

**WELCOME
TO
ST. PAUL'S SCHOOL**



WESTLEIGH ST. PAUL'S C. E. PRIMARY SCHOOL
2016-2017

Dear Parents,

A warm welcome to you and your family to Westleigh St. Paul's C. E. Primary School. I hope this booklet will prove to be a useful introductory guide to our school. It is intended to help you find out more about the school and what the children might expect to do in their Reception year.

If you have any questions, please do not hesitate to ask any member of staff, who will try to provide you with the answers.

As a church school, we aim to provide a happy and caring environment where the children are encouraged to develop their potential, and we look forward to a close association with you in the years ahead.

Yours sincerely,
Mrs J Hankinson
Headteacher

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WHO ARE THE STAFF?

We thought the nicest way of introducing the staff at St. Paul's was to let you see them through the eyes of the children themselves

Mrs Hankinson
Head Teacher



Mrs. Clarke
Teacher



Mrs Cassidy
Teacher



Mrs Linge
Teacher



Mrs. Caton
HLTA



Mrs. Pasquill
Teaching Assistant



Mrs Latham
School Business
Manager



Mr. Macdonald
Caretaker



CAN WE VISIT?

To enable your child to get to know us, you and your child will be invited to school for a visit this term.

HOW LONG WILL MY CHILD STAY?

At first your child will attend school part time, and then will stay all day.

WHAT ABOUT DINNERS?

Once the children start school full time they will be able to stay at school for dinner.

LUNCH ARRANGEMENTS

Dinner money is collected on Monday mornings. It should be brought in a sealed envelope with your child's name and class written on it. Packed lunches may be brought in a case. If a drink is included please use an unbreakable container, and don't send fizzy drinks. At the moment meals are free for KS1 children.

WHAT HAPPENS WHEN?

The normal daily routine is like this:

9.00am	School starts
10.25am - 10.40am	Playtime
12noon- 1.00pm	Lunch
2.05pm - 2.15pm	Playtime
3.15pm	Home time

If your child is absent for any reason, please be sure to send in a note to the class teacher on their return. If your child is likely to be absent for more than a day or two, please telephone the school to let us know as soon as possible. Please be sure that your child is collected promptly at 3.15pm.

WHAT HAPPENS AT PLAYTIME?

In the morning toast will be on sale at a cost of 15p a slice. Children are given free fruit to eat at afternoon playtime. We try to promote healthy snacks, therefore if you wish to send in snacks please would you only send fruit. Money for toast should be brought in to school on Monday mornings in an envelope with your child's name on it.

NEWSLETTERS

Newsletters will be sent home weekly with the children to tell you about the important school activities, holidays and dates from time to time. Please ask if you think you have not received one.

SCHOOL UNIFORM

Girls.

Plain white shirt or polo shirt
Grey skirt, pinafore dress or trousers
Red sweatshirt, jumper or cardigan
White or grey socks or grey tights
Black shoes

Boys.

Plain white shirt or polo shirt
Grey trousers or shorts
Red sweatshirt or jumper
White or grey socks
Black shoes

Children are expected to wear the uniform every day. Your child's name must be marked on all items of clothing. The uniform can be bought from Bang Bang or Jaymax in Leigh or online at Tesco.

Please note, trainers or boots are not considered school uniform and must not be worn! Jewellery or nail polish must not be worn. Hair colour or shapes/ lies shaved into hair are not allowed.

WHAT ABOUT P.E.?

It is helpful if each child has a named drawstring bag to hold shorts, school t-shirt and elasticated pumps for P.E. The bag can stay on your child's peg, and be taken home from time to time to be washed. From time to time, your child will be required to have their outdoor kit in school, (Jogging bottoms, jumper and trainers) for outdoor PE sessions or sessions at local high schools. It is important to wear the correct kit when representing the school.

Please note:

As we have already mentioned, your child's name should be clearly marked on all clothes - including P.E. kit. For safety reasons, children should not wear jewellery in school and will not be able to wear earrings during P.E. and games lessons.

WHAT IF MY CHILD IS ILL?

If your child becomes ill we like to be able to telephone you and ask you to take your child home. It is important that the admission form is returned with emergency contact numbers. Please remember to inform school if contact numbers change.

KEEP YOUR CHILD SAFE!

Teach your child the following:-

The Green Cross Code. Their name, address and telephone number. Not to talk to strangers. To wait inside the playground for you at 3.15pm.

COLOURS

You can help your child to learn basic colours by playing games with sweets, toys or clothes. Ask your child to:

Fetch the red jumper.

Eat the yellow Smarties first.

Put the green toy away first.

WORDS

Writing skills are a bonus, but not a necessity when starting school. If you wish to help your child with writing, please ask a member of the Key Stage 1 staff.

It is very important that children learn how to form letters correctly right from the beginning. Early habits are very difficult to break and it is so much easier if all the children are learning the same method at the same time. If your child wishes to write their name use lower case letters, not all capitals. Make sure your child holds their pencil correctly in a "nippy grip."

NUMBERS

If you wish to teach your child to count, use toys or sweets to play counting games, and sing counting songs.

And . . .

Lastly and most importantly, talk to your child about anything and everything, and listen to what they have to say.

THE NATIONAL CURRICULUM

The children learn a variety of subjects which come under the National Curriculum. These are some of the major areas



Religious Education

Maths & Computers



Talking & Listening

Science & Technology



Writing Skills

Arts & Crafts



Music



Personal and Social Education



Physical Education



Stories and Poetry



Reading Activities



Structured Play



HOW CAN I HELP MY CHILD BEFORE STARTING SCHOOL ?



1. Can he dress and undress by himself?



2. Remove his coat gloves and hat and hang them up?



3. Fasten their own shoes?



4. Use the toilet properly and flush the toilet after use?



5. Wash and dry face and hands?



6. Use a knife and fork?



7. Tidy away his toys?



8. Use a handkerchief efficiently?



9. Share his toys and be prepared to 'take turns'?



10. Act confidently and responsibly?

CAN I HELP IN SCHOOL?

There are many occasions when parents are a great help. Please ask a member of staff if you feel you would like to help in school.

AND FINALLY

It should be stressed that any forms given to you, requiring specific information, should be completed and returned to school as soon as possible. If you think you may be entitled to free school meals and clothing allowance, please contact the Benefits Office. In conclusion, we endeavour to make your child's entry into school as happy as possible.

USEFUL TELEPHONE NUMBERS.

Leigh Health Centre, The Ave, Leigh WN7 1HR	01942 483300
Wigan Council Family Information Service	01942 828644
Westleigh St Paul's School	01942 672611
Education Benefits (Free School Meal Claims)	01942 489002