



**Starting School Information
Booklet
Reception September 2026**



Queen's Park Infant Academy Values



Welcome to QPIA!

It is a real privilege and pleasure to be the Head of QPIA and to welcome you in to our school community. We look forward to meeting you and your children over the coming months, including our transition events in September.

Queen's Park Infant Academy is a caring and happy school for children aged 4 to 7 years. I know that the first years at school are vital for laying down positive attitudes in all areas of learning. Working together with parents/carers, we are committed to building strong relationships and providing a high-quality education for all our children.

Our EYFS curriculum is exciting, creative and challenging, and within a secure and safe environment, our children work hard, enjoy their play, and grow in confidence, always trying to be better today than they were yesterday.

We are a large Infant School, well led and resourced, and our team of dedicated and committed staff will work with you to support your child in achieving the highest standards in learning and behaviour, always working towards fulfilment and success.

Tracey Edwards

Welcome to a New Year at Queen's Park Infant Academy

The aim of this booklet is to give you all the information you will need for the coming year, and to try to cut down a little on all those notes that get lost or left in pockets! If you keep this booklet safe you will be able to refer to it later. For more details please refer to our website www.queensparkinfacademy.co.uk

We look forward to getting to know you and your child.

Best wishes

Mrs Adeney, (Reception Year Lead) on behalf of all The Reception Team

Important Information

- The dates and times for all of the following school transition events will be given out to you at the Teddy Bears' Welcome Party on **Thursday 9th July.**
- Your child's Teddy Bears' Welcome Party visit time will be given to you at the Parents Information Evening running on **Tuesday 23rd June at 6pm.**

Starting School

Thursday 3rd, Friday 4th & Monday 7th September 2026	Home Visits: (approx.30 minutes). Your class teacher and Teaching Assistant will visit your family in your home at a prearranged time. This visit is relaxed and informal, allowing the child to see the relationship between practitioner and parent. Any questions are answered, concerns eased, and every effort is made to ensure both child and parent are confident and happy to start school the following week.
Tuesday 8th & Wednesday 9th September 2026 <i>(No need to wear school uniform)</i>	Classroom Stay & Play: 1 hour session am or pm. An informal visit to your class in small groups to meet some new friends and explore and play.
Thursday 10th & Friday 11th September 2026 <i>Children can wear their school uniform from now onwards.</i>	Part Time Sessions: Morning sessions 9:00am – 11:15am or Afternoon sessions 12:45pm – 3:00pm
Monday 14th September 2026	<u>ALL</u> children will attend school full time.

Timings of the School Day

	School starts at 8:45am
	School finishes at 3:10pm

From Monday 15th September - School routine:

- Gates (top & bottom) open at **8:40am**
- Classroom doors open at **8.45am.**
- Gates shut at **9.00am**
- The teachers will be waiting to welcome them.
- The children have early morning jobs to do, putting water bottles away and choosing an independent activity with friends.
- Registration is at **8.55am.** when the school day starts.
- All the children need to be in school in good time each morning so that they do not miss the setting of the daily routines and listening to important instructions for the day.

Thank you for your support and co-operation.





Uniform including P.E Kit

We believe the wearing of a school uniform helps give a school identity and character.

We therefore expect that all the children wear it.

Winter:

Boys: grey trousers, white polo shirt QPIA cardigan or sweater

Girls: grey skirt or pinafore dress or trousers
Plain socks or tights.
QPIA cardigan or sweater

Summer:

Boys: grey trousers or shorts, white shirt/polo shirt
QPIA cardigan or sweater

Girls: Light blue & white checked or striped dress
White socks
QPIA cardigan or sweater.

Footwear:

Black shoes with Velcro or buckles – these must be of a sensible flat design with covered in heels and toes. No clogs or shoes with "block" high heels.

Please also remember that if your child cannot tie laces, please do not send them into school wearing lace up shoes.

Please **order** your sweatshirts, cardigans, book bags, and iron on clothing name labels **online** with **Brigade** www.brigade.uk.com

All other items of uniform e.g. trousers, skirts, dresses, P.E kit are available from supermarket stores e.g. **Asda, Tesco's, Sainsbury's, Lidl, Aldi and Marks & Spencer.**

ALL UNIFORM, AND ANY ITEMS BROUGHT INTO SCHOOL, SUCH AS LUNCH BOXES/WATER BOTTLES HATS AND COATS MUST BE NAMED

P.E Kit



blue or black shorts



plain white t-shirt



joggers (navy or black)



sweatshirt or fleece
(navy or black)



waterproof trainers with
Velcro – any colour

Earrings must not be worn to school on P.E days for safety reasons.

Parents/Carers must remove earrings on P.E days or cover the earrings with tape (if the piercings are new).

Hoop earrings are not to be worn in school.



Bags in School

The children need:

1. A Book Bag

The children need a suitable bag in which to carry their books to and from school. These are purpose made and waterproof. Please ensure that your child's name is on the bag.



No Rucksacks Please

School Meals

All infant children are entitled to a free school meal each day, so please take advantage of this facility.

These are available at no cost to parents of children in Reception to Year 2. They will be provided by Chartwells.

Chartwells will be on site at the welcome evening on **Tuesday 23rd June** with samples of the meals for parents to try. Information on ordering meals will be available at the welcome evenings and will also be emailed out to parents.

If you need to provide your child with a packed lunch, please make sure the lunch box is **named**. Please ensure that **NO NUTS** are included in lunch boxes in case of unexpected allergic reaction – either to your child or any other child. This includes all nut-based chocolate spreads such as Nutella.

Water

- The children need to bring a **water bottle** with only **water** to school every day.
- They will take this home to refill each day after school.
- Please do not put the water bottles in book bags as they often leak and damage the books.
- Large metal adult size/fashion water bottles or tumblers are not safe or suitable for school use.



Outdoor Learning and Playtime

In cold weather, please could you ensure that your child brings a coat and a hat, gloves and scarf – **all named**. We always try to take the children out to play unless the weather is extremely severe. Children cannot stay indoors unsupervised during playtimes.

Attendance

Children are expected to have regular attendance once starting school. This is **96% attendance**. If your child is going to be absent from school for any other reason than illness, please complete the '**request for leave of absence in term time due to exceptional circumstances**' form which can be found on our school website, or a paper copy can be collected from the school office.

<https://www.queensparkinfacademy.co.uk/my-child-needs-leave-of-absence-in-term-time/>

We ask that these forms be returned to us **a minimum of 5 days prior to the absence being taken.**

Please note there is no entitlement for parents/carers to take children out of school for a holiday. (*Please see the school website for our Attendance Policy*)

Any worries or questions please talk to your child's teacher or Mrs Parker – our Family Support Worker.

Medical Appointments

Please make appointments before or after school; or during the holidays wherever possible. Children are expected to attend school before and after the appointment where possible. If your child has an appointment during the day, please show the appointment letter or text to the school office.

Absences

If your child is absent for any reason you must contact the school on **each day of absence**. Please ring the school office on **01202 528805, option 1** and leave a message with the following information - your child's full name, class and reason for absence, such as type of illness.

If you are late to school and the gates are locked (gates locked at 9.00am), please take your child to the Office where you will be asked to sign them in.

The registers close at 9.05am and if children arrive after 9.35am they will be marked as an unauthorised late.

All absences are monitored each week by the Family Support Worker and Head Teacher/Deputy Head Teacher.

Illness

If your child has a childhood illness such as Measles or Chickenpox, please let us know.

Diarrhoea & Vomiting – you will need to keep your child at home for **48 hours** after the last sickness episode. This will help to prevent the spread of infection.

Medicines

Please ensure the school is informed of all medical needs and allergies.

An appointment with Miss A Donald (Deputy Head/Inclusion) can be arranged if required, to discuss needs in order for the school to support your child.

Parents/Carers need to fill in a consent form available from the main office for all short and long term medication. (*Please see our Medical Policy on the school website*)

If your child has sustained a fracture or a broken bone please contact the school as soon as possible to discuss the support that may be required for them within school.

Long Term Medication

Children requiring inhalers for asthma or cream for eczema will be supervised whilst administering their own medication.

Short Term Medication

Children requiring antibiotics **4 times a day** will be given the medicine between 12pm and 1pm only.

We do not administer antibiotics that are prescribed for less than 4 times a day in school.

Serious Allergies

There are trained staff to manage children with life threatening allergies who may need Piriton, or who have an epi-pen. Please make an appointment to speak with Miss A. Donald (Deputy Head/Inclusion)

Sun Hats and Sun Cream

During hot weather please make sure that your child has a sun hat **(named)** in school. The children also need high factor sun cream



for protection in very hot weather – this can be applied at home, before coming into school.

Sunglasses

Please do **not** bring sunglasses into school. They break very easily and can become dangerous when the children are playing in the playground.

Jewellery

We ask that **NO jewellery** be worn to school. For safety, children who have pierced ears may wear small stud earrings.

Earrings must not be worn to school on P.E days for safety reasons. They should either be removed by the Parent/Carer on P.E days or be covered with tape.

Toys

Please can we ask that toys are **not** brought into school as they can get lost or broken.

The only exception is for show and tell opportunities that have been arranged by the class or Bee Happy. In these cases, the toys are to be handed to the class teacher to keep safe.

Birthday Celebrations

We love to celebrate each child's birthday in school and we acknowledge that it is a special day for them. In Reception we celebrate each child's birthday in class on their special day.

If you would like to acknowledge your child's birthday perhaps, you could consider sending in their favourite book, which we will read to the class at story time, or a **non-edible** gift like stickers or bubble tubes.

IMPORTANT: We are unable to give out any sweets/chocolates and cakes that are bought into school by children for the class, so please do not send them into school.



This is to keep any children with severe food allergies safe.

GENERAL INFORMATION

Our website

Up to date information is available on our website – www.queensparkinfacademy.co.uk

If you have any questions, please do check the school website first.

Arbor

We use Arbor, a parent portal and App. Once your child is enrolled with us in September we will send you an email with a link to register for the Parent Portal. Or you can download the App onto your phone. By using Arbor you can; Check the contact details we have registered for your child, amend contact details, add dietary requirements, see your child's attendance, Pay for school trips, Book Parents Evenings Appointment's and Book Bee Happy After School Club.

Weekly Reminders

We email out a weekly reminder to you every Friday afternoon- this communication is important and useful; it tells you what is happening the following week in school. If you would prefer a paper copy sent home with your child each week, please let us know.

Breakfast and Afterschool clubs

We have our own After School provision 'Bee Happy After School Club' please read on for more detailed information.

Mini Ambers Breakfast Club runs at **Queen's Park Academy (Junior School)** and they will take children from our school.

All enquiries, bookings & payments are dealt with and taken by the Junior school not our Office.

Please contact Queen's Park Academy (01202 526079) for details.

<https://www.queenspark-academy.co.uk/pupils/school-clubs/mini-ambers/>

We run several after school clubs please check our webpage for all the information.

<https://www.queensparkinfacademy.co.uk/after-school-clubs/>

Parent/Carer Contact Information

It is vitally important that we are kept up to date with phone numbers and any change of addresses. This can be done via the Arbor Parent Portal or by coming into the office.

This especially applies to changes of mobile phone numbers.

Parent/Carer and Teachers

Teachers are always glad to see parents/carers **after school**, the mornings are usually very busy while they settle the children into school for the day. They will be pleased to talk over any concerns you may have. If you feel that you would like a longer talk with them, then you can of course arrange an appointment via email. There are also planned Parent/Carer -

Teacher consultations throughout the year. Details will be sent out via weekly reminders or by email. **Class email addresses will be issued in September.**

Parent/Carer - Teacher Meetings

There are also opportunities at specific times each term:

November: Parent/Carer - Teacher consultations – individual appointments, give parents/carers and teachers an opportunity to meet together and discuss your child's progress.

March: Parent/Carer - Teacher consultations

July: Written Reports on progress & targets

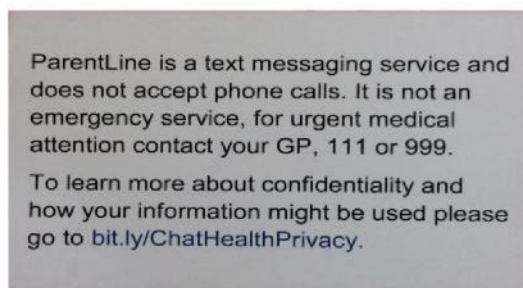
Details will be sent to you at the appropriate time. If you would like to see the Teacher or Head Teacher at any other time, you are welcome to make an appointment either by telephoning or via email.

Workshops

Throughout the year, the staff also organise workshops to update parents/carers on curriculum issues and give ideas for support at home.

School Nurse

Parent Line is a School Nurse text messaging service that the NHS have recently launched. This service allows parents and carers of school aged children 4-19 to gain confidential advice and support from the School Nursing team for issues such as healthy eating/weight management, toileting, sleep, development, behaviour, emotional health and wellbeing and school refusal.



The Nursing Team will also run Parent drop ins at school thought out year. Look out for information about them on your weekly reminder



QPIA Bee Happy After School Club

Bee Happy is a secure, fun and caring after school childcare environment exclusively for children who attend Queen's Park Infant Academy, which runs to 5.30pm.

It is run by QPIA staff within QPIA Policies.

Manager: Miss Pauline Abel
DSL: Miss Pauline Abel

There is a trained First Aider and a Designated Safeguarding Lead (DSL) on site daily.

Session bookings include a snack and a drink.

Ofsted registration number is: 139447

We are registered for childcare vouchers.

How to register for Bee Happy from September 2026

For new reception children and for all new enquiries - please send an email to Miss Abel with your child's name and class using the contact details below.

She will then send out a welcome letter including details of how to book sessions for the new term.

Reception children can only be booked in from their first full time school day on **14th September 2026**.

Email: bee.happy@coastalpartnership.co.uk
Text: 07999 714100

