



# Reception Meeting for New Parents

Welcome to Whitehall Infant School

# Some of our Staff



Mrs Bringan  
(Headteacher)



Mr Coleshill  
(School Business Manager)



Ms Williams  
(SENCo)



Mrs Bir  
Larch Class  
Teacher



Mrs Jamil  
Birch Class  
Teacher



Mrs Caba  
Cedar Class  
Teacher



Ms Perkowski  
Spruce Class  
Teacher

**Learning at the heart of everything we do**



## **Our Vision: Outstanding Learning for All**

- **Mission Statement:** Whitehall Schools, working in partnership with our community, are committed to providing quality education in a safe, supportive and stimulating environment. We value each person and encourage everyone to achieve their full potential.

# Timings of the day

- am - Start The gates are opened at 8:40am and close at 8:50am
- pm - Finish The gates are opened at 3:25pm and close at 3:35pm

If you arrive late you will need to come to the school office and sign the late book. Any child arriving after 8:50am will be marked late in the register. If you are late picking your child up you will also need to go to the school office.



# Where to come

There is a one way system where you enter on your left as you come through the main gate and exit through the gates at Cotswold Close. (Please do not park in the parking bays of Cotswold Close)



- School gate opens at 8:40am. Children should wait with their parents/carers in the playground until the teacher comes. It is the parents/carers responsibility to supervise their children until 8:40am. Please ensure your child walks into the class, do not leave them at the gate.
- A member of staff will be in the playground to deal with any enquiries
- Other members of staff will be inside to supervise your child
- All children must be collected on time by an adult - please let us know beforehand if it is not going to be you (Telephone Number **01895 590112**)

# Attendance & Absence

Attending school on a daily basis is very important. The more you child is absent from school the more difficult it becomes for them to catch up and achieve good results.

Telephone the school on the **first day** of your child's absence to let us know why your child is not in school. Telephone: **01895 590112 - please select option 1 to report your child's absence.**



Mrs Chana, the Admissions & Attendance Officer monitors the attendance and punctuality of all children.

# Independence

We would like to encourage the children to come into the classroom without support - encouraging independence is an essential part of their learning.

- Please leave your child at the doors if in Cedar or Larch class or at the bottom of the slope if in Spruce or Birch class.
- Ensure your child has entered the building before leaving.
- Allow your children to carry their own things e.g. coats, book bags, lunch boxes and PE bags into the classroom.

# Safeguarding

- Safeguarding Policy
- Everybody has a responsibility to keep children safe
- Good Communication
- Welfare - First Aiders
- NSPCC - PANTS Rule
- Practice emergency procedures, e.g. fire drill



Safeguarding Our Children



# Personal, Social and Emotional Development

Help your child to do the following:

- Eat by themselves
- Eat using a knife and fork
- Dress / undress independently into their uniform and P.E kit
- Choose own friends
- Start to develop a sense of humour
- Sharing when playing games
- Using toilet independently and cleaning themselves



# Hot Dinners



- In September 2014, the Government introduced 'Universal Free School Meals' entitling all children in Reception, Years 1 & 2 to a free hot dinner at school.
- Our caterers prepare nutritious and well balanced meals and the children can choose from 3 different options each day.
- Although meals are provided free, we ask that all families in receipt of income support complete a 'Pupil Premium' form as the school may be eligible to claim additional funding for your child.



# Physical Development

PE - There will be a sign outside each class informing you when your child has PE.

Make sure your child is dressed suitably for physical activities on the appropriate day and that the clothes are named.



Black plimsoles  
White T-Shirt  
Black shorts or jogging bottoms

# Ways you can support your child at home once they have started school

- Playing
- Reading - your child will be allowed to take home a book twice a week for you to share together.
- Talking
- Helping your child to write their name with a capital letter at the start
- Helping with homework
- Having Routines
- Ensuring that they get enough sleep. See the website <https://www.nhs.uk/live-well/sleep-and-tiredness/how-much-sleep-do-kids-need/> for a guide on how much sleep your child will need.



# Communication

Good communication works both ways. It is essential that we have valid email addresses for everyone who wishes to receive our communications.

- Letters
- Whiteboard
- Notice board
- The school website - [www.whitehall-inf.hillingdon.sch.uk](http://www.whitehall-inf.hillingdon.sch.uk)
- Download the school App by typing 'School Jotter' (then select our school from the list)



You will also have the opportunity to talk to staff about your child after each session once all children have been collected, or use our school email address - [office@mail.whitehallinf.org](mailto:office@mail.whitehallinf.org)

# Uniform



- Please send your child in school uniform and sensible shoes.
- School uniform can be purchased at PMG Schoolwear ([www.pmgsschoolwear.co.uk](http://www.pmgsschoolwear.co.uk))
- We encourage children not to wear jewellery. You will need to sign a disclaimer if your child wears earrings or religious jewellery.
- In winter your child will need a coat with a hood. We would also like wellies in school if possible. In Summer your child will need a sunhat.

**PLEASE MAKE SURE ALL YOUR CHILD'S BELONGINGS  
ARE CLEARLY NAMED.**

# Information

- Emergency contacts
- Collection list
- Absence letters - exceptional leave / illness
  
- Mrs Castle-Mason is our Welfare Officer and will need the following information:
- Medical - tell us about any medical problems your child has. Health issues, food allergies etc.
  - Asthma medication - require two inhalers in school
  - Epi-pen's - require two in school
  - Prescribed medication
  - Bump notes
  - Safeguarding



# Induction Schedule

Term starts on **Wednesday 5<sup>th</sup> September 2018**

Week	Date	Start	Finish	Notes
<b>Week 1</b>	Weds 5 <sup>th</sup> –Fri 7 <sup>th</sup> September	8.45am	12 Noon	Welcome to Reception
<b>Week 2</b>	Mon 10 <sup>th</sup> – Fri 14 <sup>th</sup> September	8.45am	12 Noon	Lunch Taster Sessions for each class will take place. Further information will be provided
<b>Week 3</b>	Mon 17 <sup>th</sup> – Fri 21 <sup>st</sup> September	8.45am	1.15pm	Children stay for lunch with Reception staff
<b>Week 4</b>	Mon 24 <sup>th</sup> September onwards	8.45am	3.25pm	Children start full time



# Other information



- Fruit and milk



- Head lice

- Water bottles



- Lunches



- Breakfast and After school club



# Parent Partnership

- Parents are a child's first teacher and as such we value any information you can give us to help your child settle in and progress.
- We have a Home-School Agreement which outlines our commitment to you and expectations
- It is important that we work together to help your child by supporting one another. If you would like to help in class regularly, we have to carry out a DBS check.
- Parent's Association
- From time to time we may invite you to join a working group to consider certain aspects of school life.

# Governors

- Our Governors are part of the leadership and management of the school.
- The Governing Body is made up of Local Authority appointed Governors, School Staff and Parents.
- From time to time, vacancies arise and we encourage applications from our community. Parent Governors are appointed to represent the interests of all of our children.

# Thank you

