

# Mundford Primary Academy

New Reception Parents and Carers Meeting

2024 - 2025

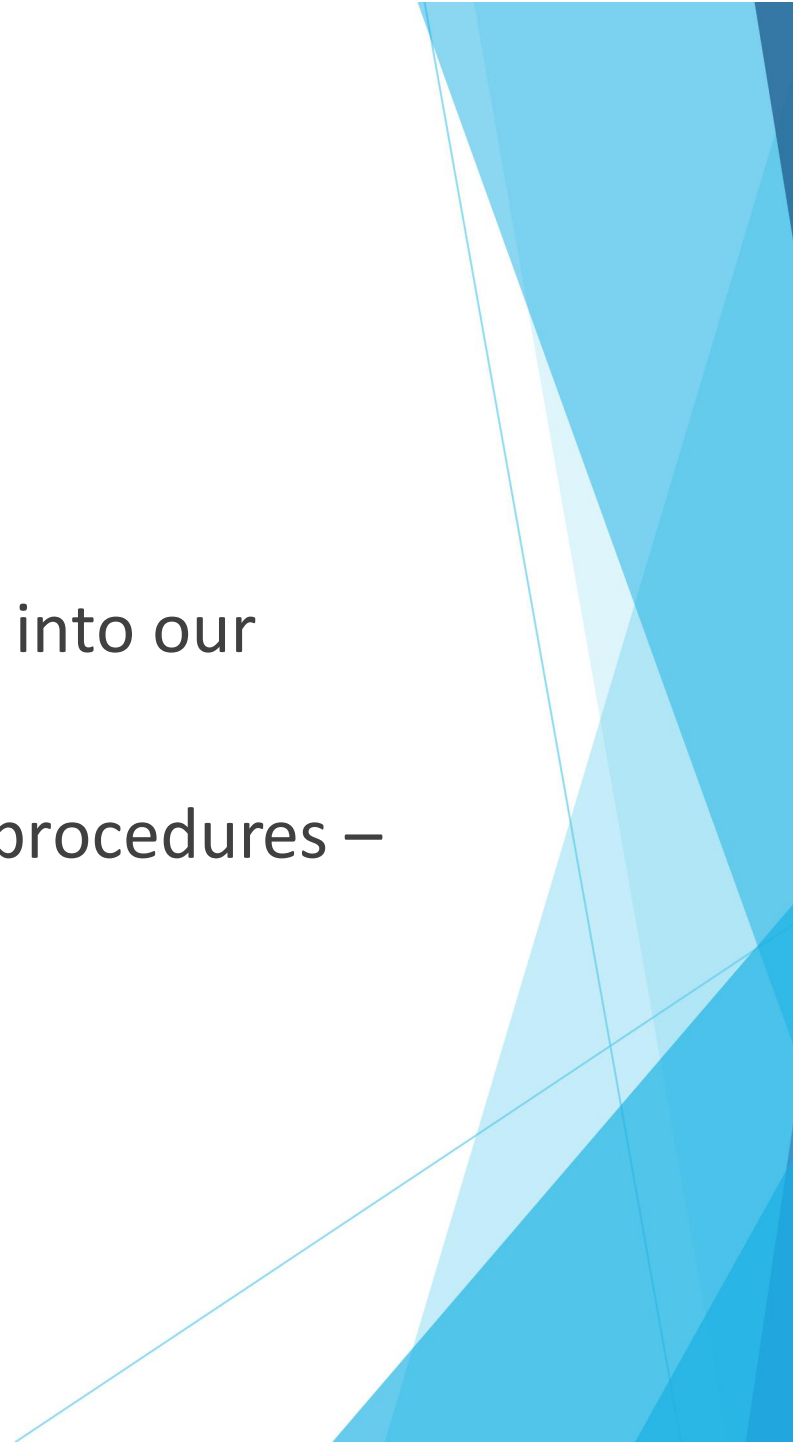


# Purpose of Meeting

To introduce the class teacher;

To outline the procedures for the transition into our school;

To let you know all about our routines and procedures – even if you know the school already.



# Meet the Teacher



My name is Mrs Keeler, and I will be teaching Oak Class in September.

I have been a teacher for 20 years.

I have been at Mundford Primary for 10 years and have taught Years 1 and 2 here. Previously, I worked at Weeting Primary and taught Reception for 8 years and Norton Primary for 4 years, where I taught years 2 and 3.

I live in Mundford and have two boys.

# Pupil Information

We appreciate it can be an overwhelming process but we need to get all of the necessary information for enrolment;

Please return all forms as soon as possible if you have not already.

**Ensure any allergies and intolerances are reported.**

# Transition

- ▶ Home and nursery visits will happen on Monday 8<sup>th</sup>, Tuesday 9<sup>th</sup>, Wednesday 10<sup>th</sup> and Thursday 11<sup>th</sup> of July.
- ▶ School transition visits will happen on Friday 12<sup>th</sup> July, and all week commencing Monday 15<sup>th</sup> July.
- ▶ Children are invited to come to school and stay all day, as they will in September. The doors open between 8.40am -8.50am, and home time is 3.20pm.
- ▶ Children can either bring a packed lunch or order a hot meal. If you are in Acorns, please order and pay for lunches in the usual way. If not, we have paper copies and payments will be added when your child is on the system.

# Start date

- ▶ **First day at school will be Wednesday 4<sup>th</sup> September 2024.**



# Clothing and Possessions

- ▶ Please make sure that all belongings are labelled.
- ▶ Over the summer holidays encourage your child to practise dressing and undressing independently. Velcro is not a necessity but it really helps build their independence.
- ▶ School uniform:
- ▶ Children are placed into one of 4 house teams (**Red Romans**, **Blue Saxons**, **Green Danes** or **Yellow Vikings**). They will need a PE t-shirt in the colour of their team. Their team can be found on the top of the welcome booklet, your child's name is written in their team colour.
- ▶ <http://www.churchsidefederation.norfolk.sch.uk/mundford/our-school/school-uniform/>

# Handy hint!



You will need:

Masking Tape  
Marker Pen

Something simple to try that not only helps with name recognition but helps your child to put their shoes on the correct feet. All great to encourage independence. Stick a small piece of masking tape into the bottom of each shoe and then write your child's name across the tape with half of it in the left and half in the right. A good way to reinforce that names start with a capital too.



# Attendance and Punctuality

The school gates open at 8.30am and you go straight through the playground to Oak Class. The door to Oak Class will open at 8.40am and remain open until 8.50am. If you arrive after 8.50am, please report to the school office in the main building;

You will be greeted by the class teacher at the classroom door;

Please telephone and inform the school if your child is absent and give the reason;

Infectious illnesses must be reported (e.g. chicken pox, measles, conjunctivitis);

If your child becomes ill during the day we will make contact with you and ask you to come and collect or arrange for another person to collect on your behalf. It is therefore crucial that you contact details are up to date.

Sickness: if your child has a stomach or sickness bug they must remain at home for 48 hours afterwards.

If your child has a medical condition that requires equipment, for example asthma, please could you make sure we have a spare pump for school.

# lunches

Lunch is 12 – 1pm.

For the first few weeks we go to the lunch hall a little earlier to allow all the children to settle before the other year groups come for their lunch.

If your child is under 7 years of age you do not have to pay for school dinners, they are free.

Children will be asked in the morning whether they are packed lunch or school dinners.

The menu is set out at the start of the term and can be found on the school website.

We are a no nuts school.

The catering team will remain in the hall supporting the children and helping them settle, making good choices and eat independently.

Fruit and milk is also provided for all our children in class.

[School Meals | The Churchside Federation](#)

# Communication

Half termly class newsletters, emailed home;

Weekly school newsletters, emailed on a Friday;

School website;

Class email address;

Verbal communication when required for individual children and parents;

# Learning in Reception

Play is an important part of the daily routine;

Our curriculum allows children to be inquisitive and tackle things they have never encountered before and equips them to learn to manage uncertainties and assess risk;

Children take part in focus groups for English and Maths each week with the teacher and this learning will be recorded in books;

Assessments of the children are carried out through observing them during play;

## Reading and Phonics

The children read 1-1 with members of the team each week;

We also send home 2 books each week for you to read with your child. One will be for enjoyment and one will be for the development of phonics;

We teach children to read using phonics (letters and sounds) which we teach daily. We will hold information and help sessions in the autumn term but check out this website for a quick overview –

<https://www.bbc.co.uk/cbeebies/grownups/the-alphablocks-guide-to-phonics>

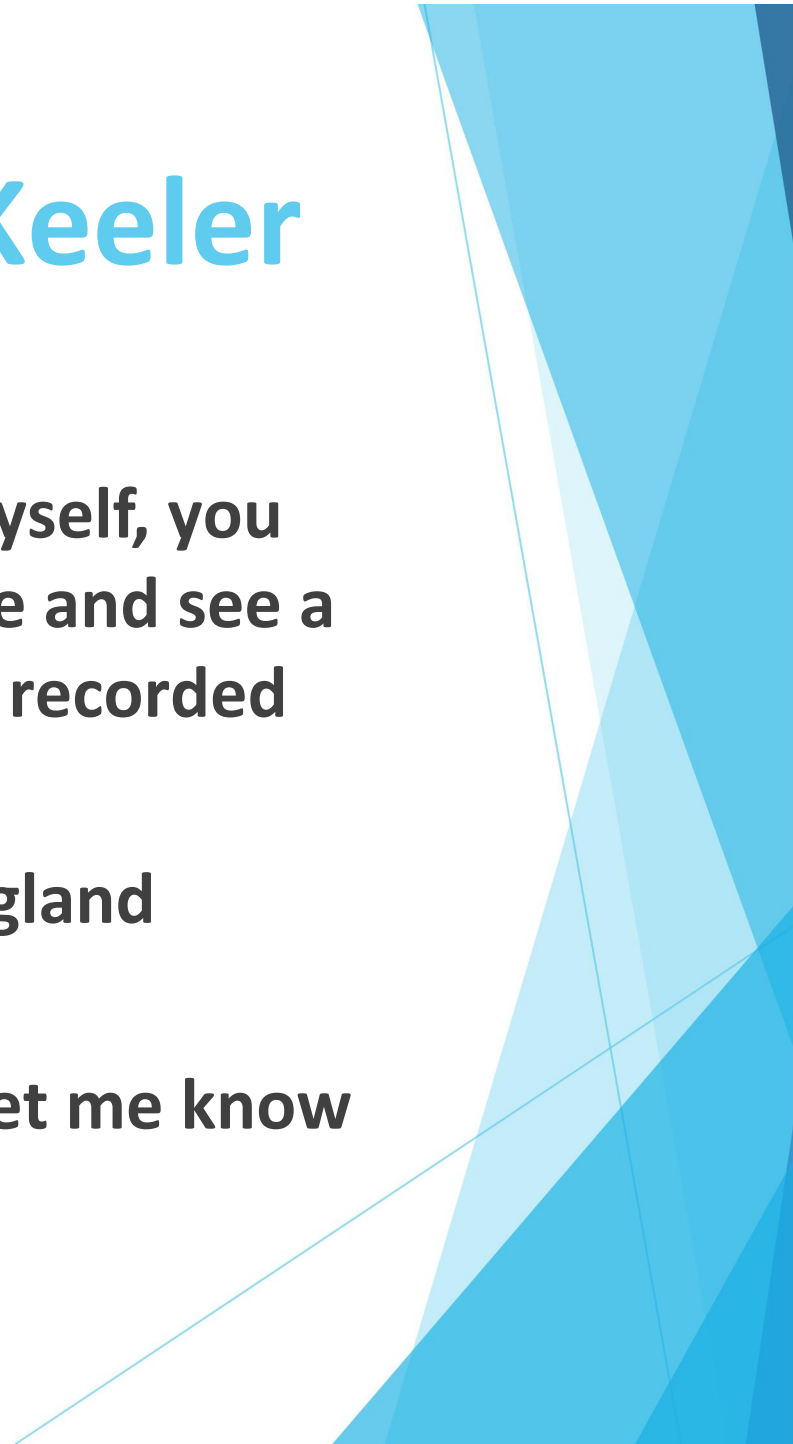
Reading is crucial for a child's development and should be built into every day routine.

# **Weekly stories with Mrs Keeler**

**To help your child become familiar with myself, you can look back on our school Facebook page and see a selection of stories myself and Mrs Harker recorded last summer.**

**Please search for “Mundford Church of England Primary Academy”.**

**If you'd like to, feel free to comment and let me know what you enjoyed about the story.**



ank you – any questions?

