



Starting School 2026/27



COLLIS
Primary School





WELCOME TO COLLIS PRIMARY SCHOOL RECEPTION CLASSES

We are delighted that you have chosen Collis Primary School for your child. The staff, governors and children welcome you.

Starting school is an exciting time for young children and their parents. It can also be a daunting time too, but with a little preparation and encouragement most children will settle easily into school.

UNIFORM & EQUIPMENT

We ask that you support the school by dressing your child in the correct school uniform. Our uniform supplier is **School Days and Just Dancing**, 94 High Street, Whitton.

Please note, that you must make an appointment to visit the shop at *https://schooldaysllp.co.uk/index.php/booking-form/* Orders can also be placed online at https://schooldaysllp.co.uk/index.php/primary-schools and then can either be delivered to a convenient address or collected from the shop.

If you need to contact the shop, please email: shop@schooldaysllp.co.uk.

Uniform	Items required
School uniform	White, red or blue polo shirts Red or blue sweatshirt or cardigan Grey trousers Grey pinafore dress or grey skirts Red or blue checked or striped summer dresses White/navy socks or plain coloured tights (navy, red or grey) Plain black Velcro trainers for all children (not shoes)
PE uniform	Collis PE shirt Blue PE shorts Blue joggers Navy or black leggings Trainers
Equipment	Collis book bag Water bottle
Outdoor equipment	Wellies (any design) Children's raincoat (These items will remain in school so children can go out in any weather.) 
Change of clothes	Collis PE bag Every child will need a spare set of clothes that are always kept in school on their peg inside the Collis PE bag. This should include a polo shirt, trousers/leggings, 2 pairs of socks and 2 changes of underwear.

ALL ITEMS, INCLUDING FOOTWEAR, MUST BE NAMED.
The children should wear plain black trainers with Velcro fastenings. No shoes or sandals.
Children should not wear jewelry or nail varnish.
Children with pierced ears should only wear studs.

PE Clothing
Children must come into school wearing their PE kit on PE days.

TERM DATES

Autumn Term 2026	w/c 7 September*	-	18 December
Half term	26 October	-	30 October
Spring Term 2027	5 January	-	25 March
Half term	15 February	-	19 February
Summer Term 2027	12 April	-	23 July
Half term	31 May	-	4 June

In Service Training days: 4 January**,** 30 April, 7 June

May bank holiday: 3 May

*Staggered start for children in Reception

What Your Child Should Bring to School Each Day

- Children should bring a Collis School book bag to school every day. Please check their book bag at the end of each day for messages, letters and sharing books.
- We ask every child to bring in a named bottle of water. Bottles with a strap are the easiest for the children to manage. Please wash and refill this every day. Fresh water is always available at the drinking fountains in the playground.
- Children do not need to bring a snack to school as we are part of the National Fruit Scheme for Infants and we encourage children to eat the fresh fruit provided daily.

Preparing your Child for School

We would really like you to encourage your child to become as independent as possible. When they start school we require them to:

* Dress and undress themselves unaided i.e.
  - Take a coat or jumper off and put it on
  - Turn clothes the right side out
  - Put shoes on correct feet
  - Do up buttons or zips on school clothes.

- Recognise their own clothes, shoes and P.E. bag. (Please be sure to put name labels in **all** your child's clothing and belongings.

- Use the toilet without supervision, including knowing that they should ask to go whenever necessary, flush the toilet and wash and dry their hands afterwards.
- Tidy and clear away toys and games.
- Begin to make choices and tell adults what they would like.
- Use a knife and fork.
- Hang their coat on a peg

First Days

On your child's first day we ask you to come to the main gates of the school playground at the time given, where staff will welcome you. We will walk together to the classroom.

After the first day please wait with your child outside their classroom. The Class Teachers and the Teaching Assistants will be there to welcome the children as they come into school. The school day starts at 8.40am.

Please arrive on time in the morning as it can be extremely unsettling for a child to arrive after the others have gone into class.

Procedures for Lateness

There may be times when you are unavoidably late. If possible, please phone the School Office staff to let them know you are on your way.

If your child arrives after the register has been taken and the gates are locked, please go directly to the School Office to sign your child in and to give a reason for the lateness. All lateness is recorded and may be used to inform the Education Welfare Officer if it is considered necessary.

Absences

If your child is absent due to illness please telephone the school before 8.30am to give a reason for the absence. If your child has been away due to illness, please ensure they are fully recovered before returning to school to prevent the risk of spreading infection. If they have had any form of sickness or diarrhoea they must stay at home for at least 48 hours after the symptoms have cleared.

Collecting Your Child

The school day ends at 3.15pm. Please wait outside your child's classroom door for the Class Teachers to dismiss your child. Please make sure that we know who is collecting your child. If you have regular pick-up arrangements please complete the form in your pack and hand it to the Class Teacher. You can also find this form on our school website. Each Reception class has a 'Going Home Clipboard' in their cloakroom. Please write on this in the morning if your child is going home with someone else that day or send an email to the school office.

We do realise that there may be occasions when you are unavoidably delayed. Please phone the School Office to let us know as soon as you can.

Communication between School and Home

We will send details of how to register on ParentMail in September. This is the system we use for all communication, including our weekly newsletter. You will also be able to pay for trips, return permission slips, book after school clubs, and more, from your phone.

Tapestry

At Collis we use Tapestry online Learning Journal that records photos, videos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

You will have secure access (via email address and password) to your child's Learning Journal and in addition to viewing our contributions we encourage you to add to it by uploading photos, videos and comments of your own. If you have been with us in Nursery your login will remain the same.

Home learning

Each week a summary of the week's learning and a home learning task will be send out to parents as a memo on the Tapestry app. Parents are encouraged to share pictures and videos of the children completing these task so the children can share their achievements with their classmates.

Staff Contact

If you have any messages or concerns please speak to the Class Teacher, we are usually available at the classroom door in the mornings and afternoons. If this is not possible please email the school and we can arrange a phone conversation. We will have parent consultations in the Autumn and Spring terms, culminating in a school report at the end of the Summer Term.

Birthday Assembly

You are invited to join us for your child's Birthday Assembly. This is a wonderful shared celebration and a real Collis tradition. Birthday Assemblies are held once a month on a Wednesday morning at 9.00am. The dates can be found on our website.

Lost Property

There is a Lost Property Box in each Reception cloakroom. Obviously, it is a very difficult job to return unnamed property. Lost property is displayed from time to time and anything that remains unclaimed is recycled.

Staying for lunch

Lunches are freshly cooked on site each day by our catering company. Meals are free of charge for all infant children and we expect everyone to participate. It is important that the kitchen staff and our Reception staff are aware of any food allergies or special dietary requirements your child may have. Please complete the form in the pack and in the case of an allergy, please supply a referral letter from a medical professional.

NUT FREE SCHOOL
At Collis we have several children who suffer a severe allergic reaction to any kind of nuts. We do not allow children to bring nuts or nut products into school at any time. This includes peanut butter in sandwiches, pesto pasta, brownies, etc. We do not allow the children to share their lunch with friends.

Medicines in School

We are able to administer prescribed medication to children who are well enough to attend school, once a day at lunchtime. The procedure is as follows:

Parents must deliver the medication to the class Teaching Assistant
Medicine must be in a sealed container, named with the stated dose required
Parents must complete a consent form in school
Medicine should be collected at the end of the day from the Teaching Assistant.
Medicine will be administered by a member of staff, the children should never handle the medicine themselves.

If your child has a serious condition that requires medication to be kept permanently in school, then please discuss this with the class teacher and procedures will be put in place to ensure that all staff are fully aware.

Home/School Agreement

The Home/School Agreement is included in the Reception Pack. Please return one signed copy with the registration forms.

Further Information

Information about curriculum, learning and practical ideas for you to support your child will be provided at our Reception Curriculum Meeting in September.

We are all looking forward to starting this exciting journey with you and your child.

Many thanks for your support.

Clare Hines
Early Years Leader
June 2026