



Templemoor Infant and Nursery School



**Reception Parent
Handbook
2020 to 2021**

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Welcome from the Head Teacher

Dear Parents and Carers

A very warm welcome to Templemoor Infant School

We are delighted that you and your child are joining Templemoor Infant School this coming September. On behalf of all the staff, Governors, children and parents, it gives me great pleasure to welcome you and your family to our school.



Ordinarily, I would be writing to invite you to a number of special events, meetings and induction days. Unfortunately, due to the current Covid-19 crisis, this is not possible this year. However, we very much hope that the information in this booklet along with our other planned virtual transition materials and events, will help to make the transition from home to school a relaxed and happy one. You can find out more about our virtual transition programme in this handbook.

At Templemoor we believe that the job of educating is a never-ending one. It begins way before a child comes to school and continues long after they have left. Our aim is to work together in partnership with parents to make the transition to Reception a smooth, pleasant and exciting experience for you and your child.

The early years are so vitally important and we want to share with you in providing experiences and activities that will enrich and stimulate your child's development. At Templemoor we provide a creative and play based curriculum, in a caring, supportive environment in which your child can flourish.

Good communication with parents is one of our major strengths so if you have any questions please do not hesitate to email newreception@templemoor.trafford.sch.uk and we will respond as soon as we can.

We hope that you and your child will have a happy and exciting time with us as they continue their journey through a lifetime of learning. We look forward to getting to know you and sharing your child's learning experiences during their time with us. Together we can achieve the very best for your child.

We look forward to welcoming you and your child into school very shortly.

With my very best wishes,

Mr Hodgson

Headteacher

The Transition Process and Starting School 2020

The Reception Transition Process for 2020

This year we find ourselves in an unprecedented set of circumstances and we fully understand how worried you might be about your child's transition into Reception. However, the most important thing at the moment is that you and your child are well and happy; we will be ready to resume learning quickly and positively when this is all over. Please be assured that we are committed to working through this challenging time together. We would also like to reassure you that a virtual transition process has been carefully planned for, and we are certain that you will feel more at ease as the transition process starts. The transition programme is outlined below:

Week beginning 15th June 2020	Reception Parent handbook and Returnable Forms sent to parents
Week beginning 22nd June 2020	Video Tour of the Classroom and Getting to know the Reception Staff Class allocation sent to parents Reception Story Times - Key staff will read their favourite books over the next few weeks
Week beginning 29th June 2020	Video message from the Headteacher and Early Years Lead Reception Story Times
Week beginning 6th July 2020	Transition Booklets sent to Parents Telephone calls from the Headteacher Reception Story Times
Week beginning 13th July 2020	Telephone calls from the Class Teacher to answer any questions you may have Question and Answer section set up on our school website Reception Story Times
Week beginning 20th July 2020	Telephone calls from the Class Teacher Continued Reception Story Times
Week beginning Wednesday 2nd September 2020	Home Visits (if possible) and phased transition into Reception

Starting School

School returns after the Summer Holidays on Wednesday 2nd September 2020. During the first two weeks of term, we aim to invite the children into school in small groups to meet their teacher, to meet some of the other children in their class and to get used to the classroom

environment. Many children will have been away from Nursery for many months, and so these small group visits will help to build up the children's emotional resilience and provide opportunities for us to:

Provide a small, nurturing environment that has the wellbeing of the children at its heart.

Gradually introduce children to a full school day.

Allow the staff to get to know the children in smaller groups.

Ensure that the children can gradually become familiar with their new school and routines.

During the first two weeks of the Autumn Term, we would also like to be able to complete home visits for children who have **not** attended our school Nursery. The home visit is a chance for you to tell us about your child and to ask any further questions about Reception. The home visit also shows your child the close links which are being made between parents/carers and the Reception staff. Further details about home visits and individual group session times etc. will be sent out at the end of the Summer Term.

Hopefully by 14th September we may be able to open full time. We will be considering the safest way to do this nearer the time and in line with current government advice and will keep you updated accordingly. Schools are working within a constantly changing environment, with different versions of guidance coming from the Department for Education on a daily basis. We therefore ask for your patience whilst we put together plans for September which are practical, flexible and above-all mutually beneficial in supporting the best possible start to your child's school life.

Please remember that every single child in the country, that will start Reception in the Autumn term, will be in the same position as yours.

Our promise to you is that we will continue to work in partnership, to ensure your child's start to school is both as exciting and positive as we can collectively make it.



Our School Aims

The Templemoor Mission

To provide the Highest Quality Teaching and Learning in a Happy Stimulating Environment

Our School Aims

At Templemoor Infant and Nursery School we aim to:-

- promote, encourage and support the highest quality learning as the central purpose of our school and as an enjoyable life-long activity,
- foster a community involving children, teachers, Governors and parents that shares high expectations and care and consideration for others,
- recognise and celebrate all our individual and collective achievements,
- create an environment responsive to the needs and gifts of every child, through the provision of quality education,
- develop in children a sense of personal responsibility which will encourage them to contribute to and benefit from the wider world.

These aims will be supported by:-

- an attractive and well maintained building, improvements designed to encourage a wide variety of learning and creative teaching and the best possible working conditions for all,
- the active involvement of parents and the wider community in children's learning and in the life of the school.

Towards Independence

Helpful Hints for a Successful Start to School

Many parents or carers often worry about how they can prepare their child for starting school. We have put together some helpful hints in order to support your child as they enter this new and exciting phase of their lives.

Becoming Independent Learners

During the year, your child will develop many skills which will form the foundation of all their future learning. Your child needs your help if they are to gain the independence needed to make the best possible use of all the opportunities on offer in school. We encourage all children to be independent learners as soon as they start in school. It is therefore important that children are given the best opportunities from home to support them with this independence.

Clothing

Before your child starts school try to teach them to find, put on and fasten their coat and manage gloves and hats. Teach your child to dress and undress themselves in their uniform. In preparation for regular P.E. lessons your child needs to undress and dress without help (including socks and shoes). Remember to purchase shoes with Velcro on rather than lace up shoes, so that your child can easily remove and replace their own footwear. By teaching your child to do these things independently you will be offering your child (and all the others in the class) the opportunity to make the best use of teacher time. Keep practicing over the holidays!

Toileting

There are toilets inside each classroom area and children are free to use them whenever they need to. To help your child, teach them to use the toilet independently (this is essential). Train your child to flush the toilet then wash their hands with soap for at least 20 seconds after they have been to the toilet (this is essential). Unless your child has a specific medical reason, children need to be able to use the toilet area independently. Please encourage your child to wipe their own bottoms at home as staff will not be able to provide this intimate care for children who do not have specific medical needs.

Recognising their own name

Some parents worry that their child will need to know their alphabet or be able to write their name before they start school. This is not necessarily the case. We will teach the children how to form the letters of their name correctly as part of our learning in school. One thing that would be really useful for your child to do before they start school is to learn how to recognise their name. This will help them when locating their class drawer, finding lost items of clothing, etc.

Eating

Having lunch with friends is one of the things that many children look forward to, but lunchtime can be an anxious time for young children. You can help your child enjoy lunchtime by teaching them to sit at a table to eat their food, demonstrating good manners and correctly using a knife and fork independently. Children will be encouraged to 'try' all foods and to eat a reasonable meal.

All of these things will help your child have a positive first experience of school.

Saying goodbye to you

We aim for each child to enter the classroom independently, hang up their own coat and be ready to enjoy the day.

Nursery Home Learning

If your child has not attended Templemoor Nursery, you may want to complete some of the home learning tasks that the Nursery Class Teacher has set for the Templemoor Nursery children. You can find these home learning tasks on our school website, under the tab 'Home Learning', and 'Home Learning Nursery and Reception'.

Transition Booklets

During the week beginning 6th July 2020, we will send you a transition booklet which has been specifically designed to support parents who have a child due to start Reception in September. It identifies the different aspects of Personal, Social and Emotional development within the Early Years Curriculum. Through planned activities, some incorporated within your daily routine, you can support your child to be ready for school. We really do hope that you find this resource very useful.



Top Tips!

Below you will find some tried and tested top tips to help you prepare for that very special first day at school

1. Be organised

Nothing's going to make that first day at school more fretful than trying to find a change of everything in the morning. Pack your child's bag in advance every night before a school day.

2. Label everything!

One of the banes of school life is losing possessions - something will inevitably go astray. You can minimise losses by encouraging your child to look after their own belongings, putting things away in bags and hanging items on specific pegs. When it comes to labelling clothing, maybe ask your child to choose a special symbol that is their own unique mark - perhaps a smiley face or a star - to help them recognise their own things at a glance in those fraught early weeks when everyone's items may look identical to your child's!



3. See them settle

It's true that the reason most children cry when you drop them off at school is because they are anxious about leaving you, but experience shows us that once you leave, children are normally fine. We want both you and your child to feel comfortable in school and so we will phone you if

your child continues to be distressed and if you're really worried we'll phone to tell you that they are okay too!

4. Plan a distraction

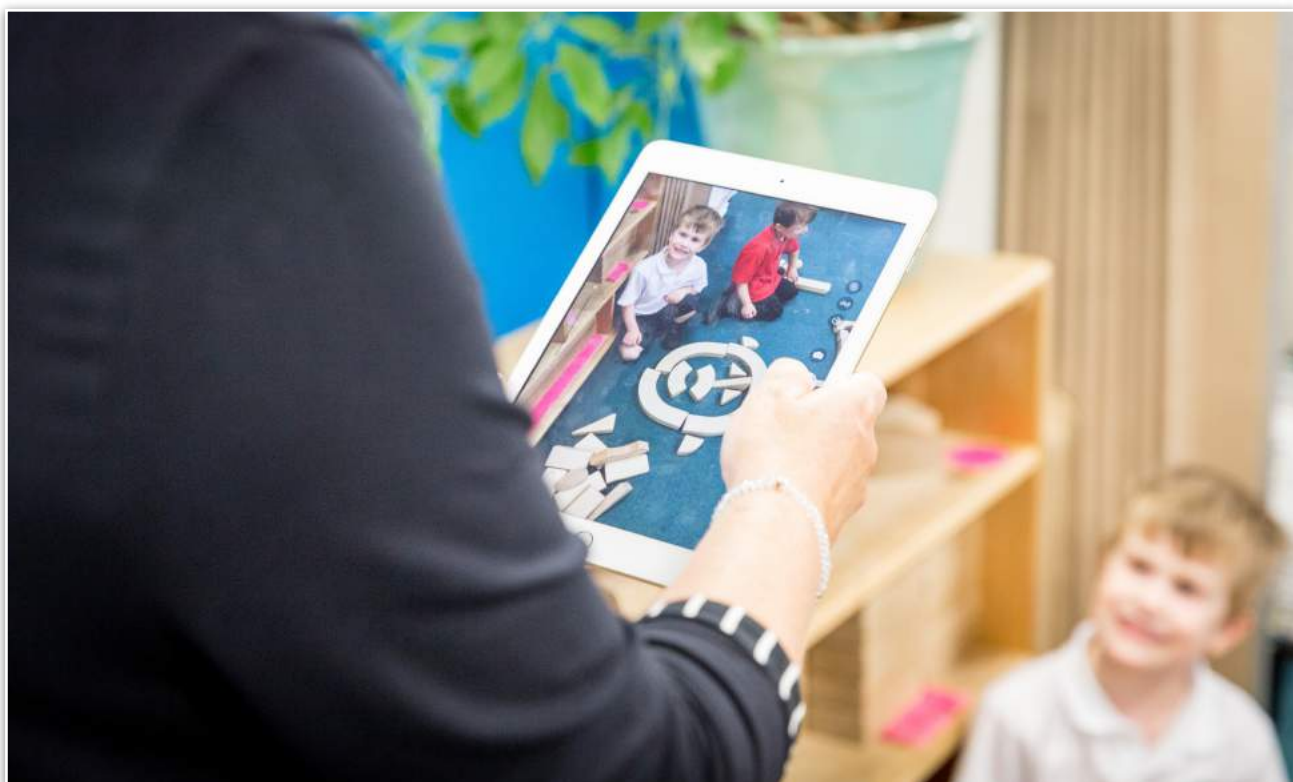
Make sure you have something fun to keep you occupied during those first few days, be it shopping, walks or work. If you can meet up with a parent who's an old hand at this school lark, even better, as they can reassure you if you start to get too anxious.

5. Hide your tears

As a parent, you have to accept that starting school is a stage in your child's development and they are becoming more independent. If you are finding the experience difficult, try and put on a brave face in front of your child and then go around the corner and weep! And when that glorious first day is done, you can start the age-old tradition of asking, "What did you get up to at school today?"

6. Remember, there's so much to look forward to

As you're walking down Nursery Close on that very first day, remind yourself that there's a whole cast of new characters to get to know - teachers, teaching assistants, other parents - and a plot that is yet to be written. You may be the producer of this adventure; the teacher may be a director; but it is your child who is about to join the cast of their very own wonderful infant school community!



Meet the Reception Team

The Reception Team consist of experienced Early Years practitioners. Over the next few weeks the Team will be recording videos of themselves reading their favourite stories. These videos can be found on our school website under 'Transition', 'Reception Transition'. You will also be able to meet the team virtually on a 'Meet the Team' video! This will be available during the week beginning 22nd June 2020.

Bees Class



This is **Mrs Cundick**. She is our Early Years Lead and is also the class teacher in the Bees Class.

Ladybirds Class



This is **Miss MacIntyre**. She is the class teacher in the Ladybirds Class.

Teaching Assistants



This is **Mrs Hardman**



This is **Mrs Phoenix**



This is **Miss Little**

You will find out which class your child will be in during the week beginning 22nd June 2020. Not long to wait!

School Uniform and Equipment

What does my child need to wear?

Our school uniform gives your child a sense of belonging and pride in their school and stops any worrying about what they will need to wear each day. We ask parents to provide the correct uniform for their children. Our school uniform consist of the following items:

Please note that items with a * are available to purchase online through the online uniform shop (please see details below).

Boys	Girls
Long grey trousers or shorts Red sweatshirt (school* or plain) Red Fleece* (optional) White or red polo shirt (school* or plain) Sensible black shoes Grey socks Sensible coat with hood Safari cap* (optional for summer) or sun hat	Royal Stewart tartan pinafore dress, skirt* or trousers* Green and white gingham or striped summer dress (optional for summer) Red sweatshirt (school* or plain) Red Fleece* (optional) Plain green cardigan (optional) White or red polo shirt (school* or plain) Green tights or white socks Sensible black shoes Sensible coat with hood Safari cap* (optional for summer) or sun hat
PE Kit	
White T shirt Black shorts Slip on pumps Named pump bag	White T shirt Black shorts Slip on pumps Named pump bag

How to order

Please visit www.templemoor.uniform4you.co.uk

When asked for the password, this is **Nurseryclose1** (case sensitive)

The school uniform is your child's work and play outfit, so it is important that they are not anxious about getting paint/mud on their clothes. Plastic aprons are provided for painting and messy activities but accidents do happen! School has a small number of spare uniform items which will be lent to your child as and when needed. Please wash and return these items to the class teacher.

In Reception we go outdoors in all weathers, so your child will need a warm outdoor coat with a hood and in winter a hat, scarf and gloves. Children will need a sun hat and sun cream in the summer.

Hair

Long hair should be tied back at all times. Hair accessories should be simple and limited to the school colours.

Jewellery

Children may wear a watch/ fitbit for school but all other items of jewellery are not permitted. Please note that the school will take no responsibility for items that may go missing. Earrings must **not** be worn in school as they are a risk to health and safety.

Book Bag

To encourage children to use the class library and to take good care of books we are pleased to provide a book bag for each child starting at Templemoor. These bags are a gift from our 'Friends of Templemoor'. The bags are for books and papers only (it's a good idea to look in them every evening to check for letters/information etc.).

A Water Bottle

Water bottles can be brought into school and children can refill these over the day should they need to. Juice or squash must **not** be put into these bottles as the sugar and acid content is very detrimental to children's teeth, especially if sipped during the day. It is your child's responsibility to take their water bottles home each day to be refilled.



Settling In

Starting School

When your child starts school you will find that only a few children will start on the same day. This is to ensure that your child can have the close attention of a member of staff to help him/her settle in as happily as possible. As we have already mentioned earlier in this handbook, your child will not start school full time during the first two weeks of term, in order to allow for transition, so please be patient and understand that we have your child's best interests at heart. It does help all children settle readily into the school routine and make transition from home/nursery to school as smooth as possible for everyone. We hope you appreciate why this is necessary, particularly this year in light of the Covid-19 crisis.

Each Reception class is supported by a Teaching Assistant who will help your child to settle. The separation between you and your child can sometimes be difficult but our staff have lots of experience in helping both children and parents, so do try not to worry.

Arrival and Collection

Arrival

Classroom doors open at 8:50a.m. School starts promptly at **8.55a.m.** A member of Reception staff will open the classroom door into the playground and be there to greet children and parents and collect any brief messages you may need to pass on (e.g. my child will be collected by grandparents today). If you need to speak to a member of staff for more than a few moments feel free to make an appointment or to have a chat after school.

Late Arrival

If you anticipate a late arrival please let the school office know in advance. The classroom doors and main gates are closed at 9a.m. and if you arrive after this time please sign in at the main school office.

Collection

School finishes at **3.15p.m.** (gates are opened for parents around 10 minutes before). Please wait by the classroom door and Reception staff will send your child to you. Children will only be released to known adults. If there are any changes to collection arrangements, please let us know in writing, face to face or by contacting the school office.

Obviously you will want to be in good time to collect your child from school. If, for any reason, you are going to be late, please notify us and we can reassure your child that everything is fine.

Lunchtimes, Fruit and Milk

Mellors Catering Services

All children from Reception to Year 2 are provided with a free school meal. The school has appointed Mellors Catering Services to provide lunches for the children. Meals are cooked on site in our kitchen by our catering team, led by Miss Dale. Weekly menus are available to view on our school website. Mellors provide freshly produced hot specials of the day, fresh vegetables and salad, a vegetarian choice, hot and cold desserts, snacks and sandwiches. If your child has a food allergy or specific dietary requirements, please ensure that you complete the 'Special Dietary Needs' form. Further information can also be found in the 'Allergens Parent Pack', that is available to view on the school website under 'Transition', 'Reception Transition 2020'.



National School Fruit Scheme

During the morning, each class enjoys a healthy snack. The Government provides a range of fruit and vegetables free to the school for all of our EYFS and KS1 children. We support the children over a period of weeks to become independent in helping themselves to a piece of fruit or a vegetable each morning. Parents are often amazed at the range of fruit and vegetables

that the children will try, which they wouldn't necessarily try at home. Parents are not permitted to provide any alternatives for snack.

Milk

School milk is free for under-5s, and for over 5's it is available at a subsidised price of 22p per day. Parents and carers must register with Cool Milk in order for their child to receive milk. Details of how to register with Cool Milk are available in the Returnable Forms pack.



Treats

Due to some children having food allergies, children are not allowed to bring into school any sweets or cakes for birthday celebrations.

Learning in the Early Years Foundation Stage (EYFS)



Planning in Reception follows the Early Years Foundation Stage Curriculum. It is also called the EYFS for short. This is the same curriculum followed in the Nursery. It continues the developmental journey of your child.

There are seven areas of learning made up of 3 core areas and 4 prime areas as follows:-

Core:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Prime:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The 'Foundation Stage' is well named as it is the foundation on which future learning is built.

In Reception, children are given the opportunities to investigate, satisfy their curiosity, explore their environment both indoors and outdoors, share the world of books, music, drama and the arts, experience success and develop a positive attitude towards learning.

They are encouraged to make choices and are provided with opportunities through play and other experiences to develop skills and independence.

Our 'EYFS Guide for Parents' gives excellent information about the Reception year for parents. It can be found on our school website, under the tab 'Transition', 'Reception Transition 2020'.

Learning through Play

Young children learn and develop their physical, social, emotional and intellectual skills through playing and talking. They also learn how to socialise as they engage in learning experiences with other children and adults.

Throughout the day, the Reception team will observe your child and assess how they are learning and developing. These assessments are used to gather information about progress which is shared with you through informal discussions when you collect your child, printed reports and parents' evenings.

By the age of five, a child has learnt all the basic skills they need to survive. It's pretty amazing when you think about it and it all takes a lot of practice. Any support you can give your child at home will maximise their opportunities to make good progress throughout their school life.

You can find more information on 'Learning Through Play' on our school website under the tab 'Transition', 'Reception Transition 2020'.

Our Class Library



At the heart of learning to read lies a love of books. Children never tire of hearing stories read to them, discussing the content of the story, gazing at the pictures and repeating their favourite parts back to you.

Reading stories to children forms a crucial part in helping them to learn to read. Therefore, we have put together a wide selection of lovely books, which the children may borrow on a daily basis. The children will be able to change books every day at the end of the session. We would be grateful if you could sign the books in and out on your child's library card.

Sometimes your child may choose a book to read alone. We are asking you to help us, and more importantly, your child, by finding a few quiet moments every day to read or tell a story or stories to your child.

This is probably the single most important way in which you can support your child's education and even children who are fairly independent readers will benefit from being read to.

Books are expensive – please encourage your child to take care of them and carry them to and from school in their book bag. If you have an accident with a book or find a damaged book, please inform a member of staff.

We hope that you and your child enjoy the class library together.

Assessment/ Reporting to Parents

Assessment is an integral part of the daily routine in Reception. It provides information about the children's learning and development that informs future planning procedures. Observations and assessments on individual or groups of children are focussed and selective. This information is shared with parents through informal discussion, parents' meetings and in the end of year report. Children's progress and achievements can also be found in their own learning journey, which is shared with parents. Each child's learning journey provides a record of learning with pupil comments, photos and termly overviews of learning targets. Your child's learning journey will help us to celebrate achievements and record their continued progress. It will also be used to decide the next steps your child needs to take in their learning. Your child will have a termly 1:1 meeting with their teacher to go through their learning journey, to discuss progress and to set new targets.

Reporting to parents

It is our aim to work as a team with you and your child to gain the best from their Reception experiences. There are two sets of parent consultation evenings; one around October time and one in March. At the end of the summer term, you will receive a written report which show the levels your child has achieved. It will also give you details about their learning behaviour and their next targets. Children contribute to this report by including their own statement on their strengths and achievements in and out of school.

We value the informal daily discussions with you and these interactions help everyone to keep up to date and foster a mutual commitment to the development of your child. If you feel the need to contact the staff on any matter, do not hesitate to do so. We are usually available after your child's session or if not an appointment can be made.

Extra Support

Sometimes we find that children's learning progresses at a slower rate than we would expect. To help the children catch up, all Reception staff are involved in small group activities which give extra support when it is needed.

Occasionally children need more support than this. Parents are then invited in to chat to the class teacher about how we can best help. If you ever have any concerns about your child's learning, hearing, speech or mobility please do speak to us and we will do all we can to help.

Parent Partnerships

We are very proud of our strong parental partnerships. We ensure that parents feel secure in the knowledge that their child is well cared for and happy at school. Our parents are welcome to be actively involved in their child's learning in school and are able to share learning experiences through learning journeys, volunteering and parent workshops. We recognise that parents are the first educators in children's lives and value contributions to judgements about children's development. We use this information to support our assessments and share information about what your child needs to do next to develop and thrive. We also stay in touch via:

Monthly Newsletter

The school newsletter is sent to all parents every month by email. It will also be published on the website. It provides parents with reports on events of the previous or forthcoming month and other information that is of interest. Why not look at this month's newsletter on the website?

The School Website

Our school website is updated on a regular basis and is an ideal tool for parents to use to get up to date information about the school, including the Reception curriculum.

Parents Evenings

Over the academic year parents are invited into school for a 10-minute consultation with the class teacher once a term. We hold a formal parent evening in October/November to discuss how your child has settled into school and in March to discuss your child's progress. Towards the end of the year, we hold an optional parent evening in July so that we can discuss your child's achievements and next steps as they enter Year One.

Should you have any worries or concerns about your child's learning or well-being, please let your child's class teacher know as soon as possible. Staff are always happy to meet with you informally in order to discuss your child's needs.

Parent Forums

At Templemoor Infant and Nursery School, we hold Parent Forum meetings where parents are invited to come and express their views on a range of issues within the school. For example, we have recently worked with a parent forum to develop the school's 'Rights Respecting Behaviour Policy'. We welcome as many viewpoints from parents as possible and so hope that you will be able to attend some of these meetings in the future. Please look out for details in our monthly newsletter.

Some Really Useful Things to Do

Make time for your children. Talk to them, play with them and enjoy learning together. Talk to us, as we are interested; we really do want to share your knowledge of your child.

Use the library, every book you enjoy together makes it more likely that your child will want to be a reader.

Make sure your child's book bag is in school every day. Complete home learning tasks that are set.

Find interesting places to visit.

Ask lots of questions, and answer your child's.

Get to know the School Governors, talk to them about the school and your hopes for your children. Governor profiles can be found on our website, templemoorinfants.co.uk.

Attend meetings for parents held at school; we want you to know about us.

If you have time, offer your help in school, we always have jobs to be done and appreciate help in or out of the classroom.

Join the 'Friends of Templemoor', to give your support. You may want to join their Facebook page too, just search on Facebook for 'Friends of Templemoor'.

Follow us on Twitter @TemplemoorINS.

Ensure that your child sees you following and respecting the school rules which are there for the benefit of all.

Research shows that where there is a positive working relationship between parents and teachers, children make best use of all the opportunities offered to them in school and are most likely to succeed.

Read the monthly school newsletter to stay informed of up coming school events.

Safeguarding

Safeguarding Children

Templemoor takes the safety of its children very seriously and adheres to all safeguarding policies and procedures recommended by the Local Authority. We have a regularly reviewed and rigorous Safeguarding Policy. A copy of the Safeguarding Policy is available on request from the office, or from our school website. All staff, including our volunteers and supply staff, must ensure that they are aware of our rigorous safeguarding procedures. All adults who work in the school are subject to Disclosure Barring System (DBS) investigation procedures as well as rigorous employment and interview checking procedures.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that this is not in the child's best interests.

The well-being of each child is the responsibility of the class teacher under the oversight of the Early Years Lead, Deputy Head Teacher and Head Teacher. If you have any concerns about safeguarding, please do not hesitate to contact a member of the safeguarding team.

Our Designated Safeguarding Lead is Mr Hodgson.

Our Deputy Designated Safeguarding Leads are Mrs Brown and Mrs Cundick.

The Governor responsible for safeguarding is Mrs Davenport.

Medication

Any on-going ailments for which medicine may need to be administered e.g. asthma, allergic reactions, must be included on your admission form. Please make sure you regularly check the dates on these medicines and replace them when necessary. Staff cannot give medicines of any kind to the children without a medical prescription requiring medicine during the school day for a long term condition.

On the rare occasions where a first aider is required to administer medicine at school, you will be required to fill in a medical consent form and ensure the medicine is in date, labelled and has dosage instructions.

With the exception of inhalers and epipens, no medicine is kept in the classrooms.

Illness

If your child is ill, please contact the office to let us know. If your child is displaying Coronavirus symptoms, you must keep your child off school and get them tested. Please inform school of

the test results. If your child has suffered from vomiting or diarrhoea they must stay at home for at least 48 hours after the last bout suffered. This is to protect all of the other children and staff. If your child becomes ill at school we will contact you. It is important that we have your up to date contact details. If any of your details change please inform the office immediately.

Punctuality

It is essential that your child arrives on time every day. Lateness affects your child's education. Five minutes late every day adds up to 3 days missed from school over a year. 15 minutes late adds up to missing 2 weeks over a year. So being late can add up to a lot of lost learning time. Please help your child to be punctual.

It is also important that you are punctual in collecting your child at the end of the session. If you are going to be late you must call the school to inform the Office staff who will pass the message to the Reception Team.

Attendance

We give attendance a high priority in our school. Low attendance is always investigated. If your child is ill you **MUST** contact the school office before 9.30a.m. to inform us of the reason for absence.

We **do not** authorise any extended leave or holidays during term time, even if your child is under the age of five. In the interests of children's safety it is our policy to follow up any unexplained absences.

First Aid

Members of the school team have been trained in the delivery of First Aid and First Aid equipment is available in the Reception classrooms. Minor injuries can be treated in school but parents will be informed immediately in the event of a more serious injury. Parents must inform the office of any change to emergency contact telephone numbers.

Behaviour

Our school has high standards and expectations of behaviour for all children. We have a whole school Rights Respecting Behaviour Policy and Class Behaviour Charter that we follow. A copy of this policy and Charter can be found on our school website. If we have any concerns about your child's behaviour, we will contact you in order for us to work together and support your child.

We do not tolerate bullying of any child.

We do not tolerate racist or homophobic comments in our school.

Pupil Premium

What is the Pupil Premium?

Introduced in 2011, the pupil premium is a sum of money given to schools each year by the Government to improve the attainment of children who are currently entitled to free school meals or have been entitled to free school meals at any point within the previous 6 years.

How is it spent?

The Government expects Templemoor Infant and Nursery School to choose how to spend their pupil premium money, as we are best placed to identify what would be of most benefit to the children who are eligible. Please see the Pupil Premium Report on our school website for a detailed breakdown of how we have spent this year's funding and how we intend to spend the Pupil Premium next year.

Often, all of the children in a class will reap some benefit from how the school spends its pupil premium: for example, if the money is used to fund an additional teaching assistant who works across the whole class, rather than providing one-to-one support.

How to claim your child's pupil premium

Your child may be able to get free school meals if you get any of the following:

- Income support
- Income based job seekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension credit
- Child Tax Credit – provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

OR if they have been:

- Looked after by the Local Authority for at least one day
- Have been adopted from care
- Have left care through special guardianship; and
- Subject to a child arrangement order – setting out with whom the child is to live (formerly a 'residence order')

To claim this money for your child, you are asked to complete a Pupil Premium Form which has been sent to you along with this booklet. Since September 2014, all children in Reception and Years 1 and 2 qualify for Universal Free School Meals, regardless of their family income, but only the children who would have qualified for free meals under the above income-based criteria will receive the pupil premium.

Therefore, it is vital that parents still apply to register their free school meal entitlement to ensure that funding is available to provide children with the support they require.



The Friends of Templemoor

A Message from the Friends of Templemoor

Welcome to Templemoor Infant and Nursery School and welcome to the Friends of Templemoor! As a parent, you are automatically a member of the school's Parent-Teacher Association and we hope you will enjoy the events which we organise throughout the year. We are made up of volunteers from all years of the school, including Reception and representatives of the teaching staff. Everyone is welcome at our meetings and input from all year groups is vital to our success so we really do hope that you will be able to get involved.

We aim to raise money for the school but also to have fun in the process. Our committee consists of a Chair, Vice Chair, Secretary and Treasurer. Friends of Templemoor works closely with Friends of Moorlands (our Junior School PTA) and we try to organise events together where possible.

Events

The Friends of Templemoor calendar is quite busy, we organise (to name but a few) monthly cake sales, lolly sales in the summer term, family nights, an Easter egg hunt and our biggest events of the year are our Christmas Fair and Summer Fair. We are always keen to hear ideas for new events so please do let us know if you think of anything.

How can you help?

We always need volunteers! Some examples of ways you can be involved are - help for 30 minutes on a stall at one of the fairs, bake a cake, secure raffle prizes from the local community, organise our uniform sales and/or we'd really be grateful if you'd consider a role on the committee. The possibilities are endless!

Please come along to a meeting, make some new friends and find out more.

Search for Friends of Templemoor on Facebook, or email templemoorfot@gmail.com

In and Around the School Grounds

Parking in and around school

Do not bring cars or taxis into Nursery Close when bringing children to or collecting children from school. Parking is **not permitted** within the school grounds. We do allow parents who are Blue Disability Badge holders for either themselves or their child to park for a short period at the beginning and end of the day to collect their children. Please inform the office if you require this space.

We promote that as many children as possible walk to school as the fresh air and exercise on a daily basis gives huge health benefits, helps reduce carbon footprint and is free!

School Gates and Doors

Please ensure you close doors and bolt gates as you go through them.

Bikes and Scooters

Bike/scooter storage is provided and children are encouraged to ride/scoot to school. Please make sure that on arrival your child dismounts at the school gate, pushes their bike/scooter along the railed footpath, walk through the gate and park their scooter/bike.

Please do not let children scoot or ride in the playground at any time, including younger siblings who do not attend the school.

Dogs

Dogs are **not** permitted in the school grounds at any time. This is not because we assume that your pets are badly behaved: infant children are unpredictable and sometimes approach animals from behind or make sudden movements/noises which could result in a dog biting. Dogs can be tied up outside of the school playground, however they must be able to be left on their own without getting distressed.

Smoking

Smoking is prohibited in all areas of the school premises. This includes the use of Electronic cigarettes, E-cigarettes, Personal Vaporizers (PVs) or any other cigarette substitute which may become available.

The School Office

School office hours are 8.30am until 4pm. Our School Business Manager, Mrs. Beck, and our School Secretary, Mrs. Merryman and Miss McCartney are happy to help. Please help them by:

- sending children to school with everything they need e.g. P.E. kit, book bag etc.
- bringing and collecting your child on time.

Money/Other Slips

Please send money into school in a clearly marked envelope (please send cheques or correct money). You do not need to hand the money and slips in at the school office.

Absences

Please let the school office know of any absences before 9.30am.

Deadlines

Some letters require a reply by a specific deadline. Please make sure that replies are sent before the deadline.

Communication to Parents/Carers

We aim to become a paperless school, so we try to communicate with parents via emails and texts. Please make sure that we have up-to-date mobile phone numbers and email addresses.

We will send text messages, only for high priority messages. If you want dates/times or any other information please check your newsletters, and if you have misplaced them, please check our school website, templemoorinfants.co.uk.



Mrs Beck

School Business Manager



Mrs Merryman

Secretary



Miss McCartney

Secretary

Collecting Pupil Information

Pupil Data

Pupil Data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. We collect pupil information via registration forms at the start of the school year. In addition, when a child joins us from another school, we receive a secure file containing relevant information called a Common Transfer File (CTF). We also ask parents to keep pupil information up to date through SIMS Parent Lite, an online and app service for parents to update information. You will receive invites to register from the school and reminders to update your information regularly throughout the school year. We may also collect information such as consents for trips through online services, such as our school website portal.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule, and how we keep your data safe, please read our Data Protection Policy which is available to view on our school website.

Supply of Emergency Contacts from Parents

In line with 'Keeping Children Safe in Education' parents are required to provide the school with at least 2 emergency contact numbers. These numbers will be confidentially stored as per the GDPR guidelines.



Equality

At Templemoor Infant and Nursery School we welcome the equality duties placed on schools. We believe that all pupils and members of staff should have the opportunity to fulfil their potential whatever their background, identity and circumstance.

We are committed to creating a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality in relation to all protected characteristics (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. Our commitment to equality and diversity is a fundamental part of our drive towards continued excellence.

We recognise that equality will only be achieved by the whole school community working together and expect that you will support this fundamental part of our work.



And Finally...

We hope that you and your child will enjoy your time with us here at Templemoor. We appreciate the trust you are showing by placing your child in our care. Together we will provide the best education we can to unlock your child's full potential.

You may like to become a school volunteer and work with small groups of children on a range of activities such as cooking, reading, IT activities, gardening and sewing. If you have any special skills you would like to share, please let us know. All parent volunteers need to complete a DBS check which can be arranged by appointment through the school office.

If you require any further information, please speak to any member of the Reception Team, or visit the school website at templemoorinfants.co.uk.



Contact Information

Here is some information about our school which may be useful to you.

Contact Details

Templemoor Infant and Nursery School
Nursery Close
Off Temple Road
Sale Moor
M33 2EG

Telephone: 0161 969 1622

Email: admin@templemoor.trafford.sch.uk

Website: templemoorinfants.co.uk

The X Club

Telephone: 07443 468842

Email: xclub@templemoor.trafford.sch.uk

Other people you need to know are



Mr Hodgson
Head Teacher



Mrs Brown
Deputy Head Teacher



Mrs Drinkwater
SENCO



Mrs Davenport - Chair of Governors

School Calendar 2020 to 2021

Autumn Term 2020

Opens	Wednesday 2nd September 2020
Closes	Friday 23rd October 2020
Opens	Tuesday 3rd November 2020
Closes	Friday 18th December 2020

Spring Term 2021

Opens	Monday 4th January 2021
Closes	Friday 12th February 2021
Opens	Monday 22nd February 2021
Closes	Thursday 1st April 2021

Summer Term 2021

Opens	Monday 19th April 2021
Bank Holiday Monday (Club is closed)	Monday 3rd May 2021
Closes	Friday 28th May 2021
Opens	Monday 14th June 2021
Closes	Friday 23rd July 2021

Staff Training Days (School will be closed to children)

Tuesday 1st September 2020
Monday 2nd November 2020
Monday 21st December 2020
Friday 11th June 2021
Monday 26th July 2021