

Mundella Primary School



School Welcome Pack 2021

To be retained for your information



Mundella

Primary School

EARLY YEARS INDUCTION PROGRAMME

Starting school is an enormous milestone in your child's life and one that we want you to enjoy and celebrate with us. Your child is as important to us as they are to you. We will endeavour to visit them in their pre-school setting, where covid restrictions allow. Those who do not attend nursery will be able to visit us at school so do not worry that they will not have the opportunity to meet some of the staff team. In the meantime, on our school website there is a virtual tour <https://www.mundella.kent.sch.uk/page/?title=Virtual+Tour&pid=133> that can be shared with your child so that they can be familiar with our school before they arrive. Please contact us to book a tour at the end of a school day.

Below is a list of potential dates where we will, if possible, invite you into school to meet the staff and familiarise yourselves with the classroom. We will contact you directly if the pandemic restrictions prevent us from going ahead.

Please put this information in a safe place.

Wednesday 7th July

Teddy Bear's Picnic 2pm – 3pm.

Parents and children are invited to join the EYFS team for a picnic on the school field (end of Mead Road). There will be sample food from our school kitchen, **let us know if there are any allergies.**

Thursday 8th July

Play and stay with parents.

If you have not already done so, please bring your completed forms, child's birth certificate and proof of address.

Group A: 9:30am – 11:00am

Friday 9th July

Play and stay with parents.

If you have not already done so, please bring your completed forms, child's birth certificate and proof of address.

Group B: 9:30am – 11am

**Monday 6th – Thursday 9th
September**

All children to attend 9am – 1pm (leave after lunch)




Friday 10th September

All children start full time.

Arrival at 8:30am, pick up at 3:15pm.

School Uniform





As a school we feel that it is important that the children come to school ready to learn and wearing the correct school uniform helps them to do this. The school wishes to promote a sense of pride and belonging in our children and believes that the wearing of a school uniform is one of the ways in which this can be achieved. The uniform is simple and practical, suited to the demands of a primary school education and economically priced.

Daily Uniform	P.E. Kit								
<div>Red polo shirt</div> <div>Grey trousers or trouser shorts</div> <div>School sweatshirt or sweatshirt material cardigan with Logo (no fleeces indoors)</div> <div>Plain Black Footwear</div> <div>Grey skirt</div> <div>Red, grey or navy blue tights in cold weather (not leggings)</div> <div>Red gingham dress in summer (optional)</div>	<div><ul style="list-style-type: none">• Plain navy blue shorts• Plain navy blue or grey jogging bottoms in cold weather• Team colour t-shirt (first t-shirt is provided by school)• No earrings to be worn.• Black or white gym shoes</div> <div><table><tr><td>Blue</td><td>Green</td><td>Red</td><td>Yellow</td></tr><tr><td>Water</td><td>Earth</td><td>Fire</td><td>Air</td></tr></table></div> <div><p>Due to Health and Safety earrings should be removed at home on the day of PE lessons; if a child is wearing earrings, and are unable to remove them themselves, they will be unable to take part in the physical activities of the lesson.</p><p>In addition, when children are older:</p><ul style="list-style-type: none">• A basic wrist watch (no smart devices)<div><p>(example watch)</p></div><ul style="list-style-type: none">• Stud earrings only may be worn (due to Health and Safety) If worn, children must be able to remove them for P.E. by themselves.• Whilst in EYFS, it is advisable that children <u>do not wear earrings</u> to school as their curriculum requires a great deal of activity.</div>	Blue	Green	Red	Yellow	Water	Earth	Fire	Air
Blue	Green	Red	Yellow						
Water	Earth	Fire	Air						
<div>Please note:</div> <div><ul style="list-style-type: none">• ‘Plain’ describes our expectation for a single colour without patterns, logos or large branding.• Shoes with wedge soles or high heels are not suitable for school wear.• NO TRAINERS, suitable black shoes or boots (in the colder weather) should be worn for school.• No other jewellery to be worn to school including Tag days.• No make-up including nail varnish to be worn to school including Tag days.</div>	<div>Order your uniform online;</div> <div>http://www.channeluniforms.co.uk/</div> <div>https://www.hawkingeuniforms.co.uk/</div> <div><div></div><div></div></div>								

ALL ITEMS OF CLOTHING MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME.





Children are allowed to wear their own clothes to school on their birthday, or on the Monday or Friday should the date coincide with the weekend.

Staffing

Senior Management Team			
Mr Frazer Westmorland Headteacher	Mrs Lauren Wharmby Deputy Headteacher & SENCO	Mrs Lisa Paez Deputy Headteacher	Mrs Louisa Blunden Assistant Headteacher Phase 1 Leader
			

Mrs Carol Gretton Senior Family Liaison Officer	Mrs Sarah Baker Inclusion Assistant
	

Site and Office Team			
Mr Rob Dickson Site Manager	Mrs Rebecca Milton Administration Manager	Mrs Marie Neshet Administration Assistant	Miss Isabel Bartlett Administration Assistant
			

Mrs J Bryant P/T Foundation Class Teacher	Mrs L Blunden Assistant Headteacher P/T Foundation Class Teacher and Phase 1 Leader
	
Mrs K Stephenson Foundation Class TA	Miss E Jones Foundation Class HLTA
	

Behaviour at Mundella

Rationale

The establishment of a sound, positive and caring ethos is an essential prerequisite for learning. It depends on trusting relationships and co-operative teamwork from all members of the school community.

Understanding Behaviours

We have high expectations of behaviour, and regularly praise pupils who uphold our school values. Below is an example of our class diamond behaviour chart.



Diamond Zones	Behaviours	Rewards and Sanctions
Gold - Model Behaviour	Consistently outstanding behaviour over time; Personal best achievement in an aspect of behaviour or behaviour for learning.	Gold Sticker from Senior Leadership Team, and a postcard sent home.
Silver - Wow Moment	Sustained and considerable effort in behaviour for learning with excellent personal outcomes.	Silver award sticker from Class Teacher. Good news shared with parents.
Dark Green - Additional Praise	Consistently Green behaviour with noteworthy additional examples of acts of kindness or politeness, making good choices about their behaviour in difficult situations or encouraging others to make the right choice.	In class praise.
Good to be Green	Displaying good classroom behaviour and behaviour for learning around the school.	Start the day in this zone. Good readiness to learn.
Blue - Behaviour Reminder	Pupils will have a behaviour reminder No additional sanction and no automatic record of behaviour	Class teacher to provide discreet behaviour reminder.
Amber - Formal Warning	Infringement of the classroom rules	5-10 minutes working in isolation within the classroom. Behaviour recorded.
Red - Sanction	Persistently recurring infringement of rules (not just a sustained 'discussion') or escalation from amber. Intended physical or verbal aggression (inc. swearing) and/or damage to property.	Pupil to be removed from class for short period of time. Sanction time with CLO or SLT

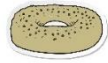





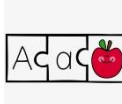



How we demonstrate our school values, through our behaviour;

Caring	Being helpful Considering others
Creativity	Share your aspirations
Respect	Respecting others and their property Saying 'please' and 'thank you'
Independence	Following instructions Trying your best
Collaboration	Valuing others point of view Learning/ Playing well together
Honesty	Being fair

Getting Ready

We will provide your child with their Mundella book bag which they will need to bring to school for their home reading books. Please check it daily as communications and special pictures will come home to you inside it. We will also provide a Mundella water bottle which your child will also need to have labelled with their name and carried to school separately from their book bag (they tend to leak after a while). The children will be provided with a drink of milk or water during morning break and some fresh fruit. Breakfast bagels and fruit are also provided in class on a daily basis at 8:30, free of charge. The children will receive a school house coloured PE top during their first week which they will wear for PE lessons. It is really important that ALL items of school uniform are labelled as it makes it easier to reunite any lost property with its owner.

A Typical Day in EYFS

8:30	Arrive - breakfast bagels and fruit alongside early morning activities.	
8:50	Registration	
9:15	Assembly	
9:30	Helicopter Stories/language enrichment	
10:15	Playtime - milk and fruit.	
10:30	Adult led activities (Maths and topic learning)	
11:30	Play and lunch	
12:20	Registration	
12:30	Adult led phonics and reading	
1:00	Child Led learning (Child Initiated)	
2:00	Playtime	
2:15	Child Led learning (Child Initiated)	
2:45	Story time	
3:15	Home time	

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To be completed and returned to school

Child's name: _____



Equal Opportunities Form

Full Name of Child:..... **Date of Birth:**.....

Every school has to collect information about the ethnicity of its pupils and the special educational needs of its pupils, to ensure admission arrangements are fair.

Please complete the following questions:

1. What is your child's ethnic group? (Please tick)

White British Irish Gypsies Other White background	Mixed White and Black Caribbean White and Black African White and Asian Other Mixed background
Asian or Asian British Indian Pakistani Bangladeshi Other Asian background (please state: _____)	Black or Black British Caribbean African Other Black background (please state: _____)
Other Chinese Other ethnic group not listed (please state: _____)	I do not wish my child/my ethnic group to be recorded in any way

2. Does your family normally speak at home, in a language other than English? Yes/No
If yes, what language is spoken? _____
3. Do you believe your child has Special Educational Needs or a Disability? Yes/No
If yes, please give details:
4. Have you been advised by anyone (early years teacher/pre-school advisor/health professional etc.) that your child needs additional support? Yes/No
If yes, please give details:

Signature of Parent/Carer _____

Name of Parent/Carer _____

Date _____

NEW ADMISSIONS INFORMATION

HEALTH

1. Does your child have any health condition or disability?
If yes, please detail overleaf. Yes No

1a. Has it lasted or is it expected to last 12 months? Yes No

1b. Does this have a substantial effect on your child's
ability to carry out day to day activities? Yes No

2. Does your child take regular medication? Yes No

3. Does your child regularly need to use an inhaler? Yes No

4. Does your child have any allergies? If yes please write full
details overleaf. Yes No

EDUCATION

1. Does your child need to wear glasses? Yes No

1a. Do they need to be worn all day or at specific times? Yes No

2. Does your child have any speech or language difficulties? Yes No

3. Does your child have any hearing difficulties? Yes No

4. Does your child have any physical difficulties? Yes No

4a. Does your child have difficulty moving about the school
and going on school visits? Yes No

5. Does your child have difficulty washing, going to the
toilet, controlling the need to go to the toilet, dressing etc.? Yes No

6. How does your child get to school? (circle one) Walk Car /
Share Bus Taxi

Please give details overleaf if you require support in any of the following ways or if you think there is anything we should be aware of:

Support with information sent from school in alternative formats e.g. Braille, large print, specific access requirements to the school buildings or to enable you to take part in consultation meetings e.g. interpreters for British sign Language, loop system, explaining things over the phone.

Date..... Signed (Parent/Carer).....

Contact Email Address.....

Please use this space to provide any details from any of the sections overleaf:



Pupil First Language Questionnaire - Kent Local Authority

Children, Families and Education Directorate



Please tick one box only to indicate the first language of the pupil named below

Main Code	Sub-Code	First Language	
ALB		Albanian/Shqip	
ARA	ARAA	Arabic (Any Other)	
ARA	ARAG	Arabic (Algeria)	
ARA	ARAI	Arabic (Iraq)	
ARA	ARAM	Arabic (Morocco)	
ARA	ARAS	Arabic (Sudan)	
ARA	ARAY	Arabic (Yemen)	
BNG	BNGA	Bengali (Any Other)	
BNG	BNGC	Bengali (Chittagong/Noakhali)	
BNG	BNGS	Bengali (Sylheti)	
BUL		Bulgarian	
CHI	CHIA	Chinese (Any Other)	
CHI	CHIC	Chinese (Cantonese)	
CHI	CHIH	Chinese (Hokkien/Fujianese)	
CHI	CHIK	Chinese (Hakka)	
CHI	CHIM	Chinese (Mandarin/Putonghua)	
CZE		Czech	
ENG		English	
FIN		Finnish	
FRN		French	
GER		German	
GRE	GREA	Greek (Any Other)	
GRE	GREC	Greek (Cyprus)	
GUJ		Gujarati	
HGR		Hungarian	
HIN		Hindi	
ITA	ITAA	Italian (Any Other)	
ITA	ITAN	Italian (Napoletan)	
ITA	ITAS	Italian (Sicilian)	
JPN		Japanese	
KUR	KURA	Kurdish (Any Other)	
KUR	KURM	Kurdish (Kurmanji)	
KUR	KURS	Kurdish (Sorani)	
LIT		Lithuanian	
LTV		Latvian	
MLM		Malayalam	
NEP		Nepali	

Main Code	Sub-Code	First Language	
PAT		Pashto/Pakhto	
PNJ	PNJA	Panjabi (Any Other)	
PNJ	PNJG	Panjabi (Gurmukhi)	
PNJ	PNJM	Panjabi (Mirpuri)	
PNJ	PNJP	Panjabi (Pothwari)	
POL		Polish	
POR	PORA	Portuguese (Any Other)	
POR	PORB	Portuguese (Brazil)	
PRS	PRSA	Farsi/Persian (Any Other)	
PRS	PRSD	Dari Persian	
PRS	PRST	Tajiki Persian	
RME		Romani/English Romanes	
RMI		Romani (International)	
RMN	RMNM	Romanian (Moldova)	
RMN	RMNR	Romanian (Romania)	
RUS		Russian	
SCB	SCBB	Bosnian	
SCB	SCBC	Croatian	
SCB	SCBS	Serbian	
SHO		Shona	
SLO		Slovak	
SOM		Somali	
SPA		Spanish	
SWA	SWAA	Swahili (Any Other)	
SWA	SWAC	Comorian Swahili	
SWA	SWAK	Swahili (Kingwana)	
SWA	SWAM	Swahili (Brava/Mwini)	
SWA	SWAT	Swahili (Bajuni/Tikuu)	
SWE		Swedish	
TAM		Tamil	
TGL	TGLF	Filipino	
TGL	TGLG	Tagalog	
THA		Thai	
TRI		Traveller Irish/Shelta	
TUR		Turkish	
URD		Urdu	
VIE		Vietnamese	

First Name: _____

If first language is not in list above please write it here →

Surname: _____

Class: _____

NB: Codes are for school use only

UNIVERSAL SCHOOL MEALS ELIGIBILITY FORM

All pupils up to age 7 are entitled to a 'free' meal, regardless of personal circumstances. In order for us to secure the correct funding for our school, we ask that **ALL** parents **complete this form and return to the office.**

You only need to complete this form once and it will last for the duration of your child's time at school. Thank you for completing this form and helping to make sure our school is as well funded as possible.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1										Parent/Guardian 2									
Last name																				
First Name																				
Date of Birth	DD			MM			YYYY				DD			MM			YYYY			
National Insurance Number*																				
National Asylum Support Service (NASS) Number*			/			/							/			/				
Daytime Telephone Number																				
Mobile Number																				
Email Address																				
Address																				
	Postcode:										Postcode:									

* Complete as appropriate

FAMILY INCOME AND BENEFIT DETAILS

Your child may be eligible for a Free School Meal if you receive any of the following benefits.

Please place an X in this box if you¹ are in receipt of any of the benefits listed below:

Income Support	
Income-based Jobseekers Allowance	
Income-related Employment and Support Allowance	
Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999	
The guaranteed element of State Pension Credit	
Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)	
Working Tax Credit run-on	
Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)	

Please place an X in this box if you are not sure of your family income, or whether you are not in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals: ☐

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/carer:

Date:.....

OFFICE USE ONLY:








Eligible ☐ Not Eligible ☐

¹ This includes those who have parental rights for the child/children named on this form.

Consent Form 2021 / 2022

Name of Child	
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Please consider the following elements of this form, for which we feel it is appropriate to request additional consent. All of these activities form part of the day-to-day running of the school and, as such, consent to them allows us to organise activities at short notice.

	I give consent for my child to take part in school trips and other activities that take place off the school premises ; these may be outside school time.	Tick
	I give consent for my child to be given first aid or urgent medical treatment during a school trip or activity.	
		Tick
	I give consent for my child to watch films rated certificate PG (parental guidance) at school or whilst on a visit.	
		Tick
	I give consent for my child to take part in the preparation of food and drink and to taste different food or drink as part of their learning	
		Tick
	I give consent to images of my child being taken, stored and used for official school purposes ; including promotion or publicising school events, in accordance with school guidelines, both in print and on websites .	
		Tick
	I agree only to record images of my own child , wherever possible, and not to publish or upload any images of other children onto any websites or social media platforms.	
		Tick
	I have discussed the school online-safety rules with my child and they agree to follow them and to support the safe use of ICT at Mundella.	
	Please record any allergies or medical conditions in the space below	

Signature of parent: _____ Date: _____

Ticking the boxes confirms that you have read, understand and agree with the information included.

Please return to the school office when completed. Data collected. Thank you.

