



**Lapal**  
Primary School

# Induction Meeting 2023

## A welcome from our Executive Head Teacher

I am Mrs Turner, the Executive Headteacher at Lapal Primary School. I am delighted to welcome you to our school.

Parents and carers play a very important part in school life and we value our partnership with you. We all share responsibility for your child's education, and we look forward to working closely together. We encourage parents to become involved in all aspects of school life, so that, as partners, we can promote high standards of learning, behaviour and attitudes to enable every child to reach their full potential.

Starting school should be a happy and exciting time for both you and your child. We know that you will have lots of questions to ask us and hope the information here will begin to answer at least some of those questions.

Please continue to visit our website over the coming weeks and we will post further information in order to support your child's induction in to school.

Mrs J Turner

**A welcome from our  
EYFS Phase Leader**



I am the Early Years Foundation Stage (EYFS) Phase Leader and one of the Reception class teachers at Lapal Primary School.

The Reception year is a wondrous stage of your child's learning journey, as they make great steps in their personal, social and academic development. We strive to nurture inquisitive minds, confidence through independence and most importantly, a love of learning. My team and I look forward to welcoming your family to Lapal and watching your child blossom this year.

Miss F Hopkins

## Our Senior Leadership Team



Mrs L Atkinson  
Head of School



Mr M Maynes  
Assistant Head  
of School

## **The Early Years** **Foundation Stage**

Your child will have already started working on this curriculum if they are attending pre-school, nursery or a child minder.

EYFS there are seven areas that shape each child's learning:

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

## Lapal Early Years Foundation Stage



- The areas of learning are embedded in our indoor and outdoor environment and the activities the children access.
- Learning is play centred and active.
- There is a balance between child initiated (activities children set) and adult led learning (activities that an adult designs).
- Learning Journals are kept as a record of evidence.



## Lapal Early Years Foundation Stage



- Children are taught through themes that are familiar and interesting to the children. These are based on both topics set out by the school and driven by the children so that they capture their curiosity and enthusiasm.
- This year these have included:

Let's Celebrate!

Our Wonderful World

Let's Explore!

## Shaping Our Curriculum



- We would like to build a picture of the 2023 cohorts' interests and experiences as we plan our curriculum.
- We will be sending a short online questionnaire '*Shaping our Curriculum - Children's Interests and Experiences*' to gather this information. Please complete the questionnaire by Friday 24<sup>th</sup> June.
- At your induction visit, we will discuss your child's personal interests and experiences in more detail.



## Classes and Groups

- Foundation stage operates as a unit in an open plan classroom, canopy and outdoor area that all children have access to.
- The children are in one of two class groups and have an allocated class teacher. There are two class teachers and two teaching assistants. There may also be additional teaching assistants dependent upon the specialist needs of children.
- Throughout the day, children will work in small groups for activities with peers from both classes and with all staff members.
- All pupils no matter what class or group the children are in, will have access to the same learning and resources.

## The School Day

### Parent/Carer Question

*What does my child's day look like?*

8:40	First bell. Doors open.
8:50	Second bell. Children <u>MUST</u> be in school by this time. Doors close and register is taken.
9:00	Phonics, guided reading and related literacy activities.
10:00	Topic teaching session
10:30	Child initiated learning time and teacher led activities
11:45	Lunch
12:50	Registration
1:00	Mathematics teaching session
1:25	Child initiated learning and teacher lead activities
2:45	Assembly time – story, song
3:10	Home time

## **Attendance**

- Children are in full time education; a letter or phone call is required by 9:30am each day of absence.
- Punctuality is important, a settled start is always best for your child.
- Attendance is monitored and letters are sent out if absence or lateness becomes an issue. This may result in a fixed penalty fine.
- The Education Investigation Service reinstated penalty fines for leave of absence in term time for a period of 5 days (10 sessions) or more.
- Home Visits are undertaken if a child fails to turn up to school and cannot be contacted.
- [Attendance policies may be reviewed in line with government guidance. Our most up to date policies can be found on the school website.](#)

## Dropping Off and Collection



### Morning

- Children come through the Reception door on their own. This helps develop their independence and allows for a settled start.
- At least one member of staff will be based at the entrance of the canopy to take messages on behalf of both classes. The remaining staff will supervise the children in class.

### Home Time

- Children will be released onto the school playground at the end of the school day. Please note this is a different to their drop off point.
- The children will finish at 3:10pm, five minutes ahead of the rest of the school to ensure you can collect your child and older siblings more easily.
- Children are only released if we can see a named adult. Siblings under 16 are unable to collect children.
- If there is a change to the usual adult collecting your child, we will ask for the password.

## **Password System**

- You will set up a password before your child starts school during your induction session.
- Staff will ask for the password if we do not recognise the adult who is collecting your child.
- We will not release your child if we do not recognise the adult and they do not know the password.
- Always, let us know if someone different is collecting your child.
  - You can do this by telling the member of staff on the Reception door that morning or via the school office.
  - We can prepare your child through the day of this change to their usual routine.



## **Breakfast and Afterschool Club**

### **Dropping Off and Collection**



### **Morning**

- Children come through the hall doors located at the top of the ramp on the school playground. You can access this by walking through the gated entrance at the side of the school carpark or the Manor Lane alley.
- One member of the BASC team will be based on the door to welcome your child. You can share any messages with this staff member and they will share these messages with your child's teacher.

### **Evening**

- Children will be collected from the gated entrance at the side of the school carpark. Please ring the bell and a staff member will bring your child to you.
- You can collect your child from 3:30pm until 6:00pm.
- The password system will be used in the same way.

## Parent/Carer Question

*What is the best means of communication with the school?*

- Personal Planners
- Contact the school office via phone or email
- Parent Mail
- Tapestry Online Learning Journal

## Parent Mail



- At Lapal we use ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because you can:
  - Use a free mobile app on Android and iOS to pick up school messages instantly.
  - Have an account simply for school messages (away from your busy email inbox!)
  - Highlight important messages or archive old messages to make life easier.
  - Messages can be sent directly to mums, dads and carers – even grandparents!
- Registering with ParentMail is very easy. You will receive instructions via email.

## Online Learning Journal



- Tapestry is a secure online learning journal. It documents your child's 'wow' moments through photographs, videos and text that parents can view from their smart device or computer.
- Tapestry is contributed to by the EYFS team of teachers and teaching assistants as well as parents.
- To access Tapestry, parents need to sign an 'Agreed Procedures' policy and sign up to the application using the provided set up guide on our school website. Please ensure that you have signed and returned this consent form.

## Online Learning Journal



Tapestry is used in two ways:

- 1) As your child's **personal learning journal** to document their learning both in the classroom and at home. Parents may capture:
  - Milestones  
e.g. losing a tooth, first swimming certificate, music lessons
  - Family events and celebrations  
e.g. new sibling, weddings, days out and holidays
  - Home learning  
e.g. Maths challenges, reading, phonics practise
  - Things that make you say "Wow!"
- 2) As a **communication tool** between school and home.
  - Share information including updates and useful home learning tools
  - Post weekly home learning activities each Friday afternoon.
  - Share 'weekly round-up' messages from your child's class teachers.



## School Uniform

### Parent/Carer Question

*"When and how can we  
purchase school uniform and  
accessories?"*

## Uniform



- All our school uniform containing logos is sold by Dancers in Halesowen. Please see website <http://www.dancersltd.co.uk>
- Some items of school uniform do not have a logo – these can be purchased from stores or supermarkets if you choose.
- We also hold a pre-loved uniform sale at many school events and in the entrance to the school office.
- The pictured items will be available to purchase at your child's induction meeting and you will be invoiced through ParentMail.
- You can collect these at your induction meeting. Your child will receive their first water bottle free of charge.

## Uniform



Uniform guidance can be found on the school website and in the Foundation Stage Handbook

### Winter Uniform

- White shirt, blouse or polo shirt and grey trousers or skirt
- Red school logo cardigan or sweatshirt \*
- School tie
- Black or grey socks/tights
- Black sensible shoes (velcro is much easier for young children).

## Uniform



Uniform guidance can be found on the school website and in the Foundation Stage Handbook

### Summer Uniform

- White shirt, blouse or polo shirt and grey shorts/trousers or skirt/pinafore
- Red and white checked summer dress
- Red school logo cardigan or sweatshirt \*
- School tie
- White or grey socks
- Black sensible shoes (No sandals or open toed shoes).

## Uniform



Uniform guidance can be found on the school website and in the Foundation Stage Handbook

### P.E. Kit

- Red logo T-shirt \*
- Black shorts
- Black pumps
- Lapal P.E. bag – this item is optional

In cooler months, your child may also need:

- Red logo fleece \*
- Black jogging bottoms

Children come to school in their P.E. kit on their designated P.E. day. We will share more information regarding this before your child starts school.



Uniform guidance can be found on the school website and in the Foundation Stage Handbook

## **Additional Seasonal Clothing**



Reception children spend a large portion of their day in the outdoor environment, no matter the weather. Your child can keep the following items in their box, so they are ready to use.

- Wellington boots – *\*please bring to your induction meeting*
- Scarf, hat, gloves
- Sun hat

We provide children with waterproof jackets and trousers when we are outside to protect their clothing, but they still might come home a little muddy.

## What to bring to school each day



- Book bag
  - Lapal logo book bags are the correct size to be stored in children's boxes. Please do not send large backpacks.
- School planner
  - This will be given to your child during their first week of school. This is a communication tool that messages can be sent and read from home and school.
- Water bottle
  - Our Lapal logo bottles will be given free of charge for your child to use. Please do not put these in book bags as it can cause water damage to books.
- Library book / reading book
  - These will be given to your child in the first week of school and changed weekly.

We encourage children to leave all personal items at home.

## Parent/Carer Question

*“How do you cater for children with dietary requirements?”*

*“What if my child has a food allergy?”*

- Please identify on your child's forms, any dietary requirements or allergies. You can discuss these requirements further at your school visit.
- Children's names, photographs and dietary requirements are compiled into a document that are shared with the catering staff and lunch time supervisors, and displayed in food preparation areas.

## Daily Snack



- Within the classroom we have a designated 'Snack Cafe' area.
- All children will be able to access fruit, milk and water throughout the day.
- We also prepare other healthy snacks, such as a variety of vegetables, cheese, crackers, yoghurts, pitta breads etc. and cook with the children on a regular basis.
- For these things to take place, we ask for a small donation of £1 per week. For ease we request for this to be paid termly through ParentMail. We will send a separate letter when your child starts school to request this payment.



## Lunch Time



- Children are entitled to a universal free school meal, provided by school up to the end of Key Stage 1, or they can bring a lunchbox meal from home. Some families may be entitled to free school meals that extend beyond Key Stage 1. We can provide further information if you think you may be eligible.
- The universal free school meal option is a choice between:
  - A pre-ordered 'grab bag' cold sandwich meal
  - A pre-ordered hot meal. An example menu can be found on the school website.
  - Lunches are ordered via ParentMail.
- Lapal has one lunch hall that all children, from Reception up to Year 6, share.



## Lunch Time



- In September, children in Reception then return to their outdoor area for after lunch playtime.
- Children are introduced to the shared whole school (Reception to Year 6) playground at an appropriate time through the academic year, beginning with a designated Reception only area before moving to the shared space.

## Our Transition Process

### Parent/Carer Question

*“When will my child start school and what will these arrangements look like?”*

### Parent/Carer Question

*“How are you finding out about my child from their current setting?”*

## Pre-September Transition Process

### Parent/Carer Question

*“How are you finding out about my child from their current setting?”*

### Links with Pre-School Settings

- We will liaise with pre-school settings to get to know your child. This may be through a telephone conversation with your child’s key worker or a visit to their setting prior to starting school.

## Transition Support Days

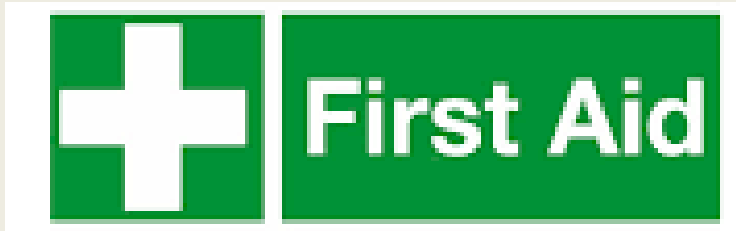
### Parent/Carer Question

*“When will my child start school and what will these arrangements look like?”*

### Induction Sessions

- Parents and their child are invited into school for a short meeting with their child’s teacher in the summer term. This is time where children can play in their new classroom and share activities with a member of the Early Years Team before they begin school. We will answer any questions you may have.
- You will receive the date and time of your meeting through the post.

## Medication and Medical Needs



- Medical conditions and health concerns can be discussed in detail during your child's July induction session.
- Staff must be made aware of vital conditions before your child's first session in school. For example, allergies, asthma etc.
- Staff are not allowed to dispense medicine unless written permission has been given. We only dispense prescribed medications.
- All medication must be handed in at the school office. We will require two sets of some medical items, such as inhalers or epi-pens.
- The school nurse may contact you if you have highlighted any medical conditions on your information sheet.
- We require a minimum of two different emergency contact numbers for your child.

Please contact the school office if there is any information that you need to share with us.

## Transition Support Tools



### Summer Activities

- We will provide a welcome book and activities at your induction visit. These will support your child with the school routine. Once your Tapestry account is activated, you will be able to log in and share messages and videos from your child's teachers too.

## Transition Support Days

### Staggered Start

- In September, we provide a staggered start into the school routine. This enables us to prioritise a nurturing beginning for your child and has a positive, long-term impact on how they settle into school life. This usually comprises of some half day sessions and staggered start and collection times. On these half days, you will have an opportunity to have lunch in school with your child.
- You will receive the dates and times of these sessions before we break for the summer holidays.

## Starting School Top Tips



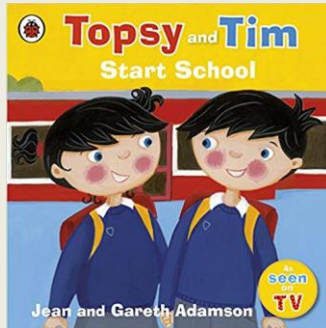
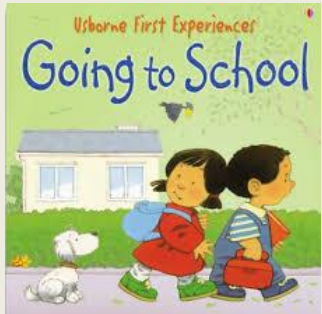
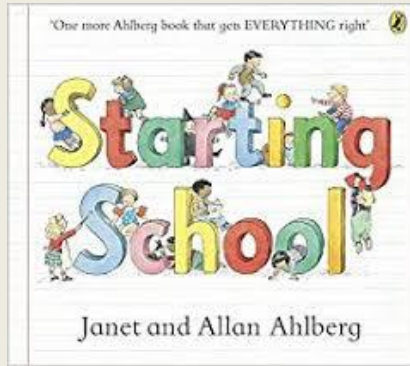
Many parents ask us how they can help their child prepare for school. These are some of the things we suggest practising before September:

- [I can get myself dressed.](#)
  - Practise changing into and out of school uniform.
  - Practice fastenings on new shoes and pulling on wellingtons.
  - Practise putting new coats on the correct way and how to turn inside out sleeves. Zips can be tricky for little fingers, so we will work on this skill during the Reception year.
- [I can go to the toilet all by myself.](#)
  - This includes self-care such as wiping, pulling up clothing and washing hands, as well as recognising when they need the toilet.
- [I can listen to, follow and join in a conversation.](#)
  - This includes listening quietly to a story, talking in full sentences and responding to simple questions and instructions.
- [I can eat my lunch.](#)
  - Practise using a knife and fork, pouring water from a jug, opening cling film wrappers or lunch box containers.



Most importantly, be positive!

## Starting School Top Tips



- We understand that your child beginning primary school can be daunting for parents. It is natural to feel nervous but remember your child will pick up on your emotions.
- You can make this transition as smooth as possible for your family by talking about the positives and answering your child's questions.
- Picture books about starting school and the 'Welcome to Reception' booklet you will receive will be helpful tools to use in the lead up to September.
- It's ok to have the tissues ready after the final wave into the classroom. We will let you know if there are any worries but remember...

We strive to make sure your child has a fantastic experience; we can't wait to meet them and watch them grow.



## Thank you

- We will be sending further information to you over the coming weeks via post, email or on our website.
- Please remember to complete the questionnaire and forms.
- Please read our frequently asked questions page on the school website.
- If you have any additional questions or information that we need to be made aware of, please do not hesitate to contact us:

School telephone: 01384 818200

School email: [school@lapal.dudley.sch.uk](mailto:school@lapal.dudley.sch.uk)