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# Swallowfield Primary

Weathercock Close, Woburn Sands, Milton Keynes, MK17 8SR, Tel: 01908 582101

September 2024

Dear Parents/Carers,

Welcome to Reception at Swallowfield Primary.

This year the Reception team will be:

Elm Class: Mrs Harris (Monday – Thursday) and Mrs Davies (Thursday – Friday) and will be supported by Ms Mann.

Ash Class: Mrs Wisson (Tuesday-Thursday) and Mrs Cresswell (Monday, Thursday and Friday) will be supported by Mrs Croft (Monday-Wednesday) and Mrs O'Brien (Wednesday – Friday).

Both classes will also be regularly visited by our school pastoral support, Mrs Garratt as well as our school SENDCO, Ms Millward.

## Welcome Meeting

Our welcome meeting was held in the Summer term. The slides shared can be found on the school website by using the following link: <https://swallowfieldprimary.com/wp-content/uploads/2024/06/Reception-Parent-Information-2024.pdf>

## School Communication

The system we use to communicate with you is changing as of September 2024 to the 'Integriss' system. You should have received information on how to set this up from our office team. Information will be emailed out to you through this system unless the 'Parent Portal' app is downloaded. Please initially check your junk email to apply the correct filters for this new system. Please contact the office or [enquiries@swallowfieldprimary.com](mailto:enquiries@swallowfieldprimary.com) if you have any difficulties with this process.

Our first formal communication with you will be parent consultation meetings where a time slot will be booked online through the Integriss communication system. This meeting will reflect upon how your child has settled into school so far and their learning. Please keep an eye out for further correspondence and date confirmations.

If you would like to communicate with your child's teacher please make contact through their school email addresses. Please note emails received before 8.30am and after 4.00pm will be responded to the following day.

Elm: [k.harris@swallowfieldprimary.com](mailto:k.harris@swallowfieldprimary.com) / [g.davies@swallowfieldprimary.com](mailto:g.davies@swallowfieldprimary.com)

Ash: [i.wisson@swallowfieldprimary.com](mailto:i.wisson@swallowfieldprimary.com) / [r.cresswell@swallowfieldprimary.com](mailto:r.cresswell@swallowfieldprimary.com)



Head Teacher: Mrs K Brewer NPQH  
Email: [office1@swallowfieldprimary.com](mailto:office1@swallowfieldprimary.com)  
[www.swallowfieldlowschool.co.uk](http://www.swallowfieldlowschool.co.uk)



## **Drop Off & Collection Arrangements**

Please be aware that for your child's first week of school their sessions end at different times to support their transition to Swallowfield.

- Monday 9th September: 8.45am-11.45am
- Tuesday 10th September: 8.45am-11.45am
- Wednesday 11th September: 8.45am-1.00pm
- Thursday 12th September: 8.45am-3.25pm
- Friday 13th September: 8.45am-3.25pm

After this week your child will be full time at school 8.45am-3.25pm.

Children should arrive at school for 8.45am through the gate outside the main office. On your child's very first day please say goodbye to your child at the door and we will assist them to find their pegs and settle them. At the end of the school day, the gate outside the main school office will be opened at 3.20pm. Please make your way through the Early Years Garden and collect your child from your child's classroom door for a prompt 3.25pm pick up. If you have siblings to collect you will then need to head to their gate or door to collect according to their year group.

We ask that if there is a change in who is collecting your child, please let the class teacher or school office know and that if changes are made the same day a phonecall is made to the office to ensure the information reaches us.

## **Uniform**

Our school uniform policy can be found on the school website or by clicking on the following link <https://swallowfieldprimary.com/uniform-2/>

Please remember to name all items of uniform and other belongings. If using a pen, this needs to be checked regularly as names wear off and iron on labels can sometimes become unstuck. Please ensure children do not bring in toys or other items from home, as these often get lost or damaged which can be upsetting.

## **Equipment & Snack**

Children are given fruit in the afternoon as part of the government's 'five-a-day' scheme. They may also bring in a piece of fruit for access throughout the morning as part of our indoor provision snack area, which must be named or in a named pot. We ask that it is fresh fruit rather than 'fruit flakes' or 'fruit winders'. Also, please do not include forks with the fruit as these can be a potential hazard in our school environments. Along with the piece of fruit please pack your child with a clearly named water bottle that they can have access to at all times in the classroom. This must only contain water. Please may we ask all children keep a complete set of clean clothes similar to school colours including underwear and socks. This will be used if the children get wet or have accidents. Please place all the named pieces in a drawstring bag and these items will be kept in school until/if they are needed. Your child will be given a book bag on their start date which should come to school each day and placed in their group box when they arrive in the morning. Please may we ask that children do not bring in large additional rucksacks as we do not have the space to store them and it makes the use of our cloakroom difficult for other children.

Please look out for an additional letter which will inform you about Forest School, and the equipment your child will need. The school website will give you more information.

## **Lunchtime**

All children in Reception are entitled to Free School Meals under the government's Universal Infant Free School Meals scheme. The menu is on a three-week cycle and can be found on the school website or by clicking the following link: <https://swallowfieldprimary.com/catering/> Children may alternatively bring in packed lunches if they wish. If they do, we ask that the lunches do not contain any nuts, traces of nuts or peanut butter as we have children with severe allergies in the setting. Swallowfield are proud to have gained the Healthy Schools accreditation, so we encourage children to bring a healthy lunch that does not include sweets or chocolate bars. The

children receive drinks throughout the day, either milk or water. If you wish to change your child's choice of drink please do just let us know in a quick email to confirm their change of choice.

## **PE**

Please ensure your child comes to school in full PE kit on a **Tuesday**. PE will commence on Tuesday 17<sup>th</sup> September and so this will be the first day the children come to school in their kit. When possible, PE is carried out outdoors so please make sure they are appropriately dressed for the weather. Please also make sure all items are clearly named. We will be starting PE from Tuesday 17<sup>th</sup> September. Swimming will commence in the summer term for our cohort so please look out for information regarding this later on in the year.

## **Health and Illness**

Sadly, head lice are a common part of school life, we ask that you check your child's hair regularly and treat it as appropriate. We also ask that we are made aware of any head lice incidents so we can inform all parents to carry out the necessary checks.

If your child vomits or has diarrhoea your child will need to be absent from school for 48 hours following their last episode. Please inform the school office via telephone or the Integris app if your child is ill or due to be absent from school for any reason.

## **Learning**

The timetable and overview of learning for the term will be shared on the school website and via Google Classroom. We will share the details of how to access Google Classroom with all of our families soon, so please keep an eye out for this information on Integris soon including your login details.

We are really looking forward to a new year and are looking forward to supporting your child through their first year at Swallowfield Primary. Please do not hesitate to contact your child's class teacher with any queries you may have.

Yours sincerely,

Mrs Wisson  
Class Teacher  
EY Assistant Headteacher

Mrs Cresswell  
Class Teacher

Mrs Harris  
Class Teacher

Mrs Davies  
Class Teacher