forms/asthma care plan/allergy care plans (please contact the school office). Please bring medication with a pharmacy label on the first day.	
If applicable, complete the <a href="#">pupil premium form</a> .	
Book your 1-1 Zoom meeting via Parentmail. Look out for a separate email regarding this.	
Read the Friends of Stoughton information sheet and find out how you can support the nursery and school. Take a look at Friends of Stoughton <a href="#">Facebook page</a> and give it a like and a follow.	
Take a look at our <a href="#">Facebook page</a> and give it a like and a follow	
Watch and enjoy the transition videos with your child.	
Share the transition booklets with your child.	
Submit any questions you have to your child's class teacher via email.	

Kind regards,

Sarah Carrington  
Headteacher