



Roots to grow, wings to fly...

Shere C of E Infant School and Nursery New Parent Information Pack

This booklet is a guide to provide you with essential information and key aspects of school life prior to starting Shere C of E Infant and Nursery School.

Our Vision

- At Shere CE Infant School, children will experience learning that is meaningful and memorable, playful, collaborative and lively.*
- Our children are happy, motivated and excited in their learning*
- They thrive through a cutting-edge curriculum that offers both challenge and choice.*
- This is a family school at the heart of a nurturing community where school and home work together in a caring Christian partnership.*
- There is a special place to grow into the person you are destined to be whilst learning about others along the way.*

*Headteacher: Mrs Victoria Voller,
Gomshall Lane,
Shere,
Guildford,
Surrey,
GU5 9HB
www.shere.surrey.sch.uk
info@shere.surrey.sch.uk
01483 202198*



Roots to grow, wings to fly...

The Early Years curriculum

At Shere Infant School and Nursery, we deliver a curriculum based on the framework for the Early Years Foundation Stage. This describes the seven areas of learning and development which "must be implemented through planned, purposeful play". The framework also states that "Practitioners must respond to each child's emerging needs and interests, guiding their development through warm, positive interaction." We have a fantastic team of adults who put this into practice every day.

There are 3 Prime Areas

Personal, social and emotional development:

Children develop self-confidence and manage their feelings and behaviour. Making positive relationships with other children and adults.

Communication and language-

listening, attention, understanding and speaking. Children need to follow instructions, understand stories, listen and do at the same time and express themselves effectively.

Physical development-

The children learn about ways to keep healthy and look after their bodies by exercising, making healthy choices and hygiene. The children are very active during the day having open access to outdoor play. They also develop their hand control with tools such as scissors, brushes, threading, sewing, building etc.

There are 4 Specific Areas

Literacy

This area involves reading and writing. We teach phonics in short daily sessions- learning sounds, blending them to read words and using sounds to write words. There are lots of opportunities for independent writing both inside and outside- making notes, signs, labels, chalking, list writing.

Mathematics

Children will learn to count and order numbers to 20 and beyond. They experience real maths learning with objects. Counting and calculating, measuring, exploring shapes and patterns. Children have opportunities to play number games and see maths in all aspects through play. They make marks to record their learning and they draw and recognise numbers. They can make a tally to record and keep score.

Understanding of the world

Children explore and investigate the natural world they consider other people's culture and beliefs. They will learn about people in our community and use technology such as ipads and the interactive whiteboard.

Expressive Arts and Design

Children will paint draw and make collage and models. They take part in imaginative play acting out roles and stories. The children play instruments, sing songs and listen to music.



Roots to grow, wings to fly...

Teaching Philosophy

In addition, the framework describes "Three characteristics of effective teaching and learning ...playing and exploring...active learning.... and creating and thinking critically." These describe exactly the approach we take to learning in Reception at Shere Infant School and Nursery. Throughout the year, the children play, make friends, develop and learn. They have great fun, exploring and creating, indoors and outdoors. They gain independence and confidence and their natural curiosity is encouraged at all times. We support a language rich environment which supports the children to explain, question, wonder and negotiate.

Teaching and Learning

At Shere Infant School and Nursery, we value the importance of child led learning. Planning 'in the moment' is all about seizing the moment for children to progress in their learning, whilst following their own interests- based on what the children are already deeply involved in. This way of planning relies on our skilled practitioners, to use quality interactions to draw out the children's knowledge and build on it there and then (in the moment). We observe the children in their play and look out for 'teachable moments' - moments during play which provide an opportunity for a practitioner to teach the child.

This way of working means that there is no forward planning we follow the children's play and interests.

Each member of the Early Years team records what they have done each day to help the children with their learning. We then look at this at the end of the day to consider how we can further develop and extend this learning. We follow the flow of the year in that we respond to the seasons and the weather and we celebrate festivals.

Learning in Fox Class takes place in both the indoor and outdoor classroom space and we work closely alongside Fox Cubs Nursery.

This creates a seamless, playful and a relaxed transition for all the children- offering both a natural progression for our Fox Cubs and ensures there is a settled and confident group of established children for our new children to join easily.

Our special, caring, natural, learning environment gives the children freedom of choice and fosters their independence. The children are able to explore their learning by following their own interests and we allow them to develop at their own pace.

We celebrate and support each individual child and guide them through the next steps on their unique journey.

We aim to make your Reception Year and starting school a fun and supported step along the way for you and your child.



Roots to grow, wings to fly...

We do get messy at school- uniform does not stay pristine! Our uniform is chosen so that your child's clothing is appropriate and comfortable for everything they do at school which can mean they sometimes get wet and messy. We recommend having more than one set of uniform so it's possible to have one to wash and one to wear.

Uniform with the school logo can be ordered via Marks and Spencer –follow the link to MANDSYOURSCHOOLUNIFORM.COM and select Shere School.

You can also place your order by phone on 0333 014 8418 (9am-8pm Monday to Friday; 9am-4pm Saturday)

These items of uniform are available to buy from Marks and Spencer

Red Shere School polo shirt with logo

Red Shere School sweatshirt with logo

Red Shere School Back packs- with one key ring which your child will recognise. Please put your child's name on the bag clearly.

Red Shere School PE bag – clearly named and with a key ring which your child recognises. This bag will stay at school on your child's peg during term time containing a set spare clothes including socks and pants just in case your child might need to get changed for any reason. This spare set doesn't need to be school uniform but preferably something they can manage themselves.

The following do not need to be from Marks and Spencer but we do ask you to follow the colour and style.

Black tracksuit bottoms, leggings or shorts which your child can manage themselves.

Black or dark trainers-preferably Velcro not shoe laces -your child will need to manage putting their own shoes on and off.

Black or dark socks

Wellies to leave in school

Waterproof trousers- to leave in school. Preferably ones that your child can manage themselves.

A waterproof coat

You will also need and a water bottle which a child can manage and identify. We politely ask you to only provide water and not squash or juice.

*Only school coloured accessories please.
Please, please, please – name and label EVERYTHING!!*



Roots to grow, wings to fly...

Morning routine

A lot of our learning is set around having a clear and predictable routine. This creates a safe and secure environment which teaches the children about independence and responsibility. Within our routine we allow children time to become settled and engaged in their play.

As the children become familiar in the environment, we expect that the children will say goodbye to their adult at the little gate from the playground. It's a short transition space but the more independent they are with their belongings the better. It is important for the children make a choice about where to put their belongings and also so they remember it later in the day. The children come into a calm and quiet morning session and once the children are more settled, we introduce morning writing activities and a carpet session which develops over the school year.

On arrival at school we want the children to manage these small tasks for themselves but we will help them get established.

Put away water bottle.

Get reading book out of bag.

Put away book bag.

Put reading book in basket.

Hang up coat on peg.

Find your name card and photo and put it on the board.

Get busy!

Week 1 Drop off and collection arrangements.

Please bring your child to Fox class door at 8.40. We keep our water bottles by the door in our outside space and we also pop our book bags in to the large basket by the classroom door. Please do feel free to support with these jobs initially however following our part time week, it is likely that your child will be confident to come into class and we encourage them to do the morning jobs for themselves. Please say goodbye with confidence as this will help your child feel happy and see that you trust us to support them to settle into class. If for any reason your child is distressed in any way, rest assured, we will call you to let you know how they are.

We offer the first week on a part time basis of mornings only to allow for a relaxed start which is not too overwhelming. Please come to the main gate and wait in the outside area at 11.30 and we will let you in. Please wait in the playground and we will follow our usual collection procedure (see below)



Roots to grow, wings to fly...

Collecting your child

Please arrive in the playground and wait outside the little gate so that the teacher can see you and be prepared to look out for your child so that they can see where you are. Please wave if necessary.

The school day finishes at 3pm each day and the children remain on the carpet supported by staff until the teacher calls the child. This ensures that each adult is identified and that the children reach you safely.

Please bear with us at this time and be patient. This process can take time while our little ones are learning to manage themselves and their belongings. If for any reason you need to be very punctual when picking up, for example if you have to collect other siblings from different schools, please can you let us know and we will aim to call them promptly.

If you have arranged for someone different to collect your child or if there are arrangements other than usual (for example a play date) please can you ask for the signing sheet and sign up on the clipboard which we keep by the classroom door in the morning at drop off or please let the office know.

If we haven't received notification about alternative collection arrangements either by the signing sheet or via the school office, we will not be allowed to let a child leave site with another adult.

Sometimes we may need to communicate something important to you about events of the day for example if your child has had a bump or is feeling off colour. This can take a few moments and can slow the collection process. Again, we would appreciate your understanding in this matter. Please can you either wait to chat to the teacher when the children have all gone or just be patient as we take a moment to pass on information. The collection process can be unpredictable but generally speeds up as the children settle in.

Please can you also let us know the names of any people you are happy for your child to be regularly collected by such as grandparents, partners, childminders etc. and a phone number to contact them. It can also be useful to provide an alternative person and phone number to contact in case we cannot get hold of you at any time. If for any reasons your arrangements change please let the office staff know preferably before 2.45pm.

After school club collect the children from the classroom in the same way. Collection from after school club is by the small pedestrian gate and you will need to ring the bell or phone the after-school club phone number.



Roots to grow, wings to fly...

<i>Time</i>	<i>A Typical day in Fox class</i>
<i>8.40</i>	<i>Classroom doors open and children go straight into class. The children will put away their belongings-coat, bags, water bottle and self-register by finding their name card. Adults will support them until they can do this independently. Once settled we introduce morning writing activities.</i> <i>Early morning activities and registration.</i>
<i>9.10</i>	<i>Doors open for playground time with Fox cubs</i>
<i>9.45</i>	<i>Children come in from the playground. Child initiated learning in high quality play- based environment both inside and out. Milk and fruit available as snack.</i>
<i>11.20</i>	<i>Tidy up.</i>
<i>11.30</i>	<i>Carpet time - Sharing good learning. Letter and sounds focus -phonics</i>
<i>11.40</i>	<i>Wash hands for lunch</i>
<i>11.45</i>	<i>Go to hall for lunch then children play in the playground.</i>
<i>1.00</i>	<i>Line up and return to the classroom for quiet carpet time.</i>
<i>1.20</i>	<i>Child initiated learning in high quality play- based environment both inside and out. Milk and fruit available as snack.</i>
<i>2.20</i>	<i>Tidy up time</i>
<i>2.30-2.50</i>	<i>Story time. Get belongings ready.</i>
<i>3.00</i>	<i>Home time</i>



Roots to grow, wings to fly...

Lunch Time

All the children go to the toilet and wash their hands before we go to the lunch hall.

All children have school lunches.

The children are supported by the adults. We encourage politeness and good manners. The adults encourage the children to use cutlery and to cut food up for themselves. They carry their own plates to the table and also clear their own plates too.

There is a three-week rolling menu which changes twice a year and is available to view on the website. You will also receive a paper copy. At Shere School Mrs Standing makes the same food for everyone. We do not offer a daily choice but the children are encouraged to try foods unless there are specific dietary requirements.

If your child has a specific food allergy/ intolerance/ ethical or religious dietary need please complete the form enclosed in your pack. These are taken very seriously and isn't based on dietary preferences.

If your child has a food allergy or intolerance please complete the form enclosed in your pack.

Children with allergies/dietary requirements wear a badge to inform the kitchen staff.

The children line up and collect their own lunch carrying it to the table and are supported to manage for themselves.

Children are encouraged to try new food and eat what they can.

Children put up their hand when they have finished their main meal so that the adult can see how they well they have eaten before they go and clear their plate and collect their dessert.

Children are encouraged to learn how to use knife and fork. Help is given to cut up food if needed.

Children's eating habits are monitored and reported back to teachers e.g. if a child is not eating much.

Children go to the playground when they have finished their lunch with Hedgehogs and owl class for free play.

Staff provide assistance during the lunch hour.

Snack time-Cool Milk

We offer milk and fruit at snack time. The children access it themselves as part of our routine. Any spare snack is offered again in the afternoon.

Every child under the age of 5 is entitled to a free carton of milk every day. If your child does not want milk please let the office know. Once they turn 5 you have to register and pay for milk online at www.coolmilk.com



Roots to grow, wings to fly...

Communication with School

We use Parentmail- an email-based system to share most of our communications and a huge range of information. This reduces the use of paper and it ensures information reaches parents as quickly as possible.

You will receive newsletters by Parentmail. We send an Early Years Newsletter to let you know what we are doing in Fox Class and Fox Cubs and also a whole school newsletter to give you an idea of whole school news. Both will all include essential dates for your diary please take a note of these and add them to your calendar. Newsletters are sent on alternate basis every fortnight.

Occasionally some letters will be in the children's book bags so please check their bags to see what's lurking inside.

*School office phone number is **01483 202198** . Save it on your mobile in case you need it in an emergency. Office email is info@shere.surrey.sch.uk*

School website : www.shere.surrey.sch.uk

Talking to your child's teacher

If you want to contact your child's teacher you have a number of options.

Give your child a letter to hand to their teacher or hand it to them at the classroom door.

Speak to the teacher to arrange a suitable time to talk to them.

There is often chance for a quick chat in the morning or at the end of the day.

Phone the school office and leave a message-remember to say if it's urgent.

If it's not urgent you can send an email to the office and it will be passed on to the class teacher.

You can make a note in the child's reading record.

We have open door policy – please tell us if you have concerns or questions!

Parent consultations take place in the Autumn and Spring terms.



Roots to grow, wings to fly...

How do I let the school know about Medical appointments?

If the children have medical appointments that really can't be arranged for outside of school hours then you'll need to write a letter to the teacher that can be passed on to the school office. The letter should state the date time and type of appointment e.g.: Doctors, hospital etc. If possible, you should include a copy of the appointment letter as well.

How will the school let me know about School closure in unforeseen circumstances?

Very Occasionally events happen which mean that it isn't safe for children to be in school such as severe inclement weather. On these rare occasions the school uses Parentmail in the first instance, the website, local radio and direct text messages to those with a registered mobile number.

What should I do if my child is unwell and unable to go to school?

Please phone the school office by 9.15 in the morning otherwise the team will call you once the register has highlighted your child's absence.

What happens if my child needs medicine at school?

If a doctor has prescribed medicine for your child which needs to be taken during school hours, the school office team will give it to your child. Please ensure you complete a medicine form at the school office. We cannot administer medicine without an authorised signature. Please ensure the medicine is clearly labelled with your child's name. Medicines must be handed to the office team by an adult.

Will I have to pay for school dinners?

Under the Government's Universal Free School Meals Scheme all children at Shere receive a free school meal. These are cooked on site.

What about School trips?

School trips contribute to the children's learning. Please make sure you sign and return the local consent form which allows us to go to church or the woods etc and any specific consents for trips further afield. Without your consent your child will not be able to go on trips with their class. Please put your correspondence in an envelope with your child's name and class and label the envelope with what you are sending-this can really help us organise some of the many letters which arrive at the school office.



Roots to grow, wings to fly...

Reading at home

The children will be given a reading book and a reading record once we have settled in.

Your child will need to bring their reading book and reading record to school every day however, we usually only change the books on Mondays, Wednesdays and Fridays.

Please write the date, book title and make a short comment in the reading diary every time you read together to give us an indication of how your child is reading at home and if you are ready to change the book. We have a reading colour banded system and your child will be moved up to the next level when we feel they are confident enough to read their current level independently.

These books do not replace bed time story! It is vital that children continue to listen to bed time stories as part of their daily routine, to develop their love of reading and to support their language development. Story books offer rich language, rhythm and rhyme and story features and characters. Sharing a story books offers a great way to encourage reading and sharing a love of good books.

Reading books are a small part of the learning to read picture. The children will read at school in lots of different forms such as in phonics sessions, shared class learning inputs, story time and also through play experiences which offer meaningful real reading experiences such as reading name lists, labels, food labels, signs, numbers, dates etc. The children are immersed in story, songs and poems and rhyming language throughout the school day.

We also support reading by direct teaching of high frequency words and decodable words, blending and letter recognition in our phonics and direct teaching.

RED TED stands for Read Every Day Talk Every Day and it is the only homework we set at school. We believe this wholly supports our philosophy of shared reading and language being pivotal to the bigger picture children's learning development. Each child has a RED TED booklet to complete. When it is finished please return the booklet to the class teacher. We celebrate RED TED completed booklets in a special assembly each term. The children collect rewards for each term's completed booklet.



Roots to grow, wings to fly...

Celebrations

We celebrate birthdays in our Early Years assembly.

We are happy to share sweets or cakes with the children in Fox class but please can we ask that they are able to be given to children to take home rather than share in school to ensure there are no concerns with allergies. Please-NO NUTS -we are a nut free school to ensure the safety of our pupils.

We celebrate lots of festivals –we welcome visitors. Please speak to us if you would like to come in or tell us about something which is of significance or is important for your family which we can share.

We celebrate successes – no matter how big or small-maybe your child has been learning how to ride their bike or swim under water or get dressed independently. Just send a note or a photo to help the child share their success.

Church Links

We have close links to St James Church at Shere. In Early Years we have a regular arrangement with members of the church community to visit school and share stories. We also go to Church regularly so that our children are comfortable and familiar with being in church. The church team lead worship in some of our assemblies in school and help build connections between school, church and the village.

We hold a number of services in St James' Church throughout the year. We have one at the end of each term and for special occasions such as Christmas, Easter and Harvest Festival. You are welcome to attend these services. Please keep an eye on the newsletters for details as the dates for these will be in the school newsletter 'dates for your diary' so please double check.

We have regular assemblies or school collective worship -within school. Assemblies involve singing, prayer, reflection and story. These times reflect our Christian ethos and our school values curriculum. We also celebrate birthdays and achievements.



Roots to grow, wings to fly...

Governing body

We have a team of supportive, dedicated and enthusiastic governors who work with the head teacher on continual school improvement. The board of governors is an elected body that helps set the strategic direction of the school and hold leaders to account for the schools performance. There board is made up of representatives from the Church, the community, parents and staff.

After school club

After school club is run by Pleiades- who provide out of school hours care and sports and crafts activities. This is held in the lunch hall and collection of your child is accessed by the small pedestrian gate. Contact details, prices and booking information can be found in your pack and must be booked and arranged through Pleiades directly and not via the school office.

Breakfast club

If you need a place for your child at Breakfast Club you will need to fill in the separate request for a place form. All the details, times and costs and relevant forms can be found in your pack. Breakfast club is held in the lunch hall and is accessed by the small pedestrian gate. Breakfast club children are brought to the classroom shortly before the classroom door is open. Please see separate Breakfast club hand out in your pack.

The Parent Social Club

The PSC Parent social club arrange events for the children, fundraising and parent social events during the year. You are all invited to be involved.

Parent helpers

Parent helpers are parents who give a few hours each week to help in some way for example they may hear children read or work in the school garden. We welcome all members of the family (grandparents too or extended family) with a bit of spare time to contact the school and volunteer.

If you would like to volunteer as a Parent helper in school please can you speak to a member of the office team to discuss a having a DBS check -this ensures the continued safeguarding of our pupils.



Roots to grow, wings to fly...

Mufti days

These are non- uniform days where children can wear their own clothes to school. These are often held to highlight a theme in school or raise money for the PTA or a charity.

INSET Days

These are the teacher training days where the school is open only for the staff. The children don't come to school on INSET days- please double check the diary dates in the newsletter.

PPA

Teachers use 10% of their teaching time for PPA (Planning Preparation and Assessment) each week. This gives the teacher time to prepare for lessons away from the classroom. The lesson time is usually the same each week as part of our regular timetable so the children are used to the change in staff and they understand it as part of our weekly routine.