



“The Oaks CE Learning Federation aims to serve its communities by providing an education of the highest quality within the context of Christian belief and practice.”

## Everything you need to know about your child starting school at St Michael & All Angels CE Infant School



# We're pleased to meet you!

It is with great pleasure that we welcome you to The Oaks CE Learning Federation. We are a family of three small Church Infant Schools based in the villages of Copythorne, Lyndhurst and Netley Marsh, who all work closely together under the leadership of our Federation Headteacher and Governing Body. In partnership with our parents, we aim to ensure children grow up to lead safe, happy, healthy and successful lives by providing the highest standard of education within a Christian environment, giving the opportunity for each child to attain their own, full potential.

With Federation status we are in the exceptional position of each of our three schools being able to share expertise and resources and are therefore able to achieve more together than any one school can individually. However, as you will see for yourself, it is important to us to retain each of our three schools' unique and individual characters within their own community.

Our three schools are managed on a day-to-day basis by their own Head of Learning, ensuring all children make excellent progress in a happy and safe environment.

During their time with us we will develop the skills, knowledge and personal qualities that will enable our children to be confident individuals, successful learners and responsible citizens throughout their lives.

We hope you find this pack answers your questions but if you would like further information, please do contact us.

As the Executive Headteacher I look forward to welcoming you to our school.



Mr. Mathew Bowen  
Executive Headteacher

# Welcome to St Michael & All Angels CE Infant School, a branch of The Oaks CE Learning Federation.

On behalf of all members of the school staff, we would like to extend to you a very warm welcome to our happy and caring school.

In the three years that your child will spend with us we will endeavor to promote their confidence and independence and develop their potential to the full. Our ultimate aim is to enable all of our children to develop the confidence and enthusiasm to become life-long learners.

The school believes that your role as interested and involved parents is vital and wishes to forge a very strong partnership with yourself and your child.

We look forward to building this important relationship with you, and to working and sharing together in the development of your child.

We hope that you will find our website useful, there is more information for starting school in Year R, on the New Intake 2021 section, so please have a look.

<https://www.oakscelearningfederation.co.uk/new-intake-2021/>

We encourage you to chat to me and the other staff if you have any concerns. As part of your child's induction, should you wish to share any specific information about your child's needs, please contact the school office to arrange a mutually convenient time to do so.

Head of Learning  
Mrs Mary Flynn



# What does it mean to be a Church School?

Church schools have Christian beliefs and values at their heart. This means that every child and adult associated with the school is not just important because they are members of the school but also because they are seen as unique individuals within God's creation.

As a Federation of Church schools, we recognise that as well as academic and emotional intelligence, human beings also have spiritual intelligence. The spiritual aspects of the life of our children and their families are nurtured alongside their academic and emotional needs.

More information about [being a Church school](#), our [SIAMS Report](#) and our [Values](#) are on our website.

## Learning through play...

Play is a vital aspect in the Early Years Foundation Stage. It also underpins learning and all aspects of children's development. Through play, children develop language skills, their emotions and creativity, social and intellectual skills.

For most children their play is natural and spontaneous although some children may need extra help from adults. Play takes place indoors and outdoors and it is in these different environments that children explore and discover their immediate world. It is here they practise new ideas and skills, they take risks, show imagination and solve problems on their own or with others.

The role that adults have is crucial. Adults provide time and space and appropriate resources. These might include clothes, boxes, buckets, pictures, books and artifacts that will inspire play and fire children's imaginations. Adults observe play and join in, watching and listening before intervening. They value play and provide safe but challenging environments that support and extend learning and development.

In addition to the wide range of play based opportunities planned by your child's class teacher, they will also take part in small group activities at various times throughout the day.

# Early Years Foundation Stage Curriculum

The Early Years Foundation Stage is a framework for children from birth to the age of 5. Children in Foundation Stage (commonly known as Reception) at The Oaks CE Learning Federation are experiencing their final year of the Early Years Foundation Stage curriculum.

To support children's learning the teaching staff will help children to develop key characteristics of effective learning. There are three main areas.

## **Playing and Exploring**

This area encourages children to 'have a go'. Children investigate and experience things.

## **Active Learning**

This area encourages and develops children's concentration skills. If children encounter difficulties as they learn staff support them to 'keep on trying' and then enjoy their achievement.

## **Creating and thinking critically**

Staff support children to have and develop their own ideas. Children are encouraged to make links between ideas and develop strategies for how to do different things.

# Learning and development

Your child will develop their characteristics of effective learning as they learn and acquire new knowledge and demonstrate their understanding through seven areas of learning and development. These are:

- ✓ Communication and language
- ✓ Physical development
- ✓ Personal, social and emotional development
- ✓ Literacy
- ✓ Mathematics
- ✓ Understanding the world

- ✓ Expressive arts and design

These 7 areas will be used to plan your child's learning and activities.

In addition, children will follow a Religious Education curriculum called Living Difference 3, which is the locally agreed syllabus for Hampshire, Southampton and Portsmouth. At the end of the Foundation Stage, teachers will assess your child's attainment against the Early Learning Goals.

## Working together

When parents and teachers work together there is a positive impact on children's learning and development. Our primary aim is that your child is settled and happy at school. Please do chat to staff at the end of the school day if you have any questions...often things are quickly sorted and queries answered.

Teachers will provide guidance on how parents can support the development of their children's academic skills at home. We really encourage you as parents to read for at least 10 minutes a day with your child. Reading stories with rhymes and patterns will really help to support their reading development.

We have just launched our new website and aim to develop this by posting activities and special moments at school for you to enjoy!

## Preschool settings

We understand that the children are currently in a range of preschool settings, including childminders and larger day nurseries. We would usually aim to visit all children in their settings, however this year due to the current Covid -19 restrictions we plan to contact settings and speak to your child's keyperson.

## Home visits

### What is a Home Visit?

Before children start school two members of staff will make a visit to your home to meet with you and your child.

### Why do we make a Home Visit?

Visiting you at home is a good idea because it is a place where your child feels

comfortable and relaxed. When you welcome us into your home, your child sees us getting along well. Children need to see that the people who are going to be caring for them are friendly and trusted by you.

#### What do we do when we visit you?

We come to chat about your child and answer any questions that you may have about them starting school. We like to find out more information about your child. The visit will last about twenty / thirty minutes. We usually bring a special box to share with your child, and then ask that they make their own box of special things to bring into school when they start. However, this year due to the covid-19 restrictions, we will discuss this at the home visit.

#### When do we visit?

Home visits will commence the week beginning Monday 6<sup>th</sup> of September 2021. We will contact you in advance to let you know when your appointment is.

#### What do other parents/carers say about Home Visits?

Parents/carers are very positive about Home Visiting. They say that it helps their child settle quickly into school. It is also useful to start to build relationships with the adults at school, and to see them as people that they can be confident in, who are friendly and who will take good care of their child.

## Tapestry: online learning journal

Tapestry is an online Learning Journal which allows parents and teachers to track their child's progress in a whole range of areas, covering the statutory EYFS assessments. Tapestry provides a simple, secure, and highly accessible method to do this. At school we will add periodic observations and photos, and at home you can contribute photos and comments about your child's development and learning.

## Transition

Below is a timetable of the events that we hope and aim to do over the next few months. Please understand that we are trying our best in the current climate and that there is a possibility that these events may change. Remember to check our website for further updates.

<https://www.oakscelearningfederation.co.uk/>

Week beginning	Event	Purpose
19 <sup>th</sup> April	Welcome letter to parents	To welcome new families and to ask parents for their permission to use Parentmail.
Throughout May	Forms will be sent out via parent mail for parents to complete and return	To ensure that we have all the required information about your child.
14 <sup>th</sup> June	Our website will be updated and videos of class teachers reading stories /songs/rhymes will be put on website each week for four weeks for families to view. More information to be sent out.	To get to know your child's teaching staff.  Parents can learn more about aspects of school life.
24 <sup>th</sup> June	Welcome Information Evening via Zoom starting at 6pm.	Parents have the opportunity to meet the staff and to ask any questions.  Time: Jun 24, 2021 06:00 PM London  Join Zoom Meeting:  Meeting ID: 779 3820 5436  Passcode: 0x7u70  Alternatively, please refer to your Parentmail dated 15 <sup>th</sup> June 2021 for the Zoom link.
7 <sup>th</sup> and 8 <sup>th</sup> July	Stay and Plays: <b>9.15am -10.15 am</b> <b>10.45am - 11.45 am</b>  Welcome packs are given to your child at stay and play ( <i>it's a surprise, please don't tell them!</i> )	A chance for you and your child to take part in activities in school and meet their teacher.  <i>Parent (no siblings) stays for the session on the 7<sup>th</sup> July. Children only on the 8<sup>th</sup> July.</i>  <b>*We will contact you to let you know which sessions your child will attend.</b>
16 <sup>th</sup> July	Virtual Teddy Bears Picnic	More information to follow.
6 <sup>th</sup> – 10 <sup>th</sup> September	Home visits week	Getting to know you and your child <b>*We will contact you in advance, to let you know your home visit appointment time and date.</b>
13 <sup>th</sup> – 24 <sup>th</sup> September	<i>Part time attendance</i>	Getting used to school routines.
27 <sup>th</sup> September	<i>All children to attend full time</i>	Hooray we are at school!



# When will your child start school?

Our pattern of attendance for starting school is based on our experience of what is best for the children and this year we are trying to do the best we can. We will keep you up to date with regards to what we will have in place for the September events.

We hope that attendance will be as follows:

Children whose birthday is **between September 1<sup>st</sup> and February 28<sup>th</sup>** will attend school for full days (08:45am – 3.15pm) on:

- ✓ Tuesday 14<sup>th</sup>, Thursday 16<sup>th</sup> and Friday 17<sup>th</sup> of September.
- ✓ Tuesday 21<sup>st</sup>, Thursday 23<sup>rd</sup> and Friday 24<sup>th</sup> of September.
- ✓ They will begin full time attendance at school on Monday 27<sup>th</sup> September (08:50 am -3.15 pm).

Children whose birthday is **between 1<sup>st</sup> March and 31<sup>st</sup> August** will attend school for full days (08:45am – 3.15pm) on:

- ✓ Monday 13<sup>th</sup>, Wednesday 15<sup>th</sup> and Friday 17<sup>th</sup> of September.
- ✓ Monday 20<sup>th</sup>, Wednesday 22<sup>nd</sup> and Friday 24<sup>th</sup> of September.
- ✓ They will begin full time attendance at school on Monday 27<sup>th</sup> September (08:50am – 3.15pm)

***Please note that School is closed for staff training on 2nd September and 3rd September 2021***

## Attendance

When a child is absent, parents should notify the school by telephone on the first day of absence. If the school does not hear from a parent or carer by 9.30am, they will ring to check that the child is safe. The school expects regular attendance. **Please note that if your child has been suffering from sickness and diarrhoea, they need to remain off school for 48 hours after the last episode of sickness or diarrhoea.**

The Department for Education states that leave should not be granted in term time unless exceptional circumstances apply, such as to attend the funeral of a

close family relative. Under no circumstances will leave be authorised for family holiday during term time. Any requests for leave must be made in writing. A form for this purpose is available from the school office, and can also be downloaded from the attendance page of the school website.

In September 2015, Hampshire County Council began taking legal action, so parents will be fined if their child has unauthorised absence of 10 or more sessions (5 school days). Our school follows Hampshire guidance in these cases.

## Federation Policies

Useful and key policy documents are available on our website:

<https://www.oakscelearningfederation.co.uk/policies/>

Should you require any other policy documents, please ask at the school office.

## School Governors

Further information about the role of a governor and the names of the governors for the federation are available on our website:

<https://www.oakscelearningfederation.co.uk/governors/>

## Special Education Needs

If you know that your child has additional needs, please talk to your child's current setting to ensure that the correct information is passed onto us at school. In addition, please ensure you make your child's class teacher aware of your child's needs as part of your transition into school.

Should your child require extra consideration as part of their transition, like additional visits, please talk to us as soon as possible. The school Special Educational Needs Coordinator is the Head of Learning. Class teachers will talk to you if they have any concerns about your child's development. All children typically require additional support for a range of different things, so it is not something to worry about if this happens.

Further information is available on our website:

<https://www.oakscelearningfederation.co.uk/sen/>

You can also access the SEN information report on the website via the following link

[Oaks Federation SEN Information Report](#)

# Staying up to date...

Visit our website for all the latest information.

<https://www.oakscelearningfederation.co.uk/st-michael/newsletters/>

We will communicate by Parentmail, so please lookout for messages on your Parentmail app/ email.

## Some quick answers...

### Toys, jewellery, watches and any special items from home

Children should not bring toys, jewellery or watches to school as they can be easily lost. At times we may ask for things to be brought to school (for example a photo or a special object) but at these times we will have provided somewhere safe to store them. We often find children have similar toys and this can lead to confusion about who owns an item, therefore it is always best to keep special items at home to avoid upset. During this time when we are dealing with Covid 19, we are asking that children bring little to school. We will keep you updated on this.

### Snacks

We are a 'healthy school' and children are given the choice of a piece of fresh fruit during the morning. Children can also have milk during the morning, further information can be found on our website, alternatively milk can be ordered by logging onto the website [www.coolmilk.com](http://www.coolmilk.com)

### Water Bottles

Please send your child to school with a **named** bottle of water, your child will have free access to this throughout the day. Please ensure that the water bottle is not carried in the bookbag in case it accidentally leaks on your child's reading books.

### Reading

The children visit the school library once a week and freely choose their own book. They keep the book at home for one week and share it with you. Please

ensure that library books are returned on the stated library day. Sharing books with your child is very important. If you have not already done so, please join a public library. Your child will also receive reading books from class to read with you. Please ensure these are kept in their book bags each day. We will update you about the use of bookbags as your child starts school.

### Parent helpers

Parent helpers are most welcome in school. If you would like to help in the classrooms, please let us know. All parent helpers must have a DBS check and will be asked to attend an Induction talk and sign the appropriate paperwork concerning safeguarding.

### School times

The school day starts at 09:00am (doors open at 08:45am but may be subject to change due to Covid-19 restrictions at the time) and ends at 15:15pm School starts promptly at 9am and so if you are later, please go straight to the school office so that sessions for children are not interrupted and your child can be safely taken to class. We do ask that you drop your child at the door.

### Bringing your child into the classroom

We value our partnership with parents and encourage you to ensure your child is settled and happy as they start the school day. They will have some routine jobs to do in the classroom when they arrive such as putting their book bag into a box, putting their water bottle into a tray and registering for lunch. It would be helpful if you could remind your child of what he/ she needs to do as they enter the classroom.

Once you know that your child is happy, we would kindly ask that you leave them to begin the school day. Even when children are a little upset at the door, they quickly settle. If we have any concerns about how well they are settling, we will talk to you about this. Should your child need a specific settling routine or pattern, please talk to us about this.

### End of the School Day

Please wait outside your child's classroom door to collect your child. For your child's safety we ask that you inform us of who will be collecting them if it is to be different from normal.

## Before and after school

The school cannot take responsibility for your children before and after the school day. We kindly ask that you ensure your children are safe and close to you, especially as our school is situated on a busy road.

## Parent Progress Meetings

You will have a more formal opportunity to meet with your child's class teacher at least once a term.

## Car parking

There is no parking at the school; the car park is for the staff of the school and pre-school only. We advise parents to use the main car park in the village, parking permits for use during the school run can be obtained via the School office.

Please contact us on: 02380 282244 or email [adminoffice@lyndhurst.hants.sch.uk](mailto:adminoffice@lyndhurst.hants.sch.uk)

We encourage parents and children to use our designated 'safer route' to school. (Walk up Church Lane through the Church grounds and across the zebra crossing with the crossing patrol).

## Uniform

Red School Sweatshirt or Cardigan  
Grey Skirt/pinafore and white blouse/ polo shirt  
Grey trousers and white shirt/ polo shirt

## Summer Uniform

Grey shorts  
Red and white candy stripe or gingham summer dress

## PE

Black shorts, t-shirt and plimsolls or light trainers.  
Jogging bottoms for the winter months.  
PE Bag to keep everything in.

## School Shoes

Black shoes that can be easily fastened by the children.

## Spare clothes:

Pair of socks and pants

Spare trousers or skirt

(These can be kept in school in their PE bags on their pegs, in case of accidents.)

PE Bags- ideally a draw string bag, with name on the outside.

School uniform can be purchased from 'Skoolkit' more information on our website.

Please ensure that all items of clothing, including shoes, and other belongings have a name label (preferably in permanent pen). Un-labelled clothes waste an enormous amount of teaching time and cause a great deal of frustration to families.

We do our very best to ensure school uniform is kept in good condition, but as you can imagine, in a class with paint, glue, pens and chalk from time to time your child will get messy.

Using the outdoor environment is an integral part of the children's learning in Reception. We ask that all children bring in a pair of wellington boots, **clearly named**, which can remain in school.

For a donation of £5 all children will have access to a splashsuit for use in school. We will send you more information about how to pay online or card payments can be made at the school office.

Painting aprons will not be needed in Year R as we provide them.

## Lunches

Infant school children are entitled to free hot school meals. First thing each morning they will choose which option from the menu they want that day. If your child will be late in, you will have to advise us of your lunch choice before then, or send in a packed lunch.

If your child has any **medically identified** special dietary needs (food intolerance and allergies), you will need to complete an online form for HC3S (Hampshire County Council Catering Service) in order that a special diet menu can be produced. **HC3S online forms will be live from the 1<sup>st</sup> July**, please keep an eye on their website (the link is included below). Medical evidence will be required before your child can have a school meal.

<https://www.hants.gov.uk/educationandlearning/hc3s/education-catering/specialdiets>

If you prefer, you can still provide a packed lunch. A **(clearly named)** lunch box will be needed for children who have a packed lunch. The type where everything fits into a plastic box with a handle is ideal. We are a sustainable school which means we help to look after our environment. Please help us too by providing, where possible, no packaging in your children's lunchbox.

Children are encouraged to eat everything in their lunch box and so we ask that you provide your child with what you know they can eat rather than extras in case they are hungry. As a school our policy is 'No sweets, chocolate or fizzy drinks please'.

Please remember to provide your child with a drink in a plastic container or carton.

### No nuts

We have a policy of no nuts in school. Please make sure you do not send anything containing nuts in your child's lunchbox.

### New Forest Child Care – Breakfast and After School Club at St Michaels

For more information about this club or to register your child, please contact them directly.

<https://www.newforestchildcare.co.uk/joining-us/>

### Book Bags

A book bag is essential from the day that your child starts school. Not only is it used to protect reading and library books when your child brings them home but also to send messages or letters from and to school.

The book bag is checked weekly by an adult. Please hand any letters or money either directly to the teacher or to the school office. It would be helpful if you could also check your child's book bag daily as we will also use it to pass information to you.

This bag should be clearly named and have a keyring to help your child recognise their own bag. Book bags can be purchased from SkoolKit (Totton).

### Payments

Each year there will be school trips, or other items, for which we may request a voluntary contribution. Payments can be made online via Parentmail or by card in the school office.

### Communications

Most of our letters and messages to parents are sent by email using the Parentmail PMX system, which as well as being more environmentally friendly than paper copies, we find to be a faster and more reliable method of communicating with home. It is important to keep your contact details up to date on your accounts.

### Transport information

If we are your catchment school and you live more than 2 miles away (*measured by the nearest available walking route from your home address and the school*) then you can apply for free transport to school. To secure a place this must be done as soon as possible, please follow this link:

<https://www.hants.gov.uk/educationandlearning/schooltransport>

## Document Checklist

The following forms must be completed and submitted by Parentmail:

- Registration Form
- Health Questionnaire Form
- Multi – Permissions Form
- Image Consent Form
- Tapestry Learning Form

All other Information can be found on our website.