



## Hello and Welcome to Endon Hall Primary & Nursery School

We hope that the information in this booklet will provide you with the answers to the questions you may have as your child starts their learning journey at Endon Hall Primary & Nursery School.

If there is anything that we have missed, please do not hesitate to contact us. We will be only too delighted to help.

### Contact Details

Endon Hall Primary & Nursery School  
Hillside Avenue  
Endon  
Staffordshire  
ST9 9HH

Tel: 01782 502645

Email: [headteacher@endonhall.staffs.sch.uk](mailto:headteacher@endonhall.staffs.sch.uk)  
or  
[office@endonhall.staffs.sch.uk](mailto:office@endonhall.staffs.sch.uk)



Starting nursery/school is a new, exciting phase in a child's life. At Endon Hall we strive to make this transition as smooth for you and your child as possible.

Children need to feel happy and secure in school to ensure that their experience at Endon Hall is a positive one. It is helpful if your child can dress and undress for PE, fasten their shoes, recognise their own name, use a knife & fork and have some self help skills, such as washing hands, using the toilet etc. Any support with this ahead of them joining us will be invaluable.

### Looking after their belongings

Your child will need to bring a small school bag to school each day. Red school bags with the school logo on are available from Mr Motif in Milton, which are ideal. Children are encouraged to hang up their coats on their named peg each morning, having a loop in the collar of their coat is really helpful.

### What else will they need

A PE uniform is required: White polo shirt (must have school logo), red shorts, red jumper (must have school logo), black tracksuit bottoms (must have school logo), black pumps (Nursery), black pumps for indoor/black or white trainers for outdoors (Reception). All these items are available from Motif Marketing in Milton. This uniform can be left in school, so that you do not need to remember to send it to school on PE days. We will send it home half termly for washing, unless it is felt that it is needed sooner! Reception children may be asked to come to school dressed in their PE uniform once staff are confident that they meet the Early Learning Goal of being able to dress independently.

### Lunches

Children in Reception are entitled to a school lunch through the Government's Universal Free School Meal Policy. However, if you do not wish your child to have a school meal, you are welcome to send them with a packed lunch.

Nursery can either order a school lunch (£2.30 per day) or bring a packed lunch from home.

School meals are provided by Fresh Start Catering and must be ordered online, via their ordering system, in advance. Details of this will be provided at a later date.

### Water Bottle

We have water dispensers, so that children have access to water when they are thirsty. Please send a clear/transparent, named water bottle into school for your child to use. Only water is allowed during learning time. These will need to be washed regularly.

**PLEASE ENSURE THAT ALL BELONGINGS ARE NAMED!**

## General School Information

The school gate opens at 8.45am, when the staff are on duty to greet the children. Between 8.45am—8.55am, children take part in a 'Start of the Day Activity', we believe that this prepares the children for the day in a calm and constructive way.

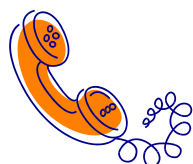
The school day officially starts at 8.55am, when we expect all children to be in school ready for learning. Registration takes place at 8.55am and 3.05pm.

The end of the school day for Nursery and Reception is 3.15pm. They are collected from the rear of the school, by the red gates near to the mobiles. Nursery children are released from the door at the side of the mobiles. Your child will not be sent out until the member of staff can see you, so please make yourself visible!

If your child is absent from school/nursery for any reason, please contact the school office and leave a message on the answer machine. If we haven't heard from you by 10am, a member of the office staff will contact you to enquire why your child is not in school. This is part of our Safeguarding procedures.

If your child is being collected from school by anyone who does not normally collect them, for example if they are going home with a friend, please ensure that you inform the office staff before 12.30pm, so that this information can be passed onto the staff. A password will also need to be provided, as part of our Safeguarding procedures.

In the event of your child being unwell in school, we will contact you. Please always make sure that, if you change your contact details, you inform us at school!



## Snacks

We encourage children to eat healthily in school and we welcome your support with this. Your child can bring in a healthy snack to have at morning break time. Children in Reception receive a piece of fruit each afternoon. Nursery children are asked to bring a piece of fruit each day, they are not required to bring another snack. Please note—we are strictly a nut free school.

## Milk

All children are entitled to a free carton of milk until their 5th birthday.



## **Who's Who?**

Your child will come into contact with lots of staff at Endon Hall. Initially though, key members of staff in your child's early days at Endon Hall will be:-

**Headteacher** — Miss V Lewis

**Nursery Staff** — Mrs S Brown, Miss E Dawson, Miss L White & Miss S Brown

**Reception staff** — Mrs S Ellis & Miss L Sanzeri

### **Office Staff**

School Business Manager — Mrs M Martin

Admin Officer — Mrs D Meredith

Clerical Assistant — Mrs N Cooper

## **Phoenix Club — on site wraparound care**

(Before & After School Provision)

Phoenix Club is open from 7.30am-8.45am and from 3.15pm-6.00pm each day, apart from Staff Training Days, Bank Holidays and school holidays.

Phoenix Club is very popular with both parents and children. It is run by school staff. We are very proud of this provision and would be delighted to provide you with additional information should you require it. You will find more information in your Welcome Pack.

Bee Active usually run a holiday club on site during school holidays and details of this can be found on their website. Please note, under 5's can only do a certain number of hours per week.

<https://beeactive.co.uk/>

## **Attendance**

At Endon Hall we promote good attendance and ask that children arrive at Nursery/school on time.

Where possible, we ask that medical appointments are taken outside of school hours, although we appreciate that this isn't always possible. If your child has a medical appointment (GP, hospital, dental), we ask that you bring a copy of the appointment card or letter, this will enable us to authorise your child's in the register.

We strongly encourage all parents/carers to book holidays outside of term time. If you do need to take your child out of school (other than for a medical appointment), we ask that you complete a Leave of Absence Request Form, these are available from the main entrance at school. This should be completed and handed in at the office at least a month in advance, with any supporting information, which will be taken into account when considering the request.

Please read our full Attendance & Punctuality Policy, via the Policies section of our school website — <https://endonhall.staffs.sch.uk/policies/>

## **Parent Mail (PMX) & Parent Pay**

### **Parent Mail (PMX)**

We try very hard to keep parents regularly informed about what's going on at school. However, sending paper letters home can be rather 'hit and miss', with letters often going astray along the way!

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this, so we try to be 'paper-free' whenever possible.

To help support home/school communication we use a service called Parent Mail (PMX), which is used by over 3,500 schools across the UK to communicate with 2 million parents by email and text message.

Parent Mail (PMX) is beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to mums and dads, who are registered, at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

**To access Parent Mail (PMX), we will issue you with a unique code that you can use to register your details.**

Please be assured that Parent Mail (PMX) is registered with the Data Protection Registrar, all information you provide will be kept private and will not be passed on to any other organisation.

**Important** - When we start using Parent Mail (PMX), email messages will be sent from [messages@parentmail.co.uk](mailto:messages@parentmail.co.uk). Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

### **Parent Pay**

We use an online payment system in school. This enables parents to pay online for Educational Visits, music lessons, Phoenix Club, fund raising activities etc.

As and when you are required to make a payment online, information will be sent home and support will be offered from the school office to set this up for you. Once your child's details are stored on our school database, we will be able to send you an Activation Letter, so that you can register to use this service.

*Please note—you cannot register with Parent Mail (PMX) or Parent Pay until your child's details are stored on our data base, this will be after they start to school in September 2020. Children who have attended Nursery at Endon Hall, will have to re-activate their account when their child/ren move into Reception.*

# School Terms and Holiday Dates 2020 / 2021

## Autumn Term 2020

*Inset day: Tuesday 1 September*

**Term starts:** Wednesday 2 September

*Inset day: Monday 12 October*

**Half term:** Monday 26 October - Friday 30 October

*Inset day: Friday 27 November*

**Term ends:** Friday 18 December

**Holiday:** Monday 21 December - Friday 1 January

## Spring Term 2021

**Term starts:** Monday 4 January

**Half term:** Monday 15 February - Friday 19 February

*Inset day: Monday 8 March*

**Term ends:** Thursday 1 April

**Holiday:** Friday 2 April - Friday 16 April (Easter Sunday: Sunday 4 April)

## Summer Term 2021

**Term starts:** Monday 19 April

**May Day:** Monday 3 May

**Half term:** Monday 31 May - Friday 4 June

*Inset day: Friday 25 June*

**Term ends:** Wednesday 21 July

**Holiday:** Thursday 22 July - Tuesday 31 August



## School Uniform

Our uniform supplier is Motif Marketing on Millrise Road, Milton. We encourage children to take pride in their appearance, both in school and when they are out in the community or on an educational visit.

### Girls Uniform

Grey skirt/pinafore/trousers  
Red checked dress (in the summer)  
White Polo Shirt (preferably with the school logo)  
Red Cardigan (preferably with the school logo)  
White or grey knee high socks or tights  
Black shoes (flat soles)  
Plain hair bands or bobbles only

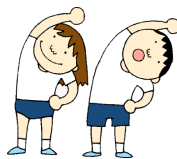
### Boys Uniform

Grey trousers (or shorts in the summer)  
White polo shirt (preferably with the school logo)  
Red sweatshirt (preferably with school logo)  
Grey or white socks  
Black shoes (flat soles)

### PE Uniform (this should be in a small, named PE bag)

White polo shirt (must have school logo)  
Red shorts  
Red jumper (must have school logo) \*Nursery will not need a jumper initially  
Black tracksuit bottoms (must have school logo) \*Nursery will not need tracksuit bottoms initially  
Black pumps (Nursery)  
Black pumps for indoor/black or white trainers for outdoors (Reception)

*Please note—from Year 1 onwards, children come to school in their PE uniform on their PE days. This is why we specify that PE uniform must have the school logos on. Reception will start doing this once it has been established that they have achieved the Early Learning Goal for dressing/undressing independently.*



### **Additional things to bring...**

- **A bag of spare labelled uniform** to leave at school; we will only send this home if your child has had a change of clothes. This should include pants/knickers, socks/tights, trousers/dress/skirt, t-shirt and a jumper/cardigan. If your child is potty/toilet training, then you can send extra clothes in too.
- **A pair of wellies** to leave at school, during the colder/ wetter months we will use these every day.
- Please **send a coat every day** as we do love to be outdoors whatever the weather.
- We do ask in warmer weather for you to send **a sun hat** and **sun cream** which can be left at school; information to follow.

### Any Questions?

As you and your child embark on the next stage of your child's life, we understand that we may not have answered all your questions and queries in this pack.

Please don't hesitate to contact us if there is anything else that you need to know.

Miss V Lewis (Headteacher) - [headteacher@endonhall.staffs.sch.uk](mailto:headteacher@endonhall.staffs.sch.uk)

Mrs D Meredith (Admin Officer) - [office@endonhall.staffs.sch.uk](mailto:office@endonhall.staffs.sch.uk)

