

St Mary's Bryanston Square Foundation Stage Department

Starting Reception Class Booklet

Absence

The school telephone number is 020 7641 4130.

Please ring the school to inform the staff if your child will be absent from school.

It is important that the school is informed of any absences and given a reason.

Holiday leave is discouraged during term time. Requests must be put in writing to the Headteacher but are not granted automatically.

The School Day

The day begins at 9.00am and finishes at 3.15pm. It is important that your child arrives promptly for the start of the day and is collected on time at the end of the day.

Keep up-to-date

Always check the Reception class window notices for important messages about routines and special events.

Contact Numbers

Please ensure that your contact numbers are kept up to date with the school office.

If any of your details change please inform Mrs Browning or Ms Farrell. It is vital that we are able to contact you if your child is unwell or in the unlikely event of an accident.

Dinner Money

Is £_____ per week and should be paid weekly or termly in advance. Please put the correct money in an envelope labelled with your child's name and class and the amount enclosed and give it to a member of staff on a Monday morning.

Mid Morning Snack

You may provide your child with a snack to have during the morning session of a piece of fruit and a bottle of water (labelled with your child's name).

School Uniform

Winter uniform is a school sweatshirt with a white shirt and; grey trousers for boys and a grey skirt, pinafore or school trousers for girls.

Summer uniform is as above with grey shorts for boys and a blue and white check dress for girls. A full list describing the uniform is available from Mrs Browning and is listed in the school prospectus.

Uniform can be purchased on Tuesday afternoons from 3.00pm.

P.E. Kit

The children will need a P.E. bag (available to buy on Tuesday afternoons) with navy shorts, a school T-shirt and black plimsolls, all labelled with your child's name. This bag is returned home every half term to be washed. Please send spare socks and underwear in case of an accident.

Labels

Always label all items of clothing with your child's name

Jewellery

No jewellery should be worn. Also please ensure that your child does not bring sweets or toys to school.

Homework Routine

A blue school bag is available to buy which will help keep homework together. Each night your child should read his/her reading books and 'Sound Book'. A homework folder will be brought home each Friday with other work. This should be returned to school by the following Wednesday.

After School Club

There are a limited number of places available each term for children to stay after school for a fee. Please see Mrs Browning for more details.

Helping at Home

Reading together and letting your child tell you stories (in your own language as well as English if your child is bilingual) is a valuable way of supporting your child's development of reading skills. Don't forget to use your local library.

Remember

When your child writes their name at home he/she should use a capital letter only for the first letter, for example,

Fatima

Jonathan

Volunteers

In Reception class we often need help from parents and carers for special events and trips. Please see a member of staff if you would be willing to offer help or have a particular interest or skill that we could use!

Friends of St. Mary's

This is a group of parents that supports the school through special events and fund raising activities. Please see a member of staff if you are interested in getting involved.

Staff List

Mr Peter Hadfield	Headteacher
Mrs Sarah Taylor	Deputy Headteacher

Mrs Sheelagh Leith	Learning Mentor
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Mrs Helen Longville	Support Teacher
Ms Kyra Sheppard	Reading Recovery Teacher
Miss Sonia Walker	Bilingual Support Teacher

Reception Class

Miss Alison Bowden	Teacher/Senior Management
Miss Lisa Kadiri	Qualified Teaching Assistant

Nursery Class

Mrs Paulette Williams	Teacher/Coordinator
Mrs Lynda Pearson	Early Years Educator
Miss Nicola Dillon	Qualified Teaching Assistant

Office Staff

Mrs Margaret Browning	School Secretary
Ms Lynda Farrell	Administrative Assistant
Mr Bruce Manson	Finance Officer