



Lapal Induction Meeting 2026

A Welcome from our Executive Headteacher

I am Mrs Turner, the 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 and Tapestry over the coming weeks and we will post further information to support your child's induction in to school.

Mrs J Turner

A Welcome from our Early Years Phase Lead

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 magical 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



Lapal EYFS

The Early Years Foundation Stage

- There are seven areas that shape each child's learning. Your child will have already started working on this curriculum if they are attending pre-school, nursery or a child minder.
- The areas of learning are embedded in our indoor and outdoor environment and the activities the children access.
 - Learning is play centered 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.
- 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 2026 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 26th June.**

At your home visit, we will discuss your child's personal interests and experiences in more detail.





Our Provision

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 a teaching assistant - there may also be additional teaching assistant's 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.
- You will have an opportunity to visit the classroom following the presentation.



Our Provision

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 MUST be in school by this time. Doors close and register is taken.
9:00	Phonics, handwriting and reading related activities.
10:00	Literacy teaching session
10:30	Child initiated learning time and teacher led activities
11:45	Lunch
12:50	Registration
1:00	Mathematics teaching session
1:20	Topic teaching session
1:30	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.



Drop 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 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 home visit.
- 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.



Extended Services Provision

- We are fortunate that we have child-care options available at the start and the end of the school day for our working parents.
- Situated in the school hall we have a Breakfast Club and an Afterschool Club.
- Breakfast Club starts at 8:00am and all the children are provided with a healthy breakfast. The Breakfast Club staff bring the children to their classes at the start of the day.
- After School Club starts at the end of the school day and closes at 6:00pm. The children are provided with a healthy snack and have opportunity to play outside or choose from a range of activities inside.
- Registration forms are in your first welcome pack (via post).
- For further information please contact the school office. Mrs T Livesey
Manager of Breakfast and Afterschool Club (BASC)



Parent Communication

Parent/Carer Question

What is the best means of communication with the school?

- Staff member on door at beginning and end of each day
- Personal Planners
- Contact the school office via phone or email
- Parent Communication System MCAS
- Tapestry Online Learning Journal

Parent Communication

MCAS My Child at School

- MyChildAtSchool (MCAS) is an online portal and mobile app that allows parents and carers to view their child's school data in real-time.
- It provides access to information like attendance, and is often used for booking trips, clubs, and making online payments.
- You can access MCAS via a web browser at www.mychildatschool.com or by downloading the MyChildAtSchool App.
- To set up your account, you will need a unique invitation code provided by your child's school.



Parent Communication

Tapestry

Online Communication Journal

- Tapestry is a secure, online learning journal app used to document your child's development through photos, videos, and notes.
- For parents, it offers a window into the classroom, allowing you to view, comment on, and "like" your child's daily learning activities.
- Staff will also share information including weekly updates and home learning.
- Parents can share milestones, family events and celebrations and home learning.
- To access Tapestry, parents/carers must sign an 'Agreed Procedures' policy and sign up to the application using the provided set up guide on our school website.



School Uniform



- All our school uniform containing logos is sold by Totally Uniform in Halesowen. <https://www.totallyuniform.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 have a hardship fund to support with the purchase branded items. This can be discussed at home visits.
- Uniform guidance is available on our website.



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
 - 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.

Daily School Items



- **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.

Lunch Times



- 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.
- Lunches are ordered via MCAS.
- 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.
- Lapal has one lunch hall that all children, from Reception up to Year 6, share.
- You will be invited to join us for lunch with your child in September.
- 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.

Snack and Dietary Requirements



•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 this requirements further at your home 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.
- 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. For ease we request for this to be paid termly through MCAS. We will send a separate letter when your child starts school to request this payment.

Medication and Medical Needs

- Medical conditions and health concerns can be discussed in detail during your child's home visit 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.



Our Transition Process

Parent/Carer Question

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

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



Our Transition Process

Pre-September Transition Support Visits

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.

Home Visit Induction Sessions

- Your child's teacher and one EYFS teaching assistant will come to your home for a short 20-minute visit in the summer term.
- Home visits provide an opportunity for families to meet staff in a familiar setting, for children to share their favourite toys and for parents/carers to share information.
- We will answer any questions you may have.

Stay and Play Sessions

- Children and their parents/carers are invited to a stay and play session in their new classrooms.
- This provides an opportunity for children to get to know their teachers and peers in their new classroom environments, and for families to meet before September.

The date and time of your sessions are in your induction envelope.

Our Transition Process

Summer Transition Support Tools

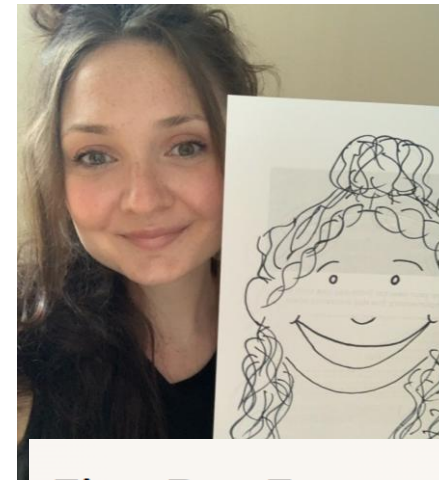
Summer Activities

We will provide a welcome book and activities at your meet the teacher visit. These will support your child with the school routine.



Tapestry

Once your Tapestry account is activated, you will be able to log in and share messages and videos from your child's teachers too.



First Day Faces



Storytime with Miss Knott

Our Transition Process

September

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.

The dates and times of these sessions are in your induction envelope.

Starting School Top Tips

I can get myself dressed.

- Practise changing into and out of school uniform, putting new coats on the correct way and how to turn inside out sleeves
- Practise fastenings on new shoes and pulling on wellingtons.
- Practise managing their own belongings e.g. carrying their book bag, putting away their jumper.

I can go to the toilet all by myself.

- 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.

- Skills such as waiting for my turn to speak, listening quietly to a story, talking in full sentences and responding to simple questions and instructions. This is with both with an adult and when engaging with peers.

I can feed myself.

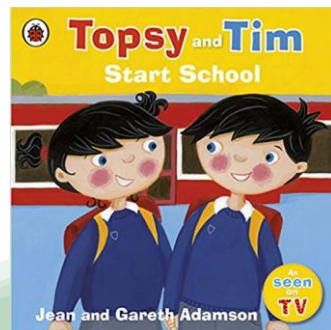
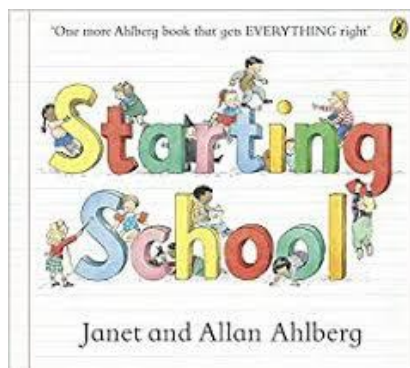
- Practise using a knife and fork, pouring water from a jug, opening wrappers or lunch box containers.

I have a good sleep routine.

- Nutritious meals and plenty of sleep will help children to concentrate, learn and thrive at school. Bath time and stories instead of TV and tablet games all help children to wind down before bedtime.

I can talk about my feelings and ask for help.

Starting School Top Tips



Most importantly, be positive!

- 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



Lapal

Primary School