

Reception Transition Meeting

GLEBE PRIMARY SCHOOL



Ofsted 'Outstanding' – July 2015

Start Dates and Transition Details

- ▶ We are hoping to provide your child with a meet the teacher session on Tuesday 12th July between 9.30am and 11am. This will be an opportunity for your child to meet the staff, tour their new school, spend some time in their new classroom and of course, meet their new friends. On this day you will also receive an invite to sign up for your child's class Dojo account. This is a free app and allows us to communicate directly with yourselves. Please do sign up for this as important information, reminders and day to day updates are sent via this.
- ▶ Please bring in any parent communication forms on the Meet the Teacher day, including any relevant medical information and medication.
- ▶ Please do let us know if your child has any specific needs in advance of the day, as this does really help us support your child and you through this stage. It also helps keep them safe and allows us to make any adjustments that we may need to help them have a successful morning.

The transition period.

You will find a paper copy of these timings in your download pack.

- ▶ **Monday 5th Sept 9.15am** (Reception playground drop-off) **11.30am** pick-up from designated pick up points for transition week dependent on child's class – RW class will be collected from the main school office entrance and the children in RB and RP will be collected from the Nursery exit just down the street. - NO LUNCH
- ▶ **Tuesday 6th Sept 9.00am** (Reception playground drop-off) **12.00pm** pick-up (same designated pick up points) NO LUNCH
- ▶ **Wednesday 7th and Thursday 8th Sept** - Normal school drop-off time (Reception playground drop-off) **1pm Pick-up** (same designated pick-up points) The children will be staying for lunch today please provide a packed lunch or order a lunch from our provider 'The Pantry'.
- ▶ **Friday 9th Sept**- Normal school drop-off time and **2.15pm pick-up** (Designated class pick-up point)
- ▶ From **Monday 12th Sept** the children will be in full time and drop-off and pick-ups will be from the Reception playground at normal school times.

The School Drop off

- ▶ Glebe School currently operates a staggered drop off and Pick up, this is due to the large number of pupils on role. Children who's surnames begin with the letters **A, B, C, D, H, I, P, S, T, U, V, W and Q** are asked to arrive at 8.40 and the children with surnames **E, F, G, J, K, L, M, N, O, R, X, Y and Z** will then arrive at 8.50. The children in 8.40 drop off group will then be collected at 3.20 and the children in the 8.50 drop off group will be collected at 3.30.
- ▶ The teacher will open the door into the Reception area at 8.40 for the first groups arrival and a member of the reception team will be on hand to support and guide the children into school from the Reception playground doors.
- ▶ The children will be allocated a personal coat peg and tray for their belongings.

The school collection

- ▶ During the transition week, at the end of the day your child's teacher will bring the whole class out and will line them all up in their specified area outside of the Nursery entrance or the main entrance. She will then call your child when she sees you to dismiss them. Please do not call your child out of the line before the teacher has dismissed them as we need to ensure that each child has gone to the correct parent. We also ask that you do not crowd round the exit door as this can cause problems for the children and staff trying to match up children to their parents. If your child is next in line to be dismissed please do wave or call us to get our attention as this will help us speed up the process.
- ▶ This process does take time and we apologise if you have to wait, but we must put the children's safety first.
- ▶ After the transition period is finished and the children are in full time you will be asked to collect the children from the reception playground.
- ▶ In the first few weeks you may have to tell your child's teacher your child's name (probably daily!) until they can get to know who's parent belongs to which child. There are a lot of new faces to learn!

Uniform

The children in Reception are expected to wear our Glebe School uniform. This consists of:

- ▶ A white polo shirt (one with the Glebe logo on it for trips, photo's, visits etc)
- ▶ Grey trousers, skirt or shorts
- ▶ Red and white checked summer dresses.
- ▶ Red, white or grey tights for girls
- ▶ Sensible solid black school shoes (no boots, sandals, heeled shoes or trainers)
- ▶ A Red Glebe jumper or cardigan with the Glebe Logo on the front
- ▶ Additionally you can also purchase Glebe fleeces and waterproof jackets.
- ▶ If your child is entitled to benefits-related free school meals, please let us know and we will be able to provide Glebe-logo items of uniform free of charge.

P.E uniform consists of:

- ▶ Black shorts and tracksuit bottoms for colder weather.
- ▶ A house colour Glebe P.E t-shirt (also purchased from the office in September once houses have been allocated)
- ▶ A glebe hoodie (optional)
- ▶ Plimsolls

In the first week of school your child's teacher will let you know which day their class will be having P.E that term. The children will then need to wear their kit into school on those days.

Other equipment

- ▶ The children are encouraged to bring in a Glebe School book bag each day.
- ▶ Water bottle for drinking in class.
- ▶ An art apron
- ▶ If you are providing your child with a packed lunch then your child's lunchbox should be as compact as possible to ensure they all fit in the cloakrooms, again these must be clearly named.

Fruit and Milk

- ▶ At Glebe we are signed up to the Healthy Hillingdon Scheme, each child is provided a piece of fruit each day as a healthy snack. If your child is a little choosy over which fruit they eat you are welcome to send in some from home. We do not allow fruit bars, cereal bars etc. as an alternative due to allergies.
- ▶ Your child will be automatically signed up to receive a carton of cows milk every day. If you wish to opt out then please contact the 'Cool Milk' company and let the teacher know. The contact details are in your packs.

School Meals

- ▶ In September your child will be entitled to have a free school meal if you so wish.
- ▶ It is imperative that you sign up to the school meals system from 'The Pantry' and select your child's meal, even though you are not paying for it, you have to pre-order all meals. The Pantry will only deliver the meals that are ordered ie: no spares are provided. Information will be included in the brochure as to how this will work.
- ▶ You will be given your log-in for this before your child stays for lunch.
- ▶ 'The Pantry' offer hot meals or a packed lunch option.

Packed Lunches

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- ▶ Some children may prefer to have a packed lunch and that is perfectly okay. You do have the option to opt out and send in a packed lunch. We do not need prior notice if you choose this option.
- ▶ Please try to make these as healthy as possible.
- ▶ We do not allow sweets, chocolate bars or fizzy drinks. These will be returned to you if they are spotted in lunchboxes.
- ▶ Although very tempting, please don't over fill your child's lunchbox as this can be quite daunting for them.
- ▶ Glebe is a nut free school due to a number of pupils with severe allergies. This includes Nutella and other nut based spreads.

Baseline and new curriculum

- ▶ As of last September (2021) every school has a statutory requirement to complete a short government prescribed baseline assessment with each child. We aim to ensure that this is undertaken in a way that does not unduly interrupt the children's transition or cause any upset. The tasks will be offered to the children as 'fun' tasks to complete with an adult. We were part of the pilot in 2019 and all went well.
- ▶ We follow the statutory EYFS curriculum, this focuses on 7 areas of learning (or subjects) These are
 - Communication and Language
 - Physical
 - PSED
 - Literacy including phonics (Little Wandle)
 - Mathematics
 - Understanding the world
 - Expressive Arts and Design

At Glebe we use an online observation app called 'Evidence Me'. This app allows us to keep a track of your child's learning throughout the year. You will be invited to sign up to receive copies of these observations, which are sent via a secure platform. These observations are a lovely window into the day to day life of your child.

What do I do if my child is upset?

- ▶ Some children find this transition harder than others.
- ▶ Please talk to your child's teacher if your child has a more challenging time with this process.
- ▶ It can be distressing to see your child upset but the calmer you can be about the situation the better it will be for your child.
- ▶ If you have left your child at school in an upset state then please feel free to phone the school office for an update on how they are. We will also be able to send a message or photo (with permission) via dojo to your private messaging part of Dojo.

Illness and health

- ▶ Coughs and colds are very common in Reception.
- ▶ If your child has a stomach bug they must stay at home for at least **24 hours after their last episode**. In some cases where the bug is prevalent we may ask you to extend this to 48 hours.
- ▶ Head lice – Please check regularly!
- ▶ **You must ensure the school has the correct contact details for you at all times in case we need to contact you if your child is ill. If you change your phone number please let us know your new one ASAP.**
- ▶ Mrs Varney is our designated school welfare officer.
- ▶ It is imperative that the school has any medical plans, inhalers, epi-pens, piriton etc in school on the first day of school. If you have any specific medical queries please do contact Mrs Varney.

Communication

- ▶ Dojo is the main communication tool between your child's teacher and yourselves.
- ▶ Evidence me is the online learning journey
- ▶ Curriculum maps are sent out termly and are also available alongside lots of other curriculum information, support and activities on the school website.
- ▶ Parent mail – is a whole school office communication service that includes school text messages and emails
- ▶ Weekly newsletter – Mrs Penney sends out a newsletter with highlights of the week, important notices, information, upcoming dates etc.
- ▶ Absences must also be rung into the office and not just sent via Dojo.

Please check you have picked up ...

- ▶ After School club details
- ▶ Milk information
- ▶ Uniform information
- ▶ Transition week timings
- ▶ Parent /teacher exchange forms

Available on the website:

- ▶ How to help your child at home booklet
- ▶ How to help my child before they start school leaflets.
- ▶ Term dates and transition timings
- ▶ Reception Brochure
- ▶ Curriculum information
- ▶ Downloadable version of the parent/teacher exchange sheet (to be filled in and returned on the meet the teacher morning or by the first day of school in September.

Other matters

- ▶ Breakfast club can be signed up to once your child is in full time- This will need to be booked in advance.
- ▶ You must please ring in if you are going to be late collecting your child from school.
- ▶ Please inform us if your child will be going home with someone else.
- ▶ Names must be placed on everything.

Thank You for coming – We can't wait to work with you in ensuring your children have the best start to their formal education 😊