



Information for Parents & Carers

July 2024



Melbourne Infant School

[Please click here to view our
Vision and Values video](#)



Staff

DRAGONFLY CLASS

Mrs Verity Howell - Dragonfly Class Teacher
(Deputy Headteacher and SENDCo)



SEAHORSE CLASS

Mrs Claire Reed - Seahorse Class Teacher
(Foundation Stage Co-ordinator)





A typical school day

8.45am – socialisation time, registration

9.00am – phonics

9.30am – guided reading

10.00am – exploration and learning through play within the continuous provision – indoor and 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.



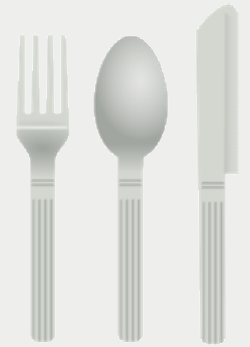
When you drop your child off...

- Enter through the outside area.
- Children are dropped off at their classroom door.
- School starts at **8.45am**
- 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. Classroom doors will close at 8.55am.
- 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 after a couple of weeks.



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 an airborne allergy. Please do not send your child into school with any items which contain nuts or nut derivatives.
- 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 have 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 on Dojo or face to face.
- If someone else will pick up your child for a one-off occasion (for example, a play date) please call the school office. We will not let a child go 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 you will need:

- Rucksack or book bag which is big enough to hold an A4 reading wallet and other school items.
- Named reading wallet for reading books (provided by school).
- Named non-spill drinks container filled with water only, not flavoured.
- Fruit/ vegetables only (no nuts) in a named plastic container for snack time.
- Coat/rain coat.
- Hats, scarves, gloves
- 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 and pre-loved sales in school.
- 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 to 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-Thursday.
- 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:
 - o Sickness and diarrhoea: children to stay off school 48 hours from the last bout of sickness or diarrhoea
 - o Chicken pox
 - o 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 in 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.

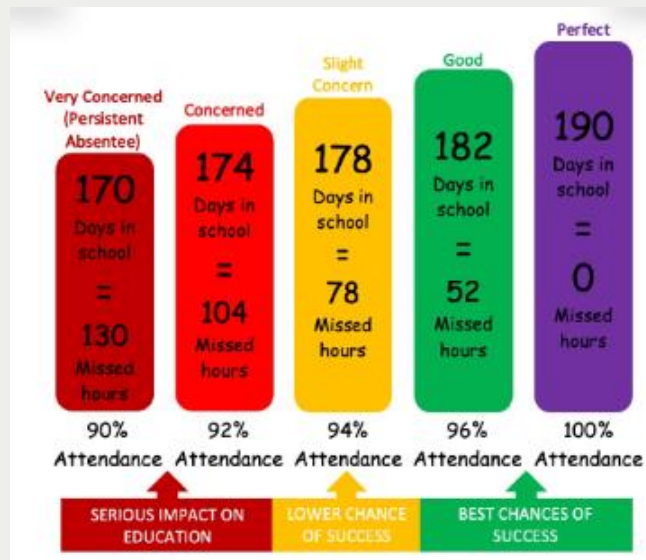


Time away from school

- 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. For children's attendance who fall 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

- Please see our Starting School at MIS website page.
- Independence - dressing in particular putting on and taking off jumpers, fastening coat and shoes, finding things for the mselves, using a knife and fork, toileting and cleanliness.
- Following instructions.
- Positive behaviour and boundaries.
- Good routine- plenty of sleep, regular bedtimes.
- Lots of fun with family and friends over the summer!



Pupil Premium (free school meals)

- Separate to universal free school meals.
- Extra funding for children who qualify. This includes:
 - o Funded after-school and holiday care
 - o Funded trips and PTA activities
 - o Funded uniform
- Online application link is on the website. Please do apply, even if you are not sure you are eligible.
- Online check is confidential and will only take a few minutes of your time.

[Click here to apply](#)



Before and after school clubs

- Breakfast Club run by Premier Sports - 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

Systems that we use



ClassDojo

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!



ParentPay

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.



medicaltracker

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 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 Dojo.



Starting school in September

- Children to start school on Thursday 5th September at 9.00am. Please line up outside your classroom door.
- Children will need to be collected at 11.45am. Please collect via the gate at the side of school from the main driveway.
- Please send your child in school uniform with a named water bottle and their fruit snack.
- On Friday the timings will be 9.00am - 12.30pm. Children will also have lunch at school on this day.
- Children to start full time on Monday 9th September at 8.45am.



Term Dates

2024/2025 academic year

Thursday 5 September 2024 to Thursday 24 October 2024 (36 days)

Monday 4 November 2024 to Friday 20 December 2024 (35 days)

Monday 6 January 2025 to Friday 14 February 2025 (30 days)

Tuesday 25 February 2025 to Thursday 3 April 2025 (28 days)

Tuesday 22 April 2025 to Friday 23 May 2025 (5 May 2025 is a bank holiday) (23 days)

Tuesday 3 June 2025 to Thursday 24th July 2025 (38 days)

Inset Days 2024-25

Wednesday 4th September 2024

Friday 25th October 2024

Monday 24th February 2025

Friday 4th April 2025

Monday 2nd June 2025

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