



25th June 2025

Dear Parents & Carers

### A Warm Welcome to Stoughton Infant & Nursery School

We are so pleased that your child is starting Reception at Stoughton Infant School in September.

We'll try hard to keep our communication as clear as possible for you and the induction process as smooth as possible for 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 school. Here is a link to the [New Entrants page](#) on our school website where you'll find the documents listed and other items such as transition videos and booklets.

There is a lot of information to take in, especially if you are new to our lovely school. Hopefully we have been clear in the information below. We've tried hard to think carefully about all 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 class teacher on the email address listed below.

It is worth just bearing in mind that all schools take a unique approach to induction and therefore it will vary from school to school. This is because school communities are different, school sites are different and staffing in schools are different too.

### Reception Teachers

| Class     | Teacher                 | Email Address  |
|-----------|-------------------------|--|
| Kangaroos | Mrs Selmes (Mon-Weds)   | <a href="mailto:rselmes@stoughton.surrey.sch.uk">rselmes@stoughton.surrey.sch.uk</a>     |
|           | Mrs Veira (Weds-Fri)    | <a href="mailto:jveira@stoughton.surrey.sch.uk">jveira@stoughton.surrey.sch.uk</a>       |
| Pandas    | Mrs Horton (Mon-Fri)    | <a href="mailto:rhorton@stoughton.surrey.sch.uk">rhorton@stoughton.surrey.sch.uk</a>     |
| Zebras    | Mrs Kerslake (Mon-Weds) | <a href="mailto:hkerslake@stoughton.surrey.sch.uk">hkerslake@stoughton.surrey.sch.uk</a> |
|           | Mrs Chapman (Weds-Fri)  | <a href="mailto:mchapman@stoughton.surrey.sch.uk">mchapman@stoughton.surrey.sch.uk</a>   |

### 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 for [MCAS Communications](#).

To register you must follow the link in the email you will receive from us during the **week commencing 14<sup>th</sup> 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](http://www.mychildatschool.com/MCAS/MCSParentLogin) once you have registered.

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**

We will collect your personal information safely and securely via Admissions+. An email will be sent to you within the next few days. 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** different contacts for your child in case of an emergency. Please complete this information **as soon as possible** but **no later than 11<sup>th</sup> July 2025**.

### **Online Meetings with your Child's Class Teacher**

In September, we will be offering 10 minute online meetings (via Zoom) with your child's teacher. These appointments are **not compulsory** but are available to you if you have any specific matters you need to discuss in advance with your class teacher. Your child does not need to be present for these meetings, but they are very welcome to join to say hello. We'll be sending you instructions separately with how to book this appointment if you feel you need one. **Bookings will open w/c 30<sup>th</sup> June.**

### **Start and Finish Times**

We operate a slight staggering of start and finish times across the school as we have found that it helps to ease traffic and parking congestion as well as congestion on the school site.

**The reception children's start time is 8:30am and their finish time is 3.00pm.**

### **Pick ups**

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.

### **Wrap Around Care**

The **Breakfast Club** is run by Stoughton Infant School and runs from 7:30am, Monday to Friday. The fees are £6.50 per session for 7:45am drop off, and £7.50 per session for 7:30am drop off. To register for Breakfast Club please complete [this form](#).

For any enquiries contact the school office on [ourclubs@stoughton.surrey.sch.uk](mailto:ourclubs@stoughton.surrey.sch.uk). Here is our [leaflet](#) with more information.



The **After School Club** is run by Koosa Kids and runs from 3:00pm to 6:00pm, priced at £17.35 per session. Bookings can be made through their [website](#) or by calling them directly 01276 21884. Spaces are limited at the after-school club.

Information about local **Childminders** can be found from the [Family Information Service](#). There are many Childminders that drop off and pick up from our school.

### **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 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](mailto: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](mailto:friendsofstoughtoninfants@gmail.com).

Please **name all uniform** as we cannot distinguish between 90 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

Please **don't** send your child into school with a backpack, as we don't have space to store them. The children's book bags fit perfectly in their trays and should be sufficient for all that they need to bring to and from school.

On PE days, children come to school wearing their PE kit and trainers (no laces please)



### **What else to bring to school?**

- Wellies (to stay in school)
- Waterproof Coat
- Box of Tissues
- Glue Stick

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

### **Prescribed Medicines and Allergies**

We can administer prescribed medicines as long as a **medicine form** has been completed with the school office 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 adrenalin injectors.

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

### **Calpol (or similar)**

We cannot give your child Calpol.

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

### **Drinks and Snacks**

We will provide water and milk to drink throughout the school day so there is **NO** need to supply your child with a water bottle. Fruit and vegetable snacks will be provided so please don't send in any additional snacks.

### **Lunch**

All children are entitled to a free school lunch. Our school meal provider is Cleverchefs and there are 4 choices available every day for the children to choose from. The menus are available on our [school website](#) for you to look at in advance. You don't have to stick to school meals or packed lunches, you can change daily.



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.

If your child requires a special diet due to **medical, religious or ethical reasons** you are required to complete a [Special Dietary Request form](#) which is available on the website or from the school office. You may be required to make an appointment with Cleverchefs to discuss your child's requirements in more detail. This is not a form for fussy eaters, just for allergies or religious/ethical reasons.

### **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](mailto: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 school very quickly affecting children and adults alike.

### **Medical Appointments**

We would prefer all medical appointments to be taken out of school 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](mailto: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 until the term starting AFTER they have turned 5 years old, it is still very important that we know why they are absent from school.



### **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](mailto: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,

A handwritten signature in blue ink, appearing to read 'Sarah Carrington'.

Sarah Carrington  
Headteacher of Stoughton Infant School & Northmead Junior School



## Transition Dates

| Date                                       | What is happening?  | Start Time | Finish Time | Drop off and Pick up locations & Notes   |
|--|---|------------|-------------|--|
| Wednesday<br>25 <sup>th</sup> June         | Welcome meeting in school hall  | 7.30pm     | 8.30pm      | Please come to the main school entrance where you'll be directed to the hall.  |
| w/c Monday<br>30 <sup>th</sup> June        | Zoom Meetings available to book (instructions will be sent by email)<br><i>*NOT COMPULSORY - AVAILABLE ONLY IF PARENTS HAVE ANY SPECIFIC MATTERS THEY WISH TO DISCUSS WITH THEIR CLASS TEACHER.</i> |            |             |  |
| Tuesday<br>1 <sup>st</sup> July            | <b>Group A</b> Stay and Play Session (with parents)   | 1:45pm     | 2:30pm      | Please wait at the Stoughton Road entrance and a member of staff will come and open the gates.<br><b>There's no need to ring the buzzer on the gate.</b> |
| Wednesday<br>2 <sup>nd</sup> July          | <b>Group B</b> Stay and Play Session (with parents)   | 1:45pm     | 2:30pm      | Please wait at the Stoughton Road entrance and a member of staff will come and open the gates.<br><b>There's no need to ring the buzzer on the gate.</b> |
| Wednesday<br>9 <sup>th</sup> July          | <b>All</b> children Stay and Play Session (without parents)   | 3:15pm     | 3:45pm      | Please wait at the Stoughton Road entrance and a member of staff will come and open the gates.<br><b>There's no need to ring the buzzer on the gate.</b> |
| Thursday 4 <sup>th</sup><br>September      | 1-1 Zoom Meetings (if required)   | 1:00       | 3:30pm      | Please book your appointment w/c Monday 30 <sup>th</sup> June  |
|  | You will receive a link to a video clip of the classroom to share with your child.  |            |             |  |
| w/c Monday<br>14 <sup>th</sup> July        | <b>MyChildAtSchool (MCAS) registration links to be sent to Parents</b>  |            |             |  |
| Friday<br>5 <sup>th</sup> September        | <b>Group A</b> visit and lunch  | 8.30am     | 12.45am     | Classroom doors  |
| Monday<br>8 <sup>th</sup><br>September     | <b>Group B</b> visit and lunch  | 8.30am     | 12.45am     | Classroom doors  |
| Tuesday<br>9 <sup>th</sup><br>September    | <b>All</b> visit and lunch  | 8.30am     | 12.45am     | Classroom doors  |
| Wednesday<br>10 <sup>th</sup><br>September | <b>All</b> full time  | 8.30am     | 3.00pm      | Classroom doors  |



## A Helpful Checklist:

| Checklist  | Done |
|--|------|
| Download the <b>MCAS (MyChildAtSchool) app</b> 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) <b>*Ensure you can log in and view your child's details before the school office closes for the summer break on Friday 18<sup>th</sup> July.*</b>   |      |
| Complete the <b>Data Collection Form</b> on Admissions+ as soon as possible but <b>no later than 11th July</b> . Please look out for an email from <a href="mailto:admissions@stoughton.surrey.sch.uk">admissions@stoughton.surrey.sch.uk</a> with a link to the form <b>after 25th June 2025</b> ( <i>check junk mail and mark safe</i> ) |      |
| Complete the <b>This is Me</b> activity and email to your child's class teacher or bring it with you on your child's first day.  |      |
| If applicable, complete a <a href="#">dietary requirements form</a> and return to the school office.   |      |
| If applicable, complete <b>medical forms/asthma care plan/allergy care plans</b> (please contact the school office at <a href="mailto:infants@stoughton.surrey.sch.uk">infants@stoughton.surrey.sch.uk</a> ). Please bring medication with a pharmacy label on the first day.  |      |
| If applicable, complete the <a href="#">pupil premium form</a> . Return the completed form to the school office on your child's first day.   |      |
| Take a look at our school's <a href="#">Facebook page</a> and <a href="#">Instagram page</a> and give them a follow.   |      |
| Read the <b>Friends of Stoughton</b> information flyer and find out how you can support the school. Take a look at Friends of Stoughton <a href="#">Facebook page</a> and give it a like and a follow.   |      |
| Watch and enjoy the <b>transition videos</b> with your child.  |      |
| Share the <b>class transition booklets</b> with your child.  |      |
| Submit any <b>questions</b> you have to your child's <b>class teacher</b> via <b>email</b> .   |      |

**\*\*All documents and videos can be found on the [New Entrants page](#) of the school website\*\***