

July 2021

Dear Parents,

First Days at Putney High School

We realise that starting school is an exciting, but sometimes a little daunting, time for children and parents, so we are writing to give you some guidance on what your daughter needs for the first few days of school in September and an explanation of the morning routine.

During the first week, your daughter will attend school for the morning **or** afternoon session, as advised in the email sent to you on 9 July.

The **morning session** will run from **8.30-11.10am Monday-Thursday (12.30pm collection on Friday only)**

The **afternoon session** will run from **12.20-3pm Monday-Thursday (11am arrival on Friday only)**

Your daughter can wear either her school summer uniform (should you have it already) or her school winter uniform. We recommend that your daughter practises taking off her cardigan/jumper before starting school, to help her feel independent, though we will, of course, help if required.

Settling-in period

Our settling-in period will run, in different forms, across the first two weeks. This is to enable the smoothest possible start to school life at Putney. During this time, the class teachers and teaching assistants will spend time getting to know each child individually, both in terms of personality and ability, as well as help her to get to know her classmates and to learn new school and classroom routines. Specialist teachers will also introduce themselves and spend time with the Reception girls in our Early Years' area. Specialist lessons will start more formally for Reception during the second week, once girls are full-time.

What your daughter needs for the first day of school on Monday 6 September (all items clearly named)

- **Snack in a small snack box:** one healthy snack, such as a piece of fruit, crackers or fruit bar. We are a **nut-free school** so please ensure that there is nothing that contains, or has traces of, nuts. Please also check that your daughter knows how to open and close their snack pot; we will of course help, though we would encourage independence with their personal routines.
- **Water bottle** which they can manage themselves (please check that they know how to open and close it). We have access to drinking water in the classroom so please supply a **small** water bottle which can be re-filled, if necessary.
- **Book bag** (purple Putney High School bag)
- **Drawstring bag** containing: spare underwear x 2, clean tights x2 and clean socks x1 (Please ensure all items, including socks, are named). This bag remains at school for the year.
- **Long sleeved waterproof art apron** with a loop, so that your daughter can hang it up easily, which will remain in school.

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PE

PE for Reception girls will be on Mondays and Thursdays. For these days, girls should come to school in their PE kit and they will remain in their PE kit all day. Therefore, from week 2, girls will come to school in their uniform for three days a week and in their PE kit for two days. For week 1, they will only need to be in their PE kit on Thursday as there will be no PE for Reception on the first day of term.

What happens each session?

Week 1: Monday 6 – Thursday 9 September	
<p>morning session 8:30am</p> <p>afternoon session 12.20pm</p>	<p>Arrival All girls will attend school for either the morning or afternoon session, as advised in the email sent to you on 9 July. Depending on government regulations for September, we hope that parents will be able to come into the school grounds and drop off their daughter directly at the classroom door.</p> <p>Please enter the school grounds via the grey gate on Lytton Grove – the nearest one to Tintern Close. Please wait with your daughter on ‘Putney Green’ (the astro area beyond the grey gates) in front of the Early Years classrooms, until we have opened our doors and welcomed the girls in.</p>
	<p>Belongings to be put away With help from staff, the girls will find their peg and where their book bag goes. They will take out their snack box and water bottle and be shown where to store it. Water bottles will be placed on a shelf for them to access themselves throughout the day.</p> <p>Coats (and cardigans, if necessary) hung on pegs On the first day, your daughter will also have her drawstring bag with her. This is to be kept in school on her peg for the year and will contain spare items of clothing and underwear which should be named.</p> <p>Registration As soon as things are put away, the girls will sit on the carpet for Registration, in preparation for the day’s activities to begin. Throughout the morning, they will have the opportunity to undertake activities both inside the classroom and in our own Early Years outdoor area.</p>
	<p>Snack time Part-way through the session, the girls will all stop for snack. They will be supported to remember to wash their hands with soap before and after having their snack and to dispose of any rubbish.</p>
<p>morning session 11.10am</p> <p>afternoon session 3pm</p>	<p>End of Day Enter through the grey gate and wait on Putney Green in front of your daughter’s classroom where we will hand over your daughter to you.</p>

Friday 10 September – all girls to be dropped off and collected from the grey gate and to have lunch at school	
<p>Morning Group</p>	<p>Arrival at 8.30am Collection at 12.30pm: Please note the later collection time so that all girls stay for lunch and meet the other half of the class.</p>
<p>Afternoon Group</p>	<p>Arrival at 11am – please note the earlier arrival so that girls can join us for lunch and meet the other half of the class. Collection at 3pm: Please wait for your daughter in the pick-up zone. Your daughter’s class teacher and teaching assistant will bring the girls to the gate for dismissal.</p>

Week 2 onwards

All girls will attend full-time.

Arrival: Girls can arrive between **8.10-8.25am** and will come straight into the classroom. Please note that register is taken promptly at **8.25am**.

Dismissal: School finishes for Reception at **3pm**. Parents will wait on Putney Green.

Our settling-in period will continue throughout week 2 whilst the girls begin to get to know the children from the other session and learn class routines. Specialist teaching sessions will begin in week 2.

Our weekly timetable will start fully in Week 3. You will receive a copy of the timetable before then.

Future dates for your diary

Friday 3 September 1.30pm (online)	The Year Ahead Virtual Presentation with Mrs Page-Roberts (further information to follow).
Monday 13 September 9am in the Junior School Hall (coffee will be available from drop off)	The Year Ahead Reception Year Group Talk Find out about the Early Years Foundation Stage curriculum and what your daughter will be learning throughout the year. This will cover: <ul style="list-style-type: none">• Daily routines and expectations.• Phonics and how to support your daughter at home.• Introduction to 'Firefly', our online learning platform from Mr Mistry, Director of Digital Learning and Innovation. Firefly is where we use to share information and news with parents. It also acts as our remote learning portal, should this be necessary in the future.
Date to be confirmed	Coffee morning We hope to be able to hold coffee mornings in school with Mrs Page-Roberts, Miss Tew and the EYFS teachers and for parents to meet each other.
Week commencing 27 September	Settling-in meetings A chance to meet with your daughter's class teacher and teaching assistant and discuss how she has settled in. Further information regarding this will be sent to you in September.
Dates to be confirmed at the beginning of term	Parent Volunteer Training session If you would like to volunteer to help out at school or on trips, it is advised that you attend this session, so you are aware of our school safeguarding procedures and the volunteering process.
18-29 October	Half term holiday

We look forward to seeing you in September for what will be an exciting time for all of us.

With very best wishes,

Miss Tew
Head of Early Years