

# Dates for your diary!



Stay & play visit – Wednesday 3<sup>rd</sup> September

Group 1 - 10.30-11.30am

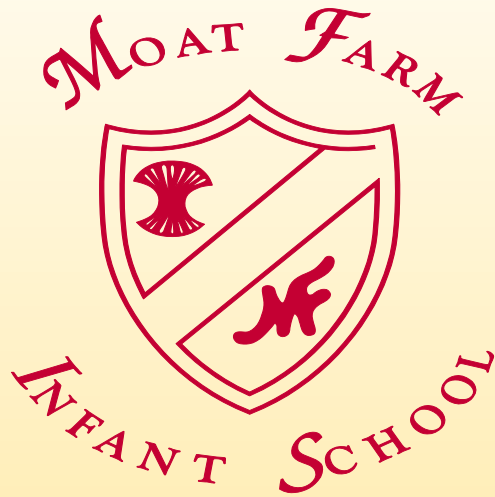
Group 2 – 1.30-2.30pm

Curriculum meeting for Reception parents

**Tuesday 9<sup>th</sup> September – Mole and Owl parents**

**Thursday 11<sup>th</sup> September – Fox and Robin parents**

9.00am in the school hall



# New Reception Parents Information September 2025

‘At Moat Farm Infants everyday we learn,  
achieve, have fun and play!’

# Welcome to Moat Farm Infant School

We would like to take this opportunity to thank you for considering our school for your child to start in September 2025.



At Moat Farm Infant School we value your child as an individual, and hope to nurture and develop the knowledge and experiences they bring with them from home and their preschool nurseries.

# Our Senior Leadership Team



**Head Teacher**

Mrs Deborah Walker

**Deputy Head Teacher**

Mrs Jayne Davis

**SENCO**

Miss Natalie Skidmore

**EYFS Lead**

Miss Evans



# Safeguarding

As a school we take keeping children safe seriously.

What will raise a concern?

- If a child discloses information that might suggest they are at risk.
- Unexplained marks or bruising on a child.
- Significant changes in a child's behaviour.
- Changes in a child's appearance eg. untidy, dirty, child losing weight.
- We are part of Operation Encompass.



# Safeguarding

What may help:

- We have staff in school who you can speak to if you need support.
- Tell us if your child has an injury so we are aware of any marks, accidents, injuries so that misunderstandings can be avoided.
- Let us know about any changes in your circumstances, e.g. reasons why your child may be behaving differently in school.
- Remember we have a legal duty to ask personal questions in order to keep children safe.
- Please keep us informed about court orders regarding your child.
- Please let us know if someone different will be collecting your child.

# School Forms

- Child information form
- Trusted adults for collection form
- Pupil Premium funding (benefits related free school meals)
- School meal information form

Please return before school finishes for the holidays – 18<sup>th</sup> July

## GDPR consent

- On the child information form, you will be able to give consent for school to use photos and videos of your child, for example in their books, on displays, on our website or on our Instagram page.

# School Pupil Premium Funding

- The Pupil Premium is an allocation of additional funding provided to schools to support specific groups of children who are vulnerable to possible under achievement. These include pupils who are entitled to free school meals, those looked after by the local authority and children of armed service personnel. The intended effect of this funding is to accelerate progress and raise attainment.
- Please complete the Pupil Premium form (blue form) in your pack, even if you are unsure whether you will qualify. All parents that complete the form will be entered into a prize draw to win an ASDA voucher.
- Eligible families also receive HAF codes and food vouchers in school holidays

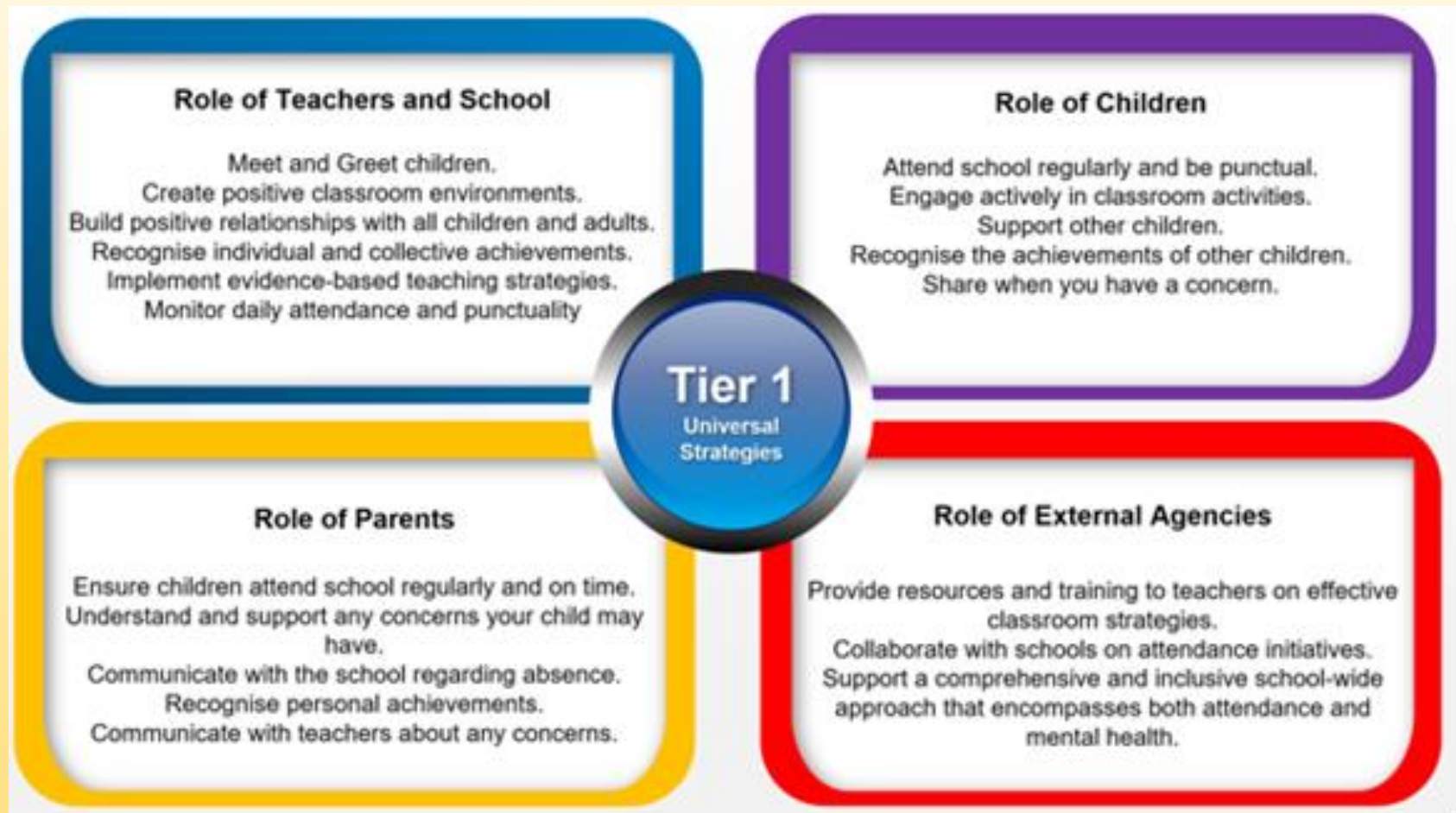


# Attendance

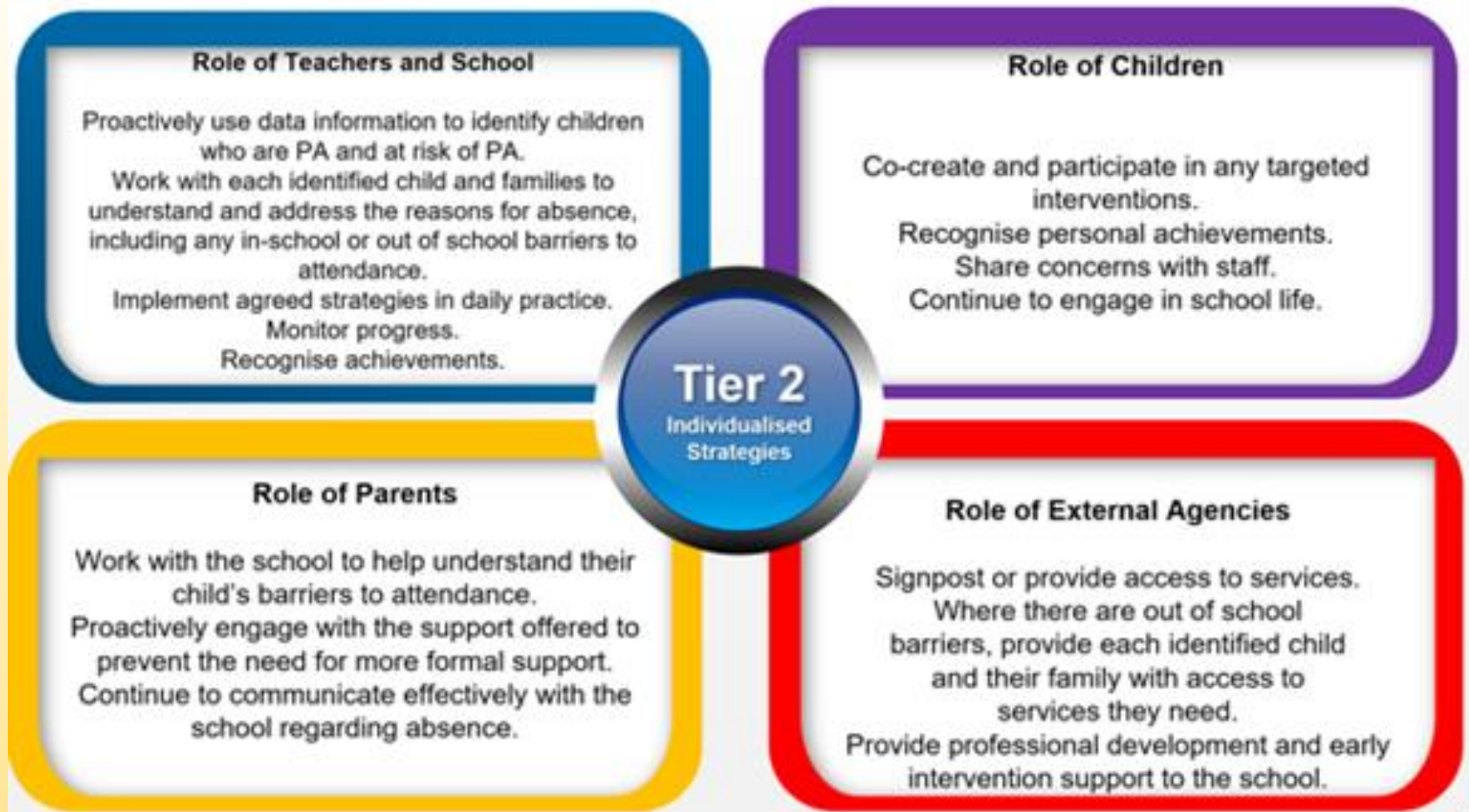
- Attendance is very important to us and is closely monitored for every child as it has a direct impact on your child's learning and progress in school.
  - Children are expected to be in school everyday.
  - If your child is not at school because they are ill , it is **your** responsibility to inform us before 9am.
  - Absences will only be authorised if we have heard from you **and** it is accepted as a reason to miss school.
- School Attendance Lead – Mrs Davis
  - School Attendance Officer – Mrs Taylor



# Attendance



- Where a child's absences are causing a concern we will speak to you to see how we can support and agree this with you.



- If a child has 19 days or more off school they are classed as *Persistently Absent* (below 90%).
- Leave of absence in term time must be applied for prior to travel, this is a legal requirement once children are in school.
- We carry out home visits on 3<sup>rd</sup> day of absence for all children to support their return to school after an absence.

## National Threshold

There will be a single consistent national threshold for when a Penalty Notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 days) of unauthorised absence within a rolling 10-school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span over different terms and school years.

**Penalty Notice Fines will continue to be issued per parent per child.**

For example: 2 parents with 3 children would receive a total of 6 Penalty Notices

1

### First Offence

The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

(Unpaid Penalty Notices after 28 days may result in a prosecution)

2

### Second Offence

(within 3 years of the First Offence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 per parent, per child paid within 28 days.

(Unpaid Penalty Notices after 28 days may result in a prosecution)

3

### Third Offence and any further Offences

(within 3 years of the First Offence)

The third time that an offence is committed for either a term time holiday and/or Irregular attendance, a Penalty Notice will not be issued, the case may be proceeded straight to prosecution under the Single Justice Procedure.

If found guilty of the offence of 'failure to secure their child's regular attendance at a school' the Magistrates can impose a fine up to £1,000 and you will have a criminal record

# Giving Medication in school

If children need medication in school a 'request for school to administer medication' form will need to be completed. These are available at the main office or they are on the website.



- Antibiotics
- Eczema creams
- Allergy medication
- Inhalers
- Calpol



## Request for school to administer medication - Epipens/ Inhalers/ Steroid creams

I, the parent/carer of..... give school staff at Moat Farm Infant and Nursery School permission to administer medication in accordance with the following instruction: -

Medication	Dose
Method	Time or interval of dose
Indications for giving	These instructions remain in effect until

I give permission for the medication and my child's name/photograph to be displayed and be easily accessible for my child in their classroom

Yes  No

Parent Name..... Signature.....

Date.....Contact number.....

I confirm that the medication has been handed back to me on  
.....(date)

Signature.....

# Parent Pay



- We use a app called ‘Parent Pay’ which enables you to pay for trips, school fund online or at local shops who have Pay Point.
- All families will need to have Parent Pay set up.
- If you attended School nursery you will already have the app set up.
- All new families will receive their registration code in September.

# MARVELLOUS ME

This is a free app we use to for our main method of communication - send out messages, rewards for children and letters to parents/carers.

Get Started. It's free!

1. **Download the MarvellousMe parent app**, or join up at [www.marvellousme.com](http://www.marvellousme.com)
2. **Tap 'Sign Up'**
3. **Enter the join code** provided by your child's teacher.
4. **Enter your name and email**, and make up a password.



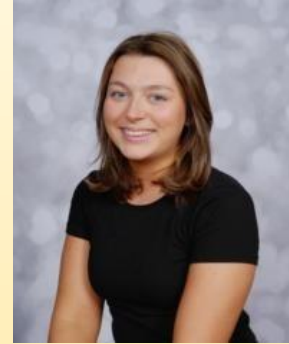
# Class Teachers & Learning Support Practitioners



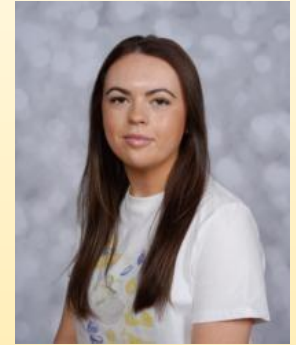
Fox  
Mrs Griffiths



Robin  
Mrs O'Gara



Owl  
Miss Newbon



Mole  
Miss Mulligan

Class TA  
Mrs Mills



Class TA  
Miss Jones



HLTA  
Mrs Horton



Class TA  
Mrs Chamberlain



Class TA  
Mrs Smith



# School uniform

- School uniform should be worn everyday unless it is a non-uniform day.
- REMEMBER to label all clothing /coats/ shoes with your child's name clearly.





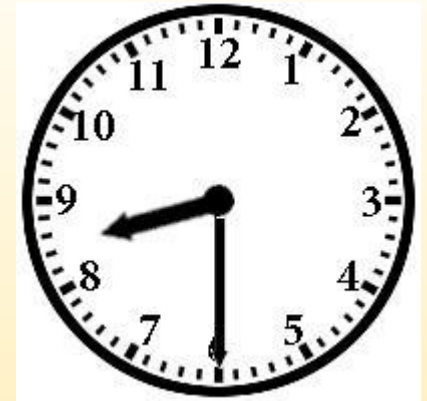
- All children are **expected** to have a school book bag, **not** a rucksack.
- School book bags (£6) are available from school on the induction days in September or non-branded ones can also be purchased from Amazon.
- School shoes - no laces please, Velcro is best for young children

# Jewellery

- Children should not be wearing jewellery to school.
- Children wearing jewellery for 'fashion' reasons will be asked to remove it in while in school.
- If it is for religious reasons then you will need put this in writing to the Head Teacher.
- Earrings should only be a small stud.
- No hoop earrings should be worn to school.



# Beginning of school day



- There is a staggered drop of time for all children at MFI. This is from 8.30-8.45am. Registration is done at 8.50am.
- Children are dropped to their classroom through the classroom door and greeted by their teacher.
- Access to school is from Brookfields Road.
- The school playground gates are locked at 8.50pm.
- Being on time is so important for our young children.
- Children who arrive late (8.50am onwards) have to come in via the main school office.

# A typical morning in Reception

There can be up to 30 children in a Reception class with one class teacher.

- 8.30-8.45 Enter classroom
- 8.50 Register & morning visual timetable
- 9.00 Phonics lesson
- 9.20 Snack time
- 9.30 Child initiated learning time
- 10.30 Reading practice
- 10.50 Child initiated learning time
- 11.10 Get ready for lunch
- 11.20-12.20 Lunch time

# A typical afternoon in Reception

- 12.20 Register & afternoon visual timetable
- 12.25 Mastering Number
- 12.40 Child initiated learning time
- 2.30 Fine motor and handwriting session
- 2.45 Story time
- 3.00 Get ready for home time
- 3.10 Home time



# End of the school day



- School finishes at 3.10pm, the gates are opened for parents at 3pm to come onto the playground.
- Children are dismissed from their classroom doors (one at a time) by their teachers.
- Children will only be dismissed to authorised adults. These will be the ones you have listed on your trusted adults form.
- If you want to speak to the teachers at the end of the day, then you will need to wait until all of the class have been dismissed.

# Snack Time

- Morning snack is fruit sent in from **home**; fresh fruit, dried fruit eg raisins, or vegetable sticks
- Please put your child's name on fruit or container.



# Drinks in the classroom

- Children under 5 receive free milk for morning snack time. Children over 5 can still have milk, but families need to order and pay for this online.
- You need to register your child and their class on the Cool Milk website.  
[www.coolmilk.com/schools/](http://www.coolmilk.com/schools/)



- School water bottles £3.50
- All children will need a water bottle in school, with a non-spill lid or sports cap.
- Water bottles will be sent home every day to be washed.
- Transparent bottles are better so staff can see how much children are drinking.

# Hot Dinners



- Our school meals are freshly cooked on site and our menus are designed by Relish, our new food provider.
- You will be able to access your account in September once the children has started with us.



# Dinner Hall

- Teachers and Support Staff will accompany the children to the dinner hall at the beginning to help support and settle the children into good routines.



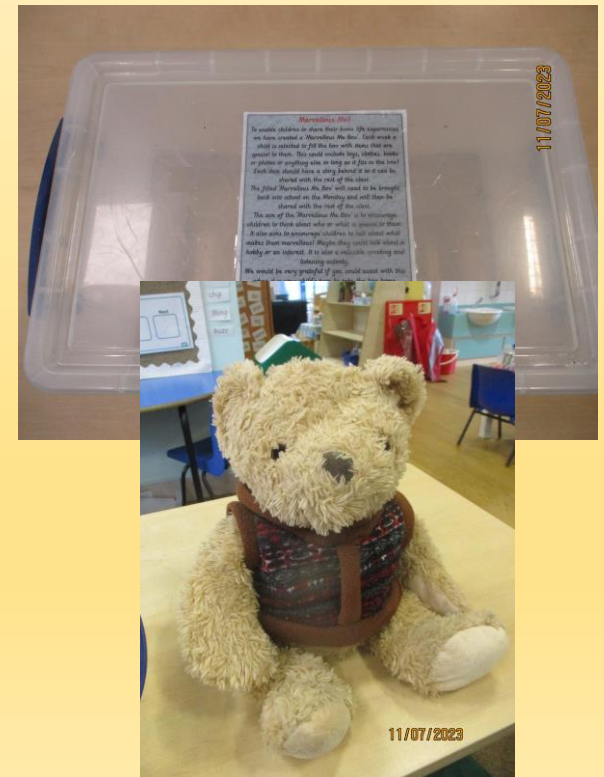
- Children usually get 30 mins to eat and then 30 mins play at lunch time.
- Families will order meals at home on the Relish website.
- Staff can order lunches in school if no order has been made.
- Lunch orders get cancelled if child is absent for the morning register at 8.50am – this is because your child is marked as absent.
- Late arrivals need to go to the school office to sign in and re-order lunches.

# Rewards

In Reception we have rewards we use daily and weekly in the classroom.

All children will receive the rewards throughout the year.

Weekly attendance trophy for the best class.



# Parent partnership

- Sharing stories and talking about school day
- Termly curriculum workshops
- Send things in for show and tell
- Reading for pleasure events
- Parents consultation meetings – Autumn & Spring



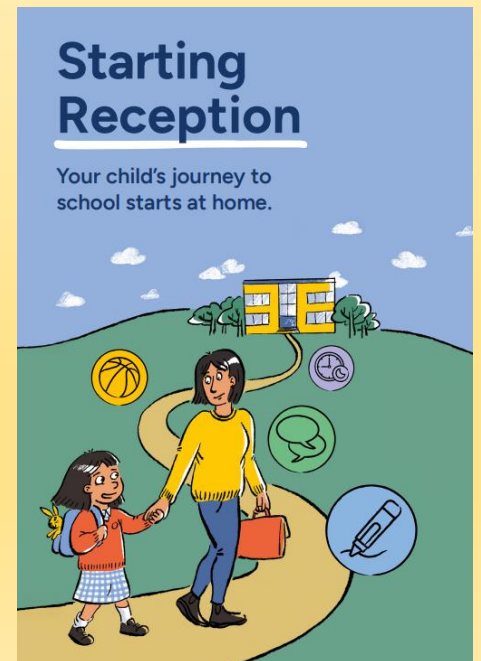
# Starting Reception: Your child's journey to school starts at home

New skills take time to learn. See your handout of the recommended skills to practise at home to help your child be ready for their move into Reception:

The adult to child ratio in Reception is **1:30** (1 adult for 30 children).

- Growing independence
- Building relationships & communicating
- Physical development
- Healthy routines

Pages 4-6



## The definition: skills to practise before starting Reception:

### Useful links:

#### Growing independence

- [Check out Parentkind's online advice hub and magazine for parents 'Be School Ready'](#)
- [Enjoy Family Corner's 5 tips to help your child get ready for Reception](#)
- [Guidance for parents and practitioners - PACEY](#)
- [Download the free EasyPeasy mobile app for tips and activities to support everyday parenting moments](#)

#### Taking care of themselves

- [How can you make separating easier? - Family Corner](#)
- [Getting dressed and ready for the day - backward chaining information sheet - NHS](#)
- [Getting ready for the Day - BBC](#)

#### Toilet training

- [The Institute of Health Visiting has advice and tips on toilet training](#)
- [Simple and supportive toilet training advice - ERIC](#)
- [Potty training and bedwetting - NHS](#)
- [Pants4School - Down Syndrome UK](#)

#### Playing, creativity and curiosity

- [5 steps for brain building through serve and return - Center on the Developing Child at Harvard University](#)
- [How to follow a child's interest in play - National Literacy Trust](#)
- [How to role play with your child - Pretend role play - BBC](#)
- [How to role play with your child - Playing pretend animals - BBC](#)
- [Fire up their imagination with drawing - BBC](#)
- [What is mark-making and why is it important for learning? - PACEY](#)
- [Sharing story books on World Book Day - BBC](#)
- [Nature activities for children - BBC](#)
- [Learning and having fun on the bus - BBC](#)
- [Play a game of 'What's that sound?' - BBC](#)



### Growing independence

#### Growing independence

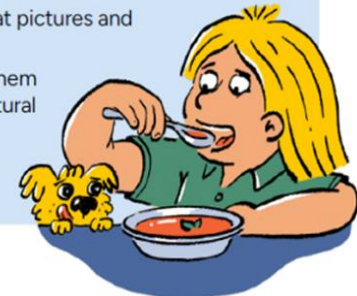


##### Taking care of themselves

- Putting on/taking off their coat and shoes
- Using the toilet and washing their hands
- Getting dressed with little help, e.g. after using the toilet or doing PE
- Using cutlery (e.g. fork and spoon, chopsticks) and drinking from an open cup
- Spending time away from you, learning they can be looked after by caring adults

##### Play, creativity and curiosity

- Taking part in imaginative play (e.g. role play)
- Drawing, painting, colouring and sticking
- Sharing story books, looking at pictures and talking about the characters
- Exploring the world around them (e.g. looking closely at the natural world, playing safely with objects at home)



# Remember ... to tell the teacher

- If someone different is collecting your child.
- Phone the school if you are running late.
- If your child has had an injury at home and there is a visible mark.
- If you know your child will be absent from school for an appointment. You will be asked to provide a copy of the letter.
- Administering medicines

If you would rather speak to a teacher over the phone then you can call the school office on 0121 552 1885 to arrange an appointment.

Don't forget to keep checking our website,  
Instagram page and marvellous me app!

< moatfarminfantschool ...



Moat Farm Infant School

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posts	followers	following

🌟 MOAT FARM INFANT SCHOOL 🌟

- 🌈 Children's learning
- 🌈 Special events
- 🌈 Trips

[moatfarm-inf.sandwell.sch.uk](https://moatfarm-inf.sandwell.sch.uk)



<https://moatfarm-inf.sandwell.sch.uk/>



# Date for your diary!



Curriculum meeting for Reception parents

**Tuesday 9<sup>th</sup> September – Mole and Owl parents**

**Thursday 11<sup>th</sup> September – Fox and Robin parents**

9.00am in the school hall

Thank you for attending today, we look forward to seeing your children starting Reception with us in September 😊