

Everything we do should be in the best interests of the child.

Marsh School Parents'

Marsh School aims to be a rights respecting school.



Reception Information Pack

2011



Welcome to Marsh School. We hope that you find today helpful.

Timetable

9:00 Meeting for parents in hall and quick tour – Your child's class teacher will meet them in the hall and take them to their class. The classes are called Mole Class and Rabbit Class and the teachers are called Mrs. Mclaughlin and Mrs. Godwin.

9:45 You can leave.

12:00 You can meet your new class teacher. The children will be in the playground at this time. Please use the front entrance of the school.

12:30 Collect your child from the back playground

Please leave your contact details in case of emergency on the slip we will give you if your child is new to the school.

Our Mission

“We welcome every child with open arms and provide fun, challenging, inspiring opportunities for them to achieve their full potential.”

Induction Packs

You will be getting an envelope today with lots of forms to sign and information you may need. The envelope has

- Admission forms – needs to be sent back to school
- Data collection forms – needed for parent mail
- Leaflet about free school meals
- Attendance brochures
- Home school agreement

Attendance

Children do get sick but it is vital that they come as much as possible so they do not get gaps. We will phone or text to find out why your child is away. You will get a copy of your child's attendance certificate each term so you can track how well your child is doing. We monitor the attendance of all children.

Please make sure that you phone to say that your child is sick. It is at this early stage that habits are formed.

98% and Above	Excellent Attendance
95% to 98%	Good Attendance
95%	This is what all children should aim to achieve.

90% to 95%	Average Attendance
85% to 90%	Below Average Attendance
below 85%	Poor Attendance

The school talks with the Educational Welfare Officer about any child who is not coming to school enough. If your child falls below 90% over a five week period you will get a letter and we may have a meeting. You can always come and speak with me if you are worried.

We give certificates each half term for excellent attendance. The best class at coming to school each week gets a certificate and extra play. We also give awards for punctuality as it is important to be on time every day.

School Contacts

Telephone 01494522756

Email office@marsh.bucks.sch.uk

Head teacher Mrs. Becky Morrisson rmorrisson@bucksgfl.org.uk

Deputy Head Teacher Miss K. Muschamp

Chair of Governors Mr. Steve Knight

Office staff Ms. Giles and Mrs. Knight

What you will need – the basics

Uniform all named

- Red jumpers/cardigans, white polo shirts or cotton shirts, and grey trousers/skirts/pinafores.
- White or red socks/tights for girls
- Grey socks for boys
- Uniform with badges on can be bought at the uniform shop in the market place
- Brown or black sensible shoes/ covered toe sandals in the summer
- All black trainers
- No hooped earrings
- Black or white leggings if you want your child to keep their legs covered for religious reasons
- A red or black scarf although we allow children to take these off if it is hot as children of this age do not have to have their heads covered.

We are going to have a special names day where we will find out which class has got the most named clothes. The best class will get a prize. We do not take responsibility for any clothes that are not named.

P.E. kit all named

This must be brought to school on a Monday and taken home on a Friday.

- Red P.E. bag not a plastic carrier bag
- Black shorts
- Red T Shirt
- Leggings or tracksuits for winter
- Plimsolls

All kit must be named as it makes it easier for the child to get changed and also makes it easy to find out which item of clothes belongs to which child. It can be very time consuming if clothes gets mixed up.

We will be having a special award for the class that is best at bringing their kit each week.

Book Bag

This should be a named red book bag not a plastic bag. This can be purchased from the uniform shop in the market place. This should be brought to school each day. We do have a few book bags for sale from the office.

Trips

We don't get any funding for these trips as the budget is not really allowed to be used for to help pay for them. We ask for voluntary contributions but if we do not receive enough money, we will have to cancel trips. Luckily we did not have to stop any trip last year due to your support and we never want the children to miss out. I will always make sure any child from a family who cannot afford to make a contribution does not miss out and I welcome parents coming to talk to me about anything.

Lunch Times

Children need a packed lunch. They will need a named packed lunch box that they can easily recognise.

- No fizzy drinks or sweets
- Children to have a sandwich or something similar for the main part of their lunch
- Only one small treat a day
- Drinks need to be non sugary
- Low fat, low salt alternatives are preferred e.g. for crisps
- Child size portions - only give enough for the children to eat!
- It is fine to send in food that the children usually eat at home e.g. curry and rice but we can't warm it up.
- Try to use different breads to interest the children.
- Always try and have fruit in your child's lunch box.
- Make sure that your child's lunch box and little tubs are named on the outside.
- Make sure that your child's lunch box is cleaned every single day.
- We do not force children to eat all their lunch.
- We do encourage them to eat a little more if they have not eaten much.
- We send home leftovers so you know how much they have eaten.

Free School Meals

- If you claim certain benefits, you can claim a free school meal.
- The free packed lunches are fresh, locally produced and the children like them.
- You get a choice of menu and the company are very keen to make sure that the child's needs are met e.g. if your child will only eat cheese or only likes a certain type of bread then they will try as hard as they can provide what we ask.
- The company give excellent customer support and regularly email us.
- You will need to complete a form so we can check if you are entitled to claim the meals.
- This form needs to be brought back to school before the end of term so we can process your form.
- You will then be given a menu so you can make choices for your child.
- We will be taking copies of your child's choices so that we can check that your child received the right lunch.

The website

The school's website is www.marshschool.com. There is a great deal of information including school dates on the website and all the newsletters are posted there. Please do use it. There will be a computer that you can use in the entrance hall.

Holidays

If you need to take your child away for any reason during term time, you need to come into the office for a holiday form. The holiday has to be agreed or your child's absence will be unauthorised. Parents should try as hard as they can not to take holidays during term time. I will only authorise them in exceptional circumstances. If your child had a term time holiday last year, I will not authorise a holiday this year.

Clubs

After school clubs start in January for Reception children. Each club costs generally costs £10 a term.

Breakfast Club

We have a breakfast club that starts at 8:00 costing £1.50 a session. Your child will get toast with spreads and cereal as well as a high quality social experience first thing in the morning. The session is run by two very experienced teaching assistants. Please let us know if you are interested in your child coming to the club.

Parents Teachers Association

The Parents Teachers Association is a group that all parents, teachers and friends of the school belong

to. It helps to raise money for the exciting extras that we are not allowed to buy out of the budget, helps out with big projects and aims to bring people together.

There is an exciting programme that has been organised for this year that you will soon get the dates of in our special PTA newsletter. We are currently raising money to help refurbish the toilets and front playground.

We need lots of parents to get involved. I will be sending out a slip to ask parents if they want to help soon.

Reception Parents Coffee Morning

Early in September we will have a special coffee morning where you can get to know each other. This will be followed by a chance to go and visit your child in their classes to see how they are getting on.

Autumn Term International Evening

This will be chance for everyone to get to know each other in September. We will be asking families to bring a dish from the country their family comes from be it Britain or Pakistan. Then we will also sit down and have a good meal enjoying all the different types of food. There will be some side shows and the bouncy castle will be up!

Parents' Forum/Asian Ladies forum

This is an informal group of parents who meet with me once a term to discuss matters that are important to them about the school. The agenda is set by the parents and the minutes are put on the school website.

Language Classes

Classes will be starting again in the new year. The classes will help you to help your child learn and will also make you more confident about using English. A letter will be coming out as soon as we know the dates of the classes.

Meetings to support your child's learning

There will be a whole series of meetings that you can come to over the year to help you support your child in their learning. There will be phonics, Mathematics, handwriting and other sessions during the year. You are always very welcome. The dates of these will be in the weekly newsletter.

Child Protection

Your child has the right to be safe and nurtured all the time. Sometimes families and children have difficulties and we may have to make a referral to social care if we are worried. This is the law. This can be stressful for parents but we always have the best interests of the children at heart. We always try and include the parents if we can. If you need support please come and ask. There is a wonderful team who can help you get support. You just need to ask.

Concerns, Worries and Complaints

We have an open door policy if you want to meet with us. Our doors are always open if you are concerned or want to talk. You can meet with your child's class teacher or come and see me. If I am not around, please make an appointment through the school office. We will try and deal with your concern. If you still feel that you need to make a complaint, please contact our Chair of Governors through speaking with me. A full copy of the complaints procedure is on the website and can be given to you on request.

Governors

Marsh School is lucky to have a dedicated group of governors who oversee the whole work of the school. They hold meetings and discuss the general direction of the school so they can make sure that the school is working and achieving as well as it can. Our Chair of Governors is Mr. Steve Knight. The governors are frequently in school and are easily recognisable by their red badges.