WALSINGHAM CE PRIMARY SCHOOL

EARLY YEARS FOUNDATION STAGE

Admission Information - September 2025



“As God’s children, we all play our part in making learning irresistible within our Federation communities.”

We appreciate there is a lot of information in this booklet. To help you we have split it into a few sections:

- **About our school – this gives details of our classes and staff**
- **Preparing for school – what you need to know before school starts in September**
- **The first few days – understanding what happens during the school day**
- **General School Information – some useful information about school life**

If you have any queries, please contact the School Office who will help or ask another member of staff to contact you to resolve your queries.

The school office is open 8.30am to 1.30pm each day.

ABOUT OUR SCHOOL

Joining the Federation Family
Welcome to Walsingham CE Primary School, part of The Pilgrim Federation of Church of England Primary Schools. Walsingham is one of four Norfolk schools who work together for the benefit of the children in all four settings. We like to think our schools are branches of one big family tree and we warmly welcome you and your child/children to our school.

We have two classes in school – Foxes & Badgers



Foxes - This is the EYFS (Nursery & Reception) and Key Stage 1 (Year 1 and Year 2) class. The access is via the door nearest the outside play area.



Badgers - This is the Key Stage 2 class (Years 3 to 6) and is accessed by either of the doors at the front of the building.

School Staff

<u>Foxes Class</u>



Miss Tessa Collison is the Teacher in the Foxes Class. This is EYFS and Key Stage 1.

Miss Collison is responsible for the day-to-day running of the school as Senior Teacher, and is the DSL (Designated Safeguarding Lead) in school.



Mrs Cheryl Lingwood is a Teaching Assistant in Foxes Class.



Mrs Jo Regis is a Higher Level Teaching Assistant in Foxes Class
Mrs Regis will be in on a Wednesday & Thursday all day & Friday pm.

Badgers Class



Mrs Anita Wilson teaches Badgers Class, which is Key stage 2. This is for years 3-6.

Mrs Wilson is also a DSL (Designated Safeguarding Lead) in school.



Mrs Vickey Guymer is the Teaching Assistant for Badgers Class.



Miss Michaela Jones is a Teaching Assistant in Badgers Class.
Miss Jones will be in for the mornings only.

Other School Staff



Mrs Amanda Sands is the School Secretary and will be your first point of contact for queries.



Mrs Susan Keene is the Emotional Literacy Support Assistant.

Pilgrim Federation Staff



Mr Tom Snowdon is our Executive Head Teacher and visits all four schools in turn throughout the week. To find out when he is at Walsingham School, or to contact him, please ask the school office.



Ms Helen Frier is our Executive Deputy Head Teacher. She is Head of Teaching and Learning and visits all four schools in turn throughout the week. To find out when she is at Walsingham, or to contact her, please ask the school office.



Mrs Lucy Money is the Federation Special Education Needs Co-ordinator. She will liaise with families regularly to support children who have additional needs. If you wish to meet with Mrs Money, please contact the school office to find out when she is at Walsingham School.

PREPARING FOR SCHOOL

There are no set things your child should be able to do by the time they enter formal schooling. However, it would benefit your child and get them off to a good start if they already possess some basic skills.

- Dressing and undressing themselves, including shoes and doing zips up on coats. Shoes which don't have laces are best!
- Managing themselves on the toilet.
- Managing their own food and drink; using a knife and fork properly.
- Managing their own personal hygiene such as nose wiping and hand washing.
- Recognising and writing their own name.
- Counting to 5 or even 10.

If your child has not mastered these skills then not to worry, we will get straight onto it, but it would give them the best start if they can and saves a lot of learning time that we could use for curriculum delivery.

School Uniform
All children are expected to wear the school uniform. Wearing uniform develops a sense of belonging to and taking pride in, Walsingham School.

The uniform consists of:

- White/blue polo shirt/blouse/shirt
- Grey or black trousers/skirt – **no leggings or joggers**. If girls choose a skirt, they should wear either white socks or grey/black tights
- Blue sweatshirt, cardigan or fleece – plain or with school logo
- Flat black shoes or black boots in winter. Sensible flat black, blue or white sandals maybe worn in the summer with ankle straps (not beach wear)
- Blue checked summer dress, if families choose
- Grey short trousers in the summer, if families choose
- Coats – any colour, waterproof and warm (no leather or denim wear)

Your child will also need to have a book bag, which can be purchased from school.

The school holds a small quantity of school jumpers, cardigans and PE tops with our logo but supermarkets can provide cheaper alternatives in the same colour and style, should you prefer.

Additional requirements for learning play
Expect your child to spend long periods of time outside accessing learning opportunities. We go out in most weathers and although we do have waterproofs, we do ask that your child has a warm coat in school each day that can be worn beneath the waterproof. Please bring in a pair of wellies (labelled) to keep at school.

PE Kits

PE kit should consist of:

- Federation purple polo shirt (first one issued free)
- Black shorts (first ones issued free)
- Trainers for outside
- Tracksuits (no hoodies) / plain sweatshirt & jogging bottoms in blue or black for colder months, so that children get outside as much as possible in the winter (these items do not need to be new as they will be getting dirty).

We ask that everything is clearly labelled with your child's full name. We hold items of lost property in the school but if items are named, it enables items to be returned to its rightful owner.

THE FIRST FEW DAYS

Early Days

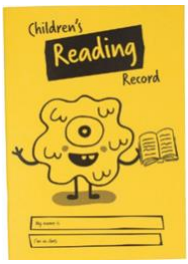
We know that starting school can be a worrying time for both children and parents, but don't worry, we are here to help you and your child have the smoothest transition. Usually the more confident the adults are, the easier the child finds it to relax and settle. Talking openly to your child about the joys and exciting changes that come with starting school can help them tackle and approach their first day with excitement. There are lots of books available on starting school which you could read with your child.

The school gate opens at 8.30am where you will be greeted by the staff member on duty. Staff members are always available to speak with at the start of the day until the gate closes at 8.45am. The children enter school independently through the school gate and make their way into the classroom. We ask that from the first day, wherever possible, children come in on their own from the gate. We recognise that this might be an anxious time for both you and your child, but in our experience children settle much quicker if they are introduced to the school routine from the offset, enabling them to have the smoothest transition. Staff are always happy to give you a call or message via ClassDojo once school has begun to let you know how your child has settled and that they are OK.

A member of staff will then meet you at the school gates at 3.15pm to see your child out at the end of the day. If you have any queries or questions, you can speak with the duty staff member during this time too. Alternatively, you may prefer to meet a staff member after school, just ring the office and we can arrange this for you. If there are any issues during the day we will always contact you and likewise you can call the office to make any enquiries.

Practical Matters

Your child will need to come to school wearing the school uniform. On PE days, which are a Monday & Friday afternoon, your child will need to come to school wearing the Federation PE Kit.



Your child will be issued with a reading home/school diary within the first week and we ask that you record reading that has taken place at home within this. We will also record reading that takes place within school within the diary. Please ensure that your child has their home/school diary in school every day.

We take pride in our school belongings at Walsingham School and ask that you support us with this too.

Please ensure that you send your child to school each day with a named water bottle so that they have access to a drink throughout the day. We ask that our child's water bottle contains water only, in line with our school's healthy approach.

We also ask that you send your child into school with a set of named spare clothes in case of accidents. This ensures that your child can wear comfortable, familiar clothes from home. If for any reason your child does not have a set of spares in school, we will provide some spare clothes which have been donated, but we ask that these are washed and returned as soon as possible.

Lunch

There are a range of lunch options available, all of which are free for children in Reception, Years 1 and 2 as they are entitled to universal infant free school meals.

We offer a daily choice of:

- Hot Meal (including vegetarian/vegan options).
- Jacket Potato
- School Packed Lunch

You may provide a packed lunch from home if you wish, but please make sure that your child is provided with a healthy balanced lunch. We ask that your child does not bring in chocolate bars, sweets or fizzy drinks please. Lunch should have at least one portion of fruit or vegetable. This is in line with our school's healthy approach and ensures that children do not consume any high-sugar, high-salt, high-fat foods.

The children will select their option every morning. The children quickly become confident with this and enjoy making an independent choice. A copy of the current rotation school lunch menu is included in the admissions pack and is also on the school website. If there is something particular you would like your child to have off of the menu, please communicate this to them so that they can choose appropriately.

Dietary Needs
If your child has any food allergies special menus can be arranged. We will need a letter from the doctor to advise of the allergy and you will need to complete a form (available from the school office) for us to make arrangements with our lunch provider.

Break Time
We participate in the government's scheme to provide all children with a free piece of fruit every day for their snack. Children under 5 will also eligible for free school milk which will be provided. This does need to be registered for. Please follow this link - www.coolmilk.com

The School Day
Upon entering the classroom, children will hang up their coats, place their bags in the bookbag box and begin their morning task. They will make their lunch choice and complete registration until Collective Worship begins at 9am, apart from a Tuesday when we have visitors from the Open the Book team come in and lead the worship.

Throughout the day, children within EYFS will have regular opportunities to choose their own learning. This refers to children accessing the carefully selected 'play' activities and resources set up inside and outside the classroom to challenge, stimulate and take the children's natural learning process to the next level.

After registration, our 'normal' day routine begins with Collective Worship followed by phonics and maths. Between break and lunch we do English. After lunch we focus on learning related to our topic and other areas of the curriculum such as R.E. and P.E. Through skilful planning we create purposeful and irresistible learning opportunities for the children, blending the boundaries of 'subjects', whilst continuing to embed the foundations of the Early Years Foundation Stage.

One lesson per week focusses on an 'alternative activity' where the children have the opportunity to take part in different activities involving key skills. These activities will vary from cooking, outdoor learning and learning based on annual events such Remembrance Day.

We cover six learning themes a year which are on a rolling programme. Information on these topics can be found on our school website. Additionally, information on the curriculum and our learning can be found in our school newsletter.

Early Years Foundation Stage (EYFS)
In the EYFS the areas of learning consist of the following:

- Communication and Language
- Literacy
- Mathematical development
- Expressive art and design
- Understanding the world
- Personal, social and emotional development

Reading and Phonics
As a Federation, we follow the Little Wandle phonics scheme and we also complete Little Wandle reading sessions three times a week. Through progression in phonics children learn the sounds and their corresponding letters to sound out words. This can aid reading enormously and has been given greater significance in the curriculum in recent years. Children start to learn to read by simply enjoying books, sitting and looking and listening to a story shared with an adult. From there they learn to read the pictures and work out what might be happening from the illustrations. Many children will receive picture only books as they start in Reception to build these vital comprehension skills. They will begin to bring home first word and short caption books at this time.

Please try to read with your child at least five times a week to support their early reading. Experience tells us that children only progress through regular reading at home and at school. It is the experience of trying new skills where the brain will assimilate what it has learnt throughout the day, this then securing the learning. There is often great anxiety about what level book a child is on and how that compares to other children in the group. Reading is exceptionally important but it is also exceptionally variable and we know and respect that all children learn and develop at their own pace. We urge parents to relax and allow their child to develop at their own rate. Moving a child on to a harder level too soon can lead to significant damage in the child's confidence and their ability to develop their reading skills.

Library Book
In order to encourage your child to become a lifelong reader, it is important that they learn to read for pleasure. The library book is a book they have chosen for you to enjoy together and this will be swapped weekly on a Thursday.

Please remember that you shouldn't expect your child to read this alone. Read it to or with them. Discuss the pictures, enjoy the story, predict what might happen next, use different voices for the characters, and explore the facts in a non-fiction book. The main thing is that you have fun!

Tapestry
We use Tapestry to record your child's learning. Tapestry is an online platform that allows you to view your child's learning through observations that are uploaded throughout the school day. You can see the areas that your child has been learning and also add your own comments. Additionally, you can use Tapestry at home by uploading your own observations and photos of the things that you have been getting up to!

GENERAL USEFUL INFORMATION

Communication
Notices and newsletters are uploaded to our school's website regularly and most other communications are via ClassDojo. This is an app that you can download as a parent/carer to keep up-to-date with school life. We strongly advise for you to download this app, so that you are regularly up-to-date with school/class notices and announcements. This will be the main form of communication for all notices and the calendar of events.

School Timings
Children may arrive on site after 8.30am, when they will go into the classroom where they will complete a morning task. Please ensure your child is in school and ready to learn by 8.45am, children can often become distressed or unsettled when arriving late to school.

School ends at 3.15pm when parents and carers collect children from the school gate.

Health
Please make sure we are up to date with any medical issues relating to your child so we can ensure their needs are met in school.

Medication
If your child needs medication whilst at school you will need to complete a medication form available from the school office. We are unable to administer medicine without written authority from you on a completed form detailing the nature of the illness and the dose to be given.

Illness
If your child is ill please keep them at home and advise the school by **telephone** of absences before 9.00am **for each day of their absence**. Illness quickly spreads among small children and staff! If your child has experienced sickness and or diarrhoea they must be kept off school for a full 48 hours after they last showed symptoms.

Head Lice
It is quite common for children to experience head lice during their early school days and sometimes even beyond! Please be vigilant and check your child's hair regularly. If you find head lice. Please inform us discreetly and we will notify other parents to stop the spread. Your local pharmacist will be able to advise on treatments. It is helpful if children with long hair tie it up.

Emergency Contacts
Please keep our records up to date with your current contact details and that of anyone you wish us to call in an emergency.

We would also respectfully ask that if you intend your child to go home with someone else that you let us know in advance. We take the safeguarding of children in our school very seriously and no child will be allowed to leave with another adult unless we have direct permission and instruction from a parent. If you make an arrangement at the school gate in the morning for a tea time play date the same day, please give us a ring and let us know.

Accidents
If your child has a minor accident whilst in school this will be recorded on an accident slip which will be sent home with the child. You will be contacted by telephone if it is a more serious accident or bump to the head. In this instance you may be asked to collect your child so they can be checked over by a medical professional.

Jewellery etc.

In the interests of safety, jewellery should not be worn in school. Watches (no smart watches) and ear studs are allowed but must be removed for PE. It is expected that children are able to remove their own studs for PE, and to be responsible for their safekeeping. If children are unable to take their earrings out, then parents will need to sign a note acknowledging the acceptance of any risk of injury as a result of wearing these during physical activity.

Hair/Make Up

Hair should be of natural colour and longer hair tied up**.** Make up, nail varnish and tattoos should not be worn.

Toys/Games/Gadgets

Please do not allow children to bring things into school. They easily get misplaced.

Curriculum

Details of the curriculum and learning themes are available on the Walsingham School website. The current learning themes will be noted on the school newsletter.

After School Clubs

We run a number of after school clubs. Details will be sent home early in the school year for parents to sign up for if they wish. They are free of charge of attend.

Attendance

The school promotes high levels of attendance for all its pupils. For children to reach their full potential a high level of attendance is essential. School attendance is subject to various laws and the school attendance policy reflects this. If you child's attendance falls below 90% you will receive a letter concerning this. At the start of each year a reminder on the importance of attendance will be send to parents.

The school day starts at 8.45am. The register will remain open until 9am where lateness is recorded. Any pupil who arrives after 9.00am will be marked as arriving after the register closes (and therefore unauthorised absence). Please ensure you speak to a member of staff and explain why children are late so this can be recorded.

Term Dates and School Diary

Term dates and the school diary is kept updated on the school website and ClassDojo. A summary will be included in school newsletters. This includes all term dates and any upcoming activities and events.

Parents Evenings

We hold these twice a year to discuss your child's progress. Once in the autumn term and once in the spring term.

However, parents are welcome in school to talk about their children whenever the need arises. Teachers, the Deputy/Headteacher make themselves available for such consultations when possible. Please make arrangements in advance with the school office if this is something you would like.

Reports

Within the first 6 weeks of school all Reception year children across the country are given a Reception Baseline Assessment. This focuses on the basic skills they already have, and is done by the Teacher through play and discussion. This outcome of this assessment will be shared with you.

We will produce an end of year report which will be sent home just before the end of the school year.

Federation Policies

All the policies are on our website. Please take time to familiarise yourself with them.

Annual Federation Events

Founding Day – this is an annual event held each April where we celebrate the Pilgrim Federation. We get the pupils from all schools together for a Church Service.

Sports Events – we hold these regularly. We get children together from our other schools in the same year group/key stage and play sports depending on the season. It is a great chance for children to learn new skills and make friends across the Federation.

Salthouse Church Art Exhibition – we display artwork by the children at Salthouse Church for a week during the summer term. This exhibition is also open to the public.

Friends of Walsingham School

This is the Parent Teacher Association for the school. They arrange events to raise funds to support the school. This is being reformed and will meet on a regular basis. Details of meetings and events will be included in the school calendar on ClassDojo. We would welcome new parents to join us.

School Events

Church Services – we will hold services in the Walsingham Churches and Shrine for Harvest Festival, Christmas and Easter. Parents and close family are welcome and encouraged to attend these services.

Celebration Assemblies - We hold these in school weekly to celebrate achievements of attendance, learning and effort within the school environment. Parents are invited to attend and will be advised in advance if children will receive an award. Tea, coffee and refreshments are also served.

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