



WELCOME TO HIGH WYCH CE PRIMARY SCHOOL

FOUNDED IN 1861

EARLY YEARS INDUCTION BOOKLET

Academic Year 2026/27



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Welcome Message

From our Headteacher

I am delighted to welcome you and your child to our Foundation Stage, at High Wych CE Primary School. Starting Nursery/Reception Class is an exciting milestone, and we are here to ensure this transition is smooth, positive, and full of joy.

At High Wych CE Primary, we believe that childhood is precious and should be filled with happy memories, rich learning experiences, and opportunities to build lasting friendships. Our dedicated team is committed to nurturing each child as an individual, helping them develop confidence, curiosity, and a love for learning in a safe and caring environment.

Thank you for entrusting us with your child's early education. We are excited to embark on this journey together and look forward to watching your child thrive in our school community.

Warm regards, Mrs Moulsher, Headteacher, High Wych CE Primary School



Our Vision & Values





Everyone Known. Every Child Nurtured. Every Heart Inspired.

School Vision:

At High Wych CE Primary School, we believe every child is a unique and precious gift from God. Our vision reflects our commitment to knowing each child personally, nurturing their talents, and inspiring their hearts to grow in faith, kindness, and curiosity.

Guided by the words of Jesus in Mark 10:14, we strive to create a welcoming, inclusive environment where every child feels safe, valued, and encouraged to flourish—spiritually, emotionally, and academically.

'Let the little children come to me' Mark 10:1

Our School Values:

- H
- E
- A
- R
- T
- S

Many Hearts Make a School

- Hope
- Empathy
- Aspiration
- Resilience
- Trust
- Service



Our Behaviour & Uniform

Behaviour

Our Behaviour Policy is on our website for your attention - www.highwych.herts.sch.uk/Policies/

Our Golden Rules are:

Ready, Respect, Safe

Uniform

All school uniforms help to promote the identity of that school and are one of the most immediate ways in which a child identifies itself as being part of that community. We want children to be proud of their school and strongly encourage uniform to be worn, seeing it as a reflection of the positive ethos of our school. Our uniform has been designed to be comfortable, practical and smart.

We use Top Form (CM20 3AP) which is in Harlow. You can go online (www.top-form.co.uk) or visit instore for all uniform requirements - our PTA also offer pre-loved uniform - pta@highwych.herts.sch.uk

School Uniform:

Please make sure that all items are clearly labelled.

- Grey skirt/pinafore dress (knee length), trousers or shorts for summer.
- Pale blue polo shirt with school logo
- Royal blue sweatshirt/cardigan with school logo
- White/grey tights or socks
- Black shoes (no high heels) no trainers/sandals
- Light blue chequered summer dress if desired
- Hat to be school colours or plain blue
- Long hair must be tied back at all times

PE

- Navy blue sports shorts or skort
- Royal blue polo shirt with school logo
- Navy blue jogging bottoms/tracksuit in winter
- Navy blue hoodie (with logo is available)
- Plimsolls or trainers

All items should be clearly marked with the child's name.

Important

No jewellery is to be worn, however, if your child has already had their ears pierced, small plain studs are allowed - please note these must not be worn when participating in PE lessons.

Other Items

- Royal blue book bag with school logo
- Royal blue drawstring PE Bag with logo
- Change of clothes for Nursery and Reception to be kept in school for 'accidents'.



Important Information

School Day

School Starts	Gates open 8.40am - 8.50 for Reception Class Nursery 8.40 start
Lunch Time	12.15 - 1.15pm
Finish Time	3.20pm (11.40am for Nursery)

Reception and Nursery

Please park in the village car park and walk the children through the church gate to the Foundation gate on the playground, if you have older children they can leave you and go straight to their classes as they are now very independent. Please do not walk children round to their classes.

Nursery

If your child is only doing 15 hours or the morning session, please use the front car park for collecting your child only. Pick up will be at the Nursery gate.
Please note - those children not eligible for 30 hours free placement can still stay all day, at a charge of £18 for every afternoon session taken.
Can parents please indicate a meal choice at drop off if staying all day, (school lunches are available at a cost of £2.90 or a home packed lunch can be provided).







Parent Information

Dinners at School

- School dinners can be ordered daily for all children attending High Wych, this does include Nursery (if staying all day) and Reception children.
- Our meals are provided by Lunchtime Co and are packed full of energy and essential nutrients children need to grow and learn. The menu is on our website www.highwych.herts.sch.uk/School-Meals-The-Lunchtime-Co/
- School meals ordered by Reception and KS1 children are free of charge through Universal Infant Free School Meals Grant.
- School meals are not free for Nursery children.
- If you believe you could be eligible for benefit related free school meals, please go to hertfordshire.gov.uk/free school meals and make an application.

Food/Drinks in School

- We are a nut free school. Nuts are not allowed at school for any reason (including peanut butter or chocolate spread of any kind).
- Sweets are not allowed at school for any reason. Hertfordshire County Council have also issued a statement not allowing sweets or cakes to be given out on school grounds for a birthday celebration. We therefore ask you not to give them to your child to hand out.
- Children in Early Years and KS1 are given a selection of healthy snacks of fruit/vegetables every morning through the government initiative, during snack time.
- Milk is available free of charge for Nursery/Reception children until the Friday before they turn five, and is available to order up to Year 6. You will need to order on a termly basis direct from Cool Milk - https://coolmilk.com/
- Named non-breakable bottles with pull up top are required daily for them to drink water throughout the day (clear plain water only - no juice or flavoured water is allowed).





Parent Information



JAG - Wrap-around-care

We offer breakfast and after school wrap-around-care. This operates from 7.30 am and after school until 6 pm. For more information see our website - www.highwych.herts.sch.uk/Breakfast-and-After-School-Clubs/

Teacher Meetings

If you wish to discuss something at length with your teacher, please make an appointment via the school office. Parent consultations are in the Autumn and Spring terms with a written report during the Summer term.

Tapestry

Our EYFS team use Tapestry as their online journals. This is a way of recording your child's progress and communicate this with you. You can upload any milestones to this journal too. This is not used as a communication tool between parent and teacher but a celebration of your child's learning journey.

Separated Parents

When a child's parents are not living together our aim is to keep both parents involved in their child's education. If you both have parental responsibility, you are entitled to the same information and have the same rights regardless of whether or not the child is living with you. We will need to have both contact addresses, emails and numbers, then relevant notices and information can be sent to both. Where there is a court order regarding contact with the child, which might affect school procedures, we should be given a copy which we will submit to the County Legal Department for comment. We will then act in accorance with the Legal Department's advice.

Birth Certificates (New to Nursery and Reception only)

Please provide us with a copy of your child's full birth certificate as this is a school requirement.

Payment to School/Communication

We encourage parents to pay for school trips and dinners using Arbor, an online payment system. This will be available once the pupil contact sheet is completed and returned to school. We also send all communications through Arbor. Please ensure all email addresses are clearly written to avoid errors and any changes are advised. More information will follow in September about creating an account.

School Trips/Extra Curricular Activities

The Governing Body will ask parents to pay for:

- Any activity which takes place during school hours, including non-curriculum activities
- School funds generally - the viability of an outing can often depend on payments and the PTA.
- Payments are voluntary as outlined in our Charging and Remissions Policy

The Early Years Curriculum



The Early Years Foundation Stage is the first stage of the National Curriculum focusing on the needs of the children in both Nursery and Reception. The curriculum sets out seven areas of learning which is underpinned by three core aspects; playing and exploring, active learning and creating and thinking critically. The three core areas of the curriculum are Communication and Language, Personal Social and Health Education and Physical Development. There are four specific areas of learning, which are; Maths, Literacy, Understanding the World and Expressive Arts.



The emphasis, throughout the Foundation Curriculum, is on learning through constructive play both through Child initiative and Adult directed activities.
The aim of the strategy is to underpin all future learning by supporting, fostering, promoting and developing children's skills and to create an independent and well-balanced child.
Activities take place both indoors and outdoors throughout the year; children will therefore require wellies and a spare set of clothing at all times. The environment is organised to allow children to work on the floor or table tops, both individually and in groups.



Resources are organised to encourage the children to become increasingly independent.
There is great emphasis placed on the needs and interests of the children, therefore planning is flexible in order to cater for any changes/ideas suggested by them.

Assessment

Children's progress is monitored continuously throughout the Foundation stage. We assess the children at the start of both Nursery and Reception to help us identify 'next steps' in your child's learning.
Photo's form an important part of every child's assessment and your child's photo or another child's photo may end up in your child's online journal (Tapestry) as they may have been working together.





How You Can Help Us

Absences/Holidays



Any absences should be notified by answer phone or admin@ email to the office by 8.30am. Please do this each time your child is off school.
Holidays - we do follow Hertfordshire Attendance Policy and depending on requested sessions you may be at risk of a penalty notice being issued. We may call you in for a meeting regarding attendance if your child's percentage is lower than 90%. Our term dates can be found on our website. We aim for every child to achieve 100% attendance throughout the year. Please do not arrange holidays during term time., any holidays are marked as unauthorised absence. Please do not keep your child away for minor coughs and colds - staff here will make the decision about sending your child home should they not be well enough to stay at school.



Appointments

Where possible, appointments should be made outside of school times. We do record and monitor appointments taken within school time.

Other important information

Please view our website for additional information.

Independence

We encourage our pupils to be as independent as possible - this starts at home. Please encourage independence when dressing, eating and cutting up food and also going to the toilet independently.

Working in Partnership





Get involved with the PTA - it helps raise money for the school and the pupils at High Wych.

Read daily with your child.

Ensure they have regular routines - plenty of sleep.

Labels

https://www.stikins.co.uk, and input our unique number 9566

Easyfundraising

www.easyfundraising.org.uk
High Wych PTA
register to raise money when shopping online

Support events.

Be punctual to school.

Name all clothing.

Encourage independence.

We hope this pack covers all the information you need for a smooth transition to our school. If you require any assistance with anything or have any questions, please feel free to contact the school office - see contact us on the next page.

The following forms are enclosed

EYFS Information Booklet
Dinner Menu
Foundation Stage - Support Your Child (Reception only)
Uniform Information, Supplier and PTA Pre-loved
Data Collection Sheet

The following items will need your consent (on Arbor)

Online Safety Rules
Photographic and Media Consent
Home -School Agreement
Local Visits Agreement
Tapestry Consent Form

Get in Touch





Contact us - admin@highwych.herts.sch.uk

01279 722109

www.highwych.herts.sch.uk

High Wych, Sawbridgeworth, Hertfordshire. CM21 0JB






