



The Incredible Years

Welcome to The Incredible Years at Oxford Gardens Primary School. This includes nursery, reception and Year 1. We are looking forward to getting to know you and your family.

***Please note that some of this information doesn't take into account the current situation with Covid 19**

- **School starts at 9.00 a.m. (doors open at 8.55 a.m.):** It is very important to be on time for the start of the school day as it will help your child to settle and feel part of their class. Children in Reception start Phonics at 9:05, so if they are late they will be missing valuable learning from the start of these sessions. If your child is unwell please telephone the school office as soon as possible to advise of their absence, on your child's return to school they must provide a letter confirming the reason for their absence. If your child is arriving late at school for any reason, for instance a medical appointment, please provide proof of appointment either by letter or appointment card and let the office know, preferably the day before. If your child arrives late for any other reason you will be given a late card and registered by a member of staff on the gate.
- **School ends at 12:00 for part-time children in Nursery and 3.30 p.m. for full-time Nursery, Reception and Year 1 children:** It is very important to be on time and if you have more than one child in the school, please pick up the youngest first. If your child is being collected by someone that is not known to the class teacher, please ensure to call the school office and let them know of their full name (they must be older than 16).
- **Spare clothes:** Please supply at least one set of spare clothes for your child (clearly labelled with their name please), which will be used in case of accidents. This should be kept in a bag in their locker. Please remember to bring clean spare clothes in as necessary.
- **Toilet training:** Please ensure your child is fully toilet trained before they start school. Unfortunately they will not be able start until they are. They should not be wearing pull-ups.
- **Water:** Your child can bring in a named water bottle for the classroom. You may be asked to take your child's bottle home on a Friday to give it a good wash, returning on Monday!
- **Medical Conditions:** Please ensure that you keep the school informed of any medical conditions that your child has and provide the medication ensuring you replace as necessary dependent on best before dates. Staff can only administer medicine if it has been prescribed by a Doctor and you have signed a consent form.

- **Reading books:** Children need to be read to or read a book for at least 10 minutes every day. It is incredibly important for the children to be exposed to a huge range of books and subsequently a broad range of vocabulary at this age. All children will receive a book bag with a 'Reading Journal'. Please record their daily reading in this and then give into the teacher at the beginning of each morning.
 - In Nursery, they will receive their journal after their first few weeks. Within these journals you, at home, will record the 10 minutes of reading that had been done; this can be their bedtime story read by an adult, looking and reading a magazine, talking about pictures in a picture book or a made up story being told to them before bed.
 - In Reception, the children will receive a new reading book to read at home twice a week. Any time that you read with your child please record this in the Reading Journal. The reading recorded daily in their Reading Journal can be a mixture of the children reading to you and you reading to the children, sometimes even sharing the reading if it's a challenging book for them!

- **Contact details:** The school must be able to contact you during the day. Please ensure we have your correct address, email address and telephone numbers and that you advise us if these change. Please also ensure that we have a minimum of 3 up to date alternative numbers for family members or friends who can be contacted if we are not able to get hold of you.

- **Contact:** The main school number is 020 8969 1997, the office is staffed from 8:00am - 4:00pm each school day. The answer phone is checked on a regular basis. The school email address is info@oxfordgardens.rbkc.sch.uk. Please check your email regularly for any updates as well as your child's book bag for any letters.

- **Parental Involvement:**
 - Please do tell your child's teacher about developments in your child that you observe at home. Your input will contribute to our understanding of your child's learning and development. Also, please communicate with us any changes at home that you think may affect your child's learning. We will hold open mornings and workshops during the term to help you understand your child's learning and development.
 - The relationship between home and school is incredibly important for all the children and their learning happens at home as well as in school.
 - There will be lots of opportunities throughout the year for you to be involved with your child's learning for example; Learning Celebration half termly, Topic Exit Points, Phonics workshops.

- **Home-School Agreement:** This is the basis of the partnership between you and the school. Please ensure your child is in school every day, unless they are taken ill. Their attendance has a huge impact on their progress within school.

- **Library books:** We are very fortunate to have a very well stocked school library, run by our school librarian. Your child will have the opportunity to borrow books every week. Please do take care of these books at home. The library is also open before and after school every day, so please visit it and exchange the books more often.

- **Lunch at school:**

- Your child has the option of bringing a packed lunch or having a school lunch. There is a payment for lunch in Nursery but these are provided free of charge for Reception and Year 1 children. **Once your child has decided to take up school lunches or packed lunches they must continue with this option until the end of a half term.** Nursery children eat their lunch in the EYFS building and Reception children eat lunch in the lunch hall. School lunch menus are available from the school office.
- Please advise the office if you wish your child to have Halal meat or if your child is vegetarian. If your child normally has school lunches and is going to be late for any reason, for instance a medical appointment, please let the office know early in the morning so that a meal may be ordered for them. Oxford Gardens has Healthy School status and we try very hard to help our pupils learn about having a healthy lifestyle. When preparing your child's packed lunch please remember no cakes, chocolate, sweets, crisps or sweet drinks are allowed.
- **Milk and fruit:** Your child will be offered a portion of fruit and a drink of milk every day. This does not take the place of breakfast; please ensure your child has a good meal before they come to school.
- **Resources:** We always welcome donations of things the children can use for art/construction, for example - empty cardboard packets, containers, milk tops, shiny sweet wrappers, ribbons, corks etc.
- **School uniform:** Please ensure that your child has:
 - a white polo shirt with the Oxford Gardens logo, or white cotton shirt worn with school tie
 - an Oxford Gardens logo jumper or cardigan
 - grey tracksuit bottoms (Nursery children only)/grey trousers/skirt/pinafore/shorts
 - black school shoes- velcro fastening advised! (No trainers)
 - grey or white socks or tights
 - Oxford Gardens school logo book bag or Oxford Gardens school logo rucksack (Reception upwards)
 - For P.E.: a white Oxford Gardens logo t-shirt, grey/navy/ black shorts or tracksuit bottoms and plimsolls/trainers.
- Oxford Gardens uniform items are available to purchase on line: <http://www.oxfordgardens.rbkc.sch.uk/school-uniform/>
- It is essential that all items of clothing brought to school are labelled with your child's name (we recommend that you use sew in labels as handwritten and iron on labels come off!). Please ensure that clothes and shoes are easy to put on and take off so that your child can be as independent as possible and encourage your child to practise at home e.g. velcro fastening!
- Your child will spend time outside each day so please ensure that they have appropriate clothing e.g. a waterproof, a warm coat, a sun hat, sun cream (this must be applied at home prior to coming to school)

- **Website:** Please do look at our school website regularly:
<http://www.oxfordgardens.rbkc.sch.uk>. Here you will find a host of information about the school including dates for your diary and updates from your child's class about their learning.

Oxford Gardens wants you to feel part of our community so please ask any member of staff if there is anything you are unsure about.

Thank you for your support. We are looking forward to getting to know you and your child.