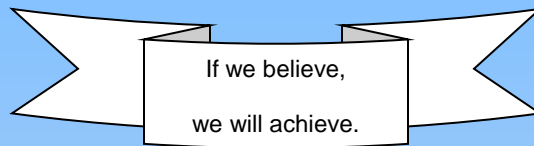


William Read Primary School

Reception September 2018



We would like to welcome your child to our school.

Our motto is;

‘If we believe, we will achieve’

We hope that this information will give you a guide to our curriculum, expectations and school procedures.

Early Years Foundation Stage Curriculum (EYFS)

EYFS applies to children from birth to the end of the Reception year.

The four guiding principles are:

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured;
- Children learn to be strong and independent through **positive relationships**;
- Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers; and
- **Children develop and learn in different ways and at different rates.** The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

Early Days in Reception

- We begin the year by arranging home visits with yourselves to enable us to meet the children in their home environment in order to put them at ease and to learn about your child and their interests.
- Home visits will take place from Wednesday 5th September – Friday 14th September.
- Children will then be phased into their new classes on Monday 17th September and attend **either the morning session from 8.40-11.00 or the afternoon session 1.00-3.15 (We will share with you the list of morning/afternoon children at the end of the meeting).**
- Children are then to attend as ‘normal – 8.40-3.15’ from Monday 24th September.

Classes

- **New for September 2018;** we will be having an exclusive reception class (Ash class) and a mixed reception and year one class (Holly class).
- We will also be working very closely with our fantastic nursery class (Acorn class) as an EYFS team and as the classes are next to each other, children will be able to 'free flow' throughout the rooms and outside areas. All members of the EYFS team may be working with your child and they will only be in their 'set class' for the morning/afternoon registers and initial phonic sessions.
- On Friday 21st September a letter will be sent home to you informing you of which class name your child has been allocated.

The School Day

- 8:40 - 12.05 Morning Session
(Fruit / snack during the morning session)
- 12.05 – 12.50 Lunch
- 12.50 - 2.45 Afternoon Session
- 2.45 - 3.15 Assembly/Story time

Working in Partnership with Parents to support children

If your child is struggling to settle into their new class, a programme of support will be put in place, this may involve them attending for shorter sessions or being supported in class by a family member. Having the opportunity at home visits to discuss any possible issues that may arise regarding them being ready to start school will be vital to your child's smooth transition into school.

Collecting your child

- For the first week of children attending **mornings** on their own (17th -21st September) Craven Avenue gate will be opened and parents can meet their children at 11.00am on the playground.
- The **afternoon** children will need to be brought into school via the main office at 1pm but will meet adults at the end of the session as normal on the playground at 3.15pm.
- When the children start full time, you will collect your child from outside their class gate.
- They will only be allowed to go home with the person who has been recognised (photos of parent/carer taken during home visit)
- If anyone else is sent to collect your child they must notify the school by telephone or speak to your child's class teacher in the morning.

Safeguarding

- The school needs to be a secure site which is why we have electronic gates at the front of the school and a secure entry system on other doors.
- If you need to go to the main reception you will need to enter the school by the Long Road entrance .
- This is to ensure that we know who has entered the school building at any one time.
- Dogs are not permitted on the entire school site.
- No smoking on the school site.

Parking and bad weather arrangements

- Unfortunately you are unable to park in the staff car park and walk through the school unaided.
- Please do not park in front of the school gates at any time, these need to be clear for emergency access.
- If your child is attending breakfast club you may bring your child in through the Long Road entrance at 8am.
- If the weather is bad, please remember that the school gates do not open until 8.40am.
- If there is severe weather conditions, e.g. Snow, you will be notified of school closure by text.
- Information will also be posted on our school website.

Accidents/medicines in school

- Accidents are recorded in an accident book and appropriate first aid is administered. All teaching staff in Early Years are paediatric first aid trained.
- If serious accidents occur parents/carers will be informed immediately.
- If necessary, emergency services will be contacted.
- Only medicines prescribed by a doctor can be left in school and are only administered by office staff.

Additional general information

- **All lower school** children are entitled to a free school dinner (R, Yr1 &Yr2)
- If you would prefer your child to have a packed lunch, please ensure that it is 'healthy', no sweets, fizzy drinks, chocolate bars etc
- The school will provide your child with fresh fruit / vegetables every day as a snack in the morning. This year we have trialled additional snacks and regular cooking sessions. We ask for a contribution on a termly basis of 75p per week to enable us to provide this.
- Your child should bring a **named** separate bottle of **plain water** into their class on a daily basis.
- **Our preferred method of paying for additional activities such as Breakfast club / Epic Club is by Parent Pay. You will be given further information about this in due course.**
- Breakfast club starts at 8.00am and costs £2 daily
- Epic activity club runs from 3.15-5pm and costs £5 Monday, Tuesday, Thursday and Friday and £6 on Wednesday.

Uniform (Red and Black)

Children should wear:

- Plain black shoes / plain black non-branded trainers
- Black trousers / skirt / tailored black shorts (summer term)
- Red and white checked summer dresses (summer term)
- White shirt / blouse / polo shirt on PE days
- Red v-neck knitted jumper or cardigan (**no sweatshirts**)
- Blazers and ties are compulsory from Year 3 upwards but are optional in lower school
- No extremes of hairstyles and long hair must be tied back
- No jewellery, except stud earrings, no toys or money
- Earrings should not be worn for PE (Essex Guidelines)
- **All children need a named bookbag, no large rucksacks please**
- **All uniform (with logo's) including bookbags and PE bags can be purchased from Penn Sport (Benfleet) www.pennuk.com**

Hygiene

- Please try to toilet train your child. If a child accidentally wets themselves they will be asked to clean themselves up and put on clean underwear (please provide spare underwear in their PE bag).
- If a child soils themselves their parent/carer will be phoned and asked to come up to the school.
- Teachers and members of staff are not permitted to 'clean' children.

Attendance and illness

- Children should attend school unless they are **really** ill, e.g. temperature, sickness, however absences for these reasons may still not be authorised unless there is medical evidence.
- If your child is absent for any reason, please ring the school (**every day that they are absent**) and leave a message on the school answerphone (dial 1, you do not need to speak to a member of staff) by 8.30am
- We have weekly attendance assemblies to promote good attendance.
- Classes can win 'best attendance' awards.
- We hold special 100% attendance assemblies and events termly to celebrate attendance.
- Mrs. Garrick monitors attendance as it is essential that children are in school every day.

Lateness

- Please ensure you get your child to school on time. Gates are open at 8:40am and children will be met by a member of the EYFS team.
- If you arrive after 8:50am the gates will be locked. Please use the main entrance and go to the office.
- You will be asked to sign in the late book, as the registers will be in the office.

Leave of absence / Holidays

- Holidays are **not permitted** during term time.
- If you request a holiday, you will need to complete a Leave of Absence Form.
- All holidays are 'unauthorised' and a penalty notice may be imposed to each parent.

Information from Essex County Council...

There is no entitlement to parents to take their child out of school during term-time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances. A leave of absence is granted entirely at the headteacher's discretion.

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

EYFS Information

- When the children start in Reception the adults undertake assessments, which involve us observing children in their play and recording evidence of their development.
- The activities are play based and child initiated.
- There will be focused activities and whole class activities.
- You will not see teachers telling the children what to do as the adults encourage independence, this will be a main focus and children will also be supported to follow their own interests.
- Children will be assessed on the seven areas of learning.

7 Areas of learning

- The Early Years Foundation Stage (EYFS) is made up of **seven** areas of Learning and Development. All areas of Learning and Development are connected to one another and are equally important. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the **prime areas**, are:
 - **Communication and Language** (Listening & Attention, Understanding, Speaking)
 - **Physical Development** (Moving and handling, Health and Self Care)
 - **Personal, Social and Emotional Development** (Self-confidence and self-awareness, Managing feelings and behaviour, Making relationships)
- Schools must also support children in four *specific* areas, through which the three prime areas are strengthened and applied. The **specific areas** are:
 - **Literacy** (Reading, Writing)
 - **Mathematics** (Numbers, Shape, space and measures)
 - **Understanding the world** (People and communities, The World, Technology)
 - **Expressive arts and design** (Exploring and using media and materials, Being Imaginative)

Supporting your child with reading

- We initially teach children to read using the Letters and sounds approach.
- We will hold a phonic workshop early in the Autumn term to give you more information about how we teach the children to read.
- **Our expectation is that children to read 5 times a week at home for 5 minutes.**
- Children receive a weekly reading sticker for completing their 5 times reading and a reading certificate at the end of the term.
- Children will be given a structured reading book dependent on their ability level.
- Children will also be able to choose a 'coloured' reading book and a free choice library book / picture book to share.
- During our home visits we will discuss supporting your child with reading in more depth.
- **Parents will be asked to attend monitoring meetings if children are not regularly reading at home and this will be reviewed at Open Evenings.**

Supporting your child at home

- **The best support you can offer your child is talking to them as much as possible. You are their first and most important educator.**
- Children could practise writing their name (please don't encourage the use of capital letters, apart from the first letter).
- You can also support your child by encouraging them to use crayons, pens, paintbrushes and pencils to make marks or attempt writing and drawing.
- Supporting children to count aloud by rote and count objects as part of their play is always beneficial.
- Children may receive additional 'holiday homework' during ½ terms.

Focus children

- Each week teachers will choose 3 or 4 children to be 'Focus children' for the following week. We will be asking you to record some photographs of children engaged in an activity at the weekend (this could be visiting a family member, eating their favourite dinner, learning a new skill, playing a game). Children will then be supported by an adult throughout the week to follow their interests and extend their knowledge and understanding linked to the curriculum. Their focus week observations and interactions will be discussed with you and targets set the week after they are a 'focus child'.
- This process will take place once per term.

Parental Contact

Teachers are available after school for brief discussions (please make an appointment if it is specific issue that needs further attention). Class teachers are the first point of contact, should you have any concerns or worries.

There is a weekly EYFS newsletter which will be emailed to you on a Friday as well as a whole school newsletter, this contains reminders, events and short snippets of information about what the children have been learning about each week.

You will be invited to share sessions with your child throughout the terms. Throughout the year there will be special assemblies e.g. Harvest, Christmas, class assembly

We also use Text messaging, we send letters home and you can access information on the school website. Please check children's book bags every evening for letters / notes and please empty bookbags of children's work on a regular basis.

Online Learning Journey's

We will be recording children's progress and attainment through an online learning journey. You will be able to access the secure online information on the internet to view photographs and assessments of your child and can leave comments and add your own observations about children's learning and new experiences from home.

We will be inviting all parents / carers to attend a short meeting in class to explore how to use the program and we will go into more depth regarding details when we meet you at the home visit.

We have had fantastic feedback from parents regarding the online learning journeys and have had lots of contributions from parents / carers.

<https://eylj.org/index.php?app=core&module=school§ion=child&do=overview&schoolId=1479>

The outdoor area

- Children will be learning **outside in all weathers.**
- We have an extensive outside area, including grassed areas and a soft pore play area.
- There are plenty of outdoor resources to support your child's learning.
- As much of the learning will take place outside, it is essential that your child has a pair of wellington boots in class, **marked with your child's name.** As children go outside in all weathers they will need to be prepared for sun, rain, wind and even snow! **Coats, hats, gloves, scarves need to be named please.**

Physical Education

- Children will be taking part in PE sessions from the Spring term, however children will need a **named** PE kit in school **from September**.
- This should consist of; **Plain black shorts, red t-shirt, and black plimsolls in a named drawstring PE bag (spare underwear would be very useful in here as well)**.
- Children will be encouraged to get changed for PE independently.
- Children should not wear earrings on PE days and long hair should be tied back.

Behaviour

We have a consistent positive 'Class Dojo' behaviour system in the school where the children can gain positive or negative points and the parents can instantly see their child's behaviour in school each day.

The behaviour system has clear consequences:

1. Verbal warning
2. Time out in class
3. Buddy Class
4. Dragonfly Area

If pupils are directed to a 'time out' in a Buddy class / Dragonfly area, parents will be informed. If they are sent three or more times in a half term, parents and carers may be called in and required to attend a meeting with a behaviour support member of staff. Dojos can be earned for good behaviour. Each week the child with the most Dojos is named Dojo champion and each term parents are invited to attend special behaviour assemblies to celebrate good behaviour.

The Dragonfly Area

- It is a behavioural support area for children with extreme referrals of behaviour and anger management.
- The plans and therapies are tailor made for each individual child depending on their behaviour needs so that they can be integrated back to the classroom as soon as possible.
- If a child is referred to the Dragonfly area, then the parents are also involved.

The Butterfly Room

- Our 'Butterfly Room' offers nurture support for pupils who need more support in all areas of development.
- We have a dedicated Pastoral Team who tailor work and support to individual and groups of pupils with varying needs. They also work closely with parents and carers offering support and advice.

Donations and fundraising

- If the school organises a special event or a trip we will ask for a contribution towards the cost.
- Please support the school , if we do not get enough contributions to cover the cost it is sometimes necessary to cancel the event/trip
- Please support any fundraising organised by the PTA and if you would like to be involved with the PTA, the office can help you to identify current members.
- We have an active Parent Council who meet every half term.

- If you have any other questions please feel free to ask

Before you go please make a home visit appointment for September and complete forms given to you by the office.

Thank you for attending today and we look forward to an exciting year ahead.