



28th June 2022

Dear Parents & Carers

A Warm Welcome to Stoughton Infant & Nursery School

We are so pleased that your child is starting Reception at Stoughton Infant School in September.

We'll try hard to keep our communication as clear as possible for you 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 school. 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.

It is worth just bearing in mind that all schools take a unique approach to induction and therefore it will vary from school to school. This is because school communities are different, school sites are different and staffing in schools are different too.

Reception Teachers

Class	Teacher	Email Address
Kangaroos	Mrs Kerslake & Mrs Chapman	hkerslake@stoughton.surrey.sch.uk mchapman@stoughton.surrey.sch.uk
Pandas	Mrs Horton	rhorton@stoughton.surrey.sch.uk
Zebras	Miss Warren	hwarren@stoughton.surrey.sch.uk

Personal Information and Permissions

We will collect your personal information safely and securely via a Google Form. 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 your Child's Class Teacher

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. If you feel your child would benefit from

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Stoughton Road
Guildford
Surrey GU2 9ZT

Headteacher: Mrs Sarah Carrington
T: 01483 504 172
E: infants@stoughton.surrey.sch.uk
stoughton.surrey.sch.uk



a home visit we will have some after school slots available upon request. Please email the class teacher to book these.

Start and Finish Times

We operate a slight staggering of start and finish times across the school as we have found that it helps to ease traffic and parking congestion as well as congestion on the school site.

The reception children's start time is 8:30am and their finish time is 3.00pm.

Pick ups

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.

Wrap Around Care

The Breakfast Club is run by Sports 4 Kids and runs from 7:45am, priced at £6.50 per session. Bookings can be made through their [website](#) or by calling them directly 0300 3033866. Please find a copy of their leaflet [here](#).

The After School Club is run by Koosa Kids and runs from 3:00pm to 6:00pm, priced at £15.75 per session. Bookings can be made through their [website](#) or by calling them directly 01276 21884. Spaces are limited at the after-school club.

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 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

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.



Please **name all uniform** as we cannot distinguish between 90 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

Please **don't** send your child into school with a back pack, as we don't have space to store them. The children's book bags fit perfectly in their trays and should be sufficient for all that they need to bring forward and back from school.

On PE days, children come to school wearing their PE kit and trainers (no laces please)

What else to bring to school?

- Wellies (to stay in school)
- Waterproof Coat
- Box of Tissues
- Glue Stick

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

We will provide water and milk to drink throughout the school day so there is **NO** need to supply your child with a water bottle. Fruit and vegetable snacks will be provided please don't send in any additional snacks.

Lunch

All children are entitled to a free school lunch. Our school meal provider is Cleverchefs and there are 4 choices available every day for the children to choose from. The menus are available on our [school website](#) for you to look at in advance. You don't have to stick to school meals or packed lunches, you can change daily.

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.

If your child requires a special diet due to medical, religious or ethical reasons you are required to complete a [Special Dietary Request form](#) which is available on the website or from the school office. You may be required to make an appointment with Cleverchefs to discuss your child's requirements in more detail. This is not a form for fussy eaters, just for allergies or religious/ethical reasons.

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 school.

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 an email to infants@stoughton.surrey.sch.uk, attaching a copy of your appointment letter or text reminder.

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. 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.

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

Date	What is happening?	Start Time	Finish Time	Drop off and Pick up locations & Notes
Wednesday 28 th June	Welcome meeting in school hall	7.30pm	8.30pm	Please come to the main school entrance where you'll be directed to the hall.
Tuesday 11 th July	Group A Initial visits	3.30pm	4.00pm	Please wait at the Stoughton Road entrance and a member of staff will come and open the gates.
Thursday 13 th July	Group B Initial visit	3.30pm	4.00pm	Please wait at the Stoughton Road entrance and a member of staff will come and open the gates.
Monday 17 th July	Panda picnic. Children and one member of their family are invited to join classroom staff on the field for a picnic. Please bring your own food (no nuts)	3.30pm	4.00pm	Please wait at the Stoughton Road entrance. A member of the reception team will come and let you in. There's no need to ring the buzzer on the gate.
Tuesday 18 th July	Kangaroo picnic. Children and one member of their family are invited to join classroom staff on the field for a picnic. Please bring your own food (no nuts)	3.30pm	4.00pm	
Thursday 20 th July	Zebra picnic. Children and one member of their family are invited to join classroom staff on the field for a picnic. Please bring your own food (no nuts)	3.30pm	4.00pm	
Thursday 21 st July	You will receive a link to a video clip to share with your child from their teacher which will include a story.			
Wednesday 6 th September	1-1 Zoom Meetings	Morning or Afternoon		Please book your appointment via Parentmail, you'll receive an invitation to do this nearer the time.
	Group A will receive a link to a video clip of the classroom to share with your child.			
Thursday 7 th September	1-1 Zoom Meetings	Afternoon only		Please book your appointment via Parentmail, you'll receive an invitation to do this nearer the time.
	Group A visit and lunch	8.30am	12.45am	Classroom doors
	Group B will receive a link to a video clip of the classroom to share with your child.			
Friday 8 th September	1-1 Zoom Meetings	Afternoon only		Please book your appointment via Parentmail, you'll receive an invitation to do this nearer the time.
	Group B visit and lunch	8.30am	12.45am	Classroom doors
Monday 11 th September	All visit and lunch	8.30am	12.45am	Classroom doors
Tuesday 12 th September	All full time	8.30am	3.00pm	Classroom doors



A Helpful Checklist:

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

Checklist	Done
Complete your personal information and permissions on the Google Form by the very latest 14 th July. Look out for an email from the school office.	
Complete the All About Me activity and email to your child's class teacher by Wednesday 6th September.	
If applicable, complete a dietary requirements form .	
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 pupil premium form .	
Book your 1-1 Zoom meeting via Parentmail. Look out for a separate email regarding this.	
Take a look at our school's Facebook page and give it a like and a follow.	
Read the Friends of Stoughton information sheet and find out how you can support the school. Take a look at Friends of Stoughton Facebook page 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