

Toftwood Infant School
 School Lane
 Toftwood
 Dereham
 Norfolk
 NR19 1LS

01362 692612

infantreception@toftwoodfederation.co.uk



Toftwood Junior School
 Westfield Road
 Toftwood
 Dereham
 Norfolk
 NR19 1JB

01362 694919

juniorreception@toftwoodfederation.co.uk

Website: www.toftwood.norfolk.sch.uk

Follow us on twitter - @ToftwoodFedera1

Toftwood Infant and Junior School Federation

Information for Parents and Carers - 2023-2024

Below you will find a list of routines we have in place.

What about....	Information
Absence Reporting	As always, please report your child's absence to us before 9am in the morning via telephone, telling us your child's name, class and the reason for their absence. Please do this to avoid us having to call and chase families or cause any unnecessary worry about a child or family.
Accelerated reader quizzes at Junior School	These are completed in school only. Each class has devices for this.
Assemblies	Assemblies are planned for the schools and year groups. There are weekly Celebration Assemblies as well as Singing Assemblies as well as carefully mapped assemblies delivered by our Federation staff and invited visitors.
Attendance	We continue to place a high priority on attendance, and each child should have. As a minimum, 95% attendance. We monitor this carefully and have measures in place to highlight levels of attendance for each child and supportive measures in place to improve it where necessary.
Bags	If your child is in Reception, Year 1 or 2 - please send a book bag every day. Children in Reception, Year 1 or 2 should not bring another bag with them. In Years 3 - 6, bags should only come in if absolutely necessary. Bags should be as small as possible. We cannot accommodate large rucksacks as they take up too much room. Please make bags as small as possible, just to hold a lunchbox, water bottle, reading book and snack.
Behaviour	As always, we will have high behaviour expectations and firm boundaries and rules, for the benefit of everyone and to ensure we can all have a calm and safe school experience. If any children behave in a manner that is unacceptable or could cause a risk to others, then this will be sanctioned. Please support us by reinforcing the golden rules with your child, and the need to ensure they behave in a safe way for everyone. Good behaviour is praised and rewarded.
Bikes	Children with a Federation Permit are able to use our school bike sheds daily. Bikes are to be placed in bike sheds during arrival time (8:40-55) and collected when all children have been handed over to collecting adults at the end of the school day.
Breaktimes	Breaktimes allow opportunities to mix. Generally, Reception and Year 1 share a playground, Year 2 have a separate playground, Years 3 and 4 share a playground and Years 5 and 6 share a playground. At times, these arrangements may change.
Car Parks	As usual, the car parks are for staff use only . This will be strictly adhered to. If you are collecting your child for an appointment etc then please park safely on the road outside.
Class dojo	Class dojo will continue to be used for children in Years 1-6 and is free and easily accessible to everyone. If you do not know how to use it, please do ask and check the guide on the website. You can communicate non urgent messages through this to the teacher but please be mindful they will be teaching during the day and are not expected to check it outside of working hours. Urgent messages and attendance messages should be phoned through to the office please.
Clubs	We run different clubs in the year, with many at lunchtime and a small number after school for Junior children.
Coats	Please ensure your child has a warm, waterproof coat for school. .
COVID absence	Please check Government guidance for the most up to date information. https://www.gov.uk/coronavirus

What about....	Information
Drop off	<p>Please see the document about drop off and collection. No adults are allowed on site in the mornings and children come through the gates and go direct to the classroom door. Staff are on hand outside to supervise and direct. This ensures we manage our safeguarding duties and gives a 15 minute window for children to come in to school. It also avoids any issues on the playground before school starts that can impact on safety and a smooth start to the day.</p> <p>Please make sure at Juniors you know which gate your child has to use and access the grounds via the correct gate. This has worked well, ensured we do not have large numbers of children mixing before school and has developed independence in the children.</p> <p>Can we please ask you drop and leave and do not wait around the gates as this causes congestion making it difficult for others to get through safely. Please also be respectful to those waiting and do not 'queue jump' or push past others.</p> <p>Junior children may walk through the infant gate and across the playground to the Junior School in the mornings.</p>
End of the day	<p>Please ensure you read all of the drop off and collection information on the routines and systems for parents and carers' information section of the website. Please queue in the correct lines and leave via the correct routes to ensure a smooth flow out of the playgrounds.</p>
Email contacts	<p>If you wish to contact the Infant office it is infantoffice@toftwoodfederation.co.uk</p> <p>If you wish to contact the Junior office it is junioroffice@toftwoodfederation.co.uk</p>
First aid	<p>We have a number of trained first aiders in school to support our children and staff.</p>
Hand washing	<p>Regular hand washing is vital to stop the spread of infection. Please ensure your child knows how to wash their hands independently. There are many videos etc on line to help with this such as https://www.youtube.com/watch?v=S9VjeIWLnEg&safe=true</p> <p>Please make sure your child washes their hands before you leave home for school and we advise that they do this again when they return home after the school day.</p>
Hoots (Breakfast and after school club)	<p>We have breakfast and after school clubs running. Please note this is a paid provision led by an external provider.</p> <p>Infant children will be in the Nursery building - this gives them their own toilets and space.</p> <p>Junior children will be in the New Hall - this gives them their own toilets and space.</p> <p>Hoots children will be taken to the playground at the correct time by a member of staff each morning and a system is in place for them to go to Hoots after school.</p> <p>If you wish to discuss or book a place, then please phone them on 01362 699700</p>
Holidays	<p>The Government are clear that term time holidays will not be authorised and normal circumstances apply. Schools are duty bound to follow this guidance.</p> <p>We appreciate your honesty if you do take a term time holiday.</p>
Late arrivals	<p>It is vital that we all work hard to arrive on time. Children need to be in school before the gates close at 8.55am. Children who arrive late miss the start of the learning and it can be disruptive to the learning of others in the class.</p> <p>Obviously, if you have a GP or hospital appointment and are arriving late, please let us know in advance so we know what time you will arrive. When you arrive at the office a member of staff will come and let your child in and take their lunch choices.</p>
Library	<p>We have a library at each school for the children to access.</p> <p>At Infants they will bring one book home each week to share with you and for you to read to them.</p> <p>At Juniors they can borrow one reading book for their 'accelerated reader' and one book for reading for pleasure.</p> <p>These are all checked out on the electronic library systems and once checked out children are responsible for those books.</p> <p>We frequently buy new books and the children are able to suggest books they would like to see in the library.</p>
Lunches (School lunch)	<p>There will be a hot school lunch menu and a sandwich/packed lunch menu. This is set by NORSE who run our catering.</p> <p>At both schools it will be a one hot meal menu OR a sandwich/packed lunch option, with jacket potatoes also at Junior School.</p> <p>Children in Infants all eat in the same hall, with one Year group served at a time.</p> <p>Children in Juniors have separate lunch halls. Children having a school provided meal eat in the main hall, and children bringing a packed lunch from home eat in the new hall. This ensures all children are served quickly and hot meals are served fresh.</p> <p>At Juniors Years 3 and 4 eat first sitting and Years 5 and 6 eat second sitting.</p> <p>Please ensure that your child is able to use cutlery independently if they are having a school lunch. Please practise at home with them.</p> <p>Any children with dietary requirements that have been shared with the caterers will have their needs met as usual. Menus will be on the website.</p> <p>If your child is at Juniors then please pay using the online system. You must pay in advance as usual. If you find using the system difficult, then please ring and pay on the phone using your debit card. The offices will be exceptionally busy so please help us to be able to focus on the children and ensure your account is paid in advance.</p>

What about....	Information
Lunches (home packed)	Please ensure your child has a suitable lunch if they bring a packed lunch. Chocolate, sweets, fizzy drinks, food in cans or hot food in flasks are not allowed. Please ensure your child can open everything unaided in their lunch box. If they cannot open crisps etc, then consider putting them in a tub or food bag or even opening it slightly.
Messages	Please ring in with messages or email the school office where possible. Teachers will not be able to look through dojo/tapestry during their teaching time so please ensure any urgent/time limited messages go straight to the office.
Mobile phones in Years 5 and 6	Only children in Years 5 and 6 who walk home alone can bring a mobile which must be switched off before they enter the premises and not switched on again until they leave. These will then be placed in a class box during the day. Children will remove their phone at the end of the day as they leave the class. Any phones not turned off or put in the box will be confiscated and a parent has to collect them from the office. Please note we do not accept any responsibility for loss or damage to a child's phone in our schools. Phones are brought in at the risk of the owner. Please do talk to your child about focusing on the roads when walking home and not focusing on their phone.
Parent/Carer Support	We remain committed to supporting parents and families. If you need any support or advice, please ring the office and they will direct you to the most appropriate person for your call or signpost you to an external agency. We have staff to support with a range of concerns or worries, including a family support worker who can support with issues such as debt, homelessness, sleeping, sibling rivalry or behaviour at home.
Parent/Carer events	We run a range of events for parents/carers to be involved in. We appreciate not everyone can attend all events, but we hope you can join us for some of them. We aim to give as much notice as possible for all events. We have events such as a family picnic, open afternoons, activity mornings, workshops and art exhibitions.
Parking	With 600 children the roads around school are very busy, but please park sensibly and safely. Please DO NOT park or drop off on the zig zags as this is dangerous and we want to keep everyone safe. Walk to school if possible or consider car sharing if you have to drive. Please also be considerate to the local residents and do not block their driveways. If you can drop off and leave promptly, this will ease the parking situation.
PE kit	All children need a PE kit and this is worn to school on designated PE days. Children are welcome to wear their usual school shoes on PE days and change into their trainers for PE lessons. Their change of footwear needs to be in small bag which can be hung on their peg. Details of what is needed can be found on the uniform section of the website. If your child is unable to do their laces please make sure they have a pair of Velcro shoes/trainers as we will not be able to tie laces for a class of children. Please either teach your child to do their laces or buy Velcro fastening footwear. Earrings should be removed as always on PE days.
Pencil cases	No pencil cases should be brought to school by any child. We provide all equipment a child may need for school.
Pupil wellbeing	Our PATHS curriculum supports the well being of children and gives them a safe space to talk about things that may concern them or they may have questions about. We also have support such as ELSA, YMCA, play therapy, drawing and talking and life coaching which we direct to those children who may need it. Please note that we have to prioritise this support in line with availability.
Purple mash	Learning tasks may be set on purple mash in Years 1 -6 so please check. We can see who has completed it and no work has to be submitted
Reading books and library books	All children will be able to choose a library book each week, and can exchange it once they bring theirs back. This is tracked on the library system and any lost books must be paid for by parents/carers. Children in Infants are given a reading book, children in Juniors choose a book based on their ZPD with Accelerated Reader.
Reading records	We have reading records for each child. Please record when you read at home with your child. Dojos are rewarded for regular reading.
School offices	Staff in the office are always pleased to help with any queries or with delivering forgotten items.
Snack	Children are welcome to bring in a fruit or vegetable snack in its natural form or cheese (cubed etc) No other snacks should be sent in, such as fruit flakes, cheese dippers etc. Children in Years R - 2 have a Government provided fruit or vegetable snack daily.
Swimming	We have swimming for Year 5 only. They have a block of 9 weeks of lessons and then there will be catch up lessons for Year 6 for the remainder of the academic year.
Tapestry	Reception children use tapestry for communication and recording learning moments. If your child is in Reception, please ensure you sign up to it so you do not miss important messages

What about.....	Information
Text messages	Please do check your phone regularly as we may send out messages via text. Our management information system, pupil asset, sends texts to all first contacts as highlighted by you when you joined so make sure this is someone who can access them throughout the day. If you have changed phone numbers, please let us know. You can email the offices.
Toilets	Each year group has their own set of toilets to use. At Infants at lunch time we use one set of toilets closest to the playgrounds for all Infant children.
Toileting accidents	We know some of our younger children may have a toileting accident in school. Please ensure they have a spare set of clothes, named and in a named bag. At the very least some spare underwear. If they do not have any, we may have to call you to bring in some clean clothes. If a child has a soiling accident, and we are unable to provide intimate care, or it is not appropriate, we may have to call you.
TT Rockstars	This is set up for all children in Years 1-6 and should be used regularly to practise times tables recall. This has a very positive impact on their learning.
Uniform	All children are expected to attend in full school uniform every day. Please do check your child's uniform is correct. PE Kit is worn to school on PE days. Full details of the uniform are on our website. You can buy it from Birds, but please see our website for low cost supermarket alternatives, such as plain white polo shirts or non logo uniform in school colours. Birds will do an online order click and collect service. Please ensure school shoes are plain black and suitable for a day in school. Plain black trainers may be worn, but they should be completely black and without logos. Please note our uniform is gender neutral. We have a stock of second hand uniform available to buy.
Ventilation	We still maintain ventilation in our classes. This is generally an open window. Please ensure children do have a school jumper or cardigan. They may wish to wear a base layer/vest etc underneath their uniform also but this is not an alternative to a jumper or cardigan.
Walking home alone	If you have sent in permission for your child to walk home alone in Years 5 or 6, we will be sending them home at the designated time. Please ensure they are aware if you are meeting them off site (which may be easier) or walking home alone. Please talk to your child about keeping safe when walking home alone and ensuring appropriate behaviour also, especially in the park after school. If their behaviour is of concern, we will remove walking home permission and ask you to collect them from the playground or classroom.
Water bottles	As usual, each child can bring a bottle of water only for use during the day. A plastic bottle with a sports' top that can be washed very evening in hot, soapy water or a dishwasher should be used.
Wellies	All children in Reception need to bring a pair of named wellies to leave in school. Please put these in a carrier bag. If your child attends gardening club then we will ask for them to bring a pair of wellies also.
Wet weather drop off and collections	Please ensure your child has a waterproof coat and sensible shoes on. It may also be advisable to send them with a spare pair of dry socks as we do not have enough spare clothes for all the children. The infant playground is susceptible to flooding in heavy downpours, and unfortunately there is nothing we can do about this. We have had work done on our drains and soakaways but the ground and area cannot cope with the sudden and heavy downpours. Changes due to flooding will generally be notified by text to the first named contact, so if you are not collecting that day, please check your messages and pass them to the relevant person. In case of flooding, we will open the Nursery gate for Infant children and bring them in through the Nursery and library. Junior children can still enter through the

We hope this guide is helpful. It will be updated as things change.