

Compassion, Courage & Respect

SILCHESTER CHURCH OF ENGLAND PRIMARY SCHOOL

School Lane, Silchester

Reading, Berkshire RG7 2NJ

Telephone: 0118 9700256

E-mail: adminoffice@silchester.hants.sch.uk

Website: www.silchesterschool.org



Head of School:
Rachel Moir

Organisational Information for Parents

The school website contains lots of useful information including school dates and policies so please check this in the first instance [Silchester Church of England Primary School - Home](#). Many thanks for completing the admissions pack with all of your administration details, please do inform the school office of any future changes such as a house move, a change of email address, telephone numbers (home, work or mobile) etc.

Coming to School

If you are driving to school, please park in the Pavilion Car Park. Please enter the school via the small pedestrian gate and follow the path round to the left, through the green metal gates to the main playground. Ladybirds is located at the far end of the main playground.

School gates open at 8.40am – 8.50am registration.

School day ends at 3.15pm

School Term dates

A complete list of Hampshire School Term dates can be found on our school website and via Hantsweb below:

[School holiday dates | Education and learning | Hampshire County Council](#)

[Silchester Church of England Primary School - School Term Dates](#)

Appointments with staff

From time to time there may be something you need to talk with staff about, as we are sure you can appreciate, our priority first thing in the morning, is to support and settle the children into school, however, staff are regularly available to have a quick word at pick up time once all the children have left. If there is something you wish to have a longer discussion about, please make an appointment via the office.

Lunchtimes and breaks

All children in Ladybirds, Yr. 1 and 2 are entitled to a Universal free school meal each day. Dinners are chosen by the children when they come into school in the morning. The children eat their lunch in the school hall and lunchtime supervisors will be there to look after them. Water is provided with lunch. The class teacher will also be there to offer the children support in the first few weeks of starting school. We will assume that all children will have school meals,

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unless you would prefer your child to bring a packed lunch from home. We encourage a balanced, healthy, packed lunch which should include a drink – no sweets, or fizzy drinks please. Please note we have a **no nuts** policy at Silchester School.

The menus for school dinners are sent home via email but also available on our website on the following link:

[Silchester Church of England Primary School - School Meals](#) If your child requires a special diet due to allergies or intolerances, please contact the school office or complete and return the allergies form.

A mid-morning snack of fruit or vegetable is provided for all children in Ladybirds, Yr. 1 and 2. All children are expected to bring their own bottle of **water** to drink during the day. Please make sure this is a non-spill bottle.

Free milk is available to all children under the age of five, and you may continue to purchase milk for your child after their fifth birthday. If you wish your child to have milk during the morning, please **register on www.coolmilk.com**. If you or your child decide to not have milk anymore, please contact Coolmilk directly to discontinue it.

All Ladybirds children use their own playground during breaks. By the end of the year, they will have been introduced to the main playground.

Uniform

School uniform is available from www.skoolkit.co.uk or from their shop in Church Street, Basingstoke and comprises:

- Royal blue sweatshirt or cardigan with school logo
- Grey trousers, skirt, or pinafore
- White polo shirt (at least one with Silchester logo)
- Grey or white socks or grey tights with black shoes
- Summer - royal blue and white checked dress for girls and shorts for boys (optional)

Your child will need to have a **coat** in school every day, as we encourage the children to spend a lot of time outdoors – whatever the weather. We suggest a warm coat in cold weather and a light raincoat in summer. They should also have a pair of **wellies** in school for outdoor learning. Please ensure your child has a spare set of pants and socks in their P.E bag.

What size do I get? From experience the average size for our Ladybirds children is 26" sweatshirt/polo shirt, however you know best whether your child is smaller or larger than average.

All clothes should be clearly named. Hair that is long enough to stand on the shoulders must be tied back. Please use simple hair accessories e.g. no glitter or novelty items. No jewellery except watches and small stud earrings for those with pierced ears are allowed. These must be removed for PE or covered with tape.

PE kit: Royal blue/black shorts or tracksuit bottoms, plain t-shirt in house colour, plain black or white trainers.

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For more information, please refer to the **Uniform policy** on the school website. There is also lots of second-hand uniform available to purchase from our PTA. [Silchester Church of England Primary School - Our Uniform](#)

School Book Bag

All children in Ladybirds need a Book Bag. **NO Back packs** please as we have limited cloakroom storage in Ladybirds. These are all available from [Skoolkit](#) or again – second hand via the PTA)

Health and Wellbeing

If there are any changes to the medical information you provide on the registration form, parents should inform the school of any changes to medical or health issues e.g. asthma, allergies, hearing difficulties etc. It is also useful for school to be aware of any circumstances, such as family upsets and bereavements that could affect your child's welfare.

If your child needs to have **prescribed medicine** administered during the school day, please take it to the office and complete a consent form. Medication forms will need to be recompleted at the start of each academic year for ongoing treatments such as asthma inhalers. We can only accept medicine if it is prescribed by a doctor and complete with the prescription label on the bottle etc.

In case of sickness or stomach upset, please ensure that your child does not return to school until **a full 48 hours** has passed since the last bout of sickness or diarrhoea.

Absence/Lateness

Please telephone the office if your child is going to be absent due to illness or a medical appointment. If you call before 8.30am please leave a message on the answer machine with your child's name and the reason for their absence. In the interests of safety, if the school has not received notification by 9.30am, you will be contacted. If your child arrives at school late, it is imperative that they are **signed in at the office by an adult**. Please ensure you advise the office staff of your child's lunch choice.

If you need to collect your child before the end of the school day, please inform the school beforehand. When you arrive to collect your child, please report to the school office and staff will collect your child from their classroom and bring them to meet you.

Absence from school for the purpose of a family holiday cannot be authorised. Please refer to the Attendance Policy on the school website where you can also find the Leave of Absence Request form:

[Silchester Church of England Primary School - Forms](#)

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Starting school in September

During the first week of school, your child will have the opportunity to come into Year R gradually to help support their transition.

Tuesday 1 st September	INSET DAY – no school
Wednesday 2 nd September	8.45 – 11.45 – first morning
Thursday 3 rd September	8.45 – 11.45
Friday 4 th September	8.45 – 11.45
Monday 7 th September	8.45 – 11.45
Tuesday 8 th September	8.45 – 12.45 (includes lunch)
Wednesday 9 th September	8.45 – 12.45 (includes lunch)
Thursday 10 th September	8.45 – 12.45 (includes lunch)
Friday 11 th September- onwards	8.40 – 15.15

During the afternoons of the first few days, Mrs Dowling and Miss Heeks will arrange to have a home visit with you. This is simply to get to know your child in their most comfortable environment at home with you. It also helps to build relationship and trust with your child. The home visits will be a chance for you to share any information about your child or to ask any questions about school - there is no need to tidy up!

We hope your child enjoys their introduction to school life at Silchester School, and we will do our utmost to help them settle into the routines quickly and happily. Should you have any concerns or questions please do speak to Mrs Dowling or any member of staff who will be happy to help you.

Kind regards,

Rachel Moir