



Frequently Asked Questions



We have provided a list of questions that we hope you will find useful. This is a comprehensive, but not exhaustive, list of the most popular asked questions from parents. If you have any further questions, then please do not hesitate to email into school using the following email address: school@stivichall.coventry.sch.uk

1. When will my child start school?

The school reopens for the Autumn term on Tuesday, 5th September when the new reception children will be invited to attend a drop-in session on either Tuesday 5th or Wednesday 6th September and they will then attend either in the mornings or afternoons for the remainder of that week. Your child will then attend full time from Monday 11th September.

2. Will this be part time or full time?

Please see information above.

3. When will my child start full time?

Please see information above.

4. When will I be notified as to whether my child should attend mornings or afternoons?

This information will be communicated to parents at the New Parents Meeting to be held in June.

5. When will I know who my child's class teacher will be?

This information will be communicated to parents at the New Parents Meeting to be held in June.

6. Where can I purchase my child's school uniform from?

School uniform can be purchased from:

Andy Blair Schoolwear
Barker Butts Road
Coundon
Coventry
Tel. No. 024 76598080

The school's Parent Teacher Association (PTA) can provide an ordering service for you. An order form will be sent out in a parent pack for you to complete should you wish. Order forms and payment should be returned to school for the PTA to process. Parents will receive a text when your order is ready to collect from school.

Although you can purchase all your child's uniform from the above shop, skirts, trousers, polo shirts without any logo are also available to buy at supermarkets.

Please see information on School Uniform.

7. What about a PE kit?

Your child will require to come to school dressed in their PE kit on the day advised by their class teacher. The PE kit is as follows:

Shorts
T-shirt in house colour
Velco Pumps
Spare pants and socks (for any little accidents!)

Please make sure your child knows what it is in their bag and practises taking the items on and off.

You are asked to label your child's clothing clearly (including shoes) to minimise the amount of time spent searching for and returning 'lost' items.

8. I have heard that children are allocated to a 'House'?

Yes, all children are allocated to a 'house'. Any siblings will automatically be allocated to the same house as their brother or sister. The houses are as follows:

Hood – Green
Gregory – Blue
Leigh – Red
Ashe – Yellow

T-shirts, hoodies and PE bags are available to purchase from Andy Blair schoolwear in the above colours which also includes the printed name of the corresponding house. All of these items are available to be personalised at an additional cost. If you do not wish to purchase a printed t-shirt from our schoolwear supplier, then children can wear a t-shirt that they already own. However, the 'house' t-shirts are highly recommended and very popular and would be encouraged for our annual sports day and other sporting events.

9. When will my child be allocated their 'house'?

This information will be communicated to parents by mid June.

10. Learning Outside the Classroom (LOtC)

Stivichall is a LOtC school meaning that as well as going on meaningful trips to broaden and enrich children's learning across the curriculum, children also go outside and use our school grounds in planned, lesson time activities. We ask that parents provide a pair of wellington boots and waterproof clothing that can be kept in school for outside learning.

11. Do they need a school bag?

Our PTA very kindly provide all children starting in Reception with a school book bag. This needs to come into school daily so letters, reading and library books can be sent home safely. The bag will be sent home with your child on their first day of school in September.

12. My child has an inhaler?

If your child has been prescribed an inhaler, then you are required to bring one into school on their first day, so that it can be administered to your child if and when required. A form will also need to be completed giving the school authorisation to do so. Please advise school if this is the case.

13. My child has an allergy and has been prescribed an epi-pen and or ceterizine?

Parents will be required to provide 1 and preferably 2 epi-pens to be held in school. Please make sure that they are in date. A health care plan will also need to be completed beforehand with the Deputy Headteacher and class teacher. Please complete the medical needs section on the 'Confidential Form' which will be sent out in due course, alerting school to any medical needs your child may have. School will make contact with you to discuss any medical issues that may require a health care plan to be completed. In the meantime, if you have any medical concerns you wish to discuss, then please contact the school by emailing school@stivichall.coventry.sch.uk.

14. What happens if my child has an accident?

There is always a qualified Paediatric First Aider working within the Reception team and they will assess and treat children with regards to minor first aid incidents. All incidents are recorded in our class First aid books and will be shared with you at the end of the day. You will be asked to sign the book to confirm you have been notified. If children attend Stivichall Acorns Wraparound provision, the book is sent down with the child so it can be shared and signed by parents upon collection. You may be contacted if the First Aider feels the injury requires further assessment or treatment. Please be rest assured, that should an incident require further urgent medical assistance, then the school will follow our normal procedure in calling the emergency services. Parents will be notified and asked to attend school.

15. What skills does my child need before starting school?

During the summer, it would be helpful to focus on the practical skills, such as dressing and undressing, using the toilet independently and recognising their name, rather than the more formal skills. Our 'Am I ready for School?' document will give you some further information. This document is in the New Starter page of the website.

16. Where do I take my child on the first day?

During the first week, parents should enter through the Coat of Arms Bridge Road gate, and walk to the Reception playground along the pathway adjacent to the library and drop off your child at classroom door. You will need to exit via the same route.

Once the children are settled, children should be brought to their respective classroom doors where staff will be ready to welcome them in. Please could we ask that once your child is safely handed over that you vacate the playground and site as quickly as possible.

The school site has three pedestrian gates: Coats of Arms Bridge Road, Green Lane and Gregory Avenue. Gates are opened at 8.50 am and locked at 9.05 am. Classroom doors open at 9.00 am. The site services officer will open the gates at 3.10 pm to allow access onto site in readiness for pick up at 3.10 pm.

During the week when your child will attend half days, pick up after the morning session at 11.30 am and drop off for the afternoon session at 1.00 pm will be via the Coat of Arms Bridge Road gate only. This is because we operate a secure site during the school day. This entrance provides intercom access to the office who monitor visitors to school and give access.

If you need to collect your child during the school day, then this must be via the entrance in Coat of Arms Bridge Road only. All children that arrive late to school (9.05 onwards) must report to the school office to be signed in. The same procedure applies if you need to collect your child during the school day.

17. Where do they go at playtime?

Within our provision, we do not have a formal playtime but throughout the day the children will have access to our outdoor spaces. During lunchtimes, the children will play on our playground by the classrooms, supported by our Lunchtime Supervisors. Later in the summer term, the children will join the older children on the Key Stage 1 playground in preparation for Year 1.

18. What if my child has trouble settling in?

One of the hardest things is leaving your child when they are upset, however, we would encourage parents to remove themselves from the situation as quickly as possible. Although we do appreciate that this may be difficult, we usually find that the children settle far quicker, becoming involved in activities with staff and the other children. The school will call you once they are able to, to reassure you that your child has settled. If your child continues to struggle to settle, staff will discuss other strategies which can be used to help your child adjust.

19. How do I tell you who'll be collecting my child from school?

We ask all parents to complete an 'Adults with Permission to collect my child from school' form where you can list the adults who can collect your child from school. It is important that you please keep us updated of any changes to this list throughout the year. If someone else is collecting your child, for example they are going home with a friend, please inform your child's teacher or the school office. This form will be sent out with other forms for completion by mid June and will need to be returned on or before Tuesday, 5th September.

20. What happens at lunchtimes?

Our lunchtime is between 11.45 am and 12.50 pm. The children will be taken to the dining room by their teacher and teaching assistant where the children will be served their pre-booked lunch. A menu will be uploaded to the school website to view and parents will need to book their menu choices via the ParentPay platform. Meals have to be ordered by midnight on the Thursday before the week the meals are taken.

Lunchtime Supervisors will support the children in the dining room and initially staff will also support as lunchtime can be one of the trickier times of the day. Children with packed lunches will also eat their lunch in

the dining room. Once the children have finished, they will be taken down to the Reception playground where staff will support the children with games and equipment.

[Link to Healthy Eating policy and example school menu.](#)

Due to specific health risks to both children and staff, Stivichall is a nut-free school. Please do not send any snacks/food items into school that may contain nuts.

Please see separate heading 'School Meals' regarding Universal Infant free school meals and Income related free school meals. An example of the school lunchtime menu is also available to view.

21. Do I need to provide a snack?

Your child will be provided with a small piece of fruit daily through the National Fruit Scheme and children under 5 will also receive free milk. Children over five will be able to pay for milk termly. There is also access to water so children are asked to bring in a named water bottle, which will remain in school.

Please register your child to receive milk when they start school using the link below:

<https://www.coolmilk.com/parents/>



22. What if my child still has accidents?

Some Reception children may be less than reliable at using the toilet and even children who've been toilet trained for years can slip up. Staff will be used to dealing with accidents, but it is useful to have some spare pairs of underwear, socks or tights in their PE bag.

23. How can I support my child's learning?

On Fridays, your child will bring home their home learning book which will include a copy of our Friday letter. This letter is to inform parents of the key skills we have been looking at during the week and some suggestions for activities you may like to do at home to support your child's learning, such as shape hunts, letter formation and outdoor activities. It is always lovely to see what the children have done at home so you are welcome to use this book to record some of the children's work through their drawings, writing and photographs but this is optional. During the Autumn term, your child will also start to bring home a reading book and a library book. Regular reading at home is crucial. It is important to listen to children read and ask them about texts in order to develop comprehension skills. Sharing books is just as important as listening to a child read; this promotes a love of reading and shows the people around them as readers too. Alongside their school reading book, children should be encouraged to read other texts such as a library book, a magazine or a book on the kindle. Any reading at home should be recorded in the child's reading record.

24. School Communication System

The school uses a communication system called ParentMail. This service connects schools and parents, efficiently and reliably using modern technology, making essential communications much simpler for everyone. This method has been vital during the COVID restrictions. Parents will receive a ParentMail email and/or text notification to register their account in September. You will need to do so within 7 days. Every Friday, the school sends out a newsletter by email, with important dates, information and news to share with parents. This is an excellent way to keep in touch with what is happening in school and to receive information about forthcoming events. The newsletter is also available to view on the school website. The text service is used to inform you of any urgent notifications, i.e. an extra-curricular activity is cancelled, school closures, a news reminder etc.

This service is also used for completion of forms wherever possible reducing the amount of paperwork that needs to be sent home.



25. School Trips and Payment

Pupils experience a wide variety of educational visits arranged throughout the year. These have a specific curriculum area base and enhance the pupils' understanding of the appropriate subject.

Parents will always be notified of any school trips that your child will participate in. The letter will include all the details regarding where, when, time and any cost of the trip. You will be required to complete the permission slip at the foot of the letter and return it to school. The school operates a cashless system and uses an online payment service called ParentPay. Your child will bring home a letter on how to create an account during the first week of school which will include login and password details.

ParentPay is also the platform that is used to order your child's school meals.



26. What do I do if my child is sick?

If your child is unwell and cannot attend school, then you will need to call the school office on 024 7641 9555 and select option 1. Please give your child's name, class and the reason for their absence. We kindly ask that this is done before 9.30 am. The facility is available to use 24 hours a day. This information is required in line with our safeguarding policy and procedures and is also required to be done daily, unless you are aware that your child is going to be off for a set number of days, e.g. Chicken pox

If your child becomes unwell during the school day, then parents will be contacted to come and collect their child from school.

Head Lice: Children should not be sent into school if they are found to have headlice. Appropriate treatment should take place as soon as possible, treating the whole family. Once treatment has been completed, they are able to attend school. This can be on the same day if treatment is applied in the morning. Any children found to have headlice whilst in school, will be sent home for treatment to be applied. After treatment, it is important that their hair is checked daily and combed through to dispose of any eggs. This can take a few weeks. It is recommended that long hair is tied up to minimise any transmission.

27. Can we take our child out of school for a holiday?

We follow Local Authority guidance on parents taking children out of school for leave during term time, which is not to authorise, and absence for this purpose will be treated as unauthorised absence. Consequently, parents may receive a Fixed Penalty Notice from the Children and Families First Service. Any leave of absence will only be authorised in very exceptional circumstances. There may be some exceptions for children who are not of legal school age (5 years old) but we strongly advise that you contact the school first before making any holiday plans.

[Leave in term time leaflet and term dates.](#)

28. When will our first parents' evening be?

The school holds two formal parents' evening during the academic year and one informal meeting and these usually take place as follows:

- Autumn Term – Appointment meetings
- Spring Term – Appointment meetings
- Summer Term – informal meeting after school reports issued. No appointment necessary.

Parents are also invited into school during each term to an 'Early Bird' session. This is where the classrooms are open from 8.30 to 8.50 am for parents to visit with their children to see their work and books. These sessions are currently on hold until such time it is safe to reintroduce them.

29. Pupil Reports

Annual written reports are combined and sent home during the Summer term (July). These contain comments regarding academic progress, as well as personal and social development.

Parents are given the opportunity to meet with their child's class teacher to discuss their child's annual report (July), if they wish.

30. Assessment and Testing

Pupils throughout the schools are continually assessed by their class teachers. These assessments then inform curricular planning. Much of this assessment is informal in nature and a part of daily observation or teaching. At certain points however teachers use more formal assessment tools to validate their judgements.

31. Extra-Curricular Activities

The school offers a range of extra-curricular activities during both lunchtimes and afterschool. They may be led by staff or via an external agency which may sometimes incur an additional charge. During the reception children's first year, clubs are not offered as much as in other year groups as we find the children can be very tired by the end of the school day.

32. Stivichall Acorns Before and After school club

The school operate wraparound care provision called Stivichall Acorns.

This provision is provided everyday before and after school.

Please visit the school website for further information.

33. How do I contact you if I have a question or worry?

If you have any queries or concerns, you can speak to your child's class teacher or teaching assistant on the playground before or after school, send in a note or letter via your child's book bag or contact the school office to arrange a meeting.

34. What happens next?

Once school receives notification from the Local Authority of those children who have been allocated a place, we will write to you to confirm that you will be accepting.

Once parents have confirmed their child's place, a selection of forms will be sent to parents for completion. In the meantime, please contact the school office should you have any queries.