



Starting Reception September 2021



PLEASE TAKE THE TIME TO READ THIS DOCUMENT. IF YOU HAVE ANY QUESTIONS THEN PLEASE PHONE THE SCHOOL OFFICE TO MAKE AN APPOINTMENT TO MEET WITH A MEMBER OF THE SENIOR LEADERSHIP TEAM.

WELCOME TO QUEENBOROUGH SCHOOL AND NURSERY

We are delighted that you have decided to send your child to Queenborough School and we know that they will enjoy their time here. To help settle your child in as easily as possible in September and to ensure that you have all of the information you need about the school, we have produced this booklet to help you. Please complete the admission forms as soon as possible please, providing your child's birth certificate and evidence of your address if not already provided. Please return these forms to the school office **by Friday 2nd July 2021.** **If your child already attends our Nursery it is still important that you complete this admission pack. Your child will not be able to start with us in September if we do not have their completed Admission Forms.**



Assistant Headteacher
Early Years Leader

MEET THE TEACHERS

 A portrait of a woman with long brown hair, wearing a dark jacket over a white top, smiling.	 A portrait of a woman with long brown hair, wearing a light-colored patterned top, smiling.	 A portrait of a woman with blonde hair, wearing a green polka-dot dress over a blue top, smiling.
Miss Samantha Hall Silver Class Teachers Monday, Tuesday, Wednesday	Mrs Jennifer Simpson Silver Class Teacher Wednesday, Thursday, Friday	Mrs Kim Heckley Smith Gold Class Teacher Full Time

All of the adults working in Gold and Silver Classes will work closely together to ensure that your child has the best possible start to their school life at Queenborough.

MEET THE NURSERY NURSES / NURSERY APPRENTICES

	
Nursery Nurse Mrs Tomlinson Silver Class	Nursery Nurse Miss Dance Gold Class

TRANSITION PERIOD

In light of Covid restrictions and current Government guidelines, we have organised two activities for you and your child to attend. This will be an opportunity to meet key members of staff; including the Senior Leadership Team, Reception Class teachers and Nursery Nurses. Your child will also be able to meet new friends who will also be starting Queenborough School and Nursery at the same time as your child.

Date	Time	Activity
Monday 7th - Friday 11th June 2021		Admission Packs will be sent out during this week and need to be returned by Friday 18 th June.
Monday 14th - Friday 25th June		
All parents will be invited into school for a meeting with Mrs Glass (Assistant Headteacher, Early Years Lead and Mrs Bush Safeguarding and Wellbeing Lead) in small groups of 5/6 parents (adhering to current social distancing rules)		
Thursday 15th July 2021	4.00 - 6.00pm	Year R Open Evening. Bring your child along at any time during this period, to visit their new classroom and meet their teacher.
Friday 16th July 2021	1.30 - 2.30pm	Family Teddy Bears Picnic - With Parents on the school field Please bring a favourite teddy and your picnics!! An opportunity for you to meet other families with children starting school in September.



SETTLING IN:

Dates for your diary:

Wednesday 1st - Friday 3rd September 2021

Monday 6th - Friday 10th September 2021

Monday 13th - Friday 17th September 2021

- Staff Development Days

- Part Time in 8.40 - 12.00pm

- Part Time in 8.40 - 13.00pm

Week Commencing:

Monday 20th September 2021 - Year R children FULL TIME - 8.40 - 3.10pm

LEARNING IN THE EARLY YEARS FOUNDATION STAGE



The Early Years Foundation Stage Framework explains how your child will be learning when they begin school. Your child will be continuing their learning journey and will acquire new knowledge, skills and understanding across seven curriculum areas. The curriculum is divided into '**Prime**' areas of learning which underpin the '**Specific**' areas of learning.

The 'Prime' Areas are:

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

The 'Specific' areas are:

- Literacy;

- **Mathematics;**
- **Understanding the World;**
- **Expressive Arts and Design.**

These seven areas are used to plan your child's learning experiences. The professionals teaching and supporting your child will ensure that the activities are carefully matched to their unique needs and interests. Children in the EYFS learn most effectively through discovery and exploration, being active, and through creative and critical thinking which takes place both indoors and outside.



Your child will also have a book to read with you at home. We encourage you to share your child's reading development with us in their reading contact book. School book bags can be purchased from the school office for £4.50.



TAPESTRY

In the Early Years Foundation Stage, we use an online learning journal, using educational software called 'Tapestry' which records your child's unique learning journey. By logging on with a secure username and password you will be able to view all of your child's observations, photographs and even video from their time in Reception. This will enable you to follow your child's individual progress closely and reflect upon their achievements. You are also welcome to add observations and comments so that their class teacher can find out about which activities your child enjoyed at School and their learning at home.



ATTENDANCE

At Queenborough School and Nursery, we encourage high levels of attendance and punctuality as these are key factors in supporting children to achieve the best they possibly can. We recognise that children are occasionally unwell and unable to attend school and that specific and unusual circumstances can, at times, cause children to be arriving to school late. However, where possible, it is essential that children attend school regularly as poor attendance can impact upon their levels of attainment and hinder progress with their learning.

The school day starts at 8.40am. Any child arriving after this time is required to report to the office where the reason for absence must be given and a late mark will be recorded. The school day finishes at 3.10pm. Please notify the school office of any absence, or leave a message on the absence line.

We adopt a positive approach to attendance and reward classes who attend regularly and punctually with our '**Attendance Ted**' and '**Punctuality Pup**' which each class keep for the week to share their learning with them. The children are keen to work as a team so that their class secures the award each week.



SCHOOL DINNERS

We have arranged for your child to have lunch for a whole week during the second week at school (**Monday 13th - Friday 17th September**) so the children can adapt to eating in the school hall as well as to try some of the food we have to offer. During these days we would like all children to try the different school dinners on offer. Alternatively please provide your child with a packed lunch in a suitable container clearly marked with your child's name. Any drinks provided must not be in glass bottles or cans. We also request 'no sweets' please as part of our '**Healthy Lifestyles**' approach. On these days, please collect your child at 12.30pm from their classroom.

Since September 2014 all children in years R, 1 and 2 are entitled to a universal free school meal which can be booked on a day to day basis. However, if any parents are on the following benefits, it is very important that an additional form is completed either on line at www.kent.gov.uk/education-and-children/schools/free-school-meals or a form can be obtained from the office. The eligible benefits are:-

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance

- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who receive any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also have free school meals.



SNACK TIME

The children will continue to enjoy 'snack time' as part of their daily routine. Your child will continue to receive 'Government funded' milk until the term after their fifth birthday. After this time, it will then be provided by the school. We encourage children as part of our focus upon 'Healthy Lifestyles' to bring water bottles to school every day so that they can drink water throughout the day. Please ensure that only 'water' is provided in these bottles.



COMMUNICATION

Effective communication between parents and the school is essential in order to build good relationships which will help to support your child's learning. If you have any concerns or worries about your child then please in the first instance speak to your child's class teacher. If you feel you require further support, then please speak to Mrs Anna Glass or Mrs Clare Bush, our Designated Safeguarding Lead and Well-being and Family Support Officer. If it is necessary for someone different to collect your child, please ensure that you notify your child's class teacher or the office. We will not release your child to anyone else without prior arrangement from you.



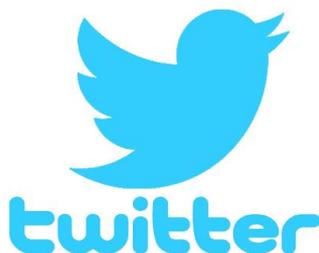
Our School Telephone Number - 01795 662574

The school uses a number of ways to communicate with parents and carers:

- Letters are sent home
- Text messages
- Teachers to Parents App

You can also find information on the school website www.queenborough.kent.sch.uk

and don't forget to follow us on Twitter @QueenboroughSN



PARENT CONTACT DETAILS

If during the year circumstances change or telephone numbers change please make sure you notify the school office as there may come a time when we have to contact you in an emergency. This is also important for our text messaging service when we inform you of last minute information such as after school club cancellations. During Term One, we send each parent a copy of all these details to be updated and it is essential that this sheet is signed and returned as soon as possible.

SCHOOL UNIFORM

We have high expectations in all areas of school life which includes our school uniform. Our uniform consists of simple functional clothing suitable for the range of activities which will be encountered during the school day. Hooded tops are to be worn for outside wear only. We request that all children wear their uniform to school, as it helps them to feel part of the school community. Our school uniform consists of grey trousers or skirt, white shirt or logo polo shirt, red logo jumper or cardigan and black shoes. Our PE kit consists of a red T-Shirt, Black shorts and black plimsolls. We are excited to announce that from Monday 31 May 2021, all year groups will be able to purchase school uniform with the Queenborough logo directly from our uniform supplier, Mapac. ALL uniform and other belongings, such as lunch boxes must be clearly named.



GETTING TO SCHOOL:

The majority of our children live within a close proximity to the school and are therefore able to walk to school but if it is necessary to drive, it is recommended that you park a short distance from the school and walk from there. The area around the school becomes very congested at school times and in the interests of the safety of all our children we ask that you park with consideration to others. Please do NOT park in a manner that it makes it dangerous for children to cross the roads. We would ask parents to not park across the driveways of our local residents.

Bicycle racks are available at the front of the school.
Bikes or scooters are left at the owner's risk.

PAYMENTS

We politely request that if parents are making payments via the school office it would be very helpful if you could bring in the correct money in a sealed, marked envelope. The school office does not always keep change.

Alternatively, you can use our online payment system 'School Money.' Usernames and passwords can be issued by the school office. If you are having any difficulty accessing the online payment system, please speak to a member of the office staff who will be happy to help.

PREPARING YOUR CHILD FOR SCHOOL:

When your child starts school in September it is requested that they are able to do the following:

- Go to the toilet and wash their hands unaided (including wiping themselves)
- Dress and undress themselves (please practice with buttons if necessary)
- Fasten / unfasten their shoes.
- Fasten / unfasten their coat.
- Use a knife and fork to eat their dinner.

Please do let us know if your child needs help with any of the above.



**WE LOOK FORWARD TO WELCOMING YOU TO
QUEENBOROUGH SCHOOL AND NURSERY IN
SEPTEMBER 2021.**

"This is an outstanding school where everyone is an enthusiastic learner and makes a valuable contribution to the exceptionally positive ethos."

Ofsted, October 2016

