



*'We can and we will'*

# Glebe Primary School Reception Brochure



## Welcome

Our Mission Statement is:

*At Glebe School we believe in an ethos that values the whole child.*

*We strive to enable all children to achieve their full potential academically, socially and emotionally.*

We are very happy to welcome you and your child to Glebe Primary School. We hope that you will feel very happy with the education we provide and we look forward to working closely with you to ensure the best start to your child's education.

We expect all children to make progress over the coming weeks but no child learns in exactly the same way. We make it our job to strive for the best for all children all the time.

If you are worried at any time at all, please firstly contact your child's teacher. If further input is required then you may wish to contact the Foundation Stage Leader Miss Wands, The Deputy Head for lower school Miss Griffiths or the Head Teacher, Mrs Penney.

### Staffing within Reception.

Each class will have a teacher and a full time qualified Nursery nurse. You will find the name of your child's teacher/teachers on the top of the class list displayed at the meeting.



The Reception day is as follows:

School begins	8.40am or 8.50am (staggered dependent on surname)
Morning break	10.20am - 10.40am
Lunch break	11.30am - 12.30pm
Afternoon break	1.50pm - 2.05pm (except Friday)
School Day ends	3.20pm or 3.30pm (staggered dependent on surname)

It is important that you bring and collect your child on time each day. Lateness can be difficult for the teacher and upsetting for the child.

If you are aware that you will be late, please arrange for a friend or relative to collect your child and inform staff beforehand if possible. This is important for the safety of your child while they are in Reception.

Normally the School gates are opened at 8.40am and 3.20pm. The children are not allowed to play on the playground equipment before or after school, this is only permitted at playtime and lunchtime. Also no ball games, bikes or scooters are allowed on the school playground or school grounds before or after school.

### Organisation and Education

We admit children into Reception in September. We operate a staggered system of entry which generally lasts for approximately one week regardless of children's previous childcare experiences. We understand that this is sometimes inconvenient to some parents but we feel that this is very important to the transition into full time school for your child. Please note that this is general practice within most, if not all, schools nationally and our induction period is shorter than many other schools in the borough.

To encourage the children to grow and develop, we aim to provide a wide range of learning activities within a secure and stimulating environment. This is achieved through a carefully planned curriculum as outlined within the Early Years Foundation Stage documentation, which reflects the 'Early Learning Goals', which are the key assessment points for children reaching the end of the Foundation stage.

There are 3 prime areas of learning within the EYFS:

- Communication and Language (comprising of; Listening, Attention and Understanding and Speaking)
- Personal, Social and Emotional Development (comprising of; Self-Regulation, Managing Self and Building Relationships)
- Physical development (comprising of; Gross Motor Skills and Fine Motor skills)

And 4 specific areas:

- Literacy (comprising of; Comprehension, Word Reading and Writing)
- Mathematics (comprising of Number and Numerical Patterns)
- Understanding the World (comprising of; Past and Present, People, Cultures and Communities, and The Natural World)
- Expressive Arts and Design (comprising of; Creating with Materials and Being imaginative and Expressive)

All of the areas within this curriculum are covered within our topics. These differ each term and are generally linked to the current cohort's interests.

The Foundation Stage environment reflects all of the prime and specific areas of learning. We provide indoor and outdoor activities to support each child's development and learning style. We encourage a positive, practical approach, whilst also trying to balance the routine and structure of a primary school setting.

The Foundation Stage profile assessment is started in Nursery and completed by the time your child reaches the end of Reception. This provides parents and school with valuable information about your child's progress and attainment. As the child's parent we believe a solid partnership between yourself and the school is key to your child's education and as such we look forward to gaining your input and insight into your child. You will be asked to provide information about your child's interests, likes and dislikes, home achievements etc, which will go towards their overall profile. We would also like to encourage you to update us with any current/changing information as often as possible to ensure we know as much about your child as we possibly can.

Currently in Reception the morning timetable includes Literacy/Phonics and Numeracy lessons (four per week) ICT and PE. In the afternoons we have activities in rotation where the children go from activity to activity, some adult led and some independent activities are included within the choice. These rotation activities will cover a vast range of topics many of which will quite often be chosen by the children themselves. We use our outdoor learning environment at all times so please ensure children have sufficient clothing for all weather conditions. Children in Reception will be taught through a mix of practical play based activities, investigation and Formal teaching tasks. They will learn to read, write and count using these different approaches. We teach this way in line with the Early Years Foundation Stage guidance.

### Reading

We always receive lots of questions all about reading and how the reading scheme works within school. Firstly, children will not all start on the reading scheme at the same time and for some children they may not be ready for the scheme during the first term. It is not a competition as to whose children are reading books and whose aren't. Some parents feel very under pressure for their child to start on the reading scheme and will worry that their child is behind others. It is so important to understand that children in the Early Years learn at extraordinarily different rates and that one child's development rate will be very different to another child's. All EYFS staff are highly trained and very

experienced in teaching children to read. They are very skilled at knowing when children are academically and emotionally ready to start on the reading scheme

The school uses the Government approved phonics scheme 'Little Wandle'. Further information regarding this can be found on our school website including how and what is covered each term. It is important to understand that the reading scheme is not the be all and end all of your child's reading experience; it is just a small part. The matched scheme books are used primarily to practise and consolidate skills that the children are working on in class and the children should be showing 95% fluency of any books taken home to read. Parents are encouraged to regularly share other reading books with their children and encourage a love of reading alongside the phonic learning. Research has shown that children who are surrounded by books from a young age at home, and who have parents who regularly read themselves and who share books with their children too, will be much more likely to excel in both reading and writing at school. At Glebe the children will also be given weekly access to our school library where they will be encouraged to borrow books that can be shared with their parents. We also suggest that parents regularly take their children to the local library so that they are exposed to a rich variety of texts that they can explore and enjoy.



### Medical matters

If your child has any medical conditions, please let the School's Welfare Assistant Mrs Varney and the Class Teacher know about them.

All medication **MUST** be brought to and collected from the school office.

If the doctor has prescribed medication for your child we can only administer it if you provide a letter stating what it is, what it is for and signing it. Mrs Varney will ask you to fill in a 'Medicines in School' consent form.

**\*Children who suffer from asthma must have a reliever inhaler (normally blue) at school and a spacer. This will be kept in the classroom to enable your child to access it with help if needed.**

**\*Children with severe allergies who need Epi-pens also need to have two in school, one in the classroom and one in the welfare room.**

If your child has sickness or diarrhoea you must keep them off school for a full 24hrs **after** their last episode. If they have both or there is a particularly prevalent bug going round school, we may extend this period to 48hrs to ensure the children's wellbeing.

Please don't send your child into school if they are really ill, this spreads the illness around to everybody else and you will be called to collect them and take them home. It is also very unfair on your child if they realise we are having trouble getting hold of you, as they will get more distressed knowing that. If you are unsure about whether your child should be in school, please talk to the class teacher or the welfare assistant.

**Please ensure the school has your correct details at all times so that if your child is ill or injured we are able to contact you.**

As a school we are not allowed to check children for headlice so please be vigilant and keep long hair tied back as much as possible. If your child does get a bout of headlice please treat them immediately and let the school know so that we can try and stop them spreading.

If your child is allergic to plasters, please inform the Welfare Assistant and your child's class teacher.

\*Although we endeavour to remind parents when medication is nearing the expiry date it is ultimately the parent's responsibility to ensure the correct medication is in date. We suggest you diarise dates for your own piece of mind.

### Playtime

The school is currently part of the free fruit scheme so each day a different piece of fruit is available for your child at afternoon playtime. We also receive free milk for children under the age of five (**if you do not wish your child to have this milk please contact the school office**). If your child is over five you can still arrange for your child to receive milk, though you will have to pay for it. For more details, please see the Cool Milk letter in your pack. The children are offered the milk at morning break and can choose if they wish to take it.



## Lunchtime - Reception

Your child is entitled to a free school lunch up to Year 2. We are currently using a company called 'The Pantry'. They are a well-established company who are well equipped to handle the volume and dietary needs of a large school. Before your child begins, school in September 'The Pantry' will send you an email to the address supplied to us by you. You must then follow the link to set up your account with them. They will ask you about any allergies and dietary requirements at set-up so this must be done prior to starting. Every Sunday you will receive an email from 'The Pantry' reminding you to log on and book next week's meals. If you do not pre-book your child's meals, we will assume you are providing a packed lunch and a meal will not be provided. Any queries or questions will be answered directly via 'The Pantry' who can be contacted on - **0208 813 7040**

At lunchtime, your child will find their photograph or name on a touchscreen. This will then alert the kitchen staff to the meal choice you have pre-ordered for that day.

Please try to practice getting your child to eat with cutlery by themselves and being able to eat independently, as we cannot feed children on a one to one basis. **Please ensure that both your child and the class teacher are aware of dietary needs including if they are vegetarian or only eat Halal meat.**

Packed lunches - If you choose to opt out of school lunches on certain days or on a full time basis, that is not a problem. The food must be in a plastic container, clearly labelled with the child's name clearly written on it. A drink (water only) should also be brought in. This should be in a carton or plastic flask, no cans please. **Sweets, nuts and chocolates should not be included in lunch boxes as the children will not be permitted to eat them.** We are part of the Healthy Hillingdon Initiative so do encourage the children to bring in healthy lunches. Children may go home for lunch but they should not return until five minutes before the start of the afternoon session and this will have to be arranged with the school office.

## Uniform

### Reception

One of the big differences between the Nursery and Reception is that we expect all children in the main school to wear our full school uniform. The school logo appears on the school sweatshirt, cardigan and polo shirt, which can be bought from our supplier 'Angels' using their online service at [www.angelsuniforms.co.uk](http://www.angelsuniforms.co.uk). If you order and click 'Collect in Store', Angels will aim to deliver your order free of charge to school within three working days, for us to deliver it to your child's class. Alternatively, you can visit the shop at 317 Rayners Lane, Pinner, HA5 5EH.

The PE T-shirts (which are coloured according to house colours), book bags and sun hats all with school logos can be bought via our "IRIS ParentMail" payment system.

You will be issued a password in September. (This option is available now for children already attending our Nursery).

As part of the schools drive towards being eco-friendly and supporting the community, we also offer pre-loved uniform that can be purchased throughout the year. Glebe School now has an online secondhand uniform shop. There are no fixed prices, just donations. Please email [glebeuniformsales@gmail.com](mailto:glebeuniformsales@gmail.com) your requirements. All uniform is in great condition and can be offered for a small donation.

The uniform we expect the children to wear is as follows:

Skirt/trousers:	Grey
Polo shirt:	White/white with school logo
Sweatshirt/cardigan:	Red with school logo.
Shoes:	Black (sensible for school - <b><u>not</u> trainers or boots and no heels or wedges</b> )

### P.E.

Children all have to come into school dressed ready for PE lessons and the kit we like them to wear is as follows:

T-shirt:	When your child is allocated a house team, you will be informed of the colour they will need. The house colours are Tavistock (green), Swakeleys (red), Burnham (blue) and Sussex (yellow).
Shorts:	Black (black tracksuit bottoms during colder months when P.E is held outside)
Shorts should be provided at all times.	
Shoes:	Black slip-on plimsolls - no trainers

**For art/craft:** please provide either a shop bought apron or an old shirt of yours.

All these items need to be placed in a **named** drawstring bag which will be kept on their peg.

**Water Bottle:** For use in class during the day, this should be separate from the drink provided in their lunchbox and should only contain water.

**ALL ITEMS OF CLOTHING, LUNCH BOXES AND WATER BOTTLES SHOULD BE CLEARLY NAMED - INCLUDING THOSE THEY ARE WEARING.**



## Jewellery

We ask you to keep all children's jewellery at home please. It can also be very upsetting for children if their favourite things go missing and it therefore makes life much easier if no necklaces, rings or earrings are brought to school.

Children who have pierced ears should wear studs to school, but these **must** be removed for P.E. lessons.

## Ideas to support the transition period into Reception

Starting Reception is both an anxious and exciting time for you and most importantly, for your child. Attending Reception may be the first time your child has had the opportunity to be apart from a parent or well-known adult for a whole day; it is very different from Nursery. Your child may be very tired for the first few weeks even if they are used to being in full time day care! If this is the case, please speak to your child's class teacher to discuss a longer transition period.

Please try not to show your child that you are upset or anxious about them starting school as this will often be picked up by them and in turn will make them feel the same. Please encourage your child to go into class without you, as having you coming in with them often makes them worse. If your child is upset please try and let the staff deal with it, they are experienced dealing with these tricky situations and the children often calm down much quicker if you are not there. If you have left your child in an upset state and are worried about them, please ring the school who will then speak to the class teacher to give you a progress report.

## Absences

All young children suffer illness from time to time and need to recover before returning to school. Again if your child has sickness and/or diarrhoea he/she must be kept off school for a full twenty-four hours after the symptoms have cleared.

Like all other schools we have to keep records of attendance and absence and we have to be sure that on the days' children are away there is an acceptable reason. In accordance with our School Attendance Policy we ask that parents phone the school office on the first day of absence to inform us that your child will not be in school. If you are unable to do this, then a letter or note explaining your child's absence should be brought into school on their return.

Holidays cannot be arranged during school time and likewise we cannot give permission for children to be away when parents go shopping or have appointments for themselves. New government laws have been introduced to tackle the problem of pupil absence. Nevertheless, good attendance habits learnt in the formative years do stay with children throughout their school career.

## Voluntary contributions

When children undertake cooking activities staff may seek a small voluntary contribution from parents to cover the cost of ingredients.

School trips are another time when parents are asked to make a voluntary contribution. If there are not enough contributions, then it is possible the trip will be cancelled.

## Conclusion

We hope your child will enjoy his or her time in Reception and have the opportunity to meet lots of new friends. We look forward to working with all the children and giving them the opportunity to experience a positive and stimulating learning environment.

Thank you for taking the time to read through this booklet and we hope it has proved informative. If you have any further concerns or questions, please do not hesitate to speak to me or any member of the Reception staff.

R Wands  
Foundation Stage Leader



\*All information is accurate at time of printing, but is subject to change in line with ongoing guidance.