

JUNE
2026



Swiss Gardens Primary School

Welcome new starters!



Key Staff

School Leadership Team

- Mrs Naomi Doble - Headteacher
- Mrs Claire Older – Assistant Head for Inclusion and Safeguarding
- Miss Anne Backshall – Assistant Headteacher KS1
- Ms Jenny Bourne – Assistant headteacher KS2



Key Staff

Reception Team

- Miss Caroline Finley – EYFS Lead/Class Teacher
- Miss Mia Earl - Class Teacher
- Mr Sam Johnson – Miss Earl's cover
- Each class will have a full-time Teaching Assistant



Key Staff

Office Team

- Mrs Lisa Mephram and Mrs Tara Buck – office administrators
- Mrs Michelle Treasure - school business professional



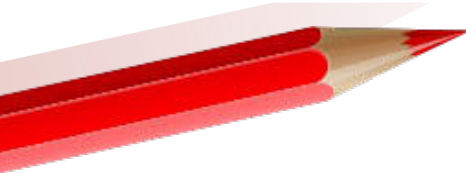
Communicating
with school



The School Day



• 8:40am - 3:10pm

- 
- If your child is absent, please call or email the school office before 9:30am to let the school know

- We have two spacious classrooms and a large outside classroom
- Promotes purposeful learning through play which is individualised through adult questioning and support
- Encourages 'free flow' between the two classrooms and the outside area
- Some more structured time, e.g. adult focus tasks and whole class inputs
- Access to outside classroom everyday, in all weathers

The School Day

8.40 – Doors open

8.50 – Register

CARPET SESSION & EXPLORER TIME

Midmorning – story time, milk and fruit

CARPET SESSION & EXPLORER TIME

11.40 – 12.40 – Lunch and playtime

CARPET SESSION & EXPLORER TIME

2.45 - Story time.

Assembly from Spring 1

3.10 – Home time



What is EYFS?

The 7 areas of learning

- Communication and language
- Personal, social and emotional development
- Physical development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design



Our Uniform

- School Jumper/Cardigan/Fleece
- Black/grey/navy trousers/skirt/shorts
- White polo shirt
- Red gingham or grey pinafore dress (avoid all in ones)
- Black shoes (not sandals)
- Optional summer uniform
- Birthday clothes
- Book bags (not Backpacks)
- Branded items can be purchased from WearYourLogo in Lancing.





*P.E. kit to be worn into school on PE day.
These will be confirmed via ping. PE days
do change.*

- Black shorts/tracksuit bottoms/leggings
- T-shirt in house colours/PE jumper
- Trainers (no laces please, if possible)



EVERYTHING MUST BE NAMED!!!

July Settle Sessions

Transition morning - Wednesday 1st July - two slots
available

9:00 -10:00am or 10:15 - 11:15am

PLEASE BOOK TODAY!



Teddy's Bears Picnic - Thursday 9th July 2:00-3:00pm

Bring your blanket and favourite teddy and join us for a chance to meet classmates and parents. Light refreshments will be provided.

School Dinners

ISS

- All children in Reception, Year 1 and Year 2 are entitled to a free school meal.
- There is a meat, vegetarian and jacket potato option each day
- Meals will need to be ordered through ISS. This is done online, in advance.
- Please only order meals on days when your child/ren will eat a hot school meal. The school gets charged for every meal not eaten.
- If your child has a special diet, please contact ISS directly.



Wraparound Care

The Childcare Club

- Internal breakfast club offered by the school - 07:45-08:40AM. This is run by members of staff. In the hall.
- Afterschool club is through Play – 3:10-6.00PM. In the gym – with access to playground.



PTA

Working to support the school

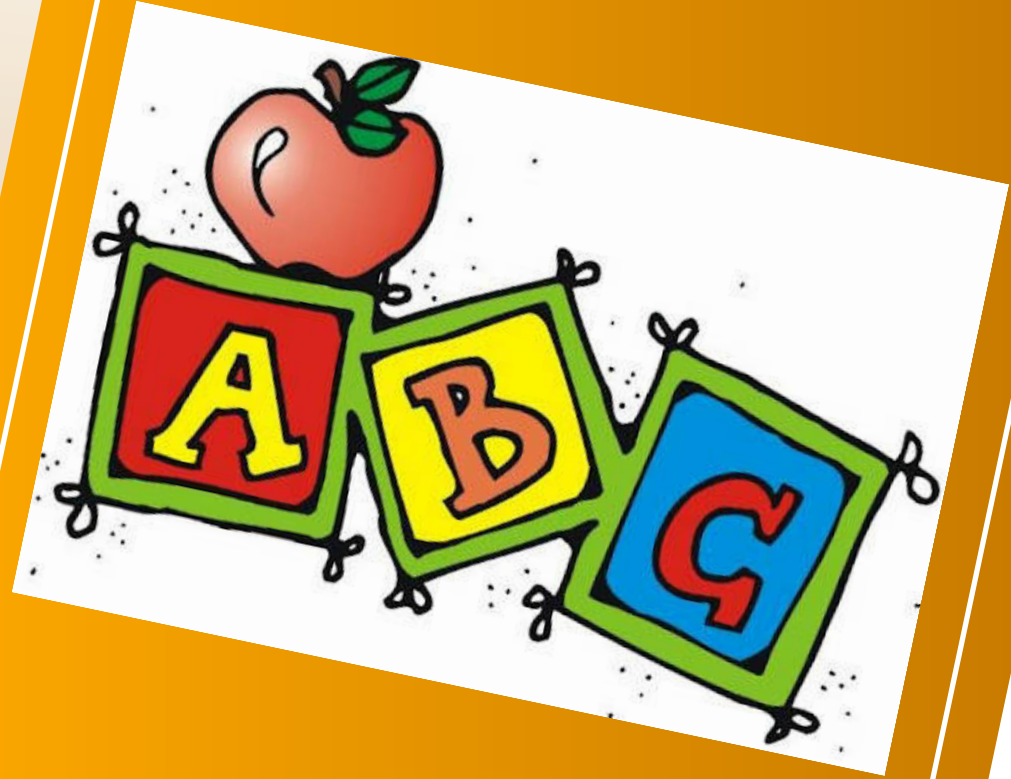
- We have a wonderful PTA here at Swiss Gardens
- Take a look at their Instagram page
- Swissperience days – We use money raised from PTA events to fund a 'Swissperience'



Special Educational Needs

SENCO - Mrs Older

- Mrs Older is a very experienced SENCO and is here to help. Please book an appointment with her through the office if you have any concerns.



Pupil Premium

Please apply if you are eligible!

- If you are in receipt of certain benefits, please do apply
- The school receives extra funding to support Pupil Premium children
- This will last throughout your child's primary schooling
- Please apply for new siblings



Phonics

Song of Sounds



<https://www.songofsounds.co.uk/page/?title=Song+Actions&pid=579&postLogin=true>



Parents as partners

It takes a partnership to raise a child

- We are working together to give your child the best start at school
- Open door policy
- Please read with your child at least 3 times a week!
- Practise phonics – Song of Sounds



Class names

We are readers!

- This year, all classes have been renamed! Names of classes celebrate well known authors, illustrators and poets
- In Reception, Miss Finley's class will be named 'Julia Donaldson' and Miss Earl's class will be called 'John Bond'
- These are both local authors and have good involvement with schools.

Julia Donaldson



John Bond



September Starts

Dates for the diary

- **Wednesday 2nd September:** Children born from 1st September to 28th February - 8.40 - 11.45am
- **Thursday 3rd September:** Children born from 1st March to 31st August - 8.40 -11.45am
- **Friday 4th September:** All children
8.40 - 11.45am
- **Mon 7th / Tue 8th September:** All children from
8:40 - 12:45pm (including lunch)
- **From Wednesday 9th September:** All children full-
time 8:40 - 3:10pm.





Swiss Gardens Primary School

Starting School Checklist

Please bring this checklist on your child's first day in September. |

Tick off as you go ✓

Independence

- Can sustain attention on an activity for 5 minutes.
- Has a dominant hand.
- Can make marks with pens/pencils/crayons.
- Recognises own belongings.
- Recognises own name both spoken and written down.



Self Care

- Wipes their nose with a tissue independently.
- Learning to cough and sneeze into a tissue or elbow.
- Asks for help when they don't feel well.



Mealtimes

- Likes to eat a variety of food.
- Sits down for mealtimes and uses cutlery to feed themselves.
- Opens packaging, Tupperware and wrappers by themselves.



Sleep

- Has a regular bedtime routine.



Getting dressed and undressed

- Puts on and takes off uniform independently.
- Attempts zips independently.
- Puts shoes on.
- Puts own coat on.
- Understands some parts of the body are private.
- Has a go at changing by themselves after an accident.



Toileting

- Uses the toilet alone, wipes clean and flushes the toilet.
- Washes hands with soap and dries hands on their own after using the toilet.
- Tells an adult if they have had an accident.



Social Skills

- Enjoys interacting with other children and adults.
- Shares and take turns.
- Enjoys new experiences.
- Follows instructions and rules at home and at nursery/childminder.
- Happily finishes an activity they've been doing.
- Accepts changes to routine, e.g. if they get upset, they know how to ask for help.
- Expresses feelings using words such as angry, sad, happy, frustrated.
- Can make themselves understood by friends and adults.



Health

- Has no health concerns.
- Has no hearing or eyesight concerns.
- Brushes their own teeth.
- Enjoys being active.



The Summer Holidays



Over the summer holidays, please can you support your child to make an 'All About Me' poster on a large piece of card.

Be as colourful and creative as you like!

Your child might like to paint, draw pictures, write words, or stick photographs onto their poster. This is their opportunity to share with us a little bit about their favourite things. These could be their favourite hobbies, foods, books or songs! Also, a little bit about their family and their friends!



Please can your child bring their 'All About Me' poster in with them on their first day in September. We will be sharing them with the children, and they will go on display in the classroom 😊





Thank You!

We can't wait to meet you!