

Induction Booklet



Starting School September 2025



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Welcome

We are delighted that your child will be starting Auckland Class in September. We would like to warmly welcome your family to our school.

The purpose of this booklet is to provide you with specific information about your child's introduction to Sutton Veny CofE Primary School. This booklet complements the information that is available on our school website: www.suttonveny.wilts.sch.uk. In the 'Parents' tab there is a page entitled 'Admissions and Starting School'.

Induction Checklist for Parents/Carers

You will hopefully have already completed the forms:

- ☐ Home and School Agreement
- ☐ Admissions Information
- ☐ Medical Information
- ☐ Permissions and Dietary information
- ☐ Ethnicity Information

After reading this induction pack please

- ☐ complete the 'All About Me' booklet with your child and bring with you on your child's induction visit
- ☐ check that your child's pre-school has forwarded their report to the school
- ☐ lend us your child's Learning Journey, if you have one
- ☐ register your child for milk. If you do not want them to receive it, please let them know on their Cool Milk website. This is not managed through school.

If you have any other questions or worries the school office is open every school day. Our Admin Officers will be pleased to help you.

Telephone: 01985 840428

email: admin@suttonveny.wilts.sch.uk

Our Induction Programme

Starting school is a very special time for you and your child. Our induction programme is as follows:

Welcome Letter

In May you will have received a welcome letter from Mr Lewis, with links to the vital forms that need completing.

New Starter Induction Pack

In May, you will have been invited to attend the parents' meeting where you will receive a 'New Starter Induction Pack' containing key school documents for you and your child. You will receive an 'All About Me' book to complete in detail and we hope you will enjoy filling this in with your child. We like to have as much information about your child as we can before they start school so that their transition into Auckland Class is as enjoyable as possible. The pre-school will normally forward your child's report to us themselves but it would also be helpful for us to see your child's Learning Journey if you have one. We promise to take great care and return it to you as soon as possible, as we know how precious it is.

Induction Visit

The children are invited to attend school for a session in June, giving them the opportunity to:

- familiarise themselves with the school
- spend time in their classroom and outdoor area
- meet Mrs. Dale, Mrs. Blair and Mrs. Phelps
- get to know some of the other children who will be in their class.

Please bring your child to the front playground before 1:30pm, where they will be met by Mrs. Dale and Mrs. Blair. The children will be brought back to the playground at the end of the session at 3:00pm.

A Phased September Start

We phase the children's September start as follows:

Week 1:

Wednesday 3rd September – Friday 5th September

The group of children will be split into two smaller groups and will attend morning or afternoon sessions. This gives the children a chance to familiarize themselves with the new class and school setting in a calm way. They will begin to understand the new routines and expectations, and within the smaller group sizes, will receive more attention from the adults in the classroom.

Children born from the 1st of September up to the 31st March attend mornings (8:45 am to 12 noon)

Children born from 1st April to the 31st August attend afternoons (1:00pm to 3:15pm)

Week 2

Monday 8th September – Friday 12th September

All of the children attend half days from 8:45am to 1:30pm and stay for lunch. Your child can bring a packed lunch or order a hot lunch. Please collect your child at 1:30 pm from the front playground.

Week 3

Monday 15th September onwards

The children will stay all day. However, we are happy to consider a part time arrangement if it is in the best interests of your child.

Term 1

During your child's first term at school, we will hold a 'Back to School' night in September, giving you the opportunity to find out more about the curriculum, timetable, expectations and class routines. In addition, there will be a 'Learn-along' session with the children, and Parents' Meetings in October, followed by a 'Curriculum Evening' in November.

You will have received a copy of the term dates for next year in your first email. In September you will receive your first newsletter and a free copy of the School Calendar. This will have the key dates and events you will need for the year. This information will also be available on our school website:

www.suttonveny.wilts.sch.uk

Preparing for School

The transition from the home environment to school is an exciting but very big change for the children. We understand this and will do everything we can to make the transition as easy as possible. There are some things, which you can do to help:

- Be positive about starting school. Your feelings will guide your child's emotions. Reassure your child and help them to look forward to it. Tell them stories about what you enjoyed at school and the fun things you did.
- Read some positive books about starting school. Good titles include 'The Colour Monster Goes to School' by Anna Llenas or 'Starting School' by Alan and Janet Ahlberg.
- Play 'pretend schools' with your child and their toys.

In the weeks leading up to starting school please help your child to:

- dress and undress on their own
- go to the toilet by themselves and wash their hands afterwards
- hold a pencil correctly
- recognise and write their first name
- put on and do up their coat
- count verbally to 10
- count a small number of objects
- use a knife and fork
- understand how to be polite by saying please and thank you!

Just before starting school:

- Try to ensure that your child is unhurried each morning as they prepare for school. Make all preparations for school the night before if possible and avoid last minute rushes to gather up school bag, etc.
- Make trying on their new school uniform a special event. Don't forget to take a photograph!
- Ensure that they have a good night's sleep and a good breakfast.
- Make sure your child has everything they need for school (book bag, lunch box and water bottle, if needed)
- Please **label all of your child's belongings**, especially clothing, with their name. It is easy for us to return lost property if it has a name on it.

The First Day of School in September

You will need to bring your child to the playground and the teacher will be there to meet you. We encourage the children to line up as a class before entering school; this helps them to develop independence.

Saying goodbye at school may be very emotional for you. But try to send your child off with a smile and a wave, along with the reassurance that you'll be there to collect them later. Remember even distressed children settle very quickly once you're gone, so please make sure your goodbye is loving but brief. If you're particularly worried, you could always phone us to check your child is ok.

For school your child will need:

- to wear their school uniform
- a packed lunch, if they are not having a hot lunch (not needed until Week 2)
- their school book bag. (Please do not bring a backpack as we do not have room to store these.)
- a water bottle. We do have cups and fresh water in the classroom so this is optional.

Please come to the front playground to collect your child. They will come into the courtyard and will only come out of the gate when a member of staff can see you. We will not be able to give your child to a sibling at the school as we will need to see that you are here. Please let us know if someone else is collecting your child. Do make sure you're a little early to collect your child at the end of the day; even a few minutes late can seem an eternity to a waiting child.

Once your child has started attending in September, we will be able to generate your own personal login details so that you can access our communication platform, Parent Pay. Through this you will receive information messages, order school lunches and pay for trips etc.

Play and Snack Time

Each morning the children will stop for a snack before playtime. This will involve having a drink of either milk or water, and a piece of fruit or a vegetable. Sutton Veny School is registered with the government's initiative for children in FS2 and KS1, to receive a free piece of fruit or vegetable each school day.

Milk

Your child is entitled to free school milk until their 5th birthday. Administration is handled by 'Cool Milk for Schools Ltd' and you will need to register with them by visiting: <https://www.coolmilk.com>. Please let them know even if you do not want us to receive milk for your child. When your child is over 5 years old, you can pay for milk through the scheme at a subsidised rate.



Hot Lunches

All infant children (Auckland, Brisbane and Canberra Class) are entitled to have a **free hot school meal every day**, funded by the government. At Sutton Veny, our hot meals are provided by the Acorn Education Trust and delivered to school each day.

In September you will be able to select the meals for your child's hot lunch for the term ahead, using your Parent Pay app. Through this, you can notify the meal providers if your child has any specific dietary requirements or food allergies. For those days that you do not wish your child to receive a hot dinner, please send a packed lunch into school. The children will all eat together in the hall whether they are having a hot lunch or a packed lunch.

Book Bags

From September, your child will be bringing home their reading book and reading record (Link Book) to share with you. Book bags can be purchased from our uniform supplier. Their first books will be picture books to encourage communication and book-handling skills, then they will progress quickly on to simple reading books, moving through the levels at their own pace. For information about our reading scheme look for the 'Reading at Home' PDF on our class website page.

Medical Needs

In order for us to ensure that we know your child's medical needs, please make sure you have completed the Medical Information Form that you were emailed in May. If there is any change to your child's needs, or they require temporary medication, please talk to our Admin Officers in the school office.

Buses

There is a school bus which is free to children living in the Deverills area. This is also available to children living in Warminster, for which tickets need to be purchased. Please ask the office if you require further information and would like to find out about applying for a place.

Extra Funding for Schools

We are keen to ensure that we are providing your child with the best education and support we can. Did you know that the school can receive additional funding to provide free hot meals, and cover the cost of class trips, swimming and residential trips, if families are in receipt of one of the following benefits?

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- The guarantee element of Pension Credit
- Working Tax- Credit
- Child Tax Credit

Please remember you must register in order for the school to receive the extra money, by completing a very quick form online. Please let our Admin Officers or Mr Lewis know if you need any help filling in the form, or need access to a computer.

Our School Uniform

We are proud of our logo and bright emerald green uniform. Please use this guide to check that your child is wearing the approved uniform for school and PE activities.

Standard School Uniform

- Green school jumper, or cardigan, with our embroidered school logo
- Plain white shirt/blouse, or plain white polo t-shirt
- Grey trousers or shorts, grey skirt, or grey pinafore dress
- Green gingham dress in the summer
- Grey tights, grey/black/white socks
- Black, closed-toe school shoes

PE Kit (to be provided in a named PE bag which will be kept at school)

- Green school jumper, or cardigan, with our embroidered school logo (optional extra)
- Green school PE t-shirt with our embroidered school logo
- Plain black shorts for indoor/summer use
- Plain black tracksuit bottoms, or plain black leggings for outdoor use
- Trainers

Please ensure all items are clearly labelled with your child's full name.



Our uniform is supplied by Scholars. You are able to order all of our school uniform items from one place, by either visiting the shop in Warminster, telephoning the store or by ordering online through the website. Scholars are a local business based in Warminster, the shop details and opening times are as follows;

42 George Street, Warminster BA12 8QB Tel: (01985) 847757 Website: <http://scholars-uk.com>

Please visit their website to check opening times as they are only open three days a week at present.

Pre-loved Uniform: We are delighted to also offer a pre-loved uniform service, successfully run by the Friends of School. Please read the newsletter for further details. This will be available on the playground on the afternoon of your child's visit.

A checklist of items your child will need for school

- ☐ school uniform: all items **clearly labelled** with your child's full name
- ☐ a named book bag with **only one** key ring attached to the handle for easy identification
- ☐ a lunch box or lunch bag clearly named (if your child is not having a hot lunch)
- ☐ a coat (named)
- ☐ a named water bottle (optional)
- ☐ a pair of wellington boots to be left in school (both boots named please)
- ☐ a smile!

