

# Larkfields Infant School – Parent Guide

## 2025-2026



We have organised the information in alphabetical order.

### After School Activities

We offer a range of after school clubs that are led by outside providers and teaching staff. They cost around £3.50 per session dependent on the activity. There are a number of sports activities, dance, story club and yoga. At the end of each half term a letter will be sent out informing you of the activities on offer the following half term.

### Attendance

All children are expected to attend school full time. We believe that good attendance is crucial to allow your child to meet their full potential. Attendance at Larkfields is closely monitored by the Head Teacher and the Governing Body. If a child's attendance falls below 90% monitoring procedures will begin.

### Absences

If you need to report your child as absent please ensure this is done prior to 8:30am. This can be done either by contacting the **office directly on 0115 9137730** or messaging via our App. Clicking 'menu' on the app will bring up a list of features, then selecting absence notifications, and you will be able to fill in a form that gets sent directly to the school office.

### Before and After School Provision

"The Nest" is our onsite before and after school club. The club operates from 7.30am until the start of school, and 3.30pm until 6.00pm at night. Details of "The Nest" can be found on the school website under "Parents".

### Behaviour

At Larkfields we have a simple set of values that all children are expected to follow. These make up our STAR values.

- S- be safe
- T- team player
- A- active learner
- R- respectful

These values are explicitly taught throughout their time at the infants and are continued into the Junior School. All adults understand that behaviour is a form of communication and so we ensure that the development of communication, understanding emotions and managing relationships permeates through all aspects of school life.

If we do have ongoing concerns about your child's behaviour, we will work in partnership with you. We can offer a number of different programmes to help improve your child's behaviour. We are very proud of the exceptional conduct and maturity of our children.

## **Communication**

All our communication will be done through mySchoolapp and so it is essential that at least one member of your household has access to it. A letter contained in your starter pack has all the details you will need to download and register on the app. If you encounter any problems, please contact the school office who will be happy to help. Once on the app please select the year group and class your child is in so that we can ensure you receive all relevant communications. Select "Menu- settings- choose notification group".

Staff members will be on the doors at drop off and pick up times for quick chats. If you have any concerns or questions however small, please do contact us so we can quickly put your mind at rest.

## **Curriculum**

We pride ourselves on our approach to our developmentally appropriate education. We provide a uniquely personalised education for every child that ensures the development of the key learning skills. The curriculum is built around three key drivers called "Our Larkfield's ABC- Achievement, Belonging and Confidence."

We ensure that children learn key knowledge and skills which are built upon year by year through our carefully structured curriculum. Alongside which we allow pupils to lead their own learning, in order to support the development of learning behaviours.

Teaching staff continually look for opportunities to enrich the curriculum through trips, visitors and events. Each term we ensure the pupils are able to showcase their learning through parent open days, local displays and linking with other schools and businesses.

Each class has a daily lesson of English, Mathematics and Phonics. Each class takes part in at least 2 PE lessons a week and a weekly PSHE lesson (Personal, Social and Health Education).

## **Dogs**

We ask that no dogs are brought onto the school site.

## **Events**

Larkfields school calendar is filled with events that allow us to come together as a school community. The family feel of our school is an important element of what makes Larkfields, Larkfields. Please keep an eye on our regular communications via the app for more details.

## Free School Meals

This is quite confusing for many people as there are two types of free school meals. Universal Infant Free School Meals gives every infant child free meals during their time in school.

Benefit Related Free school meals applies if you are in receipt of the following.

- income-based Jobseeker's Allowance
- Income support
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you think that you qualify for Free School Meals please use the link below to apply. This is a straight forward process, simply find the name of our school and have your National Insurance number to hand. Alternatively the school office staff are available to give a helping hand.

[Free school meals and milk | Nottinghamshire County Council](#)

As a school we also are allocated extra money in our budget which we can use to benefit your child. In previous years the school has used this money to-

- Provide a number of 1:1 interventions in writing, reading, maths and communication.
- Access to a trained counsellor
- Subsidize the cost of school trips
- Paid for after school activities

## Fruit

The National Fruit Scheme provide your child with a piece of fruit each day. Which is eaten around mid-morning. The scheme provides a range of seasonal and popular fruit.

## Fundraising

As school budgets become ever tighter, we rely on the generosity of our school community and local businesses. We have a relaxed and friendly approach to fundraising with the experienced Mrs Maltby at the helm. We invite parents and grandparents to join our fundraising meetings to offer their suggestions, skills and time. We understand with busy lives it is impossible to make a full commitment to helping every event so families are encouraged to help and support when they can.

## Holidays

Government Legislation states that family holidays should be taken during school holidays. Please be aware you will be subject to a fine if you do take a holiday within the school term. If, for an exceptional reason you do need to remove your children from school you will need to complete a form which can be obtained from the school office.

## Milk

Prior to your child turning five, free milk is provided daily. Once your child has turned five you will receive a letter from the school office explaining how to pay for your child's milk through a company called Coolmilk. If you qualify for Free School Meals, milk will continue to be free.

## Opening and Closing Times

The school day starts at 8:45am where class teachers will meet the children at the year group entrance. School closes at 3:30pm children will be handed over to parents individually, if you are running late please contact the school office and we will keep your child safe in school. If you would like your child picking up by someone else please inform us, we will not allow children to leave our care without first being informed of a change in plans.

Year 2 Swifts and Goldfinches	The doors in front of the school car park
Year 1 Kingfishers	The door opposite the steps leading to the Junior School
Year 1 Woodpeckers	The door next to the main entrance of school
FS2 Robins and Puffins	Will be met and dismissed from the playground

## Parent Pay

This is the online system that we use to collect payments for parents for trips, clubs, and "The Nest". You will be sent an activation letter with your username and password advising you how to log-in and use the site.

## Parking

There are parking restrictions along Coronation Road that are enforced by a parking warden. These were introduced to ensure the safety of children during pick up and drop off times. The restrictions are in place from 8am to 9am and 3pm until 4pm.

The school carpark is only to be used by staff members, if you are seen parking in the carpark or on the school drive expect to be told to remove your vehicle immediately.

We have historically treated Coronation Road as a one-way system during drop off and pick up times, entering from Larkfields Road and exiting at the bottom onto Maple Drive.

A crossing patrol is situated on Larkfields Road before and after school to help our families safely cross a busy road. We would encourage you to walk your child to school, helping to reduce the traffic in the locality. If this is not possible, please park away from school and respect residents by not parking in front of their drives.

## **Progress and Attainment (Reporting)**

We report your child's progress in two planned parents' evenings during the autumn and spring terms. In July you will receive a written report detailing your child's attainment for the year, and written comments on your child's learning behaviours and personal development.

If we have any concerns around your child's development, we will invite you in to discuss them and our plan for helping your child reach their full potential. We have a number of successful interventions we can offer children that support the development of relationships and emotional wellbeing, communication, reading, writing and number fluency. In addition, we have access to a qualified Speech and Language Therapist.

If you have concerns about your child or a strong family history of specific learning difficulties, please do share these with your child's teacher.

## **Reading**

At Larkfields we are passionate about reading and we are experienced at teaching young children to read. We do this in a number of different ways. All children experience daily phonics lessons and 3 reading sessions per week. These allow us to teach your child how to decode and understand the text that they read.

We believe passionately in the importance of sharing books with children and encourage all families to share daily bedtime stories. Children will bring home in their book bags story books, a reading book. In addition, you will have access to a wide range of books through the Little Wandle e-reader site.

At the start of each academic year there are a number of opportunities to come into school and learn more about our approach to reading and how, as parents you, can support reading at home.

## **School Bags**

Your child needs to bring their book bag and water bottle to school every day. It is best if they have a large back pack which can be hung on their peg. PE kits will be brought into school on the first day and will remain in school until half term or until we feel they need washing.

## **School Meals**

All children in infant education are provided with a free school meal. We prepare delicious hot meals on site in our newly refurbished kitchen, in addition we also provide cold lunches with a choice of sandwich filling. Your child will bring home an order form covering the dates of the half term. This form will need to be filled in by circling which days you would like your child to have a hot meal or sandwich option and returned to school. The menu can be found on the school app in "documents".

Children can bring their own packed lunch. This needs to be placed in a named lunchbox, they do not require a drink, as water is provided. We ask that your child's packed lunch is healthy and does not contain treats every day. In addition, we do not allow nuts, yoghurt that needs to be eaten by a spoon (yoghurt tubes are allowed) or chocolate bars.

Lunchtimes are supervised by our experienced Midday Supervisors. Each class has their own named supervisor who forms relationships with the children and gets to know them very well. In the dining hall they will encourage your child to try new foods and support them using a knife and fork. Outside they teach children how to play traditional games and are experienced at fostering new friendships and encouraging children to play.

## **Sun Protection**

If the weather is nice, we intend to take advantage of our extensive school grounds. Your child will need a sunhat and have sunscreen applied at the beginning of the day. **Staff will not be able to apply sunscreen, please do not send sunscreen into school.**

## **Trips**

We run a number of school trips during the year. These are closely linked to the children's learning and enhance the educational experience we provide for your child. We will normally request a contribution towards the cost of trips. Each year group explores the local area in addition to travelling further afield.

## **Uniform**

Our school uniform is gold and bottle green.

New uniform can be ordered from [www.just-schoolwear.co.uk](http://www.just-schoolwear.co.uk) search for Larkfields Infant School, order and pay directly with the supplier. Your order can be delivered to school and is normally available for collection within 2 weeks.

We also hold a stock of nearly-new uniform that we are able to sell at the discounted price of £1.

### **School Uniform**

Gold polo shirt- available for purchase

Bottle Green Jumper or cardigan- available to purchase

Grey skirts, culottes, trousers, shorts or pinafores

Grey, black or white socks

Grey or bottle green tights

Green or yellow summer dresses

Black shoes or boots

### **PE Kit**

White round necked t-shirt- no buttons or pockets

Black shorts- no pockets

Black plimsolls

Please ensure all clothes are named, as children often lose many of their belongings. Having a name allows us to quickly reunite items with their owner. Biro on the label is adequate just ensure each wash you check it has not faded. Often sticky name labels fall out and are an expensive way to name clothes.

## **Water bottles**

Please ensure your child brings a pre filled bottle containing unflavoured water. Please, no juice as this creates a sticky mess on carpets when it gets spilt. The bottle will need your child's name on. Each day the bottle will be taken home to be cleaned and refilled. The school does have drinking water taps so the bottles can be refilled during the day if required.

## **Wellbeing**

At Larkfields, we are fully committed and passionate in developing the whole child. We understand that sometimes your child may need help understanding their feelings and worries, and that these issues will often impact your child's ability to learn. We continue to expand our range of support for the children in our care. We currently offer yoga, trained counselling, lunchtime nurture group and a range of programmes through our trained Emotional Literacy Support Assistants. These programmes have covered bereavement, separation, adoption, transition, anxiety and friendships.

If you still have questions please do not hesitate to get in touch.