Information for new Parents/Carers

Frequently Asked Questions:

1. Where do I take the children at the beginning of the school day?

The school gates open at 8:40am and families enter school by the side gate, which is located just before the main entrance of the school building. The Foundation Stage classroom is the first classroom you approach. Due to lack of space, each morning please leave your child with staff at the classroom door- this also allows children to gain independence, putting away their belongings by themselves. Teachers start taking the morning register at 8:50am and the gate is locked at 8:55am. If you are late, please go to the main entrance and office staff will take your child to their classroom.

2. **Where do I collect my child at the end of the school day?**

The side gate reopens at 3:10pm, where you can wait near the Foundation Stage classroom door for your child. The school day ends at 3:15pm for the children in Foundation Stage and KS1, while KS2 children finish at 3:20pm. The member of staff with the class will let the children out one by one as they see the parent/ carer collecting each child. We ask you to look out for your child and give the staff member a wave. Please can we also ask that you stand slightly away from the door to allow space for other parents to walk past to collect older children and to avoid crowding at the classroom door. This process can take some time to start with as members of staff are starting to recognise parents/ carers, but this is an extremely important to ensure that each child is safely collected by the correct adult.

3. How do I inform the school if someone else is collecting my child from school?

You will be able to name the adults who will be collecting your child from school using a form in your starter pack. You will also be able to name a password to give someone collecting your child who is unfamiliar to school staff. The person collecting your child will be asked for the password at the end of the day, so we know the child is going home with a trusted, known adult. If collection arrangements change or if another parent is collecting your child, please inform the class teacher at the start of the day or the school office and we will make sure that the children are able to leave together.

4. What will my child need to take to school?

Please can children bring to school each day:

- a clean water bottle. Children are able to refill their water bottles during the day. Water bottles are taken home at the end of every day and returned to school for the next day.
- a water proof jacket (and coat in winter) and when sunny a hat to protect from the sun.
- a book bag (provided by the PTFA) to keep their reading book and record safe.

Please ensure all items / clothing bought into school are named in case they are misplaced. Children will be provided with pencils/ crayons to use in school, so do not need to bring a pencil case into school until they are older.

5. What will my child have to eat during the school day?

Fruit is provided free of charge as part of the Derbyshire Schools Healthy Schools programme. Therefore, there is no need for children to bring their own snacks into school. If you do bring snack, please ensure they are healthy and avoid nuts, due to allergies in school. On Friday, we have a treat snack day and children can bring an individual snack like a chocolate biscuit. If you would like your child to have milk at break time please read and complete the Cool Milk Scheme letter sent to you by the school office. Foundation Stage children get free milk until their 5th birthday.

Children can choose to have either a school dinner, (the menu can be found on the school webpage as children have a choice of meals each day) or they can bring a packed lunch. Children in Foundation Stage and KS1 have meals provided free of charge,

6. What will my child wear to school?

A full list of school uniform can be found on our school webpage www.williamlevick.co.uk Children can some to school wearing their PE kits when they have PE lessons. These days will be confirmed with parents/carers in the first week back. Occasionally we have extra-curricular days where children are asked to dress up, or we sometimes hold non-uniform days. Please read the school newsletters which are usually emailed out to all parents each fortnight (these are also posted on the school website).

7. How does school communicate with me?

We have two forms of communication apps that we use in school.

School Ping- which is used for sending whole school and class letters, including school trip permissions.

Seesaw- which is used to show photos of learning in class. It also allows messages between your class teacher and parents/ carers.

You will be given QR codes to access these apps after your child formally starts.

8. How will I know about the progress that my child is making?

We hold two parents evenings each year. The first takes place in October or November and the second in March. You will also receive an end of year report each July. If you are concerned about your child's progress between these times, or you have any worries or concerns, please arrange a time to speak to your child's class teacher. Each week, your class teacher will post a weekly message on Seesaw to inform you of the learning that has taken place that week.

For more information about the school please look at our webpage or contact the school office.