

## FOUNDATION DEPARTMENT

Dear Parents/Carers

Welcome back to Ravenscroft Community Primary. Your children look fantastic, they have arrived back for a new school year happy and eager to learn. It's lovely to see them in their jogging suits ready for learning. This sheet contains important information about school rules and organisation- all available to read in detail on our website [www.ravenscroftcp.co.uk](http://www.ravenscroftcp.co.uk).

Yours sincerely

Miss J Hegarty

### IMPORTANT INFORMATION

#### Nursery Times

Morning Session	8:45am—11:45am	Doors open 8:45am and 11:30am
Afternoon Session	12:30pm-3:30pm	Doors open 12:30pm and 3:15pm

Please drop off and pick up at the Nursery doors.

#### Reception

Doors open at 8.45am      School Starts at 8.50am      Collect 3.10pm

From Monday 10th September, drop off and pick up will be at the Reception Class doors. Of a morning, you may come into the cloakroom space but we ask that you be as quick as you can, leaving any prams outside. It is a small space and easily becomes congested which can cause distress for some children. At pick up time we ask if you could wait outside and be patient. We call a small number of children at a time. This is to ensure the safety of the children. Pick up time will be the best time to speak with staff if you have any questions or concerns but it would be helpful if you could wait until the majority of the class have been collected.

Children who are late disturb others who are already settled in class and miss out on learning opportunities, we ask that you bring your child to school promptly to avoid this happening. Also please be prompt collecting your child at the end of the school day as young children can become distressed.

Thank you

**ALL SCHOOL DOORS SHUT AT 8:55am. IF YOU ARRIVE AFTER 8:55am YOU WILL NEED TO REPORT TO THE SCHOOL OFFICE.**

Please remember all letters  
will be sent out each  
Wednesday

Nursery children need to  
collect letters from their  
going home box which is  
situated on the shelves as  
you enter Nursery.  
**COPIES OF LETTERS WILL  
BE POSTED ON THE  
FOUNDATION NOTICE  
BOARD AND RECEPTION  
DOOR.**

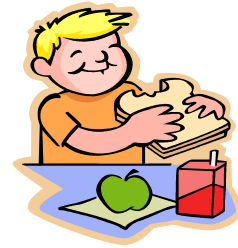
#### Reading Books—Reception

Reading books will be given out  
this term. Before they receive  
their reading book other  
activities will be put in their reading bag. It is im-  
portant that your child does these  
activities as they are  
pre-reading skills and will aid them with their reading  
and writing. Always check inside their reading bag  
and please ensure they bring their bag with them  
each day.  
Thank you.



## Snack

All children will be offered a fruit snack each day.  
The cost for snack will be £1 per week.

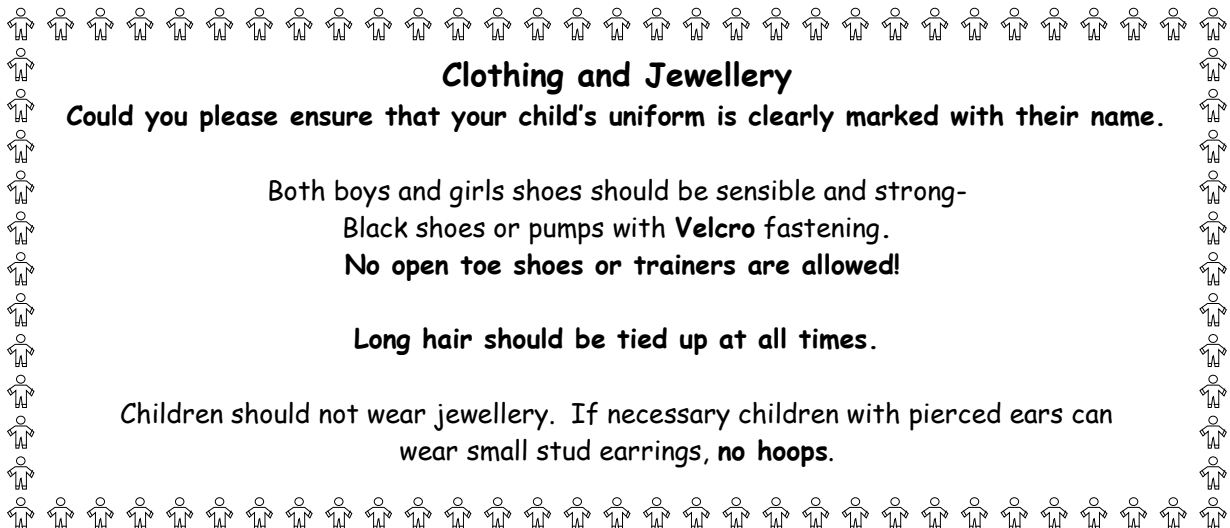


You may pay:-

Weekly — £1	Half termly — £6
Termly — £12	Yearly — £36

Please send snack money in an envelope with your child's name on.. Please put the envelope in your child's book bag. Thank you.

**ALL RECEPTION CHILDREN ARE ENTITLED TO  
A FREE SCHOOL LUNCH.**



## Clothing and Jewellery

**Could you please ensure that your child's uniform is clearly marked with their name.**

Both boys and girls shoes should be sensible and strong-  
Black shoes or pumps with **Velcro** fastening.  
**No open toe shoes or trainers are allowed!**

**Long hair should be tied up at all times.**

Children should not wear jewellery. If necessary children with pierced ears can wear small stud earrings, **no hoops.**

## School Reception/Office Procedures

We want to make the children's arrival to school as easy and safe as possible and also ease congestion at the front entrance to our school at what can be one of the busiest times of the day.

**To help keep the office clear if you are sending money into school, please send it with your child to his /her class in an envelope clearly marked with your child's name, the amount of money it contains and what the money is for e.g. dinner money, trip money etc.  
Any change will be sent home in an envelope with your child at the end of the school day.**

We are aware that sometimes letters can be mislaid and therefore there will be copies of any recent letters sent home with your child available if you need one, these can be collected from the reception area of school; as can envelopes if you require them. Copies of letters are also available on the school website [www. Ravenscroftcp.co.uk](http://www.Ravenscroftcp.co.uk).

We hope that these arrangements will make the start to the day as pleasant and safe as possible for all parents, children and staff.