



# Welcome to Elmstead Wood Primary School

# The Reception Team



**Mrs Webb**

EYFS Lead / Reception Class Teacher



**Mrs Inman and Miss  
Freeman**

Reception Class Teachers



**Ms Webber**

Teaching  
Assistant



**Mrs Payne**

Teaching  
Assistant



**Mrs Haig**  
Head  
Teacher



**Mrs Sampson**  
Deputy Head  
Teacher



**Mr Hemming**  
Assistant Head  
Teacher



**Mrs Golding**  
SENCO

# The Leadership Team



**Mrs Arnold**  
Pupil Support  
Lead



**Mrs Shafak**  
Pastoral Support



**Mrs Davis**  
First Aid Lead

# The Inclusion Team



**Mrs Lee**  
Admin Officer



**Mrs Lang**  
Senior Admin Officer



**Ms Davis**  
Admin Officer

# The Admin Team

# The School Day

The school gates are open for the children to arrive from 8.40 am; they should enter the school through the main doors and walk round to their classrooms. For the Autumn term, children in Reception enter through the double doors by their classroom.

For safety reasons please remember to let the school office know by 2.30 pm if a different adult is collecting your child.



	EYFS / Key Stage 1	Key Stage 2
Morning Start (doors open)	8.40am	8.40am
Morning Register	8.55am	8.55am
Morning Playtime	N/A / 10.30 - 10.45am	10.30 - 10.45am
Lunch	12.00pm - 1.10pm	12.10pm - 1.10pm
Assembly	Sometimes / 1.15pm	1.15pm
School Ends	3.15pm	3.25pm



# Attendance

**Remember: “Every day counts!”**

Please make sure that your child is at school on time and here every day, unless they are ill. If your child is absent from school please let the school office know by 9am.

The Government set 96.2% as a minimum expectation.



# Roots - Breakfast Club

Games and activities are available from 7.45am and the children are supervised by at least two adults. Breakfast Club offers a range of seasonal, healthy food and drinks which will include a range of hot and cold items. At 8:40 the children are taken to their classes.

You can choose when you wish to use this service. Children can come in on any day - all you need to do is send them in with the correct money in their hand, or you can pre-book with the school office. We can also accept payment through some childcare voucher schemes. Please contact the school office for more information.

For obvious safety reasons, please ensure children are not dropped off and left unaccompanied before 7.45am.

Breakfast Club should be paid for at drop off or in advance. Contracts are available on a termly basis.

**Ad hoc £6.00, Contract £5.00**



# Canopy - After School Club

Canopy Club is an after school club run by experienced play leaders. The club runs from the end of school until 6pm with parents being able to pick up at any convenient time within this time frame. There are opportunities to play inside and outside, dependant on the weather, and include sports, board games, homework help, craft and much more. Children receive a substantial snack, being guided by the school's healthy school status.

Canopy Club should be booked for and paid for in advance with the school office. Contracts are available on a termly basis.

**Ad hoc £11.50, Contract £9.50**

# School Uniform

## Where to buy

Our school uniform is provided by JK Clothing. Uniform for AY22/23 will be available to order in store or online directly from JK Clothing from 18th July. The shop is in Well Hall Road, Eltham or you can access their website on [www.jkclothing.net](http://www.jkclothing.net). JK Clothing supply our sweatshirts, cardigans, jackets, hats, caps, book bags and PE kits.



# School Uniform

- White polo shirt
  - Black or grey trousers or skirt
  - School sweatshirt
  - Black shoes, black trainers
  - Black leather boots from October to April
  - We use the outside area everyday and in all weathers so please ensure that your child has a waterproof coat and wellies in school everyday
  - Suitable clothing for Forest School
  - During warm weather the children will need a sun hat and sun cream applied before they come to school
  - Children with long hair need to tie it back. Any hair accessories must be royal blue, black or white and should be of a reasonable size
- Please ensure all items of uniform are named.*

# Food in school

There is a choice of packed lunches or nutritional school dinners. Our school meals are supplied by Olive Dining.

All children in Reception, Year 1 and Year 2 are provided with a free school meal. School meals for children in KS2 from the start of the Autumn term will cost £2.40 per day.

# Packed lunch



If you decide to give your child a packed lunch, please ensure you include healthy food choices. Our school is a nut free school so please ensure that you do not give your child packed lunches that contain nuts, particularly peanuts, in any form, e.g. peanut butter, Nutella.

Parents are asked to provide a plastic lunch box (clearly named) for packed lunches. Packed lunches should not contain any types of sweets or fizzy drinks.

# Free school meals

Older children may qualify for a free meal, if you receive any of the following Income Support allowances:

- Income based Jobseekers Allowance.
- Income related Employment Support Allowance.
- Child Tax Credit (providing you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Pension Credit (Guarantee Credit).
- Support under part VI of their immigration and Asylum Act 1999.
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit.)
- Universal credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 per year (after tax and not including any benefits that you get).





# Extra funding

Being entitled to free school meals enables the school to receive extra funding known as Pupil Premium from the government. If you sign up for free school meals and are accepted, the office will provide you with a voucher to obtain a free school jumper for your child attending the school.

In addition, the school would receive £1,320 per year which will mean valuable support such as extra tuition, small group support, additional teaching staff, resources, after-school activities or funding for school trips. It is really important to sign up for pupil premium so that our school receives the funding to which it is entitled.



# What can I do to help my child before starting school?

- Ensure they are toilet trained (Share any needs with us)
- Practise putting their coat on and off and doing it up.
- Practise getting dressed and undressed.
- If school dinners, practise cutting up their dinner.
- If they are going to be packed lunch, practise opening their lunch box and drinks container.
- Practice recognising their name.

# Curriculum

- The EYFS curriculum is play based, both inside and outside the classroom.
- There will be a combination of whole class carpet sessions, small group adult led activities and child initiated activities.

# Seven Areas of Learning

The *prime* areas, are:

- communication and language
- physical development
- personal, social and emotional development

These are supported by four *specific* areas:

- literacy
- mathematics
- understanding the world
- expressive arts and design

# Our Positive Learning Behaviours

## The Friendship Frog...

*Always attempts to build relationships*



## The Excellence Eagle...

*Strives for a healthy mind and body*



## The Independent Insect...

*Understands change does things for himself*



## The Persevering Penguin...

*Achieves his dreams and goals*



## The Respectful Raccoon...

*Knows himself and respects other*



## The Tolerant Turtle...

*Appreciates how we are all different*





# Opal Play



Separate space for Reception at the start





# What if there are concerns about my child's learning or behaviour?

Class Teachers – Inclusion Team – SLT

Pupil Progress Reviews to discuss child's needs  
(children needing additional challenge or support)



# What extra-curricular clubs does the school offer for older children?

- Football
- Drama Club
- Gymnastics
- Girls Sports Club
- Lego Club
- Boys Sports Club



# How can parents get involved in school?

- Parent Teacher Association
- Assemblies
- Year group celebrations
- Marvellous Me
- Evidence Me
- Story time sessions
- Grown up workshops (with children)



## Your School's Unique URL

<https://elmstead-wood-primary.uk.arbor.sc/?/home-ui/index>



## Logging in for the first time

- ☐ Follow school's unique URL
  - ☐ Select 'First time logging in?'
  - ☐ Provide the email address you used on applying for the school *(NB: if this does not work please email the school with the email you would like to use to login and await further instruction)*
  - ☐ Finally, confirm your child's date of birth, accept terms and select your child's school
- You're in!**

## Subsequent logins

After your initial log in, you can download the Arbor App from your device's app store.

## Completing your Pupil Information (in app)

- ☐ Log in to the Arbor App
- ☐ Select the Menu ☰ icon from the bottom toolbar
- ☐ Select Profile
- ☐ From the Profile View you can add and amend pupil data (NB: you will only be able to edit your own contact information, and add new contacts)

## Support

If you are unable to log in, please contact the school office in the first instance to check your email address and child's DOB as recorded in our system.

For support, please visit <https://support.arbor-education.com/hc/en-us> and select Parent Portal and Arbor App as a parent.

# Dates

<b>Tuesday 5th July</b>	<b>Staff visits to Nursery and Pre-schools Meet your teacher afternoon in class</b>
Monday 5th and Tuesday 6th September	Home visits
Wednesday 7th September	Allocated half an hour slot for parents to come and explore the learning area with child
Thursday 8th September	Part time for Reception 09.30 am - 12.00 pm
Friday 9th September	Part time 08.40 am - 12.00 pm
Monday 12th September	Part time 08.40 am - 13.30 pm
Tuesday 13th September	All day





**Thank you for coming!**  
**Any questions?**