

Cocklemoor Information Pack

September 2022



Transition and visits

Pop-by	Meeting	Stay and play session	Move-up morning	Home visit
<p>Contact the school to make an appointment 08:50-09:10 with Mrs Doughty Davis.</p> <p>You and your child will be taken to the current classroom for a brief tour.</p>	<p>13/06/21, 16:30, top gate</p> <p>All parents, and other family members if they wish, should attend the meeting for a chance to meet school staff and ask any questions.</p>	<p>The school will contact you to make an appointment. Your child should be brought to the top gate at 13:30 on the date you are given. The children will be cared for by the staff who will be looking after them in September. Please collect your child at 14:30.</p>	<p>Schools in this area will have their 'move-up' to their September class and school on Thursday 7 July.</p> <p>Please bring your child to the small playground at 08:40 and return at 12:00. All children must have a water bottle filled with water and sun hat with them.</p>	<p>We will contact you with a time and date when the Reception Teacher, Mrs Brown, and another member of staff, can visit your child at home. Visits will take place in early September. We are limited with availability so please contact us if you have limited options.</p>



The first days and weeks

Monday 5 September – Friday 9 September	Monday 12 September – Friday 16 September	Monday 19 September onwards
<ul style="list-style-type: none"> • Please arrive at school at 08:40 and walk towards the small playground in the corner from the top gate. • Your child must be wearing their school uniform and have a water filled bottle and sun hat. Please apply sun cream before coming to school. • We will provide a snack for the children to eat mid-morning. • The school gate closes at 08:50. Please collect your child from the top gate at 12:00. • Early Birds breakfast club is not available on the first morning of any half term. 	<ul style="list-style-type: none"> • The same arrangements as the first week but please collect your child at 13:00 from the top gate as the children will have eaten their lunch with us. All children in Reception, Year 1 and 2 are entitled to a free hot lunch. Please make your menu choices when you receive the menu. • Your child will receive their book bag and planner this week. • All parents or carers will receive a brief phone call from Mrs Brown within the first two weeks to let you know how your child is settling. 	<ul style="list-style-type: none"> • The same arrangements as the first week but please collect your child at 15:30 from the top gate. • Please change your child's book on the book trolley at morning drop-off. • Please look in the newsletter for your child's PE day. They need to bring in their PE kit on this day and take it home. PE takes place during the afternoons.

School opening times are 08:40-08:50 with children collected at 15:30

The School Office is open between 08:30-16:00 for calls or to book appointments

01458 250673 or office@HEPS.ppat365.org



Communication

Between now and 22 July	From Monday 5 September	Website, Newsletter, Twitter
<ul style="list-style-type: none"> The School Office is your main point of contact. Mrs Claudia Soakell will help you with any questions or queries and can pass on any information to any other member of staff. Please call 01458 250673 or email office@HEPS.ppat365.org where we will be pleased to answer your questions. 	<ul style="list-style-type: none"> Please continue to contact the School Office for most questions and queries. Mrs Brown, Teacher, will be available most mornings between 08:40-08:50 and should be your first point of contact for all classroom-based questions. Please use the planner for any messages for and from classroom staff. Please check this every day after school as it may contain urgent information. Class staff check the planners every morning. Mrs Doughty Davis will be available during most drop off and collection times for any whole school questions you may have. 	<ul style="list-style-type: none"> Our website details a great deal of information and has a section for newsletters, emails and letters which have been sent home. Our newsletters are sent out most Fridays and keep you updated with clubs, dates which have changed, and events. Please read this every week to keep up to date. Every class posts Tweets on Twitter. This is a very easy way of seeing and understanding what your child is experiencing during the day. We no longer use Tapestry. You do not need a Twitter account as you can view the latest Twitter news on the front page of our website or if you Google 'HEPS Twitter'. Our account is @H_E_P_S The school does not have a Facebook page.



Before and after school

Early Birds (breakfast club childcare)	Busy Bees (after school childcare)	Activity clubs										
<ul style="list-style-type: none">• Early Birds opens at 08:00 every school morning except the first morning of each half term (after each holiday).• Please ring the bell at the top gate so staff can welcome children in.• Children have a hearty breakfast and some time for some activities with their friends. Staff take the Reception children to their class and stay with them until they line-up.• Spaces are limited and must be pre-booked on ParentPay Schoolcoms. Details of how you can access this will be sent to you by the end of this term. All parents will be notified at the same time when booking opens for September.	<ul style="list-style-type: none">• Busy Bees opens when school finishes every school afternoon except the last day of each half term (before each holiday).• Children have a snack and a drink. They have time to read before they undertake a variety of activities. They have full access to all school facilities.• Children are collected from the top gate.• Spaces are limited and must be pre-booked on ParentPay Schoolcoms. Details of how you can access this will be sent to you by the end of this term. All parents will be notified at the same time when booking opens for September.• Please note that due to the finish time for the first two weeks of school for Reception children, Busy Bees will only be available from Monday 19 September.	<ul style="list-style-type: none">• We are very proud to say that all of our after school clubs are free to all children. We believe that all children should have equal access to all facilities and experiences.• Clubs will be finalised and sent to new parents before the end of this term. All parents will be notified of at the same time of when bookings can be made.• Spaces are limited and must be requested before the end of this term.• Club places will be confirmed before the end of term.										
<div>Charges</div> <table><tr><td>Pupil Premium pupils</td><td>£2:00 per hour</td></tr><tr><td>First child</td><td>£3:50 per hour</td></tr><tr><td>Second child</td><td>£3.00 per hour</td></tr><tr><td>Third child</td><td>£2.50 per hour</td></tr><tr><td>Fourth child</td><td>£2.00 per hour</td></tr></table>		Pupil Premium pupils	£2:00 per hour	First child	£3:50 per hour	Second child	£3.00 per hour	Third child	£2.50 per hour	Fourth child	£2.00 per hour	<div>Charges</div> <div>Free of charge</div>
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Fourth child	£2.00 per hour											

Uniform

We have the same options and requirements for all children, with the exception of the tie:

- Navy blue jumper/cardigan/sweatshirt (no hoods please)
- White polo shirt or white shirt
- Grey trousers, shorts, skirt, or pinafore dress; blue and white check dress in hotter weather
- Black/grey/navy/white socks or tights
- Plain black flat school shoes/ankle height boots in cold weather which can be polished (not canvas or trainers)
- Years 5 and 6: tie worn with a white shirt
- PE kit is black daps/plimsolls/pumps/trainers, black shorts and a navy t-shirt.

➤ Pre-loved uniform is available at school, especially in small sizes. We strongly encourage all parents to help us recycle uniform items.

➤ We no longer recommend a particular uniform brand or uniform with a logo.

- ☒ No toys, pencil cases or equipment should be brought into school. Book bags supplied by the school must be used every day, not any other type of bag. PE kit should be brought in on the day it is needed in a small bag.
- ☒ No trainers or boots to be worn
- ☒ Long hair must be tied back. Long fringes must be clipped away from the face. Extreme hairstyles are not permitted. No hair dye.
- ☒ No nail varnish or body art
- ☒ Stud earrings and watches may be worn; no other jewellery please.

Please name all items which come into school.

We have just under two hundred pupils all wearing the same clothing!



General

- Attendance is crucially important each and every day including before and after school holidays. Any absence must be reported to the School Office by 09:00 and earlier if possible. We strongly encourage parents and carers to bring children into school even if they are a little under the weather. We will phone parents and carers to collect children if we feel they are too ill to be in school. Requests for authorised absence are dealt with through the School Office.
- Punctuality is very important, the gate closes at 08:50 as learning starts at 08:55. If you are going to be late collecting your child, please telephone the School Office so we can place your child in Busy Bees, for which you will be charged.
- Please address all staff by their title and surname when in school or discussing school matters. This applies even if you know the member of staff out of school.
- We ask children to wear their school uniform with pride and within the guidelines. All discrepancies will be discussed with the child and parent.
- The car park directly outside the top gate is a private car park for school staff only. Parents should not use this parking at any time during term time.
- If you have a matter of concern, please think carefully before writing an email, turning to social media or picking up the phone. We will all want to resolve matters as quickly and as easily as you will so a courteous email or phone call is much appreciated.
- We really appreciate parents and carers encouraging their children to start writing their name and other simple words. However, when helping your child to start writing, please use upper and lower case letters appropriately. Please don't write with capital letters only as this is very challenging and disheartening for children to have to relearn the correct formation when they start with us. Please encourage the 'tripod grip'.
- Thank you for your help with these matters.



So, what next?

Action	When?
Expect a call from the school to book the stay and play session. Your child needs a named water filled bottle, a sun hat and to have had sun cream applied before they attend.	April
Contact the school to book a 'Pop by' session and attend	May
Go through the school ready list with your child (next page). If you need help or guidance with anything, please contact your current childcare provider or the School Office to speak to a member of staff.	As soon as possible
Buy a water bottle and name it (don't buy a bag or equipment as school provides everything else)	As soon as possible
Create an account with Twitter, or take a look regularly at our Tweets	As soon as possible
Ensure any change of details are notified to the School Office	As soon as possible
Attend the new intake meeting	13/06/22, 16:30
Read these documents from the new intake meeting: <ul style="list-style-type: none"> • School term dates • An example menu • Privacy notice • Planner example 	As soon as possible after 13/06/22
Complete these forms and return them to the school: <ul style="list-style-type: none"> • Pupil registration form (be sure to include allergies and medical issues) • Milk form • Application form for Free School Meals • Consent for images 	Before 01/07/22
Bring your child to the move up morning on Thursday 7 July with a named water filled bottle, sun hat, and sun cream already applied.	07/07/21, 09:00
Look out for the menu sent by email and choose your child's meals for the second week of term onwards	After 13/06/22
We will contact you to confirm the home visit date	After 13/06/22
Look out for the email about after-school clubs	After 01/07/22
Log into ParentPay Schoolcomms and book Early Birds and Busy Bee sessions for childcare if needed	After 01/07/22
Buy daily and PE uniform. Small sized daps/plimsolls/pumps and school shoes sell out quickly over the summer. We have pre-loved uniform in school.	After 01/08/21
Name every item of clothing, footwear, and equipment, which may come into school	As soon as possible
We are very much looking forward to welcoming you and your child into our school	

Getting Ready for School Checklist

I can...

recognise my name

☐

hold my pencil carefully

☐

put on my socks

☐

write the first letter

☐

draw a face


☐

find my shoes

☐

copy my name

☐

colour in carefully

☐

put on my shoes

☐

write my name

☐

name the colours I use

☐

fasten my shoes

☐


I can...

count from 1 to 10

☐

sing simple rhymes

☐

find my coat

☐

recognise some numbers

☐

sing and clap to a song

☐

put my arms into my coat

☐

recognise spot patterns

☐

tap a beat


☐

zip up my coat

☐

on a dice

☐

move to music

☐

fasten buttons on

☐

recognise some common

☐

move to music

☐

fasten buttons on

☐

2D shapes



my clothes



I can...

eat with a knife and fork

☐

tidy away my toys

☐

say please when I ask

☐

pour myself a drink

☐

clear away things I've used

☐

say thank you when I get

☐

taste different foods

☐

put my clothes away

☐

ask to go to the toilet

☐

wash my hands before
and after meals

☐

help at home

☐

take turns talking
in a group

☐


I can...

wash my hands

☐

walk up and down stairs
using the handrail

☐

cut along a line

☐

dry my hands

☐

hold hands on the street

☐

cut 'snips' into paper

☐

go to the toilet when I
need to

☐

take turns when playing

☐

cut out a shape

☐

wipe/clean myself when
I've been to the toilet

☐

share toys with a friend

☐

cut out shapes to
make a picture

☐


Take a photo of this page so you always have our contact details to hand:

Huish Episcopi Primary School, North Street, Langport, TA10 9RW

Tel: 01458 250673

Twitter @H_E_P_S

Gates open: 08:40-08:50

Collection: 15:30

Club collection: 16:30

Early Birds 08:00-08:40

Busy Bees 15:30-17:30

Class: Cocklemoor

Year group: Reception

Stage: EYFS

Teacher: Mrs Brown

Your notes: