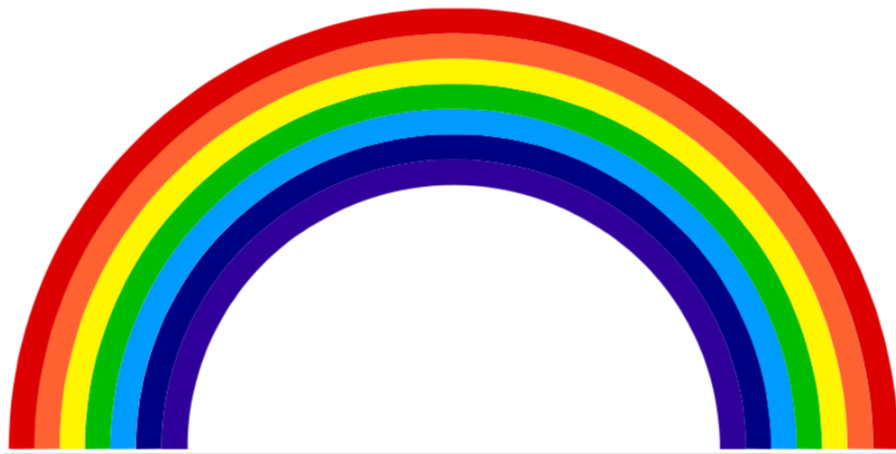


Starting Rainbow Group



St Andrew's Reception Class
2023/2024

Welcome to St Andrew's Rainbow Reception Group at Headington Quarry Foundation Stage School. This booklet contains information that will be helpful to you and your child/children in starting the Early Years Foundation Stage. We hope that your child will be happy and will settle quickly into school life. If you have any queries or problems please do not hesitate to talk to Mrs Annie Arnold (Reception Class teacher), Mrs Natalie Wilson (Head Teacher at Headington Quarry Foundation Stage School) or to me directly.

Jo Holmes - Headteacher

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SCHOOL DAY

9.00	Doors open - Children come into the classroom and sit together on the carpet.
9.10	Morning session starts - Register and start of group time.
12.00	End of morning session.
12.50	Afternoon Session starts - Register and Group time.
3.00	Afternoon Session finishes.
3.00	Afterschool Daycare session starts.

START OF THE SCHOOL DAY

Rainbow Group parents should wait at the Rainbow Group entrance (the wooden gates in the car park.) The school bell will be rung at 9.10 when the morning session starts. The gate will be unlocked at 9am and children will be met by Mrs Arnold. When all children have arrived, they will walk to the classroom with Mrs Arnold; Parents should say goodbye to their children at the gate. Mrs Arnold is available for a few minutes, but this is a very busy time so we would appreciate it if parents did not expect to have extended discussions at this time in the morning. If something is troubling you, this is a good time to make an appointment to see Mrs Arnold later in the day or week. Teaching assistants are available to help with day to day enquiries at this time.

It is important that children arrive on time. Pupils are often quite upset to arrive late and find that they have missed the start of the day. If your child arrives late in the mornings (after 9.10 am), please come to the main blue door.

If you arrive after 9.20 am and need a school dinner, it is essential to report to the school office to book in. If you know your child has a morning appointment but will be back for dinner, please let us know the day before.

Please remember, however, we would rather a child be late than not come to school at all!

SNACK TIME

Free fruit is available for children in the Reception Class. Water and milk are also available daily. There is no need to bring any food or drink other than for a packed lunch.

LUNCHTIME

There are three options for lunch:

- Children may have a school dinner every day cooked on the premises and served in the canteen;
- Children may have school dinner on any combination of days and bring packed lunches for the rest of the week;
- Children may bring a packed lunch.

All children in the Reception class are entitled to a universal free school meal.

Weekly menus are displayed on the parents' notice board near the front door of the school, in the cloakroom and in the Children's Entrance to the nursery. Good quality school dinners are cooked at school. There is always a choice of two hot meals with vegetables or salad. Yoghurt or fruit may be chosen as an alternative to a sweet.

All the children eat lunch with the lunch time supervisors. Afterwards, the children enjoy a supervised playtime outside, and inside if it is raining.

END OF THE SCHOOL DAY

The school day ends at 3pm and parents and carers must collect their children, at the wooden gates in the car park. If you have arranged for someone else to pick up your child, **you must us let us know in advance** We will not allow any other person to take your child unless we have received permission (or phone call in an emergency) Please ensure that the other person is clear about the arrangements for collection. We cannot ask other parents to take your child home.

PARKING

Parking is very limited and Headington Quarry is now a Controlled Parking Zone (CPZ). We would encourage people not to drive wherever possible. If you do need to drive please do not park in the school car park, or the Masons Arms opposite. Please park responsibly in a neighbouring street, such as Quarry Road, where you can walk along the path through the Church yard, or down Quarry Hollow. There is a rack for children's cycles and scooters in the car park. Please use a lock to secure your child's bike or scooter. NO child or adult should ride bikes or scooters in the car park; all children should wait with the parents until the gate is opened.

BIRTHDAYS

At St Andrew's we value the importance of recognising and celebrating children's birthdays and we have created some guidance for parents around birthdays and celebrations. Some parents like to send in a little treat for their child to share with their class, but there is no obligation to do so. We would encourage you to send in a healthy treat where possible and not a birthday cake, candles or party bags, or anything containing nuts. We will give the treats out at home time.

CLOTHING

There is no requirement to wear uniform in Reception, but your child may wish to wear a blue "uniform" style jumper or cardigan. However, please note that children will often be engaged in messy play so please do not send children in their best clothes or clothes that your child may worry about getting dirty. We also use the garden as an outside classroom unless weather conditions are unsafe, and attend Forest School, so the following clothes are needed;

- **WINTER:** Warm coat, hat, gloves, scarf and wellies or waterproof shoes.
- **SUMMER:** Sun hats, sun cream, suitable clothing providing skin cover.
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- **Footwear:** sensible footwear, flat shoes or trainers which do not rise above the ankles (no flip flops, jelly shoes or "high" heels.)
- **Forest School:** Wellies, waterproofs and warm layers of clothing.

Children are given a drawstring bag for their **spare clothes to keep on their peg.**

For health and safety reasons, children are not allowed to wear jewellery to school except for small plain stud earrings.

PE kit is not necessary since the Reception class do not have formal PE lessons inside.

We ask that all clothing is clearly labelled - named items invariably return to their owner quickly!

LOST PROPERTY

Named lost property will be returned to your child. Other items of lost property will be placed in a box in the Children's Entrance.

EMERGENCIES

Before your child starts school, you are asked to complete an admission form giving the school emergency contact telephone numbers and any medical information which the school needs to know. If your child is taken ill or is injured whilst at school, we will use the information given on these forms to contact you. It is important that the school offices both at Headington Quarry and St Andrew's School are made aware of any changes to the emergency contact details as soon as possible.

The school has many Paediatric First Aid trained staff. When an accident occurs the First Aider decides on the extent of the injury and if only minor, will deal with it at school.

Serious accidents are reported immediately to the Headteacher who will decide if the child needs to go to the hospital. Every effort is made to contact parents, but where parents are not available, a member of staff will accompany the child and stay until a member of the family arrives.

All head injuries, however minor, are reported to the Class teacher.

All accidents are recorded on accident forms which parents will be asked to sign.

PROCEDURE FOR TAKING CHILDREN OUT OF SCHOOL DURING THE DAY

If you need to take your child out of school during the day, please tell Mrs Arnold. Please make appointments outside of school hours.

If your child has an appointment during the morning, it is best not to bring him/her back to school during the lunch hour. However, if this is unavoidable, it is very important to report your child's return to the office staff.

ABSENCES

If your child is absent, please contact St Andrew's School office to let us know. We are required by law to keep detailed records of absence, and to report the statistics annually. We require a phone call to the school office to explain your child's absence each day.

ILLNESS

If your child has been sick or had diarrhoea please keep them away from school until they have been free from symptoms for 48 hours. (Early Years Foundation Stage Guidelines).

A child who becomes ill at school will be looked after while a parent/carer is contacted to come and collect him/her.

Medicine - It is best to avoid children having to bring prescription medicines into school, by scheduling the doses for times when the parent or carer can administer them at home. Parents and guardians are welcome to come to school to administer medication. Medication should only be brought to school when essential and a "Request for School to Administer Medication" form must be completed with the teacher. Only medication which has been prescribed by a doctor can be administered in school.

LEAVE OF ABSENCE REQUESTS

Holidays will not be authorised in term time unless for exceptional circumstances agreed by the Headteacher. Please contact St Andrew's office for a leave of absence form at least two weeks in advance. This applies to long weekends, extended bank holidays and weeks away. All requests must be submitted with at least the minimum notice period to the Headteacher.

SCHOOL CHARGING POLICY

The governors have agreed a charging policy for school visits, as required by law:
For educational visits made within school hours – voluntary contributions may be asked for.

Where voluntary contributions have been sought, if not enough contributions are made the activity may be cancelled. If an educational visit, for which voluntary contributions have been made goes ahead, no child will be left out, or treated differently in any way, because her/his parents could not or would not make a contribution.

MAKING PAYMENTS FOR SCHOOL CHARGES

It would be most helpful if you would follow these guidelines when making payments:

- Always send money in a sealed envelope (we don't mind if it is tatty or recycled!) marked with the child's name, class, and what the money is for;
- Check the letter to see whether the money should be given to the class teacher or the HQFSS school office - (ie Daycare payments)
- A reply slip is required when trips are being paid for in cash or a parent volunteers are being requested to accompany.
- Please sign up for ParentPay to pay for things online. See Mrs Coyne in St Andrew's School office for details.

DAYCARE

HQFSS offers flexible Daycare including Breakfast and After School sessions, which provide care both after and before school for children attending Rainbow Group and the nursery. Parents are required to pay for this provision.

The morning session operates from 8.00 – 9.10 am, and breakfast is on offer. The After School session runs from 3.00 – 6.00 pm. Both clubs are available Monday to Friday. In addition, there is Holiday Daycare which runs during half terms, and other holiday times, and sometimes on INSET days.

Please contact Linda Hessey, the Daycare Administrator at Headington Quarry to request a Daycare Pack. Daycare.1006@headington-nurs.oxon.sch.uk

HOME / SCHOOL LIAISON

Both formal and informal opportunities exist for you to discuss your child's progress. In the autumn and spring terms, parents are invited to school consultations with their child's class teacher. In the summer term you will receive your child's annual report. Mrs Arnold is very easy to contact on an informal basis at the beginning and end of the school day for small matters, an appointment will need to be arranged for a private, detailed discussion.

You should always feel able to discuss anything that is concerning you with a member of staff. If possible speak first to Mrs Arnold.

GOVERNOR / PARENT LIAISON

The Governors of HQFSS are listed on the notice board near the Children's Entrance and their contact details are available at the school office. There is a link governor with St Andrew's to support transition and efficient work practices between schools.

HOMEWORK LEARNING

For children in the Reception class, the main focus of homework is reading. Other activities to do at home are listed on the weekly "Ask Us About" notice. Each child has a Reading Record Book in which the child, a parent, and the teacher can all make comments. We encourage children to share an enjoyable book at home with an adult.

Class Dojo is an app used to communicate between school and home. Mrs Arnold will post messages, photographs of what has been happening at school and links to support learning at home. There is also a facility to message her privately.

SCHOOL ASSOCIATIONS

St Andrew's has an active parent-teacher association, called SASA, which organises a range of social and fundraising events. All parents and carers are automatically members of SASA. Everyone is encouraged to join in and help contribute towards the well-being of the children at the school. A SASA Committee is elected each year and holds meetings on regular basis; everyone is welcome to attend. Forthcoming SASA meetings/events are advertised throughout the website and on the class notice board.

Headington Quarry also has a parent association, HQPTA and parents and carers of Rainbow group are welcome to join this too! HQPTA holds events such as a Christmas Fair, a Summer Bring-and-Share lunch, Curry and Quiz evening and various cake sales!

ST ANDREW'S GOVERNING BODY

Fr Darren McFarland: Chair of Governors - Foundation
Mrs Jo Holmes: Headteacher
Mr Bruce Huggett: Foundation Governor - Co Chair of FPP
Ms Helen Kidd: Safeguarding Governor - Parent Governor
Cllr Roz Smith: LA Governor
Mr Sam Callard: Staff Governor
Mr David Hodgkinson: Parent Governor
Prof Jennifer Strawbridge: Foundation Governor
Dr Sarah Haden: Parent Governor
Mr James Carter: Parent Governor
Mrs Liz Hurren: Parent Governor
Ms Anneka Fisher: Co-opted Governor
Mr Michael Dent: Co-opted Governor

Lucy Dickinson: Clerk of Governors

HEADINGTON QUARRY STAFF

Below are listed the names of the staff. The Nursery and Daycare staff are addressed by their first names.

Headteacher: Mrs Natalie Wilson

Caterpillars: (15 hours)

Sarah Bridge & Natalie Wilson: Key Person

Ladybirds: (15 hours)

Jane Barnes & Sarah Stringer: Key Person

Butterflies:

Chiara Chilcott: Key Person

Bumblebees:

Briony Wood & Janet Baum: Key person

Dragonflies: (30 hours)

Katherine Cooper: Key person

Grasshoppers: (15 hours)

Megan Hart & Sarah Malliagh: Key Person

Other Staff:

Sarah Stringer: Teaching Assistant
Ezri Naylor: Teaching Assistant
Lauren Gander: Teaching Assistant
Sophie Naish: Teaching Assistant
Dinah Gosh – Teaching Assistant
Sana Narwaz- Teaching Assistant
Caron Williams: HQFSS School Cook

Jurgita Jelagine-Radiun – Teaching Assistant
Andrea Pena-Anzola – Teaching Assistant
Anna Ulland – Teaching Assistant

Rainbow Group Staff:

Mrs Annie Arnold: Teacher
Miss Laura Jimenez: Teaching Assistant
Miss Susannah van den Broek: Teaching Assistant
Mrs Jo Stewart: PPA Cover

Daycare Co-ordinator:

Mrs Kelly Welch

Daycare Assistants:

Katie Khan & Briony Wood

Admin Staff:

Jo Eadle: School Secretary
Linda Hessey: Daycare Administrator

Lunchtime Staff:

Uma Singh: Rainbow Lunchtime Supervisor
Vani Ratnavadivel: Rainbow Lunchtime Supervisor