



LONG CLOSE SCHOOL
Nursery | Junior School | Senior School

EYFS Welcome Pack



Nursery and Preschool



LONG CLOSE SCHOOL
Nursery | Junior School | Senior School

How can my family help me get ready for Nursery?

Encourage your child to have a go!

- Develop self-help skills by encouraging your child to take off and put on their own jumper and coat. Support your child in doing up zips, buttons and poppers; we understand that these can be tricky so make it fun by dressing up toys in old clothes. Encourage your child to take their shoes and socks on and off. Don't wait till the first day - give them time to practice.
- Support your child in getting to the toilet in time, wiping themselves, flushing the toilet and washing their hands. If your child is wearing pull-ups we will work with you and your child to support them during toilet training. Sometimes children are so involved in play that accidents do happen. Please talk to your child about what to do if an accident happens, reassuring them and telling them to tell an adult.
- Encourage your child to blow their nose themselves, bin the tissue and washing their hands. If reinforced at home and school this will become the norm and your child will develop a healthy routine.



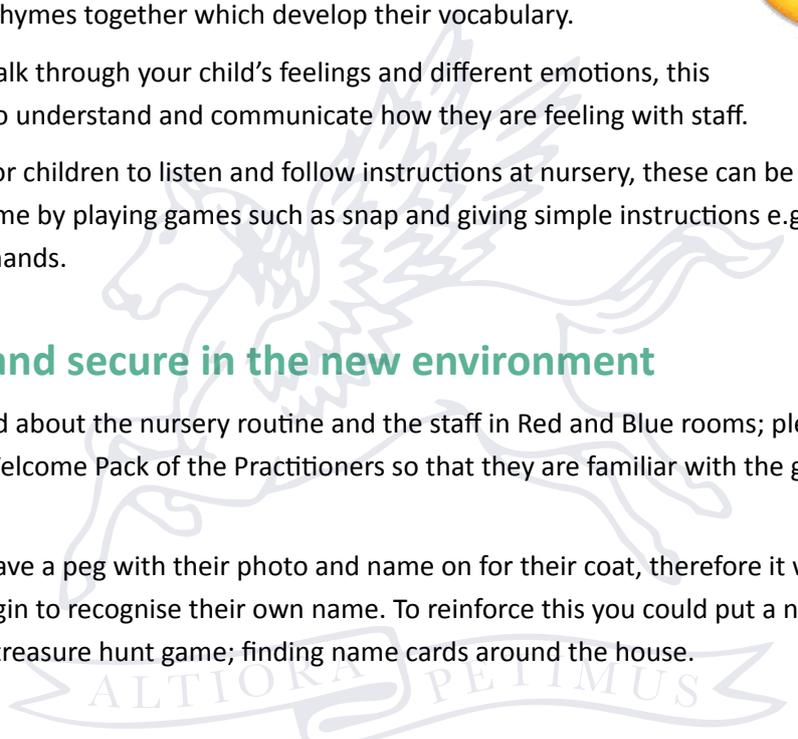
Teach your child to communicate their needs

- Talk to your child without distractions from the TV, radio or tablet. Talk about shared experiences that you have enjoyed such as visits, shopping trips, or things you have seen.
- Sing songs and rhymes together which develop their vocabulary.
- Recognise and talk through your child's feelings and different emotions, this will help them to understand and communicate how they are feeling with staff.
- It is important for children to listen and follow instructions at nursery, these can be enhanced at home by playing games such as snap and giving simple instructions e.g. hang your coat up and wash your hands.



Feeling safe and secure in the new environment

- Talk to your child about the nursery routine and the staff in Red and Blue rooms; please show them the photos in this Welcome Pack of the Practitioners so that they are familiar with the grown-ups and the environment.
- Your child will have a peg with their photo and name on for their coat, therefore it would be helpful for your child to begin to recognise their own name. To reinforce this you could put a name card on the fridge or play a treasure hunt game; finding name cards around the house.



Be healthy, active, friendly and helpful

- Establish a good sleep routine for your child.
- Talk about the importance of healthy eating and discuss the weekly menu with your child (This can be found on the school website).
- Go on outings (farm, zoo, aquariums, garden centres, shops, park, cinema, activity centres). Talk about what you see, hear, smell, touch, taste.
- Visit the library regularly. Find books that relate to places you have been or things you have been talking about with your child. Look for a notice board for activities on in your local area.
- Give children responsibilities around the house and special jobs to do. For example; emptying the washing machine and talking about how the clothes are all wet and heavy before hanging them out to dry together. Laying the table for dinner; counting out the cutlery and plates. Making the beds together and even washing up! However tedious all these jobs are to us, your child will love joining in and being involved!
- Arrange play dates with other parents and their children. Encouraging sharing, socialising and turn taking.
- Encourage children to talk to different people you know to develop their confidence and vocabulary.



Holiday activities

- Gardening; allow your children to get messy to dig and explore outdoors. Plant seeds and observe growth over time.
- Painting the fence with water in the sunshine as watch as it dries!
- Keep a diary over the holidays to show everyone what you have been doing; adding photos and anecdotes.
- Save boxes and plastic cartons and make models, encouraging your child to use tools independently such as scissors, masking tape, and hole punch.
- Share books with your child and encourage them to explain what is happening from looking at the illustrations.
- Make play dough; this is a fantastic activity that can really help strengthen your child's small hand muscles that are used for writing.
- Practise holding scissors and develop cutting skills by cutting magazines and catalogues.
- Complete puzzles and talk about the picture afterwards.
- Encourage your child to mark make using pencils, crayons paints and even chinks in your garden. Ask them to tell you about their pictures.
- Singing songs for counting and rhyming or simply making up your own funny songs!



- Dancing to music and making up some of your own moves!
- Go for a picnic! Encourage your child to help you prepare for a picnic; making the sandwiches, collecting the fruit and cartons of juice together.
- Point out shapes, numbers, signs and letters in the environment is an easy way to reinforce how they are used in everyday life. By highlighting signs around the park, shops and roads your child will become increasingly aware of how grown-ups use them.
- Play simple games with your child, indoor board games or outdoor ball games will encourage sharing and turn taking.



Most importantly ...

Play... Play... Play... Play... Play

Parents

- Please name ALL your child's clothes! It's important that all their clothes are named including vests, pants and even socks!
- Please send photographs of your child with their family before they start their time at nursery so we can prepare our family boards.
- We love to hear about what your child's interests are at home so we can incorporate their interests in the nursery environment. You can complete the interests form enclosed in this welcome pack.
- Please upload any photos of special occasions, achievements and family outings onto Tapestry. Your child will discuss these with their friends during circle time.
- If you have any concerns or questions about anything please do not hesitate to ask.



Paula Reynolds

Head of Nursery



Toileting

Please provide named pull-ups/nappies, wipes and nappy sacks for your child. If your child is newly toilet trained please provide spare named clothes for them.

Please note: The nursery environment is very engaging for the children and there are times where children do wet themselves. This is perfectly normal and usually happens to all children at some point.

This does not reflect your child's toileting development it simply is because they are engaged in the environment.

If your child does wet/soil themselves please reassure them that this is ok and remind them to use the bathroom.



What to Expect and when?

The Early Years Foundation Stage Framework (EYFS) sets out the learning and development stages for children as they grow from birth to five years.



Children develop more rapidly during the first five years of their lives than at any other time. A booklet has been written to help you as a parent know what to expect during these vitally important years by focusing on the seven areas of learning and development which are covered in the EYFS. You can download the full copy of this publication from:

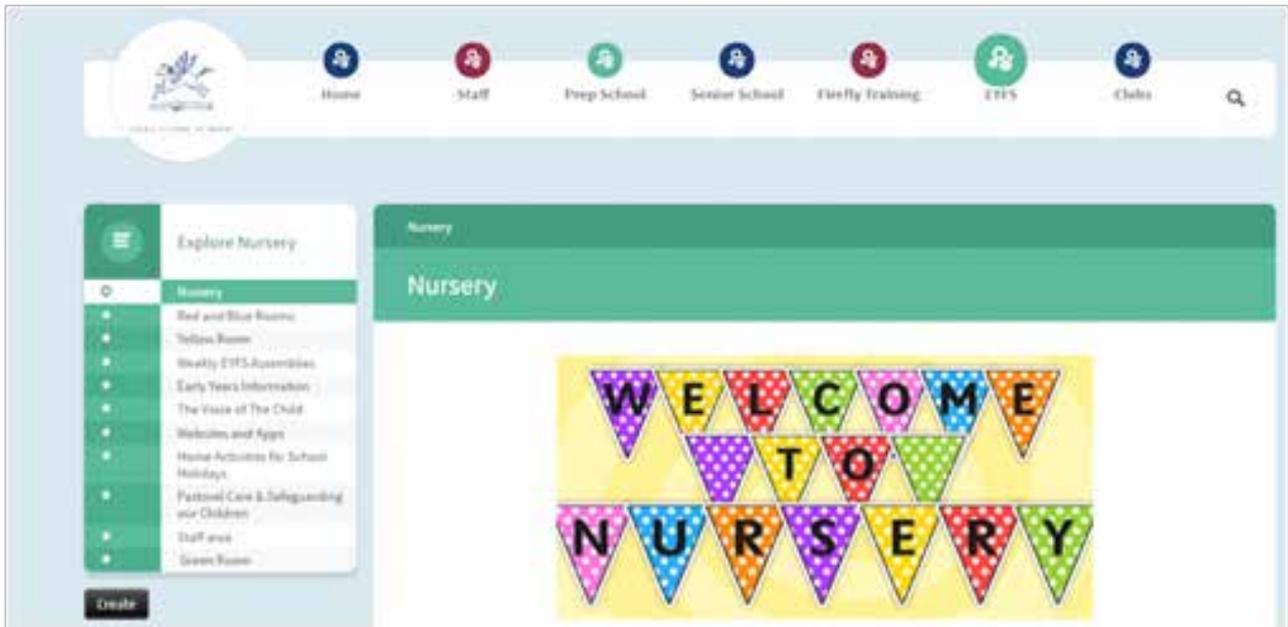
<http://www.foundationyears.org.uk/2015/03/what-to-expect-when-a-parents-guide>

We have attached a copy of the ages and stages of development relevant to your child. It shows you how your child will develop in each area of learning and how you can support them at home.

Firefly - Virtual Learning Environment



When your child starts nursery you will receive a username and a password to sign up to your child's Firefly account.



The EYFS Page is full of information about the activities that happen in the Nursery rooms and Reception classes. This will include photos, videos and information on how you can support your child's development at home.

We will update daily by communicating what play, activities, and learning has been happening during the nursery/reception day. We also give you key information about upcoming events, assemblies, topics and home sharing tasks.

The class pages will also give you information about the phonic sessions that your child is participating in.

Please do not hesitate to ask your child's room leader for a Firefly demonstration.



Firefly - Virtual Learning Environment (continued)



LONG CLOSE SCHOOL

Search this site

- HOME
- STAFF
- PREP SCHOOL
- SENIOR SCHOOL
- FIREFLY TRAINING
- EYFS
- Reception**
- CLUBS

Reception

- Home Sharing work
- The Voice of the child
- Weekly EYFS Assemblies**
- Spring Term
- Summer Term**
- Feelings and emotions
- Getting lost
- Healthy eating
- Road safety
- School rules

Summer Term

- Feelings and emotions
- Getting lost
- Healthy eating
- Road safety
- School rules
- Sports Day
- Sun safety

LONG CLOSE SCHOOL

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Reception

- Home Sharing work
- The Voice of the child
- Weekly EYFS Assemblies
- Websites and Apps
- Reception Information
- Read Write Inc Phonics**
- Mrs Hallett Phonic group
- Mrs Rehnsi Phonic group
- Mrs Schroll Phonic group
- Reading at home

Reception > Read Write Inc Phonics

Read Write Inc Phonics

We are a Read Write Inc. school

PHONICS

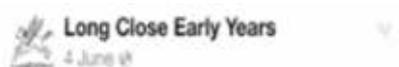
- Mrs Hallett Phonic group
- Mrs Rehnsi Phonic group
- Mrs Schroll Phonic group
- Reading at home with your child



Other Communications between Home and Nursery

Communication Board

There is a communication board before you enter the nursery which we update when we have special events and celebrations such as Harvest festival, Christmas celebrations, upcoming trips and dress-up days.



Transition children enjoyed the story 'We're going on a bear hunt' at the beginning of the week. Since then they have been engaged in lots of different related activities. Today they collected different materials to make a small world play area to retelling the story!



Facebook & Twitter

Check out our Long Close Early Years Facebook page.

We updated this page with videos and pictures of the children enjoying their playful learning environment.



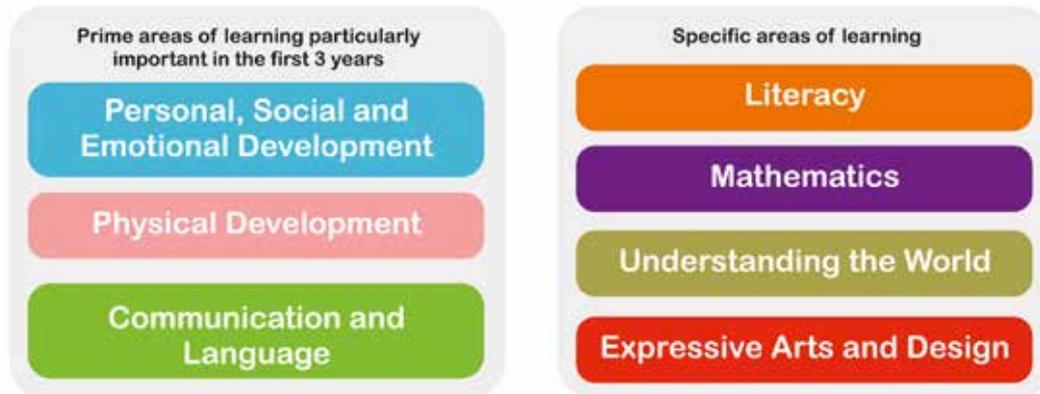
Weekly Newsletter

Fortnightly there is a School Newsletter via Mailchimp which you will need to opt-in by emailing info@longcloseschool.co.uk. This can also be viewed on the school website under the Parent Portal.



How do we support your child's Learning and Development?

At Long Close we follow the Development Matters in the Early Years Foundation Stage Framework. Your Child's Development is split into 7 areas of Learning - 3 Prime areas and 4 Specific areas:



We use a planning cycle to assess, plan, and evaluate next steps for your child. Your child will be allocated a key person who will support your child in all areas of their development.



It's important that you let us know what child's interests are at home as we can incorporate this in our planning.

Tapestry Online Learning Journal



At Long Close Nursery we use an online learning journal system called 'Tapestry'. When your child starts at nursery we will create an account for you to activate. Once you have set a password and pin for your account you will be able to view your child's learning journal.

We encourage you to upload your own observations of your child at home as this creates a bigger picture of your child's development and supports our parent partnership links.

Online Learning Journey - Parents' Guide

All children attending Long Close Nursery have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments or commenting on observations made by us.



Where do I start?

Once you have given us an email address, we will set up an account for you. Go to www.eylj.org on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

Changing your settings - On the computer

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password. You also have the option to receive an email whenever a new observation is added to your child's Learning Journey - just tick or untick the relevant box if you would like to change this setting.

Changing your settings - On iPhone/iPad

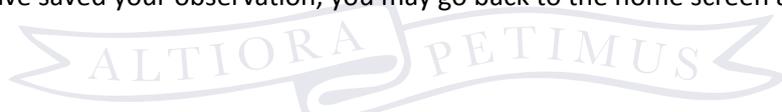
To change your settings on the iPhone/iPad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing my child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list- selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your iPhone/iPad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.



Long Close School PTA

Active. Fun. Together.

What is the PTA here to do?

The PTA motto really sums up what we are here to do - active, fun, together. Working with the school enables us to build the great sense of community that Long Close promotes, our bigger events such as the Christmas Fayre and Summer Fayre are the times when the ethos of the school really shines through, and anyone attending the events always comes away with a sense of belonging to a great Long Close community. We work together closely to plan events that raise money on behalf of the school and are fun! The funds are spent on items that we feel enrich the school experience for the children and are outside of what the school may be able to prioritise budget for. Most recently we have provided a wide variety of sports equipment for break times, indoor toys and activities for after school clubs as well as gifts or free events for students who are leaving the school after y6 or y11 .

As a committee we rely heavily on the help and input of parents, so if you would like to get more involved with us, or talk to us about any ideas you have, then feel free to get in touch. Our email address is longcloseschoolpta@gmail.com or get in touch via Facebook.

Why did we get involved?

Theresa Munday, PTA Chair

I have met and worked with many wonderful parents and staff members through the PTA in the past school year; including parents whom I usually just give a nod or the occasional hellos and byes. The Easter activities we ran in April were fun and eventful, hearing excited children in both nursery and KS1 looking for hidden eggs and clues for the word search. Seeing many happy little faces made the work all worthwhile. I know for sure that my two children are very proud that I'm actively involved in their school, amidst all the various hats I'm wearing as mum and juggling my own accounting business.



Meet your Long Close PTA Committee
Left to right - Sita/, Sadia, Amrit, Theresa

Sital Nakarja, PTA Vice Chair

I was convinced to join the committee by a good friend, I had no idea what I was letting myself in for! The experience of working with the committee and being on the PTA is great fun, you are able to meet parents and children at all the events. Being in the PTA is definitely not as daunting as everyone thinks, the skills you use in the workplace are all you need for the PTA and most importantly to have fun with it! I have two boys at the school, the plate is always full between work and home but with the support of the PTA committee we all manage to actively to do our best.

Amrit Dhatt, PTA Treasurer

Having previously volunteered in many organisations, I was keen to join the PTA and be involved in my children's school. Not only have I met and become friends with many fantastic parents, I have also made many wonderful memories with my own family. We made and painted decorations for the Santa's Grotto together, I enjoyed hand-painting with my kids and computer editing with my husband to make the new logo, and I socialised with my extended family in wrapping presents for Mother's Day. While maintaining a property business, I have spent many hours using my accounting skills in maintaining the PTA's accounts. But, more importantly, I have gained many, many rewarding experiences and have seen happy, smiling children!

Sadia Patel, PTA Communications Officer

Being a very active volunteer for a number of years gave me a taste of what being part of the PTA committee would involve. I felt that I was ready to contribute more time to the PTA which is why I took on a committee role. Meeting parents from different years is a great part of being on the PTA and it's nice to be so involved with the events that mean so much to our children. I really enjoy doing something that is so different from my 9-5 job, juggling both (and being mum) is not as challenging as I expected, and in fact it can be a great distraction after a day in the office!



Our Routine

Each week your child will participate in activities such as:

Language Groups



Phonics

(we follow the Read, Write, Inc. programme)



PALS

(Playing and Learning to Socialise Programme)

Phonics



Q; How do we teach phonics?
A; Follow the Ruth Miskin Literacy scheme (RML)

<http://www.ruthmiskin.com/en/parents/>



PALS Social Skills Program

INFORMATION FOR PARENTS

Welcome to PALS Social Skills Program. The following introductory information is for the parents and caregivers of children involved in the PALS Social Skills Program at your local early childhood centre.

Research indicates that social skills are of the utmost importance for a child's future development. The early childhood years are when children start to make friends, to learn to cooperate with others and to solve social problems.

PALS Social Skills Program consists of ten sessions, each focusing on a particular skill. One skill builds on another so that the program gradually progresses to the more complex skills required for competent social interaction.

The skills taught are:

1. Greeting others
2. Taking turns; talking and listening
3. Taking turns at play
4. Sharing
5. Asking for help
6. Identifying feelings
7. Empathy
8. Dealing with fear and anxiety
9. Managing frustration
10. Calming down and speaking up



Kate (Teacher), Anna (Shy) and Jack (mischievous)

Scrumy's Gym



Music and Movement



A typical Nursery day

8.00am - Morning Club (please be aware we do not provide breakfast)

8.30am - Session Begins

9.00am - Circle Time (this is when we will share news, photos, stories and introduce new topics)

9.15am - Free-Flow Play (during this time your child will explore the indoor and outdoor environment and participate in adult guided activities)

11.00am - Story/Song Time

11.30am - Session Finishes/ Lunch Time

12.00 noon - Outdoor Play

12.30pm - Afternoon Session Begins/ Free-Flow Play (during this time your child will explore the indoor and outdoor environment and participate in adult guided activities)

2.45pm - Tidy-up Time

3.10pm - Story/Song Time



Nursery & Preschool Uniform

All uniform must be purchased from Billings and Edmonds, 132 High Street, Eton, Windsor, SL4 6AR
www.billingsandedmonds.co.uk. Items can now be delivered to the school office for collection.

Girls Winter Uniform



Girls Summer Uniform



Boys Winter Uniform



Boys Summer Uniform



Boys and Girls Uniform



In addition to the above the following are part of the uniform but may be purchased elsewhere:

Boys wear navy blue socks all year

Girls wear blue socks with Winter uniform and white socks with Summer uniform.

Black shoes with Velcro fastenings

Water bottle

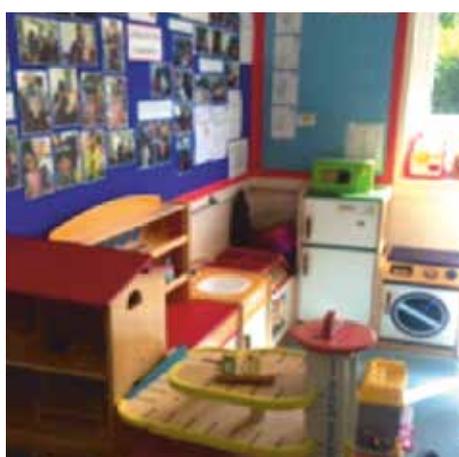
Trainers for PE and Scrummy's (to be kept in Nursery)

Wellington boots (to be kept in Nursery)

Please ensure all items are clearly labelled with your child's name.



Reception



LONG CLOSE SCHOOL
Nursery | Junior School | Senior School

Meet the Reception Team



Mrs Harris

Head of Early Years & Early Years Designated Safeguarding Lead (DSL)
Sarah.Harris@longcloseschool.co.uk

Reception Class RR



Mrs Rehinsi

Reception Class Teacher
Harmeet.Rehinsi@longcloseschool.co.uk

Reception Class RB



Mrs Bailey

Reception Class Teacher
Sarah.Bailey@longcloseschool.co.uk



Mrs Kaur
Reception Class's TA



Mrs Deol
Reception Class's TA



The Reception Routine

This is a typical day in reception without any extra activities. Please see timetable below for these.

8.25am - Our day begins (The children are brought to the classroom by their parents)

8.50am - Registration

9.00am - RWInc Phonics

9.50am - Snack

1 0.00am - Break

10.30am - Maths

12.05 noon - Lunch

12.50pm - Registration

1.15pm - Topic based learning/Free flow play

2.50pm - Tidy-up Time

3.00pm - Pack bags, Story/Song Time

3.30pm - Home/Tea Time (The children are collected from the classroom or taken over to the nursery for After School Club).

Reception Timetable Empty sessions are subject to topic related adult led and child initiated activities. All times are approximate.

Class RR/RS/RB												
Monday	8.50 register	Phonics 9-9.50am	Snack 9.50 Outdoor Play 10am	Maths groups + free flow 10.30-11.30am	Music 11.30- 12pm	Lunch time 12.05-12.30pm	Outdoor Play 12.30-12.50pm	Topic input 12.50-1.10pm	Topic based learning/ Free flow play	Story & sharing time 2.40-3.20 ICT-class 1		
Tuesday	Snack and prep	Swimming 9.30- 11.15am			Phonics 11.15- 12pm			Topic input 12.50-1.10pm	Topic based learning/ Free flow play	Story & sharing time 2.40-3.20 ICT-class 2		
Wednesday	8.50 register	Phonics 9-9.50am	Snack 9.50 Outdoor Play 10am	Maths input 10.30 - 10.40am	Topic based learning/ Free flow play			Topic input 12.50-1.10pm	Topic based learning/ Free flow play	Story & sharing time 3.10-3.30 ICT-class 3		
Thursday	8.50 register	Phonics 9-9.50am	Snack 9.50 Outdoor Play 10am	Maths input 10.30 - 10.40am	PE 10.50 - 11.30			Assembly 1.10-1.30	Topic based learning/ Free flow play	Modern dance 2.00- 2.30	Music 2.40-3.20	Number songs and counting rhymes 3.10-3.30
Friday	8.50 register	Phonics 9-9.50am	Snack 9.50 Outdoor Play 10am	Maths input 10.30 - 10.40am	Spanish 11.30- 12.00			Topic input 12.50-1.10pm	Topic based learning/ Free flow play	PSHE - Jigsaw 3.10-3.30		

Reception



Reception Uniform

Girls Winter Uniform



Girls Summer Uniform



Boys Winter Uniform



Boys Summer Uniform



What do I need?



Book bag



Water bottle



Knitted gloves



Wellington boots



Winter Beanie



Summer cap



Swimming on Tuesdays

Children will need a costume, towel and swimming cap.

These should be brought to school in a Long Close swimming bag.



P.E. on Wednesdays

Children will need a Long Close white polo shirt and school blue shorts.



You may also wish to purchase a Long Close tracksuit for the colder months.



These should be brought to school in a Long Close bag.



Top 10 Tips for starting school

Starting school is one of life's major milestones and for many parents it can be an emotional time. It's natural to feel both nervous and excited, but with a little advance preparation both you and your little one will be able to cope with the transition more smoothly.

Here are our Top 10 tips to help you and your child start school with a smile.

1. Talk about school

Start talking about school, and ask your child how they are feeling. What are they most looking forward to? Are they worried about anything? Read books about starting school together, and look at your child's school prospectus and/ or website together, and talk about the pictures. If your child seems anxious about school, try focusing on the things they'll like best – maybe the animals, playground or new friends.

2. Stay positive - keep calm and smile

It's natural to feel nervous about your child starting school, but remember that your child can easily pick up on your emotions. Ensure that you are always positive when talking about school. If you are enthusiastic and confident that all will be well, then your child will feel the same way too. Avoid using any negative language such as "you'll get in trouble if you behave like that at school."

3. Help them develop their independence

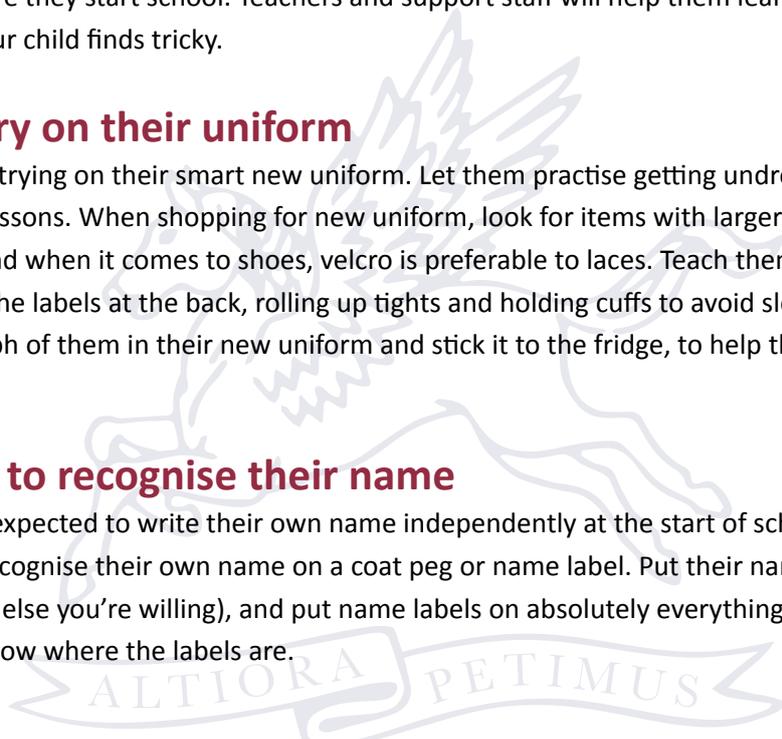
A child who can do things for themselves will feel happier and settle at school more quickly. There are many useful skills you can practise to help your child become independent and confident at school including sitting up at a table, eating with a knife and fork, using a tissue to blow their nose, washing their own hands, tidying up after themselves and being fully toilet trained during the day. Don't worry if your child can't do all these things before they start school. Teachers and support staff will help them learn these skills, so let them know what your child finds tricky.

4. Let them try on their uniform

Your child will enjoy trying on their smart new uniform. Let them practise getting undressed and dressed in preparation for PE lessons. When shopping for new uniform, look for items with larger buttons that are easier for little fingers and when it comes to shoes, velcro is preferable to laces. Teach them tricks for getting dressed like having the labels at the back, rolling up tights and holding cuffs to avoid sleeves riding up. Why not take a photograph of them in their new uniform and stick it to the fridge, to help them picture themselves at school?

5. Help them to recognise their name

Your child won't be expected to write their own name independently at the start of school, but it's often helpful if they can recognise their own name on a coat peg or name label. Put their name on their bedroom door (and anywhere else you're willing), and put name labels on absolutely everything, then show them to your child so they know where the labels are.



6. Play listening games

Games such as 'Simple Simon' and 'Can you find?' are great for helping little ones practice their listening skills, which will be an important skill at school where they will need to follow their teacher's instructions. Once they've mastered simple instructions, try adding two or three together: "Take off your coat then wash your hands and sit down at the table please."

7. Make a date

If you already know some other children who will be in your child's class, why not organise a play date or outing together before school starts? As well as helping the youngsters to develop their social skills, it's helpful for you to be able to chat about your own feelings and anxieties with their parents, who may be feeling the same.

8. Start a routine

We all know getting out of the house in the morning with a small child in tow can be a challenge, especially if you need to be somewhere for a specific time! As the start of term approaches, try to get into the school routine, so your child gets used to getting up, going to bed, and having meals and snacks at the times they will on school days. Practise the morning routine, including getting dressed and eating breakfast in time to leave. It's also a good idea to practise the school run so that you're both prepared for the journey. Bath time and stories will help children to wind down before bedtime, and nutritious meals and plenty of sleep will help them to concentrate and learn more easily during their time at school.

9. Do some worksheets together

PACEY, the Professional Association for Childcare and Early Years, has produced some great fact sheets and resources for parents and children about to start school. Their #ReadyForSchool worksheets covering topics including mark making, listening, talking and numbers can be accessed online at www.pacey.org.uk/school-ready

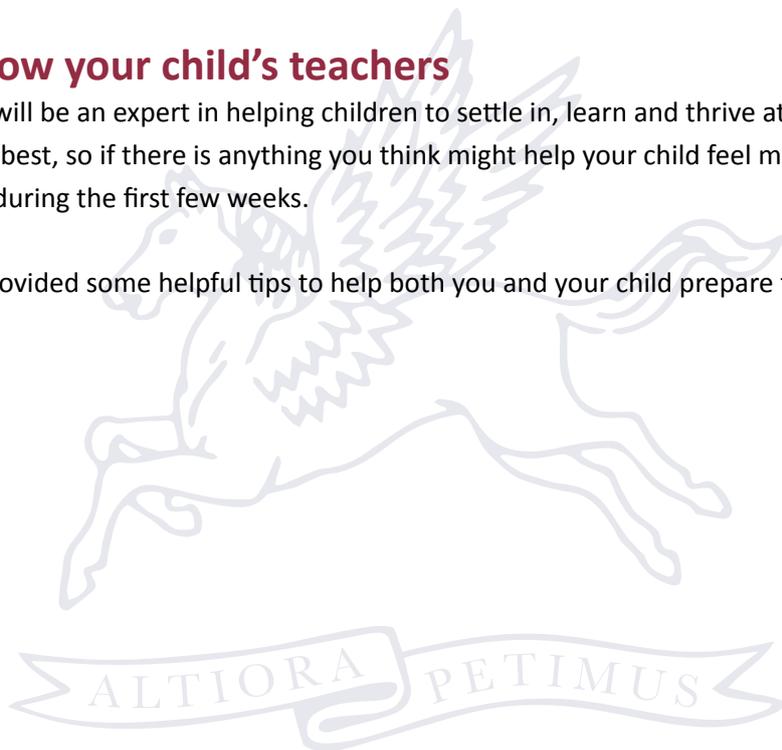
10. Get to know your child's teachers

Your child's teacher will be an expert in helping children to settle in, learn and thrive at school. However, you know your child best, so if there is anything you think might help your child feel more settled, suggest it to the class teacher during the first few weeks.

Hopefully this has provided some helpful tips to help both you and your child prepare for starting school.

Best wishes,

Ms. McBride
Headteacher





LONG CLOSE SCHOOL

Data Collection Sheet 2018

Surname:		Legal Surname:	
Forename:		Middle name:	
Chosen name:		Gender:	
Date of Birth:		Year:	
		Form:	
Address:			
Post Code:			
Telephone:			
Email:			

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone Mobile/Fax	Work Address Phone/Email
1			
2			
3			

Travel Arrangements

If the above information is incorrect, please tick the appropriate choice

<input type="checkbox"/> Bicycle	<input type="checkbox"/> Train	<input type="checkbox"/> Car	<input type="checkbox"/> Walk	<input type="checkbox"/> Taxi	<input type="checkbox"/> School Bus	<input type="checkbox"/> Car Share
<input type="checkbox"/> London Underground	<input type="checkbox"/> Public Bus Service	<input type="checkbox"/> Metro/Train/Light Rail	<input type="checkbox"/> Other			

P.T.O.





LONG CLOSE SCHOOL

Dietary Needs:	
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Medical Practice:	
--------------------------	--

Address:	
-----------------	--

Telephone Number:	
--------------------------	--

Medical Condition(s):

Medical Note(s):

Disabilities:

--

Nationality:	
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Ethnicity:		First Language:	
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Religion:		Home Language:	
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“At Cognita we look after your personal information and only use your personal information for the purpose for which it has been collected. If you would like further information about how and why we use your personal information, please see our privacy notices at <https://www.longcloseschool.co.uk/privacy-and-cookie-policies>.”

Signature:	Date:
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It is the parent's responsibility to keep the school informed of any changes to both pupil(s) and parent's personal details via email to info@longcloseschool.co.uk.

PLEASE RETURN TO THE SCHOOL OFFICE AS SOON AS POSSIBLE



Dietary and Allergy Sheet

Name of Pupil:	
Class:	
Name of Parent/Carer:	
Signed:	
Date:	

DIET	
Please tick the options your child CAN have.	
Pork (including Bacon and Sausages)	<input type="checkbox"/>
Chicken	<input type="checkbox"/>
Lamb	<input type="checkbox"/>
Beef	<input type="checkbox"/>
Fish	<input type="checkbox"/>
Seafood	<input type="checkbox"/>
Vegetarian	<input type="checkbox"/>
Comments - (Please list any exceptions to the above)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

ALLERGIES	
Please tick the box next to any allergies your child has.	
Gluten	<input type="checkbox"/>
Crustaceans - e.g. Prawns	<input type="checkbox"/>
Eggs	<input type="checkbox"/>
Fish	<input type="checkbox"/>
Peanuts	<input type="checkbox"/>
Soy Beans	<input type="checkbox"/>
Milk	<input type="checkbox"/>
Nuts	<input type="checkbox"/>
Celery	<input type="checkbox"/>
Mustard	<input type="checkbox"/>
Sesame	<input type="checkbox"/>
Sulphites	<input type="checkbox"/>
Lupin	<input type="checkbox"/>
Molluscs - e.g. Clams, Mussels, Squid and Oysters	<input type="checkbox"/>

Please list here any specific Dietary Requirements not already mentioned

PLEASE RETURN TO THE SCHOOL OFFICE AS SOON AS POSSIBLE





LONG CLOSE SCHOOL

PHOTOGRAPH AND VIDEO CONSENT FORM

We would like to take photographs and potentially videos (i.e. images) of our pupils to use on our school's promotional material. The school is part of Cognita schools group, Cognita may also like to use these images. The school and Cognita are referred to below as the "School", "we" and "us".

Where a child is under the age of 18, we require parent / guardian consent to use images of our pupils. Where a child is between 13-18 we require the consent of the child, and the consent of their parent / guardian to use images of our pupils.

Parent / guardian, please complete the form below and sign (and ask your child to sign if 13+), and return the form to the school.

1. I give consent for the School to use images of my child on the School's promotional and other advertising material (such as the School's prospectus, posters, website, external advertisements and external newsletters):

YES

NO

2. I give my consent for the School to upload images of my child on to the School's social media pages (for example, Facebook or Twitter):

YES

NO

3. I give consent for the School to use images of my child within the School e.g. on notice boards, in powerpoint presentations, on display in classrooms:

YES

NO

4. I answered yes to one or more of the above, and I consent for the School to publish my child's name with the image:

YES

NO

5. I give consent for photos and videos of my child to be taken on devices owned by the school:

YES

NO

We encourage you to speak to your child about this form and check with your child whether he or she is okay with your answers, regardless of whether they are also being asked to provide consent.

Purposes 1 and 2 above are an exhaustive list of how the School may use images of your child. This form only refers to use of the image which relies on your /your child's consent to do so. For further information about how the School uses your child's images, and the basis for doing so, please read our Parent / Pupil Privacy Notices which are available on our website.



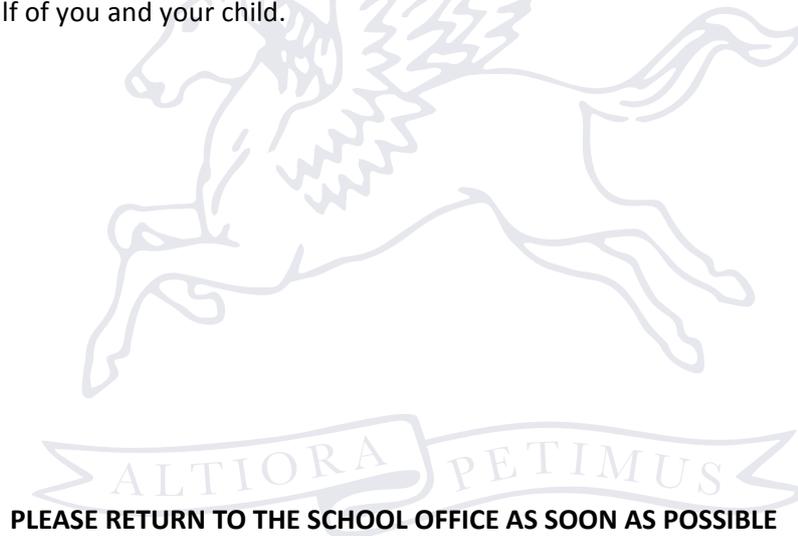


LONG CLOSE SCHOOL

NAME OF CHILD AND DOB:	
SIGNATURE OF CHILD (required between 13-18)	
NAME OF PARENT OR GUARDIAN:	
SIGNATURE OF PARENT OR GUARDIAN (always required):	
DATE:	

If you decide to change your mind to any of the options above, please contact the school office to let the school know.

You can request a fresh copy of this form at any time. However, please be conscious of the practical issues here. For example, if you have previously consented to the School posting your child's photograph on the School prospectus, but you subsequently withdraw consent, or your child has left the school, you will need to allow a reasonable time (sometimes about 1-2 years) for the prospectus, poster or advertisement to be removed from circulation first. Where consent is given by the parent / guardian only, unless you tell us otherwise, we will continue to rely on any consent you have given to us until the child reaches the age of 13, at which point we will approach you again to request consent on behalf of you and your child.



PLEASE RETURN TO THE SCHOOL OFFICE AS SOON AS POSSIBLE





LONG CLOSE SCHOOL

PASSWORD COLLECTION FORM

In the event that you require another adult/care, to collect your child from early years, your child will only be released if the correct password is given to the teacher on duty, by the adult/carer who has come to collect them.

We strongly recommend that any person who collects on your behalf is introduced to the staff ahead of time so that the staff members on duty are aware.

Please complete the form below, clearly stating the password.

All sections are required to be completed.

Name of Child	
Child's class	
Name of parent	
Signed by parent	
Date	

Password <i>(please write clearly)</i>	Print name of who provided password

Name(s) of person(s) who may collect if parent/guardian is unable to collect	

A copy of this form will be held in the main school office and added to SIMS (School Information Management System)

PLEASE RETURN TO THE SCHOOL OFFICE AS SOON AS POSSIBLE

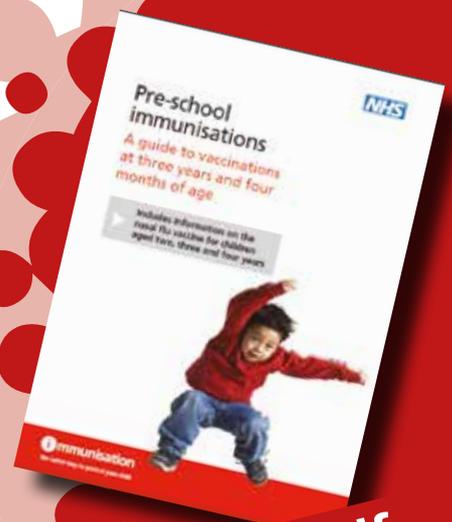


Starting a new school. Things to do:

- Buy uniform
- Get school shoes
- Check pre-school jobs are up to date

Pre-school jobs are:

- 2nd Dose of MMR
- 4 in 1 Pre school booster



**Protect yourself,
protect others**



Your child will be mixing with more children when they start their new school and could be at risk of catching preventable diseases if they haven't had all their childhood jobs.

If you are not sure if your child has had all their routine vaccinations, check their personal health record (Red Book) or contact the GP surgery. To get the best protection for your child, they need to have had two doses of MMR vaccine.

For a checklist of the vaccines and the ages at which they should ideally be given visit

www.nhs.uk/vaccinations



LONG CLOSE SCHOOL
Nursery | Junior School | Senior School

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Berkshire
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