



## Robin Class @ Walter

### Welcome to our Robin Class at Walter Infant School and Nursery Information for Parents and Carers

*The Nursery Class at our school is called Robin: we have a morning and an afternoon class as well as all day provision. Our aim is to provide a wonderful start to our pupil's education; so that they develop a love for learning and a desire to know more.*



## Walter Infant School and Nursery

Murray Road, Wokingham, RG41 2TA.

Tel: 0118 978 0825

[www.walter.wokingham.sch.uk](http://www.walter.wokingham.sch.uk)  
[admin@walter.wokingham.sch.uk](mailto:admin@walter.wokingham.sch.uk)

Headteacher: Mrs Judy Wheeler

## Welcome

Welcome to Robin Class! I am delighted to welcome your child to our Robin Class and you and your family to our school community. I hope that this booklet will answer many of your questions. If you require any further information, please do not hesitate to contact Mrs Janes or Mrs Hemmings in the school office on [admin@walter.wokingham.sch.uk](mailto:admin@walter.wokingham.sch.uk) at any time.

**Mrs Jessica Bennette**  
**Foundation Leader**

## Classroom Organisation

We have a variety of different offers of provision for our Robin children: some children come to school every morning from 8:30 am to 11:30 am 5 days a week; that is 15 hour provision in our morning class.

Some children come to school every afternoon from 12:30 pm to 3:30 pm 5 days a week; that is 15 hour provision in our afternoon class.

Children from either class can also attend for lunch in our lunch club to extend their provision to 4 hours a day. This is for an additional cost of £6:00 per day; they must bring their own packed lunch.

Some children have provision for 30 hours; an eligibility code from HMRC must be provided for authorisation. 30 hours children attend from 8:30 am to 2:30 pm and need to bring a packed lunch to school. It is possible for children to attend from 8:30 am to 3:30 pm at an additional cost of £6:00 a day; they will need to come to school with a packed lunch. You will already be aware of your child's provision from your offer.

We have two Full-time members of staff in Robin: Mrs Samantha Goddard is our Nursery teacher and Mrs Joanne MacLeod is our Early Years Practitioner. Both Mrs Goddard and Mrs MacLeod are very experienced in working with young children and are able to provide an exciting and stimulating learning environment for all your children.

**Mrs Samantha Goddard**



**Teacher**

**Mrs Joanne Macleod**



**Early Years Practitioner**

We are also very lucky to have three part-time members of staff in Robin, who support either the morning or afternoon session, as well as run our popular lunch club.

<p><b>Miss Lisa Jacobs</b></p>  <p><b>Learning Support Assistant</b></p>	<p><b>Mrs Becky Simpson</b></p>  <p><b>Learning Support Assistant</b></p>	<p><b>Mrs Emma Bowles</b></p>  <p><b>Learning Support Assistant</b></p>
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## The School Day

### The Start of the Day

Our day in Robin begins at **8:30 am** for our **morning class pupils** and our **30 hours pupils**; for safety reasons we close our doors and gates by 8:45 am. Robin children can come into school via the entrance on Oxford Road; you can bring older children onto the school site with you.

The children will be met at the door by Mrs Goddard or Mrs MacLeod; they will be able to ensure that your child comes into school safely. Please make sure that your child is securely in the classroom before leaving.

If you arrive late and the door is closed, please press the Nursery buzzer and a member of staff will open the gate.

The **afternoon class pupils** in Robin begins at **12:30 pm**.

**End of the sessions: 11:30 am, 12:30 pm, 2:30 pm, 3:30 pm**

We will only release the children into the care of responsible adults that routinely collect the children. We will not release the children to older siblings, unless they are an adult. If there are changes to the usual adult please contact the office before the end of the school day and the class teacher will be informed. You will need to share a password so that we know we can release the child. Please do not try to collect other people's children for them if their parent or carer is running late. Please do not be offended if we refuse to hand over a child that does not belong to you.

## Absence from School

If your child is unwell please email the school on [absences@walter.wokingham.sch.uk](mailto:absences@walter.wokingham.sch.uk) as soon as possible with an explanation as to what is wrong with your child.

Please let your class teacher or the office know if your child needs to attend a medical appointment.

Forms to apply for leave of absence from school are located outside the school office. We recognise that Robin Nursery is not statutory but we do need to know where your child is and when they will be returning for safeguarding.

## School Uniform

The children are expected to come to school in their school uniform. This is to help them feel part of a community and to keep the children looking smart and ready to learn. Our school uniform is as follows:

- Jogging bottoms, shorts or leggings in black, navy or dark grey
- Navy/white/blue polo shirt
- Walter Infant School Jumper/Cardigan or a burgundy jumper
- Blue check school dress in the summer
- **Trainers** – no laces but any colour
- A coat with a hood
- Wellies: if you have a spare pair they come in very useful on wet, rainy days.



If you would like to order any of the school uniform, please visit the following website. The website contains an up-to-date price list and is sorted by year groups for easy ordering:

<http://walter.gooddies.co.uk/>

Please ensure that **ALL** clothing is named to minimise a risk of loss, including trainers.

**It is a good idea for your child has a spare set of clothes in school, which can be in a bag left on their peg, just in case!**

## Food and Drink

### Water

The children need to bring in a **named** water bottle, which stays in their classroom which they can access throughout the day. **Filled with water only please.**

### Snacks

We provide a piece of fruit or a vegetable for every child daily. Please do not send in own snacks.

## Milk

Every child is entitled to a free carton of milk until they turn 5. Please register for your child to receive milk.

[registration@coolmilk.com](mailto:registration@coolmilk.com)

[www.coolmilk.com](http://www.coolmilk.com) or call 0844 854 2913



## Packed Lunches

Please ensure that if you are packing a lunch for lunch club, that you include food that your child enjoys eating. They will need to be able to feed themselves although we will help with opening packets. Please do not include any sweets or nuts. We recommend food that should be eaten cold; we do not have facilities to warm food up. We would usually expect to see a salad or pasta dish, or a sandwich, roll or wrap with a filling that your child enjoys, a piece of fruit or vegetables, yoghurts or cheese and maybe a sweet or savoury snack such as a cake, biscuit, crisps or crackers.



## Allergies/Dietary Requirements

It is very important for us to know about any allergies or food intolerances when your child starts school. We are a **no nuts** school; Please do not bring anything to school containing nuts. If you have any concerns please speak with your class teacher.

## Our Learning Environment

Our children learn inside and outside in our wonderful classroom and garden; 80% of their time is child initiated and 20% is adult led. We work hard to get the balance right and we plan every activity and learning opportunity to meet the children's learning needs. They also have access to continuous provision where they meet their own learning needs in every element of the Early Years Curriculum. The children will learn from real life experiences and excellent quality fiction and non-fiction texts.



## The Outside Environment





## Parent Partnerships

We will offer every family a home visit before a child starts in Robin with us; this is to meet our new children where they feel most relaxed and give parents and carers the opportunity to ask questions, share information and talk about behaviours and preferences. We understand that the children's families are the experts about their children and we want to be well-prepared when the child starts school so that we can make the transition as smooth as possible.

We have an 'Open Door Policy' at Walter Infant School and Nursery and staff members in Robin are available at the beginning or end of the session. If you need a longer appointment you will be able to organise it directly with the teacher or with the admin teams.

We would like to work in partnership with you to make sure that we give your child the best start to their education. We are available to speak with at drop off or pick up times. Please come and talk to us about your child, let us know if there is anything we should know or if anything changes. Throughout the year there will be times to meet more formally at parent consultations and also times to come in and play with your child.

## Health and Well-being



Our staff team are qualified paediatric first aiders; we will administer first aid if your child needs it during the school day. You will be informed if your child has an accident such as a cut or a graze via our first aid reporting system.

If your child receives a bump to the head, you will be contacted by telephone, as it is our policy to inform parents because of the risk of concussion or compression.

It is imperative that your contact details are kept up to date.

If a child has an accident that we suspect could be a broken limb, the parent is informed immediately. If necessary we will call an ambulance and inform you of its destination.

### Medicine in School

All medication to be given in school must be prescribed by a Doctor or a hospital, in its original box along with a prescription label. We are not able to administer any medication in school that has not been prescribed. If your child requires prescribed medication during the school day, you must fill in a form which can be found on the school website or a hard copy is located in the front foyer outside the office.

If your child is asthmatic or requires an EpiPen please contact Lynnette Hemmings via email on [Lynnette.hemmings@walter.wokingham.sch.uk](mailto:Lynnette.hemmings@walter.wokingham.sch.uk) for all the relevant forms that will need to be filled in. Please also send in an up to date photo (head & shoulders) of your child along with the forms. Please bring all medication to the front office at the start of the day which will be kept in a medicine fridge.

### Illness

Childhood illnesses are common; if your child has sickness or diarrhoea please keep them away from school for 48 hours after their last episode. If you have a concern about whether your child should be in school, please telephone the office and we will be able to advise you.

### Phonics in Foundation Stage

In the Foundation Stage we provide an environment designed to develop the language, listening and literacy skills needed to enable your child to become a confident communicator. An integral part of this provision is a daily phonics session. The sessions last for approximately ten minutes in F1 and fifteen minutes in F2 and all children take part in activities tailored to their stage of development.

Phase 1: our children are taught to listen for sounds around them; environmental sounds, music, body percussion such as clapping etc. We have a bank of 20 core rhymes that we share with all our families so that they can learn alongside. Phase 1 phonics also encourages the children to explore language: listening for sounds in words, alliteration, rhythm and rhyme and to learn a variety of different ways of making sounds. There is a strong focus on listening skills so children in Foundation learn a range of songs and rhymes relating to our topics, such as Christmas songs as an enjoyable means to develop their auditory memory.

Phase 2: We introduce individual sounds (phonemes) alongside Common Exception Words (such as I, the, to, no) in the order set out in the Rocket Phonics scheme we follow as a school. This



promotes “phonemic awareness” (the point at which children realise that you can take a word apart and put it back together again (eg /d/o/g/ = dog). Common Exception Words are those words which are needed for early reading and writing but which follow phonic rules that have not yet been taught.

Once children can hear, say and remember a range of phonemes (s,a,t,p,i,n,m,d) they can begin to blend them to read simple words and segment words into sounds in order to spell them. **It is very important when teaching the articulation of phonemes that the sound is pure (ss not suh and mm not muh) to enable blending.** Following on from the teaching of single letter phonemes, we introduce a range of digraphs and trigraphs (2 or 3 letters making one sound that cannot be broken down into smaller sounds: eg ch,th,sh,ng,ai,ee,igh,oa,oo). This ensures that children are equipped with at least one possible spelling for all of the sounds we use in English.

The emphasis is on phonic sessions which are quick, engaging and fun.

We will present a session on **How We Teach Phonics in the Foundation Stage** in the autumn term. This is aimed at helping parents and carers to support their children at home.

### **The Early Years Pupil Premium**

From April 2015, nurseries, schools, childminders and other childcare providers have been able to claim extra funding through the Early Years Pupil Premium to support children’s development, learning and care. We wanted to write to you to explain what the Early Years Pupil Premium is, explain who is eligible for this funding and, importantly, to ask you to fill out the enclosed forms so that we as a provider can claim the extra funding.

The Early Years Pupil Premium provides an extra 53 pence per hour for three and four year old children whose parents are in receipt of certain benefits or who were formerly in local authority care but who left care because they were adopted or were subject to a special guardianship or child arrangements order. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to us.

We can use the extra funding in any way we choose to improve the quality of the early years education that we provide for your child. This could include, for example, additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school so we do want to make the most of this additional funding. You may be aware if you have older children that a pupil premium has been available for school-age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

**Eligibility criteria**—If you feel the following criteria applies to you please let the school office know; we will be able to support you with your application.

If you are in receipt of – the Guarantee element of State Pension; or Income Support; or Income based Jobseekers Allowance; or Child Tax Credit (but not entitled to Working Tax Credit) and annual taxable income does not exceed £16,190; or income based employment and support allowance; or support under part IV of the Immigration and Asylum Act 1999 you may qualify. If you have any questions please contact the school office (or your class teacher).

# Walter Infant School and Nursery Safeguarding Policy & Procedures

We are committed to safeguarding children and have a duty to refer any suspected cases of neglect or harm to the appropriate agencies.

## The Role of the Designated Person for Safeguarding

- Listen and act when adults report concerns
- To make referrals to Social Care if necessary
- Ensure confidential records are kept
- Attend case conferences and provide reports
- Ensure all staff are aware of school's Safeguarding Policy and procedures
- Ensure unexplained absences are referred to the Education Welfare Officer
- Keep themselves up to date with knowledge to enable them to fulfil their role and attend training every two years
- Provide an anonymised report to the Governors once a term
- Notify Social Care when a child is privately fostered
- Ensure that any concerns about a pupil who leaves the school are forwarded to the next school.

## The Safeguarding Children Team at Walter Infant School

Designated Person for Safeguarding is the Head Teacher, **Judy Wheeler** 0118 978 0825. Deputy Designated Person for Safeguarding is the Deputy Head Teacher, **Stephanie Bell**. The Inclusion Manager is **Louise Walker**.

Your Safeguarding Children Team also links with the Nominated Governor for Safeguarding who is Zane Plescia.

The welfare of the child is our paramount concern. If you are concerned, report your concerns to the Designated Person for Safeguarding — **Judy Wheeler** or Chair of Governors – **Ghislene Lokuciewski** 0118 978 0825

For a copy of our full Safeguarding Policy please go to [www.walter.wokingham.sch.uk](http://www.walter.wokingham.sch.uk) or ask at the School Office



# Walter Infant School and Nursery

## Term Dates for 2023 to 2024



Spring Term 2023	
<b>Wednesday 4<sup>th</sup> January</b> Thursday 5 <sup>th</sup> January 13 <sup>th</sup> February to 17 <sup>th</sup> February Thursday 30 <sup>th</sup> March (finishing one hour early) <b>Friday 31<sup>st</sup> March</b>	<b>School Closed for INSET</b> Start of Term Half Term Break End of Term  <b>School Closed for INSET</b>
Summer Term 2023	
Monday 17 <sup>th</sup> April <b>Monday 1<sup>st</sup> May</b> 29 <sup>th</sup> May to 2 <sup>nd</sup> June <b>Monday 5<sup>th</sup> June</b> Thursday 20 <sup>th</sup> July (finishing one hour early) <b>Friday 21<sup>st</sup> July</b>	Start of Term <b>School Closed Bank Holiday</b> Half Term Break <b>School Closed for INSET</b> End of Term  <b>School Closed for INSET</b>
Autumn Term 2023	
<b>Friday 1<sup>st</sup> September</b> <b>Monday 4<sup>th</sup> September</b> Tuesday 5 <sup>th</sup> September  23 <sup>rd</sup> October to 27 <sup>th</sup> October Friday 15 <sup>th</sup> December (finishing one hour early)	<b>School Closed for INSET</b> <b>School Closed for INSET</b> Start of Term Years 1 and 2 only Staggered starts for Foundation Stage Half Term Break End of Term
Spring Term 2024	
<b>Monday 1<sup>st</sup> January</b> Tuesday 2 <sup>nd</sup> January 12 <sup>th</sup> February to 16 <sup>th</sup> February Thursday 28 <sup>th</sup> March (finishing one hour early)	<b>School Closed Bank Holiday</b> Start of Term Half Term Break End of Term
Summer Term 2024	
Monday 15 <sup>th</sup> April <b>Monday 6<sup>th</sup> May</b> 27 <sup>th</sup> May to 31 <sup>st</sup> May <b>Monday 3<sup>rd</sup> June</b> Friday 19 <sup>th</sup> July (finishing one hour early) <b>Monday 22<sup>nd</sup> July</b> <b>Tuesday 23<sup>rd</sup> July</b>	Start of Term <b>School Closed Bank Holiday</b> Half Term Break <b>School Closed for INSET</b> End of Term  <b>School Closed for INSET</b> <b>School Closed for INSET</b>

