

Gatehouse Primary Academy
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EYFS New Starter Information Pack

2023/24





We are thrilled you have chosen to join us here at Gatehouse Primary Academy and we cannot wait to welcome you into our school family and community. Starting “big school” can be very daunting for both children and parents. The aim of this welcome pack is to answer as many questions as we can to support you and your child with their transition. However, once you have read through the pack, we know you may still have some questions, so please do not hesitate to contact us. We are all very happy to help in any way you can.

We cannot wait to meet you!

Best wishes,

Miss Lewis - Assistant Head & EYFS Lead

Promotional Video Available for viewing on our website:

<https://www.gatehouse.devon.sch.uk/starting-at-gatehouse/>

Further useful videos can be found here:

<https://www.gatehouse.devon.sch.uk/starting-at-gatehouse/>

Office Hours

The office is open for general enquiries from 8.15am – 4pm each day. Please contact the office on 01626 862605, by email admin@gatehouse.devon.sch.uk or using the free School Gateway app.

Communication at Gatehouse

School Gateway is a free app which you can download to your Apple or Android phone, once your child has started school. We use School Gateway to send regular updates about what is happening in school, and families can use the app to send text messages or emails, free of charge, to school. School Gateway is also useful to keep up to date with attendance and access all important information.

Seesaw is a communication tool used between teachers and families. If you have any class/teaching related queries, please use Seesaw to speak to your child’s teacher. For any other queries or messages, please contact the school office.

All payment items, such as school dinners, uniforms and trips, can be paid for via **ParentPay** - accessed by visiting www.parentpay.com



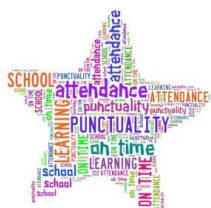
School Uniform

Children at Gatehouse take pride in their school by dressing in smart uniform. We would ask that you support your child by only buying appropriate school uniform and school shoes.

- Children's hair styles should be natural, with long hair tied up.
- Sensible black shoes must be worn at all times. Trainers should not be worn during the school day except for P.E.
- **Winter** - Gatehouse School or plain red sweatshirt or cardigan, white shirt and school tie (tie's from Year 1). Children in EYFS can wear a polo shirt with no tie. Black or grey trousers, skirts or pinafore dresses.
- **Summer** – Same as winter, or red summer dress. Black or grey shorts.
- For further information please visit our website:
<https://www.gatehouse.devon.sch.uk/school-uniform/>
- We have a variety of pre-loved uniform in stock which we are happy to offer free of charge. Please get in touch us if this is something we can help you with.
- All of our uniform can now be purchased online:
<https://www.schoolweardirect.co.uk/product-category/find-my-school/gatehouse-primary-school/>

Attendance

- Children should attend school for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.
- It is essential that we receive reasons for all absences. Please ensure all absences are reported to school by calling the school office, or via School Gateway. Please give the name, class and full reason for absence.
- A parent must complete an Absence Request Form (for exceptional circumstances) from the school office or school website when asking for absence to be authorised. The School will always put the education of the child first when deciding whether or not to authorise an absence. In doing so, the school will also take into account the child's age, stage of education, internal assessment weeks and educational progress when making a decision. Requests for holidays during term time can only be authorised in exceptional circumstances (please see our Pupil Attendance Policy at www.firstfederation.org) and should be submitted before the intended absence. We have to report any unauthorised absence of 5 days or more to Devon County Council, who may issue a penalty notice (i.e. a fine) per parent per child.
- All current information is held on our Attendance Matters page of our website <https://www.gatehouse.devon.sch.uk/school-attendance/>



Collection from school

If you have not already informed your child's teacher, please ensure that you contact the school office before 3pm each day if you need to collect your child early or there is a change in person who is collecting the child. Your child will not be handed over to anyone unless you have advised the school office/teacher. If there is any confusion you will be contacted to confirm that the correct adult is collecting your child.

Sickness

If your child is absent from school due to a sickness bug, they must be completely clear for **48 hours** from the last episode of sickness or diarrhea before they return to school. That is to say that if they have been physically sick or had the runs, they must have eaten and drunk normally in 24 hours and remained clear before returning to school. This is usually a period of 48 hours as the children need a day to recover and build their strength back before returning.

Medicines in School

- We have certain guidelines on Medicines in School, which we must follow. We can only supervise medicine being taken which has been prescribed by a doctor. We cannot give medicine that has been bought at the pharmacy.
- If your child suffers from asthma, they will need to have their inhalers in school and a completed Asthma Plan (available from the School Office). Any inhalers that are on site must be within date and are kept in your child's class should they be required.
- A 'medication in school form' is required to be completed for every medicine brought into school, including inhalers, these can be collected from the school office.
- Please can you ensure that you advise the school office if your child has any medical problems that we need to be aware of, as well as any dietary needs that we need to inform the teacher and the kitchen about. It is vital we have the most up to date information.

Wrap around care

We offer an on-site, home from home, safe, caring and friendly environment for children before and after school hours with themed activities to suit all ages. We make use of our extensive grounds, garden and forest school areas. We encourage children to use their imaginations and create their own play.

We are open each day during the school term and are conveniently located at the front of the school, next to the school office. We collect the children from class and they start the afternoon with a drink and a piece of fruit. There are many activities: den making, cooking, board games, construction toys, football and use of computers and the library to help with homework.

Further information can be found online:

<https://www.gatehouse.devon.sch.uk/wrap-around-care/>

Parking at School

Whilst we appreciate that there is no parking allowed outside school, we would be grateful if you could follow these simple instructions to ensure the safety of our children.

1. Please do not park on the zig-zag lines outside the school.
2. Please do not park in the drop-off zone, this is purely for dropping children off.
3. Please do not park in the disabled space, unless you have a disabled badge
4. Please do not use the school car park to turn in.

Please could we ask that if you need to park in the neighbouring streets to the school that you are considerate of the residents and do not park across any driveways or block any cars in.

School Dinners

Children in EYFS and KS1 receive Universal Free School Meals. The current cost of a school meal is £2.40 per day for children in KS2. Payments are made through ParentPay (www.parentpay.com).

For more information, and to see if you are eligible for Free School Meals, please visit <https://www.devon.gov.uk/educationandfamilies/school-information/school-meals> Applications can be made online via the parent portal for an instant result: ([oneonline.devon.gov.uk/CCSCitizenPortal LIVE](http://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE)).

Registering your child for Free School Meals not only provides free healthy meals every lunchtime, it raises an additional £1,320 per primary aged pupil for the school from the government. This money is used by the school to offer pupils invaluable additional support based on their needs.

Menus are sent to families at the end of each term, and can be found online: <https://gatehouse-primary-academy.secure-primariesite.net/school-meals/>

Physical Education

PE is a statutory part of the school curriculum. Children should only miss PE if they have an injury which prevents movement. Children well enough to be in school should take part in PE lessons.

PE Kits should be in school at all times and consist of: plain white t-shirt and black shorts. Footwear: indoors – barefoot, outdoors – plimsolls or trainers. Football boots, if possible, for children taking part in football skills. Tracksuit if desired when weather is colder.

Swimming is part of the national curriculum for Year 5, further information regarding this will be sent to families when necessary.

Milk & Fruit

If your child is currently under 5, we're delighted to confirm that we have arranged for them to receive free milk at school, funded by the UK Government's Nursery Milk Scheme.

When your child turns 5 or if they are already over 5, you have the option to pay for their milk. We have made arrangements with the UK's leading school milk supplier, Cool Milk, to supply milk at a small subsidised daily cost.

- ❖ Visit www.coolmilk.com as soon as possible and select "Register your child for milk", then follow the on-screen instructions to register and pay OR
- ❖ Ask the school office for a registration form - send your completed form to Cool Milk, and they will send you a payment request.

All children in Foundation and KS1 are entitled to a piece of fruit or vegetable which they are encouraged to eat during morning play. Children are allowed to bring in their own healthy snack, however sweets are not allowed.



Assemblies

Once they have settled in, the children will attend assemblies with children in Years 1 and 2. EYFS staff will closely supervise the children to ensure that they are happy and confident in this environment.

Photos

Please remember at performances/events that although photography/recording is allowed so you can record these magical moments of your own child(ren) we do request that you do not use images of other children for distribution on social media unless you have the parents' permission.

Throughout your child's time at school there maybe children who cannot have their image on social media and also some parents do not wish their children to appear, please be mindful and considerate.



GATEHOUSE
Primary Academy

How to keep up to date with the school

Our website is kept up to date with latest news, information and dates to remember and can be viewed at www.gatehouse.devon.sch.uk

Our school has a whole host of policies, many of which are displayed on our website, and that of the First Federation Trust: <https://www.firstfederation.org/>

Visit our social media pages and follow us to keep up to date with what is happening at school.

- Find us on Facebook as "Gatehouse Primary Academy"
- Follow us on Instagram as "Gatehouseschoolex7"
- Find us on Twitter as "Gatehousepri"



Head Lice

From time to time we do have cases of head lice reported in school. Head lice are not fussy about hair length or condition. Clean hair is therefore no protection, although regular hair washing and combing offer an opportunity to detect head lice and arrange treatment if discovered. Please can you be vigilant in trying to stamp out any outbreak in your child's class. Leaflets and information are available from the school office.

Items not allowed in school

The following items **are not** to be brought into school. Mobile phones, MP3 players, DS lites or similar electrical items. Pupils are only permitted to bring their mobile phones into school if parents believe there are exceptional circumstances and have completed a parent/child agreement form. Any type of trading cards and footballs **are not** to be brought into school. If any of the mentioned items are brought into school, it is at the owner's risk and the school accepts no responsibility for the loss or damage of such items.



Gatehouse PTA

The PTA are a small, hardworking and dedicated group of parents who meet on a regular basis to discuss and arrange fund-raising activities and social events to benefit the school. They organise events to raise valuable funds to help towards the enrichment of the children's time at school.

Some of the regular activities they plan include discos, activity workshops for Mother's Day and Father's Day, Easter activities, as well as the ever popular Christmas and Summer fetes. They have helped to fund the amazing Forest School which we have on our grounds, as well as raise money towards the library, ICT equipment, a defibrillator, the nature garden and pond area.

They would be glad of your support by attending or even volunteering your services. For more information, and to stay up to date with their plans, please have a look at their Facebook page: Gatehouse School PTA Events page. Alternatively, please email them for more information: pta@gatehouse.devon.sch.uk



Parent volunteers

Parents are always welcome in school and offers of assistance are gratefully received. Many parents help with activities such as: hearing children read, working in the classroom, organising and making resources, cooking with the children, sewing with the children, accompanying children on educational visits, making costumes for assemblies or concerts, working with children on the computer, helping the class with swimming, supporting after school clubs. This list is not exhaustive and, in fact, without parental help we could not offer the variety of educational activities we do!

Separated Parents

Everyone who is a parent, as recognised under education law, can participate in their child's education. All parents can also receive information about the child, even though, for day-to-day purposes, the school's main contact is likely to be a parent with whom the child lives on school days. The guidance states that school and local authority staff must treat all parents equally, unless a court order limits a parent's ability to make educational decisions, participate in school life or receive information about their children. It is therefore important that you provide us with contact details (including names and addresses) of all parents when you register your child. If you wish to discuss this further, please contact the school office or click on this [link](#).