



18th June 2021

Dear Parents,

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. Attached to this ParentMail is a handy checklist for you to print off and 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.

I would like to invite you to a zoom meeting on Thursday 24th June at 7.30pm. The meeting will be in two parts. During the first part the Reception Team and I will inform you about the transition process into school alongside practical things such as school uniform and what to do if your child is unwell and in the second part of the meeting we will break into class groups and the staff from each class will show you the class environment and drop-off and pick up points. I will record the meeting but please try and attend the live meeting so you have the opportunity to ask any questions you may have.

To attend part 1 of the zoom meeting please follow this link:

Time: Jun 24, 2021 07:30 PM London

<https://us02web.zoom.us/j/82860984731?pwd=ZDc1eDBOdmVUS2ZieDVBY3JrQVhRUT09>

Meeting ID: 828 6098 4731

Passcode: BHb0B4

There is a lot of information to take in, especially if you are new to our lovely school. Hopefully we 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 Selmes (nee Davies) & Mrs Chapman	rdavies@stoughton.surrey.sch.uk mchapman@stoughton.surrey.sch.uk
Pandas	Mrs Horton	rhorton@stoughton.surrey.sch.uk



Zebbras	Miss Warren	hwarren@stoughton.surrey.sch.uk
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Personal Information and Permissions

We will collect your personal information safely and securely via the SIMS Parent app, you will receive a separate email regarding this. This email will come directly from SIMS. Please check your junk/spam folders if you haven't received it in the next couple of days. The information you enter in here 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 Teachers

Instead of arranging home visits with you we will be arranging for you to have a video meeting with your child's class teacher, this will be done via Zoom. 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 with how to book this appointment. It will be done via the ParentMail app. You'll receive an email which includes a link to set up ParentMail.

Start and Finish Times

We are continuing with 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 8:35am and their finish time is 2:45pm.

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 or through using the Studybugs app.

Wrap Around Care

Breakfast Club is run by Sports 4 Kids and runs from 7:50am to 8:50am, priced at £5.00 per session. Bookings can be made through their [website](#) or by calling them directly 0300 3033866.

After School Club is run by Koosa Kids and runs from 3:00pm to 6:00pm, priced at £14 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, Stevensons in Burpham. You can call 01483 577835 or email guildfordbranch@stevensons.co.uk Stevensons to make an appointment.

Stevenson's Summer Opening



31st May – 26th June: Walk-in customers welcome
Monday – Saturday 9.00am - 5.30pm

28th June – 11th July: Walk-in customers welcome
Monday- Friday 9.00am- 3.30pm

Pre-booked appointments only on Evenings and Weekends

12th July- 14th August: Open for pre-booked appointments and Click & Collect only

15th August- 5th September: Walk-in customers welcome
Monday- Saturday 9am- 7pm
Sunday 10am- 4pm

The Friends of Stoughton (PTA) have lots of second-hand uniform available to purchase for £1 an item. Queries and orders can be made through their [Facebook page](#).

Please **name all uniform**, we cannot distinguish between 90 identical items of clothing.

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.

You **don't** need to provide plimsolls or trainers for the autumn term and your child won't need a PE bag as they will come to school wearing their PE kit on the days they have PE.

What else to bring to school?

- Wellies
- Waterproof Coat
- Box of Tissues
- Glue Stick

There is also an option to make a voluntary donation to the school via the 'shop' on the ParentMail app.

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.

Please click the links to view the [medicine form](#), [asthma care plan](#) and [adrenalin injector care plan](#)

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 and 3 choices are 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 pack 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 can be found [here](#). You may be required to make an appointment with Twelve15 (School Meal Provider), 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.

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 a message using the Studybugs app.

Absence Requests

If your child requires time off during term time, please complete an [absence form](#). Please complete it and return it to the school office. Although your child isn't statutory school age, it is still very important that we know why they are absent from nursery.

Coronavirus

If your child presents with coronavirus symptoms we will ask you to collect them and arrange for them to have a Coronavirus test. They can return to school if the test result comes back negative and they feel well.

Communication

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

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.

Transition Dates



Date	What is happening?	Start Time	Finish Time	Drop off and Pick up locations & Notes
Thursday 24th June	Welcome meeting via zoom	7.30pm	8.00pm	n/a
Monday 5 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)	1.30pm	2.15pm	Please wait at the Stoughton Road entrance. A member of the reception team will come and let you in, ask you to sign into track and trace and show you to the field. There's no need to ring the buzzer on the gate. Sadly, if it is raining we won't be able to run the picnics as we can't have large groups inside.
Tuesday 6 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)	1.30pm	2.15pm	
Thursday 9 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)	1.30pm	2.15pm	
Monday 6 th Sept	1-1 Zoom Meetings	Various	Various	
Tuesday 7 th Sept	1-1 Zoom Meetings	Various	Various	Please book your appointment via the ParentMail app. A separate email will be sent with information about how to do this.
Wednesday 8 th Sept	Group A – Visit 1 Group B – Visit	Group A Zebras - 8.35am Group A Kangaroo - 8.35am Group A Pandas - 8.35am Group B Zebras - 10.45am Group B Kangaroos - 10.45am Group B Pandas - 10.55am	Group A Zebras - 10.15am Group A Kangaroos - 10.15am Group A Pandas - 10.25am Group B Zebras - 12.15pm Group B Kangaroos - 12.15pm Group B Pandas - 12.25pm	Zebra door Reception ramp Panda door Zebra door Reception ramp Panda door
Thursday 9 th Sept	Group A – Visit 2 & Lunch	Group A Zebras - 8.35am Group A Kangaroo - 8.35am Group A Pandas - 8.35am	Group A Zebras - 12.50pm Group A Kangaroos - 12.50pm Group A Pandas - 1.00pm	Zebra door Reception ramp Panda door
Friday 10 th Sept	Group B – Visit 2 & Lunch	Group B Zebras - 8.35am Group B Kangaroo - 8.35am Group B Pandas - 8.35am	Group B Zebras - 12.50pm Group B Kangaroos - 12.50pm Group B Pandas - 1.00pm	Zebra door Reception ramp Panda door
Monday 13 th Sept	All Stay & Lunch	Zebras – 8.35am Kangaroos – 8.35am Pandas – 8.35am	Zebras – 12.50pm Kangaroos – 12.50pm Pandas – 1.00pm	Zebra door Reception ramp Panda door
Tuesday 14 th Sept	All Stay & Lunch	Zebras – 8.35am Kangaroos – 8.35am Pandas – 8.35am	Zebras – 12.50pm Kangaroos – 12.50pm Pandas – 1.00pm	Zebra door Reception ramp Panda door
Wednesday 15 th Sept	Full time	Zebras – 8.35am Kangaroos – 8.35am Pandas – 8.35am	Zebras – 2.45pm Kangaroos – 2.45pm Pandas – 2.45pm	Zebra door Reception ramp Panda door

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 via the SIMS Parent App ASAP but the very latest 11 th July. Look out for an email from SIMS.	
Complete the all about me activity and email to your child's class teacher by Tuesday 7th September <i>An attachment, photo or scan of the document is fine</i>	
Complete dietary requirements form, if applicable and email to hroberts@stoughton.surrey.sch.uk <i>A photo or scan of the document sent as an attachment is fine.</i>	
Complete medical forms/asthma care plan/allergy care plans, if applicable and bring on your child's first day.	
Complete pupil premium form if applicable, and email to hroberts@stoughton.surrey.sch.uk <i>A photo or scan of the document sent as an attachment is fine.</i>	
Book your 1-1 zoom meeting via the ParentMail app Look out for a separate email regarding this.	
Support the Friends of Stoughton by making them your chosen charity on Amazon Smile , instructions are linked. <i>It costs nothing to support the school this way</i>	
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 and we really look forward to meeting you soon.

Sarah Carrington
Headteacher