



# MUNDFORD PRIMARY ACADEMY

New Reception Parents and Carers Meeting  
2022 - 2023

# Purpose of Meeting

- To introduce the class teacher;
- To outline the procedures for the transition into our school;
- To let you know all about our routines and procedures – even if you know the school already.

# Meet the Teacher



My name is Mrs Keeler, and I will be teaching Oak Class in September.

I have been a teacher for 19 years.

I have been at Mundford Primary for 7 years and have taught Years 1 and 2 here. Previously, I worked at Weeting Primary and taught Reception for 8 years.

I live in Mundford and have two boys.

# Pupil Information

- We appreciate it can be an overwhelming process but we need to get all of the necessary information for enrolment;
- Please return all forms as soon as possible if you have not already.
- **Ensure any allergies are reported.**

# Transition

- Home visits will happen week commencing Monday 11<sup>th</sup> July.
- School visits and stay and play sessions will happen week commencing Monday 18<sup>th</sup> July.
- Monday 18<sup>th</sup> July – attend school from 9.15-11.45am.
- Tuesday 19<sup>th</sup> July – attend school from 9.15–11.45am.
- Wednesday 20<sup>th</sup> July – attend school from 9-1pm and stay for lunch.
- Thursday 21<sup>st</sup> July – attend school all day, from 9-3pm.
- Friday 22<sup>nd</sup> July – attend school all day, from 9-3pm.

# Start date

- First day at school will be **Tuesday 6<sup>th</sup> September 2022.**



Norfolk County Council

# 2022-2023

Norfolk Model Calendar

This calendar applies to community schools, community special schools, VC schools and nursery schools and sets the days on which school transport will be provided. While most Foundation, VA, foundation special, free schools and academy trusts who are able to set their own dates, adopt the Norfolk Model, we advise you to check with your child's school before making holiday or other commitments.

September 2022						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2022						
M	T	W	T	F	S	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2023						
M	T	W	T	F	S	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023						
M	T	W	T	F	S	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2023						
M	T	W	T	F	S	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2023						
M	T	W	T	F	S	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2023						
M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2023						
M	T	W	T	F	S	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2023						
M	T	W	T	F	S	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2023						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Key : White dates - schools open to pupils  
 Yellow dates - pupil holiday  
 Red dates - bank holiday

Five staff training days will be selected from yellow dates, we suggest 2nd & 5th September, 3rd January, 17th April and 24th July. Some may choose to use twilight hours for staff training instead of some or all of these.

# Clothing and Possessions

- Please make sure that all belongings are labelled.
- Over the summer holidays encourage your child to practise dressing and undressing independently. Velcro is not a necessity but it really helps build their independence.
- School uniform:
- <http://www.churchsidefederation.norfolk.sch.uk/mundford/our-school/school-uniform/>

# Handy hint!



You will need:

Masking Tape  
Marker Pen

Something simple to try that not only helps with name recognition but helps your child to put their shoes on the correct feet. All great to encourage independence. Stick a small piece of masking tape into the bottom of each shoe and then write your child's name across the tape with half of it in the left and half in the right. A good way to reinforce that names start with a capital too.



# Attendance and Punctuality

- The school gates open at 8.40am and you go straight through the playground to Oak Class;
- You will be greeted by the class teacher at the classroom door;
- Please telephone and inform the school if your child is absent and give the reason;
- All infectious illnesses must be reported (e.g. chicken pox, measles, conjunctivitis);
- If your child becomes ill during the day we will make contact with you and ask you to come and collect or arrange for another person to collect on your behalf. It is therefore crucial that you contact details are up to date.
- Sickness: if your child has a stomach or sickness bug they must remain at home for 48 hours afterwards.

# Lunches

- Lunch is 12 – 1pm.
- For the first few weeks we go to the lunch hall a little earlier to allow all the children to be settled before the other year groups come for their lunch.
- As your child is under 7 years of age you do not have to pay for school dinners, they are free.
- They will be asked in the morning whether they are packed lunch or school dinners.
- The menu is set out at the start of the term and can be found on the school website.
- We are a no nuts school.
- The team will remain in the hall supporting the children and helping them settle, make good choices and eat independently.
- Fruit and milk is also provided for all our children in class.
- [School Meals | The Churchside Federation](#)

# Communication

- Half termly class newsletters, emailed and posted on Google Classroom;
- Weekly school newsletters, emailed on a Friday;
- School website;
- Class email address;
- Posters outside the classroom;
- Verbal communication when required for individual children and parents;

# Learning in Reception

- Play is an important part of the daily routine;
- Our curriculum allows children to be inquisitive and tackle things they have never encountered before and equips them to learn to manage uncertainties and assess risk;
- Children take part in focus groups for English and Maths each week with the teacher and this learning will be recorded in books;
- Assessments of the children are carried out through observing them during play;

# Reading and Phonics

- The children read 1-1 with members of the team each week;
- We also send home x2 books each week for you to read with your child. One will be for enjoyment and one will be for the development of phonics;
- We teach children to read using phonics (letters and sounds) which we teach daily. We will hold information and help sessions in the autumn term but check out this website for a quick overview –  
<https://www.bbc.co.uk/cbeebies/grownups/the-alphablocks-guide-to-phonics>
- Reading is crucial for a child's development and should be built into every day routine.

# Weekly stories with Mrs Keeler

- To help your child become familiar with myself, I will record a weekly story time and post on our school Facebook page.
- Please search for “Mundford Church of England Primary Academy”.
- If you’d like to, feel free to comment and let me know what you enjoyed about the story.

**Thank you – any questions?**