

# OLIVER GOLDSMITH PRIMARY SCHOOL

*“Inspiring a love of learning”*



## STARTING SCHOOL

Coniston Gardens, Kingsbury, London NW9 0BD  
020 8205 6038

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**Coniston Gardens**  
**Kingsbury**  
**London**  
**NW9 0BD**

Friday 3<sup>rd</sup> July 2020

Dear Parents & Carers,

Your child is about to join us at Oliver Goldsmith Primary School and we would like to welcome you. In this booklet, we hope to answer some of the questions you may have before your child starts school with us in September and give you a chance to prepare them for the new situations they will meet.

**September 2020 will be the start of another challenging year as we begin to reopen the school to all pupils following the Covid 19 pandemic. As we are still in the process of planning for September having just received government guidance yesterday, some of the plans and the details in this document might need to change. We will stay in contact with families to update you as we know more.**

Many of you with older children already in the school may be familiar with much of this information but please do read it carefully as there may be things in it which might have changed, that you had forgotten, or indeed never knew. You may also find it useful to keep this booklet as a reference for the future.

Starting school is an exciting time for children but it can also be worrying for them. We need to work together to help your child make a happy start at school. The class teacher will be the most important person at the school for your child. It is important that you keep the teacher informed of any problems that your child is experiencing, whether or not they are connected with school. Upsets that a child has out of school can affect him/her within school. Your first point of contact will be the class teacher or learning support assistant but for other or more serious problems, you may also wish to talk to the welfare assistant, early year's leader, deputy headteacher or headteacher.

There are also times when we may need to contact you in an emergency. It is essential that the school office has a telephone number (preferably a mobile number) where you can be contacted during the day and that this is updated as changes occur. The school telephone line which you can use to contact us is 020 8205 6038. When telephoning the school, please give us your child's name and class.

We hope your child's time at this school will be both enjoyable and rewarding and look forward to your future involvement.

Yours sincerely  
 Mr James Simmons  
 Headteacher





## **PREPARING YOUR CHILD FOR SCHOOL**

There are many things which you can do now to prepare your child for school and the new community they are joining. Your child may only have been used to mixing with a few other children at home, so try to give them opportunities to mix with lots of other children in less familiar situations.

Encourage your child to become more independent where ever possible, e.g.

1. Managing the toilet themselves. There are individual urinals in the infant's boys' toilet so it would help if they had at least experienced using one of these before. There are also toilet cubicles for the children to use if they prefer.
2. Doing up their own zips, buttons, belts, buckles, laces and fasteners on shoes etc.
3. Able to put on and take off their own coats and hang them up.
4. Able to tidy up toys and equipment including putting lids on boxes.
5. Able to handle cutlery at lunchtimes.
6. Able to recognise their own name.
7. If they are beginning to write their name, please make sure that only the first letter is a capital, e.g.

**D i l l a n**



## **STAFFING**

Each Reception class has a full time class teacher. We also have learning support assistants who work with the reception teachers. Each class has their own dedicated lunchtime supervisor to help them with the lunchtime routine.

Our top priority at the beginning of the year is that your child settles happily into their reception class and is positive about attending school each day. Please do not be put off by the list above. Anything you can do to encourage independence will make your child more confident at a time of great change.

We appreciate that you too may be feeling anxious and concerned about your child's first days at school, especially with the events of the last months. Please try not to transfer any worries to children as they are very quick to know when you are upset or concerned.

If you do have any worries or concerns, please speak to us so we can help. We will support you through this period of transition.



## FIRST VISITS

Usually, parents will have come to the school for a meeting and children will have had a chance to visit the school in June/July for a stay and play session. Due to current events, these have not been possible to hold in the summer term but I hope that your online information has helped to answer some of your questions. You can always call us with further queries.

We are planning for transition to take place in September and will contact parents as soon as we can with these details.

In September we will arrange a stay and play session so that parents and children can meet their teacher and be shown their classroom, cloakroom, toilets as well as their outdoor learning zone in smaller groups of children. This is an ideal time to see the EYFS provision so that you and your child can become familiar with it. After this has taken place we will provide all children with a starting date which will be on a phased return so that children are not overwhelmed with starting at the same time.

Once your child has started, you will be able to meet with class teachers to talk about any concerns you might have as well as giving you the opportunity to tell the teacher more about your child and to ask questions.

We regularly invite parents to come into school to look at children's work and their learning journeys. Parents are encouraged to comment and add to the learning journey over the year so it provides a comprehensive view of your child's development over time.

Later on in the year, you will be invited to attend individual meetings to discuss the progress your child is making in Reception. Towards the end of the school year, there will be a parents' evening when you can come in to see your child's work and have a final discussion about how your child has progressed in Reception. If you need to see the class teacher at any other time, please make an appointment by contacting the school office.

The class teacher's first concern is your child's safety and happiness, so please do not hesitate to make contact if there is a problem.



## STARTING SCHOOL

When children start in reception their day will be initially shorter than the rest of the school. Children will stay for the morning, eat their lunch and then be collected at 1.30pm. This will give the children a little extra time to settle into the new routine and support a more gradual transition to a full day.

We will let you know start dates as soon as we are able and also let you know the date all children will go full time as soon as we are able.





## THE SCHOOL DAY

### WRAP AROUND CARE PROVISION: BREAKFAST & AFTER SCHOOL CLUB

There is a breakfast club which is run by the school and after school club which is held in the school dining room. The after school club is provided by an external company called "School Friends Club". Children can be looked after from 7.45am – 8.40am and from 3.30pm – 5.45pm. If you are interested in the breakfast club, please speak to our school administrator. Details of charges for the after-school club are available by contacting the club supervisor or you can visit their website [www.schoolfriendsclub.com](http://www.schoolfriendsclub.com) for further information.

Please be aware that this provision might now be in place for September as will depend on the school board of governors' risk assessment as to what provision we have at OGPS. We will update parents as soon as we are able.

### START OF THE DAY ORGANISATION – What Happens Normally!

The children's day starts at 8.40am and ends at 3.30pm. Lunchtime starts at 11.45am and ends at 12.55pm. We operate a soft start to the school day for all year groups. This means that children enter the building and make their way to their classroom as soon as the school doors are opened at 8.40am. **We expect all children to be in their classroom and ready for the register at 8.50am.** The register closes at 8.55am and learning time begins! From 8.40am, a member of the reception team will be at the reception gate to welcome children and help them to move inside safely. The rest of the staff team will be in the cloakroom area and classrooms helping to settle the children.

Please be aware that these details might change as they depend on the school board of governors' risk assessment as to what arrangements we have at OGPS. We will update parents as soon as we are able.

### MID MORNING FRUIT & DRINKS

Children are given a piece of fruit which they eat during the morning session. Different fruit is provided each day. Children must bring in a water bottle each day clearly marked with their name. Children should not bring in any other drinks. Drinking water is available from drinking fountains in the playgrounds and toilet blocks. All taps in the school are supplied by mains water.

### LUNCHES

At 11.45 am, the children break for lunch. Each class has their own lunchtime supervisor who looks after the children over the lunch period. As we are having a new dining hall built, children will need to eat packed lunch in their classrooms until the building is finished. This will take time but will be a lovely new addition to our school environment.

***In the initial few weeks, after a short playtime and story, the children will be ready to go home at 1.30 pm. Please arrive on time as children can become distressed if they are the very last to be collected.***



**ALL** children in Reception and KS1 (Year 1 & 2) currently receive a **FREE** school meal every day. The school receives money from the Government to fund the meals. From September 2020, parents will be able to order a cold packed lunch from our menu.

The menu works on a three week cycle and is changed regularly throughout the year. Meal choices include a vegetarian menu and all the meat used is halal. The school is also able to cater for the Swaminarayan faith.

If you prefer, you may give your child a packed lunch to bring to school. Packed lunch boxes should be clearly labelled. **Please do not send in crisps, sweets, chocolates, fizzy drinks or drinks in glass bottles.**

If your child had a food allergy, please let the office know immediately and we will ask you to complete a form that we pass to our catering team so they can ensure food is suitable for all children. All meat is halal; any parents who wish to see the certificate should contact the school office. If your child has any other dietary requirements, please speak to us. Our catering suppliers avoid the use of nuts in meals **and we ask that parents avoid sending in nuts as part of packed lunches; we do have children with severe nut allergies.** Thank you for your understanding and support in keeping all our children safe and well. School meals are charged from Year 3 upwards. Dinner money must be paid in advance with payment made through our online system **SchoolMoney**.

### END OF THE SCHOOL DAY

The school day ends at 3.30pm and children in reception classes are dismissed from the same location they are dropped off in the morning which is by the blue and yellow gate by the reception entrance door. Parents are requested to wait in the area next to the blue and yellow fencing. Parents must make the school aware of which adults you give permission to collect your child at the start of the year. For safeguarding reasons, we will not release children to adults for whom we do not have permission to collect them. If family situations change over the year, please update us by contacting the school office.

Please be aware that these details might change as they depend on the school board of governors' risk assessment as to what arrangements we have at OGPS. We will update parents as soon as we are able.

**NEVER TAKE YOUR CHILD WITHOUT TELLING THE CLASS TEACHER. PLEASE TELL US WHO YOU GIVE PERMISSION TO COLLECT YOUR CHILD.**





## "INSPIRING A LOVE OF LEARNING"

Our children in reception learn through a balance of child initiated and adult initiated activities. Children start and end the day in their own classroom but throughout the day they have free-flow access to a range of learning activities across two classrooms as well our outdoor learning zone.



We follow the Early Years Foundation Stage Curriculum which is made up on the following areas;

- Communication & Language
- Physical Development
- Personal, Social & Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

Each term, parents receive a "*Learning Journey Bulletin*" which gives information about the themes or topics that children will focus on for that particular term. These can also be viewed and downloaded from our school website. If you have any questions regarding the curriculum, please speak to class teachers.

## GENERAL INFORMATION

### SICKNESS/ABSENCE

The school must be notified by telephone call (020 8205 6038 – option 1) or in person of all children's absences from school for whatever reason on the first day of absence. This should come from an adult and not via another child. It is important that your child comes to school every day unless he/she is ill or there are other exceptional circumstances.

Requests for leave of absence will only be granted in exceptional circumstances. It is important to notify the school of any infectious disease such as chicken pox or measles. If your child has been ill, please make sure they are well enough to cope with a full school day before they return.

### MEDICINES

Staff at the school cannot take responsibility for administering non-prescribed medicines to children. Young children taking a course of antibiotics will usually need to be kept at home until the course ends. If you feel that your child is well enough to come to school, it is best to organise medicine to be given before or after the school day. If it is necessary for a prescribed medicine to be given during the day, e.g. regular medication for asthma, this will



be administered by our Welfare Assistant. We will not give children medicines unless they are prescribed by a Doctor, that medicines are provided in the original packaging showing the prescribed label with the child's name and we have parents' permission to administer the medication.

## TOYS

We do not allow children to bring toys into school as they can become easily lost or broken causing great distress. However, if a child has something special to show or a 'cuddly toy' they cannot bear to part from, these may be brought into school and left with the class teacher for safe keeping in their initial days with us.

## UNIFORM MAY CHANGE

It is important for children to be able to manage their own clothes. Children can become anxious if they experience difficulties going to the toilet, changing for PE or putting on their coats. We want to remove this worry as far as possible.

The school has a uniform and its colours are royal blue, grey and white.

All pupils are expected to wear the **full school uniform** and **black footwear** at all times.

### **The uniform consists of the following:**

- Royal Blue Sweatshirts with the school crest
- Blue or White Polo Shirts with the school crest.
- Grey trousers in the winter or grey shorts in the summer term.
- Grey skirt with the polo shirt or the grey pinafore with the polo shirt if preferred.
- Summer dresses in gingham blue check may be worn for the summer term.
- Leggings may be worn under dresses but must be in school colours i.e. grey, white or black.
- Nursery children may wear the school blue jogging bottoms.
- Footwear must be **ALL BLACK**, without "flashes", coloured trims or laces.
  - Black trainers may be worn but they must be **ALL BLACK**
  - Girls should not wear ballet style pumps; shoes must have straps to hold the shoe in place for reasons of safety.
  - Boots (shoes that go over the ankle) may be worn in the second half of the autumn term and in the spring term. Children must be able to walk and play safely in boots. Children should not wear boots in the summer term.
- Hijabs or hair bands etc. must be in **SCHOOL COLOURS**, i.e. blue, grey, or white, black may also be worn.

### **For PE & Sports**

- Royal Blue Shorts
- PE t-shirt (red, blue, yellow or green) house colours are used and you will be notified of the colour house your child is in so that you may purchase the correct colour which also available from our suppliers.
- Royal blue jogging bottoms may be worn in the winter months.
- ***Black plimsoles*** for EYFS and KS1 children for outdoor sessions.
- ***Trainers*** for KS2 children will be needed for outside sessions - these do not need to be black but must to be suitable for playing outdoor games.





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- Children go swimming in Y4, further guidance is issued to children at the start of year four regarding what they need to wear and take with them.

### **Uniform Suppliers**

To support an affordable uniform and provide parents with as much choice as possible, only items with the school logo need to be purchased from our supplier. Our uniform supplier is **Mayfair** which is located on **Kingsbury Road.**

### **Jewellery**

- We do not allow jewellery unless it needs to be worn for reasons of faith.
- Earrings must be **small plain stud earrings.**
- Any jewellery or adornments linked to religious custom and practice must be removed at the owners own risk during PE or physical activity.
- If children choose to wear a watch they should only do so when they can take full responsibility for it. **Smart watches with cameras are unsuitable to wear to school.**

***All items of school uniform should be clearly labelled with your child's name.***



**Items of School Uniform**



**Kit for PE & Sports**





## COMMUNICATION WITH PARENTS

### AT DROP OFF AND PICK UP

The best time to speak to a member of staff is when you collect your child **at the end of the day**. Please be aware that our key concern first thing in the morning is settling the children into the daily routine as quickly as possible. If you need to speak to a member of staff urgently in the morning, please leave a message with the school office.

### LETTERS

Children are often given letters to bring home from school. If you do not collect your child from school yourself, please remember to check your child's book bag every day. Newsletter and letters are also emailed out to parents, please make sure we have an up to date email address that you check regularly.

### OTHER CORRESPONDENCE VIA TEACHERS 2 PARENTS

We send text messages and emails via Teachers2Parents. It is vital that we have up to date contact information for you; mobile number and email address.

### TWITTER & FACEBOOK

We have a Twitter account which is linked to our school Facebook page. This is updated regularly with information about school events and is a great way of keep up with what is going on in school. You can follow us on Twitter **@OGPSinspired** or find us on Facebook by searching for **Oliver Goldsmith Primary**.



### SCHOOL WEBSITE

Our school website has a wealth of information about the school. Newsletters, letters and other documents can be downloaded from the site including homework. The website has a search tool which can help you to find what you are looking for. You can visit the site at [www.olivergoldsmith.brent.sch.uk](http://www.olivergoldsmith.brent.sch.uk)



### CAR PARKING

For the safety of the children on the premises, parents are not allowed to drive into the school grounds. If you need to park in Coniston Gardens, please be considerate and **do not park across the driveways of residents and do not park on the yellow lines as this endangers the children.** If you use the entrance on the Kingsbury Road, please make sure that you only use the parking bays provided. Do not park on the school entrance markings or in the church car park. It is better to walk to school or to park further away.



***Thank you for taking the time to read this booklet.  
 We look forward to getting to know you and your child.***

