

## WELCOME TO ST MARGARET'S LEE

If you are a new family, starting school can seem a bit overwhelming. Often the best thing to do if you want to know something is to ask. This may be the teacher, another parent who has older siblings in school already or Mrs Prentis and Mr Wilson at the school gate.

There is a lot of information in this pack but we hope it is a useful reference.

### Attendance

At St Margaret's Lee C of E School we believe that regular attendance and punctuality are essential. Children need to attend regularly and punctually if they are to take full advantage of the educational opportunities available to them.

When your child is unable to attend please email [info@stmargaretslee.lewisham.sch.uk](mailto:info@stmargaretslee.lewisham.sch.uk) or phone the school on 020 8852 3151 *before 9am on each day of absence ensuring you give the reason for the absence.*

If your child is unable to attend school for medical reasons it is important that we know the illness. In certain circumstances (e.g. impetigo or chicken pox) we will inform other parents, carers and staff. Where absence is persistent (your child has 90% attendance or less), supporting documentation may be requested. If your child is not in school, and we have not been notified, then we will call you to confirm why your child absent.

### Punctuality

Our school day runs from 8.55am to 3.30pm. The school gate on Lee Church Street opens at 8.45am each day.

If your child arrives after 9am they will be marked as late. When you arrive late you should report to the school office and sign in using our InVentry sign-in system.

We fully understand that on occasion you may be late due to unavoidable circumstances. For example, there may be a serious traffic delay or a one-off unforeseen event. Whenever possible, it is always better to inform the school by telephone when a child will be late. If your child arrives in school after 9.30am they will be given a U code on the register, which means your child has arrived after the school register has closed; this counts statistically as a half day unauthorised absence. Notifying a school of the reason for your child's absences does not ensure authorisation of the absence.

### Reporting a planned absence i.e. doctor's appointment or term time absence

If your child has an appointment i.e. with a doctor or dentist, please email the school on [info@stmargaretslee.lewisham.sch.uk](mailto:info@stmargaretslee.lewisham.sch.uk) prior to the appointment date. Please also inform the class teacher. Appointments should be arranged outside of school time whenever possible or, when there is no alternative, at the beginning or end of the school day to minimise the impact on your child's learning.

Parents do not have the right to take their child out of school during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a £120 penalty notice. If you would like to apply for permission for your



child to be absent from school you must complete our request form available on our website or in hard copy from the school office. Please return completed forms to the school office for authorisation at least 10 school days in advance of the proposed leave. Please note that we are unable to authorise any absence during term times for holidays, even in cases where children have families overseas.

## Contacting the School

The Reception class team (Ms Steer and Ms Davis) should be your first point of contact for most queries and this can often be done at pick up or drop off. If you would like to make an appointment to speak with the class teacher, please email the school office on [info@stmargaretslee.lewisham.sch.uk](mailto:info@stmargaretslee.lewisham.sch.uk). Direct emails to specific members of staff, including senior leaders, are not permitted. Please use the [info@stmargaretslee.lewisham.sch.uk](mailto:info@stmargaretslee.lewisham.sch.uk) email for all general enquiries:

- Queries from parents should include the relevant member of staff/year group in the subject line. If no staff member is referenced, the email will be forwarded to a member of the Senior Leadership Team.
- Queries in relation to Special Educational Needs and Disabilities (SEND) should be addressed to Helen Prentis our Deputy Headteacher and SENDCo.

## Will I meet the teaching team before my child starts?

Yes, we need you to sign up for a time to meet using the *SchoolCloud* link that will be sent to your email account. This will be a chance to meet in school and talk about your child. The meeting lasts approximately 20 minutes.

## When does my child start?

- Monday 2<sup>nd</sup> September – INSET day
- Tuesday 3<sup>rd</sup> September – INSET day
- Wed 4<sup>th</sup> September – group 1 (10 children)\*
- Thu 5<sup>th</sup> September – group 2 (10 children)\*
- Friday 6<sup>th</sup> September – group 3 (10 children)\*
- Monday 9<sup>th</sup> September – all children in

\*Groups will be arranged following 1:1 meetings with the teaching team.

## Who is teaching my child?

As well as Ms Steer and Ms Davis, Mr Brown teaches music on a Monday, Mrs Burns teaches dance and gardening on a Wednesday and Ms Bellis teaches the class on a Wednesday morning.

## What does my child learn in Reception?

Please take a look at the website for detailed information regarding teaching & learning. This can also be viewed on the school website [sml.london](http://sml.london) under the tab 'Classes'.



## School dinners / packed lunches

Our school dinners are managed by Caterlink. We have a dedicated team of cooks, led by the wonderful Bola. The menu changes seasonally and can always be found on our website.

Schools Meals are currently free for all students – this is guaranteed under the Mayor of London universal free school meal scheme for the 2024/2025 school year and may be extended further. If you are in receipt of benefits you may also qualify for *Free School Meals Status*. It is important to apply for this even though meals are currently free as you will qualify for additional support such as holiday meal vouchers and access to clubs and holiday activities. Contact the school office if you would like to find out how to apply.

If you would prefer to provide your child with packed lunches, please follow our latest guidance on the website under *Organiser/School Lunches*. We are a **nut free school**, please ensure no nuts or nut products are brought into school - this includes items such as Nutella and pesto.

We ask children to stay on packed lunches or school dinners Monday to Friday for a half term at a time. If you wish to switch between, please let the office know by email at the start of the new half term.

If your child has a food allergy or intolerance, please ensure you let the office know on your induction paperwork and **provide all supporting medical evidence before your child starts school**. The school will liaise with the Caterlink team to ensure that we can meet your child's needs.

We encourage children to bring in a water bottle daily. Milk and water are also available at lunchtime. We have a free fruit scheme and children are encouraged to help themselves from the daily offering.

There will be a school dinner taster menu for parents and carers in September. Look out for the date.

## Toileting accidents at school

Toileting accidents are common in Reception and generally the Reception team help children and provide spare underwear / clothes when required. If accidents become regular, we will work with families to try and improve self-regulation.

Please note that we expect children to be toilet-trained and not in pull-ups so please use the summer to practise. When the accident requires more intimate care, we will call a parent or carer to assist.

Please note that we don't always know if a child has wet themselves, particularly if they have perhaps not told an adult or if it happens right at the end of the day. Please keep us informed if this happens to your child.

## Bumps and scrapes

If your child has a minor head bump, you will receive a text message. Do not be alarmed. It is our procedure to send a text, even if your child is fine after a few minutes. Some of you may receive several text messages over the year, some may receive none. Every child is unique. If your child has a more serious injury, we will call you.



## Friends of St Margaret's Lee

We have an active parent group that help to organise events to raise funds for the school as well as social events to strengthen our community. If you would like to find out more or get involved, please look out for the first Friends meeting which is usually in September.

## Payments



We are a cashless school and use **ParentPay** to manage all our payments including clubs, music tuition, trips and school journeys. You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children. Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away. You will be sent a letter with your log in details at the start of the new term.

## Management Information System (MIS)



We use **Arbor** management information system (MIS) to manage all our school records. Arbor has a Parent Portal that allows you to log in and check the record we hold for you and your family. You can use the portal to request record changes i.e. when you change your mobile number or move house. You can also check your child's attendance and punctuality. We encourage all families to sign up for the Arbor Parent Portal App as we move to increase our use include clubs and trips in the future.

## Secure media sharing platform



We use **ClassDojo** to share class and school news and events. It's free to use and totally secure. Only approved guardian email addresses from our school records can view the information. It also links with our rewards system so you can see how many DoJo points have been earned. You will only view posts relevant to your child's class or whole school events. Updates can be instantly translated into over 100 languages.

## Wraparound care

### MANOR HOUSE DAY CARE

Our Wraparound care at St Margaret's Lee is run by Manor House Daycare:

- Breakfast Club runs on site every day during term-time from 7:45am
- After School Club also runs on site Monday to Thursday from 3.30pm-6pm and children are collected and taken to the Manor House on Fridays

For more details and to book, please go to <https://www.manorhousedaycare.com/>



## Uniform

All children at St Margaret's Lee are active every day. On average, children are physically active for at least 30 minutes a day, not including PE lessons, playtime or extra curricular clubs. For this to happen, we need our children to be dressed for active learning at all times. See the information below for guidance.



### Top half

- black or yellow school sweatshirt
- black school cardigan
- white shirt and school tie or plain white polo shirt
- in summer, yellow and white striped or checked school dresses (optional)

### Bottom half (any of the choices below)

- plain black shorts (no branding) – available from various stores
- plain black leggings (no branding) – available from various stores
- plain black joggers (no branding) – available from various stores
- grey knee length tunic or skirt or grey school trousers or shorts

### Socks /tights

- plain black, grey or white socks or plain black or grey tights

### Footwear

- trainers – velcro until independent with laces

### Bags

- School rucksack (Rec-Y2)\*, school rucksack or own suitable bag (Y3-6)

### Coats / hats

- Any suitable coat or hat

### Jewellery / accessories

- watches and small stud earrings are permitted, no accessories
- chains, bracelets, earrings other than studs or other jewellery are not permitted



## **Uniform Supplier**

Khalsa Schoolwear – Crayford Branch  
Unit 1 Crayford Commercial Centre  
Greyhound Way  
Crayford, DA1 4HF  
[www.khalsaschoolwear.co.uk](http://www.khalsaschoolwear.co.uk)

## **Second Hand Uniform**

Unclaimed lost property or donated school uniform is stored outside the school office and can be accessed by families when required. This is on a needs basis, but we also host a 'pre-loved boutique' in the school playground every month, where parents and carers can select from a range of pre-worn items. There is no charge and we encourage all families to make use of this offer.

There should be no stigma attached to reusing uniform, but it should instead be viewed as a sustainable approach to providing uniform.

## **Getting ready for Reception**

Things Reception children need to be doing at the start of the school year (so please practice repeatedly through the holidays):

### **1. Toilet Training**

- Toilet trained, including effective wiping and how to flush a toilet. Followed by washing hands with soap and water every time.
- Training boys on holding and pointing at the bowl accurately!
- This is ongoing – don't stop once you think they can do it, keep checking in.

### **2. Dressing**

- Be able to undo and do up buttons.
- Take a jumper off over their head.
- Put jumpers, cardigans, coats, shoes, socks and pants on.

### **3. Using Cutlery**

- Be able to feed themselves their meal at lunchtime using the knife, fork and spoon provided.

### **4. Practice Writing**

- Practice holding pencils and crayons.
- Practice writing their name at home.
- Start name with a capital letter and all others lower case.