

Welcome to



Reception Class

Welcome Pack 2016-2017

Dear Parents / Carers,

I would like to take this opportunity to welcome you and your child to Cromwell Reception Class. This welcome pack provides all the information you will need to know about starting at the Cromwell Primary School.

I hope that your child has a positive and enjoyable time. Should you have any issues or concerns during your child's time with us, please do not hesitate to contact me.

Regards

Mrs Razzaq
Early Year Lead

In Reception we aim to:

- To provide rich and stimulating experiences to enhance and extend the abilities of our children
- To offer a secure, warm and caring environment to allow children to develop a positive sense of pride
- To use planned activities to develop and explore meaningful play contexts
- To enrich knowledge and understanding to engage a wide selection of materials, techniques and activities making provision for expression of ideas and feelings
- To promote enthusiasm, enjoyment and confidence in the development of coordination, control, manipulation and movement

We will work together with you and your child to achieve these aims.

Staff

Head Teacher – Mrs Rubina Darr

Deputy Head Teacher – Mrs Lorraine Lowe

Administrators – Mrs S.Banaris

Parent Support Worker – Mrs Halima Ahmed

Reception Team

Teacher- Mrs F. Razzaq

Teaching Assistant- Miss R. Gilligan

Teaching Assistant- Miss Laura Suna

School Uniform

School uniform consists of a white polo shirt, navy sweatshirt and tracksuit bottoms which are elasticated at the waist for easy self-management.

The school sweatshirt is on sale for £8.00. If you wish to purchase a sweatshirt, please go to the school office.

What to bring

As children may be outside on any day, please ensure they have a jacket and footwear suitable for the weather each day.

Children should bring their P.E kit. This consists of a white polo shirt, black shorts or leggings for girls and black pumps. Cromwell will provide you with a P.E bag for free.

To aid the children with independence, clothes should be easily managed by your child when going to the toilet and dressing. Children may well get dirty in Reception as they are playing with paint, sand, water, mud and more! Children can have accidents too so please ensure they bring in spare clothes.

Reception class timings:



Morning Session: 8.55am to 11.45pm



Lunch and outdoor play: 11.45 am to 12.40 pm

Afternoon Session: 12.40 pm to 3.10 pm

***It is very important that children are collected on time. Young children can become confused and upset if they are left at Reception once all their classmates have left.**

Daily Routine

During September children will begin Reception in small groups. This is to enable staff to get to know your child and develop a bond with them. An initial assessment of your child using the Early Years outcomes is conducted. You are most welcome to view these in Reception. Initially you will be invited to spend some time with your child in the setting when they start.

The children will have daily phonics lessons and the length of these sessions will increase over the year.

The children will have snack time every day in their key family groups and this will be followed by 'Zone time'. This is where the children have the opportunity to participate in a wide range of activities both indoors and outdoors. These activities are carefully planned and consist of child initiated play as well as adult directed play.

At the end of the day, please arrive on time so that your child does not get worried or upset. The doors are opened at 3:10 pm. Always collect children promptly as staff will need to meet and prepare for the next day's activities.

For your child's safety we will not let them go with anyone under 16 years of age or an un-named adult. **Please let us know if someone else is coming by telephoning the school office or speaking to your child's key worker.**

At the start and end of a day you will be able to talk to your child's teacher. If you have any concerns, please let your child's key worker or teacher in Reception know. This is important so situations do not escalate and become problems. You can be assured that all information is confidential.

Snack

In Reception we provide a snack for each child. Snack is part of the Reception day and provides opportunities for the children to go shopping, prepare and serve food, enjoy new tastes and develop social skills.

As a health promoting school we reinforce a positive message about food to children through the snacks and drinks provided. In doing so, we hope to support you, the parent, in developing good eating habits for your child.

Menus are displayed each week to keep you informed about what your child is eating. **Please let staff know if your child has any allergies or religious reasons for avoiding certain foods. Snacks include milk and fresh fruit daily.**

Key Workers

The Reception class operates a key worker system. Each member of staff is a key worker and he/she is responsible for supporting 10 children and their parents/carers. Your keyworker is the first point of contact if information needs to be known by the Reception team.

Your child's key worker will be sensitive and will support you and your child should there be any problems during the settling in period. She will follow your child's progress during their time in Reception and her observations will enable her to encourage your child's development and individual interests through the activities provided.

The key workers work closely with the teacher to record progress and achievements in an individual file which is available for you to see and share. Information kept in the file is directly related to the stage your child is at in his/her development. We are required to keep these records to demonstrate your child is following the Early Years Foundation Stage Curriculum. The file is accessible to parents but is only sent home at the end of the year. The Reception file will be given to you when your child moves on to primary school.

If you have any problems or concerns, please speak with your key worker or Mrs Razzaq.

At Cromwell we believe that the foundation stage plays an essential role in laying the foundations of future learning. We focus on children learning through active play, creating and thinking critically and playing and exploring which takes place both indoors and outdoors. We build on the children's individual needs and interests relating to the following seven areas of learning:

There are three Prime Areas and these are:

- **Communication and Language**

Your child will learn to listen to stories and respond to what they hear with relevant comments and questions. They will learn to follow instructions and they will learn how to express themselves effectively, showing awareness of listeners' needs.

- **Physical development**

Your child will learn to move confidently, control their body, handle different kinds of tools and equipment with increasing skill and be able to dress and undress independently.

- **Personal, Social and Emotional Development**

Your child will learn to be self-confident, take an interest in things, know what their own needs are, tell the difference between right and wrong, and develop their skills in making relationships.

These prime areas are essential for your child's healthy development and future learning. Our aim in Reception is to ensure that by the end of the year all the children are competent in these areas and ready for reception. As children grow, the prime areas will help them to develop skills in the four specific areas:

- **Literacy**

Your child will learn to talk confidently and clearly, enjoying stories, songs and poems, hearing and saying sounds, and linking them to the alphabet. They will learn to read and write familiar words and sentences.

- **Mathematics**

Your child will develop an understanding of maths through stories, songs, games and imaginative play. They will become comfortable with using numbers beyond 20 and develop their concepts and vocabulary about weight, time, pattern, shape and space.

- **Understanding the World**

Your child will explore and find out about the world around them, asking questions about it. They will build with different materials, know about everyday technology and learn what it is used for. They will find out about past events in their lives and their families' lives. They will find out about different cultures and beliefs.

- **Expressive Arts and Design**

Your child will explore colours and shapes, dance, making things, telling stories and making music.

Each child's journey through the Early Years Foundation Stage is recorded in their 'Learning Journey' and parents are encouraged to input into these to share in this journey too. At the end of Reception children are assessed against the Early Learning Goals. This assessment is carried out by the reception teacher and is based on what they, and other staff caring for your child, have observed over a period of time.

Behaviour

Managing children's behaviour is a crucial part of their learning. All children need to feel safe and secure within any environment – home or school. It is to this end that we want to work with you as parents in using positive behaviour strategies. We will run a series of workshops on good behaviour management in the Autumn term.

Here are a few basics:

- Ensure that your child has eye contact with you when you are speaking
- Make sure that you know that your child has heard and listened to what you have said
- Set clear boundaries for good behaviour
- Do not tolerate bad behaviour or let children get away with it
- Use your tone of voice and your facial expression
- Mean what you say
- Take away privileges for a short period of time
- If a child has a temper tantrum give them some time out e.g. distract them or within a safe environment let the temper tantrum take its course
- Praise good behaviour passionately – let the child know you are really happy they have done something as you have asked.
- Any issues discuss with your child's class teacher/key worker.



What can I do at home?

Please help your child prepare for Reception by:

Developing Independence

Encourage your child to do things for themselves – set expectations of what you would like them to do, help and encourage your child to do as you have asked e.g. tidy up your toys, put your shoes in the right place.

Establish a good bedtime routine – children learn better when they are not tired. Young children need at least 12 hours sleep!

Self-Care

Show and help your child how to dress and undress themselves e.g. you could put the clothes out in the order they should put them on.

To take off and put on their own shoes – we advise Velcro fasteners - NO laces as children are active.

Hygiene

Teach your child how to use the toilet and wipe their bottom.

Show them how to wash and dry their hands.

Teach them to use a tissue to blow their nose and to keep a hanky in their pocket or sleeve.

Eating routines

Encourage good manners when eating/drinking e.g. children should sit at a table when they are eating and finish the food in their mouth before they leave the table.

They should also be encouraged to use a knife and fork at home.

Encourage children to handle a cup without spilling.

Teach your child good manners e.g. saying please and thank you.

We consider ourselves partners in your child's learning. We value your partnership, working alongside us, to achieve the best start for your children. The activities that you do with your child at home are important in supporting their learning and development, and have a long lasting effect on your child's learning as they progress through school. For example, talking, listening, reading, singing Reception rhymes, cooking and baking or playing outside with them. More ideas can be found at:

www.earlyhomelearning.org.uk

www.ictgames.com

www.mathcats.com

<http://www.topmarks.co.uk>

www.phonicsplay.co.uk

Early Years Fund

£ 1.00 for the Early Years Fund is collected each Monday. This money helps to pay for small extras throughout the year, such as cooking ingredients or an ice cream on a school visit in warm weather.

To get the most out of Reception, please bring your child every day, unless they are ill.

Please be on time. Routines begin on time. It is hard for your child to be properly welcomed if they are late. This can also be unsettling for your child.

If teachers have already started the activity, it is hard for your child to be properly welcomed and they will have an unsettling start to the session.

Good attendance and punctuality are extremely important so children learn the importance of school and learning. It is important that children are not rushed in the morning and that they get up in good time to have a calm start to the day and to have a healthy breakfast.

Please do not request extended leave for holidays during term time. Children have 13 weeks' holiday over the school year and you should arrange for your holiday to be taken during this time.

Attendance

Even though your children are young it is very important they develop good habits of attending school. Therefore, poor attendance in the Reception will be monitored and you will be invited to a meeting with the Head teacher. The message we are giving is that the pattern for attendance in school begins in the Reception so we are asking parents to help us in our quest for 100% attendance.

Sickness

If your child is unwell or cannot come to school, for any reason, please let us know. We need to know why your child is absent.

You must phone school on 0121 464 2434 and leave a message.

If your child has sickness or diarrhoea, please wait until they have completely recovered before sending them back to Reception. Infections such as these spread very quickly amongst young children.

We may need to contact you if your child becomes unwell at school. Always let us know if your telephone numbers change.

We value all the experiences that you have given your child before they start school and look forward to working with you during the coming year to build upon this foundation.

Important Dates and Information Specific to Your Child

Child's Name: _____

Key Worker: _____

Reception Visit Date: **8th July 2016**

Start Date: _____