



# Information Booklet



**A parent's guide to KS1 at  
William Lilley.**

2024-2025

# WELCOME TO OUR SCHOOL!

We are very much looking forward to your child joining our school and hope that this Welcome Pack will answer many questions. There are also some suggestions for ways in which you can help your child at home as a valuable part of their education. We would welcome any comments on this booklet, the agreement or any aspect of school life.

Starting at a new school can be exciting but it is sometimes unsettling as well. By working together, school and home can make the most of the excitement and can help to avoid anxiety – not only now but also during the rest of the time that your child spends with us.

At William Lilley Infant and Nursery School we have introduced a written agreement between home and school as a beginning of the partnership we need to adopt in your child's education. The aim is to help your child to do their very best with our mutual support.

The agreement is not, of course, a legal contract but it sets out ways in which you and we can work together. We believe that it will lead to a better understanding of the responsibilities and opportunities that lie ahead in our joint efforts to help your child. We hope that you and your child will sign both copies of the agreement and return one of them to us. If for any reason, you feel unable to sign, perhaps you would contact a member of staff so that we can discuss it and help if necessary.

There are several yellow forms enclosed in this pack for you to complete and return to school. They are important and help us to comply with Local Authority legislation.

We endeavour to keep all parents up-to-date with events happening in school through our Fortnightly Newsletter, School Website and School App.

[www.williamlilley.notts.sch.uk](http://www.williamlilley.notts.sch.uk)

We look forward to a happy partnership between William Lilley School, you and your child.

Yours sincerely  
S J Beardsley  
HEAD TEACHER



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# The School Day

Times	What happens:
8.45am	School starts
12.00pm-1.00pm	Lunch time
3.15pm	Home time

## School starts

When the bell rings at 8.45am, your child will line up with their class on the playground. The class teacher will collect their whole class from the main playground and lead them to their cloakrooms.

## Punctuality and attendance

It is important to ensure your child has a calm start to the day. Therefore, it is important to arrive punctually, and be ready to line up before the doors open. If you do happen to be late, you will need to enter the main school building and report to the Office. The Local Authority (Nottinghamshire County Council) monitors our registers termly. Attendance rates and lateness are monitored closely to ensure children develop good attendance attitudes from the start. It is our policy at William Lilley School to accept notification of absence by telephone call on the first morning of absence; if we do not hear from you we will contact you via telephone asking for an explanation of absence. For more information regarding attendance, please see the Attendance Information booklet enclosed in this pack.

## End of the day

At the end of the day please wait for your child outside the building on the playground so that the Teacher can see you. Staff will escort the children outside to meet parents/carers.

## After School Clubs

We have a wide range of After School Clubs which operate throughout the week. Different year groups are invited to attend different clubs.

## Milk and fruit

Milk and fruit are provided every day. There is no charge for fruit supplied under the Government's 'National Fruit Scheme'. Until the age of 5yrs, milk is also free and provided by Cool Milk Ltd. After 5yrs, milk will continue to be provided but will incur a small cost. If you wish your child to receive milk at school, complete the registration form in your Welcome Pack from Cool Milk Limited or visit [www.coolmilk.com](http://www.coolmilk.com).

## Water Bottles

We do encourage children to drink water throughout the day and in order for children to have ready access to drinking water, water bottles are available from the Office at £1.60\*. These are taken home at the end of each day to be refilled. You are more than welcome to provide your own water bottle.

*\* prices correct at time of print.*

# School Lunch



## Lunchtimes

Children in Year 1 and Year 2 will be entitled to a **free hot school dinner** which are **cooked on site** by our **award winning** catering team. Children may choose to bring a packed lunch if preferred.

## School Dinners

A school meal menu is available on our website. Children are asked at morning register if they would like a hot meal. Parents are welcome to join us any time for a hot meal – just order on the day before 9.30am. Adult dinners cost £3.54\*, which includes a main course and a desert.

All our hot school dinners are prepared on site.

## Packed lunch

Our school has achieved a Gold Healthy School Status award and we would be grateful if you could help us to promote healthy eating when you pack your child's lunchbox. We ask that children do not bring sweets or chocolate bars (chocolate biscuits such as Penguins, Twix etc. are allowed). Please ensure the lunch box is **clearly labelled** with their name and class. Water is provided for all children and we ask that if you do send drinks, that they are pure fruit juice only.

## Allergies

Please inform staff of any allergies or special dietary requirements. The catering team are keen to encourage all children to have a school dinner and will work with you to accommodate any needs.

# School Uniform

## School uniform

Our school uniform consists of

- grey skirt/trousers,
- white, blue or yellow polo shirt,
- royal blue cardigan/sweatshirt or jumper.

Grey shorts and blue and white checked dresses are acceptable for summer.

## Where to order the uniform

Whilst uniform is not compulsory at our school, we do encourage children to wear it and embroidered pieces it can be ordered from Morleys and Simply First.

## Jewellery

We recommend you send your child without any jewellery. However, if your child has had their ears pierced, then we allow small stud earrings. If your child cannot remove earrings, plasters must be provided for PE.

## PE Kits

Please send in a named bag; they will stay at school and be sent home each half term to be washed.

- plimsolls
- dark coloured shorts
- white T-shirts
- socks
- jogging bottoms, a jumper and trainers are required for outdoor PE.

**PLEASE LABEL ALL CLOTHES AND SHOES:  
IT MAKES IT MUCH EASIER TO RETURN TO THEIR  
OWNER!**



# Children's safety



We would like to draw your attention to procedures which are in place to ensure both children and adults are safe whilst on the school site.

## MORNINGS

To avoid unknown adults entering school at 8.45am, all Year 1 and 2 children are to come into school with their teacher **and without parents**. Any parents wishing to visit the School Office must enter via the Office entrance.

## INTERNAL GATES

Please ensure you close any gate once you have walked through.

## OFFICE DOOR

The School Office entrance door will be locked via the intercom system to control access to the building. Any parent wishing to enter must press the buzzer and a member of staff will release the door lock. Please be patient if you have to wait. **Pedestrian gates on Halls Road and Broadoak Drive (field entrance) are locked between 9.00am and 3.05pm.**

## PLAYGROUND

We encourage children to use their bikes and scooters to come to school. However, in order to ensure that all children are safe on site we request the following:

- Bikes and scooters are pushed along the pathways at all times.
- Bikes and scooters are placed in the bike park from 8.35am.
- Bikes and scooters are not used on the playground after school
- Please ensure you are with your child and take full responsibility for them before and after school

Please remind your child of these rules to prevent any accidents. These rules are regularly reviewed to ensure safety on the school site. Please could we also request that School's equipment is not used before or after school.

## HOME TIME

We understand that there will be occasions where you have arranged for friends or relatives to collect your child at the end of the day. Please ensure you let us know who will be collecting your child on your behalf. We will not be able to release your child to someone other than you without your consent to do so.

## AFTER SCHOOL CLUBS

If your child attends an after school club, please collect them at the allocated time.

## CONTACT INFORMATION

Please ensure that your contact telephone numbers are always up to date with the Office. We use our school app and sometimes a text messaging service to inform parents about any changes to the school timetable, school closures and emergencies.

## ROAD SAFETY

For the Health and Safety of the children we encourage children to walk to school. However, we appreciate this isn't always possible. If you do arrive by car, please park in the car park at the bottom of Halls Road and walk up to school. For the safety of all children, cars are not permitted on the zig-zag lines. We have a bicycle/scooter stand near the main building for children to store their equipment if they use them to travel to School.

## EDUCATIONAL VISITS

As part of our Curriculum we may need to take the children out to explore the local area using the consent slip completed when your child joined the School. **Visits further afield often require a voluntary contribution to be made so that we can cover bus charges and admission fees. When taking children further afield a consent form from Nottinghamshire County Council will be sent home with your child.**

## FIRST AID

All staff have basic First Aid Training. Mrs Wright and Mrs Roberts are our Paediatric First Aiders and Mrs Downes is our fully qualified First Aid staff who is called upon in the case of serious accidents. The teacher on duty will deal with any minor incidents e.g. cuts, grazes, bumps etc. and you will receive a 'bump note' to inform you of this. If your child has bumped his/her head you will receive a letter.

However, in cases of serious accidents, first aid will be administered and an ambulance called. If you are unobtainable, Mrs Beardsley, or a member of our Senior Management Team will act in loco parentis. **It is important that emergency contact numbers are updated regularly for this reason.**



## ILLNESS

If your child should become ill, we will contact you to collect them from school. Please keep your child away from school for 48 hours if they have had diarrhoea or vomiting. Our Office Staff can advise on the National Guidelines issued by Public Health for other illnesses that may be thought contagious.

## HEAD LICE

Unfortunately, head lice are a common occurrence in school and we would ask you to check your child's hair regularly. Should you find lice in your child's hair, we would appreciate you taking action without delay and return your child to school after treatment. If we notice head lice in a child's hair, we will call parents to collect them so they can be treated accordingly. Treatment can be obtained without incurring a charge from Pharmacy First.

## ASTHMA

Please inform school if your child suffers from Asthma as we keep an Asthma Register (see form for completion in Welcome Pack). A spare inhaler should be kept in school at all times. Inhalers need to be labelled with the child's name and class.

## MEDICINES

We can only administer prescribed medicines if needed 4 times a day. You will need to complete a consent form from the office and collect medicines at the end of the day. Please organise medicines needed 3 times a day, to be administered at home. No other medicines are allowed in school.

# Working together



## Helpers in School

Parents are very welcome to help in school. We would suggest that you let your children settle into school first then approach the class teacher or Mrs Beardsley if you would like to help in another class. We even have Grandparents offering some support! Any help that is offered is much appreciated.

## Visitors

Any visitors to the school need to sign in at the School Office and wear a "visitors" badge.

## 'Open Door Policy'

At William Lilley we have an 'Open Door Policy'. This means that you are always welcome to come into school if you have any queries or worries, however small they may seem. The time schedule for the morning is very limited and we are busy with the children so we ask that you try to see us after school. If you wish to talk to Mrs Beardsley please make an appointment at the School Office or contact her by email at [head@williamlilley.notts.sch.uk](mailto:head@williamlilley.notts.sch.uk).

## Behaviour

We are very proud of our outstanding behaviour at William Lilley, due to parents and school working together. At William Lilley Infant and Nursery School we want everyone to feel happy, safe and secure. We have a Behaviour Policy, which emphasises and rewards good behaviour. We rely on your support in this. We have a process to handle unacceptable behaviour which you become involved in should the need arise.

## Rewards

Throughout the week, children earn 'PROUD' points for adhering to the 'PROUD' rules.

- Polite
- Respectful
- Organised
- Understanding
- Determined

Head Teacher Awards are assigned by Mrs Beardsley for very good work and behaviour. Weekly, we have a regular 'PROUD' Assembly where a child from each class is chosen and praised by the class and whole school. We also have WOW certificates, CROW Award (Class register of the Week Award), Attendance Awards, CAT Award (Clean and Tidy Award) and notes home. Please see the Child Behaviour Policy for more details which can be found on our website and a copy is included in your child's Welcome Pack.

# How can I help at home?

## Reading, reading, reading!

Reading is a vital skill that will help your child to succeed in many ways. Although as your child is learning to read they may not be able to read the whole text, it is important for your child to recognise the importance of reading. Our school aim is to read 4 times a week, for 5-10 minutes at a time. Children will receive support and rewards to do so.



## Oxford Owl

The children will also have access to an online reading library called OXFORD OWL. The coloured label in each child's reading diary shows you which books to access.

## Reading folder

These can be purchased from the office for £4.50\* to help carry books safely to and from school.

## Homework

Children have homework books with activities to be completed at home. These are sent home regularly. Children are encouraged to record their work in a way that they enjoy...for example notes, lists, sentences, pictures, bullet points. Proud points are given out for completed homework.

## Purple Mash

Children will be given a log-in for Purple Mash which contains a range of software tools for writing, drawing, coding, animating and more....



*\*prices correct at time of print*



We have a very committed team of Governors who help Mrs Beardsley lead the school. Ms Bev Cameron is our Chair of Governors. Governors are elected from a number of areas; staff, parents, the community and the Local Authority. Governor names can be found below and pictures can be found on the Who's Who Noticeboard in the Main Reception.

Ms Bev Cameron	Chair, LA governor
Mrs Sally Beardsley	Headteacher
Miss Trudy McMahon	Staff : Co-opted
Mrs Jacqueline Jenkins	Co-opted
Mr John Slater	Co-opted
Mr A Billingham	Co-opted
Ms A Tainton	Parent
Miss J Bult	Parent
Mr A Eames	Parent
Vacancy	Parent
Mr J Oleshko	Associate (Co-opted from Sept 2024)

#### *What the Government regulations say about Governors*

*The Governing Body must act with integrity, objectivity and honesty and in the best interests of the school, to carry out their functions with the aim of taking a largely strategic role in the running of the school. This includes setting its aims and objectives, setting policies and targets for achieving the objectives, reviewing progress and reviewing the strategic framework in the light of progress. The Governing Body should act as a critical friend to the Head Teacher by providing advice and support.*  
(Regulation 4)

Every term the Governing Body meets with Mrs Beardsley to talk about what is happening in school, celebrate our successes and discuss what we need to do to improve things. We all work together (staff, parents, members of the community, members of the local authority) to make decisions about the school and help Mrs Beardsley with the running of the school.

Governors also help the teachers by linking with a teacher and helping them with their curriculum driver area e.g. Wider World Pioneers

Governors also like meeting the other staff and children, so we have Governor Days where they come into school for a day and see what a normal day in school is like. Governors work in the classroom with the children, talk to the staff and parents, have lunch with everyone and generally have a great time.

We look forward to welcoming you soon for your



Remember to order your milk and to bring in a book bag and a water bottle!

Milk  
(order at [www.coolmilk.com](http://www.coolmilk.com))



Reading Folder (£4.50) & Water Bottle (£1.60) which can be bought from the School Office  
(or bring your own from home)



*\*prices correct at time of print*