# RECEPTION CLASS SEPTEMBER 2026
# NEW STARTER INDUCTION PACK

Welcome to Lordship Farm Primary School
Please complete and return the attached new starter pack to the school office by **Monday, 18th May 2026** via email or post. admin@lordshipfarm.herts.sch.uk

Lordship Farm Primary School
Fouracres, Letchworth SG6 3UF

Please contact the school office if you have any questions via phone Tel: 01462 620550

www.lordshipfarm.herts.sch.uk

# Confidential Personal Record

| CHILD'S DETAILS | |
|---|---|
| **Child's Surname:** | **Forename** |
| **Middle Name(s):** | **Chosen Name:** |
| **Legal Surname:** | **Gender:** |
| **Date of Birth:** | **Date of Entry:** |
| **Home Address:**<br><br>**Post Code:**<br><br>**Home Telephone number:**<br><br>**Main e-mail address:** | |

| Previous School/ Nursery: | Address: | No of Terms attended: |
|---|---|---|
| | | |
| | | |

| SIBLINGS | |
|---|---|
| **Name:** | **Date of Birth:** |
| **Name:** | **Date of Birth:** |
| **Name:** | **Date of Birth:** |
| **Name:** | **Date of Birth:** |

# Emergency Contacts

| Please provide details of all persons who have parental responsibility AND someone else we may contact in an emergency if you are unavailable. |
|---|

| MOTHER'S DETAILS: | FATHER'S DETAILS |
|---|---|
| Name: | Name: |
| Address:<br><br><br><br>Post Code<br>Home Telephone:<br>Mobile Telephone:<br>E-mail: | Address:<br><br><br><br>Post Code<br>Home Telephone:<br>Mobile Telephone:<br>E-mail: |

| ADDITIONAL CONTACT (WHO LIVES LOCALLY) | |
|---|---|
| Name: | Relationship to Child: |
| Address:<br><br><br><br>Post Code<br>Home Telephone:<br>Mobile Telephone: | |

| IN THE EVENT OF AN EMERGENCY PLEASE LIST THE ORDER OF WHO TO CONTACT | |
|---|---|
| Priority 1 | |
| Priority 2 | |
| Priority 3 | |

# Medical Information

| MEDICAL DETAILS | |
|---|---|
| **Doctor's name:** | **Surgery Address:** |
| **Childs NHS number:** | **Telephone number:** |

| |
|---|
| **Allergies or other information** – including allergies to plasters for first aid<br>(NB: Food allergies should be accompanied by a doctor's note) |

Should the need arise; the school may need to seek emergency medical advice or treatment for your child during their time at Lordship Farm. This consent will then last the duration of your child's time at Lordship Farm unless rescinded in writing. Please tick ☐ to indicate your agreement that Lordship Farm may seek emergency advice or treatment for your child should this be necessary during their time at the school.

| **Accessibility**<br>Lordship Farm is an inclusive school and we strive to make our school and the information we provide accessible to all. Do you have any special requirements to enable you to access: | |
|---|---|
| **The school building?** **YES** ☐ **NO** ☐<br>(If 'YES' please provide details below) | **Information?** **YES** ☐ **NO** ☐<br>(If 'YES' please provide details below) |

# Permissions

## School Trip Permission

**I *am* ☐ *I am not* ☐ willing for my child to be taken on short outings with staff.**

## Photographic Permissions

To demonstrate or promote activities relating to the schools' curricular and extra-curricular provision we require permission for photographic images of your child to be used. By consenting, the parent/carer agrees that these images maybe used on multimedia platforms including the school website, school closed twitter site, school publications etc. The parent/carer understands that if photographs are published on our website, they will be available to visitors throughout the world. Please note that if you do not give permission then images of your child will not be used on any of the above.

**I give permission☐ I do not give permission☐**

## Learning Journal Permission

In order to provide evidence of their learning, many photographs will be taken of your child on their own, or working/playing with friends whilst in the Foundation Stage. A Learning Journal is compiled for each child, with evidence in the form of observation notes, photographs and examples of work. Sometimes your child may appear in a photo in another child's Learning Journal as they may be playing together at the same activity.

**I *do*☐ *I do not*☐ give permission for my child to appear in photographs included in other children's Learning Journals.**

## School Dog Consent

Indie is our school dog, in order for your child to have interactions with Indie, and as part of our school dog indemnity insurance your consent is required.

**I *do*☐ *I do not*☐ give permission for my child to have interactions with Indie, Lordship Farm's School Therapy dog.**

Parent/Carer Signature: ……... Date: ……..

Lordship Farm School is a data controller under the Data Protection Act 2018, General Data Protection Regulations (GDPR). We process personal data, such data must be fairly processed, and used only for the purpose for which it has been registered or required by statute. Data Controllers must provide data subjects with details of the data that we hold on them, the purposes for which we hold that data and any third parties to whom it may be passed on. This is referred to as a Privacy Notice. Privacy Notices are available from the school office or to view on our website. (www.lordshipfarm.herts.sch.uk)

# Ethnic Background Record Form & Recording of Pupils' First & Home Languages

**Pupil's Name : ……..…… Year Group:……..……**

*All schools are required by the DfE to collect information about their pupils' ethnicity and the languages they speak. Please contact the school office if you would like help in completing this form.*

*Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.* ***Ethnic background is not the same as nationality or country of birth.***

***Please study the list below and tick one box only to indicate the ethnic background of the pupil named above.***

| | |
|---|---|
| **WHITE**<br>*English, Welsh, Scottish, Northern Irish or British<br>Irish<br>*Gypsy or Irish Traveller<br>*Any other white background | **MIXED OR MULTIPLE ETHNIC GROUPS**<br>*White and Black Caribbean<br>*White and Black African<br>*White and Asian<br>*Any other Mixed or Multiple ethnic background |
| **ASIAN OR ASIAN BRITISH**<br>*Indian<br>*Pakistani<br>*Bangladeshi<br>*Chinese<br>*Any other Asian background | **BLACK, AFRICAN, CARIBBEAN OR BLACK BRITISH**<br>*Caribbean<br>*African<br>*Any other Black, African or Caribbean background |
| **OTHER ETHNIC GROUP**<br>*Arab<br>*Any other ethnic group | **I do not wish an ethnic background category to be recorded** |

The first language is the language a child was exposed to in their early years i.e. mother tongue. The DfE recommends that schools should record the language which was communicated with the child until s/he is one-year-old as the child's first language. Home language is the language the child now speaks at home. So, if the child's first language was Italian and they now speak English at home they would be classed as EAL (English as an additional language).

A first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.

Please also answer the following questions:

| | |
|---|---|
| **CHILD'S FIRST LANGUAGE:** | **I do not wish First Language to be recorded (Refused)** |
| **HOME LANGUAGE:** | **I do not wish Home Language to be recorded (Refused)** |
| **RELIGION:** | **I do not wish Religion to be recorded (Refused)** |

**Please return this form to the school.**

**(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again).**

**Reception Intake September 2026**
**Option for a staggered start or an immediate start from 2nd September 2026**

Please complete this proforma, clearly indicating if you would like your child to start in their respective reception class either:

**Option 1** Full time from Wednesday 2nd September

Or

**Option 2** Staggered start from Wednesday 2nd September to Tuesday 8th September (this will involve a mixture of morning and afternoon settling in sessions throughout the week – details to be emailed separately)

| | |
|---|---|
| **Child Name** | |
| **Immediate start from Wednesday 2nd September 2026** | |
| **Staggered start** | |

If you are unsure about an immediate start or a staggered start please complete this after the new parent information evening on the **17th June 2026**.

**Please ensure we have received this by Friday 19th June 2026.**

# Home School Agreement

**HOME SCHOOL AGREEMENT**

Child's Name:

Child's D.O.B:

Start Date at Lordship Primary School:

Dear Parents/Carers

Thank you for taking the time to complete this very important document. It forms the three-way contract between us, your child and yourselves. We value the fact that at Lordship Farm we work alongside you to offer support and guidance to ensure the best outcomes emotionally, academically and socially for your child.

We encourage mutual respect, support and collaboration between all adults and children, both within the school and the wider community.

This can be done most effectively when all staff, parents, and children understand their responsibilities and work together towards the same goals, as detailed in our home/school agreement.

**As a school we will**:
*Provide a high quality and a broad and balanced curriculum in line with national expectations.
*Provide a safe and secure environment
*Ensure that each classroom is a positive and stimulating learning environment
*Set homework to extend or consolidate the curriculum work in school
*Teach children to develop tolerance and respect of all people.
*Communicate effectively with parents
*Provide opportunities for parents to become involved in school life
*Provide information to parents about school activities through the school's website, regular newsletters, open days, meetings and the annual report
*Make available all relevant school policies, for information
*Work alongside you positively to support your child's learning adventure.

**As parents you will:**
*Provide up to date contact details for school
*Ensure that children arrive on time and have the correct school
*Support your children with homework tasks and ensure homework is returned within the set time
*Attend parent consultations and open evenings with the class teacher
*Support the positive behaviour policy
*Work in partnership with the school to develop positive attitudes towards those from different cultures and races and with different feelings, values and beliefs
*Let the school know of any concerns that may affect your children's work or behaviour at school or their ability to complete homework
*Support the school and friends association in fundraising and other activities
*Work alongside the school, understanding that you are your child's primary educator
*Adhere to the school values of kindness, respect, safety, ambition and connected

**E-safety**
* I/we will ensure that my/our online activity would not cause the school, staff, pupils or others distress or bring the school community into disrepute.
*I/we will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
*I/we will support the school's policy and help prevent my/our child/children from signing up to services such as Facebook, Instagram, Snapchat and YouTube whilst they are underage (13+ years in most cases).
*I/we will close online accounts if I/we/teachers find that these accounts are active for our underage child/children

**Your child will:**
Understand the schools core values and their role in ensuring a positive school environment:

- Kindness
- Respect
- Safety
- Ambition
- Connected

Following the schools' e-safety policy they will:

- Only use ICT in school for school purposes
- Only use my class email address or my own school email address when emailing
- Only open email attachments from people I know, or who my teacher has approved
- Keep their ICT passwords' private
- Only open/delete their own files
- Always act sensibly, respectfully and safely online
- Not give out my own/others details such as name, phone number or home address. not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- Be responsible for their behaviour when using ICT because I know that these rules are to keep me safe
- Support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- know that their use of ICT can be checked and that parent/carers may be contacted if a member of school staff is concerned about their safety
- not bring a Smart Watch to school because I am not allowed to wear one during the school day
- Only use online services that are rated for their age and older.

Your child will respect other's culture, race, feelings, belief and values and orientation.

Your child will accept responsibility for the things they do. Take responsibility for schoolwork and homework and ask for help if they need it. They will try to do their best in all they undertake.

Signed Headteacher

Signed _____ Parent / Carer

Signed _____ Pupil

# School Meals

Government standards for school meals were introduced because of worries that many children eat too much food with lots of fat, salt and sugar. This can lead to serious health problems now and later in their lives.

In line with the healthy food standards Lordship Farm offers:

- More fresh food: not less than 2 servings per day of fresh fruit and vegetables.
- More oily fish: fish such as salmon will be served at least once every 3 weeks.
- Less deep-fried foods: meals will not contain more than 2 deep fried products, such as chips and batter-coated products, in a single week (chips are only served on a Friday).
- Less manufactured meat products: products such as chicken nuggets and burgers may only be served occasionally, and only providing they meet standards for minimum meat content.

Our cook can also cater for vegetarians, vegans, specific allergies and special diets.

The School Food Trust has been set up to help parents, children and schools with the introduction of the new food standards. You will find a copy of the Standards at: www.schoolfoodtrust.org.uk

At the current time, the Government initiative, "universal free school meals" applies to pupils in Reception, year 1 and 2, this is subject to agreed funding.

For your information, we have been advised by Hertfordshire County Council that school meals for years 3, 4, 5 and 6 will cost £3.55 per day. Dinner money is payable by direct debit only.

Pupils who have special dietary needs **MUST** complete a special menu application with Hertfordshire Catering Ltd via the following website https://specialmenu.hcl.co.uk. Children will be unable to receive a school meal until this has been actioned.

***Please complete the following information for all children even though they may not be having school meals. This to ensure that our records are kept up to date:***

| My child is allergic to the following foods: Food allergies should be accompanied by a doctor's note. |
|---|
| |

***Please note: Lordship Farm is a 'nut free zone'.***
***No nut products should be provided either as a snack or as part of a packed lunch.***

# School Meal Ordering System

At Lordship Farm we use a school meals ordering system called – **"SchoolGrid"**, which is an online method for ordering school meals. Parents will go online to view menus, order meals and make payments from home (Please note children in Years R-2 will be in receipt of Universal Free School Meals and no payments will be required until they reach Year 3).

You will shortly be sent a welcome email from School Grid which will contain instructions, as well as a link to sign up for an account – **this link will only be valid for 24 hours**. These will be sent out on **Tuesday 16th June 2026**. Please check your junk mail and if you miss the link or it has expired, please contact the school office and we will have it re-sent to you.

Please ensure you have signed up, even if your child is going to have packed lunches as this will enable you to order a Christmas Lunch or Theme Day meals. **If you do not sign up, you will not be able to order your child's lunch.**

One parent/carer email address is used to create each account; we will be using the email address supplied on your child's school application. Once the system has gone live there will be the facility to add "Order Only" accounts for any other parent/carer that wishes to pre-order for their child.

Once your account is set up, please log on and order your child's meals, once you have been informed when the children will start staying for lunch.

We would encourage you to pre-order as far in advance as possible – you can even order for a whole term if you wish. The cut-off time for ordering on the day is **8.55am**.

If your child requires an Allergy, Lifestyle or Bespoke menu and you **have not** completed an application with HCL you are required to do so now at the following link. https://specialmenu.hcl.co.uk. If this is not completed the kitchen will be unable to view your child's special dietary requirements on the SchoolGrid system and therefore unable to provide any food.

# Pupil Premium

If you are in receipt of qualifying benefits you may be entitled to other educational benefits whilst in Reception and free school meals from Year 3 onwards, please see the information below for details and how to apply.

If you are in receipt of any of the following benefits you may also be eligible for pupil premium. This is a government funded scheme whereby in addition to your child receiving a free school meal (every child will receive free school dinners between R-Y2 regardless of income), the school can also be awarded an additional grant to support your child with their learning and resources. If you are in receipt of one of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

If you receive any of these benefits apply today at

https://www.hertfordshire.gov.uk/services/Schools-and-education/At-school/Free-school-meals/Free-school-meals.aspx

# Is your child registered for SCHOOL MILK?

## Child UNDER 5

Every child under the age of five is entitled to free school milk. Simply register your child online.

## Child OVER 5

Every child over the age of five is entitled to milk at a subsidised cost of around £20 per term. Register your child and pay online.

**Children in receipt of benefits-based free school meals are eligible for free school milk. Speak to the school for further information.**

Free milk for under 5s is funded by the Department of Health and milk for over 5s is subsidised by DEFRA.

# REGISTER YOUR CHILD TODAY

Register online
**www.coolmilk.com**

Need help?
**Send us a message**
**at www.coolmilk.com/contact**
**or give us a call on 0800 321 3248**

FIND US ON SOCIAL MEDIA – SEARCH COOLMILKSCHEME

# School Uniform

**Lordship Farm is a school where uniform is compulsory.** Thank you all for your support in ensuring that your child has the correct uniform when they start.

**Autumn & Spring Uniform**
White plain polo shirt/blouse
Royal blue school sweatshirt or cardigan
Grey trousers or grey skirt/pinafore (knee length)
White or grey socks
White or grey tights
Black School Shoes
(Leggings are not permitted)

**PE Kit**
Plain white shirt
Plain black shorts
Plain black jogging bottoms (no logos)
PE bag (named)
Royal blue school sweatshirt or cardigan
***Branded joggers, leggings, sports tops and football kits are not permitted for PE***

**Summer uniform**

Light blue/white checked summer dresses grey knee length shorts

**Hair**
Hair must be tied back for PE and should be tied back for non-PE lessons preferably to reduce the transfer of nits when cases arise. Shaved lines are not permitted and hair should be of a natural colour.

No jewellery except one stud earring in each ear or religious bangles (earrings to be removed for PE, religious bangles to be covered with a sweat band.) Please organise ear-piercing at the start of the school holidays to ensure sufficient recovery time for earrings to be removed for PE on return to school.

Children are expected to wear their uniform smartly and to take pride in their appearance.

Sweatshirts, fleeces, t-shirts and bags bearing the lordship farm logo are all available to order online via: https://www.mapac.com/education/parents/uniform/lordshipfarm-primaryschool

Uniform support is already provided where pupils are eligible for the pupil premium grant. The PTA have huge amounts of second-hand uniform and will be running a second-hand uniform sale before your child starts school with us.

## Please remember to name all of your child's belongings

mapac Your Official School Uniform Supplier

# WELCOME TO MAPAC

*We are delighted to be working with your school who have entrusted us with providing your children's school uniform.*

## 1. HOW TO REGISTER & ORDER

- CLICK THE UNIFORM LINK FROM YOUR SCHOOLS WEBSITE…or…
- Visit **www.mapac.com/education/parents** or search online for **'Mapac find your school'.**
- Use the 'LOGIN/REGISTER' tab at the top of the page and fill in your details (even if you don't need to order straight away, it means you'll start receiving Mapac updates and offers!)
- Once on your dedicated school page, simply add everything you need to your basket, register (if you haven't already) and then check out.

## 2. ORDERING GUIDE

**Under normal circumstances we aim for all orders to be sent out within 10-15 working days. During our busier periods (especially over the summer) or if anything unexpected occurs, it can take longer, so please allow us some extra time to get your order to you.**

Delivery to your home/work all year round!

or

FREE delivery to your school

**This service will not operate during any school holiday this includes the 6 week summer holiday–order cut-off date is 26th June for last delivery into school on or around 12th July.**

# IMPORTANT SUMMER ORDERING INFORMATION

## To receive your order before the start of term please order by 31st July.

We do everything we can to send out all items as soon as possible but a high volume of orders or unforeseen circumstances may occasionally lead to delays.

If you have any queries, please do not hesitate to call or email us. We are happy to help!

**T:** 01923 255525 | **E:** parentcustomerservices@mapac.net

Dear Parent/Carer

Welcome to Arbor! Lordship Farm uses the Parent Portal/Arbor App and has set up an account for you. Arbor is used to give consent and pay for trips, swimming, workshops etc.

To finish creating your account you just need to set a password. Your username is the email address you provided to us.

Go to https://login.arbor.sc and click **Forgot your password?** to finish setting up your account.

If you have any queries please email: **admin@lordshipfarm.herts.sch.uk**

The link below will help to give you an insight into the portal and app.

https://support.arbor-education.com/hc/en-us/articles/360020147458-Getting-started-Log-into-the-Parent-Portal-and-the-Arbor-App

The Arbor App can be downloaded from either the Playstore on android phones or the Apple Store on iPhones.

Kind regards

Lordship Farm Admin

# Home Information

Name of child_____

What does your child like to do at home? (e.g., favourite toy / activity)

Is your child happy to be left and can he / she manage without you?

Does your child have the opportunity to play with other children?

Is he/she able to share and take turns?

Is there an important adult for your child in addition to yourselves?

Does your child have a comforter? Will he / she need it at school?

How does your child manage with dressing / undressing and going to the toilet without help?

How well does your child make himself / herself understood e.g. tell you what he / she needs, ask for help, ask questions?

Does your child like to talk?

Does your child have any particular worries or anything that they are scared of?

Do you or your child have any particular concerns about starting school?

# All About Me

Dear Parents/Carers

Please complete an **All About Me** sheet with your child. Any or all members of the family can help your child complete the three sections. Your child can draw a picture or stick a photograph of themselves on the sheet, be as creative as you wish.

What is the purpose of the **All About Me** sheet?

This information enables the teaching team to be aware of the strengths, interests and specific support needs of your child. It can be used to inform action planning and target setting, so that these reflect what is important to your child and how best we can support them at nursery.

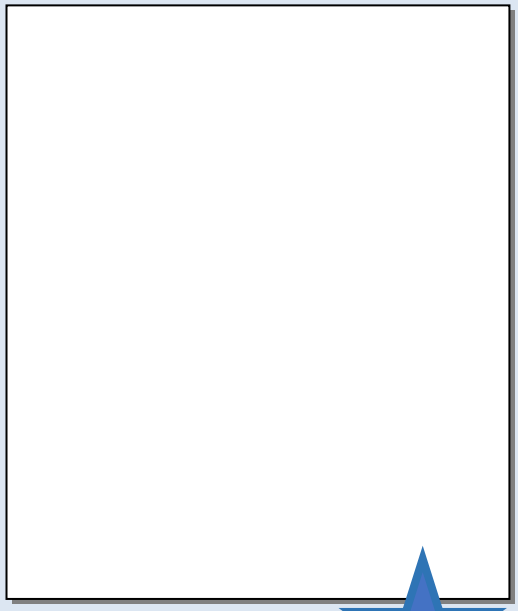
Please return your sheet to me via the school office. If you have any questions, please feel free to contact me.

I offer a warm welcome to your family and look forward to working with your child.

Kind regards

# All about me

Lordship Farm Primary School



Things people like and admire about me:

Things I'm good at:

Ways to support me in school:

Created by: _____