



18<sup>th</sup> June 2021

Dear Parents

### **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 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.

We would like to invite you to a Zoom Welcome Meeting on Wednesday 24th June at 7:30pm. The Nursery 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. We will record the meeting, but please try to attend the live meeting so you have the opportunity to ask any questions you may have.

Topic: New Nursery Parent's Welcome Meetings

Time: Jun 11, 2021 07:30 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/84629807708?pwd=WFVraTk3U0hjNGwweXZLM3dyRHhRUT09>

Meeting ID: 846 2980 7708

Passcode: 8ijhU9

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 the SIMS app; you will receive a separate email regarding this. This 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 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 three 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 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 a separate email which includes a link to set up ParentMail.

### **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 or through using the Studybugs app.

When you arrive in the morning with your child, please wait with them on the nursery racing track. Depending on circumstances at the time, please wear a face mask and maintain social distancing. When the door is opened and a member of staff welcomes the children in, please say goodbye to them at the bottom of the ramp and let them come up on their own. We cannot be sure if government guidelines will allow parents into the building and, furthermore, we have found that despite many of the headaches Covid-19 has caused, the children settled into nursery life much more quickly by saying goodbye outside and coming in independently.

At pick up, please maintain social distancing and form a queue around the racing track, starting from the bottom of 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.



We will have a one-way system in place; please enter via the main nursery gate (come through the school gate and then turn right) and leave through the gate at the bottom of the nursery racing track.

### **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, Stevensons in Burpham. You can call 01483 577835 or email [guildfordbranch@stevensons.co.uk](mailto: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 45 identical items of clothing.

### **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 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
- a glue stick
- Voluntary donation of £15 donation per year or £5 per term. Voluntary donations can be made through the 'shop' on ParentMail

### **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 cannot give your child calpol. Please do not send your child into school if they have had calpol that morning.

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**

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.

### **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.

You'll be able to download and register on the [Studybugs](#) app once your child has started Nursery.



### **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.

### **Transition Dates**

<b>Date</b>	<b>What is happening?</b>	<b>Start Time</b>	<b>Finish Time</b>
Wednesday 23 <sup>rd</sup> June	Welcome meeting via zoom with Mrs Carrington, Mrs Coles and Mrs Hanlan	7.30pm	8.00pm
Monday 6 <sup>th</sup> Sept	1-1 Zoom Meetings <i>Please look out for a separate email regarding how to book your appointment</i>	Various	Various
Tuesday 7 <sup>th</sup> Sept	1-1 Zoom Meetings	Various	Various
Wednesday 8 <sup>th</sup> Sept	Mon-Wed Children – Visit 1  Full-time Children – Visit 1  1-1 Zoom Meetings	9.00am  11.00am  Various	10.00am  12.00pm  Various
Thursday 9 <sup>th</sup> Sept	Wed-Fri Children – Visit 1  1-1 Zoom Meetings	9.00am  Various	10.00am  Various
Friday 10 <sup>th</sup> Sept	Wed-Fri Children – Visit 2  1-1 Zoom Meetings	9.00am  Various	11.30am  Various
Monday 13 <sup>th</sup> Sept	Mon-Wed Children – Visit 2  1-1 Zoom Meetings	9.00am  Various	11.30am  Various
Tuesday 14 <sup>th</sup> Sept	Full-time Children – Visit 2  1-1 Zoom Meetings	9.00am  Various	11.30am  Various
Wednesday 15 <sup>th</sup> Sept	Normal attendance pattern begins	8.50am	2.50pm



**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 <b>ASAP</b> but the very latest 11 <sup>th</sup> 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 <a href="#">Amazon Smile</a> , 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