



**London Meed Primary School**

**Key information for new starters 2025-26**

**Welcome to London Meed!**  
**We are very excited to have you join us**

**Our school values are**  
**Bravery, Community, Curiosity, Respect and Resilience**

### **EYFS staff and other key members of staff**



**Miss Griffiths**  
**EYFS Lead**  
**Apple Class teacher**



**Mrs Denham**  
**Cherries Class**  
**teacher Mon -**  
**Weds**



**Mrs Hair**  
**Cherries**  
**Class teacher**  
**Weds - Fri**



**Mrs Potts**  
**EYFS**  
**Learning**  
**Support**  
**Assistant**



**Mrs**  
**Garwood**  
**EYFS**  
**Learning**  
**Support**  
**Assistant**



**Mrs Grover**  
**EYFS Learning**  
**Support**  
**Assistant**



**Mrs Tagg**  
**EYFS**  
**Learning**  
**Support**  
**Assistant**



**Miss**  
**Fishbourne**  
**EYFS**  
**Learning**  
**Support**  
**Assistant**



**Miss Dowley**  
**Headteacher**



**Mr Terrill**  
**Deputy**  
**Headteacher**



**Ms**  
**Palethorpe**  
**SENDCO**

## Key dates

<b>Weds 2nd July</b> There will be two initial Stay and Play sessions, from 9.15 - 10.15am and 10.30 - 11.30am. The majority of children will be brought along by their nursery for one of these sessions; if this is not the case, individual parents have already been contacted.		
<b>September</b>		
Weds 3rd Sep	INSET DAY	
Thurs 4th Sep	Home visits across 3 days. These will last approximately 20 minutes each. Parents and carers have already been contacted about arranging these - please speak to the office if you have not received anything.	
Fri 5th Sep		
Mon 8th Sep		
Tues 9th Sep	Stay and Play + 1 adult 9.30 - 10.30am Group: Children born between September and December	Stay and Play + 1 adult 1.30 - 2.30pm Group: Children born between January and August
Weds 10th Sep	Stay and Play for children only 9.30 - 10.30am Group: Children born between January and August	Stay and Play for children only 1.30-2.30pm Group: Children born between September and December
Thurs 11th Sep	Getting to know you session (lunch included) 9am - 1pm Group: Children born between January and August	
Fri 12th Sep	Getting to know you session (lunch included) 9am - 1pm Group: Children born between September and December	
Mon 15th Sep	All children Full time from now on	

All parents and carers are invited to a 'Six Week In' meeting, where they can find out how their child has settled and ask any questions. There will be two of these sessions, on 22nd and 23rd October, both running from 9am - 10am.

## Settling in Period

Your child will start school in September, initially on a staggered basis. Following your home visit we will be offering two Stay and Play sessions. At this first Stay and Play session, you will have the opportunity to visit the school with your child, ***the second session is for children only***. The morning session will be from 9.30am - 10.30am and the afternoon session from 1.30pm - 2.30pm. These sessions help the children settle in and become familiar with their new surroundings. We ask that only one adult attends the first session with your child; unfortunately we are unable to accommodate siblings. Your child will attend the second Stay and Play session independently.

Following the Stay and Play sessions, your child will come on their own to "Getting to know you" sessions, which will include staying for lunch. For the "Getting to Know you" sessions, you are invited to come into school and help your child settle in class. Once your child is settled at an activity please then feel free to slip away. Your child should wear their school uniform for all of the above sessions.

## What does an average day look like?

The Reception year is also referred to as Early Years Foundation Stage (EYFS).

**8:35am - 8.45am** - Drop off - Children and Parents / Carers should enter the school via the large gate at the bottom of the car park. This will open at 8.35am and close at 8.45am. Children will be greeted by an adult before they enter school, as they come through the door and in each class with our special meet and greets. When they come in they will be supported to self register by putting their Apple or Cherry on the tree.

Throughout the day, children will have opportunities for a range of whole class learning, small group activities and plenty of opportunities to freeflow, play and learn independently with their friends. They have access to both classes and our EYFS garden throughout the day.

**11:45 -1.00pm** - Lunchtime and play on the KS1 playground followed by registration after lunch in class.

**1 - 3.15pm** - The children will again take part in a mixture of whole class learning, small group activities, as well as more independent play and learning.

**3.15pm** - Hometime! Children will be picked up from the EYFS playground. Parents

and Carers should enter via the large gate at the bottom of the car park and then make their way to the EYFS playground.

The Holmesdale Road gate is exit only in both the morning and afternoon.

Once children are attending school full time all children will be greeted by the class teachers every morning and will come in independently.

### Equipment

Children in Reception need a book-bag and a named water bottle (water only please) in school each day. They do not need a rucksack. Please send your child in with a coat everyday as we aim to go outside every day, unless it is particularly wet. Your child will need a pair of wellies and wet weather clothing (eg waterproof trousers, coat, romper suit) that will stay in school.

Please name **all** of your child's belongings including shoes, wellingtons and PE kit and please encourage them to recognise the name tape or label.

### What happens at Drop off and Pick Up?

In the morning, please bring your child through the gates at the bottom of the car park and walk down towards the EYFS classrooms; teachers will then open the doors at 8.35am to welcome the children from the designated entrance area. At the end of the day, please wait to collect your child (gates open at 3.10pm, children come out at 3:15pm) in the dedicated Orchard outside play area, the teacher will not let your child leave school until they can see you. If you have younger children with you, they are not allowed to use any play equipment - this is for their own safety. Please do not let your child play on the equipment after school. If someone different will be collecting your child, please let a member of EYFS staff know, or email the school office via [office@londonmeedprimary.co.uk](mailto:office@londonmeedprimary.co.uk).

The beginning and the end of the day are very busy; if you have a message for the class teacher please either email [theorchard@londonmeedprimary.co.uk](mailto:theorchard@londonmeedprimary.co.uk) or if it is urgent, please email the school office, where staff will ensure the message is received by the teacher.

### Uniform

Details of our full uniform can be found on our school website. All uniform is non gender specific. Any combination of the items below is acceptable.

Regular uniform	
Dark green fleece, jumper or cardigan	White shirt, polo shirt or blouse
Grey / black trousers, or skirt, or pinafore dress, or grey / black shorts. Grey or black jogging trousers or leggings can be worn in EYFS.	Green and white summer dress / shorts jumpsuit
Grey, black or dark green tights	White, grey or black socks
Shoes should be entirely black and of a design that your child can fasten (laces are best avoided at this point, unless your child is very competent with tying them). Please no shoes with flashing lights.	

PE uniform (to be worn to school on specified days - we will let you know which days these are in September)	
Yellow PE t-shirt (with logo), or plain yellow t-shirt	Plain black shorts, or a black skirt
Plain black jogging trousers or black leggings	Green hoodie with school logo, or plain green jumper or fleece
Trainers	

### Purchasing

London Meed logo school uniform can be purchased from Broadbridges, Lynnem House, 1 Victoria Way, Burgess Hill, RH15 9NF. Please contact them on 01444 242682 or visit their website at [www.broadbridges.co.uk](http://www.broadbridges.co.uk) for opening times. Items without the school logo are readily available from most major supermarkets. The London Meed Association also have regular sales of second hand uniform throughout the year.

## **Playtimes**

Children in Reception have access to outdoor activities throughout the whole day. However, there are also set playtimes that the whole school enjoy and Reception children will take part in these when we feel that they are ready. Playtimes are supervised by members of staff.

Children in The Orchard have access to fruit and milk all day at the Snack Table in the classrooms.

## **Water**

It is very important that children have access to water during the day. Every day, all children should bring a clean, freshly filled and named non-spill water bottle that they can open independently. Bottles should not be filled with juice – only water please.

## **Lunchtimes**

### **Lunches**

All children are entitled to a free hot school lunch everyday while in school. These are made through our provider Chartwells - the menu and further details, including information regarding specific dietary requirements, can be found at <https://www.chartwells.co.uk/west-sussex/>.

Hot meals need to be ordered 2 weeks in advance, online, via Parentpay (details on how to use this have already been shared with you).

Children are supported during lunchtimes for the first few weeks by EYFS staff as well as midday meals supervisors.

### **Free School Meals**

Whilst all children in Years Reception, 1 and 2 are eligible for “Universal free school meals”, it is still very important that families, who qualify, apply for the “Free School Meals” benefit. Application forms and full details were included in your initial admission pack but for full details please visit <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/>

If your child is eligible, it will provide funding to the school, not only to fund a free meal, but to support eligible pupils with their learning and help towards the cost of school trips, clubs and music lessons, buying education equipment. Second hand uniform is also available free of charge.

## **What happens if my child does not want a hot school meal?**

If you would rather your child did not eat a hot meal every day, they can, of course, bring a packed lunch into school. Please pack these in a suitable container, clearly labelled with your child’s name and class. Although there is access to water, it is a good idea to include a drink of water. No fizzy drinks, bars of chocolate or sweets though please. Do also ensure that packaging is easy for your child to open. We have a number of children with serious nut allergies, so we insist that you do not include nuts, including peanut butter and Nutella, in your child’s lunches. Nutritional guidelines are for children to have two servings of fruit and/or vegetables in their packed lunch (for example; pepper strips, cut up apple, washed berries or carrot sticks are popular choices).

## **How can I be a parent helper?**

We are always grateful for any help given by parents whether it is on a regular basis or as an occasional thing. Once your child is settled, if you feel you would like to help in the classroom or in any other way, please see your child’s class teacher. You will be required to complete a Disclosure and Barring Service check before you start helping in the classroom – to book an appointment for a DBS check please complete the form which can be found on our website [https://www.londonmeedprimary.co.uk/website/request\\_for\\_wssc\\_enhanced\\_db\\_check\\_/423473](https://www.londonmeedprimary.co.uk/website/request_for_wssc_enhanced_db_check_/423473)

All visitors are asked to sign in at the main office. Parent helpers will be given a badge which needs to be worn during their visit at school.

We may need helpers during any trips that we take the children on; more details regarding this will be shared closer to the time.

Your mobile phone should not be used when volunteering, including on an educational visit.

## **What shall I do if my child is unwell?**

If your child is too unwell to attend school, we need to know why. Please telephone the school and leave a message on our absence line by 9.20am to inform us why your child is absent, or alternatively report your child’s absence using StudyBugs App <https://studybugs.com/about/parents> .

If for any reason you do not notify the school, you will receive a call to ask you why your child is away.

If your child has had a sickness or an upset tummy bug, please keep them at home for 48 hours after the last bout of vomiting and/or diarrhoea.

If your child has a rash, please seek medical advice prior to attending school.

If your child is taken ill at school, you will be informed. It is, therefore, very important that we have an up to date contact number for you, at home or at work, and for someone who will come and collect your child if we cannot make contact with you.

Inhalers for asthmatic children are kept in the classroom and a spare in the school office. Please make sure your child knows exactly how to use it. It is parental responsibility to ensure inhalers that are in school are in date.

### Holidays during the school term

In accordance with Government Education Regulations 2013, Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Exceptional circumstances include medical or dental appointments which cannot be arranged out of school time (an appointment letter will be required), religious observance and extreme family emergency (i.e; bereavement).

### Contacting the school

#### Seeing the Teacher

If you have something you would like to discuss in more detail then it is always best to ask the teacher for an appointment to see them after school, or request a telephone call at a convenient time. LSAs or teachers will be on hand to receive brief messages in the morning, however, our priority is to ensure children are settled, therefore please leave longer discussions for the end of the day.

There is a member of the Senior Leadership Team in the playground every day, before and after school, should you have something urgent to discuss.

Formal Parent Consultation meetings are held in the Autumn Term (normally October) and the Spring term (normally March) when you are invited to come to school for a private meeting with the class teacher or a member of the Senior Leadership team.

You will receive a full, written annual report at the end of the Summer Term – of course, you can request a meeting with the teacher following that too.

#### How the school will communicate with you

At London Meed we use an electronic communication system via the Learning Platform on our website [www.londonmeedprimary.co.uk](http://www.londonmeedprimary.co.uk) There is a wealth of information to be found on our School website, please do take a moment to have a look with your child.

E-Schools host our website and we use their system to email our weekly newsletter and any other letters. We will send urgent messages via text (for example football

today is cancelled, or school is closed due to adverse weather conditions etc). You will be provided with an individual login for our website in September.

### Google Classroom

At London Meed each class has their own Google Classroom. The Google Classroom stream is used by teachers to provide important information, where all Home Learning is set and uploaded, and last minute messages are put up. It is the main source of communication between the class teachers and parents.

Google Classrooms will be set up for our new classes and will be available to log into and view from 17th July. They will be called; 2025 Apples and 2025 Cherries. Your child's username and password will be emailed to you before this date.

- Within 24 hours from the 17th July please login via <https://classroom.google.com/>
- Insert your child's username in the first box that says email or phone.
- In the next screen insert the password that you have been given.
- You will then be asked to set your own password when you initially login. **There is a strict 24 hour deadline to do this.**
- Please do not try to log in with a parent or carer's own Google account; always use the username and password given to you by the school.
- If you have any queries please email Charlotte Leaney via [admissions@londonmeedprimary.co.uk](mailto:admissions@londonmeedprimary.co.uk)

### Key email addresses and contacts

Email address for The Orchard teachers	<a href="mailto:theorchard@londonmeedprimary.co.uk">theorchard@londonmeedprimary.co.uk</a>
Pupil / log in queries	<a href="mailto:admissions@londonmeedprimary.co.uk">admissions@londonmeedprimary.co.uk</a>
DBS Checks, Finance and Lettings	<a href="mailto:sbm@londonmeedprimary.co.uk">sbm@londonmeedprimary.co.uk</a>
Queries regarding the premises, grounds and parking to our premises officer	<a href="mailto:premises@londonmeedprimary.co.uk">premises@londonmeedprimary.co.uk</a>
Queries regarding hot meals	<a href="https://www.chartwells.co.uk/west-sussex/">https://www.chartwells.co.uk/west-sussex/</a>
Inclusion inc Special Needs to Ms Palethorpe	<a href="mailto:npalethorpe@londonmeedprimary.co.uk">npalethorpe@londonmeedprimary.co.uk</a>
Pastoral Support	<a href="mailto:pastorallead@londonmeedprimary.co.uk">pastorallead@londonmeedprimary.co.uk</a>
Data Protection Officer	<a href="mailto:dpo@londonmeedprimary.co.uk">dpo@londonmeedprimary.co.uk</a>
General enquiries	<a href="mailto:office@londonmeedprimary.co.uk">office@londonmeedprimary.co.uk</a>

### **Parking**

Unless you have a blue disabled badge, you are not allowed to park anywhere on the school site. You will have already been given a school parking permit, entitling you to free parking for specified times at the Queen's Crescent Car Park (a seven minute walk away). If you do park on any of the roads surrounding the school, we ask that you are respectful to our neighbours.

### **SEND, or any additional needs**

If your child has any special educational needs, additional needs or disabilities, and you would like to discuss them, please contact our SENDCO, Ms Palethorpe, at [npalethorpe@londonmeedprimary.co.uk](mailto:npalethorpe@londonmeedprimary.co.uk)

### **Other information**

School Library Agreement - children will visit our school library at least once a fortnight to borrow books and listen to stories. To enable your child to borrow a book from Griff's Library please ensure you complete the Google Permission form that has been emailed to you.

Wraparound care is provided by childminders and WOW. WOW can be booked via [londonmeed@wowclub.co.uk](mailto:londonmeed@wowclub.co.uk). Further details regarding this can be found on the school website. Details of local childminders are available from the school office.

Birthdays - all children are allowed to wear home clothes on their birthday, or on the nearest school day.

You will have already been given a letter to set up Parentpay (used to order hot lunches). Please contact the school office if you require any support with this.

Details of how to set up a Scopay account will be given out in September. All trips and visits are paid for through this.

There are a number of lunchtime and after school clubs that children in EYFS are welcome to join. These start after Christmas and further details will be shared nearer the time.

If you have questions or queries, please do not hesitate to contact the school on 01444 232336, or via [office@londonmeedprimary.co.uk](mailto:office@londonmeedprimary.co.uk).

We look forward to welcoming you to London Meed!