



**Willow Park**  
C of E Primary School

**Welcome to Willow Park!**

**Information for Reception  
parents/carers**

**July 2021**



# Welcome to Willow Park!

I am very excited to you welcome you and your child to the first Reception class at Willow Park C of E Primary School.

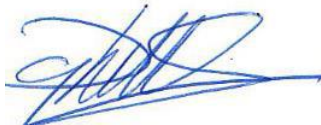
As you will be aware, Willow Park has been created from the amalgamation of St Michael's on the Mount and St George C of E Primary Schools.

We are pleased to be able to combine staff and children from both schools in order to provide the very best learning environment. With the support of a newly formed leadership team and Governors, we are going to build a school that will be very special.

This booklet will provide you with essential information about life at our school.

Please do not hesitate to contact myself and your child's class teacher, Miss Anna Comfort, with any further questions.

We look forward to your child starting with us in September!



Mr Chris Larke-Phillips

Head teacher Designate

# The School Day

Your child's Class Teacher is Miss Anna Comfort.

## School Times

- School times: 08:45am – 3:15pm
- Lunch time: 11:45am – 1:00pm

The school gates open at 8:30am and close at 9:00am, as does the daily registration. On an afternoon the school gates open at 3:00pm and close at 3:30pm.

Drop off and pick up will be from the entrance to the Children's classroom.

Children will only be dismissed to a known adult. If somebody other than mum or dad is collecting your child, please inform the class teacher or the school office ([office@willowpark.org.uk](mailto:office@willowpark.org.uk)). You can also call the school office (0117 903 0434) and leave a voicemail.

## School Dinners

Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Dinners. Registration for school dinners is taken daily, at the same time as the attendance register. The children can choose from the 4 options available:

- Meat
- Halal Meat
- Vegetarian
- Jacket Potato with beans and cheese.

You will have a menu so you can talk about the options available each day.

You can also provide a packed lunch from home. Please ensure packed lunches are healthy. They should **not** include chocolate bars, sweets or fizzy drinks.

Please provide your child with a **water bottle** and ensure that it is labelled with your child's name. Children have access to drinking water to refill the bottle throughout the day.

## **Fruit times**

We have 2 fruit times through the day.

Please provide your child with one piece of fruit per day. We have labels for children to label their fruit when they come into school in the morning.

We provide one piece of fruit and water, as well as free milk to children who are 4 years old.

## **Breakfast Club**

When your child is in school full time and is settled you may wish to make use of our free Breakfast Club. Breakfast Club is open (term time only) daily from 8:00am and is accessed via the back of the school.

Please advise the school office, if you would like your child to start attending Breakfast Club.

# School Uniform

Our School Uniform consists of:

- Green sweatshirts, jumpers or cardigans (with school logo or plain)
- White polo shirts (with school logo or plain)
- Grey or black skirts or trousers
- Gingham dresses in green in the summer (Terms 1, 5 & 6)
- Grey or black shorts in the summer
- Black, white or grey socks and black white or grey tights in winter

Children can wear any style of sensible black shoes but no flip flops/crocs.

It is very helpful for us if your child wears shoes they can put on themselves!

Children will need a PE kit in Term 2 and beyond. This needs to consist of black shorts or jogging bottoms, a white T-Shirt and a pair of daps or trainers.

Please ensure all school uniform is named.

## Buying Uniform Online

We are in the process of setting up an online purchasing option with School Uniform Provider Price & Buckland (<https://price-buckland.co.uk/>). We will advise you via email as soon as this option will become available.

## Uniform Starter Pack

You will be given a uniform starter pack consisting of a book bag, jumper or cardigan and polo shirt with Willow Park School logos.

Please can you fill in the form at the front letting us know the sizes you require. We will bring the uniform to you on our home visit.

## Tapestry Learning Diary

We use Tapestry which is an online learning diary to record children's learning and share with you. In September you will get a notification email to set yourselves up on it.

## Absences

If your child is absent from school due to illness or unforeseen circumstances, please advise the school office via email or telephone before 9am on the day.

Please avoid making medical appointments during school time.

If appointments are unavoidable please advise the school office in advance, providing evidence of the appointment.

In exceptional circumstances, the Head teacher can authorise absences for other reasons. If you need to request leave for your child, you will need to complete an absence request form in advance.

## Further Information

**Toys:** We try and encourage children not to bring toys to school as they have a tendency to get lost!

**Newsletters:** We have a fortnightly newsletter with dates for the term and any other information you may need, this is sent via email.

**Payments:** The school uses 'Parentpay', a secure online payment system. We no longer accept cash or cheques. We would encourage you to use Parentpay when contributing to school trips, paying for dinners from Year 3 onwards, music lessons and other activities. If you are unable to use Parentpay online, we can issue a bar code to allow you to pay via PayPoint at a local store.

## Supporting our School

We welcome support from parents and carers. Please talk to us if you would like to support us, e.g. through reading with children or coming on school trips.