



## Happy Children Learn



### New starter information pack 2025-2026

Headteacher	Mrs J Blackmore
Chair of Governors	Jo Pearce
SENDCO	Mrs T Holland
Telephone number	01494 786608
Office hours- for general enquiries	8.30am-4.30pm
Office email	office@watersideprimaryacademy.org
School website	www.waterside.school

## Welcome to the Waterside Team!

We pride ourselves on providing a happy and caring atmosphere where your child will feel valued as an individual and will thrive. Choosing the right school for your child is one of the most important responsibilities you undertake, and we thank you for choosing our school. The purpose of this New Starter Pack is to give you an overview of the important information you will need in the first few weeks.

*The school has 'a strong and inclusive ethos is at the heart of it'. We are 'committed to serving and welcoming pupils and their families'. Ofsted December 2024.*

We aim to provide not only the right academic atmosphere, but also an education that fosters the intellectual, social, physical and emotional development of each child, by involving pupils in purposeful, relevant and challenging activities, providing a wide range of balanced learning experiences and opportunities. In this way, we feel children can learn to make choices, solve problems and become independent learners and responsible people. We encourage and foster tolerance and consideration for others, whilst equipping them with the skills for lifelong learning.

## Staff



**Mrs Blackmore**  
**Head teacher**



**Mrs Orchard**  
**Deputy Head**



**Mrs Holland**  
**SENDCO**



**Mrs Scott**  
**Early Years & KS1 lead**



**Ms Essex**  
**Family Liaison Officer**

Speaking to the right person when you have a question or concern will ensure that you are dealt with as quickly as possible. At the start of the day, to ensure that teachers can start lessons promptly, parents have the opportunity to speak to a member of SLT or the family liaison officer who are stationed on the gates in the morning and afternoons. They will record any issues and ensure these are passed to the appropriate person and if action is required they will check that it occurs.

At the end of the day all teachers are available on the playground for a brief chat. If parents require either a confidential chat or would like a longer meeting, they can make an appointment at the Office or with the teacher themselves. If the issue is related to classroom activities then the class teacher should always be the first port of call.

## School start and finish times

A good education gives children the best possible start in life. All children at Waterside Primary Academy have an equal chance of making good use of the education offered; to achieve this, it is of vital importance that children attend school regularly and punctually. Children who do not attend school regularly and on time have difficulty keeping up with learning.

At Waterside Primary Academy we provide pupils with a minimum of 32.5 hours of education per week.



Pupils should **arrive** at school for **8:45** and parents should arrive at **3:15 to collect** their children at the end of the day (times vary for Nursery pupils).

The school gates will be open at **8:45am** and will close at **8:55am** every morning for drop off. At the end of the day the gates will open at **3:15pm** and close at **3:25pm** for pick up. The children can enter school via any of our three gates. At the gate, you will be directed to where to drop your child off. Collection is from the bottom playground, you can enter school through any of the three gates.

If someone other than yourself is collecting your child, please inform the office before the end of the school day. If you have someone other than yourself regularly collecting your child, please detail this in the forms you will receive as part of our induction pack.

Nursery: AM 8:45-11:45 and PM 12:30-3:15

Reception: 8:45- 3:15

Key Stage 1: 8:45-3:15

Key Stage 2: 8:45-3:15

### Extended school day

We provide breakfast club everyday from 7:40 until 8:45. In addition to this we offer afterschool wrap around care from 3:30-6:00pm daily.

#### **Before school**

This club is run by our Waterside Team members (Miss Bell, Miss Cyster and Mr McHugh). Breakfast Club is held in the Dining Room until 8:45 when the children will be sent to class to start the school day. **From September 2024 you will need to book in advance. Each child must be booked separately.** Access is via the Box Tree Close entrance, open from 7:40 - 8:05am (after this time the gates will be locked and the doorbell switched off to safeguard and ensure that the children receive the best experience and care in Breakfast club's care) and your child must be signed in with the supervisor before your child is dropped off. This club costs **£3 per session** with a nutritious breakfast provided. **£2 for each additional sibling.** Children who are in receipt of Pupil Premium can access this club for free.

**Payments-** Payments for Breakfast Bunch club must be paid via ParentPay. Simply adding funds to the payment item does not secure a session. You will find registration forms for Breakfast club on our school website and these must be completed and returned to school before your child attends.

#### **After school-Premier Education**

*Premier Education are providing after school care every day the school is open - we will also have a variety of sports clubs to choose from each afternoon. These activities will vary between year groups and topics will change every half term. Our aim is to deliver a top quality, Ofsted-registered provision, with a range of stimulating activities in a safe, secure, and fun environment, providing an outstanding service for busy parents. Our staff will adapt each day based on children's needs or the weather, but timings and structure of the days will be consistent. Activities will be designed to fit in with the school's termly theme and include arts & crafts, baking, sports, Lego, games, quiet reading, and general free play.*

**Times and costs:**

#### **Sports Clubs**

3:15pm – 4:15pm = £5.50 per session (will require a half termly booking)



### **Play Active Club**

3:15pm – 6:00pm = £12.00 a session

3:15pm – 4:15pm = £5.50 a session

4:15pm – 6:00pm = £6.50 a session (suitable for children attending a sports clubs)

### **Contact details:**

Venue Phone: 07874940212

**General enquiries:** Martyn

Email: [office-11@premier-education.com](mailto:office-11@premier-education.com)

Phone: 01296 620 097

### **Booking link:**

<https://www.premier-education.com/parents/venue/courses/493/?location=Chesham>

### **Attendance**

At Waterside Primary Academy we know the impact regular attendance has on your child's learning and well-being; and that having good attendance is directly linked to raising achievement and develops skills for life and work. We have many initiatives to celebrate and support attendance in school and ask that parents/carers support the school in this by ensuring that your child attends school every day and arrives ready to learn and on time. Registration begins at 8.45am and closes at 8.55am.

### **Family Support**

**Family Liaison Officer:** Ms Essex

At Waterside Primary Academy, we pride ourselves on going over and above to support our children. A key part to this is ensuring that we support whole families in order for them to provide the best possible environment for their children to grow.

We are fortunate to have our own Family Liaison officer, Ms Essex, who is available Monday-Thursday, every week during term time. Ms Essex is able to support families in a range of needs including parenting support, financial support and linking families with external agencies when support is required at home.

We strive to take a proactive rather than a reactive approach to supporting families and intervene early to ensure everyone is supported.

### **SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)**

At Waterside Primary Academy we recognise that every child has their own needs and abilities. We embrace our responsibility to ensure each and every child fulfils their potential and experiences success, including children with Special Educational Needs and Disabilities (SEND).

Our vision is clear - we will provide a high-quality and ambitious education for all. Meeting the needs of all students is essential to the aims and principles of the school.

Our commitment is to:

- Communicate and work closely with parents to ensure a collaborative approach towards fully supporting each child
- Identify the needs of pupils with SEND as early as possible
- Carefully and regularly monitor the progress of all children in order to quickly identify possible SEND needs and barriers to learning
- Intervene when progress is less than expected, to ensure that all pupils achieve their full potential
- Provide a qualified Special Educational Needs and Disabilities Coordinator (SENDCO)
- Provide relevant training for all staff through CPD and external courses relevant to the needs of the pupils they work with
- Work with and maintain relationships with external agencies when the child's needs cannot be met by school alone
- Provide equality of educational opportunity
- Make appropriate provision to overcome all barriers to learning and ensure that children with SEND have full access to the curriculum
- Help children develop their personalities, skills and abilities
- Operate a “whole child, whole school” approach to the management and provision of support for special educational needs and disabilities. All teachers are required to respond to a child’s learning, social, emotional and mental health needs and set suitable learning challenges. This will incorporate ‘quality first’ teaching



### Uniform

All our uniform can be purchased from: [klschoolwear.co.uk/schools/waterside-primary-academy/](https://klschoolwear.co.uk/schools/waterside-primary-academy/). Any non-logo uniform can be brought from your local supermarket.



Waterside jumper or cardigan and white polo top for KS1

Summer dress or culottes dress



White shirt and tie for KS2



Tailored black trousers, skirt, pinafore or shorts



Bookbag



Black shoes with no logos



PE KIT: Green polo



Black joggers



Black leggings with logo



Black shorts



Black PE zip top



## Lunches

Every child must have a Parent Pay account, regardless of eligibility, as this is the only way that meals can be ordered. If you need to open a Parent Pay account please contact the school office to obtain an activation letter to access the website and order online.

Meal bookings need to be placed **in advance** by **each Thursday** for the whole of the following week to give our catering team time to prepare. You will see the menus on Parent Pay and on our school website.

**Children in Reception and Years 1 & 2** are entitled to a free school meal each day but must order this on Parent Pay. If you do not wish your child to have a school meal, please provide a healthy packed lunch.

**Children in Years, 3, 4, 5 & 6** - Any child who is eligible for Free School meals must also have a Parent Pay account to order meals online.

Please ensure that your account is kept in credit at all times.

Our hot meals are provided by Culinera caterers.

**Snack Key Stage 1** – we provide the children with both a morning and afternoon snack. You do not need to bring any snack for them. We offer a range of healthy snacks such as: hummus and breadsticks, peppers and dips, crumpets, cheeses, fruit etc.

In order to ensure we provide a good range of healthy snacks for all children, we do ask for a £1 donation per week towards snack. This can be paid via Parent Pay.

**Snack Key Stage 2**- we ask that parents with children in Key Stage 2 provide a healthy snack

We ask that all children bring in a named water bottle. We are a healthy school and ask that the bottles only contain water

## Medication

We have a responsibility to maintain the health and safety of the pupils under our care during normal school hours or during any other school event or activity. This may extend to administering medicine or taking other medical action in an emergency.

- We can only administer medicines prescribed by your doctor. Very few medicines need to be taken during normal school hours and in most cases the appropriate dosage of medicine when prescribed to be taken “three times a day” can be given before school, after school and at night. The same principle can also be applied to medication such as creams/drops.
- All medicines should be brought to the school office where you will need to complete a medical form giving your consent for a member of staff to give your child medication. This therefore provides the school with a written record of all prescribed medication given to pupils. This record is kept together with the instructions, and is checked and completed by the designated member of staff. The record gives the date and time of administration, the dose given, the name of the child and the name of the staff member administering the medication.
- Medicines are then kept in a secure place, refrigerated if necessary, until it is time for your child’s medication to be given. It is not the responsibility of the staff to ensure medications are within date and they will only administer the amount as per the personalised label.



- Parents are welcome to come into school to give medicine to their own child, but it is important that you let us know beforehand.
- At the end of the school day, medicines should be collected by an adult from the school office. At the end of term, all medicines must be collected.
- Please do not send cough sweets into school with your child. These are not medicine and cannot be given out in school.

### Extra-Curricular activities

Pupils at Waterside Primary Academy have the opportunity to participate in a variety of extracurricular activities during their time at school — from sport, music and drama

There are a whole range of benefits that come from involvement in these clubs, we explore a few below.

Our extensive extra curricular programme aims to:

- **Help children build skills outside of the classroom** - In addition to building skills within a specific discipline, extracurricular activities are great for developing general academic and soft skills. Think debating for public speaking, academic competitions for exam strategies and sport for teamwork. Balancing a number of commitments can help to improve your child's time management skills, while finding an area they enjoy or excel at can boost self-confidence.
- **Provide a productive break from study** - Weekly activities can offer a welcome break from studies and homework. Depending on your child's interests, they may provide the chance to get outside and exercise, see friends, pursue a hobby or simply relax and refresh their mind. They also help limit the time your child is spending in front of a TV or computer screen.
- **Open children's minds to new interests** - While children at Waterside Primary Academy usually have the opportunity to pursue a wide range of subject areas through core and foundation subjects, extracurricular activities allow students to explore an interest in more depth than what is covered in class — or maybe even find a completely new interest that they wouldn't have been exposed to otherwise. They can also provide a great chance for children to broaden their perspective of the world, particularly those involved in volunteering.
- **Provide Social Opportunities** - Being part of a group or team provides a sense of belonging, with extracurricular activities offering an opportunity for your child to interact with others with similar interests and potentially build friendships outside of their usual circle

### Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of your child from birth to 5 years old. There are 7 areas of learning and development which are split into prime and specific areas. The prime areas are the foundation of early learning, shaping a child's ability to explore, communicate, and build relationships. These areas develop first and support progress in all other aspects of learning.

The 3 **prime** areas:

- Communication and language
- Physical development
- Personal, social and emotional development

The 4 **specific** areas:

- Literacy
- Maths



- Understanding the world
- Expressive arts and design

Our learning takes place **inside and outside**. The children have access to the outside, no matter the weather. We provide all children with wetsuits so that they can make the most of the environment (sledging in snow down the hill, digging in mud, outdoor painting, explorative water play etc).

The above areas are taught through topics, which have been carefully planned to engage, motivate, challenge and interest the children. All children will have ample Child Initiated Learning (CIL) time when in school. A range of activities will be set up during this time, linked to our curriculum and the children's interests and the children will be able to choose their 'play'. During these activities, the practitioners will join in and extend the children's play and learning, make observations, take photos of key learning and record assessments. This is used to plan the next steps for each child.

### What to bring to school

- A named water bottle each day, no juice or squash please
- A packed lunch/have ordered a school dinner (payment and booking of school dinners via Parent Pay) *\*You can activate your Parent Pay account once you receive a letter.*
- A spare set of clothes (labelled with your child's name) in a bag to hang on their peg and be left at school. This is in case your child has a toilet accident
- A Waterside book bag (please see the uniform policy on our website, detailing where you can find these)
- A Waterproof coat
- A sunhat in warmer months
- A pair of welly boots that can be left in school.
- On PE days children in their PE kit and trainers.

### General information:

**Class name** – Each class is named after a local river. The children will be given their class name on entry to Reception and this class name will stay with them throughout their school journey.

Your child's Reception class is called **Ver** class.

**Communication** – You will be able to speak to our team at drop off and collection and you can book an appointment via the office. We send out emails and texts and most of our information is on our school website. However, we also use a couple of extra platforms to communicate.

**Facebook:** We have a whole-school Facebook page. This account will post pictures of events, learning and will give updates regularly.

**ClassDojo:** Across the school, we have a private platform called ClassDojo. Each child will be given their own profile and their parents/carers will be linked up to this, you can also see their positive behaviour points they receive on here too. Every week, staff will post pictures of what your child has been up to in their learning. You will be able to like and comment on these pictures as well as add pictures showing us what your child is up to at home! *Please note, you will be asked to sign a consent form for this as, often, other children appear in your child's photo and vice versa.*

**Policies** – Please refer to our Healthy Eating and Drinking Policy, which we expect all children in our school to follow. This can be found on our school website. Please note that we have a 'No Nuts' policy. On our school website, you will

also find a range of other policies including our Behaviour Policy, Attendance & Punctuality Policy, Intimate Care Policy and much more.

**Buddy System** – Our Reception children buddy-up with Year 6 from the beginning of the year. This is to ensure the children have an extra support system in place. It has been very successful in the past and we have found that our Reception and Year 6 children develop a very strong bond during the year.

**What we ask of you** – All children should read 5 times a week and this should be recorded in your child's Reading Record (in EYFS state that all children should listen to a story each night and record in reading record, until they start getting a Ditty sheet or RWI book)

At Waterside Primary Academy we follow Read, Write, Inc for phonics. We ask that you support us with phonics by reading with your child, practicing real and nonsense words and accessing the portal for additional support. There will be a phonics workshop in September which will provide you with a step by step guide on how to support your child with phonics. This will also be available on our school website

**Key Facts:** Talk to your children as much as possible and encourage conversations to develop language & read to your child and listen to them read as much as possible as research shows that children perform better and make more progress when parents focus on reading and vocabulary!

### How can I help my child get ready?

Your child will have lots of new activities and routines to get used to when they start school. There are some things they'll need to do more independently than they might have before. Research shows that a child's relationship with their parents is the most important factor in their development, and there's a lot you can do at home. When your child is at home with you or another caregiver, you can practise as a family with fun activities. Some of these skills take time to master, so it's good to introduce them gradually in your daily routine.

#### Growing independence

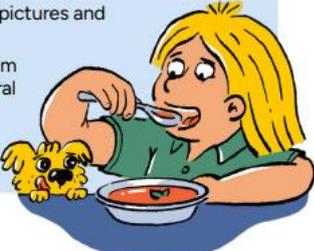


**Taking care of themselves**

- Putting on/taking off their coat and shoes
- Using the toilet and washing their hands
- Getting dressed with little help, e.g. after using the toilet or doing PE
- Using cutlery (e.g. fork and spoon, chopsticks) and drinking from an open cup
- Spending time away from you, learning they can be looked after by caring adults

**Play, creativity and curiosity**

- Taking part in imaginative play (e.g. role play)
- Drawing, painting, colouring and sticking
- Sharing story books, looking at pictures and talking about the characters
- Exploring the world around them (e.g. looking closely at the natural world, playing safely with objects at home)



## Building relationships and communicating



### Being with others

- ✓ Practising sharing and taking turns with toys
- ✓ Talking to them about **how** they are feeling and **why**
- ✓ Looking at story books together and speaking about what characters are feeling is a good way to do this
- ✓ Beginning to recognise what others are feeling, e.g. understanding if a friend is sad
- ✓ Encouraging them to set boundaries for themselves and others (e.g. knowing how to say 'no')

### Communication and language

- ✓ Singing along with songs and nursery rhymes
- ✓ Talking happily to others about activities, experiences and the world around them
- ✓ Showing they need help by speaking clearly (in basic English or sign language)
- ✓ Recognising the pattern of their name (so they can find it on their coat peg or jacket)

### Listening and engaging

- ✓ Paying attention for short periods of time
- ✓ Listening to and following simple instructions
- ✓ Carrying on with a task even when it's difficult and bouncing back if things go wrong



## Physical development



### Getting moving for at least three hours a day

- ✓ Walking up and down steps (one foot at a time, using the wall for support)
- ✓ Climbing, running, jumping and playing
- ✓ Catching a large ball (most of the time)
- ✓ Doing simple puzzles and craft activities, strengthening their grip with cutting and sticking



## Healthy routines



- ✓ Going to bed around the same time each night, waking up in time to get ready for school
- ✓ Limiting screen time to the recommended daily amounts (see advice)
- ✓ Eating a healthy diet and trying new foods
- ✓ Brushing their teeth with fluoride toothpaste twice a day (you'll need to supervise this until they are at least 7)



This tracker helps you and your child prepare for school.

# The Road To School

**Speaking & literacy**

- I like to read stories & look at picture books
- I am able to talk about myself, my needs & feelings
- I am practising recognising my name when it's written down

**Listening & understanding**

- I am able to sit still and listen for a short while
- I can follow instructions
- I understand the need to follow rules

**Writing skills**

- I like tracing patterns & colouring in
- I enjoy making marks
- I am practising holding a pencil

**Sharing & turn taking**

- I can share toys & take turns
- I like playing games with others
- I like interacting with other children

**Everyone starts school with different abilities - your teacher will help you progress at your own level.**

**Counting skills**

- I enjoy practising counting objects
- I like saying number rhymes & playing counting games
- I can recognise some numbers when they are written down

**Going to the toilet**

- I can go to the toilet on my own, wipe myself properly & flush
- I can wash and dry my hands without any help

**Routines**

- I have practised putting on my uniform & getting ready to leave on time
- I have a good bedtime routine so I'm not feeling tired for school
- I'm learning to eat at the times I will on school days

**What are you looking forward to the most? Is there anything you're unsure of?**

**Interest in the world & new activities**

- I enjoy learning about the world around me
- I am interested in exploring new activities or environments
- I like asking questions

**Eating**

- I can use a knife & fork
- I can open my packed lunch on my own
- I am confident at opening wrappers & packaging

**Self-care**

- I know when to wash my hands
- I can wipe my nose
- I can ask for help if I don't feel well

**Getting dressed & undressed on my own**

- I can button & unbutton my shirt & use a zip
- I can put my own shoes & socks on
- I can change into my PE kit & put my coat on

**Independence**

- I am happy to be away from my mummy, daddy or my main carer
- I am happy to tidy my belongings & look after my things
- I am feeling confident about starting school

**School bus**

**Nursery Resources**  
www.nurseryresources.org

Remember - learning is not a competition; children learn at different rates. For more ideas to help prepare your child for school, talk to your childcare practitioner.

## Setting handovers

As part of the transition, we will speak with your child's prior setting, if they have attended one. In some cases, we may visit your child at their current setting.

## Transition day

This year the transition day is on **Tuesday 1<sup>st</sup> of July**. The transition day will be split into two sessions, a morning session (9.30-11am) and an afternoon session (1.15-2.45pm). This will allow us to have smaller groups of children in the classroom. We can then ensure they are settled and enjoying their experience. A separate letter will be sent to you with an allocated session. There will also be a 'Meet the Teacher' meeting on **Tuesday 1<sup>st</sup> July at 6pm**. This will give you more information about the school and give you an opportunity to ask questions. Remember there is never a silly question so please just ask!

## First week of school

It is important to ensure that your child has the best start to school as this is the beginning of their journey at Waterside. The first day of school will be on Thursday 4<sup>th</sup> September. We will be introducing a staggered start for the



children to help settle them into their new environment. We will again split the children into smaller groups for the first few days of school. More information will be provided in a separate letter

Thursday 4<sup>th</sup> September- Morning session (8.45-12pm) or afternoon session (1-3.15pm)

Friday 5<sup>th</sup> September- Morning session (8.45-12pm) or afternoon session (1-3.15pm)

Monday 8<sup>th</sup> September- Wednesday 10<sup>th</sup> September All children in 8.45-1pm (Children will be having lunch in school)

Thursday 11<sup>th</sup> September Children in all day

Finally, we are delighted to welcome you to the Waterside Team! If you have any questions, please do not hesitate to contact the school office via phone or email.

**Phone:** 01494 786608

**Email:** [office@watersideprimaryacademy.org](mailto:office@watersideprimaryacademy.org)