Northmead Junior School

2nd July 2025

Dear Parents & Carers

A Warm Welcome to Stoughton Infant & Nursery School

We are so pleased that your child is starting Nursery at Stoughton Infant School in September. They will be in Ladybird Class.

We'll try hard to keep our communication as clear as possible and the induction process as smooth as possible for both you and your child. Included in this letter and in your pack is a handy checklist for you to pop on the fridge so you can see if you've completed everything in readiness for your child starting Nursery. Here is a link to the new starters page on our school website, where you'll find the documents listed and other items such as transition videos and booklets. You will also find a story read by both Mrs Coles and Mrs Hanlan. Please share this with your children.

There is a lot of information to take in, especially if you are new to our lovely School and Nursery. Hopefully, we have been clear in the information below. We've tried hard to think carefully about everything that you need to know but we recognise that we may have inadvertently missed something or you may have a question that you wish to raise; please email your child's teacher on the email address listed below.

Nursery Teachers

Days	Teacher	Email Address
Monday to Wednesday	Mrs Coles	rcoles@stoughton.surrey.sch.uk
Wednesday to Friday	Mrs Hanlan	shanlan@stoughton.surrey.sch.uk

Communication

The main form of communication we use is **MyChildAtSchool (MCAS).** We use this platform to send emails, documents, and forms to complete and also as a platform to pay for items such as school trips and events. Please read this guide to MCAS Communications.

To register you must follow the link in the email you will receive from us during the **week commencing 14th July.** If you do not receive a link, please check your junk mail folder first, and then contact the school office if you do not find it. Once registered, please **download the app to your phone and turn on push notifications** to ensure that you do not miss anything important. Though we strongly recommend you use the app on your phone, you can also access MCAS here www.mychildatschool.com/MCAS/MCSParentLogin once you have registered.

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Please ensure **all** those with **parental responsibility** for your child have the MCAS app on their phone and have access to your child's account.

Personal Information and Permissions

You must complete the Data Collection as soon as possible on **Admissions+** (where you completed your original application for the Nursery). The information you enter on the form will be directly uploaded into our data management system called Bromcom. Please take care to ensure that the information you provide is accurate. It is really important that we have at least three contacts for your child in case of an emergency. You must complete this form **no later than 11th July 2025**.

Online Meetings with your Child's Class Teacher

In September, we will be offering 15 minute online meetings (via Zoom) with your child's teacher. These will be before the normal attendance pattern begins and will allow you and the teachers to get to know each other and for them to find out how they can best support your child. It is also a time for you to ask any questions you may have. Your child does not need to be present for these meetings, but they are very welcome to join to say hello and to tell the teachers what they are looking forward to playing with. We'll be sending you instructions separately with how to book this appointment. **Bookings will open w/c 7th July.**

Nursery Timings

Full Time Children: Monday-Friday 8.50am-2.50pm

Monday-Wednesday Children: Monday and Tuesday 8.50am-2.50pm, Wednesday 8.50am-11.50am (Children will not stay for lunch on a Wednesday)

Wednesday-Friday Children: Wednesday 11.50am-2.50pm (Children will need to eat lunch at home before arriving for nursery), Thursday and Friday 8.50am-2.50pm

Please note there is **not** an optional lunch club on the Wednesday for Monday-Wednesday or Wednesday-Friday children.

Pick-ups and Drop offs

Please let us know if anyone different is collecting your child, even if it is a relative. We won't release your child to someone who doesn't usually collect them, even if they feel comfortable and happy with them. In these circumstances we will call to gain permission before releasing them. You can notify us of someone different collecting your child in person, via email, phone call or using the MCAS app.

When you arrive in the morning with your child, please queue with them on the ramp up to the main nursery door. When the door is open and a member of staff has greeted you all, please say goodbye to them at the door and encourage them to come in on their own. We've found that the children have settled into nursery life much more quickly by saying goodbye outside and coming in independently.

At pick up, please form a queue on the ramp. We will dismiss the children in the order of the queuing parents.

Wednesdays
For Monday - Wednesday children, pick up at 11.50am on a Wednesday will be as follows: please wait on the grassy area near the main nursery gate. The children will be dismissed from the middle doors under the sheltered area.

For Wednesday - Friday children arriving on Wednesday at 11.50am, please wait on the ramp as usual.

Wrap Around Care
Information about local childminders can be found from the Family Information Service. There are many childminders who drop off and pick up from our nursery.

Uniform
School uniform gives children a sense of belonging and we want them to feel proud when they wear it. We do ask that your child has a t-shirt and jumper/cardigan with the school logo on. Our school uniform can be viewed on our school website here.

Our uniform supplier is Stevensons and the local branch is in Burpham.
Address: 208-210 London Road, Guildford, Surrey, GU4 7JS
Tel: 01483 577835
Email: guildfordbranch@stevensons.co.uk
Please refer to their website for information on extended opening times, and to book an appointment use the contact details above.

The Friends of Stoughton (PTA) have lots of second-hand uniform available to purchase for £1 an item. Queries and orders can be made via email to friendsofstoughtoninfants@gmail.com.

Please **name all uniform** as we cannot distinguish between identical items of clothing. We recommend a company called 'My Nametags'. We have a special code that means when you order your name tags, you also raise some money for the Friends of Stoughton (PTA).

My Nametags
Our School ID number is **63006**
Order online at https://www.mynametags.com
Get 5% off with code "school5" and an additional 10% if you order more than one set

What else to bring to Nursery?

- A bag every day with:
  - a change of clothes and spare pair of shoes (in case of toileting accidents or getting wet at the water table)
  - a plastic carrier bag for wet items
  - nappies, nappy sacks and wipes (if applicable)
- In the winter
  - a warm, waterproof coat

- a warm hat and mittens (gloves make it tricky for the children to be independent)

- In the summer
  - a light rain coat
  - a sun hat

- Wellies

Full time children are able to leave their things at nursery if they wish.

We ask for a donation of:
- a box of tissues (per term)
- a glue stick (per year)

There is also an option to make a voluntary donation to the school on MCAS (available in the 'Store'), which supports in organising extra events to enrich our curriculum.

Calpol (or similar)
We cannot give your child Calpol.

Please do not send your child into Nursery if they have had Calpol (or similar) that morning as it can mask a temperature.

Prescribed Medicines and Allergies
We can administer prescribed medicines as long as a **medicine form** has been completed with a member of the Nursery team and the **pharmacy label is attached**.

We do need the pharmacy label attached to asthma inhalers and we would appreciate you completing an asthma care plan for your child.

Please make us fully aware of your child's allergies. If your child has an allergy that requires an adrenaline injector (epi pen) you will need to provide us with your child's **care plan and two injectors**, one to keep in your child's classroom and one to keep in the school office. All staff have been trained to administer a wide range of adrenaline injectors.

The medicine form, asthma care plan and adrenaline injector care plan forms are available from the school office.

Lunch
We are a **NUT FREE** school, so please check your child's lunchbox contents carefully. Any items containing nuts will be removed as we have some children with airborne allergies. Please pay special attention to cereal bars, as these often have nuts in the ingredients, and as some chocolate spreads contain nuts, we do not allow these.

Please provide your child with a healthy packed lunch box, which can also include a drink of squash or juice.

Please do not put sweets, chocolate bars or fizzy drinks in your child's lunch box.

Please ensure that grapes, cherry tomatoes and olives are **cut in half long ways**, as these can be a choking hazard.

Drinks and Snacks

We kindly request fruit or vegetable donations that can be shared on the snack table. For example, a bag of apples or a bunch of bananas.

Please supply your child with a **named bottle**, which they will need to bring into nursery each day and take home again at the end of the day. This should contain water.

We will provide milk for your child to drink throughout the nursery day, should they wish.

Attendance and Punctuality

Please read our latest **Attendance and Punctuality Newsletter** which will give you full information about what we expect in terms of attendance, punctuality and reporting absences. Further below is a summary of what to do regarding illness, medical appointments and any exceptional leave requests.

We will make persistent contact with you if we don't have a reason for your child's absence. We have a duty of care and it is important for us to know that your child is safe.

What to do if your child is unwell

Absences need to be reported to school **before 9am** each day your child is unwell. Messages can be sent via the MCAS app (our preference) or you can call the school office and select the absence option, or email the school office - infants@stoughton.surrey.sch.uk

If your child has any sickness or diarrhoea, they will need to remain at home for **48 hours** after the last episode. This is because sickness and diarrhoea bugs spread through nursery very quickly affecting children and adults alike.

Medical Appointments

We would prefer all medical appointments to be taken out of nursery time but we recognise that this isn't always possible. We will always ask for evidence of medical appointments, this can be in the form of a letter or text reminder. You can let us know about your child's medical appointment by sending us an email to infants@stoughton.surrey.sch.uk, attaching a **copy of your appointment letter or text reminder**.

Absence Requests

If your child requires time off during term time, please complete the Request for Exceptional Leave of Absence form, a link to which can also be found on the homepage of the school website. Although your child isn't statutory school age, it is still very important that we know why they are absent from nursery.

Social Media

We use our school Facebook page and Instagram page as another method of communication. This is often to celebrate what has been happening in school. No names of children are used on our school social media

posts. Please pop on and give our social media a 'follow' and our posts a 'like'. It will help to keep you up to date with all the wonderful learning that happens throughout the school.

The Friends of Stoughton

The Friends of Stoughton is a charity run by a group of parents who volunteer their time to help fundraise for the school and nursery in order to provide our children with the best resources, equipment and experiences. If you think you can offer a little bit of your time (it can be as little as a couple of hours each half term) please email the Friends team at friendsofstoughtoninfants@gmail.com.

Please like and follow their Facebook page to find out more about what activities they organise. Friends also regularly communicate via MCAS about any events planned, how much money is raised and how the money is being spent.

Some of the popular events Friends have organised over the past few years are: Movie Nights, School Discos, Break The Rules Day, Smarties Challenge, Christmas Raffle, Year Group Tea Towels, Jolly Jar competition and tombola, Pumpkin Carving competition, second-hand uniform sales, and their big summer event, the Big and Bouncy Day!

More information about the Friends of Stoughton and how you can support their fundraising can be found here.

Further below you will find the transition schedule and a helpful checklist to tick off as you complete all the necessary 'to-do's before September.

Kind regards,

Sarah Carrington
Headteacher of Stoughton Infant School & Northmead Junior School

Northmead Junior School

Transition Dates

Date	What is happening?	Start Time	Finish Time
Wednesday 2nd July	Welcome meeting 'in-person' in the main school hall. **Parents only**	7.30pm	8.30pm
w/c Monday 7th July	**Zoom Meetings available to book (instructions will be sent by email)**		
Monday 7th July	**Mon-Wed** children stay & play (with parents) in the Nursery garden	3.15pm	3.45pm
Wednesday 9th July	**Full-time** children stay & play (with parents) in the Nursery garden	3.15pm	3.45pm
Thursday 10th July	**Wed-Fri** children stay & play (with parents) in the Nursery garden	3.15pm	3.45pm
w/c Monday 14th July	**MyChildAtSchool (MCAS) registration links to be sent to Parents**		
Thursday 4th September	1 -1 Zoom Meetings **(*Wed-Fri and Full-time*)**	9.00am	3.20pm
Friday 5th September	**Wed-Fri** Visit 1 (parents to stay)	8.50am	9.50am
	1-1 Zoom Meetings **(*Wed-Fri and Full-time*)**	10.20am	2.20pm
Monday 8th September	1-1 Zoom Meetings **(*Mon-Wed and Full-time*)**	9.00am	3.20pm
Tuesday 9th September	**Full Time** Visit 1 (parents to stay) **Mon - Wed** Visit 1 (parents to stay)	8.50am 10.30am	9.50am 11.30am
	1-1 Zoom Meetings **(*Mon-Wed*)**	1.00pm	3.20pm
Wednesday 10th September	**Mon - Wed** Visit 2 (without parents)	8.50am	11.50am
Thursday 11th September	**Full Time** Visit 2 (without parents)	8.50am	11.50am
	1-1 Zoom Meetings **(*Wed-Fri)***	1.00pm	2.00pm
Friday 12th September	**Wed-Fri** Visit 2 (without parents)	8.50am	11.50am
Monday 15th September	Normal attendance for **Mon-Wed/Full-time** children	8.50am	2.50pm
Wednesday 17th September	Normal attendance for **Wed-Fri** children	11.50am	2.50pm

A Helpful Checklist:

****All documents and videos can be found on the New Entrants page of the school website****

Checklist	Done
Download the **MCAS (MyChildAtSchool) app** to your mobile phone and set your password (follow the link in the email you will receive from us during the week commencing 14th July) ***Ensure you can log in and view your child's details before the school office closes for the summer break on Friday 18th July.***	
Complete the **Data Collection Form** on Admissions+ as soon as possible but **no later than 11th July**.	
If applicable, complete a dietary requirements form and return to the school office. Even though your child will not be eating from the main school's Cleverchefs menu, we will use this form to collect any allergy/intolerance information for the Nursery to be aware of.	
If applicable, complete **medical forms/asthma care plan/allergy care plans** (please contact the school office at infants@stoughton.surrey.sch.uk). Please bring medication with a pharmacy label on the first day.	
If applicable, complete the Early Years pupil premium form.	
Book your **1-1 online meeting**. Look out for a separate email regarding this which will be sent to you before bookings open on w/c 7th July.	
Take a look at our school's Facebook page and Instagram page and give them a follow.	
Read the **Friends of Stoughton** information sheet and find out how you can support the school. Take a look at Friends of Stoughton Facebook page and give it a like and a follow.	
Watch and enjoy the **transition videos** with your child.	
Share the **class transition booklet** with your child.	
Submit any **questions** you have to your child's **class teacher** via **email**.	