

# Alderman Jacobs School

## Information for Early Years Parents



September 2023



**Welcome to Alderman Jacobs School.**  
We hope the following will help you and your child to join our school community.



### The school day

8.45 am	Doors Open
8.55 am	Morning registration
10.40 am - 10.55 am	Morning playtime
12.05 noon - 1.05 pm	Lunchtime
2.40 pm - 2.50 pm	Afternoon playtime
3.05 pm	Home time

### School Uniform

Uniform can be purchased from any retailer, but must be in keeping with our School Uniform Code as follows:-

- Grey trousers/shorts
- Grey skirt or pinafore dress (Summer red and white dresses).
- White or red shirt/blouse/poloshirt (Strawbear motif available)
- Red sweatshirts or cardigan/fleece (Strawbear motif available)

Please also provide suitable clothing for outdoor activities such as wellies and a waterproof coat.

Items with our school logo on can be ordered online from our uniform supplier, Total Clothing who are based in Peterborough. Their website is <https://www.totalclothingshop.co.uk/ajs>



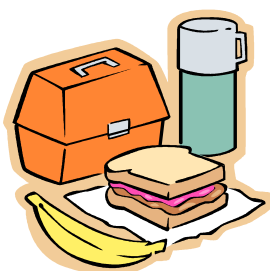
Also available to buy direct from the school ~ baseball caps, swimming caps and waterbottles.

### Lunchtime

Our options are:

**School meals** ~ Until further notice, every child is entitled to free school meals from Early Years to Year 2.

**Packed lunch and a drink** ~ Eaten in the main hall or outside in good weather. Lunchboxes stored in the Cloakroom.



### Playtime snack

The children in Early Years are entitled to a **free piece of fruit every day** ~ part of the Government Healthy Eating Scheme.

Children take from a selection of fruit and place them on their individual label, within a play lunch tray in their classroom.



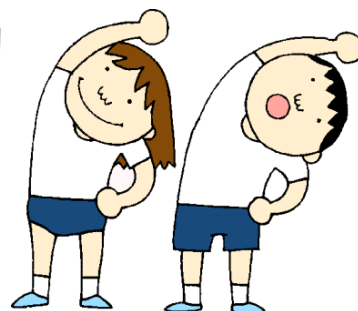
## PE Kits

Our standard PE Kit throughout school is:

- Plain white T-shirt
- Plain black shorts, skorts, leggings or jogging bottoms
- Trainers or plimsolls

**Earrings to be removed for all physical activities.**

Throughout the week the children will participate in a variety of physical activities. One of these sessions will be formal PE where the children will need to come into school in their PE kit.

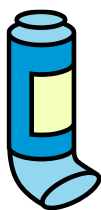


## Medical Information

Please inform the school office of any medical problems, allergies etc that your child may have, including food allergies.

For asthmatic children, a medical form must be completed, please see Mrs Rippon in the school office.

A spare inhaler must be kept in the classroom for use in an emergency.



## Medicines

If your child is well enough to attend school but is still taking a course of medicine, these will be stored in a medicine cabinet in Mrs Rippon's office.

Only prescribed medicines that needs to be taken **4 times** daily can be given and must be accompanied by the schools completed medical form.

Medicines to be taken **3 times daily** can be given before and after school and at bedtime.



## Contact numbers

Please ensure that we have **your present address and any home, mobile and work telephone numbers** and also the telephone number of a nearby relative or friend as an extra contact in case of illness or an emergency in your absence.



It is important for us to be able to contact you (or a relative) at all times to avoid an ill and distressed child having to stay at school because we are unable to contact you.



## Holidays

Holidays in term time **are not authorised.**

If you wish to take your child out of school you will need to complete a term time leave request form, these are available from the main reception foyer.



## Absences from school

You can inform us about your child's illness on the first morning of absence by telephone (by choosing option 2 and leaving a message.)

It is always advisable to make sure that your child is fully recovered from illness before they return to school, particularly stomach bugs. We do not have a school nurse on our premises and young children are easily distressed if they feel sick in school.

After a stomach or sickness bug your child must be 48 hours clear of any symptoms before returning to school.



## Early Bears & Straw Bears

The Breakfast and After School Club is run by the AJS Academy Trust. The Clubs are open Monday to Friday (term time only). The club is based in the EY area of school. The Breakfast Club is open from 7.45 to the start of the school day. The After School Club is open from the end of the school day to 5.45 pm. Please contact the school office for more information.

## SchoolComms and Online Payments

All payments to school can only be made using our online payment service, **[www.schoolgateway.com](http://www.schoolgateway.com)** or by **downloading the school gateway app on your mobile device.** Here you will be able to pay for school meals and trips. We do not accept cash or cheques. You will be able to access this system once your child starts school.

Our email communication service is called **SchoolComms.**

This service enables us to provide you with all the letters and information via email or text message. We will automatically register you for this using the email address and mobile number that you have provided us with on your application form.

## Before school

**When your child starts school it would be helpful if he/she could :**

- 1 Dress and undress him/herself.
- 2 Take off and put on his/her coat, bag, gloves, hat and scarf and hang them up.
- 3 Change shoes/plimsolls/wellingtons.
- 4 Use the toilet properly and flush it. Boys will be expected to use a urinal.
- 5 Wash and dry his/her hands.
- 6 Use a knife, fork and spoon properly, sitting at the table.
- 7 Tidy or clear away his/her toys.
- 8 Use a tissue properly.

