

**Long Road, Canvey Island, Essex SS8 0JG**  
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5<sup>th</sup> September 2022

Dear Parents and Carers

I am delighted to welcome your child to Canvey Island Infant School and Nursery, and I look forward to watching them grow and develop throughout their learning journey with us.

I would also like to take this opportunity to welcome you to our school community. Positive partnerships with parents and carers are extremely important and we value the contribution you make to your child's education. Throughout the year there will be opportunities for you to come into school to meet with your child's teacher, work with your child and to watch your child perform. You will, of course, be notified prior to these events and I hope you will be able to attend.

If you have any worries or questions, please speak to your child's teacher at the end of the day. If this is not possible, contact details for the main school office are at the top of this letter, so please do not hesitate to get in touch and the class teacher will get back to you as soon as possible.

I do ask that, should you have any issues with any aspect of school, please do contact me and do not air your grievances on social media. I promise to do everything I can do resolve any situation following school policies and local authority procedures. I can be contacted via the school office.

As we begin the school year I would like to remind you of some general organisational arrangements.

### **Welcome meetings**

You are invited to attend a meeting where you will be informed of the expectations for your child's first year at school. Please do try and attend, so you are familiar with how your child's Reception year works and what you can do to support them. **This will be held on Wednesday 21<sup>st</sup> September at 2.30pm** and will be held in your child's classroom. Please wait in the playground to be collected. Thank you.

### **Absence**

It is extremely important that your child attends school every day. If your child is unwell and unable to come in to school, please let us know as soon as possible.

*Learning is a journey, not a destination*



If you intend to take your child out of school for any reason, please complete a leave of absence form. I must remind you that no holidays will be authorised and you may incur a penalty.

### **Punctuality**

At this school, we strive to promote life skills and believe that punctuality is an essential life skill for a successful future. Our doors open at 8.50am to enable the children to come into school and get settled, ready for the register to be completed at 9am. If your child arrives after this time you will need to bring them to the school office and sign the late book.

### **School uniform**

Please ensure your child comes into school wearing the correct school uniform, as detailed on our website; please see the 'parents' tab and 'uniform'. On PE days, your child should wear their PE uniform, also detailed on our website. Please label everything with your child's name as we cannot be held responsible for any items lost.

**Reception** PE day is on Tuesday.

### **Book bags**

Please do not send your child into school with huge rucksacks as we do not have the space to store them. Book bags should measure approximately 37cm x 30cm and contain only their school books. Book bags with the school logo can be ordered from Penn Sports although a plain navy one is fine.

### **Water Bottles**

Your child has been given a school water bottle today; please remember to fill the bottle with clear water and send it in to school with your child every day. Cups and drinking water are available in every class, should your child forget to bring their bottle in to school with them. No other bottles are allowed in school.

### **School Meals**

Please remember it is your responsibility to order your child's school meals from Dolce in advance. It is very upsetting for a child if they arrive at the counter to find a meal has not been ordered for them.

Also, if your child no longer requires the meal, as they are not in school or will be having a packed lunch, please make sure you cancel it, to avoid meals being wasted.

### **Breaktime snacks**

Although fresh fruit is delivered to the school each week, you can send in your own fruit or veg snack if you would prefer – please remember to cut grapes in half as they are a choking hazard.

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## Health and Safety

Please remember that **no jewellery**, including earrings and watches, are allowed to be worn in school. Children participate in physical activity every day and we do not want any injuries to occur at any time. Newly pierced ears will need to be covered with sticking plaster before coming into school and your child will not be able to participate in any physical activity until the earrings are removed.

If your child has long hair, please tie it back so it does not get in the way of their learning activities. Should your child wish to wear a head band or bow, please try to keep them small.

## Parking

Please remember that this school is located in a residential area so please make sure that you park considerately and safely. We do receive lots of complaints from neighbours regarding some parents parking illegally and, in some cases, extremely dangerously.

## Website & School Facebook page

Please remember to check these regularly for information from outside agencies that may be of use to you. Please also check your emails, as all communication is sent electronically.

## Contact Details

If your contact details change, please make sure you let Mrs Kiln know in case we need to contact you in an emergency.

Please also inform Mrs Kiln if your child's collection information needs updating, as we will only release your child to a person on their going home list.

...and finally, thank you for choosing Canvey Island Infant School and Nursery for your child. I look forward to working with you and thank you in advance for your support.

Yours sincerely



Mrs S Dorrington  
Headteacher

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