



Information for Parents & Carers

July 2025



Our Vision and Values



Dragonfly Class - Reception and Year 1 children



Mrs. Gibbs (Tuesdays and Fridays)
Headteacher

Mrs. Martin (Mondays, Wednesdays and Thursdays)
Mental Health and Well Being and RE Lead



Seahorse Class - Reception children

Class Teacher: Mrs. Reed
SLT, Literacy, Phonics, Music and EYFS Lead



A typical school day

- 8.45am – socialisation time, registration
- 9.05am – phonics
- 9.30am – guided reading
- 10.00am – exploration & learning through play within the continuous provision – indoor/outdoor
- 11.30am – drawing club
- 12.00pm - lunchtime
- 1.00pm – maths
- 1.30pm - exploration and learning through play within the continuous provision – indoor and outdoor
- 3.20pm – home time

Children will have two snack times during the day – one with fruit from home and the other through the free fruit scheme for infant children.

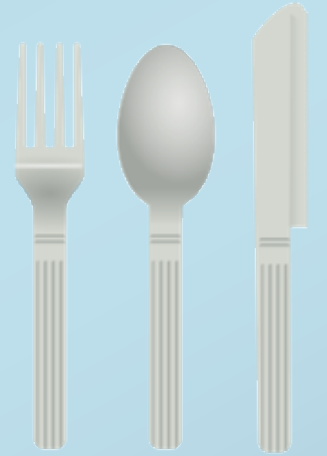
Throughout the year children will be introduced to the different assemblies that we have in school.

When you drop your child off...

- Enter through the outside area.
- Children are dropped off at their classroom door.
- School starts at 8.45am.
- If you have a child at the Junior School, please drop your younger child first.
- When children come into school there are a variety of activities for children to do before registration e.g. funky fingers, name recognition/writing. This is a key time for the children for socialisation too.
- Children who come to school after 8.55am will be classed as late. All classroom doors close at 8.55, after that children will need to enter through the front door and are marked as being late.
- Upset children in the first few weeks – teachers will contact you once they have settled to let you know how they are.
- Unless you are a blue badge holder or have permission for exceptional circumstances there is no parking allowed in the school car park.

Lunchtime!

- POLO – Play Outdoors, Learn Outdoors
- Play Leaders.
- Outdoor lunchtime on the main playground.



School Dinners

- Parents/carers have the choice of school dinners (universal free school meal for every child) or packed lunches.
- Please speak to the school office if you would like to change your child's meal choice from dinners to packed lunches (or vice versa).
- No nut products. We are a nut free school – we have children in school who have nut allergies. Please do not send your child into school with any items which contain nuts or nut derivatives; ie chocolate spread, peanut butter.
- If your child has any dietary requirements or allergies, please speak to the office and complete all paperwork in plenty of time before your child starts school.

During the school day.....

- If your child has had an accident at school, you will receive an email during the day to inform you on a system called Medical Tracker.
- If your job role involves you not being able to have your phone with you, please ensure the office are informed and give them a work phone number we can call you on in an emergency/if your child is unwell.
- Urgent messages that need to be passed to the classroom should be phoned through to the school office.
- If someone else will pick up your child for a one-off occasion (for example, a play date) please call the school office.

At the end of the day.....

- **Pick up time is 3.20pm.** Please make a line outside your child's classroom.
- If someone else will regularly pick up your child on a certain day (grandparents etc) please let your child's teacher know.
- If someone else will pick up your child for a one-off occasion (for example, a play date) please call the school office. Children will not be able to be collected unless we have had notification from a parent/ carer that someone different is collecting their child.
- Children wait for a staff member to call them. Please be patient - safety is the priority.
- If you need to speak to your child's teacher, please wait until all the children are dismissed before speaking to them.
- If your child needs to return into the classroom (to use the toilet etc), please check with the teacher first!
- Children attending after-school clubs run in school will be taken to the club by the teacher.
- Children going to Scallywags will be collected from classrooms.
- If you have a child in the Junior school, please collect them after your Infant school child(ren).

What to bring

Each day in school your child(ren) will need:

- Rucksack which is big enough to hold an A4 reading wallet and other school items.
- An A4 named reading wallet for reading books (this wallet will be provided by school).
- Named non-spill drinks container filled with water only (not flavoured water or squash).
- Fruit/vegetables only (no nuts) in a named plastic container for snack time.
- Coat/rain coat.
- Hats, scarves, gloves: a warm hat in the winter, sun hat in the summer
- Spare uniform / underwear left in your child's bag in case of accidents or messy / wet clothes
- In hot weather, all-day waterproof sun cream will need to be applied before school starts

Please leave in school each term:

- Wellington boots

All items must be name-labelled.

What to wear

School colours: royal blue, white and grey.

All items must be name-labelled.

There is no requirement to have any branded uniform (with a logo). If parents/carers want to purchase branded uniform, you can do so from Pupils Schoolwear, Swadlincote. We also hold pre-loved sales in school during Parents Evenings.

All other uniform can be purchased from many high street shops and supermarkets.

PE-ready days: after transition, parents will be informed by their teacher of days when children to come dressed in PE kit. Please ensure the trainers are Velcro: not laces. PE is typically twice a week.

Messages for school

- Teacher - Class Dojo - for non-urgent / non-sensitive messages for staff. These will only be checked between the hours of 8.30 and 4.30.
- Contact the School Office for urgent messages and/or if someone else will be picking up your child who does not do so regularly.
- Absence line - if your child will be absent from school, please leave a message on our absence line via the school telephone number each day your child is absent.
- The school office is manned before and after school on Mondays and Fridays; and during school hours Tuesdays-Thursdays.
- Concerns – if you have any concerns, please speak to your class teacher first and then if it is not resolved please make an appointment to speak to the Deputy/Headteacher.

If your child is unwell...

- We understand that children get poorly: when this is the case, please call the school office and leave a message on the absence line.
- Some illnesses have an exclusion period – these include:
 - Sickness and diarrhea: children to stay off school 48 hours from the last bout of sickness or diarrhea
 - Chicken pox
 - Scarlet fever
- You must also inform school if your child has slapped cheek, hand foot and mouth, head lice and /or threadworms.
- Medicines – we have on our school website the "Administrations of medicine" policy. If your child needs prescription medicine during the school day, please refer to this or speak to the office to complete the necessary paperwork.
- Medical conditions - If your child has an inhaler or an EpiPen please ensure these are in school from first day of school in September.

Time away from school

- **Medical appointments** – where possible please try and book outside of the school day: we do understand that this sometimes isn't possible. Please let the school office know in advance to make arrangements. We will ask to see written confirmation (letter or text message) of the appointment.
- **Leave of absence** – there may be exceptional reasons that you need to take your child out of school. Before this takes place, please ask the office for a leave of absence form that will need to be completed, where possible, 2 weeks before the absence. This process needs to be followed regardless of your child's age. Headteachers cannot authorise any term time holidays.

Attendance matters!

- School attendance is a high priority at Melbourne Infants. We expect children to be in school and punctual. There may be times when children struggle to come into school, but please speak to your class teacher as we can put things in place to support them.
- School attendance is monitored and if your child's attendance falls below 95% your class teacher/ Headteacher may contact you to discuss. Where attendance falls below 90% parents will be invited into school to discuss what as a school we can do to support families.



How to prepare your child for school

Please see our Starting School at MIS website page.

- Independence:
 - Dressing (putting on and taking off jumpers, fastening coat and shoes)
 - Independent toileting
 - Using a knife and fork
 - Finding things for themselves
 - Cleanliness.
- Following instructions.
- Positive behaviour and boundaries.
- Good routine- plenty of sleep, regular bedtimes.
- Lots of fun with family and friends over the summer!

“A Little Bit Brave” book

- Please share this book over the holidays and return it to school during the first week back.
- Wordless books – look at them, they will be the books the children will have when they start school.
- Packs with resources.

Pupil Premium (free school meals)

Separate to universal free school meals – this is extra funding for children who qualify. This includes:

- Funded after-school and holiday care
- Funded trips and PTA activities
- Funded uniform

Online application link is on the website. Please do apply, even if you are not sure you are eligible. The check is confidential and will only take a few minutes of your time.

A free drawstring bag / Polo Shirt will be given to every family who applies. – this can be collected today: please show a member of staff the screenshot on your phone.

Before and after school clubs

Breakfast Club run by Premier Education for Infant and Junior children - book directly online (details on our website).

After school clubs - start in September. Details will be on our website and in newsletters from mid-July.

Rocksteady – takes place during school day. Children learn an instrument (guitar, drums, keyboard or vocals) and take part in a termly performance! Go to <https://www.rocksteadymusicschool.com/> to book.

Cathy Lester – piano and brass – takes place during the school day.

Systems that we use



Class Dojo

Children will receive dojo points for positive behaviour. We use Class Dojo to give dojo points for making good choices that reflect our STAR standards; as well as providing classroom and school updates.

The basic Dojo is all you need: there is no need to upgrade!



Parent Pay

ParentPay is used to accept payments online for items such as school trips, clubs, events and contributions. Using a secure website, parents and carers can pay online for school items using credit / debit cards.



Medical Tracker

Medical Tracker allows us to inform parents/ carers of first aid incidents and medication administration by email.

Systems that we use



Bug Club

Bug Club is a reading scheme which ensures that all children can find books at exactly the right level for them. There are online versions for every printed title and a personalised website for each child.



Spelling Shed

Spelling Shed is an online spelling program that helps children to practise spelling via a simple game which aims to excite children about spelling!

You will receive logins to all our systems after your child's initial transition days in school.

STAR Student assembly

- On a Friday morning at 9.05am (please see newsletter for dates) we have our STAR Student Assembly. Each week we celebrate our STAR Students, Birthdays and good choices.
- **STAR Students and POLO Stars** – you will be invited to the assembly via email by the end of the day on Wednesday if your child will receive a certificate that week.
- **Birthdays-** you are welcome to come to the assembly if your child has had their birthday that week. There will not be an invite for this.
- **Good choice** – this is chosen at random from our Good Choice Post Box.

Ways to get involved

- Class Dojo and the weekly Friday newsletter are our main sources of communication.
- PTA – Parent Teacher Association. Please do join in and support where you can!
- Volunteering in school – reading with children weekly or fortnightly: please speak to the school office to arrange your DBS check.
- Help with your child's class is appreciated on visits/outings: information on your child's weekly blog, on the newsletter and/or on Dojo.

The first day of school

- Children will start school on Monday 8th September at 9.00am. Please line up outside your classroom door.
- Children will need to be collected at 11.45am. Please collect via the green gate at the side of school (accessed from the main driveway).
- Please send your child in school uniform with a named water bottle and their fruit snack.
- On Tuesday 9th September the timings will be 9.00am – 12.30pm. Children will also have lunch at school on this day.
- Children will then start full time on Wednesday 10th September (8.45am to 3.20pm).
- Breakfast and after school clubs will be available for Reception children to attend from Wednesday 10th September.

Term Dates

- Monday 8th September to Friday 24th October 2025
- Tuesday 4th November to Friday 19th December 2025
- Monday 5th January to Thursday 12th February 2026
- Monday 23rd February to Friday 27th March 2026
- Monday 13th April to Friday 22nd May 2026 (4 May 2026 is a bank holiday)
- Tuesday 2nd June to Thursday 23rd July 2026

Inset Days 2025-26

- Thursday 4th September 2025
- Friday 5th September 2025
- Monday 3rd November 2025
- Friday 13th February 2026
- Monday 1st June 2026



You can link to
the school
calendar on our
website to your
personal
calendar.