



OVERCHURCH INFANT SCHOOL

Welcome to Reception

2022 - 2023

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Dear Parents / Carers

This booklet is intended to introduce you to the life and routines in Reception at Overchurch Infant School. It contains as much helpful information as we feel necessary, but do not hesitate to ask me or my staff if you have any suggestions or queries that the next few pages do not address.

All the staff at Overchurch Infant School will endeavour to ensure that, whilst in our school, your child will receive the opportunities, facilities, education, and care that they deserve.

Your role in your child's development is a vital one and it is of great importance to us that we all work together in partnership.

My staff and I would like to welcome you; as we welcome your child, and we will do all we can to make their time in school happy and fulfilling.

Kind Regards

Mr S Elliott

Headteacher



Staffing

The Reception Team consists of Teachers and Teaching Assistants. They all share together in the planning and delivery of a full and rich curriculum for your child.

In Reception the three parallel classes are organised to ensure Teachers and Teaching Assistants share the responsibility for facilitating the indoor and outdoor learning areas, working closely together to ensure consistency and continuity. This year the Reception team teachers are:

Class 1



Miss Cromby
Early Years Foundation Stage Leader

Class 2



Mrs Mutch



Mrs Phillips

Class 3



Miss Mitchell



Mrs Roberts
(currently on
maternity leave)

Our EYFS Intent

At Overchurch Infant School our Early Years Foundation Stage is built on secure, trusting **relationships** between children, adults and parents. We understand that a strong home school partnership is crucial in developing the whole child.

Our **environments** are accessible, neutral and child centred. Children access resources with increasing independence and our highly skilled staff nurture curiosity through quality interactions.

Learning is based around well chosen picture books that act as a 'hook' to develop project-based learning on a journey that follows children's interests as well as key themes and topics. Quality role play, stories, poems and rhymes are embedded throughout our play-based curriculum developing communications skills and vocabulary in all areas.

Our young children are all **unique** and develop rapidly during their infant years so we know that it is vitally important to lay the foundations to build happy, inquisitive and active learners. We encourage the children to *'choose it, use it and put it away'*.

The Reception Day

The layout of all of our Reception classes are based upon areas of learning designed to engage the children in their play-based learning. The role of the adult is initially to help the children access the areas of learning and develop the confidence and skills to tackle new challenges with increasing independence. Staff plan together to ensure that they build upon children's achievements and interests through exciting topics, hooks, books and real-life experiences!

Throughout the day children will be encouraged to speak and listen to each other and the staff. Your child will alternate between adult directed tasks (as individuals/in groups/or as a class) and independent access to areas of learning in the classroom. These activities will be based indoors and outside in the outdoor classroom. They will include: reading, writing, number, creative role play, small world, water, sand, wheeled vehicles and many more. Role play, stories, poems and nursery rhymes will form an important part of every session. After Christmas the Reception children link with Key Stage 1 (Years 1 and 2) and share whole school assemblies in the hall.

We have daily snack time where children can have water, milk and fruit. This is a social time of the day that is shared as a whole class. The children may listen to a story or engage in a speaking and listening activity when enjoying their snack. If you wish your child to have milk you will need to register them with 'Cool Milk' (further details on page 16), named water bottles also need to be in school each day. Fruit will be provided for each child daily and will form an essential part of their social learning. Routines will be established for the children that ensure they feel secure whilst offering the maximum potential for their personal development. Children in Reception are given lots of opportunities to take responsibility for their own learning and behaviour with clear structures and support from all adults.

Children are provided with a wide variety of activities and sometimes they may get a bit messy! **Please help them to take a full and active part in the activities by dressing them in easily washable clothes.**

N.B. Sometimes we will be using products as part of our activities, e.g. food colouring, bubble bath, shaving foam and face paints. You must let staff know if your child has any allergies.

YOUR CHILD'S PROGRESS

As part of our planned daily routine your child will be observed as they play (learn!) in order for the adults to get to know them well and make provision for their learning. We record their observed achievements towards the 'Early Learning Goals' and share the achievements with parents/carers on several occasions throughout the year.

Should your child's progress or behaviour raise any concerns, we will always discuss this with you and involve other support agencies, e.g. speech therapists, hearing support services, educational psychologists, if appropriate.

In Reception, staff will offer 'drop-in' sessions each term when they will be available to discuss your child's progress and any other issues. In school there will be 'drop in Friday' events, held at regular intervals, which you will have the opportunity to attend and play alongside your child

The Early Years Foundation Stage

Our practice is underpinned by the characteristics of effective teaching and learning. Three characteristics of effective teaching and learning are:

- **Playing and exploring**- children investigate and experience things and 'have a go'
- **Active learning**- children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- **Creating and thinking critically**- children have and develop their own ideas, make links between ideas, and develop strategies for doing things

Statutory framework for the early years foundation stage

There are seven areas of learning and development. The three prime areas are important for building the foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving. With this firm foundation the specific areas can then be taught, strengthened and applied.

Prime Areas

Communication and Language

The development of children's spoken language is vital for all of all seven areas of learning and development. Quality interactions and a language rich environment are crucial in this area



Physical Development



Physical activity includes the development of gross and fine motor skills as well as being essential to a child's all-round development.

Personal, Social and Emotional Development

Through strong relationships with adults, children learn how to understand their own feelings and the feelings of others. Children learn to lead healthy and happy lives.



Specific Areas

Literacy



Children develop a life-long love of reading, enjoying rhymes, poems, songs and both fiction and non-fiction books. Early reading and writing skills are taught and developed through systematic phonics teaching.

Mathematics

Children work on a strong grounding in numbers including a deep understanding of numbers to 10. Patterns and connections are made and positive attitudes developed.



Understanding the World



Here children are guided to make sense of their physical world and their community.

Expressive Arts and Design

Imagination and creativity are fostered and children can play with and explore a range of media and materials. Children learn how to express themselves and communicate through the arts.



Reception

1. Attend the 'Parent/Teacher' meeting before your child starts school and 'Drop in Sessions' which will provide you with the opportunity to see what your child does in Reception and to chat with the staff.
2. Spend time with your child completing the 'Getting to know you' booklet in your induction pack and return it to school as soon as possible.
3. Share any thoughts, ideas, or concerns with the staff at the **end** of the sessions or leave a message with the member of staff at the gate or at the main office.
4. Each class has a special take home teddy which the children take turns in bringing home. Please encourage your child to have a go at their 'own writing' in the diary (see information with toy).
5. Try to make **time** for your child to share a book, play a game, or just to talk. Information about the class topics will be in the termly newsletter and on the website.
6. Please take note of, and try to adhere to, the procedures of Reception outlined in this booklet.
7. Please take time to view our school website and familiarise yourself with school policies and further information which are available <https://www.overchurchinfantschool.co.uk/>
8. Please read the parents' notice board (on the playground), and newsletters that contain information regarding diary dates of forthcoming events.
9. After half term your child will bring home in their book bag, a home reading book, which must be returned to school each day. In addition to the reading book there will be a 'reading record book' for your comments, which should be completed on a regular basis. We will meet with parents in October to introduce our 'Reading Star' rewards. Before this, carefully matched sounds, words and captions will be sent home weekly as new sounds are taught in our phonics sessions.
10. Tricky words are words that cannot be sounded out and we focus on learning the tricky part of the word. These words will be sent home in **blue** so they stand out as different to decodable words. Please see the phonics section of the website for more details.

Organisation of sessions

In Reception, the children will have a gradual introduction to school. We will provide further details about this induction period in the coming months.

After the induction period, children will attend from: 8.50am – 3.15pm

Please ensure that your child is brought into and collected from Reception by an adult known to the staff. No child is allowed to leave school with an unknown person, so if somebody different is to collect your child, please ensure s/he is introduced to the staff. In an emergency, please telephone or send a note to inform school of any change.

1. Please wait by the Reception entrance gate when bringing your child. When collecting your child, have a special place to wait where your child knows to look. We will not let your child leave until we know you are there.
2. During the induction period, you will be able to bring your child to find their classroom and coat peg. We then ask you to leave them at the gate to encourage coming in independently – your co-operation is appreciated.
3. Our staff will be at the gate to welcome the children and pass on any messages to the class teachers. If you would like to talk to the teacher yourself, this is more convenient at the end of the day, once all children have been handed over to their parents.



4. Remember to be on time when collecting your child. It can be very upsetting for a young child to be left after his/her friends have been collected. It is important to be punctual at the start of a session to enable your child to benefit from the full session.
5. Pedestrians should not use the service road into the car park at any time. Please also consider the local residents if driving to and from the school.

General Information

Behaviour

We are currently working on our new school Behaviour and Relational Policy and are consulting with parents. The new policy will be shared in September.

Attendance and Punctuality

There is a strong correlation between excellent attendance/punctuality and high attainment. Therefore, it is a priority at Overchurch Infant School to make sure all the children are in school and ready to learn. If you are not at school, you cannot access the curriculum! Thank you for your support in providing your child with the best chance of success.

Punctuality

School opens at 8.50am and registers are taken by 9am. If a child arrives late to school, they are less likely to be ready to engage in learning and valuable time is being lost. Even though you might think 5 minutes is nothing to worry about, 5 minutes late every day means that your child misses approximately 15 hours over the year - it soon adds up as this table demonstrates!

Time late each day	Learning hours lost over a year
5 minutes	15 hours
10 minutes	31.5 hours
15 minutes	47.5 hours
20 minutes	65 hours
25 minutes	95 hours

Attendance Guidelines

Good attendance at school is very important. If you are not here, you can't learn!

This year we aim to have an attendance percentage of 96% or above.

Holidays are not allowed during term time. Only in exceptional circumstances will permission be considered.

Every child has 175 non-school days a year (175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments)					
190 school days in each year	10 days absence	19 days absence	29 days absence	38 days absence	47 days absence
190 days for your child's education	180 days of education	171 days of education	161 days of education	152 days of education	143 days of education
SAFETY ZONE		AT RISK ZONE		DANGER ZONE	
100%	95%	90%	85%	80%	75%
<u>Good</u> Best chance of success. Gets your child off to a great start.		<u>Worrying</u> Less chance of success. Makes it hard to catch up.		<u>Serious Concern</u> Not fair on your child.	

Illness

Please do not bring your child to school if they are ill, no matter how much they protest: it really isn't fair to them, the other children, or the staff.

If your child has a vomiting or diarrhoea bug the school implements a **48 hour** rule that states that your child must not come in to school for **48 hours** after the last episode of vomiting and/or diarrhoea. This is to limit infection spreading to the other children but also to protect your child from picking up any further infections whilst their immunity is already low.

If your child has received treatment from your doctor, please make sure the doctor has given permission for your child to return to school.

Always inform the school if your child has to stay at home through sickness or any other valid reason by telephone before 10.00am on the first day of absence. The school telephone number is **0151 677 3335**.

If we are concerned about your child's health during a session, we will contact you. It is then your responsibility to collect your child. Please ensure we always have at least **two current telephone contact numbers**.

Please see below guidance regarding any medical needs or medication requirements your child may have:



SUPPORTING PUPILS WITH MEDICAL NEEDS IN SCHOOL: A GUIDE FOR PARENTS

This guidance aims to give parents some general information about the way in which schools try to meet pupils' medical needs and suggests some of the ways in which parents can help school to do so.

GENERAL - Local Education Authorities and schools are responsible for the health and safety of pupils in their care. It is anticipated that staff may take the same care that a reasonable and careful parent would take in similar circumstances while they are responsible for the care and control of children. In Wirral the LEA works closely with the Health Authorities in order to provide schools with effective support and guidance for meeting the medical needs of pupils and providing detailed information and advice on expectations and best practice.

- In summary, this states that schools are able to develop their own policies and procedures for supporting pupil's medical needs, including arrangements for the administering of medication at school.
- In general staff cannot be legally required to administer medication or supervise a pupil taking it. This is a voluntary role. There may be in some cases non-teaching staff appointed who may be responsible for administering medication. Teachers and other school staff nevertheless have a duty to act as any reasonably careful parent would to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.
- For pupils with more complex needs school will draw up an Individual Healthcare Plan with parents and medical staff, with everyone concerned agreeing what action they will take to support the pupil.

HOW CAN YOU HELP YOUR CHILD'S SCHOOL? - It will help your child's school if you:

- Ensure your child is fit and well enough to attend school.
- Provide **FULL** details of any health problems he/she may have and keep the school informed of any changes.
- If medicines are prescribed for your child, ask if they can be taken outside of school hours (8:00am, 3:30pm and bedtime).
- Provide full details of any medication requirements and ensure medicines supplied to the school do not exceed their expiry date. Ensure you provide school with your child's medication in a timely manner.
- Primary age children should not carry medicines except possibly inhalers, epi-pens or insulin accompanied by written consent to the school.
- Ensure school has a telephone number where you can be contacted in an emergency. **Remember to update school if your telephone number changes.**
- The school will only accept medicines that are in-date, labelled and provided in the original container, as dispensed by the Pharmacist and which include instructions for administration, dosage and storage or non-prescription drugs purchased if in the original packaging containing instructions and dosage.

Please Note: Non-prescription medicines will only be administered by school on a case by case basis, involving specific prior written permission from the parents/carers.

Clothing

Children in Reception wear school uniform. The school colours are green, grey, white and yellow. Please - **always name all of your child's clothes clearly**, especially jumpers, coats and shoes. The uniform is available to buy from school and also local suppliers.

Children **will not** need rucksacks whilst in Reception. Please do not bring in umbrellas or large rucksacks.

In September, we will provide a clear book bag for the children to bring to and from school; this is usually all your child will need in addition to a water bottle.

We also ask you to provide a 'named' sun hat from April to October as the sun can be very strong even for short periods. (Sun hats with the school logo can be purchased from the school office). Sunglasses are not allowed for Health and Safety reasons and on hot days we advise parents to apply 'all day' sun cream in the morning.

For safety reasons, **no** jewellery should be worn in the school at any time.

After receiving new and important health and safety (H&S) guidance on the wearing of earrings in school, after thoughtful debate, we have changed the school policy in this regard. We are no longer allowed to accept tape over earrings for P.E. lessons – earrings must be removed. It is vital that Parents / Carers take full responsibility for the removal of your child's earrings at home. With this in mind, please may we request that you do not get your child's ears pierced during term time to avoid them missing PE lessons. **Earrings should not be worn in school.**

What will my child need to start school in September?



- Waterproof coat with hood
- Black, velcro school shoes
- Water bottle (**filled with water only**)
- Black shorts and a white t-shirt for PE (Black leggings or joggers during colder months)
- Sensible, plain velcro trainers for PE
- Uniform consisting of grey trousers, skirt or pinafore with a white or yellow polo shirt and green jumper or cardigan
- Wellington boots (to be left in school for Forest School sessions)

Your child **WILL NOT** need a backpack, PE bag or book bag. They will be provided with a clear, plastic book bag in September, which will fit in their tray in school.



Ordering School Uniform

All our uniform is available to purchase from Wirral Uniform Centre and has the school logo embroidered on it. You are able to purchase uniform either directly from the shop or online <https://www.wirraluniforms.com/overchurch>

Please note: Children do not need to bring a bag into school.

Replacement, clear plastic book bags are available to buy from the school office for 50p.

Description	Size	Price
Bottle Green Sweatshirt with logo	Age 3 – 4 (24")	£11.00
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
	Age 9 – 10 (30")	
Bottle Green Cardigan with logo	Age 3 – 4 (24")	£12.00
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
	Age 9 – 10 (30")	
Yellow or White Polo Shirts with logo	Age 3 – 4 (24")	£7.50
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
	Age 9 – 10 (30")	
Bottle Green Hoody with logo	(Small – aged 5-6)	£12.50
	(Med – aged 7-8)	
Elasticated "Pull-Up" Trousers	Ages 3 to 6	£8.00
Box Pleat Grey Skirt (grey)	Age 2 – 3	£6.00
	Age 3 – 4 (24")	
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
Bib Pinafore (grey)	Age 2 – 3	£10.00
	Age 3 – 4 (24")	
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
Bottle Green Reversible Coat	Age 3 – 4 (24")	£19 – plain £21.50 Embroidered
	Age 5 – 6 (26")	
	Age 7 – 8 (28")	
White PE T-shirt		£5.50
Black pumps	Sizes 6 to 13	£5.00
Iron on Name Labels x 20		£2.00
Green School Bag - Satchel		£8.00

You can also buy items without the school logo from other shops and supermarkets.

Photography

In order to protect your child, we follow the Authority's policy for publishing photographs. We take photographs in school for a variety of internal reasons (displays, booklets, self-registration board, etc.) and if they are to be used outside school (such as Twitter, in the press or on our website), we ensure that no individual child is named. Photographs of children will never be named on our own website. Videos and photographs taken by parents at productions, etc are allowed at present with permission and we are trusting parents to take these as a family record and only to focus on their own child.

We must insist that photographs taken at performances are not published on any social networking or personal websites



Milk, Lunches and Snack Time

2014 saw the introduction of Universal Free School Meals with all Infant School children entitled to a free lunch in schools.

We have continued to develop our lunchtime service and we are always looking to improve what we do to ensure the best quality for our children.

Our menu is reviewed termly, operates on a three-week rota and includes a lot of the children's favourites, including homemade fresh pizza, gingerbread biscuits and even Overchurch Fried Chicken! As well as a delicious hot option, there is a daily deli bar available where the children can design their own sandwich and access a range of salad choices. Desserts include a selection of fruit, meringues, sticky toffee pudding and lemon drizzle cake.

We ensure that all of our children eat a healthy, nutritional meal, which maintains their energy levels and keeps them active and learning throughout the day.

At snack time the children will be offered a variety of different whole fruits (not cut or peeled) and will be encouraged to try all of them. Please notify staff of fruit allergies and any allergies in general.

As we have achieved Healthy School Status, children are helped to understand the importance of making healthy food choices and drinking water. School lunches are now a part of this initiative and you can choose to have a free school meal or packed lunch when your child is in Reception.

As part of our Healthy School status, we ask for your support by **not** sending in sweets or cake as a treat to celebrate your child's birthday. Please be assured we make birthdays a special day in the classroom setting.

Only water is allowed in your child's named water bottle. Please respect this and help us to protect your child's teeth.

Our school provides a milk scheme for all children in key stage one – which includes Foundation 1&2, Year 1 & Year 2. School milk is free for all under-fives. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth. Free milk will continue until the Friday before your child's 5th birthday. You will then need to register using the link below (unless your child is eligible for Free School Meals).

Each pupil that registers with Cool Milk will receive a carton of semi-skimmed milk every day, which is delivered fresh & chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast & lunch to help children stay focused.

Find out the top 10 reasons to drink school milk at www.coolmilk/whyschoolmilk. If you have any questions regarding school milk, please visit their website or call them direct on 0844 854 2913.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.

Please let the School Office know if you would prefer us not to register your child for free school milk.

HOME/SCHOOL LINKS

Parent/s significantly influence their children's learning and achievements. We believe that when parents and staff work together in the settings of home and school, knowledge, expertise, and information can flow both ways and benefit our children.



TAPESTRY

We use an online communication system in Nursery and Reception called 'Tapestry'. Tapestry is a website and app which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smartphone. We have chosen this company because they are a secure and exciting way of keeping track of your child's development during their time with us.

On Tapestry we are able to instantly upload photos, videos and observations of your children. You are then emailed to alert you that something new has been added to your child's Learning Journal and can log on and view what your child has been learning. A massive advantage of this system is that you can instantly add your own comments to entries, and can show your child's online book to members of the family. You will only have access to your child's journal and this cannot be viewed by other parents. However, children in the class will sometimes be photographed with others as they work together and your child can be featured in group observations that can be seen by the families of the children also tagged.

We use Tapestry to set home learning challenges and add helpful videos to support you when helping the children at home. Please support your child's learning and development by activating and engaging with your account. Sharing key milestones, wow moments or weekend/holiday news helps the children by making home/school links real. Tapestry is used differently each term by the class teachers. You will not receive a set amount of observations each week/term as this will vary depending on the time of year. Towards the summer term, Tapestry will be used less to share observations of independent work and will be more about whole class events, targets and next steps.

The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by school staff that use the system, and also yourself, using your own log in. Also, it is crucial that you do not share photos or videos from your child's book on social media, e.g. Facebook, Instagram, Twitter or through other online platforms. The photographs/videos taken and uploaded to Tapestry by the school are the property of Overchurch Infant School and you **do not** have permission to upload them onto any website on the internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. **Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.**

You will find some Frequently Asked Questions about the system below and we would also like to signpost you to Tapestry's website where you will find lots of information and videos: <http://eyfs.info/tapestry-info/introduction>

Included in your welcome pack is a permission and information slip to allow us to set up a Tapestry account for your child. **Please sign and return it to the school office as soon as possible; you will then be given your account details.**



Frequently Asked Questions

Why use an online system?

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your children, supporting their learning.

We are also impressed with the way in which parents can instantly see what their child has been doing and can also share it with family members such as grandparents.

How do I get onto the system?

If you consent to us using Tapestry for your child, school will set up an account for you and provide you with log on details.

Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction>

It is available as a free app from the Apple Store and also on Android devices.

We will ask you to provide us with an email address so that we can set you up a personal account. This will be a secure way of logging in, and you will only be able to see your own child's book.

I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key person to come into school. You will be provided with access to your child's account and support if needed.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will be happy to support you.

Why do you need my email address?

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new entry has been added for your child.

Overchurch Infant School Communications with ParentMail

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

Overchurch Infant School uses ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail is beneficial to you because you can:

Pay for school trips/after school clubs in just a few taps.
Complete forms, give consent/permissions and give feedback on surveys.
Keep up to date with school meetings and events.
Book parents' evening appointments.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed onto any other organisation.

Please find below instructions on setting yourself up with ParentMail and making the most out of the communications system used by Overchurch Infant School.

YOU MUST PROVIDE SCHOOL WITH YOUR EMAIL ADDRESS FIRST

- 1. Download the free mobile app – this is available for both Android and iOS mobile devices. To do this, simply search for "ParentMail" in your App store.**



- 2. You will be sent an email from ParentMail asking you to register.**
- 3. Click the Register link on the bottom of the email.**
- 4. You will then receive a 2nd email from ParentMail**
- 5. Click on the 'Go to my Account' link on the bottom of this email after you have downloaded the app to your mobile device.**
- 6. You will be asked to verify your child's date of birth, confirm your email address and mobile number. You will then need to create a password at least 8 characters in length which must be a combination of letters and numbers**
- 7. Your Username will be your email address (the same one given to school).**
- 8. You will receive email alerts under the email tab.**
- 9. If you are required to make a payment, you will need to click the payments tab and then choose the 'shop' option.**
- 10. If you are required to complete parental consents for a trip, etc., you will find this form in the 'forms' section.**

If you need any additional information or assistance, please visit the help site:

<https://www.parentmail.co.uk/help/parenthelp/> or contact school office staff who will be happy to assist you.

LITTLE ROBINS – Before/After School Club and Holiday Club

Proprietors: Janice Robinson and Gaynor Dudley.

In order to help parents to manage their work arrangements we have included details for Little Robins, an on-site provider of pre and after school care.

Their staff can ensure that the children are safely delivered to school in the mornings and collected in the afternoons. They provide a holiday club to look after children during the school holiday periods and a number of parents take advantage of this facility. Little Robins can be contacted on 0151 678 1777 to enquire about availability.

They work with us to support the children at transition times and can offer flexible support to meet your needs – just ask. You can contact them directly with any questions you may have.



Overchurch Infant School has an active **Friends of Overchurch Infant School**. All parents are welcome to join; you are automatically 'members' as soon as your child starts with us. For further information, you can follow them on Facebook, Friends of Overchurch Infant School; Twitter @FriendsofOCinfs or email friends@overchurch-infants.wirral.sch.uk.



GENERAL NOTICES



NO SMOKING POLICY

Smoking is **not** permitted in any part of the school premises or grounds, at any time or by any person, regardless of their status or business within the school.

Site Car Park

PARKING is restricted to staff only.



NO DOGS

No dogs are allowed in the school grounds for health and safety reasons. This includes dogs being carried or in carriers.

Note – Please do not stand with your dogs, blocking the main entrances onto the school grounds.



Scooters & Bikes

As part of our Healthy School status, children are encouraged to use alternative methods to travel to school. However, any bikes or scooters must be dismounted when you arrive at the school gate and should not be ridden on school grounds including the entry and exit paths and left in the on-site cycle stores. May we remind you that items are left at the owners' own risk.

We hope you have found the information contained in this booklet useful. Please let us know if you think there is anything more you would like to have known.



We are very much looking forward to your child starting school in September and to you all being part of our Overchurch Infant School family.

We are looking forward to working in partnership with you and if you have any questions, please do not hesitate to contact us.

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