



Useful Reception Information

Accidents	If your child is unwell, falls over or hurts themselves, Reception staff are first aid trained but they may visit Debbie Grant, our Welfare Officer. Debbie will call you if anything serious happens and, for anything minor, you will receive an email from Medical Tracker. One of the Reception team will also be able to give you more information at the end of the session.
Allergies	If your child has medication (e.g. inhalers or epi-pens), please see Debbie Grant (Welfare Officer) to complete a care plan with her. We have emergency inhalers and epi-pens located throughout the school, you will need to give permission for the school to administer the emergency medication.
Appointments	Where possible, please try to arrange appointments outside school hours. However, if you do have one, please go to the office and complete a green form which is then given to your child's teacher.
Assemblies and concerts	Your child will share their learning with you in a class assembly in the Summer term. There are also opportunities to watch shows throughout the school year. Dates will be on the school website and sent home in advance.
Birthdays	We are a nut free school: you can send pre-cut cakes or cup-cakes for your child's birthday, but no nuts or gelatine please.
Clubs	Fit4Sport offer breakfast and afterschool clubs. Please see https://www.fitforsport.co.uk/ for more information. The school also offers activity clubs over the course of the year, activities range from art, gardening and science to Mandarin and variety of sports.
Collection	Please ensure you are on time to collect your child each day – it can be distressing for the children if they are kept waiting. If you are going to be late, please call the office to let us know. If someone else is going to be collecting your child, please let their teacher know in advance. In an emergency, please call the office, who will pass the message on to your child's teacher.
Communication	We communicate with parents via text, email, letter and phone. Please ensure that the school has the correct and up-to-date contact information for you and any contacts. You can also find out information via the school website and Twitter @SalisburySchool
Forest School	All Reception children go to the Green Space each week for Forest School and need a pair of labelled wellies to keep in school.
Home Learning	In Reception, pupils are expected to read daily with an adult and complete any RWI homework. We send home a weekly update of what we have been learning that week for parents to consolidate at home.
Illness	Please only keep your children at home if they are really ill and not for any other reason (If they have a cold they can always sit inside). Please call the school office to let us know.
Punctuality	Please ensure that you are on time dropping your children off and picking them up: children dropped off late often miss out on learning and those left behind can become very upset. Please call the office if you are running late. On the rare occasion that you do arrive late, your child will be waiting with Debbie.
Lost Property	Lost property is kept in Debbie's office. Staff do their best to find missing items if they are labelled with your child's name, but you may look after school for missing items.
Lunch	The canteen provides free school lunches under the universal free school meals initiative for all Reception/Key Stage One children and our school meals provider, Chartwells, provides fresh food cooked on the premises which is vegetarian or halal meat based. Infant school lunches are compulsory and there is no provision for packed lunches. However, you can request a special diet and you may also take your children home for lunch if you wish.
Observations	Using Tapestry, we email observations of your child's learning and development regularly but please do not publish any attached photographs on social media or the internet for safeguarding reasons.

Parent Conferences	You will be invited to meet your child's teacher at least twice a year, once in the Autumn Term and once in the Spring Term to discuss your child's progress. During open mornings and other events, you will have further opportunities to see the Reception, look at examples of your child's work throughout the year.
Parent Forum	The Governors hold an annual Parents' Forum. This is your chance to meet School Governors, the Headteacher, members of the senior leadership team and other parents. The forum allows the school to seek parents' views about aspects of school life. You are all welcome to come or send questions in advance. The date will be sent out in advance. However, if you have any questions or issues, in the first instance speak to the Reception team, school office or any member of staff on the gate during drop off and pick up.
Parent Reps	We invite one or two volunteers from each class to become parent reps. This role is not very time consuming: if you are interested in becoming a parent rep, please speak to your child's teacher.
Parents in School	If you are coming into school, please sign in at the school office and get a visitor's badge.
Pop Up Café	We hold pop up cafés and workshops on Friday mornings for families to meet different people involved with Salusbury. (e.g. the headteacher, school governors, Salusbury Word, school nurse etc)
Reading	Please read with your child every day and sign their reading record. We change reading books weekly and start sending them home within the first half term. Please ensure that your children's reading books and reading records are in their book bags every day so that we can hear them read at least once a week. We visit Kilburn Library on Salusbury Road every term and the children can choose books to share with you at home.
School Day and Soft Start	The school gates open at 8.30am and soft-start begins at 8.45am. Staff will be in the EYFS Playground from 8:45am to welcome the children into school. Registers are taken at 9am and home time is at 3:15 pm.
Snacks and Drinks	We provide fresh fruit or vegetables to eat. Please do not send in any extra snacks.
Spare Clothes	Please provide a labelled spare set of clothes for your child to use in case they have an accident or spill water on themselves.
Sun Cream	On hot, sunny days please put long lasting sun cream on your children as we are not allowed to help them apply it to their skin.
Uniform	Please see the uniform list for more information. Make sure you label all items of clothing (including hats, scarves, etc.). Uniform can be purchased online or from your local high street store. Items with logos can be purchased from http://aceclothing.co.uk/ .
Volunteers	Parent volunteers are an invaluable resource and we love having you come in to help out in class. We will also ask for volunteers to come and help out on school trips – without these volunteers, trips cannot go ahead.
Water Bottles	Please send your child in with a clearly labelled water bottle to keep them hydrated throughout the day. We also have water fountains for the children to drink from. Milk is also provided.
Website	Our school website is http://www.salusbury.brent.sch.uk