

# reenwood Primary School

## Infant Department

### INFORMATION BOOKLET FOR PARENTS

Postal Address: Wood End Way, Northolt, Middx UB5 4QG  
Tel: 020 8864 7265

Head Teacher: Mr J. Britzman

Assistant Head Teacher (Infants): Mrs V. Rothery

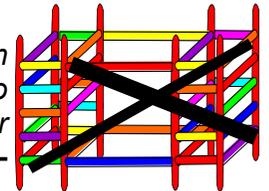
## Greenwood Primary School Infant Department

We look forward to working with you to provide the best education for your child. Please help us to help your child by noting the following.

### SAFETY AND CARE

The following points are made to help ensure, as far as possible, the safety and care of all children in school.

The playground is unsupervised in the morning. *In the interest of safety, children are not allowed to use the playground apparatus before or after school hours. Please see that children of pre-school age comply with this ruling.*



Parents meeting children at lunchtime should come to the main school office. At the close of the afternoon session parents are requested to meet children in the playground, keeping clear of the classroom doors until the children have been dismissed. Should you be unavoidably delayed at any time, please telephone the school if possible so that alternative arrangements may be made.



No child is allowed to leave the building during school hours, so should you need to collect your child for any reason between 8.55 am and 3.30pm, please report to the school office

Welfare Assistants are not allowed to give medication to children without a written request. If your child has suffered sickness and/or diarrhoea we ask that s/he be kept at home for at least 24 hours to ensure the infection has cleared up.

Earrings can cause serious injury, so only stud earrings are permitted in school. No other jewellery should be worn.



## SCHOOL UNIFORM

We would like all our children to wear school colours, as we feel this helps to develop a sense of school community, looks smart, and avoids the problem of competitive dressing.

### General Uniform

Shirts/Blouses	White or Grey
Jumpers/Sweatshirts	Dark Green
Skirts/Pinafores	Dark Green
Trousers/Shorts	Dark Grey or Black
Jogging Trousers	Dark Green
Socks/Tights	White or Grey
Shoes or Trainers	Black
Dresses	Green and White
T-shirts	White

Sweatshirts with the school logo are available from the school. Other items are available from chain stores .



### Footwear

Trainers of the large 'over the ankle' type are not permitted, nor are narrow or high heeled shoes or platform soles. Sandals may be worn in the summer with socks but flip flops are not allowed for safety reasons.



## CLOTHING

IT IS ESSENTIAL THAT ALL CLOTHING IS MARKED WITH THE CHILD'S NAME throughout his/her time at school. It is impossible for us to identify lost clothing if it has no name in it.

If wellington boots are worn to school, a clothes peg labelled with the child's name should be provided so the boots may be pegged together.

Long trousers/tights are not worn on the indoor climbing apparatus. Parents are asked to provide a pair of shorts and a t-shirt to be kept at school, together with a pair of named elasticated plimsolls. All these items should be kept in a named bag made from material.



Although a painting apron is provided to protect your child's clothing, accidents sometimes occur. Should items of clothing be stained by paint, it is best to rub the garment with SOAP and soak overnight in COLD water. Avoid the use of detergents before soaking as these tend to fix the stain.

## SCHOOL MEALS

In the Infant department all children are provided with a free school meal at lunchtimes. Information about the meals can be found on the catering company's website; [www.harrisoncatering.co.uk](http://www.harrisoncatering.co.uk). On transfer to the Junior department parents will need to pay for meals or make a claim for free school meals through Ealing.



Packed lunches must be sent in a container labelled with the child's name and class. We do not have the facilities to chill packed lunches so care must be taken when selecting contents.



## PLAYTIME

Skipping ropes and small toys (but not guns), may be brought in for use at playtime providing your child ensures their safe keeping. These toys need to be clearly named. All infant children are given a piece of fruit mid morning. Please do not send sweets or biscuits to be eaten during break times.



## MONEY



As a general rule, money should not be brought to school except for school business, eg dinner money, book club, trips etc. All money should be brought in an envelope clearly labelled with the child's name and class.

## RAMSAY CLOSE GATES

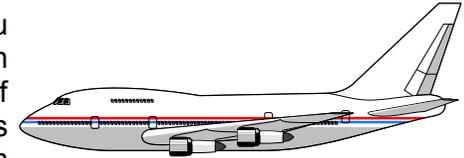
The gates at Ramsay Close are only for pedestrian use. Parents may use these gates or those in Wood End Way to enter the school. Parents are not permitted to drive onto the premises at any time. We would also request that you do not park your car in a way that causes problems for our neighbours. Never park over the dropped curbs in either Ramsay Close or Wood End Way.

## ABSENCE

It is important you notify us of the reason for a child's absence immediately, either by telephone or in writing. To comply with the law, all absence is recorded as authorised or unauthorised, and termly returns have to be made for unauthorised absences which are recorded on the child's report. Late arrival at school also has to be recorded, so if a child is likely to be late due to a medical appointment, please ensure the school staff know.



We are asked to convey to you the Authority's concern regarding the amount of schooling being missed by pupils taking long holidays during term time.



You should be aware that only in exceptional circumstances do the regulations permit any absence from school in order to allow a pupil to participate in a family holiday. Any such absence may result in a fine.

Authority is given to the Head Teacher to remove the name of any pupil from the register after a four week absence when enquiry has failed to determine the cause of absence.

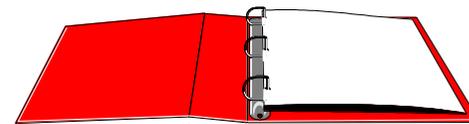
Please discuss any proposed absence before arrangements are finalised so that difficulties can be avoided and the disruption to your child's education is minimised.

## SCHOOL TIMES

School starts at 8.55am and finishes at 3.30pm. Please ensure that your child is here on time - the first half hour of the day is very important as teachers usually devote this time to the teaching of phonics..

## EMERGENCY FORMS

A form is prepared for use in school if a child should be ill, and parents are asked to complete it on an annual basis. Should there be any change in the information required, please notify the school



immediately so that records can be kept up to date. It is very distressing for all concerned if a child is ill or hurt and we are unable to

contact you.

## OUR EXPECTATIONS

When children enter the reception class we hope for some or most of the following:

- a) that they are able to at least attempt to dress themselves properly and put on their own shoes, recognise their own coat and attempt to do it up.
- b) that they are able to use the toilet by themselves.
- c) that they are able to use a knife, fork and spoon correctly.
- d) that they can use scissors, pencils and crayons appropriately.
- e) that they understand about tidying up after themselves.
- f) that they are encouraged to be independent.
- g) that they are used to being read to and encouraged to discuss the stories they hear.
- h) that they are able to listen and respond quickly to instructions, answer questions and discuss everyday occurrences.
- i) that they are able to recognise their own names printed in lower case letters with a capital initial letter.
- j) that they are used to counting things at every opportunity and have been given the chance to handle their own pocket money to buy small items.

## PARENTS AND SCHOOL

Parents and teachers need to work together to ensure that the best education is provided for all our children.

Parents' evenings are held termly, but should you have any minor queries, staff are available at 3.30pm for a quick word. Please do not take up their time at 8.55am unless it is absolutely necessary, as they have their classes to organise and settle for the day.

For concerns which may take a little longer, please make an appointment with the teacher, Assistant Head, Deputy Head or Head. Often early action can prevent a small matter from growing into a large one.

## HOME-SCHOOL AGREEMENT

Greenwood Primary School has a "home-school agreement" which we will be asking you to sign. This agreement sets out the responsibilities of the school, your responsibilities as a parent / carer, and what we as a school expect of our pupils.

