

The Kings Road Reception Intake Meeting

July 2024

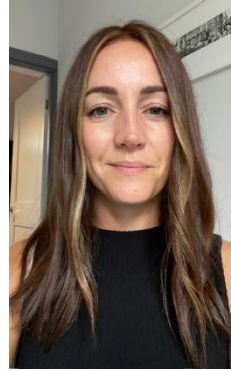


The team

The staff working with Reception next year are:



Miss Kaur



Miss Hodges



Miss Wellford



Mrs Leech



Miss Barnes



Miss Anwar



Taster Session

- We have organised taster sessions for most of the children to attend. These are taking place on the afternoon of Monday 15th July and the morning of Tuesday 16th July.
- Current Part Time Nursery children will only attend the taster session which falls within their current Nursery session. E.g. only PM Nursery children will attend the taster on 15th July, only AM Nursery children will attend the taster on the 16th July. FT Nursery will attend both as they will be in school for both.
- On Monday 15th July please drop PM Nursery children off at Nursery as usual. At 12.45pm PM and FT Nursery children will be collected from their classroom by Reception staff and taken over to their Reception classroom. All Parents will collect their children from their new Reception classrooms at 3.15pm.
- For children brand new to Kings Road, each class has a separate drop off time:

Reception Class 1 - 12.55pm - 1.05pm

Reception Class 2 - 1.05pm - 1.15pm

Reception Class 3 - 1.15-1.25pm



Taster Session

- On Tuesday 16th July, AM and FT Nursery children need to be dropped off at their usual Nursery classrooms no later than 8.50am. They will be collected by Reception staff at 9am.
- At 11.30am AM Nursery parents will collect their child from their usual Nursery classroom, FT Nursery children will be taken back to their own classroom to continue the rest of their day. New to KR Parents will collect their child from the Reception classroom.
- **Please refer to the info emailed by Miss Wrigley as some children may have slightly different arrangements.**



September

- Children do not start their full days in Reception straight away in September. They will **all** complete a short phased entry of half days from Tuesday 3rd-Friday 6th September. Full days start on Monday 9th September. Individual transition needs of children can be discussed with the class teacher.
- All children new to Kings Road will receive a home visit taking place during the afternoons of the week commencing Tuesday 3rd September. You should have by now indicated your availability via a google form. Your specific date and time will be communicated with you via email before the end of term.

Please refer to the info emailed by Miss Wrigley as some children may have slightly different arrangements.



Our EYFS

- Recognises the importance of play
- Gives flexibility to plan for interests
- Encourages parents and practitioners to work together
- Indoor & outdoor learning environment
- Follows the EYFS framework and caters for the seven areas of learning

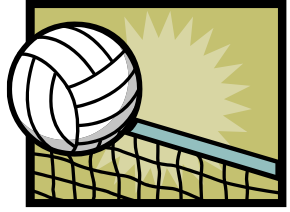


Uniform

- Please ensure your child is always dressed for school in the appropriate school uniform. Sweatshirts, cardigans and ties can be purchased from Monkhouse and Elite Clothing.
- Could you also ensure that all uniform and belongings are labelled with your child's name.
- Trainers are NOT allowed to be worn for school. Velcro shoes would be really helpful!



P.E.



- Your child should wear blue shorts, a plain white T-shirt and black slip on pumps (indoor) to participate in P.E. lessons. Leggings and jogging bottoms in blue are also accepted.
- Children are permitted to come to school in their PE clothes on the day they have PE. This is likely to be a Friday for all Reception classes but this will be confirmed in September.



Attendance and punctuality

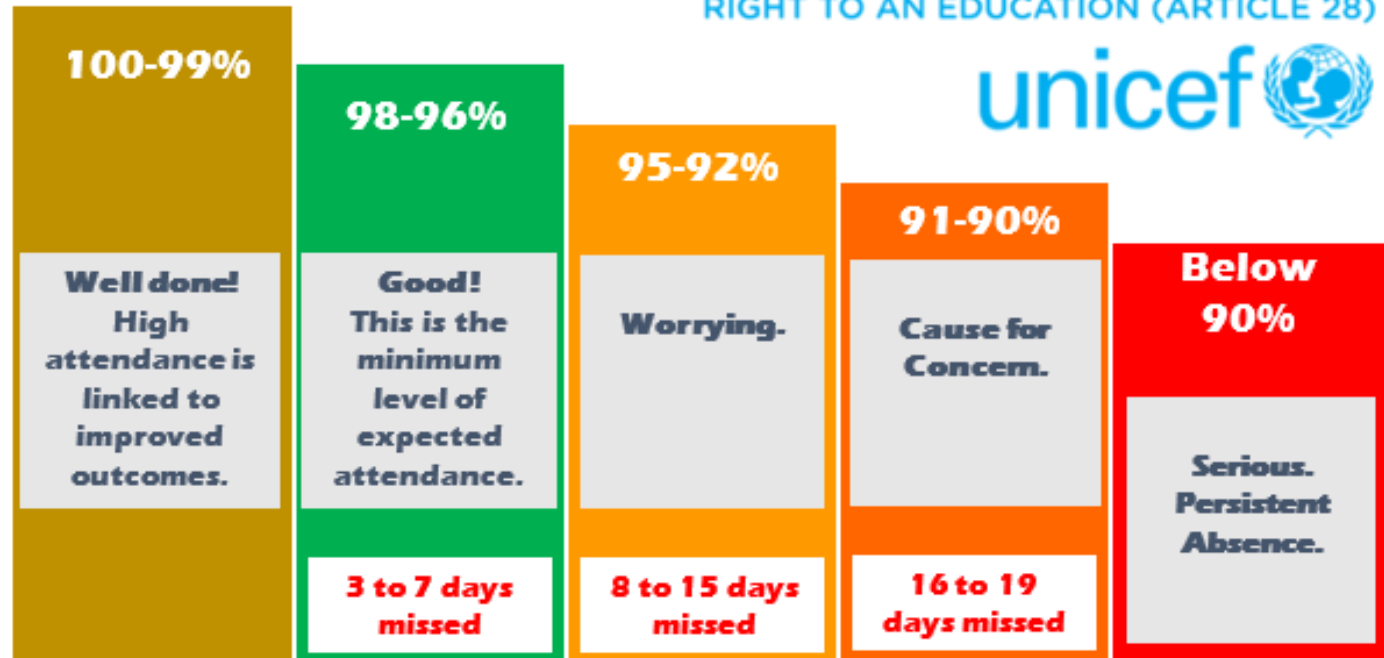
- The Reception classroom is open from 8.45am each morning. Reception children will enter through their own cloakroom door (accessed through the Reception outdoor area).
- The register is taken at 9.00am. Any child arriving after this time is marked late. Please ensure your child arrives on time to avoid disruption to the class and your child's learning. If you arrive after this time you will need to come in through the main school office and your child will receive a late mark in the register.
- If your child is unable to attend school due to illness, please ring the school office. If you don't contact school, our Attendance Officer will contact you.



Attendance and punctuality

- Please can we request that all routine GP and Dental appointments are made during the school holidays or after the school day.
- If your child has an unavoidable appointment, could you please send a letter or appointment card into school with the details so the attendance can be authorised.
- Schools are no longer able to authorise holidays within term time apart from exceptional circumstances. Local authorities can now issue fines for unauthorised absences.





There are 175 non-school days a year.
Please use these for holidays, family visits and routine appointments.

WELL DONE! High attendance links to improved and high achievement, which means greater success.	Worrying Too many missed school days. Less Chance of success.	Concern Reduced chance of success.	Serious Lowest chance of success. Possible court action.
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Drop off and Home time

- Please ensure your child is supervised in the Reception outdoor area if you arrive before the classroom door is open. In order to ensure health and safety we ask that children not be allowed to climb on the obstacle course or play with any equipment which may have been set up in preparation for the day.
- Home time is 3.15pm, please be on time.

It is important that your children feel confident that you WILL be here at home time.
Please inform us if a different adult is picking up your child.



Free school meals

- Government Legislation means that from September 2014, all Reception and KS1 children are entitled to a free school meal.
- Schools receive additional funding based on the number of children whose families receive benefits. This is a valuable asset for schools that improves provision. We will send all parents the appropriate link to complete the application should you believe you qualify. Your support will be greatly appreciated as it benefits your children.



School dinners


- No lunch for the first week as Reception will go home at 11.30am.
- Lunch is eaten in the dining room. Reception class will be first in and Teachers/TA's will support them initially.
- The school have a dinner system which enables parents / carers to order their child's food a week before it is served. All meals must be ordered via your child's 'Evolve' account. Codes to activate accounts will hopefully be sent before the end of term.



How Does it Work?

- You can order meals in advance online via your PC, Tablet or Smart Phone at your convenience
- You can maintain your child's allergen information and dietary needs directly on-line to ensure accuracy
- Meal orders are securely passed to the School's kitchen and office systems.
- All Reception children are entitled to Free School Meals so all you need to do is process the order

<https://www.myevolvehub.com/>



MY EVOLVE HUB

Create new account (not child)

first name (not child)

last name (not child)

email

password










CREATE

Signin [Forgot password](#)

The form is a registration page for MY EVOLVE HUB. It features the logo at the top, followed by the text "MY EVOLVE HUB". Below this is a heading "Create new account (not child)". The form contains four input fields: "first name (not child)", "last name (not child)", "email", and "password". A prominent teal "CREATE" button is positioned below the fields. At the bottom, there are links for "Signin" and "Forgot password".



Parent's name

- 
Log Out
- GENERAL
- 
Home
- 
Primary Meals
- 
Primary Shop
- ACCOUNT
- 
Announcements
- 
Profile
- 
Settings
- 
Notifications
- 
Permissions

Welcome to My Evolve Hub



- 
Services
- 
Basket

Head to left had column and click on Permissions.



Permissions

Profile

Settings

Notifications

Permissions

Auth Code

You can enter an auth code you have been given here

ENTER

Click on 'Enter' and enter the code sent to you

Permissions

Profile

Settings

Notifications

Permissions

Auth Code

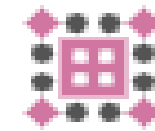
Enter Auth Code

AUTHORISE

CANCEL

Click 'Authorise'

If you have done everything correctly you will now see the word 'Accounts' in the top right hand corner



Parent's name



Child's name



Click on 'Primary Meals' in the left hand column which will reveal icons



Parent's name

Child's name

If you have done everything correctly you will see at the top left hand side it says 'parent's name' and then the words 'acting for' followed by child's first name



Parent's name



Child's First Name

TRAFFORD SMART CATERING SYSTEM



Selecting and placing meal orders is quick and simple to do..... Just make sure you have processed the order from your basket

The screenshot shows the web interface for the Trafford Smart Catering System. On the left is a dark sidebar menu with options: JK, Log Out, SERVICE (Meals, Orders, Whos Eating?), ACCOUNT (Profile, Settings, Permissions), and GENERAL (Home, Primary Meals, Primary Shop). The main content area is divided into 'MAIN' and 'DESSERT' sections. The 'MAIN' section contains four items: Sweet & Sour Chicken, Sweet & Sour Vegetables, Jacket Potato with assorted fillings, and Cheese Sandwich. The 'DESSERT' section contains Pineapple Upside Down Cake and Fresh Fruit. On the right side of the interface, there are navigation options (List, Grid, Quick), a calendar view showing days from Monday to Friday, and buttons for 'Add To Basket' and a date range '24/09/2018-28/09/2018'. Annotations include a blue arrow pointing from the 'Basket' icon (top right) to the 'Basket' text, and another blue arrow pointing from the 'Quick' icon (middle right) to the 'Quick' text. A date range '05/07/2021-09/07/2021' is highlighted in a blue box at the bottom right of the interface.



TRAFFORD CATERING SERVICES



What Are the Benefits?

- Your child receives the meal of your choice
- Food waste is minimised and costs reduced
- Menu choices are restricted according to your child's individual dietary needs:-

Menus are managed in relation to the 14 National Allergens, Vegetarian, Vegan, Halal, Kosher, and Meat Species – beef, pork, poultry, lamb and fish. (Other allergens can be managed by application only – or as advisory flag to kitchen staff only)

However, we need you to do the following:

- The cut off date for orders is the Wednesday before the following week of service. By Wednesday of every week all orders for the following weeks meals must be made. Block half termly or termly bookings can be made
- If your child is absent on the day, please cancel the meal(s) ordered for the term of the absence (by 9.30am on morning of service). You must access your account to do this. Also if you have ordered a meal but send your child in with a packed lunch you must notify the office of the cancellation of the meal.
- If your child is going on a school trip and you require a school packed lunch, this must be ordered in advance also. Similarly, if you choose to give your child a packed lunch from home, any lunch order for the date of the trip must be cancelled
- Please advise ASAP if your child changes from school meals to sandwiches (or vice versa). Be aware that charges will be incurred by school every day that a child is recorded as a diner.

How does this help?

- Supplies are ordered in advance, and having meal orders in advance ensures we order as accurately as possible, minimising waste
- The more parents co-operate, the more school saves money on catering

Thus there is more money left to spend in school on the education of your children

School milk

- Cool Milk scheme provides milk to under 5's. www.coolmilk.com
- All children under 5 are entitled to free milk but parents will need to sign up with cool milk to make sure their child receives this.
- Once a child turns 5 they can continue to have milk but there is a charge.



Snacks

- We aim to promote healthy choices
- Water is available in the classroom all the time
- Healthy snacks provided through the 'School Fruit and Vegetable scheme'
- Delivered three times a week to ensure freshness. Depending on the season, there is a choice of: bananas, apples, pears, carrots, tomatoes, easy-peel citrus fruits



Things to Remember

- We go outside whatever the weather so please ensure your child has wellies, a coat suitable for the weather on that day, a change of clothes
- Medication/allergies - please make sure you declare any allergies or medical needs on the school admission forms AND inform the class teacher



After school clubs

- We have before and after school club available on site.
- Breakfast club starts from 7:30am
- After school club finishes at 6pm
- Run by Janice Marshall (Please contact her on 07880 853 608)



Kings Road Admin Team

- Miss Wrigley, Mrs, Scott, Miss Wright.
- The admin team can offer support with admission paperwork, eligibility issues etc
- Please ensure your contact details are kept up to date with the school office. Please note, you must provide 2 emergency contacts who are not the parental contacts.



Finally...

If you have any concerns or issues
please do not hesitate to contact
the school office on 0161 881 3571

