



New Parents' Welcome Booklet

Moss Lane School PTA

### **Welcome from the PTA**

When your child starts school it's a little bit like starting school yourself, only slightly less exciting and much more bewildering. For this reason, members of our current parent community have put together this booklet to try to help you along the way.

One of the aims of our PTA is to foster a friendly school community, where everyone is there to help each other. We organise events for children and parents which everybody can get involved in. As well as the fun and social side, we also raise much needed funds for the benefit of all the children at the school, both now and in the future. In recent years we have raised money for the ICT Suite, the school library and the wonderful outdoors equipment on our playground, amongst other things.

### **Some frequently asked questions:**

#### **Will my child need to bring anything to school?**

Each day the children come to school with their red book bag and a plastic named water bottle. Both of these can be purchased from the school office. They do not need to bring a pencil case or any other equipment as this is all provided in school. In the winter they may also bring hats and gloves, and in the summer a sun hat. Do take the time to name all of their belongings as it means that lost items can find their way back to you.

#### **Why is the book bag important?**

Your child should bring their book bag into school each day as this is where you will find any letters that come home from school. The children also keep their reading book and reading diary in their book bag and it is important for this to come into school each day. Please note that the teachers do not check through the book bags, so any letters should be directly handed to staff or to the school office. There is a red post box on the wall opposite the school office, and letters can also be placed in there.

#### **What is the school uniform and when are they supposed to wear it?**

<b>Boys</b>	<b>Girls</b>	<b>PE kit</b>
White shirt or polo shirt	White blouse or polo shirt	Plain red t-shirt or polo shirt Navy or black shorts Navy or black jogging bottoms Plimsolls or trainers This is kept in a named drawstring PE bag on your child's school peg, and will be sent home each half term for washing.
Red school sweatshirt	Red school sweatshirt or cardigan	
Grey trousers or shorts	Grey pinafore dress, skirt or trousers	
Grey socks	Summer - Red small checked gingham dress	
Black shoes	Grey socks or grey, white or red tights	
	Black shoes	
No open toe shoes in the Summer		

The children should wear the uniform every day from the first day at school. Exceptions are MUFTI days (casual clothes) and dressing up days. Girls can wear their summer dresses in the summer term and first half of the autumn term.

#### **Where can we buy school uniform?**

Book bags and water bottles can be bought from the school office. New school uniform is ordered online at <http://www.schooltrendsonline.com/schools/MossLaneInfantSchoolGU71EF/>

Moss Lane polo shirts are available to purchase from the link above, however, plain white polo shirts from M&S or Sainsburys are absolutely fine too.

The school PTA also has excellent second hand uniform sale rails, which will be available at different points throughout each term. It will also be available at the Reception induction days and the New Reception Parents' Evening.

#### **What about coats and hats? Do they need to match the uniform?**

The children can wear any colour coat, hat and gloves, and are free to choose any design of water bottle and drawstring PE bag. Please ensure they are clearly named and your child is able to manage doing their coat up. Coats with a separate fleece lining are particularly tricky for the children to manage themselves, so are best avoided where possible.

### **How much do I need to get?**

Three of everything is usually sufficient, (or one pinafore and two grey skirts or trousers for girls). Bear in mind that due to the nature of Early Years learning, children do get messy. Despite teachers' best efforts to ensure aprons are donned, sometimes the lure of paint can be too much, but never fear it should all wash out!

### **How do I make sure my child doesn't lose his/her clothes?**

The children do tend to lose their belongings, therefore everything, including shoes, must be named. If items are named, they can find their way back to you. If items do go missing, we have a lost property bin outside the library (in the main school building). Reception classes also have little baskets for hats and gloves.

## **School dinners**

### **What are the school dinners like and are they cooked on site?**

School dinners consist of healthy varied meals, and each day the menu has a main, vegetarian or jacket potato option. Every child in an infant school is currently entitled to free school meals. We recommend that all reception children try school lunches to begin with. If there is a problem regarding this please speak to your child's class teacher. We have recently changed to a new lunch provider, which allows the children a choice of three main meals each day. Further information will follow about how to sign up to this, and how to view the menus and choose what your child would like to eat each day. The children are not required to remember the lunch you have ordered for them, and will be given a colour coded band by their teacher each day, to let lunch staff know which meal has been ordered.

### **What if my child doesn't want to have school dinners?**

We encourage all children to start on school dinners along with their friends. If they are struggling then you can choose to give your child a packed lunch instead, and not order their meals online. The majority of children at Moss Lane have a school dinner.

### **What can I include in a packed lunch?**

Anything healthy and nutritious that will keep them going all day, but please no nuts, sweets or chocolate bars. Packed lunches should also contain a drink of water. Packed lunch children bring all of their rubbish home with them, to help you to see what they have eaten.

### **My child has a food allergy or intolerance, what do I do?**

It is important that you let the school office know and write it on your child's admission form. There is also a special diet request form that is available on the school website or from the school office. This will need to be completed before any special dietary arrangements can be made for your child.

### **Do the children who have school dinner or a packed lunch sit together?**

Reception children all eat their lunch at the same time and sit together on tables in the hall.

## **Snacks**

Children enjoy a fruit or vegetable snack provided by school during the morning. They can drink from their water bottles throughout the school day. You do not need to send a snack for them. If you wish your child to have a drink of milk at school, please sign up to Coolmilk. Milk is free for children up to the age of 5, but you are still required to sign up in order to take advantage of this. <http://www.coolmilk.com>

### **Where do I drop my child off in the morning?**

#### **Reception**

The Bears classroom doors open at 8.45am for parents to bring their child into class. Parents are asked to stay until a bell is rung at 8.57am, when the school day begins. During this time, the children will self register by writing their names, and parents have an opportunity to spend time in the classroom with their child and talk about their learning. Teachers will often put messages and activities on the class whiteboard, so it's a good idea to check this as you enter the classroom in the morning. You can choose to go into Bears at 8.45am or wait in the playground until the class bell is rung at 8.57am. Your child should place their book bag in the box and their coat on their peg, and then find their name card to put up. Most of us parents have found that when the bell

rings, a quick kiss and a swift goodbye is usually best. If your child does become upset, Early Years staff will be ready with a cuddle and to help them to settle in to class. If you are worried after a tearful goodbye, you are very welcome to call the school office a little later to check that they have settled. Usually no news is good news and as soon as the parents are gone, the children all settle and are excited to get on with their day.

### **Year 1 and 2**

Children in Years One and Two can be dropped in their classroom any time after 8:50am. If you have a child in more than one class, we suggest you drop the older one off first, and then head over to Bears.

### **When and where do I pick up?**

In Reception, you will pick up from outside the classroom; the teachers and Learning Support Assistants will let the children go once they see you. If your child is doing a half day, use the main entrance to the school as the back door will be closed.

### **My child has been invited back for tea by a friend. How do I tell the school?**

Write it in the 'Going Home Book' just inside the entrance to the Reception class rooms (and in the main foyer for Years 1 and 2). If something has come up during the day which means someone else will have to pick up your child, please call the school office who will pass a message to the class teacher. Staff will not allow your child to go even with a friend without your permission.

### **Where can I park for pick up and drop off?**

All families are provided with a parking permit for the Crown Court car park that provides free parking for two short periods at the beginning and end of the school day. Waverley Council only issue the exact number of passes for the number of families in the school. We do not have enough passes to give one to after school care providers or child minders. **Do not** park right outside the school front / back gates and please note that the school car park is strictly for staff use only. It is also worth remembering that this pass does not cover other times of the day, even during the part time induction phase – remember to buy a ticket on these days as the traffic wardens are often around!

### **My child is unwell, what do I do?**

If your child is unwell and can't attend school you will need to call the school office (01483 417214). You can leave a message before 8.50am and after 3.15pm.

### **We want to cycle/scoot to school, where can I leave my child's bike/scooter?**

In the bike and scooter shed. Please remember to take it home at the end of the day. For safety reasons children are not allowed to ride their bikes or scooters in the playground. This also includes younger siblings.

### **It is snowing, how do I find out if school is closed?**

A notice will be placed on the school's website, and you will be notified via the school's text messaging system. You can also check with the local radio station 96.4 Eagle, or on the Surrey County Council Website. As long as you have registered with the school office to receive text message alerts, this or the school website will be your most reliable sources.

### **What after school clubs are there?**

Moss Lane runs a range of after school clubs, from Lego club to football. We have teacher run clubs usually for Year 2 children. We do not recommend that Reception children attend an after school club for the Autumn Term, this is simply because a full day is already a long day for Reception children, even if they are used to being at a nursery. We also have a variety of paid clubs that are open to other year groups.

### **Learning and Progress (just a few things)**

A lot of information about the school and its curriculum can be found on [www.moss-lane.surrey.sch.uk](http://www.moss-lane.surrey.sch.uk). For more information about learning and progress, do contact your child's teacher.

### **How will I find out about my child's progress at school?**

Your child's progress will be fed back to you primarily through Parents' Evenings which are held each term. You will be invited to make a short appointment with your child's class teacher to discuss their progress by logging into the parent portal on the school website. You will be sent a password for the school website – do keep this

(take a photo of it!) as you need it to book your appointments throughout the school year. The dates and times of Parents' Evenings are published well ahead – keep an eye on the newsletter and school website. At the end of the school year you will get a written report on how your child is progressing. There is an optional Parents' Evening about reports if you wish to discuss them further.

**My child doesn't want to read at home, what do I do?**

Speak to your child's teacher for guidance, or Miss Betterton who is the Early Years Leader and Senior Teacher. Parent Clinics are held once a half term with Mrs Abbott to discuss any concerns, you will receive information about these dates on the newsletter. To sign up for a clinic please fill in a form from outside the school office. Mrs Abbott always recommends that you have spoken to your child's class teacher first to see if they can help.

**What home learning will my child get?**

The children will get a book to read at home with a reading diary for you to make comments in. You will also get sounds cards as your children begin to work on phonics. Later in the school year, Reception begin bringing home their home learning books – this is called the 'Wonder Book.'

**I need to speak to the teacher - when is the best time for this?**

The best time to speak to your teacher for a brief chat is 8.45am – 9.00am or after school for a longer discussion. Alternatively call the office to make an appointment.

**How will the school keep me updated about what is going on at school?**

A fortnightly newsletter is sent out by email. If you don't have access to a computer, tell the school office and they will send a printed copy home in your child's book bag. The office also send out alerts by text message – if you don't seem to be getting any texts from the school in the first few weeks, check with the office that you are registered. Other information about learning, school outings, PTA events etc. will also be sent out by either e-mail or book bag.

**I've been asked to bake a cake, and I can't stand baking, what do I do?**

The PTA will ask parents to bring in cakes for sale for various events. If you do want to contribute please don't feel forced to bake if you don't want to. Although the PTA relies on voluntary help, not everyone can contribute all of the time. If you would like to contribute but can't cook, bought cakes are fine!

**Help! My child is supposed to come into school dressed as a fruit/book character/pirate?!**

Don't panic, you can get crepe paper or cut something out of an old sheet, draw on a T-shirt, look on the internet for ideas. Don't go overboard, there is definitely no need to make or buy elaborate costumes. Some children don't like dressing up at all and if this is the case, they can usually come in their casual clothes.

**What is Woodland School and what do the children need?**

At Moss Lane every class goes to Witley Woods for outdoors learning twice a term. Keep an eye on the dates which are published at the start of the year. It's a bit of a juggling act for us parents as we have to deliver the children to Witley Woods ourselves, but it is all worth it as the children absolutely love it and have a great time. They will need wellies and warm waterproof clothes – a cosy pair of waterproof trousers or a snowsuit are perfect for these days – Decathlon in Guildford is a great place to get stocked up.

That's all we can think of, but if you have any other questions, or even better want to join the PTA, just email us.

We hope you and your child enjoy your time at Moss Lane. It is a lovely school and everybody is very helpful and friendly. If you aren't sure about something do just ask – if we don't know the answer the chances are we can direct you to someone who does.