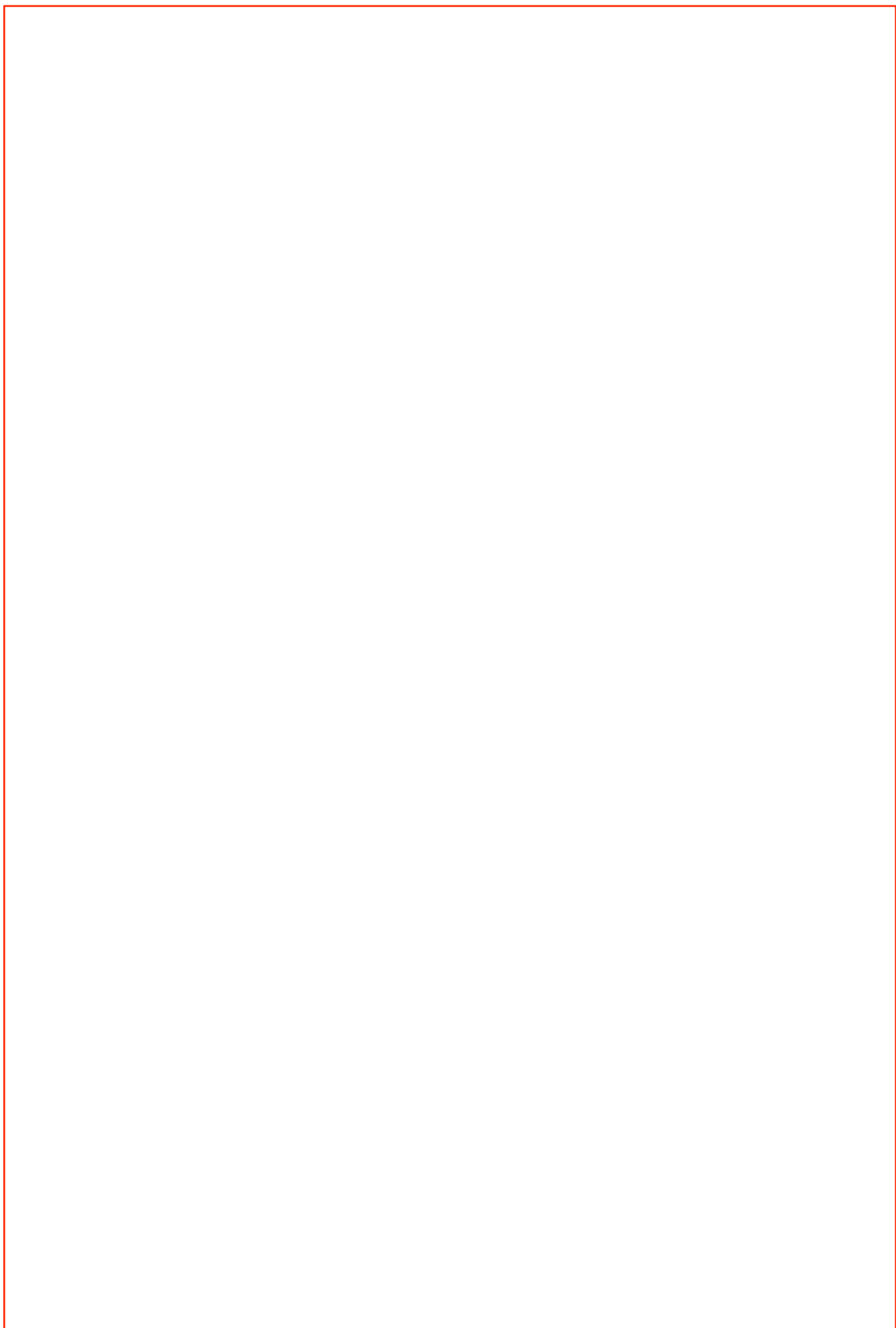


# Old Fletton Primary School

Starting Reception class in September 2023



Children and learning at the heart of our CARE-ing community



## School contact details

School telephone number: 01733 554457  
office open 8am to 4pm

Office email address:  
[office@oldfletton.peterborough.sch.uk](mailto:office@oldfletton.peterborough.sch.uk)

Mrs Wallace - Office Manager  
Mrs Tomlin - Admin Assistant  
Mrs Baker - Admin Assistant

School website: [www.oldfletton.org.uk](http://www.oldfletton.org.uk)

Headteacher's email address: Mrs Sarah Levy  
[head@oldfletton.peterborough.sch.uk](mailto:head@oldfletton.peterborough.sch.uk)

SEND enquiries: Mrs Sue Shaw  
[sshaw@oldfletton.peterborough.sch.uk](mailto:sshaw@oldfletton.peterborough.sch.uk)

Chair of Governor's email address: Mrs Margaret Sargent  
please use the office email address with  
[FAO Mrs Sargent](#) in the subject line

## Admin forms

The Local Authority has given us the personal details that you provided when you applied for your child's school place. As this is likely to be several months ago, and only limited information is collected, we do ask that you complete our data collection forms as soon as possible. This is to ensure we have all the correct contact details, medical information, etc prior to your child attending school.

### **Early Years Foundation Stage Registration Form**

This is our main data collection form that gives us all the details about your child; who your child lives with, who has parental responsibility, emergency contact details, medical details, dietary requirements, ethnicity, languages spoken and other key pieces of information. We will ask you to check this information at least annually, early in the academic year, to ensure we have the correct information for your child, but it is essential that you advise us of any changes to your address or telephone numbers as they happen throughout the year.

### **Home School Agreement**

This sets out what you can expect from school and what we expect from you and your child.

### **Medicine Consent Form**

Please ask for a copy of this form if your child will use an inhaler in school or needs to take any regular medication. There is more information about medicines and the use of inhalers later in this booklet.

### **Data Protection Consent Forms**

We will provide you with information about our GDPR processes and need you to complete the forms with your consents for each area. We also need a consent form completed by anyone whose details you give us, as emergency contacts, to confirm that they are aware of the information we hold. A copy of our Privacy Notices are available on the school website.

### **Free School Meals Registration Form**

Currently your child will automatically receive free school meals through the Government's Universal Infant Free School Meals initiative. However, please make an application using the online form which can be found at [www.cambridgeshire.gov.uk/freeschoolmeals](http://www.cambridgeshire.gov.uk/freeschoolmeals), in case you meet the criteria for Free School Meals as explained on the enclosed letter and in the Meals section of this booklet. If eligible, this is highly beneficial to yourself and the school.

# The School Day and School Procedures

We are planning for your child to start full time from our first day back after the summer holiday; on **Monday 4th September 2023**.

Please enter the playground via the field gate on St Margarets Road. Your child may enter the classroom from 8.40am each morning. The gates around the perimeter of school are closed and locked soon after 9.00am. The school day ends at 3.15pm. The gates around school remain locked all day but are opened at approximately 3.00pm to allow you access to the playground. Please line up behind the yellow line in the middle third of the netball court (opposite where the Reception class doors are).

There may be occasions when you arrive at school after 9.00am. If this is the case it will be necessary for you to bring your child to the school office to be signed in. The only way to reach the school office at this time is via the entrance on London Road (on the corner, near the traffic lights). If you need to collect your child before the end of the school day, this is also the entrance you will need to use.

## **Illness**

We know that all children may be unwell from time to time. Certain childhood illnesses mean that a child must stay away from school, for example chicken pox or measles. In other cases a child may return to school once medical treatment has commenced, for example conjunctivitis. These regulations change periodically and you should check with the school office staff if you are unsure.

A child may attend school with a cough or cold but they are encouraged to blow their nose on a tissue and wash their hands to avoid passing on germs. If a child has vomited or has an upset stomach and has had diarrhoea, our school policy states that children must have a minimum of 48 hours clear of any symptoms before returning to school.

If your child has a medical or dental appointment that cannot be arranged for outside of school times, please advise the school office and your child's class teacher prior to the appointment.

From time to time we may advise you that a case of headlice has been identified in your child's class. If we send a note home advising you of this we ask that all parents check their child's hair and use a suitable treatment if any lice or eggs are found. There is normally no need for your child to be absent from school once treatment has taken place.

## **Reporting Absences**

If your child is unwell and cannot attend school please advise us by telephone as early as possible on the first day of absence. The telephone number is (01733) 554457 and you may leave a message on the answer machine, at any time, by selecting Option 1. It is preferable that you call again on subsequent days if your child is not returning to school.

## **Attendance**

Please check the term dates at the end of this booklet as they can vary from school to school.

Good attendance in the Reception year is often followed by good attendance throughout primary school and beyond. As well as monitoring your child's academic progress we will also regularly review their attendance. Whilst a child does not become of statutory school age until the term after their 5th birthday, we may contact you prior to this if their attendance falls below an acceptable level. We are happy and keen to work with you if there are particular issues affecting your child's attendance. Nationally, the average attendance level for primary school children is currently around 96%.

## **Medicines and Inhalers**

Medicines can only be administered by school staff when:

- it has been prescribed by a doctor,
- it is prescribed to be taken 4 times per day,
- it is in the original container which is clearly labelled with the child's name and instructions,
- a medical consent form has been completed.

Exceptions to these rules may apply if your child attends our Breakfast or After School Club. Please ask at the school office if this situation arises.

Asthma inhalers are kept in the child's classroom, under adult supervision. A medical consent form needs to be completed with instructions about when your child will / may need to use it. Please advise us if your child no longer needs to use their inhaler. If possible, you should obtain an additional inhaler to be kept in school. It is your responsibility to ensure that the inhaler we hold is in date.

## **Any other medical needs**

It is essential that you advise us of any additional medical needs, as they arise. Please come to the school office and we will arrange for you to speak to one of our First Aiders.

# Uniform

Wearing school uniform encourages a sense of belonging and pride in being part of the Old Fletton community. It also means there are no morning battles deciding what your child should wear to school!

If you would like to purchase uniform with the Old Fletton logo on it, this can be purchased from a local supplier, Total Clothing. They can provide polo shirts, sweatshirts and cardigans. Alternatively you are welcome to purchase plain, non-logo uniform from any of the usual suppliers, for example, George at Asda, Tesco, Sainsbury's or Marks and Spencer.

Total Clothing also sell reversible jackets, fleeces, PE kit, PE bags and book bags. A link to our dedicated online shop can be found on our school website. Go to the Parent tab and click on Uniform and within this page you will find the link. Alternatively you can call into their showroom at No 9 Botolph Trading Estate, Oundle Road, Peterborough, PE2 9QP.

## **Boys**

grey or black trousers, jogging bottoms or shorts  
white or red polo shirt or a shirt  
red sweatshirt or jumper

## **Girls**

grey or black skirt, pinafore dress, trousers or jogging bottoms  
white or red polo shirt or blouse  
red and white check or striped summer dress or skirt and blouse  
red sweatshirt, jumper or cardigan

## **PE Kit**

House Team colour t-shirt and black shorts or jogging bottoms in a small rucksack or drawstring bag, so it can hang on your child's peg easily. Children do not need plimsolls / trainers until the Summer term. We will send you a reminder nearer the time.

All children need a book bag, or similar, for their reading books and homework.

Please name all of your child's clothing and belongings clearly. We are regularly amazed at the amount of unnamed lost property that we have in school. If you have named your child's items, that subsequently get lost, it will help us to return them to your child. Lost property is stored in a shed in the playground for you to access before or after school.

## **Meals**

We offer 2 main course options each day, with at least one being vegetarian, plus a pudding or fresh fruit. All of our school meals are prepared and cooked in the school kitchen by our catering staff and meet the School Food Standards (introduced since January 2015). Our menus change on a three-week rotation and can be found on the school's website. We also display them on notice boards around school and in some classroom windows. It is important that you tell us about any dietary requirements, whether these are due to medical or religious reasons. Some of our meals are vegan or can be adjusted to suit a vegan diet. If you require information about allergens in our meals this can be obtained from the school office.

Parents can choose for their child to swap and change between having a school meal and bringing a packed lunch from home, depending on what suits your own circumstances. School meals need to be booked via Parentpay and this is explained in the next section.

Universal Free School Meals started in September 2014. This means that your child's school lunch will be provided free of charge whilst in Reception, Year 1 and Year 2. You do not need to apply and we will notify you if the Government changes this scheme.

Some families in our school are entitled to receive free school meals regardless of their year group. This entitlement is assessed in relation to a parent's eligibility to receive certain benefits. When a parent successfully registers for these free meals it triggers Pupil Premium, which is valuable additional funding for the school. This money is used to benefit all children either directly or indirectly and more information about how our school chooses to spend these funds can be found on our school website.

We have included a letter with full details in your pack and request that ALL parents complete the online form or request a paper application. This additional funding is vital for the school and it is essential that we make sure we are claiming it whenever we are entitled to do so. You can make your claim now and it will be reassessed ready for starting in September. There are several benefits for parents too, which we will explain to you.

## **Snacks**

Children usually need a mid-morning snack as our lunchtime is not until 12.45pm. We provide them with a free snack, however, this is usually seasonal fruit, or occasionally vegetables. It is limited to what we are sent from the provider but can include apples, pears, bananas, tomatoes and satsumas. Usually only 2 of these are available each day so if your child does not like some of these things it is advisable to send in a piece of fruit, dried fruit or some raw vegetables for your child each day.



## **Parentpay**

Once your child has started school you will receive a registration letter for Parentpay. It will explain how to sign up and if you already have another child in school it will explain how to link their individual accounts. The system has several uses and, as mentioned before, one of these is booking school meals.

School meals need to be booked at least one week in advance, however, for the first few weeks at school your child's teacher will ask you what your child will be having for lunch each morning. Once you have registered you will be able to login and see the choices for each day and you simply need to click on your chosen option. This can be done weekly, monthly or for the whole half term.

When your child moves into Year 3 and is no longer eligible for universal infant free school meals you can use Parentpay to make online card payments for your child's meals. Each child has their own account and you are able to log in and review meals taken and payments made.

Trips and other permissions are also collected via Parentpay so please complete the registration upon receipt of your joining instructions.

## **Marvellous Me**

This is an app which we use to send weekly updates, our letters and messages. You will receive individual joining instructions once your child has started at school. We strongly recommend you download the app as soon as possible to avoid missing out on any important messages. Multiple devices can join using the same joining code.

## **Getting to and from school**

Parking in the area around school can be quite difficult. If you can, it is advisable to walk, scoot or cycle to school. We have bicycle and scooter racks in the playground. If you do have to drive please bear in mind that St Margaret's Road gets very busy and is quite narrow. Often it is double parked and this makes it more difficult for families to cross the road safely. If you do park here, or on any of the neighbouring streets, please be considerate to local residents and do not block their driveways. Please also adhere to the law and do not park on the yellow zigzag lines near school's pedestrian and car park entrances. The staff car park should not be used.

When crossing the High Street near school it is advisable to either use the pedestrian crossing at the London Road / High Street junction or use the crossing patroller at the corner of St Margaret's Road and the High Street.

## **Miscellaneous Information**

### **Pets**

Please do not bring dogs or other animals onto any part of the school site without prior arrangement.

### **Smoking/Vaping**

Smoking, including e-cigarettes, is not permitted on any part of the school site.

### **Mobile phones**

Please do not use mobile phones within the school building. Photos should not be taken of any children other than your own, on any part of the school property.

### **Unforeseen school closures**

We try very hard to keep the school open during inclement weather. If we do have to close due to snow or any other unforeseen circumstances we will post details on our website and use Marvellous Me, as early as possible in the morning. We will also advise local radio stations, who put out regular bulletins and you can refer to the Peterborough City Council website.

### **Leave of Absence**

In September 2013 the Government amended the rules around term time holidays and all other leave of absence (any time your child is not in school during term time).

It states that, once a child reaches statutory school age, parents do not have any rights to take their child out of school unless the absence has been applied for and approved in advance. Any requests need to be made on a Leave of Absence Request Form and will not usually be approved unless there are exceptional circumstances. All requests will be assessed individually and evidence of the exceptional circumstances should be provided to support your request. If a child is absent after a request has been declined, or a request is not made in advance, the school will notify the Local Authority and depending on the circumstances there is a possibility that a Penalty Notice may be issued. This is currently a fine of £120 per child, per parent, if paid within 28 days. The fee reduces to £60 per child, per parent if paid within 21 days.

For further details please speak to the school office.

## **Term Dates 2023/24** **for Old Fletton Primary School**

### **Autumn Term 2023**

Training Days	1st September 2023	
First Day of Term	Monday 4th September 2023	
Half Term	23rd - 27th October 2023 (inclusive)	
Last Day of Term	Wednesday 20th December 2023	
		(73 days)

### **Spring Term 2024**

Training Days	4th and 5th January 2024	
Day of Term	Monday 8th January 2024	
Half Term	19th - 23rd February 2024	
Last Day of Term	Thursday 28th March 2024	
		(54 days)

### **Summer Term 2024**

First Day of Term	Monday 15th April 2024	
May Day	Monday 6th May 2024	
Half Term	27th to 31st May 2024 (inclusive)	
Training Day	Monday 3rd June 2024	
Last Day of Term	Friday 19th July 2024	
Training Day	Monday 22nd July 2024	(63 days)

