



Templemoor Infant and Nursery School

## **Reception Parent Handbook 2016**





# Contents

Welcome from the Head Teacher	3
Contact Information	4
The Templemoor Mission	5
Towards Independence	6
Moving from home/Nursery to Reception	7
Settling In	8
Uniform, Clothes and Appearance	11
Learning in the Early Years Foundation Stage	14
Learning through Play	15
Assessment/ Reporting to Parents	16
Library	17
Some Really Useful Things to Do	18
Safeguarding	19
Pupil Premium	21
Friends of Templemoor	22
The School Grounds	23
The School Office	25
Parent Pay	26
Data Protection Act	27
Equality Statement	28
And Finally	29
School Calendar (Term Dates)	30



Dear Parents and Carers

### **A very warm welcome to Templemoor Infant School**

On behalf of all the staff and Governors we would like to welcome you and your child to Templemoor Infant and Nursery School. We are delighted that your child is coming to join us, and we hope that the information in this booklet will help to make the transition from home to school a relaxed and happy one.

At Templemoor we believe that the job of educating is a never-ending one. It begins before a child comes to school and continues long after they have left. Our aim is to work together in partnership with parents to make this transition to Reception a smooth, pleasant and exciting experience for you and your child.

The early years are so important and we want to share with you in providing experiences and activities that will enrich and stimulate your child's development. We provide a creative and play based curriculum, in a caring, supportive environment in which your child can flourish.

Good communication with parents is one of our major aims so if you have any questions or worries about your child, please do not hesitate to come and discuss them with the staff.

We hope that you and your child will have a happy and exciting time with us as they continue their journey through a lifetime of learning. We look forward to getting to know you and sharing your child's learning experiences during their time with us. Together we can achieve the very best for your child.

Yours sincerely

Stuart Hodgson  
Head Teacher



# Contact Information

Here is some information about our School which may be useful to you.

## Contact Details

Templemoor Infant & Nursery School  
Nursery Close  
Off Temple Road  
Sale Moor  
M33 2EG

Telephone: 0161 969 1622  
Fax number: 0161 969 1464  
Email address: [admin@templemoor.trafford.sch.uk](mailto:admin@templemoor.trafford.sch.uk)  
Website: [templemoorinfants.co.uk](http://templemoorinfants.co.uk)

### *The X Club*

Email address: [xclub@templemoor.trafford.sch.uk](mailto:xclub@templemoor.trafford.sch.uk)  
Mobile: 07443 468842

The people you need to know are:

Reception Teacher (Monday, Tuesday, Thursday, Friday)	Mrs. J. Wynne
Reception Teacher (Monday to Thursday)	Mrs. N. Berry
Reception Teacher (Wednesday and Friday)	Mrs. N. Rowland
Teaching Assistant	Miss. K. Stott
Teaching Assistant	Mrs. D. Redgate
Head Teacher	Mr. S. Hodgson
Deputy Head Teacher	Mrs. S. Brown
Chair of Governors	Mrs. J. Davenport
Early Years Lead	Mrs. S. Cundick
School Business Manager	Mrs. K. Beck
School Secretary	Mrs. S. Merryman

A full staff list is available on our school website.



# **The Templemoor Mission**

**To provide the Highest Quality Teaching and Learning in a  
Happy Stimulating Environment**

## **School Aims**

At Templemoor Infant & Nursery School we aim to:-

- promote, encourage and support the highest quality learning as the central purpose of our school and as an enjoyable life-long activity,
- foster a community involving children, teachers, governors and parents that shares high expectations and care and consideration for others,
- recognise and celebrate all our individual and collective achievements,
- create an environment responsive to the needs and gifts of every child, through the provision of quality education,
- develop in children a sense of personal responsibility which will encourage them to contribute to and benefit from the wider world.

These aims will be supported by:-

- an attractive and well maintained building, improvements designed to encourage a wide variety of learning and creative teaching and the best possible working conditions for all,
- the active involvement of parents and the wider community in children's learning and in the life of the school.



# Towards Independence

During the year, your child will develop many skills which will form the foundation of all their future learning. Your child needs your help if they are to gain the independence needed to make the best possible use of all the opportunities on offer in school.

## **How can you help?**

### Clothing

Before your child starts school try to teach them to find, put on and fasten their coat and manage gloves and hats.

Teach your child to dress and undress themselves in their uniform. In preparation for regular P.E. lessons your child needs to undress and dress without help (including socks and shoes).

By teaching your child to do these things independently you will be offering your child (and all the others in the class) the opportunity to make the best use of teacher time.

### Toileting

There are toilets inside each classroom area and children are free to use them whenever they need to. To help your child, teach them to use the toilet independently (this is essential).

Train your child to flush the toilet then wash their hands after they have been to the toilet (this is essential).

Teach your child how to manage the fastenings on their clothes.

### Eating

Having lunch with friends is one of the things that many children look forward to, but lunchtime can be an anxious time for young children. You can help your child enjoy lunchtime by teaching them to sit at a table to eat their food, demonstrating good manners and correctly using a knife and fork independently. Children will be encouraged to 'try' all foods and to eat a reasonable meal.

### Saying goodbye to you

After the initial settling down period we aim for each child to enter the classroom independently, hang up their own coat and be ready to enjoy the day.

All of these things will help your child have a positive first experience of school.



# Moving from home/Nursery to Reception

As you know, starting school is a very important step in your child's life so it is really important to make the step as trouble free as possible for both you and your child. We want to work with you to make your child's transition, from the security of their home/nursery setting to being a member of a class in school, as smooth and as positive as possible.

## Induction Evening

Parents of all children starting in September will be invited to an informal Induction Evening in the Summer term to meet their child's new teachers and other key staff, visit their child's new classroom and learn more about the Reception curriculum. Our Induction Evening will take place at **7pm** in the School Hall on **Tuesday 5<sup>th</sup> July 2016**. We look forward to seeing you there.

## Pre-School Visits

During the Summer term, the children are given opportunities to come in to school to meet their new class teacher and other children in their class. They will spend a morning in their new class. You can leave your child during this session. This means that before they join their new class the Reception environment is already a familiar place to them.

## Home Visits

We aim to make the transition from home to school a positive experience so if your child has **not** attended our school Nursery, we will visit your child in their home setting. The home visit is a chance for you to tell us about your child and to ask any questions about Reception. The home visit also shows your child the close links which are being made between parents/carers and the Reception staff. Home visits will take place at the end of the Summer term.

Further details, including dates and times about pre-school visits and home visits will be shared with you at the Induction Evening on the 5<sup>th</sup> July.



# Settling In

## Starting School

When your child starts school you will find that only a few children will start on the same day. This is to ensure that your child can have the close attention of a member of staff to help him/her settle in as happily as possible. This may mean that your child may not start school during the first week of term so please be patient and understand that we have your child's best interests at heart. It does help all children settle readily into the school routine and make transition from home/nursery to school as smooth as possible for everyone. We hope you appreciate why this is necessary.

Your child will have a peg in the cloakroom labelled with their name. The pegs are arranged alphabetically by first name. Please help your child to recognise their named peg and encourage them to take off and hang their coat independently. Staff will be on hand to help.

Each Reception class is supported by a Teaching Assistant who will help your child to settle. The separation between you and your child can sometimes be difficult but our staff have lots of experience in helping both children and parents, so do try not to worry.

## Arrival and Collection

### Arrival

Classroom doors open at 8:50a.m. School starts promptly at 8.55a.m. A member of Reception staff will open the classroom door into the playground and be there to greet children and parents and collect any brief messages you may need to pass on (e.g. my child will be collected by grandparents today). If you need to speak to a member of staff for more than a few moments feel free to make an appointment or to have a chat after school.

There is a plastic wallet near the classroom door for children to put in any notes/envelopes/reply slips etc.

### Late Arrival

If you anticipate a late arrival please let the school office know in advance. The classroom doors are closed at 9a.m. and if you arrive after this time please sign in at the main school office.

### Collection

School finishes at 3.15p.m. (gates are opened for parents around 10 minutes before). Please wait by the classroom door and teachers will send your child to you. Children will only be released to known adults. If there are any changes to collection arrangements, please let us know in writing, face to face or by contacting the school office.





Obviously you will want to be in good time to collect your child from school. If, for any reason, you are going to be late, please notify us and we can reassure your child.

## **General Information**

### Food

All children from Reception to Year 2 are provided with a free school meal.

There is a national scheme which provides daily free fruit for each child, and free milk for under-fives. You do not need to provide snacks or drinks. If your child has an allergy please let us know on the form in your Returnable Forms booklet.



### Consumables

We ask you to make a donation of £1 each week towards the cost of consumables: e.g. baking, playdough, etc. Children like to post this money in 'Billy Bank' on a Monday morning.

As an alternative (or in addition) to the weekly £1, you can also set up a standing order form (you can find this optional form in the Returnable Forms booklet).



### Book Bags

To encourage children to use the school library and to take good care of books we are pleased to provide a book bag for each child starting at Templemoor. These bags are a gift from our 'Friends of Templemoor'. The bags are for books and papers only (it's a good idea to look in them every evening to check for letters/information etc).

### Local Visits

To support the work being done in school we like to take the children out into the local environment to look at places and features of interest. We take the children in small groups or as a whole class, supervised by the appropriate number of adults. There will be no transport involved. In order to undertake this part of the curriculum we require your permission. Please indicate this on the returnable forms (Form 1). This permission can be revoked at a later date if required by written notification to the school office.

### Special Events and School Trips

Musicians, artists, storytellers etc. are sometimes invited to perform, stage and run workshops at school. Parents may be asked to contribute towards the costs. Trips away from school may also be organised from time to time. Parents must sign a letter of consent before each trip and may also be asked to contribute to the costs. Children will generally be required to wear the full school uniform. Coaches all have seat belts and all our destinations are risk assessed.

### Communication

Parents are kept informed about school life via newsletters, which are sent out by email at regular intervals. Copies of newsletters are also posted on the school website [templemoorinfants.co.uk](http://templemoorinfants.co.uk). We use text and emails to keep parents informed of events and school updates, as well as the school Twitter feed @TemplemoorINS. Our Head Teacher is often in the playground before and after school – please feel free to approach him about any matter, however minor.

### School Policies

All policies are available from the school office for parents and carers to view at any time. There are also a selection of policies available to download from the school website.

### Equal Opportunities and Multi-Cultural Education

Activities that encourage and promote equality, inclusion, diversity and cultural awareness are planned and integrated into various areas of the Reception curriculum, through stories and music, in role play, in preparing food from different cultures and in celebrating religious and cultural festivals. All the children participate equally in the full range of learning experiences.





# Uniform, Clothes and Appearance

## Clothes

In Reception we go outdoors in all weathers, so your child will need a warm outdoor coat with a hood and in winter a hat, scarf and gloves. Children will need a sun hat and sun cream in the summer.

The school uniform is your child's work/play outfit, so it is important that they are not anxious about getting paint/mud on their clothes. Plastic aprons are provided for painting and messy activities but accidents do happen! School has a small number of spare uniform items which will be lent to your child as and when needed. Please wash and return these items to the class teacher.



## Hair

At all times long hair should be tied back. Hair accessories should be simple and limited to the school colours.

## Jewellery

Children may wear a watch for school but all other items of jewellery are not permitted. Earrings must **not** be worn in school as they are a risk to health and safety.



## Shoes

Your child will need appropriate school shoes, preferably black school type shoes rather than fashion footwear. If your child comes to school in Wellingtons, please send a pair of shoes for indoor wear. Please make sure your child can manage the fastening on their shoes.

## Uniform

The school uniform helps to give your children a sense of belonging and pride in their school. We ask parents to provide the correct uniform for their children. This list supplied is practical, looks attractive and is reasonably priced.

Items with a \* are available to purchase online through the online uniform shop (please see details below).

Boys	Girls
Long grey trousers or shorts Red sweatshirt (school* or plain) Red Fleece* (optional) White or red polo shirt (school* or plain) Sensible black shoes Grey socks Sensible coat with hood Safari cap* (optional for summer)	Royal Stewart tartan pinafore dress, skirt* or trousers* <u><b>Green</b></u> and white gingham or striped summer dress (optional for summer) Red sweatshirt (school* or plain) Red Fleece* (optional) Plain <u><b>green</b></u> cardigan (optional) White or red polo shirt (school* or plain) <u><b>Green</b></u> tights or white socks Sensible black shoes Sensible coat with hood Safari cap* (optional for summer)
PE (not needed until the summer term)	
White T shirt Black shorts Slip on pumps Named pump bag	White T shirt Black shorts Slip on pumps Named pump bag

## P.E.

At the beginning of the school year children need only remove their top clothes for indoor P.E. A P.E. kit will be required later in the year: we will let you know when this is needed.





## Naming of Clothing

Having looked at our overflowing lost property box we would suggest that it is essential that **all** items of clothing are clearly marked with your child's name. You could write your child's name on the labels. Alternatively, labels are available from the online uniform shop.

### How to Order

Please go to [www.templemoor.uniform4you.co.uk](http://www.templemoor.uniform4you.co.uk)

When asked for the **password**, this is Nurseryclose1 (case sensitive)





# Learning in the Early Years Foundation Stage (EYFS)

Planning in Reception follows the Early Years Foundation Stage Curriculum. It is also called the EYFS for short. This is the same curriculum followed in the Nursery. It continues the developmental journey of your child.

There are seven areas of learning made up of 3 core areas and 4 prime areas as follows:-

## Core:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

## Prime:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The 'Foundation Stage' is well named as it is the foundation on which future learning is built.

In Reception, children are given the opportunities to investigate, satisfy their curiosity, explore their environment both indoors and outdoors, share the world of books, music and drama, experience success and develop a positive attitude towards learning.

They are encouraged to make choices and are provided with opportunities through play and other experiences to develop skills and independence.

Our 'EYFS Guide for Parents' gives excellent information about the Reception year for parents. It can be found on our school website, under the tab 'Learning' - 'Reception'.



# Learning through Play

Young children learn and develop their physical, social, emotional and intellectual skills through playing and talking. They also learn how to socialise as they engage in learning experiences with other children and adults.

Adults observe your child and assess how they are learning and developing. These assessments are used to gather information about progress which is shared with you through informal discussions when you collect your child, printed reports and parents' evenings.

By the age of five, a child has learnt all the basic skills they need to survive. It's pretty amazing when you think about it and it all takes a lot of practice. Any support you can give your child at home will maximise their opportunities to make good progress throughout their school life.

You can find more information on 'Learning Through Play' on our school website under the tab 'Learning' - 'Reception'.







# Assessment/Reporting to Parents

Assessment is an integral part of the daily routine in Reception. It provides information about the children's learning and development that informs future planning procedures. Observations and assessments on individual or groups of children are focussed and selective. This information is shared with parents through informal discussion, parents' meetings and in the end of year report. Children's progress and achievements can also be found in their own Learning Journey, which is shared with parents. Each child's learning journey provides a record of learning with pupil comments, photos and termly overviews of learning targets. Your child's Learning Journey will help us to celebrate achievements and record their continued progress. It will also be used to decide the next steps your child needs to take in their learning journey. Your child will have a termly 1:1 meeting with their teacher to go through their Learning Journey, discuss progress and to set new targets.

We ask that you contribute to your child's Learning Journey by completing 'Wow moments' at home. Wow moments celebrate successes and achievements at home. A copy of the 'Wow moments' slip can be found on our school website, 'Learning' – 'Reception'.

## Reporting to parents

It is our aim to work as a team with you and your child to gain the best from their Reception experiences. There are two sets of parent consultation evenings; one around October time and one in March. At the end of the summer term, you will receive a written report which show the levels your child has achieved. It will also give you details about their learning behaviour and their next targets. Children contribute to this report by including their own statement on their strengths and achievements in and out of school.

We value the informal daily discussions with you and these interactions help everyone to keep up to date and foster a mutual commitment to the development of the child. If you feel the need to contact the staff on any matter, do not hesitate to do so. We are usually available after your child's session or if not an appointment can be made.

## Extra Support

Sometimes we find that children's learning progresses at a slower rate than we would expect. To help the children catch up, all Reception staff are involved in small group activities which give extra support when it is needed.

Occasionally children need more support than this. Parents are then invited in to chat to the class teacher about how we can best help. If you ever have any concerns about your child's learning, hearing, speech or mobility please do speak to us and we will do all we can to help.



# Library

At the heart of learning to read lies a love of books. Children never tire of hearing stories read to them, discussing the content of the story, gazing at the pictures and repeating their favourite parts back to you.

Reading stories to children forms a crucial part in helping them to learn to read. Therefore, we have put together a wide selection of lovely books, which the children may borrow on a daily basis. The children will be able to change books every day at the end of the session. We would be grateful if you could sign the books in and out on your child's library card.

Sometimes your child may choose a book to read alone. We are asking you to help us, and more importantly, your child, by finding a few quiet moments every day to read or tell a story or stories to your child.

**This is probably the single most important way in which you can support your child's education and even children who are fairly independent readers will benefit from being read to.**

Books are expensive – please encourage your child to take care of them and carry them to and from school in their book bag. If you have an accident with a book or find a damaged book, please inform a member of staff.



**We hope you and your child enjoy the class library together.**



## **Some Really Useful Things to Do**

Make time for your children. Talk to them, play with them and enjoy learning together.

Talk to us – we are interested; we really do want to share your knowledge of your child.

Use the library, every book you enjoy together makes it more likely that s/he will want to be a reader.

Make sure your child's book bag is in school every day.

Complete home learning tasks that are set.

Find interesting places to visit (look for information in the local paper and Tourist Information Office).

Ask lots of questions, and answer your child's.

Get to know the School Governors, talk to them about the school and your hopes for your children. Governor profiles can be found on our website, [templemoorinfants.co.uk](http://templemoorinfants.co.uk).

Attend meetings for parents held at school; we want you to know about us.

If you have time, offer your help in school, we always have jobs to be done and appreciate help in or out of the classroom.

Join the 'Friends of Templemoor', to give your support. You may want to join their Facebook page too, just search on Facebook for 'Friends of Templemoor'.

Follow us on Twitter @TemplemoorINS.

Ensure that your child sees you following and respecting the school rules which are there for the benefit of all.

Research shows that where there is a positive working relationship between parents and teachers, children make best use of all the opportunities offered to them in school and are most likely to succeed.



# Safeguarding

Templemoor takes the safety of its children very seriously and adheres to all safeguarding policies and procedures recommended by the Local Authority. A copy of the Safeguarding Policy is available on request from the office, or from our school website. Each school must have a named senior member of staff appointed to be responsible for Child Protection matters. In our school that person is the Head Teacher, Mr Stuart Hodgson. Should you wish to discuss any aspect of Child Protection, please feel free to contact the school.

## Medication

Any on-going ailments for which medicine may need to be administered e.g. asthma, allergic reactions, must be included on your admission form. Please make sure you regularly check the dates on these medicines and replace them when necessary. Staff cannot give medicines of any kind to the children without a medical prescription requiring medicine during the school day for a long term condition.

On the rare occasions where a first aider is required to administer medicine at school, you will be required to fill in a medical consent form and ensure the medicine is in date, labelled and has dosage instructions.

With the exception of inhalers and epipens, no medicine is kept in the classrooms.

## Illness

If your child is ill, please ring the office to let us know. If your child has suffered from vomiting or diarrhoea they must stay at home for at least 48 hours after the last bout suffered. This is to protect all of the other children and staff. If your child becomes ill at school we will contact you. It is important that we have your up to date contact details. If any of your details change please inform the office immediately.

## Punctuality

It is important that your child arrives on time every day. Lateness affects your child's education. Five minutes late every day adds up to 3 days missed from school over a year! 15 minutes late adds up to missing 2 weeks over a year! So being late can add up to a lot of lost learning time. Please help your child to be punctual.

It is also important that you are punctual in collecting your child at the end of the session. If you are going to be late you must call the school to inform the Office staff who will pass the message to the Reception staff.



### Attendance

We give attendance a high priority in our school. Low attendance is always investigated. If your child is ill you **MUST** contact the school office before 9.30a.m. to inform us of the reason for absence.

We **do not** authorise any extended leave or holidays during term time. In the interests of children's safety it is our policy to follow up unexplained absences.

### First Aid

Members of the school team have been trained in the delivery of First Aid and First Aid equipment is available in the Reception classrooms. Minor injuries can be treated in school but parents will be informed immediately in the event of a more serious injury. Parents must inform the office of any change to emergency contact telephone numbers.

### Behaviour

Our school has high standards and expectations of behaviour for all children. We have a whole school Behaviour Policy that we follow. A copy of this policy can be found on our school website. If we have any concerns about your child's behaviour, we will contact you in order for us to work together and support your child.

We do not tolerate bullying of any child.

We do not tolerate racist comments in our school.







# Pupil Premium

The Pupil Premium is allocated to schools with pupils on roll that are known to have been eligible for free school meals (FSM) at any time in the last six years. Schools also receive funding for children who have been adopted or looked after continuously, and children of service personnel.

The funding allocation per pupil changes each year. Schools have the freedom to spend the Pupil Premium, which is additional to the underlying schools budget, in a way they think will best address inequalities, tackle disadvantage and support the raising of attainment for our pupils. This additional funding is invested in your child to help them achieve more at school. We assure parents that all matters regarding the use of this special fund are treated with discretion and in confidence.

Your child may be eligible for Pupil Premium if you receive any of the following benefits:

- Income support
- Income based job seekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension credit
- Child Tax Credit – provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

OR if they have been:

- Looked after by the Local Authority for at least one day
- Have been adopted from care
- Have left care through special guardianship; and
- Subject to a child arrangement order – setting out with whom the child is to live (formerly a 'residence order')

To claim this money for your child, you are asked to complete a Pupil Premium Form (Form 2) which has been sent to you along with this booklet. Registering could raise money for your child to fund valuable support like additional teaching staff.



# Friends of Templemoor

Welcome to Templemoor Infant and Nursery School and welcome to Friends of Templemoor! As a parent, you are automatically a member of the school's Parent-Teacher Association and we hope you will enjoy the events which we organise throughout the year. We are made up of volunteers from all years of the school, including Nursery and representatives of the teaching staff. Everyone is welcome at our meetings and input from all year groups is vital to our success so we really hope that you will be able to get involved.

We aim to raise money for the school but also to have fun in the process. Our committee consists of a Chair, Vice Chair, Secretary and Treasurer. Friends of Templemoor works closely with Friends of Moorlands (our Junior School PTA) and we try to organise events together where possible.

## Events

The Friends of Templemoor calendar is quite busy, we organise (to name but a few) monthly cake sales, lolly sales in the summer term, family nights, an Easter egg hunt and our biggest events of the year are our Christmas Fair and Summer Fair. We are always keen to hear ideas for new events so please do let us know if you think of anything.

## Fundraising

On average we raise around £7,000 per year, and use the money to enhance the school experience for the children. In the past we have bought furniture and equipment for the classrooms, assisted with the costs of theatre trips, funded music lessons, paid for storytelling and music workshops, and even made it possible for all the children to design and make a Christmas bauble. In the future, amongst other things, we will be continuing to support the school music scheme and are hoping to further enhance computing.

## How can you help?

We always need volunteers! Some examples of ways you can be involved are - help for 30 minutes on a stall at one of the fairs, bake a cake, secure raffle prizes from the local community, organise our uniform sales and/or we'd really be grateful if you'd consider a role on the committee. The possibilities are endless.

Please come along to a meeting, make some new friends and find out more.

Finally, we would love to see you at the Templemoor Summer Fair which will take place in the school grounds on **Saturday 9th July** from **2pm - 4pm**.



Search for Friends of Templemoor



templemoorfot@gmail.com



# The School Grounds

## Cars/Taxis

**Do not** bring cars or taxis into Nursery Close or the school grounds when bringing children to or collecting children from school.

## School Gates and Doors

Please ensure you close doors and bolt gates as you go through them.

## Bikes and Scooters

Bike/scooter storage is provided and children are encouraged to ride/scoot to school. Please make sure that on arrival your children dismount at the school gate, push their bike/scooter along the railed footpath, walk through the gate and park their scooter/bike.

**Please do not let children scoot or ride in the playground at any time.**

## Playground Rules

The play areas are for and about children. We are very happy that children enjoy playing for a little while before and after school. However staff will not be there to supervise so we ask that parents make sure that their child follows the playground rules which are necessary to ensure everyone's safety.

Children can build with larger sticks and run about/play with sticks which are about the length of their arm. These are to be played with only on the side of the Trim Trail where they are kept. Children must not take sticks home with them but can add to our collection at any time!

No sticks are allowed in the willow igloos.

The large wooden climbing frame **must not** be climbed.

If your child does something which you think looks dangerous please talk to them about what might happen, what they could/should do to make themselves and others safe whilst at the same time enjoying the freedom we are offering.

The trees at the edge of the playground may be climbed (max 2 children per tree). Children must consider whether branches are strong enough to take their weight and what will happen to them, and the tree, if they climb on thin, weak branches.

When using the Trim Trail only 2 children are allowed on one piece of equipment. Children should travel along the trail in one direction only.





The children who already attend Templemoor know these rules and the reasons for them.

We respectfully ask that you make sure that all children, including younger and older siblings and visiting friends comply with these rules when they are in our school grounds.

### **Playing Outside after School**

PLEASE LEAVE THE GROUNDS BY 3.45PM. (This is to ensure the safe supervision of children attending the X Club). The gates will be locked at 3:45PM.

### **Dogs**

Dogs are **not** permitted in the school grounds at any time. This is not because we assume that your pets are badly behaved: infant children are unpredictable and sometimes approach animals from behind or make sudden movements/noises which could result in a dog biting.

### **Smoking**

Smoking is prohibited in all areas of the school premises. This includes the use of Electronic cigarettes, E-cigarettes, Personal Vaporizers (PVs) or any other cigarette substitute which may become available.





# The School Office

School office hours are 8.30am until 4pm. Our School Business Manager, Mrs. Beck, and our School Secretary, Mrs. Merryman are happy to help but they are very busy and much of their work requires accuracy and detail. Please help them by keeping interruptions to a minimum.

You can help by:

- sending children to school with everything they need e.g. P.E. kit, book bag etc.
- bringing and collecting your child on time.

## Money/Other Slips

Please send money into school in a clearly marked envelope (please send cheques or correct money). You do not need to hand the money and slips in at the school office.

## Absences

Please let the school office know of any absences before 9.30am.

## Deadlines

Some letters require a reply by a specific deadline. Please make sure that replies are sent before the deadline.

## Communication to Parents/Carers

We aim to become a paperless school, so we try to communicate with parents via emails and texts. Please make sure that we have up-to-date mobile phone numbers and email addresses.

We will send text messages, only for high priority messages. If you want dates/times or any other information please check your newsletters, and if you have misplaced them, please check our school website, [templemoorinfants.co.uk](http://templemoorinfants.co.uk).

# ParentPay



ParentPay is our online payments system which can be used for all of the X Club Services including Nursery Top Ups. All payments, including those made in cash to the office are recorded in this system which is available for parents to view and monitor their balances.

## How it works

Services you use (which are assigned to you by the school office) will appear when you log in. You will not see services that we have not assigned to you.

## Logging in

You will be given your initial username and password by the school office. You then log in and change your username and password, which can be reset by the school office if you forget.

## Other Schools

Your login details for other schools will not work for Templemoor. You need a new username and password for each child that is specific to Templemoor (e.g. if your child attends Moorlands but uses the X Club, your Moorlands username will not work to pay for X Club). You can, however, merge your accounts afterwards so you only log in once for your whole family. This is done through your settings.



# Data Protection Act



Schools, Local Authorities (LAs) and Department for Education (DfE) (the Government Department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are, therefore, writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time, we are required to pass on some of this data to the Local Authority, to another school to which the pupil is transferring, to the DfE and to the Qualifications and Curriculum Authority which is responsible for the National Curriculum and associated assessment arrangements.

In Trafford, the duties of the Local Authority are carried out by the Children and Young People's Service (CYPS). The CYPS uses information about pupils to carry out specific functions for which it is responsible, such as school admissions, assessment of any additional needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, the delivery of services to vulnerable youngsters and their families, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The Qualifications and Curriculum Authority uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to The DfE in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The DfE uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfE will feed back to LAs and school information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with Government departments or agencies strictly for statistical or research purposes only.



# Equality Statement



At Templemoor Infant and Nursery School we welcome the equality duties placed on schools. We believe that all pupils and members of staff should have the opportunity to fulfil their potential whatever their background, identity and circumstance.

We are committed to creating a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality in relation to all protected characteristics (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. Our commitment to equality and diversity is a fundamental part of our drive towards continued excellence.

We recognise that equality will only be achieved by the whole school community working together and expect that you will support this fundamental part of our work.



# And Finally



We hope that you and your child will enjoy your time with us here at Templemoor. We appreciate the trust you are showing by placing your child in our care. Together we will provide the best education we can to unlock your child's potential.

You may like to become a Reception helper and work with small groups of children on a range of activities such as cooking, reading, ICT activities, gardening and sewing. If you have any special skills you would like to share, please let us know. All parent volunteers need to complete a DBS check which can be arranged by appointment through the school office.

If you require any further information, please speak to any member of the Reception Team, or visit the school website at [templemoorinfants.co.uk](http://templemoorinfants.co.uk).





**Templemoor Infant & Nursery School**  
**Calendar 2016 to 2017**

<b>Autumn Term 2016</b>	
Opens	Tuesday 6 <sup>th</sup> September 2016
Closes	Thursday 20 <sup>th</sup> October 2016
Opens	Monday 31 <sup>st</sup> October 2016
Closes	Wednesday 21 <sup>st</sup> December 2016

<b>Spring Term 2017</b>	
Opens	Tuesday 3 <sup>rd</sup> January 2017
Closes	Friday 10 <sup>th</sup> February 2017
Opens	Tuesday 21 <sup>st</sup> February 2017
Closes	Wednesday 29 <sup>th</sup> March 2017

<b>Summer Term 2017</b>	
Opens	Tuesday 18 <sup>th</sup> April 2017
School Closed – Bank Holiday	Monday 1 <sup>st</sup> May 2017
Closes	Friday 26 <sup>th</sup> May 2017
Opens	Monday 12 <sup>th</sup> June 2017
Closes	Friday 28 <sup>th</sup> July 2017

<b>Staff Training Days – School will be Closed to Children</b>
Monday 5 <sup>th</sup> September 2016 Friday 21 <sup>st</sup> October 2016 Thursday 22 <sup>nd</sup> December 2016 Friday 23 <sup>rd</sup> December 2016 Monday 20 <sup>th</sup> February 2017



