

Cocklemoor Information Pack

September 2023



Transition and visits

Pop-by	Meeting	Stay and play session	Move-up morning	Home visit
<p>Contact the school to make an appointment with Mrs Doughty Davis. You and your child will be asked to come onto the playground at the start of the day to see the drop-off routine before starting in September. You will also be given a brief tour of the classroom.</p>	<p>03/07/23, 16:30, top gate. All parents, and other family members if they wish, should attend the school 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 some of 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 6 July. 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 a sun hat with them.</p>	<p>We will contact you with a time and date when the Reception Teacher, Miss Andrews, and another member of staff, can visit your child at home. Visits will mostly 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

Tuesday 5 September – Friday 8 September	Monday 11 September - Friday 15 September	Monday 18 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, sharp. 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 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 Miss Andrews 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 21 July	From Tuesday 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 information to any other member of staff. • Mrs Soakell will send you information about Schoolcomms which is the online platform where you order meals, book clubs and childcare. • 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. • Miss Andrews, 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. 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. • Spaces are limited and must be pre-booked on Schoolcomms. 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 Schoolcomms. 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 18 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. • Clubs will be finalised and sent to all parents before the end of this term. Reception children may join a club after the October half term. • Club places will be confirmed before the end of term. 										
<p style="text-align: center;">Charges</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">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	<p style="text-align: center;">Charges</p> <p style="text-align: center;">Free of charge</p>
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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
 - Black flat school shoes which can be polished (not canvas or trainers). Ankle boots may be worn in cold weather.
 - 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 will have a selection of this uniform at the information evening meeting.
- 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 for Reception or Year 1 please. PE kit should be brought in on the day it is needed in a small bag.
- No trainers to be worn
- Long hair must be tied back. Long fringes must be clipped away from the face. Extreme hairstyles, accessories or hair dye are not permitted.
- No nail varnish or body art
- Stud earrings and watches may be worn; no other jewellery please. Earrings must be removed or covered for sport and other activity sessions.

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.
- 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 unless a disability badge is displayed.
- 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.	June
Contact the school to book a 'Pop by' session and attend	June
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 @H_E_P_S	As soon as possible
Ensure any change of details are notified to the School Office	As soon as possible
Attend the new intake meeting	03/07/23, 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 03/07/23
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 01/07/23
Bring your child to the move up morning on Wednesday 5 July with a named water filled bottle, sun hat, and sun cream already applied.	05/07/23, 08:40
Look out for the menu sent by email and choose your child's meals for the second week of term onwards	After 03/07/23
We will contact you to confirm the home visit date	After 03/07/23
Look out for the email about after-school clubs	After 03/07/23
Log into ParentPay Schoolcomms and book Early Birds and Busy Bee sessions for childcare if needed	After 03/07/23
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 03/07/23
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

write the first letter

copy my name

write my name



I can...

hold my pencil carefully

draw a face



colour in carefully

name the colours I use

I can...

put on my socks

find my shoes

put on my shoes

fasten my shoes



I can...

count from 1 to 10

recognise some numbers

recognise spot patterns

on a dice

recognise some common

2D shapes



I can...

sing simple rhymes

sing and clap to a song

tap a beat

move to music



I can...

find my coat

put my arms into my coat

zip up my coat

fasten buttons on
my clothes



I can...

eat with a knife and fork

pour myself a drink

taste different foods

wash my hands before
and after meals



I can...

tidy away my toys

clear away things I've used

put my clothes away

help at home



I can...

say please when I ask

say thank you when I get

ask to go to the toilet

take turns talking
in a group



I can...

wash my hands

dry my hands

go to the toilet when I
need to

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



I can...

walk up and down stairs
using the handrail

hold hands on the street

take turns when playing

share toys with a friend



I can...

cut along a line

cut 'snips' into paper

cut out a shape

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: Miss Andrews

Your notes: