

Fir Tree Primary School

Reception 2026 – 2027 Welcome Pack



Contact Details

School office phone: [01491 836 341](tel:01491836341)

School office email: office.2578@fir-tree.oxon.sch.uk

Tapestry: <https://tapestryjournal.com/> or download the app from the app store



Welcome to Fir Tree Primary School!

Dear Families,

A very warm welcome to Fir Tree Primary School.

In September, your child will be joining **Oak Class**. Their teacher will be **Mrs Helena Grant**, supported by our experienced and nurturing Early Years Teaching Assistants. We hope that you and your child are as excited as we are to begin this important and joyful journey.

We want your child's start to be happy, memorable and full of curiosity. We appreciate the trust you place in us to care for and educate your child, and we value the strong partnership we build with families. You are the most important people in your child's life and, by working together, we can ensure the very best start for them.

This welcome pack will help you learn more about Fir Tree Primary School and the Reception year. Please read the information carefully, as it will help you and your child feel prepared and confident for September.

If you have any questions or worries that are not answered here, please get in touch using the contact details on the front page.

With warmest wishes,

Mrs Helena Grant

Early Years Foundation Stage Lead and Oak Class Teacher



Important Information

How do I drop my child off and collect my child?

Please enter the school using the **Early Years entrance** (to the right-hand side of the car park) and walk around to the Reception classroom. The gate will be unlocked at **08:30am** and locked at **08:50am**.

During the Autumn term, families may come into the classroom to help their child settle with a morning activity. We kindly ask that adults leave before 08:50am to allow for a prompt, smooth start to the school day.

At home time, please return via the Early Years entrance and wait in the Reception outdoor area. A member of staff will dismiss your child directly to you.

We offer before and after school wraparound care. Please see below for further information.

What if I cannot collect my child?

If someone else will be collecting your child, please inform the class teacher or school office. If the adult is unfamiliar to staff, you will be asked to provide a **password** so we can confirm their identity before releasing your child. A photograph is also helpful.

What if I am late?

If you arrive after the gate has been locked, please bring your child to the **main school office**, where a member of staff will welcome them and take them to class.

Breakfast Club and After School Club

Our breakfast club runs from **08:00am – 08:30am**. We operate this as a “drop in”, so there is no need to book. There is a daily fee of £3.50, payable via the **My Child at School** app. Further information on how to access this will be provided once your child is enrolled.

Our after-school club is called Fir Tree Fun Time. This runs from **3:15pm – 5:30pm**. Booking for this is taken in advance via the My Child at School app to support staffing, food orders and resources. There is a daily fee of £13.00.

Attendance, Illness & Absence

What if my child cannot come to school?

If your child is unwell, please contact the school **each day** they are absent **before 09:00am**.

Good attendance is vital for your child’s learning, development and well-being. Please send them to school whenever they are well enough to attend.

If you need to request a planned absence, please complete an absence form from the school office. Absence during term time can only be authorised in exceptional circumstances.



Illness and infectious diseases

To help keep everyone safe:

- Children must stay at home for **48 hours** after the last episode of vomiting or diarrhoea.
- If your child has a **high temperature**, they should remain at home until the fever has passed.
- If your child has an infectious illness (e.g., chickenpox, impetigo, conjunctivitis), please inform the school office so we can follow public health guidance.

If your child becomes unwell during the school day, we will contact you immediately.

Emergency Contacts

You must provide **at least two emergency contacts** with up-to-date phone numbers and addresses. This ensures we can reach you quickly if your child becomes ill or has an accident. Please notify the school of any changes straight away.

First Aid, Accidents & Head Injuries

First Aid

We have trained paediatric first aiders on site at all times, as required by the EYFS statutory framework. If your child has a minor injury, they will be treated by a qualified first aider.

Accident reporting

If your child has an accident at school, we will record it and inform you at the end of the day. For more significant injuries, we will contact you by phone.

Head injuries

If your child bumps their head, you will always be informed - either by phone or with a head injury slip - so you can monitor them at home.

Medication, Allergies & Dietary Needs

Medication policy

If your child needs medication during the school day, please **complete a medication form** from the office and hand the medicine directly to a member of staff.

All medication must be:

- In its original packaging
- Clearly labelled with your child's name and required dosage
- Within date
- Accompanied by written instructions



Allergies and medical needs

Please inform us of any allergies, intolerances or medical conditions. We will work with you to create a **care plan** if needed.

If your child requires an inhaler, EpiPen or other emergency medication, this must be provided **before they start school**.

Food allergies

We are a **nut and seed free** school. Please avoid sending any nut products in packed lunches or snacks.

How can I support my child's learning at home?

The most powerful way to support your child's learning is through simple, everyday interactions. Young children learn best through talk, play and shared experiences.

Talk together

Chat throughout the day - on the walk to school, during mealtimes or while getting ready. Naming objects, describing what you see and encouraging your child to share their thoughts builds strong language skills.

Read and share stories

Enjoy books together as often as you can. Looking at pictures, talking about characters and re-reading favourite stories all help develop vocabulary and imagination.

Explore early counting

Count steps, fruit pieces, cars, toys - anything! Sorting objects, spotting shapes and playing simple number games builds early maths understanding.

Use Tapestry to stay connected

We will share photos, updates and observations on Tapestry so you can see what your child is learning. Please upload your own "wow moments" from home too - anything your child is proud of. Please use the **digital consent form** (linked on your offer letter) to provide your permission for us to create you an account.

School Lunches and Snack

Snack

Children receive a daily snack of fruit and milk. If your child does not drink milk, they will be offered water.

Please send a **named water bottle** filled with water (not juice), which your child can access throughout the day.



School Lunch for Reception Children

Every child in Reception is entitled to a **free school meal** (Universal Infant Free School Meals).

Our school meals balance familiar favourites with gentle encouragement to try new foods.

How do school meals work?

- Your child can have a packed lunch from home or a hot school meal.
- The school menu is available on our website.
- Please choose your child's lunch choices in advance on the **My Child at School** app.
- There will be an alternative arrangement for the first week of term whilst our system updates with the new children's details – more information to follow closer to the time.
- There is always a **vegetarian option** and a **meat option**.

Packed Lunches

A typical healthy packed lunch might include:

- A sandwich
- A piece of fruit
- A yogurt
- A packet of crisps
- Cucumber or carrot sticks

NO nuts, seeds, sweets or juice - thank you.

Pupil Premium and Free School Meal Entitlement

All Reception children receive a free school meal, regardless of family income. However, if your family meets the criteria for **income-based Free School Meals**, it is very important that you let us know.

This is because the school receives additional government funding, called **Pupil Premium**, for every eligible child. This funding supports children's learning and well-being.

Even though your child will receive a free lunch automatically, we can only access this extra funding **if you apply**.

If you think you may be eligible, or would like help checking, please contact the school office in confidence. Your application is private and can make a significant difference to the support we are able to offer your child.



School Uniform and Equipment

Uniform

- Fir Tree Primary School logo jumper or cardigan, or non-logoed option. Our uniform provider is Make It Mine, based in Didcot. Fleece, sweatshirts and more can be ordered via their website ([Fir Tree Primary School – Make It Mine](#)).

Newest versions of logoed uniform will have “Fir Tree Primary School” text, however, it is absolutely acceptable for children to wear second-hand / re-purposed uniform which contains “Fir Tree Junior School” as part of the logo.

- White polo shirt
- Grey or black trousers, skirt or pinafore dress
- Blue gingham summer dress
- Black shoes or trainers (Velcro preferred)
- No jewellery (except watches and small stud earrings)
- Long hair should be tied back

PE Uniform

- Plain white t-shirt
- Plain black, grey or navy shorts or joggers
- Plain black leggings or skorts
- Trainers
- Plain black, grey or white socks
- Earrings must be removed or taped for PE

What does my child need to bring each day?

- A named bag (a recognisable keyring can help)
- Book bag (optional)
- A set of spare clothes (to be kept in school in a named, drawstring bag)
- A named water bottle
- A named pair of welly boots (kept in school)
- A named puddle suit (kept in school)

Please name **all** clothes and items brought into school!



The School Day *(subject to change)*

08:30–08:50	Children arrive and complete a morning job in class. Parents may join during the Autumn term.
08:50–09:10	Register and morning routines
09:10–09:30	Phonics (Read Write Inc)
09:30–11:00	Discovery Time (indoor/outdoor free flow, small group work)
11:00–11:30	Maths carpet session
11:30–12:30	Lunch and play
12:30–1:00	Register / settling time / Literacy or Topic
1:00–2:45	Discovery Time (indoor/outdoor free flow, small group work)
2:45–3:15	Story or singing, snack, home preparation
3:15	Children collected to go home

What will my child's year in Reception look like?

- High-quality teaching of phonics, maths, literacy and topic
- Learning through play and adult-facilitated activities, indoors and outdoors
- Warm, nurturing relationships that support all children to develop towards their individual goals
- Specialist PE lessons
- Visitors, trips, performances and celebrations
- Outdoor Learning opportunities
- Strong communication between school and home (face-to-face, Tapestry, parent consultations, reports, parent workshops e.g. for Phonics)
- Free school lunches, snack and milk

Parent Teacher Association (PTA) – Can you help?

We warmly invite all new families to become part of our school PTA. The PTA raises funds that enhance school life at Fir Tree, helping to create enriching opportunities and experiences for all our children.

Whether you can offer a little time or simply show your support, every contribution helps and is greatly appreciated. The PTA thrives because of our strong school community, and we'd love for you to join us. If you're interested in getting involved or would like more information, please contact Elizabeth Bachelor, Chair of the PTA, via the school office, and your message will be passed on to her.

For more information, please see:

Fir Tree PTA via the school website: [PTA | Fir Tree Junior School](#)

Fir Tree Facebook Page: [Fir Tree School PTA | Facebook](#)

Thank you for taking the time to read the information in this welcome pack.